



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
REGULAR COUNCIL MEETING
AGENDA

Thursday, August 22, 2019, 6:30 P.M.
Main Level Chambers

An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government. As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting.

Pages

1. CALL TO ORDER AND ROLL CALL
2. ADOPTION OF THE AGENDA
Draft Motion:
BE IT RESOLVED THAT the Regular Council Agenda dated August 22, 2019 be adopted as presented/amended.
3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF
4. CLOSED SESSION
5. ADOPTION OF MINUTES
 - 5.1 **DRAFT Regular Council Meeting - August 8, 2019** 1
Draft Motion:
BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on August 8, 2019 be adopted as presented/amended.
 - 5.2 **DRAFT Special Council Meeting - August 14, 2019** 8
Draft Motion:
BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on August 14, 2019 be adopted as presented/amended.
6. BUSINESS ARISING FROM THE MINUTES
7. DELEGATIONS/ PRESENTATIONS
 - 7.1 **Registered Delegations/ Presentations**
 1. **Update on the Temagami Community Foundation**
Draft Motion:
BE IT RESOLVED THAT Council receive the presentation from The Temagami Community Foundation.
 - 7.2 **Unregistered Presentations (Maximum 15 Minutes in Total- in accordance with rules in By-law)**
** 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations**
8. CONSENT AGENDA ITEMS

Draft Motion:

BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.

8.1 Staff Report(s) for Information:

8.2 Correspondence for Information:

Hard copies of all correspondence for information is available at the Municipal office on request. The information items have been circulated to Council prior to the meeting.

Draft Motion:

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.2 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

1. **Public Consultation Notice Strategic Plan - August 24th, 2019** 11
2. **n'Daki Menan and Temagami Protected Lands Discussion Minutes - June 1, 2019** 12

8.3 Minutes of Local Boards & Committee Meetings

9. STAFF REPORTS

9.1 Temagami Fire Department Monthly Report - July 2019 14

Draft Motion:

BE IT RESOLVED THAT Council receive the monthly report from the Temagami Fire Department for information.

9.2 Memo 19-M-134 Budget Variance Report - July 31 15

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2019-M-134.

9.3 Memo 19-M-135 Future Meeting Dates 38

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2019-M-135;

AND FURTHER THAT Council establish the following for Council meetings for the remainder of 2019.

9.4 Memo 19-M-136 Administering Municipal Parking Stalls 39

Draft Motion:

BE IT RESOLVED THAT Council receive memo 2019-M-136 regarding administering municipal parking stalls.

9.5 Memo 19-M-137 Rural Economic Development Funding Program (RED) Funding Program 46

Draft Motion:

BE IT RESOLVED THAT Council receive memo 2019-M-137.

AND FURTHER THAT Council direct staff to apply for _____ through the Rural Economic Development Program _____ stream.

9.6 Memo 19-M-138 Infrastructure Ontario Properties and Municipalities 56

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2019-M-138;

AND FURTHER THAT Council direct the Staff to contact the Ministry of Infrastructure to further advance our objective.

9.7	Memo 19-M-139 AMO Main Street Revitalization Initiative for Temagami	58
	Draft Motion: BE IT RESOLVED THAT Council receive Memo 2019-M-139.	
10.	<u>COUNCIL COMMITTEE REPORTS</u>	
11.	<u>ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS</u>	
12.	<u>CORRESPONDENCE</u>	
12.1	Action Correspondence	
12.2	Resolution from Other Municipalities	
13.	<u>BY-LAWS</u>	
13.1	By-Law 19-1475 Property Standards	62
	Draft Motion: BE IT RESOLVED THAT By-law 19-1475, being a by-law to establish the Property Standards, be taken as read a first, second and third time and finally passed this 22nd day of August, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
13.2	By-Law 19-1476 Appointment Property Standards Officer	96
	Draft Motion: BE IT RESOLVED THAT By-law 19-1476, being a by-law to appoint Property Standards Officer, be taken as read a first, second and third time and finally passed this 22nd day of August, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
13.3	By-Law 19-1477 Assumption of Private and Unassumed Roads Policy	97
	Draft Motion: BE IT RESOLVED THAT By-law 19-1477, being a by-law to establish the Assumption of Private and Unassumed Roads Policy, be taken as read a first, second and third time and finally passed this 22nd day of August; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
13.4	By-Law 19-1478 Council Procedural By-Law	103
	Draft Motion: BE IT RESOLVED THAT By-law 19-1478, being a by-law to establish the Council Procedural, be taken as read a first, second and third time and finally passed this 22nd day of August, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
14.	<u>APPROVED MINUTES OF COMMITTEE MEETINGS</u>	
15.	<u>UNFINISHED BUSINESS</u>	
16.	<u>NEW BUSINESS</u>	

16.1 Municipality Docks

Draft Motion:

BE IT RESOLVED THAT Council direct the Staff to prepare a report on the viability of installing safety ladders on the Municipality docks, adequate safety rings, ropes, and accessible spill kits.

17. NOTICES OF MOTION

18. CONFIRMATION BY-LAW

Draft Motion:

BE IT RESOLVED THAT By-law 19-1479, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 22nd day of August, 2019;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

19. ADJOURNMENT

Draft Motion:

BE IT RESOLVED THAT this meeting adjourn at p.m.



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
REGULAR COUNCIL MEETING
DRAFT MINUTES**

**Thursday, August 8, 2019, 6:30 P.M.
Main Level Chambers**

PRESENT: D. O'Mara, C. Dwyer, B. Leudke, J. Harding, M. Youngs, J. Shymko
J. Koistinen
STAFF: C. Davidson, T. Lepage, S. Pandolfo, J. Sanderson

CALL TO ORDER AND ROLL CALL

Mayor O'Mara called the meeting to order at 6:30 pm.
There were 6 people in the audience. The Mayor called the Roll.

ADOPTION OF THE AGENDA

19-350
MOVED BY: C. Dwyer
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT the Regular Council Agenda dated August 8, 2019 be adopted as presented.
CARRIED

DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Mayor requested disclosure of pecuniary interest. Administration reported that none were received prior to the meeting. There were no other disclosure made.

CLOSED SESSION

Mayor O'Mara reported that during the closed session, Council had given direction to Administration regarding property matters.

ADOPTION OF MINUTES

DRAFT Regular Council Meeting - July 25, 2019
19-351
MOVED BY: M. Youngs
SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on July 25, 2019 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

NONE.

DELEGATIONS/ PRESENTATIONS

Registered Delegations/ Presentations:

Peter Christie

RE: Memo-M-086

19-352

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the presentation from Peter Christie regarding Memo-M-086.

CARRIED

Unregistered Presentations (Maximum 15 Minutes in Total- in accordance with rules in By-law)

** 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations**

CONSENT AGENDA ITEMS

19-353

MOVED BY: J. Shymko

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council adopt the consent agenda motions correspondence No. 8.1.1 to 8.1.5.

CARRIED

Ministry of Municipal Affairs and Housing

RE: Provincial Policy Statement Review - Draft Policies

The Labour Market Group

RE: LMG July 2019 Newsletter

Monthly Job Report

RE: June 2019

Northern Ontario School of Medicine

RE: Invitation NOSM Student Meet and Greet 2019

Ministry of Municipal Affairs and Housing

RE: Infrastructure Ontario Properties and Municipalities

Minutes of Local Boards & Committee Meetings:

NONE.

STAFF REPORTS

Memo-M-124 OCWA Operational Plan

19-354

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo 2019-M-124;

AND FURTHER THAT Council direct the Mayor and the Treasurer/Administrator to sign the Commitment and Endorsement page of the OCWA Operational Plan.

CARRIED

Memo-M-127 ICIP Funding Application

19-355

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2019-M-127.

CARRIED

Memo-M-128 Procedural By-Law Schedules

19-356

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2019-M-128;

AND FURTHER THAT Council approve the Schedules for the Procedural By-Law;

AND FURTHER THAT the completed By-Law be placed on the next agenda for Council's direction.

CARRIED

Memo-M-129 Assumption of Private and Unassumed Roads Policy

19-357

MOVED BY: J. Shymko

DRAFT – Regular Council Minutes – August 8, 2019

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo No. 2019-M-129;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Assumption of Private and Unassumed Road Policy for Council's consideration at their next meeting.

CARRIED

Memo-M-130 TA Report

19-358

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2019-M-130 Report from Treasurer/Administrator.

CARRIED

Memo-M-131 Speed Limit

19-359

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE RESOLVED THAT Council receive Memo 2019-M-131;

AND FURTHER THAT Council direct the Staff to contact the Ministry of Transportation (MTO) to reconsider the speed limits approaching the hamlet of Temagami in both direction.

CARRIED

COUNCIL COMMITTEE REPORTS

NONE.

ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS

Councillor Leudke reported on organizing training for elected officials with EMO regarding emergency management plan.

Mayor O'Mara reported his attendance to several meetings and assisted with community events.

Mayor O'Mara also attended the Justice Career day hosted by the Temagami First Nation, and thanked them for the extended invitation. He further reported on the success of the broadband survey and remind all to participate.

Councillor Youngs reported that the Broadband survey is on the Municipal Website and paper copies are also located at the Temagami Public Library.

CORRESPONDENCE

DRAFT – Regular Council Minutes – August 8, 2019

Action Correspondence:

Memo-M-126 Temiskaming Smallmouth Bass Series

19-360

MOVED BY: C. Dwyer

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council receive Memo-M-126;

AND FURTHER THAT Council authorize a donation in the amount of \$450.00 for sponsorship of the 2019 events.

CARRIED

Resolution from Other Municipalities:

Memo-M-125 Town of Halton Hills

RE: Reducing Litter and Waste in our Communities

19-361

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive Memo No. 2019-M-125;

AND FURTHER THAT Council support the resolution passed by the Council of the Town of Halton Hills regarding Reducing Litter and Waste in our Communities.

CARRIED

BY-LAWS

By-law 19-1471 Donation Policy

19-362

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 19-1471, being a by-law to establish the Council Donation Policy, be taken as read a first, second and third time and finally passed this 8th day of August, 2019;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

CARRIED

By-law 19-1472 Code of Conduct

19-363

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 19-1472, being a by-law to establish the Code of Conduct for Council, Boards and Committees, be taken as read a first, second and third time and finally passed this 8th day of August, 2019;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

CARRIED

By-law 19-1473 Appointment of Municipal Law Enforcement Officer

19-364

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

BE IT RESOLVED THAT By-law 19-1473, being a by-law to appoint Municipal Law Enforcement Officer, be taken as read a first, second and third time and finally passed this 8th day of August, 2019;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

CARRIED

APPROVED MINUTES OF COMMITTEE MEETINGS

19-365

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the minutes of the Advisory Committees and Local Boards that have been submitted for Council's consideration be received listed in the minutes of this meeting.

CARRIED

DRAFT Committee of Adjustment held on April 2019

UNFINISHED BUSINESS

NONE.

NEW BUSINESS

NONE.

NOTICES OF MOTION

Councillor J. Shymko provided a notice of motion that staff prepare a report on the viability of installing safety ladders on town docks, adequate safety rings, ropes, and accessible spill kits.

CONFIRMATION BY-LAW

19-366

MOVED BY: J. Koistinen

DRAFT – Regular Council Minutes – August 8, 2019

SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 19-1474, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 8th day of August, 2019;

AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

CARRIED

ADJOURNMENT

19-367

MOVED BY: J. Koistinen

SECONDED BY: J. Harding

BE IT RESOLVED THAT this meeting adjourn at 7:48 p.m.

CARRIED

Mayor

Clerk



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

SPECIAL COUNCIL MEETING

DRAFT MINUTES

**Wednesday, August 14, 2019, 3:30 P.M.
Main Level Chambers**

PRESENT: D. O'Mara, C. Dwyer, B. Leudke, J. Harding, M. Youngs, J. Shymko,
J. Koistinen
STAFF: C. Davidson, S. Fournier, B. Turcotte

PURPOSE OF THIS SPECIAL MEETING

A Special Meeting of Council to be held on August 14, 2019 at 3:30 in the Council Chambers for Council to review a quotation concerning the alteration of the Temagami North ditches.

CALL TO ORDER AND ROLL CALL

Mayor O'Mara called the meeting to order at 3:30 pm.
There were 6 guests in attendance. The Mayor called the Roll.

DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Mayor asked for any disclosures of interest. Administration noted that none had been received. There were no declarations made at this time.

STAFF REPORTS

Ditches in Temagami North

19-367

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2019-M-132;

AND FURTHER THAT Council set aside the provisions of the procurement policies and authorize the ditch project to be sole sources.

AND FURTHER THAT Council approves the estimate received from Pedersen Construction (2013) Inc. for remediation of the ditches in Temagami North at a cost of \$166,760 plus HST;

AND FURTHER THAT Council directs Staff to carry this project as an unfinanced capital outlay until the 2020 budget process at which point funding the expenditure will be determined.

AMENDED

Amendment:

19-368

MOVED BY: J. Koistinen
SECONDED BY: J. Shymko

AND FUTHER THAT to receive a pricing for phase II (from the stop sign to the end of the rocky lines ditches).

CARRIED

Motion to be Defer:

19-369

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT this motion be deferred until a public meeting is held.

DEFEATED

Motion as Amended:

19-367

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2019-M-132;

AND FURTHER THAT Council set aside the provisions of the procurement policies and authorize the ditch project to be sole sources.

AND FURTHER THAT Council approves the estimate received from Pedersen Construction (2013) Inc. for remediation of the ditches in Temagami North at a cost of \$166,760 plus HST;

AND FURTHER THAT Council directs Staff to carry this project as an unfinanced capital outlay until the 2020 budget process at which point funding the expenditure will be determined.

AND FUTHER THAT To receive a pricing for phase II (from the stop sign to the end of the rocky lines ditches).

CARRIED

ADJOURNMENT

19-370

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council adjourn this Special Meeting at 4:11p.m.

CARRIED.

Mayor

Clerk



NOTICE OF PUBLIC CONSULTATION

Strategic planning is one of the most important tools that a municipality can use to bring together residents, members of Council, and municipal staff in the development of a common vision, direction, and goals for a community.

Mayor O'Mara and Council of the Corporation of the Municipality of Temagami are pleased to invite you to an open session to listen to your ideas. Drop in to participate in a variety of conversations and activities. The workshop will take place:

Saturday August 24, 2019 at 1:00 p.m.

**Bunny Miller Theater
Welcome Centre, Temagami ON**

PLEASE R.S.V.P.

To confirm your attendance or seek further information, please contact Commerce Management Group at 1-800-339-4414 or forward your comments, questions and concerns by email at: reception@commerce-managment.com

Minutes: n'Daki Menan and Temagami Protected Lands Discussion; Saturday June 1st, 2019

Attendees: Chief Randy Becker, Councillor Cathy Dwyer, Will Kershaw, Janet Martindale, Alex Mathias, Andrea Wilson, Hap Wilson, Nick Georgiade, Tracy Georgiade, Angela Nobes, Harold Keevil, Alec Morley, PJ Justason, Chris Melanson, Jody Harrison, Geoff McQuillan, Paul Tamburro

Regrets: Councillor John Shymko, Dick Lewis, Erik Fenkell, Andrew Healy, John Kenrick, Kevin Pinkerton, Dave Wilfong

Introduction:

Tamburro opened with his belief that Temagami's natural environment and beauty is its greatest resource and should be optimized as a source of economic stimulus for the community while simultaneously respecting all users of the land and recognizing First Nations as the initial and ongoing stewards of n'Daki Menan, their ancestral territory. Unanimous comments were made on Temagami's allure and how its natural beauty pulls people back. Keevil asked why are there gaps in the park's geographical boundaries? Mathias said he supported and joined Friends of Temagami because he sees its members out on the land.

Parks Overview:

Kershaw gave an overview of Temagami's parks (hand out attached) including attendance numbers, their history and the rationale behind protecting outstanding features including Maple Mountain, Ishpatina Ridge, aurora trout lakes and old growth stands. He noted headwaters of Lady Evelyn River are not protected in Lady Evelyn Smoothwater Wilderness Park. He stated Ontario Parks currently has no appetite for increased park size. H. Wilson pointed out that 90% of archeologic sites in Temagami are not currently protected in parks.

Why do we need expanded protection?

Multiple examples of park infractions were noted along with inability of MNRF and Ontario Parks to enforce their own standards. H. Wilson pointed out multiple access violations including illegal roads and bridges and cited statistics regarding vehicular access and subsequent rapid decline of fish and moose populations. Becker stated there are mining claims in the parks, denied by Kershaw.

Justason briefed attendees on the Solace Wildlands, one of only remaining roadless Crown land regions in Temagami is surrounded by park lands and the location of the proposed 36 km Turner Road; 1.8 km has been constructed to date. Becker said Teme-Augama Anishnabai (TAA) is actively monitoring Turner Road construction.

A discussion was held related to forestry practices in Temagami. H. Wilson pointed out examples of clear cuts to shores of waterways, ignoring policy to the contrary. Becker discussed

how the practice of clear cuts, topping trees and leaving debris behind does not mimic natural regeneration after forest fires as industry claims. It was also pointed out leaving occasional seed trees in a clear cut is not effective means to regenerate forest. Councillor Dwyer said management practices have improved and recommended reading the Temagami Forest Management Plan 2020.

Protection Models:

Becker states TAA opposes parks and lacks confidence in MNR's ability to manage n'Daki Menan. He proposes revival of the Wendaban Stewardship Authority with First Nations and non-First Nations members managing and planning protection and resource utilization of n'Daki Menan. Becker emphasized importance of traditional ways and taking only what is needed from the land and that this practice is not occurring now.

Becker stated n'Daki Menan is not a wilderness and the forest has been inhabited for thousands of years. Becker provided information on Temagami First Nation (TFN) land claim negotiations. He stated federal government is interested in reopening negotiations. The Ontario provincial government is lagging. Settlement talks include reserve lands and stewardship of n'Daki Menan.

The Zones d'Exploitation Contrôlée (ZEC) concept of recreational and industrial uses of land managed by First Nations or Wendaban Stewardship Authority was introduced by Tamburro (hand out attached). Becker said something like this could work.

Conclusions:

T. Georgiades discussed need to maintain momentum of meeting and asked how attendees can help? Becker asked for field reports from n'Daki Menan but for no to petitions or letters to government. There was a consensus that increased protection is necessary and valuable and should be created and managed locally.

A follow up meeting was suggested for later this summer or fall, perhaps at time of Gramps Fest.

Action Items:

1. Create a group email list: Tamburro
2. Distribute Temagami Forest Management plan: Dwyer
3. Support reactivation of Wendaban Stewardship Authority
4. Monitor further construction of the Turner Road into Solace forest: Justason and Mathias.
5. Follow up meeting?? August or September: Around Gramps fest. Maybe in town.

Temagami Fire Department
Monthly Report of Activities
for the month of: *July 2019*

1 Activations

- July 29th @ 5:09 PM – Tree on line, forest fire – locations reported as 10km North & South of Temagami – split respond to investigate both locations; confirmed as tree on line, live wires down, 3 Km south of Wilson lake road, small fire on right-of-way; MNRF on scene, confirmed they would remain on scene for Hydro and deal with the “forest fire” within the Crown Protection Area - 2 vehicles & 7 firefighters responded.

Training:

- 4 meetings – Ventilation; new portable pump & hose handling training, equipment mtncce; Naloxone training from Temiskaming Health Unit;
- Chief attended Emergency Management webinar on 2019 Hazard Identification Report and Methodology guide

Fire Prevention:

- Fire Safety Inspections at Lake Temagami Youth Camps: 1 inspection in July
- Review of Fire Safety plan for Temagami Marine – ongoing
- Several Fire Safety Plans in various stages of review
- Occupancy calculations for Arena ice surface initiated – requires proponent input

Fire Education:

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter
- Fire display (Fire Smart) at Canada Day town event
- Chief attended TLA annual general meeting with Mayor O’Mara; provided Fire Smart info & update on action items from 2018 Forest Fire Emergency

Other:

- 2002 Rescue truck taken for annual inspection; Air conditioning expansion valve replaced, system refilled; rear brake pads (rotted) replaced; Heater hose to back box replaced (leaking); both Steering U joints replaced.
- 2017 Ford 550 Initial Attack taken in for annual inspection & service (oil change, grease...); disabled block heater cord under recall, to be replaced once parts become available
- Capital items purchasing initiated; Portable Pump, dehumidifier for townsite hall acquired; working on obtaining quotes for bunker gear and heater unit for downtown hall
- Interviewed one new recruit.
- Member of Council reported extinguishing a fire on the Highway Right-of-Way – Chief attended location to confirm extinguished & attempt to determine cause
- Received a donation of a vehicle to be used for Auto extrication training
- Completed Temagami Fire dept. portion of Municipal Fire Protection Profile Report

Jim Sanderson

Fire Chief, Temagami Fire Department

Date: *August 12, 2019*



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-134

Staff
 Committee

Subject: Budget Variance Report – July 31

Agenda Date: **August 22, 2019**

Attachments: Budget Variance Report

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2019-M-134.

INFORMATION

Attached to this report is a budget variance up to July 31, 2019. For amounts transferred to and from reserves, any transfer to reserves has been recorded while amounts coming from reserves have only been recorded when the corresponding expenditure has been made.

For Council's information, on the revenue side, this report is after 58.33% of the year has passed while on the expense side, there is still 41.67% of the year to go.

Starting in September (for the August Variance Report) included in the report will be projected revenue and expenditure so Council may more readily determine where we should end up at the end of the year.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator

Budget Variance Report

Fiscal Year : 2019 Period : 7

Budget Type : Budget Values - 5

Account Code : ?-?-????-???? To ?-?-????-????

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
REVENUE						
1000 Municipal Taxes						
1-4-1000-1000	Municipal Taxes	0.00	-3890112.32	-3887814	2298.32	-0.06
1-4-1000-1300	Ontc - PIL - Right of Way	-13647.27	-13647.27	-13647	0.27	0.00
Total Municipal Taxes		-13647.27	-3903759.59	-3901461	2298.59	-0.06
1100 Interest and Investment Income						
1-4-1100-1100	Interest on Bank Accounts	-9185.92	-29479.10	-36000	-6520.90	18.11
1-4-1100-1400	Penalty and Interest on Taxes	-7853.85	-57185.53	-80000	-22814.47	28.52
Total Interest and Investment Income		-17039.77	-86664.63	-116000	-29335.37	25.29
1499 Transfer from Reserves						
1-4-1499-9100	Transfer from Reserves	10000.00	10000.00	-243573	-253573.00	104.11
1-4-1499-9200	Transfer from Reserves	53000.00	53000.00	52500	-500.00	-0.95
1-4-1499-9300	Transfer from Reserves	105400.00	105400.00	85400	-20000.00	-23.42
1-4-1499-9400	Transfer from Reserves	-10000.00	-10000.00	34191	44191.00	129.25
1-4-1499-9500	Transfer From Reserves	12000.00	12000.00	0	-12000.00	0.00
1-4-1499-9700	Transfer from Reserves	15000.00	15000.00	3000	-12000.00	-400.00
1-4-1499-9800	Transfer from Reserves	-30000.00	-30000.00	-154230	-124230.00	80.55
Total Transfer from Reserves		155400.00	155400.00	-222712	-378112.00	169.78
1500 Grants						
1-4-1500-2000	OMPF	-215892.00	-649409.00	-865300	-215891.00	24.95
1-4-1500-2010	Provincial Support - CSPT	0.00	-2658.55	-2660	-1.45	0.05
1-4-1500-2020	Other Provincial Funding	0.00	-449800.00	-449800	0.00	0.00
Total Grants		-215892.00	-1101867.55	-1317760	-215892.45	16.38
1600 Administration Revenue						
1-4-1600-4000	Admin User Charges	-1148.20	-6561.56	-13000	-6438.44	49.53
1-4-1600-4100	Tax Certificates	-180.00	-765.00	-1500	-735.00	49.00
1-4-1600-4110	Lottery Licences	-669.00	-763.00	-200	563.00	-281.50
1-4-1600-4200	Building/Property Rentals	-2100.00	-16600.00	-33000	-16400.00	49.70
1-4-1600-4210	Office/Room Rentals	0.00	-120.00	-900	-780.00	86.67
1-4-1600-4220	Docking Fees - Town	-346.50	-8657.25	-9000	-342.75	3.81
1-4-1600-4500	Insurance Facility Rentals	-280.50	-706.65	-600	106.65	-17.78
1-4-1600-4510	Suppl Municipal Revenue	-183.10	-314.00	-6000	-5686.00	94.77
1-4-1600-5000	Sundry Revenue	0.00	-189.32	0	189.32	0.00
1-4-1600-6000	Land Sales	0.00	0.00	-8000	-8000.00	100.00
Total Administration Revenue		-4907.30	-34676.78	-72200	-37523.22	51.97
2000 Marten River Fire Revenue						
1-4-2000-2000	MTO Recovery	-1431.00	-12879.00	-20000	-7121.00	35.61
1-4-2000-4000	Emergency and fire Response	0.00	-6000.00	-7500	-1500.00	20.00
1-4-2000-4100	Burn Permits Marten River	0.00	-80.00	-100	-20.00	20.00
Total Marten River Fire Revenue		-1431.00	-18959.00	-27600	-8641.00	31.31

Budget Variance Report

Date : Aug 15,2019

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
REVENUE						
Total Marten River Fire Revenue		-1431.00	-18959.00	-27600	-8641.00	31.31
2100 Temagami Fire Revenue						
1-4-2100-2000	MTO Recovery	0.00	-477.00	-10000	-9523.00	95.23
1-4-2100-4100	Burn Permits	-160.00	-804.20	-1200	-395.80	32.98
1-4-2100-4110	Misc Revenue - Search	-33.84	-312.66	-3000	-2687.34	89.58
1-4-2100-5100	Donations	0.00	-3616.07	0	3616.07	0.00
Total Temagami Fire Revenue		-193.84	-5209.93	-14200	-8990.07	63.31
2200 Police Services Revenue						
1-4-2200-2000	RIDE Program Revenue	0.00	0.00	-6700	-6700.00	100.00
1-4-2200-3000	POA Income	0.00	-5463.92	-13000	-7536.08	57.97
Total Police Services Revenue		0.00	-5463.92	-19700	-14236.08	72.26
2300 Animal Control Revenue						
1-4-2300-4100	Dog Licences	-30.00	-100.00	-300	-200.00	66.67
Total Animal Control Revenue		-30.00	-100.00	-300	-200.00	66.67
2500 CBO Revenue						
1-4-2500-4000	Building Permits	-1980.00	-7828.00	-21000	-13172.00	62.72
1-4-2500-4100	Building Permits	-110.00	-6801.15	0	6801.15	0.00
1-4-2500-4110	Travel	-560.00	-980.00	-6000	-5020.00	83.67
1-4-2500-4510	Buidling Search	0.00	0.00	-600	-600.00	100.00
1-4-2500-5000	Parking Fines	0.00	0.00	-200	-200.00	100.00
Total CBO Revenue		-2650.00	-15609.15	-27800	-12190.85	43.85
2700 911 Sign Fees						
1-4-2700-4000	911 Sign Fees	0.00	-120.00	-200	-80.00	40.00
Total 911 Sign Fees		0.00	-120.00	-200	-80.00	40.00
3100 Public Works Revenue						
1-4-3100-4000	User Fees	-343.78	-2231.24	-3000	-768.76	25.63
1-4-3100-4200	Parking/Mine Landing	-600.00	-16565.00	-15000	1565.00	-10.43
1-4-3100-5000	Sundry Sales	-50.00	-50.00	0	50.00	0.00
Total Public Works Revenue		-993.78	-18846.24	-18000	846.24	-4.70
4100 Sewer Revenue						
1-4-4100-4000	Sewer Fees - Res/Comm	-10796.38	-115448.98	-121878	-6429.02	5.27
Total Sewer Revenue		-10796.38	-115448.98	-121878	-6429.02	5.27
4200 Grinder Pumps Revenue						
1-4-4200-4000	Grinder Maintenance Fees	-6189.80	-95632.41	-93774	1858.41	-1.98
Total Grinder Pumps Revenue		-6189.80	-95632.41	-93774	1858.41	-1.98

MUNICIPALITY OF TEMAGAMI
Budget Variance Report

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
REVENUE						
Total Grinder Pumps Revenue		-6189.80	-95632.41	-93774	1858.41	-1.98
4300 Water Revenue						
1-4-4300-4000	Water Fees - Res/Comm	-21985.47	-392243.31	-415106	-22862.69	5.51
1-4-4300-4100	Water Service Fees	-93.00	-93.00	0	93.00	0.00
Total Water Revenue		-22078.47	-392336.31	-415106	-22769.69	5.49
4400 Garbage Collection Revenue						
1-4-4400-4000	Garbage Collection Town	-2031.60	-36992.05	-34430	2562.05	-7.44
Total Garbage Collection Revenue		-2031.60	-36992.05	-34430	2562.05	-7.44
4410 Garbage Collection Mine Landing						
1-4-4410-4000	Garbage Collection Mine Landing	30.44	-38100.69	-37600	500.69	-1.33
Total Garbage Collection Mine Landing		30.44	-38100.69	-37600	500.69	-1.33
4520 Strathy Landfill Site Fees						
1-4-4520-4000	Strathy Landfill Site Fees	-633.30	-2286.50	-4000	-1713.50	42.84
Total Strathy Landfill Site Fees		-633.30	-2286.50	-4000	-1713.50	42.84
4530 Sisk Landfill Sites Fees						
1-4-4530-4000	Sisk Landfill Sites Fees	-301.10	-4334.95	-4500	-165.05	3.67
Total Sisk Landfill Sites Fees		-301.10	-4334.95	-4500	-165.05	3.67
4540 Brigg Landfill Sites Fees						
1-4-4540-4000	Brigg Landfill Sites Fees	-438.00	-2437.20	-6000	-3562.80	59.38
Total Brigg Landfill Sites Fees		-438.00	-2437.20	-6000	-3562.80	59.38
4600 Recycling Revenue						
1-4-4600-4000	Recycling Revenue	0.00	0.00	-15000	-15000.00	100.00
Total Recycling Revenue		0.00	0.00	-15000	-15000.00	100.00
5100 Min of Health - Helipads Maint						
1-4-5100-2000	Min of Health - Helipads Maint	0.00	0.00	-7000	-7000.00	100.00
Total Min of Health - Helipads Maint		0.00	0.00	-7000	-7000.00	100.00
5200 Ambulance Revenue						
1-4-5200-2000	Provincial Programs	-111350.00	-389725.00	-668100	-278375.00	41.67
Total Ambulance Revenue		-111350.00	-389725.00	-668100	-278375.00	41.67
5300 Cemetery Revenue						
1-4-5300-4000	Cemetery Fees	-664.75	-2677.54	-2500	177.54	-7.10
1-4-5300-4010	Cemetery Care and Maintenance	0.00	-494.50	-500	-5.50	1.10
1-4-5300-4020	Cemetery Plot Sales	0.00	-720.00	0	720.00	0.00
1-4-5300-4100	Sales - Columarium Niches	0.00	0.00	-1000	-1000.00	100.00

Budget Variance Report

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Budget Type : Budget Values - 5

ACCT CODE	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
REVENUE						
1-4-5300-4100	Sales - Columarium Niches	0.00	0.00	-1000	-1000.00	100.00
Total Cemetery Revenue		-664.75	-3892.04	-4000	-107.96	2.70
7100 Parks and Recreation Revenue						
1-4-7100-1500	Parks and Recreation Federal Funding	0.00	-2400.00	-2400	0.00	0.00
1-4-7100-2000	Parks and Recreation Provincial Funding -	0.00	0.00	-10000	-10000.00	100.00
1-4-7100-5000	Parks and Recreation Misc Donations	0.00	0.00	-1500	-1500.00	100.00
1-4-7100-5100	Donations - Canada Day	-762.60	-3752.60	-3000	752.60	-25.09
1-4-7100-5200	Donations - Shiverfest	0.00	-3513.02	-3000	513.02	-17.10
1-4-7100-5300	Donations - Santa Train	0.00	-138.00	-1000	-862.00	86.20
Total Parks and Recreation Revenue		-762.60	-9803.62	-20900	-11096.38	53.09
7200 Community Centre Revenue						
1-4-7200-4200	Arena Ice Rental Fees	0.00	-2828.83	-3000	-171.17	5.71
1-4-7200-4210	Arena Hall Rentals	-245.00	-1184.26	-6000	-4815.74	80.26
1-4-7200-5000	Arena Rent/Vending Sales	0.00	-110.00	-300	-190.00	63.33
Total Community Centre Revenue		-245.00	-4123.09	-9300	-5176.91	55.67
7300 Tower Revenue						
1-4-7300-4000	Tower User Fees	0.00	0.00	-4000	-4000.00	100.00
1-4-7300-5000	Tower Donations	-560.78	-675.13	-4000	-3324.87	83.12
Total Tower Revenue		-560.78	-675.13	-8000	-7324.87	91.56
7400 Other Recreation Revenue						
1-4-7400-4000	User Fees - Fitness Centre	0.00	-1711.50	-3000	-1288.50	42.95
1-4-7400-4100	User Fees - Sports	0.00	0.00	-300	-300.00	100.00
Total Other Recreation Revenue		0.00	-1711.50	-3300	-1588.50	48.14
7500 Library Revenue						
1-4-7500-2000	Library Provincial Funding	0.00	0.00	-4318	-4318.00	100.00
1-4-7500-4000	User Fees	0.00	-719.06	-1500	-780.94	52.06
Total Library Revenue		0.00	-719.06	-5818	-5098.94	87.64
8100 Planning Revenue						
1-4-8100-4000	Planning Applications	-420.00	-2630.00	-18000	-15370.00	85.39
1-4-8100-4100	Development Applications	0.00	-2400.00	-2500	-100.00	4.00
1-4-8100-4110	Zoning Certificate Revenue	0.00	-60.00	-600	-540.00	90.00
Total Planning Revenue		-420.00	-5090.00	-21100	-16010.00	75.88
8200 Development Revenue						
1-4-8200-1500	Development Federal Funding	0.00	0.00	-89855	-89855.00	100.00
1-4-8200-5000	Microfit - Hydro	-2720.39	-2720.39	-6000	-3279.61	54.66
Total Development Revenue		-2720.39	-2720.39	-95855	-93134.61	97.16

Budget Variance Report

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Budget Type : Budget Values - 5

Account Code : ?-?-????-???? To ?-?-????-????

ACCT CODE	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
REVENUE						
Total Development Revenue		-2720.39	-2720.39	-95855	-93134.61	97.16
Total REVENUE		-260546.69	-6141905.71	-7313594	-1171688.29	16.02
EXPENSE						
1100 Council						
1-5-1100-1020	Council Honourariums	5647.20	39248.04	75500	36251.96	48.02
1-5-1100-1030	Council Redistrubed Wages	0.00	100.00	0	-100.00	0.00
1-5-1100-1132	Council CPP	191.88	1343.16	2601	1257.84	48.36
1-5-1100-1135	Council EHT	110.06	770.42	1472	701.58	47.66
1-5-1100-2100	Council Travel	1028.45	16384.25	21000	4615.75	21.98
1-5-1100-2110	Council Telephone	104.30	708.30	1300	591.70	45.52
1-5-1100-2300	Council Materials and Supplies	95.82	326.23	8500	8173.77	96.16
1-5-1100-2307	Election Expense	0.00	69.60	0	-69.60	0.00
1-5-1100-2330	Council Materials and Supplies	0.00	178.01	50000	49821.99	99.64
1-5-1100-3040	Council Contracted Services	3561.60	3561.60	17500	13938.40	79.65
Total Council		10739.31	62689.61	177873	115183.39	64.76
1200 Administration						
1-5-1200-1010	Admin Salaries	19906.77	132525.30	324606	192080.70	59.17
1-5-1200-1132	Admin CPP	450.89	5674.88	10960	5285.12	48.22
1-5-1200-1133	Admin EI	197.18	2298.84	5314	3015.16	56.74
1-5-1200-1134	Admin Omers	3929.56	12891.85	28630	15738.15	54.97
1-5-1200-1135	Admin EHT	377.64	2653.41	6329	3675.59	58.08
1-5-1200-1136	Admin Group Benefits	3258.51	9963.97	29338	19374.03	66.04
1-5-1200-1137	Admin WSIB	610.04	1424.53	8968	7543.47	84.12
1-5-1200-2100	Admin Travel and Training	1566.55	10740.83	20000	9259.17	46.30
1-5-1200-2102	Admin Training	0.00	1277.14	0	-1277.14	0.00
1-5-1200-2103	Admin Memberships	0.00	3539.82	7000	3460.18	49.43
1-5-1200-2104	Admin Subscriptions	558.66	1280.66	1500	219.34	14.62
1-5-1200-2110	Admin Telephone	759.58	4481.98	14000	9518.02	67.99
1-5-1200-2112	Admin Courier	0.00	0.00	200	200.00	100.00
1-5-1200-2113	Admin Postage	0.00	3976.16	8000	4023.84	50.30
1-5-1200-2115	Admin Office Supplies	-3.70	7953.54	8000	46.46	0.58
1-5-1200-2117	Admin Office Equipment	164.30	3411.08	8000	4588.92	57.36
1-5-1200-2121	Admin Advertising	0.00	6442.32	9000	2557.68	28.42
1-5-1200-2131	Admin Legal Fees	4117.46	16735.45	12000	-4735.45	-39.46
1-5-1200-2132	Admin Audit Fees	0.00	2599.97	18000	15400.03	85.56
1-5-1200-2133	Admin Professional Fees	976.90	592.98	8000	7407.02	92.59
1-5-1200-2300	Admin Materials and Supplies	61.72	1339.03	1000	-339.03	-33.90
1-5-1200-2305	Admin Health and Safety	0.00	332.94	500	167.06	33.41
1-5-1200-2400	Admin Technology	1880.53	17396.86	20000	2603.14	13.02
1-5-1200-3040	Admin Contracted Services	520.04	3933.76	10000	6066.24	60.66
1-5-1200-3116	Admin Insurance	0.00	97.20	110000	109902.80	99.91

Budget Variance Report

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Budget Type : Budget Values - 5

ACCT CODE	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-1200-3116	Admin Insurance	0.00	97.20	110000	109902.80	99.91
1-5-1200-3120	Admin Maintenance Contracts	0.00	2035.19	15000	12964.81	86.43
1-5-1200-3134	Admin Property Assessment Services	0.00	41149.38	56750	15600.62	27.49
1-5-1200-4123	Admin Grants & Donations	7240.41	13417.71	15000	1582.29	10.55
1-5-1200-4125	Admin Staff Recognition	0.00	924.89	3000	2075.11	69.17
Total Administration		46573.04	311091.67	759095	448003.33	59.02
1300 Financial Expenses						
1-5-1300-2000	Admin Contingency	0.00	0.00	20000	20000.00	100.00
1-5-1300-2010	Penny Rounding	0.01	-0.16	0	0.16	0.00
1-5-1300-5030	Tax Write Offs	10169.89	10169.89	10000	-169.89	-1.70
1-5-1300-5100	Admin Cash Management	674.02	3437.89	7000	3562.11	50.89
1-5-1300-9999	Penny Rounding 'Bank'	0.00	-0.01	0	0.01	0.00
Total Financial Expenses		10843.92	13607.61	37000	23392.39	63.22
1400 Municipal Building						
1-5-1400-1010	Municipal Building Salaries and Wages	1870.46	11194.19	17800	6605.81	37.11
1-5-1400-1031	Mun Bldg Redistributed Wages	293.50	1834.81	0	-1834.81	0.00
1-5-1400-1130	Mun Bldg Redistributed Benefits	35.25	219.85	0	-219.85	0.00
1-5-1400-1132	Municipal Building CPP	57.12	371.38	602	230.62	38.31
1-5-1400-1133	Municipal Building EI	42.42	237.58	404	166.42	41.19
1-5-1400-1134	Municipal Building OMERS	360.44	1277.33	1284	6.67	0.52
1-5-1400-1135	Municipal Building EHT	36.47	234.59	347	112.41	32.39
1-5-1400-1137	Municipal Building WSIB	58.92	352.60	570	217.40	38.14
1-5-1400-2111	Welcome Centre Utilities	3573.86	13289.52	30000	16710.48	55.70
1-5-1400-2150	Building Repairs and Maintenance	0.00	1194.17	12000	10805.83	90.05
1-5-1400-2152	Mun Bldg Janitorial Supplies	184.18	471.82	1500	1028.18	68.55
1-5-1400-2300	Mun Bldg Materials and Supplies	0.00	1016.74	5000	3983.26	79.67
1-5-1400-3040	Mun Bldg Contracted Services	0.00	561.31	3600	3038.69	84.41
1-5-1400-5000	Municipal Taxes	13453.28	13453.28	20000	6546.72	32.73
1-5-1400-5100	Leases and Land Use Permits	837.20	1081.44	3000	1918.56	63.95
1-5-1400-5110	ONR Parking - Lease	0.00	1780.80	2000	219.20	10.96
1-5-1400-5120	Helipad Operations	0.00	137.05	0	-137.05	0.00
Total Municipal Building		20803.10	48708.46	98107	49398.54	50.35
1410 Train Station Utilities						
1-5-1410-2107	Train Station Utilities	3477.43	13592.66	15000	1407.34	9.38
Total Train Station Utilities		3477.43	13592.66	15000	1407.34	9.38
2000 Marten River Fire						
1-5-2000-1020	Marten River Fire Honorariums	1786.53	14213.42	24200	9986.58	41.27
1-5-2000-1135	Marten River Fire EHT	34.92	309.18	180	-129.18	-71.77
1-5-2000-1136	Marten River Fire VFIS	0.00	0.00	3000	3000.00	100.00
1-5-2000-1137	Marten River Fire WSIB	0.00	2552.30	6500	3947.70	60.73

MUNICIPALITY OF TEMAGAMI
Budget Variance Report

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-2000-1137	Marten River Fire WSIB	0.00	2552.30	6500	3947.70	60.73
1-5-2000-2100	Marten River Fire Travel	0.00	813.90	2500	1686.10	67.44
1-5-2000-2101	Marten River Fire Conference Expense	0.00	2745.14	1500	-1245.14	-83.01
1-5-2000-2102	Marten River Fire Training Expense	162.81	306.71	1500	1193.29	79.55
1-5-2000-2103	Marten River Fire Membership Fees	0.00	270.45	400	129.55	32.39
1-5-2000-2110	Marten River Fire Telephone	191.59	2460.05	5500	3039.95	55.27
1-5-2000-2111	Marten River Fire Utilities	126.39	6601.01	7000	398.99	5.70
1-5-2000-2114	Marten River Fire Communications	0.00	691.00	2000	1309.00	65.45
1-5-2000-2115	Marten River Fire Office Supplies	0.00	721.30	1000	278.70	27.87
1-5-2000-2117	Marten River Fire Small Equipment Inspec	0.00	264.07	4000	3735.93	93.40
1-5-2000-2118	Marten River Fire Small Equipment Purcha	0.00	4309.22	6000	1690.78	28.18
1-5-2000-2119	Marten River Fire Small Equipment Repair	0.00	82.03	500	417.97	83.59
1-5-2000-2150	Marten River Fire Building Repairs and M	0.00	6125.70	3500	-2625.70	-75.02
1-5-2000-2300	Marten River Fire Materials and Supplies	0.00	1301.71	1200	-101.71	-8.48
1-5-2000-2301	Marten River Fire Fire Prevention	0.00	879.21	1500	620.79	41.39
1-5-2000-2350	Marten River Fire Vehicle Operations	114.69	1753.06	2000	246.94	12.35
1-5-2000-2351	Marten River Fire Vehicle Repairs & Main	105.32	362.11	4000	3637.89	90.95
1-5-2000-3040	Marten River Fire Contracted Services	967.92	4097.80	12615	8517.20	67.52
Total Marten River Fire		3490.17	50859.37	90595	39735.63	43.86
2100 Temagami Fire						
1-5-2100-1020	Temagami Fire Honorariums	2846.99	18908.72	39000	20091.28	51.52
1-5-2100-1031	Temagami Fire Redistributed Wages	0.00	620.31	0	-620.31	0.00
1-5-2100-1130	Temagami Fire Benefits	0.00	74.72	0	-74.72	0.00
1-5-2100-1135	Temagami Fire EHT	55.55	332.24	500	167.76	33.55
1-5-2100-1136	Temagami Fire VFIS	0.00	0.00	3000	3000.00	100.00
1-5-2100-1137	Temagami Fire WSIB	0.00	2066.15	6700	4633.85	69.16
1-5-2100-2100	Temagami Fire Travel	0.00	0.00	1200	1200.00	100.00
1-5-2100-2101	Temagami Fire Conference Expense	0.00	0.00	4400	4400.00	100.00
1-5-2100-2102	Temagami Fire Training Expense	100.70	4588.45	8000	3411.55	42.64
1-5-2100-2103	Temagami Fire Membership Fees	0.00	415.46	400	-15.46	-3.87
1-5-2100-2109	Temagami Fire Natural Gas	106.59	1876.91	3000	1123.09	37.44
1-5-2100-2110	Temagami Fire Telephone	517.81	2946.17	5500	2553.83	46.43
1-5-2100-2111	Temagami Fire Utilities	108.55	1019.65	1500	480.35	32.02
1-5-2100-2114	Temagami Fire Communications	0.00	691.00	1200	509.00	42.42
1-5-2100-2115	Temagami Fire Office Supplies	0.00	0.00	400	400.00	100.00
1-5-2100-2117	Temagami Fire Small Equipment Operations	0.00	1402.95	3000	1597.05	53.24
1-5-2100-2118	Temagami Fire Small Equipment Purchases	830.68	4556.00	7000	2444.00	34.91
1-5-2100-2122	Temagami Fire Public Education	0.00	0.00	2500	2500.00	100.00
1-5-2100-2150	Temagami Fire Building Repairs and Maint	114.95	393.27	600	206.73	34.46
1-5-2100-2152	Temagami Fire Janitorial Supplies	0.00	16.25	200	183.75	91.88
1-5-2100-2300	Temagami Fire Materials and Supplies	0.00	166.72	500	333.28	66.66
1-5-2100-2301	Temagami Fire Fire Prevention	274.75	274.75	2000	1725.25	86.26
1-5-2100-2350	Temagami Fire Vehicle Operations	200.00	2097.33	5000	2902.67	58.05
1-5-2100-2351	Temagami Fire Vehicle Repairs & Maintena	2187.94	2418.60	5000	2581.40	51.63

Budget Variance Report

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-2100-2351	Temagami Fire Vehicle Repairs & Maintena	2187.94	2418.60	5000	2581.40	51.63
1-5-2100-3040	Temagami Fire Contracted Services	0.00	5185.45	3750	-1435.45	-38.28
Total Temagami Fire		7344.51	50051.10	104350	54298.90	52.04
2200 Police Services						
1-5-2200-1020	Police Service Board Honorarium	0.00	0.00	300	300.00	100.00
1-5-2200-2100	Police Service Board Travel Travel	899.83	1247.35	5900	4652.65	78.86
1-5-2200-2102	Police Service Board Training Expense	0.00	3901.23	2585	-1316.23	-50.92
1-5-2200-2103	Police Service Board Membership Fees	0.00	684.06	825	140.94	17.08
1-5-2200-2114	Police Service Board Communications	364.03	364.03	1020	655.97	64.31
1-5-2200-2115	Police Service Board Office Supplies	0.00	2136.54	300	-1836.54	-612.18
1-5-2200-2133	Police Service Board Professional Fees	0.00	90.00	3240	3150.00	97.22
1-5-2200-3040	Local Police Services	34801.00	243607.00	417613	174006.00	41.67
1-5-2200-3041	Police RIDE Program	0.00	6607.05	6630	22.95	0.35
Total Police Services		36064.86	258637.26	438413	179775.74	41.01
2300 Animal Control						
1-5-2300-1020	Animal Control Honorariums	0.00	0.00	4000	4000.00	100.00
1-5-2300-2300	Animal Control Materials and Supplies	0.00	0.00	1800	1800.00	100.00
Total Animal Control		0.00	0.00	5800	5800.00	100.00
2400 By-Law Enforcement						
1-5-2400-1031	BLEO Redistributed Wages	0.00	0.00	1900	1900.00	100.00
1-5-2400-1130	BLEO Redistributed Benefits	0.00	0.00	230	230.00	100.00
1-5-2400-2100	BLEO Travel	0.00	1007.38	2500	1492.62	59.70
Total By-Law Enforcement		0.00	1007.38	4630	3622.62	78.24
2410 OPP 911 Call Centre						
1-5-2410-2300	Materials and Supplies	0.00	0.00	600	600.00	100.00
1-5-2410-3040	OPP 911 Call Centre	0.00	471.24	500	28.76	5.75
Total OPP 911 Call Centre		0.00	471.24	1100	628.76	57.16
2500 Building Inspection						
1-5-2500-1010	CBO Salaries and Wages	2330.47	26155.47	62728	36572.53	58.30
1-5-2500-1132	CBO CPP	102.09	1341.87	2749	1407.13	51.19
1-5-2500-1133	CBO EI	51.51	434.36	1204	769.64	63.92
1-5-2500-1134	CBO OMERS	1138.64	3691.74	5496	1804.26	32.83
1-5-2500-1135	CBO EHT	44.28	440.05	1260	819.95	65.08
1-5-2500-1136	CBO Group Benefits	647.34	4122.28	7284	3161.72	43.41
1-5-2500-1137	CBO WSIB	71.54	710.88	2068	1357.12	65.62
1-5-2500-2100	CBO Travel	3519.12	7405.18	14000	6594.82	47.11
1-5-2500-2102	CBO Training Expense	0.00	0.00	4000	4000.00	100.00
1-5-2500-2103	CBO Membership Fees	0.00	98.16	600	501.84	83.64
1-5-2500-2110	CBO Telephone	50.88	1089.65	2000	910.35	45.52

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ACCT CODE	Acct Desc	Current month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-2500-2110	CBO Telephone	50.88	1089.65	2000	910.35	45.52
1-5-2500-2115	CBO Office Supplies	0.00	0.00	500	500.00	100.00
1-5-2500-2119	CBO Small Tools and Equipment	0.00	0.00	500	500.00	100.00
1-5-2500-2300	CBO Materials and Supplies	0.00	10.67	400	389.33	97.33
1-5-2500-2513	CBO Snowmobile Expense	0.00	18.29	500	481.71	96.34
1-5-2500-3040	CBO Contracted Services	0.00	0.00	5000	5000.00	100.00
Total Building Inspection		7955.87	45518.60	110289	64770.40	58.73
2900 Emergency Management						
1-5-2900-2300	Em Manange Materials and Supplies	872.17	3396.08	14000	10603.92	75.74
1-5-2900-9100	Protection Depreciation Expense	360.21	760.21	0	-760.21	0.00
Total Emergency Management		1232.38	4156.29	14000	9843.71	70.31
3100 Public Works						
1-5-3100-1010	Public Works Salaries and Wages	17844.88	137532.07	297917	160384.93	53.84
1-5-3100-1130	Public Works Benefits	0.00	480.16	0	-480.16	0.00
1-5-3100-1132	Public Works CPP	888.38	6455.74	9979	3523.26	35.31
1-5-3100-1133	Public Works EI	351.28	2089.70	5135	3045.30	59.30
1-5-3100-1134	Public Works OMERS	8671.83	25077.16	39884	14806.84	37.12
1-5-3100-1135	Public Works EHT	361.75	2168.75	4326	2157.25	49.87
1-5-3100-1136	Public Works Group Benefits	5692.46	29293.98	52879	23585.02	44.60
1-5-3100-1137	Public Works WSIB	584.38	3503.32	8569	5065.68	59.12
1-5-3100-2102	PW Training Expense	0.00	4730.69	10000	5269.31	52.69
1-5-3100-2109	PW Natural Gas	67.56	3338.29	5500	2161.71	39.30
1-5-3100-2110	PW Telephone	677.85	5058.58	9000	3941.42	43.79
1-5-3100-2111	PW Utilities	2584.07	7004.83	7500	495.17	6.60
1-5-3100-2112	PW Courier/Freight	0.00	584.37	1000	415.63	41.56
1-5-3100-2114	PW Communications	300.15	1293.51	3500	2206.49	63.04
1-5-3100-2117	PW Small Equipment Operations	0.00	91.53	1200	1108.47	92.37
1-5-3100-2119	PW Small Tools and Equipment	0.00	210.79	2000	1789.21	89.46
1-5-3100-2121	PW Advertising	35.67	127.20	1000	872.80	87.28
1-5-3100-2300	PW Materials and Supplies	276.07	4393.07	16000	11606.93	72.54
1-5-3100-2305	PW Health and Safety	0.00	126.87	500	373.13	74.63
1-5-3100-3040	PW Contracted Services	0.00	4798.66	3000	-1798.66	-59.96
Total Public Works		38336.33	238359.27	478889	240529.73	50.23
3120 Paved Roads Maintenance						
1-5-3120-1031	PW Paved Roads Redistributed Wages	376.28	918.31	7000	6081.69	86.88
1-5-3120-1130	PW Paved Redistributed Benefits	45.23	110.16	1050	939.84	89.51
Total Paved Roads Maintenance		421.51	1028.47	8050	7021.53	87.22
3121 Paved Roads Winter Maintenance						
1-5-3121-1031	PW Paved WM Redistributed Wages	0.00	18500.06	18000	-500.06	-2.78
1-5-3121-1130	PW Paved WM Redistributed Benefits	0.00	2218.59	2700	481.41	17.83

MUNICIPALITY OF TEMAGAMI
Budget Variance Report

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-3121-1130	PW Paved WM Redistributed Benefits	0.00	2218.59	2700	481.41	17.83
1-5-3121-2300	PW Paved Road WM Materials and Supplies	0.00	1600.88	19000	17399.12	91.57
1-5-3121-2480	PW Patching	0.00	3976.01	15000	11023.99	73.49
1-5-3121-3040	PW Paved Road WM Contracted Services	5346.47	8521.38	12000	3478.62	28.99
Total Paved Roads Winter Maintenance		5346.47	34816.92	66700	31883.08	47.80
3122 Mine Road Winter Maintenance						
1-5-3122-1031	PW Mine Road WM Redistributed Wages	0.00	4136.10	8500	4363.90	51.34
1-5-3122-1130	PW Mine Road WM Redistributed Benefits	0.00	496.63	1275	778.37	61.05
1-5-3122-2300	PW Mine Road WM Materials and Supplies	16765.16	19245.25	33000	13754.75	41.68
1-5-3122-3040	PW Mine Road WM Contracted Services	0.00	3174.91	10000	6825.09	68.25
Total Mine Road Winter Maintenance		16765.16	27052.89	52775	25722.11	48.74
3123 Unpaved Road Winter Maintenance						
1-5-3123-1031	PW Unpaved Road WM Redistributed Wages	0.00	18818.43	24000	5181.57	21.59
1-5-3123-1130	PW Unpaved Road WM Redistributed Benefit	0.00	2254.36	3600	1345.64	37.38
1-5-3123-2300	PW Unpaved Road WM Materials and Supplie	312.26	14189.03	17000	2810.97	16.54
1-5-3123-3040	PW Unpaved Road WM Contracted Services	0.00	3174.91	10000	6825.09	68.25
Total Unpaved Road Winter Maintenance		312.26	38436.73	54600	16163.27	29.60
3130 Unpaved Road Maintenance						
1-5-3130-1031	PW Unpaved Roads Redistributed Wages	1260.85	5498.07	25000	19501.93	78.01
1-5-3130-1130	PW Unpaved Roads Redistributed Benefits	150.98	659.49	3750	3090.51	82.41
Total Unpaved Road Maintenance		1411.83	6157.56	28750	22592.44	78.58
3140 Mine Road Maintenance						
1-5-3140-1031	PW Mine Road Redistributed Wages	3140.70	5679.68	15000	9320.32	62.14
1-5-3140-1130	PW Mine Road Redistributed Benefits	377.58	682.31	2250	1567.69	69.68
Total Mine Road Maintenance		3518.28	6361.99	17250	10888.01	63.12
3160 Public Works General						
1-5-3160-1031	PW General Redistributed Wages	0.00	445.36	0	-445.36	0.00
1-5-3160-1130	PW General Redistributed Benefits	0.00	53.64	0	-53.64	0.00
Total Public Works General		0.00	499.00	0	-499.00	0.00
3210 Rabbit Lake Access Point						
1-5-3210-1031	PW Rabbit Lake Access Point Redistribute	62.40	1150.66	1000	-150.66	-15.07
1-5-3210-1130	PW Rabbit Lake Access Point Redistribute	7.49	137.97	150	12.03	8.02
Total Rabbit Lake Access Point		69.89	1288.63	1150	-138.63	-12.05
3220 Cassels Access Point						
1-5-3220-1031	PW Cassels Access Point Redistributed Wa	0.00	551.60	1000	448.40	44.84
1-5-3220-1130	PW Cassells Access Point Redistributed B	0.00	65.98	150	84.02	56.01
Total Cassels Access Point		0.00	617.58	1150	532.42	46.30

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
Total Cassels Access Point		0.00	617.58	1150	532.42	46.30
3230 Net Lake Access Point						
1-5-3230-1031	PW Net Lake Access Point Redistributed W	0.00	486.17	1000	513.83	51.38
1-5-3230-1130	PW Net Lake Access Point Redistributed B	0.00	58.22	150	91.78	61.19
Total Net Lake Access Point		0.00	544.39	1150	605.61	52.66
3240 Mine Access Point						
1-5-3240-1031	PW Mine Access Point Redistributed Wages	48.20	1544.80	6000	4455.20	74.25
1-5-3240-1130	PW Mine Access Point Redistributed Benef	5.79	185.29	900	714.71	79.41
1-5-3240-2300	PW Mine Access Materials and Supplies	0.00	4199.38	7200	3000.62	41.68
Total Mine Access Point		53.99	5929.47	14100	8170.53	57.95
3250 Dock Maintenance						
1-5-3250-2512	PW Dock Maintenance	838.50	838.50	5000	4161.50	83.23
Total Dock Maintenance		838.50	838.50	5000	4161.50	83.23
3260 Navigational Aid						
1-5-3260-2300	Navigational Aid Materials and Supplies	0.00	4983.19	6000	1016.81	16.95
1-5-3260-3040	Navigational Aid Contracted Services	0.00	4645.11	7000	2354.89	33.64
Total Navigational Aid		0.00	9628.30	13000	3371.70	25.94
3510 PW Grader						
1-5-3510-2360	PW Grader Operations	1293.27	9890.24	13000	3109.76	23.92
1-5-3510-2361	PW Grader Maintenance and Repairs	0.00	709.13	18000	17290.87	96.06
1-5-3510-7201	PW Grader LTD Interest	1988.41	7094.64	10000	2905.36	29.05
1-5-3510-7204	PW Grader LTD Principal	6414.36	22450.26	38486	16035.74	41.67
Total PW Grader		9696.04	40144.27	79486	39341.73	49.50
3520 Pw Loader						
1-5-3520-2360	PW Loader Operations	646.62	6262.96	10000	3737.04	37.37
1-5-3520-2361	PW Loader Maintenance and Repairs	0.00	448.03	500	51.97	10.39
Total Pw Loader		646.62	6710.99	10500	3789.01	36.09
3530 PW Dozer						
1-5-3530-2360	PW Dozer Operations	646.62	3399.93	10000	6600.07	66.00
1-5-3530-2361	PW Dozer Maintenance and Repairs	0.00	1087.82	5000	3912.18	78.24
Total PW Dozer		646.62	4487.75	15000	10512.25	70.08
3540 PW Large Truck						
1-5-3540-2350	PW Large Truck Operations	1254.44	12359.42	29000	16640.58	57.38
1-5-3540-2351	PW Large Truck Maintenance and Repairs	64.27	14043.24	15500	1456.76	9.40
1-5-3540-7201	PW Large Truck LTD Interest	1488.85	5309.55	9000	3690.45	41.01
1-5-3540-7204	PW Large Truck LTD Principal	4701.08	16453.78	28206	11752.22	41.67

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ACCT CODE	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-3540-7204	PW Large Truck LTD Principal	4701.08	16453.78	28206	11752.22	41.67
Total PW Large Truck		7508.64	48165.99	81706	33540.01	41.05
3550 PW Small Truck Maintenance and Repairs						
1-5-3550-2350	PW Small Truck Operations	2186.91	5314.26	12000	6685.74	55.71
1-5-3550-2351	PW Small Truck Maintenance and Repairs	0.00	4523.55	6000	1476.45	24.61
Total PW Small Truck Maintenance and Repairs		2186.91	9837.81	18000	8162.19	45.35
3600 Town Streetlight						
1-5-3600-2111	PW Town Streetlight Utilities	2048.87	13322.25	24000	10677.75	44.49
1-5-3600-3040	PW Town Streetlight Contracted Services	0.00	4225.29	3500	-725.29	-20.72
Total Town Streetlight		2048.87	17547.54	27500	9952.46	36.19
3620 Cassels Streetlight						
1-5-3620-2111	PW Cassels Lake Streetlights Utilities	64.88	463.76	1050	586.24	55.83
Total Cassels Streetlight		64.88	463.76	1050	586.24	55.83
3640 Mine Access Streetlight						
1-5-3640-2111	PW Mine Access Utilities	226.21	1943.92	2500	556.08	22.24
1-5-3640-3040	PW Mine Access Streetlight Contracted Se	0.00	1752.39	800	-952.39	-119.05
Total Mine Access Streetlight		226.21	3696.31	3300	-396.31	-12.01
3900 Crossing Guard						
1-5-3900-1020	Crossing Guard Honorarium	99.21	3373.14	6600	3226.86	48.89
Total Crossing Guard		99.21	3373.14	6600	3226.86	48.89
4100 North Sewer Treatment						
1-5-4100-1031	Sewer North Redistributed Wages	0.00	0.00	1100	1100.00	100.00
1-5-4100-1130	Sewer North Redistributed Benefits	0.00	0.00	165	165.00	100.00
1-5-4100-2100	Sewer North Utilities	0.00	156.89	0	-156.89	0.00
1-5-4100-2109	Sewer North Natural Gas	0.00	11.17	0	-11.17	0.00
1-5-4100-2110	Sewer North Telephone	70.17	593.52	1200	606.48	50.54
1-5-4100-2111	Sewer North Utilities	0.00	2421.33	0	-2421.33	0.00
1-5-4100-2300	Sewer North Materials and Supplies	382.25	1845.47	12500	10654.53	85.24
1-5-4100-3040	Sewer North Contracted Services	3548.33	35679.26	40000	4320.74	10.80
Total North Sewer Treatment		4000.75	40707.64	54965	14257.36	25.94
4102 North Sewer Breaks						
1-5-4102-1031	Sewer North Breaks Redistributed Wages	0.00	0.00	500	500.00	100.00
1-5-4102-1130	Sewer North Breaks Redistributed Benefits	0.00	0.00	75	75.00	100.00
Total North Sewer Breaks		0.00	0.00	575	575.00	100.00
4103 North Sewer Shut Off						
1-5-4103-1031	Sewer North Shut Off Redistributed Wages	0.00	515.93	500	-15.93	-3.19

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ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-4103-1031	Sewer North Shut Off Redistributed Wages	0.00	515.93	500	-15.93	-3.19
1-5-4103-1130	Sewer North Shut OffRedistributed Benefi	0.00	62.03	75	12.97	17.29
Total North Sewer Shut Off		0.00	577.96	575	-2.96	-0.51
4150 South Sewer Treatment						
1-5-4150-1031	Sewer South Redistributed Wages	0.00	0.00	1100	1100.00	100.00
1-5-4150-1130	Sewer South Redistributed Benefits	0.00	0.00	165	165.00	100.00
1-5-4150-2110	Sewer South Telephone	70.17	266.96	1200	933.04	77.75
1-5-4150-2111	Sewer South Utilities	0.00	722.15	0	-722.15	0.00
1-5-4150-2300	Sewer South Materials and Supplies	0.00	0.00	12500	12500.00	100.00
1-5-4150-3040	Sewer South Contracted Services	4829.67	21704.67	33751	12046.33	35.69
Total South Sewer Treatment		4899.84	22693.78	48716	26022.22	53.42
4152 South Sewer Breaks						
1-5-4152-1031	Sewer South Breaks Redistributed Wages	0.00	0.00	500	500.00	100.00
1-5-4152-1130	Sewer South Breaks Redistributed Benefit	0.00	0.00	75	75.00	100.00
Total South Sewer Breaks		0.00	0.00	575	575.00	100.00
4153 South Sewer Shut Off						
1-5-4153-1031	Sewer South Shut Off Redistributed Wages	0.00	0.00	500	500.00	100.00
1-5-4153-1130	Sewer South Shut OffRedistributed Benefi	0.00	0.00	75	75.00	100.00
Total South Sewer Shut Off		0.00	0.00	575	575.00	100.00
4200 Grinder Pumps						
1-5-4200-1031	Grinder Pump Redistributed Wages	359.81	2677.39	5000	2322.61	46.45
1-5-4200-1130	Grinder Pump Redistributed Benefits	43.14	321.03	750	428.97	57.20
1-5-4200-2300	Grinder Pump Materials and Supplies	0.00	3488.00	10000	6512.00	65.12
1-5-4200-3040	Grinder Pump Contracted Services	0.00	0.00	10000	10000.00	100.00
1-5-4200-7201	Grinder Pump LTD Interest	0.00	1682.34	2000	317.66	15.88
1-5-4200-7204	Grinder Pump LTD Principal	0.00	26214.57	53793	27578.43	51.27
Total Grinder Pumps		402.95	34383.33	81543	47159.67	57.83
4300 North Water Treatment						
1-5-4300-1031	Water North Redistributed Wages	0.00	0.00	1500	1500.00	100.00
1-5-4300-1130	Water North Redistributed Benefits	0.00	0.00	225	225.00	100.00
1-5-4300-2109	Water North Natural Gas	0.00	411.23	0	-411.23	0.00
1-5-4300-2110	Water North Telephone	70.56	407.84	1200	792.16	66.01
1-5-4300-2111	Water North Utilities	0.00	14172.21	0	-14172.21	0.00
1-5-4300-2300	Water North Materials and Supplies	0.00	870.67	20000	19129.33	95.65
1-5-4300-3040	Water North Contracted Services	10702.72	75091.96	120128	45036.04	37.49
Total North Water Treatment		10773.28	90953.91	143053	52099.09	36.42
4302 North Water Breaks						
1-5-4302-1031	Water North Break Redistributed Wages	0.00	0.00	1000	1000.00	100.00

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Budget Type : Budget Values - 5

ACCT CODE	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-4302-1031	Water North Break Redistributed Wages	0.00	0.00	1000	1000.00	100.00
1-5-4302-1130	Water North Break Redistributed Benefits	0.00	0.00	150	150.00	100.00
Total North Water Breaks		0.00	0.00	1150	1150.00	100.00
4303 North Water Shut Off						
1-5-4303-1031	Water North Shut Off Redistributed Wages	89.80	741.50	1000	258.50	25.85
1-5-4303-1130	Water North Shut Off Redistributed Benef	10.79	88.92	150	61.08	40.72
Total North Water Shut Off		100.59	830.42	1150	319.58	27.79
4350 South Water Treatment						
1-5-4350-1031	Water South Redistributed Wages	0.00	0.00	1500	1500.00	100.00
1-5-4350-1130	Water South Redistributed Benefits	0.00	0.00	225	225.00	100.00
1-5-4350-2109	Water South Natural Gas	0.00	443.96	0	-443.96	0.00
1-5-4350-2110	Water South Telephone	0.00	67.53	1200	1132.47	94.37
1-5-4350-2111	Water South Utilities	8133.04	33532.90	70959	37426.10	52.74
1-5-4350-2300	Water South Materials and Supplies	0.00	2878.35	20000	17121.65	85.61
1-5-4350-3040	Water South Contracted Services	11131.73	69464.06	119425	49960.94	41.83
Total South Water Treatment		19264.77	106386.80	213309	106922.20	50.13
4352 South Water Breaks						
1-5-4352-1031	Water South Break Redistributed Wages	0.00	0.00	1000	1000.00	100.00
1-5-4352-1130	Water South Break Redistributed Benefits	0.00	0.00	150	150.00	100.00
Total South Water Breaks		0.00	0.00	1150	1150.00	100.00
4353 South Water Shut Off						
1-5-4353-1031	Water South Shut Off Redistributed Wages	0.00	606.71	1000	393.29	39.33
1-5-4353-1130	Water South Shut Off Redistributed Benef	0.00	72.78	150	77.22	51.48
Total South Water Shut Off		0.00	679.49	1150	470.51	40.91
4400 Waste Collection						
1-5-4400-1031	Waste Collection Redistributed Wages	1392.33	6618.07	18200	11581.93	63.64
1-5-4400-1130	Waste Collection Redistributed Benefits	167.33	793.15	2730	1936.85	70.95
1-5-4400-2300	Waste Collection Materials and Supplies	0.00	0.00	500	500.00	100.00
1-5-4400-2350	Waste Collection Vehicle Operations	418.13	4057.29	8000	3942.71	49.28
1-5-4400-2351	Waste Collection Vehicle Repairs & Mainte	0.00	67.92	5000	4932.08	98.64
Total Waste Collection		1977.79	11536.43	34430	22893.57	66.49
4500 Strathy Lanfill						
1-5-4500-1031	Strathy Landfill Redistributed Wages	1283.78	2403.68	6000	3596.32	59.94
1-5-4500-1130	Strathy Landfill Redistributed Benefits	172.93	307.59	900	592.41	65.82
1-5-4500-2300	Strathy Landfill Materials and Supplies	0.00	13.99	500	486.01	97.20
1-5-4500-2485	Strathy Landfill Monitoring Costs and An	0.00	1072.81	2500	1427.19	57.09
1-5-4500-3040	Strathy Landfill Contracted Services	3278.41	12360.77	20000	7639.23	38.20
Total Strathy Lanfill		4735.12	16158.84	29900	13741.16	45.96

Budget Variance Report

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Budget Type : Budget Values - 5

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EXPENSE						
Total Strathy Lanfill		4735.12	16158.84	29900	13741.16	45.96
4510 Sisk Landfill						
1-5-4510-1031	Sisk Landfill Redistributed Wages	489.00	819.80	5000	4180.20	83.60
1-5-4510-1130	Sisk Landfill Redistributed Benefits	38.66	78.46	750	671.54	89.54
1-5-4510-2300	Sisk Landfill Materials and Supplies	0.00	0.00	500	500.00	100.00
1-5-4510-2485	Sisk Landfill Monitoring Costs and Annua	0.00	3108.01	5000	1891.99	37.84
1-5-4510-3040	Sisk Landfill Contracted Services	4092.28	13174.64	20000	6825.36	34.13
Total Sisk Landfill		4619.94	17180.91	31250	14069.09	45.02
4520 Brigg Landfill						
1-5-4520-1031	Brigg Landfill Redistributed Wages	337.40	854.40	4000	3145.60	78.64
1-5-4520-1130	Brigg Landfill Redistributed Benefits	40.52	102.70	600	497.30	82.88
1-5-4520-2300	Brigg Landfill Materials and Supplies	0.00	238.77	1000	761.23	76.12
1-5-4520-2485	Brigg Landfill Monitoring Costs and Annu	0.00	2638.33	12000	9361.67	78.01
1-5-4520-3040	Brigg Landfill Contracted Services	6174.48	16489.88	45000	28510.12	63.36
Total Brigg Landfill		6552.40	20324.08	62600	42275.92	67.53
4540 Mine Access Transfer Station						
1-5-4540-3040	Mine Access Transfer Contracted Services	1425.66	8080.77	9000	919.23	10.21
Total Mine Access Transfer Station		1425.66	8080.77	9000	919.23	10.21
4550 Welcome Centre Transfer Station						
1-5-4550-3040	Welcome Centre Transfer Contracted Servi	883.28	1927.57	9000	7072.43	78.58
Total Welcome Centre Transfer Station		883.28	1927.57	9000	7072.43	78.58
4599 Reserve Landfill Closure costs						
1-5-4599-2300	Landfill Closure Costs	0.00	0.00	2500	2500.00	100.00
Total Reserve Landfill Closure costs		0.00	0.00	2500	2500.00	100.00
4600 Strathy Recycling						
1-5-4600-3040	Strathy Recycling Contracted Services	6027.95	25853.20	65000	39146.80	60.23
Total Strathy Recycling		6027.95	25853.20	65000	39146.80	60.23
4610 Sisk Recycling						
1-5-4610-3040	Sisk Recycling Contracted Services	759.24	3191.99	5000	1808.01	36.16
Total Sisk Recycling		759.24	3191.99	5000	1808.01	36.16
4640 Mine Landing Recycling						
1-5-4640-2204	Mine Landing Bin Rental	979.87	1634.37	2500	865.63	34.63
1-5-4640-3040	Mine Landing Recycling Contracted Servic	0.00	1674.05	6000	4325.95	72.10
Total Mine Landing Recycling		979.87	3308.42	8500	5191.58	61.08
4660 Recycling Bins						

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EXPENSE						
4660 Recycling Bins						
1-5-4660-2204	R&D Recycle - Bin Rental	0.00	305.28	0	-305.28	0.00
1-5-4660-2300	Strathy Recycling Materials and Supplies	0.00	1858.06	0	-1858.06	0.00
Total Recycling Bins		0.00	2163.34	0	-2163.34	0.00
4700 Waste Hazardous Material North Bay						
1-5-4700-2450	Waste Hazardous Material North Bay	0.00	2692.00	3000	308.00	10.27
Total Waste Hazardous Material North Bay		0.00	2692.00	3000	308.00	10.27
5100 Public Health Services						
1-5-5100-2402	Public Health Services	0.00	27553.53	38000	10446.47	27.49
Total Public Health Services		0.00	27553.53	38000	10446.47	27.49
5200 Ambulance						
1-5-5200-1010	Ambulance SPC Supervisor	7573.10	45387.26	80000	34612.74	43.27
1-5-5200-1017	Ambulance SPH Full Time	6900.43	25870.84	64000	38129.16	59.58
1-5-5200-1018	Ambulance SPH Part Time	8991.47	82166.40	121500	39333.60	32.37
1-5-5200-1019	Ambulance Shift/Weekend Premium	159.63	1102.52	2200	1097.48	49.89
1-5-5200-1021	Ambulance Shift OT	413.00	2838.58	5000	2161.42	43.23
1-5-5200-1022	Ambulance Stand By	6534.69	45805.43	86000	40194.57	46.74
1-5-5200-1023	Ambulance Call Back	2922.46	14877.39	42000	27122.61	64.58
1-5-5200-1024	Ambulance Stat Holiday taken	0.00	303.44	10200	9896.56	97.03
1-5-5200-1026	Ambulance Vacation Pay	1284.02	8988.14	18500	9511.86	51.42
1-5-5200-1027	Ambulance Sick Pay	2388.44	10127.16	12000	1872.84	15.61
1-5-5200-1028	Ambulance EHS approved training	628.83	1340.37	5500	4159.63	75.63
1-5-5200-1055	Ambulance Uniforms	135.08	675.40	1000	324.60	32.46
1-5-5200-1132	Ambulance Benefits - CPP	1064.69	10563.32	16400	5836.68	35.59
1-5-5200-1133	Ambulance Benefits - EI	473.80	4698.86	9200	4501.14	48.93
1-5-5200-1134	Ambulance Benefits - OMERS	7469.60	21051.97	32000	10948.03	34.21
1-5-5200-1135	Ambulance Benefits - EHT	650.63	4765.46	9200	4434.54	48.20
1-5-5200-1136	Ambulance Benefits - Group Plan	2313.29	9681.61	19000	9318.39	49.04
1-5-5200-1137	Ambulance Benefits - WSIB	2365.66	17326.68	26500	9173.32	34.62
1-5-5200-1138	Ambulance Benefits - In Lieu of Benefits	0.00	0.00	16300	16300.00	100.00
1-5-5200-2050	Ambulance Furniture	0.00	0.00	1000	1000.00	100.00
1-5-5200-2090	Ambulance Meal Allowance	27.00	527.02	1800	1272.98	70.72
1-5-5200-2100	Ambulance Travel	184.61	317.11	1500	1182.89	78.86
1-5-5200-2106	Ambulance Cell phone	64.38	386.28	1000	613.72	61.37
1-5-5200-2107	Ambulance fax line 23951	0.00	0.00	2000	2000.00	100.00
1-5-5200-2111	Ambulance Utilities	444.50	6940.54	9700	2759.46	28.45
1-5-5200-2114	Ambulance Telephone	256.09	1380.38	1300	-80.38	-6.18
1-5-5200-2115	Ambulance Office Supplies & Equipment	48.82	139.34	1000	860.66	86.07
1-5-5200-2117	Ambulance Oxygen	335.38	1602.21	3000	1397.79	46.59
1-5-5200-2119	Ambulance Other Supplies & Equipment	0.00	137.88	500	362.12	72.42
1-5-5200-2132	Ambulance Audit Fees	0.00	0.00	2100	2100.00	100.00
1-5-5200-2133	Ambulance Professional Fees	0.00	660.81	8000	7339.19	91.74

Budget Variance Report

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-5200-2133	Ambulance Professional Fees	0.00	660.81	8000	7339.19	91.74
1-5-5200-2136	Ambulance Other Services and Rentals EXP	0.00	0.00	2000	2000.00	100.00
1-5-5200-2150	Ambulance Building Maintenance	0.00	211.49	1850	1638.51	88.57
1-5-5200-2152	Ambulance Cleaning Supplies & Equipment	23.33	640.00	750	110.00	14.67
1-5-5200-2300	Ambulance Medical Materials & Supplies	0.00	255.25	2500	2244.75	89.79
1-5-5200-2350	Ambulance Gas Oil Fluid Minor Vehicle Re	493.74	2925.57	7500	4574.43	60.99
1-5-5200-2400	Ambulance Computer Communications Equip	191.31	2125.20	1500	-625.20	-41.68
1-5-5200-3040	Ambulance Contracted Services	0.00	2059.30	0	-2059.30	0.00
1-5-5200-3116	Ambulance Insurance	0.00	0.00	6200	6200.00	100.00
1-5-5200-3120	Ambulance Administration	1000.00	6000.00	14000	8000.00	57.14
1-5-5200-5000	Ambulance Water Sewer Grinder Garbage	2000.39	2000.39	3200	1199.61	37.49
1-5-5200-5100	Ambulance Building Rental	1600.00	9600.00	19200	9600.00	50.00
Total Ambulance		58938.37	345479.60	668100	322620.40	48.29
5300 Cemetery						
1-5-5300-1010	Cemetery Salaries and Wages	471.44	1414.32	3300	1885.68	57.14
1-5-5300-1031	Cemetery Redistributed Wages	44.90	2384.47	0	-2384.47	0.00
1-5-5300-1130	Cemetery Redistributed Benefits	40.18	390.72	237	-153.72	-64.86
1-5-5300-2150	Cemetery Repairs & Maintenance	0.00	105.84	0	-105.84	0.00
1-5-5300-2300	Cemetery Materials and Supplies	734.13	1605.02	7000	5394.98	77.07
1-5-5300-3040	Cemetery Contracted Services	350.00	350.00	500	150.00	30.00
Total Cemetery		1640.65	6250.37	11037	4786.63	43.37
6100 Local Services Realignment						
1-5-6100-7400	Local Services Realignment	72565.51	507958.58	870786	362827.42	41.67
Total Local Services Realignment		72565.51	507958.58	870786	362827.42	41.67
6200 Au Chateau						
1-5-6200-7400	Au Chateau	0.00	217560.62	300240	82679.38	27.54
Total Au Chateau		0.00	217560.62	300240	82679.38	27.54
7100 Parks and Recreation						
1-5-7100-1010	Parks and Recreation Salaries and Wages	10927.41	20622.32	32400	11777.68	36.35
1-5-7100-1031	Parks and Recreation Redistributed Wages	2366.39	3799.88	7000	3200.12	45.72
1-5-7100-1130	Parks and Recreation Redistributed Benef	282.38	453.58	1050	596.42	56.80
1-5-7100-1132	Parks and Recreation CPP	371.73	830.26	796	-34.26	-4.30
1-5-7100-1133	Parks and Recreation EI	234.64	410.17	735	324.83	44.19
1-5-7100-1135	Parks and Recreation EHT	214.04	390.88	632	241.12	38.15
1-5-7100-1137	Parks and Recreation WSIB	345.77	631.46	1037	405.54	39.11
1-5-7100-2041	Parks and Recreation Ball Field Maintena	0.00	0.00	1600	1600.00	100.00
1-5-7100-2100	Parks and Recreation Travel	0.00	0.00	2000	2000.00	100.00
1-5-7100-2300	Parks and Recreation Materials and Suppl	1097.09	3795.23	4500	704.77	15.66
1-5-7100-3040	Parks and Recreation Contracted Services	856.72	3898.80	500	-3398.80	-679.76
1-5-7100-3500	Parks and Recreations Funded Programs	0.00	2543.59	0	-2543.59	0.00

Budget Variance Report

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Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-7100-3500	Parks and Recreations Funded Programs	0.00	2543.59	0	-2543.59	0.00
1-5-7100-6124	Canada Day	698.44	15526.91	15000	-526.91	-3.51
1-5-7100-6126	Events	0.00	86.75	4000	3913.25	97.83
1-5-7100-6129	Shiverfest	0.00	2656.34	3000	343.66	11.46
Total Parks and Recreation		17394.61	55646.17	74250	18603.83	25.06
7200 Community Centre						
1-5-7200-1010	Community Centre Salaries and Wages	0.00	1935.65	0	-1935.65	0.00
1-5-7200-1031	Community Centre Redistributed Wages	0.00	4955.62	30000	25044.38	83.48
1-5-7200-1130	Community Centre Redistributed Benefits	0.00	592.15	4500	3907.85	86.84
1-5-7200-1132	Community Centre CPP	0.00	93.05	0	-93.05	0.00
1-5-7200-1133	Community Centre EI	0.00	33.70	0	-33.70	0.00
1-5-7200-1135	Community Centre EHT	0.00	34.84	0	-34.84	0.00
1-5-7200-1136	Community Centre Group Benefits	306.24	2021.98	0	-2021.98	0.00
1-5-7200-1137	Community Centre WSIB	0.00	93.39	0	-93.39	0.00
1-5-7200-2103	Community Centre Membership Fees	0.00	0.00	200	200.00	100.00
1-5-7200-2109	Community Centre Natural Gas	499.42	8785.71	16000	7214.29	45.09
1-5-7200-2110	Community Centre Telephone	508.31	3515.87	6000	2484.13	41.40
1-5-7200-2111	Community Centre Utilities	8942.67	24936.65	38000	13063.35	34.38
1-5-7200-2119	Community Centre Shop Tools/Equipment	0.00	0.00	1000	1000.00	100.00
1-5-7200-2121	Community Centre Advertising	0.00	0.00	1000	1000.00	100.00
1-5-7200-2150	Community Centre Building Maintenance	897.91	3786.85	20000	16213.15	81.07
1-5-7200-2152	Community Centre Janitorial Supplies	0.00	484.31	1500	1015.69	67.71
1-5-7200-2159	Community Centre Vending Supplies	0.00	107.33	1000	892.67	89.27
1-5-7200-2300	Community Centre Materials and Supplies	338.24	818.84	1000	181.16	18.12
1-5-7200-2305	Community Centre Health and Safety	0.00	3.50	500	496.50	99.30
1-5-7200-2351	Community Centre Vehicle Maintenance & R	0.00	0.00	3000	3000.00	100.00
1-5-7200-2360	Community Centre Equipment Operations	0.00	554.74	4000	3445.26	86.13
1-5-7200-2361	Community Centre Equipment Maintenance a	0.00	1694.33	500	-1194.33	-238.87
1-5-7200-3040	Community Centre Contracted Services	0.00	7562.42	8000	437.58	5.47
1-5-7200-3120	Community Centre Ice Plant Maintenance	0.00	0.00	12000	12000.00	100.00
Total Community Centre		11492.79	62010.93	148200	86189.07	58.16
7300 Tower Complex						
1-5-7300-1031	Tower Redistributed Wages	96.40	96.40	1500	1403.60	93.57
1-5-7300-1130	Tower Redistributed Benefits	11.56	11.56	225	213.44	94.86
1-5-7300-2110	Tower Telephone	146.49	993.89	1000	6.11	0.61
1-5-7300-2111	Tower Utilities	58.51	439.37	1200	760.63	63.39
1-5-7300-2120	Tower Trail Maintenance and Signage	0.00	0.00	3000	3000.00	100.00
1-5-7300-2121	Tower Advertising	0.00	-386.69	1000	1386.69	138.67
1-5-7300-2150	Tower Building Maintenance	158.70	158.70	1200	1041.30	86.78
1-5-7300-2152	Tower Janitorial Supplies	101.68	101.68	100	-1.68	-1.68
1-5-7300-2300	Tower Materials and Supplies	155.20	286.84	2500	2213.16	88.53
1-5-7300-3040	Tower Contracted Services	0.00	0.00	1000	1000.00	100.00
Total Tower Complex		708.54	4704.75	10705	11000.05	93.89

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EXPENSE						
Total Tower Complex		728.54	1701.75	12725	11023.25	86.63
7400 Fitness Centre						
1-5-7400-2300	Program Materials and Supplies	0.00	1604.91	0	-1604.91	0.00
1-5-7400-2724	Fitness Centre	0.00	818.10	5000	4181.90	83.64
Total Fitness Centre		0.00	2423.01	5000	2576.99	51.54
7500 Library						
1-5-7500-1010	Library Salaries and Wages	3619.16	20338.03	46820	26481.97	56.56
1-5-7500-1132	Library CPP	142.66	878.43	1914	1035.57	54.11
1-5-7500-1133	Library EI	64.57	408.56	1062	653.44	61.53
1-5-7500-1134	Library OMERS	666.36	2214.39	3168	953.61	30.10
1-5-7500-1135	Library EHT	65.05	411.68	913	501.32	54.91
1-5-7500-1136	Library Group Benefits	679.27	3528.52	5905	2376.48	40.25
1-5-7500-1137	Library WSIB	105.08	627.93	1499	871.07	58.11
1-5-7500-2100	Library Travel	0.00	152.64	575	422.36	73.45
1-5-7500-2102	Library Training Expense	0.00	108.00	1000	892.00	89.20
1-5-7500-2103	Library Membership Fees	0.00	1208.94	1200	-8.94	-0.75
1-5-7500-2104	Library Subscriptions	0.00	611.96	800	188.04	23.51
1-5-7500-2110	Library Telephone	71.26	478.64	800	321.36	40.17
1-5-7500-2115	Library Office Supplies	0.00	156.64	700	543.36	77.62
1-5-7500-2117	Library Small Equipment Operations	281.06	368.50	1400	1031.50	73.68
1-5-7500-2123	Library Tech Support	0.00	1740.10	1900	159.90	8.42
1-5-7500-2150	Library Office Repairs and Maintenance	0.00	0.00	700	700.00	100.00
1-5-7500-2300	Library Materials and Supplies	0.00	74.45	500	425.55	85.11
1-5-7500-2302	Library Book Purchases	716.88	3817.64	7500	3682.36	49.10
1-5-7500-2400	Library Technology	0.00	0.00	500	500.00	100.00
1-5-7500-2453	Library Literacy	0.00	53.52	300	246.48	82.16
1-5-7500-2456	Library Service Ontario Expenses	0.00	0.00	425	425.00	100.00
1-5-7500-2499	Library Capital cap matching funds	0.00	0.00	3865	3865.00	100.00
1-5-7500-3040	Library - Inter Library Loans	0.00	18.16	0	-18.16	0.00
Total Library		6411.35	37196.73	83446	46249.27	55.42
8100 Planning Services						
1-5-8100-1010	Planning Salaries and Wages	3582.12	13941.60	47500	33558.40	70.65
1-5-8100-1020	PAC Honorariaums	0.00	0.00	300	300.00	100.00
1-5-8100-1031	Planning Redistributed Wages	0.00	1701.84	0	-1701.84	0.00
1-5-8100-1130	Planning Redistributed Benefits	0.00	204.99	0	-204.99	0.00
1-5-8100-1132	Planning CPP	245.65	976.33	2244	1267.67	56.49
1-5-8100-1133	Planning EI	98.05	389.52	1078	688.48	63.87
1-5-8100-1134	Planning OMERS	865.96	2131.56	3960	1828.44	46.17
1-5-8100-1135	Planning EHT	101.80	438.90	926	487.10	52.60
1-5-8100-1136	Planning Group Benefits	747.52	3886.33	6551	2664.67	40.68
1-5-8100-1137	Planning WSIB	164.44	619.80	1520	900.20	59.22

Budget Variance Report

Fiscal Year : 2019 Period : 7
Account Code : ??-????-???? To ??-????-????

Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
1-5-8100-1137	Planning WSIB	164.44	619.80	1520	900.20	59.22
1-5-8100-2101	Planning Conference Expense	0.00	1274.85	4000	2725.15	68.13
1-5-8100-2103	Planning Membership Fees	0.00	366.34	500	133.66	26.73
1-5-8100-2121	Planning Advertising	0.00	1133.40	2000	866.60	43.33
1-5-8100-2133	Planning Professional Fees	1347.30	18445.86	12000	-6445.86	-53.72
1-5-8100-2136	Planning Registration and Search Fees	0.00	904.08	2000	1095.92	54.80
1-5-8100-2140	Planning OMB Hearings	249.31	42697.76	30000	-12697.76	-42.33
1-5-8100-2300	Planning Materials and Supplies	0.00	1292.65	1000	-292.65	-29.27
1-5-8100-2306	Planning Inspections	0.00	365.84	5000	4634.16	92.68
1-5-8100-3040	Planning GIS Contracted Services	3233.34	9755.12	13000	3244.88	24.96
Total Planning Services		10635.49	100526.77	133579	33052.23	24.74
8200 Development Services						
1-5-8200-1010	Development Salaries and Wages	3835.09	27195.39	95722	68526.61	71.59
1-5-8200-1132	Development CPP	85.09	1229.94	3956	2726.06	68.91
1-5-8200-1133	Development EI	33.94	495.95	1798	1302.05	72.42
1-5-8200-1134	Development OMERS	151.36	1664.96	5040	3375.04	66.97
1-5-8200-1135	Development EHT	35.16	507.70	1834	1326.30	72.32
1-5-8200-1136	Development Group Benefits	711.91	3703.75	6900	3196.25	46.32
1-5-8200-1137	Development WSIB	56.79	820.23	2891	2070.77	71.63
1-5-8200-2100	Development Travel	0.00	0.00	1500	1500.00	100.00
1-5-8200-2101	Development Conferences	0.00	-320.00	3000	3320.00	110.67
1-5-8200-2102	Development Training	0.00	0.00	1000	1000.00	100.00
1-5-8200-2103	Development Memberships	0.00	330.72	1000	669.28	66.93
1-5-8200-2121	Development Advertising	0.00	1111.38	2000	888.62	44.43
1-5-8200-2300	Development Materials and Supplies	0.00	5.40	3000	2994.60	99.82
1-5-8200-3040	Development Contracted Services	5.49	2661.75	3000	338.25	11.28
Total Development Services		4914.83	39407.17	132641	93233.83	70.29
Total EXPENSE		490848.38	3179724.62	6128628	2948903.38	48.12
REVENUE						
1500 Government funding						
2-4-1500-1500	Gax Tax Revenue	0.00	0.00	-107020	-107020.00	100.00
2-4-1500-2000	OCIF Formula	-53867.00	-53867.00	-53867	0.00	0.00
Total Government funding		-53867.00	-53867.00	-160887	-107020.00	66.52
4300 Water Funding						
2-4-4300-1500	CWWF Federal	0.00	0.00	-15946	-15946.00	100.00
2-4-4300-2000	CWWF Provincial	0.00	0.00	-7973	-7973.00	100.00
Total Water Funding		0.00	0.00	-23919	-23919.00	100.00

MUNICIPALITY OF TEMAGAMI
Budget Variance Report

GL5070 Page : 21
 Date : Aug 15,2019 Time : 3:48 pm

Fiscal Year : 2019 Period : 7
 Account Code : ??-?-????-???? To ??-?-????-????

Budget Type : Budget Values - 5

ACCT Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
Total REVENUE		-53867.00	-53867.00	-184806	-130939.00	70.85
EXPENSE						
1200 Administraton Capital						
2-5-1200-8000	Administraton Capital	1597.54	15785.44	60000	44214.56	73.69
Total Administraton Capital		1597.54	15785.44	60000	44214.56	73.69
1400 Municipal Building Capital						
2-5-1400-8000	Municipal Building Capital	0.00	0.00	165000	165000.00	100.00
Total Municipal Building Capital		0.00	0.00	165000	165000.00	100.00
2000 Marten River Fire Capital						
2-5-2000-8000	Marten River Fire Capital	0.00	0.00	55500	55500.00	100.00
Total Marten River Fire Capital		0.00	0.00	55500	55500.00	100.00
2100 Temagami Fire Capital						
2-5-2100-8000	Temagami Fire Capital	3585.06	20605.16	37600	16994.84	45.20
Total Temagami Fire Capital		3585.06	20605.16	37600	16994.84	45.20
3100 Public Works Capital						
2-5-3100-8000	Public Works Capital	462.67	151434.95	419867	268432.05	63.93
Total Public Works Capital		462.67	151434.95	419867	268432.05	63.93
4000 Environment Capital						
2-5-4000-8000	CWWF Projects	0.00	20075.69	60000	39924.31	66.54
Total Environment Capital		0.00	20075.69	60000	39924.31	66.54
4100 Sewer Capital						
2-5-4100-8100	Tem North Lagoon ECA	0.00	4154.13	10000	5845.87	58.46
Total Sewer Capital		0.00	4154.13	10000	5845.87	58.46
4300 Water Capital						
2-5-4300-8000	Reserve Water OCWA Cap Letter	0.00	3079.50	205020	201940.50	98.50
Total Water Capital		0.00	3079.50	205020	201940.50	98.50
4500 Waste Site Capital						
2-5-4500-8000	Waste Site Capital	0.00	10947.09	0	-10947.09	0.00
2-5-4500-8100	Waste Site Acquitition	0.00	0.00	75000	75000.00	100.00
2-5-4500-8200	Waste Site capital	0.00	0.00	62000	62000.00	100.00
Total Waste Site Capital		0.00	10947.09	137000	126052.91	92.01
7200 Community Centre Capital						
2-5-7200-8000	Community Centre Capital	0.00	0.00	25000	25000.00	100.00
Total Community Centre Capital		0.00	0.00	25000	25000.00	100.00

Budget Variance Report

Date : Aug 15,2019

Time : 3:48 pm

Fiscal Year : 2019 Period : 7
 Account Code : ?-?-????-???? To ?-?-????-????

Budget Type : Budget Values - 5

ACCT CODE	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSE						
Total Community Centre Capital		0.00	0.00	25000	25000.00	100.00
7300 Tower Capital						
2-5-7300-8000	Tower Capital	0.00	0.00	12000	12000.00	100.00
Total Tower Capital		0.00	0.00	12000	12000.00	100.00
7400 Recreation Capital						
2-5-7400-8000	Recreation Equipment	0.00	0.00	20000	20000.00	100.00
Total Recreation Capital		0.00	0.00	20000	20000.00	100.00
8200 Development Capital						
2-5-8200-8000	Development Capital	0.00	0.00	162785	162785.00	100.00
Total Development Capital		0.00	0.00	162785	162785.00	100.00
Total EXPENSE		5645.27	226081.96	1369772	1143690.04	83.49
Report Total		182079.96	-2789966.13	0	2789966.13	0.00



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-135

Staff
 Committee

Subject: Future Council Meetings
Agenda Date: August 22, 2019
Attachments: Budget Variance Report

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2019-M-135;

AND FURTHER THAT Council establish the following for Council meetings for the remainder of 2019.

INFORMATION

The Procedural By-Law on this agenda for Council's consideration establishes a three week meeting cycle. There are a couple of options for when the three week cycle would start.

While it is preferable that meetings be scheduled in such a fashion to ensure Members and required Staff are able to attend, occasionally individual schedules will not permit this.

Once the schedule has been determined, Staff will advertise the meeting dates in the normal fashion to ensure the Public has this information.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memo No.
2019-M-136

Memorandum to Council

Staff

Committee

Subject: Administration of Municipal Parking

Agenda Date: August 22, 2019

Attachments: Parking stall rules

RECOMMENDATION

BE IT RESOLVED THAT Council receive memo 2019-M-136 regarding administering municipal parking stalls.

INFORMATION

The Municipality owns/leases and operates three paid parking lots. One at the end of the Lake Temagami Access Road, one on the west side of where Wildflower Avenue meets Lakeshore Drive, and one at the Temagami Community Centre.

The question has arose on how municipal staff administer the stalls in our parking lots. The steps are as follows:

1. A request is received for a parking stall.
2. Depending on availability, the requester is allocated a stall, sent an invoice, and the parking stall agreement/rules form.
3. If the parking lot is full the requester will be added to the current waiting list and sent a form which once returned will confirm their placement on the waiting list.
4. As spots become available they are allocated to the next person on the waiting list, who will then be sent an invoice and the parking stall agreement/rules form.
5. If the person refuses the stall, they shall be removed from the waiting list or placed at the bottom of the waiting list.
6. Names will be removed from a parking list by one of three ways; at the renters request, when the renter no long owns a property or resides in the municipality, or if the renter fails to pay for the parking stall in the prior year.

It should also be noted that there is an active waiting list for electrical stalls at the end of the Access Road, for non-electrical stalls at the end of the Access Road, and stalls on Wildflower/Lakeshore. The attached parking stall rules and agreement are attached for further information.

Respectfully Submitted:
Sabrina Pandolfo
Deputy Treasurer

Municipality of Temagami
Lake Temagami Access Point Paid Parking Rules

This set of rules is to ensure that individuals leasing stalls are able to enjoy the use of the stall but also allowing the Municipality to carry out routine maintenance of the access point. Vehicles parked illegally in the paid parking areas will only be ticketed or towed if a complaint is received from the registered lessee of the stall in question, the complainant will be required to show identification when a complaint is made.

- 1 - Maintenance of the site is the responsibility of the Municipality of Temagami; any one found removing trees and or enlarging a stall will be in contravention of these rules and will forfeit their parking stall.
- 2 - Municipal parking stalls will only be available to Property owners and permanent residents of Lake Temagami and Bear Island.
- 3 - Municipal parking stalls are only for the use of the registered user including their guests and family, and other registered users to whom they have specifically given permission to use the stall.
- 4 - The Municipality of Temagami will reallocate parking stalls that become available.
- 5 - Parking stalls may be transferable with a change in ownership of the lessee's property if there are no names on the waiting list. Parking stalls leased in the name of an operating lodge will be transferred to the new owner if the lodge sells.
- 6 - Payment of parking stall fees is required within 60 days of the invoice date, after this date a \$25 penalty will be added to the invoice, if invoices are not paid within 90 days the parking stall will be considered forfeited.
- 7 - Parking stalls are for the parking of motor vehicles, motorized snow vehicles or ATVs.
- 8 - A maximum of one motor vehicle is permitted to be parked in a parking stall at any one time.
"motor vehicle" includes an automobile, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a motorized snow vehicle or ATV.
- 9 - The parking of trailers in a stall is not permitted
- 10 - No vehicle shall be parked as to obstruct another parking stall or the flow of traffic on the main road.

11 - For snow removal purposes, except for motorized snow vehicles or ATV's the storage of other material in a parking stall is not permitted Between Oct 31 and April 30 of the following year

12 - Sub-leasing or renting of parking stalls is not permitted.

13 - Every person leasing a parking stall from the Municipality must sign a copy of the rules and return the signed copy to the Municipality.

Any contravention of these rules may result in the forfeiture of the parking stall.

I have read and understand the above rules: Dated this _____ day of _____ 2019

Name _____ Signature _____



Municipality of Temagami PARKING AGREEMENT

I. **The Parties.**

This agreement dated on the ____ day of _____, 20__ by and between _____ with a mailing address of _____ in the Municipality of _____, Province of _____ (Hereinafter known as the 'Lessee') and The Corporation of the Municipality of Temagami with a mailing address of 7 Lakeshore Drive in the Municipality of Temagami, Province of Ontario (Hereinafter known as the 'Lessor') for a parking space located at:

_____.

II. **Term.**

The term of this agreement shall begin on the ____ day of _____, 20__ and continue until the ____ day of _____, 20__.

III. **Rent.**

The rental payment shall be due within the terms specified on the invoice in the amount of _____ dollars (\$_____). Payment shall be delivered to the Lessor by the Lessee in the following manner: cheques, cash or debit.

IV. **Subletting.**

The Lessee is not allowed to sublease (sublet) the space.

V. **Current Registration & Insurance.**

The Lessee may only use the space for vehicles that are up-to-date with all provincial registration. In addition, all Lessee's must provide current and valid proof of insurance, ownership and a driver's license.

VI. **Maintenance.**

The Lessee is required to keep the vehicle in good repair and free of hazardous leaks of oils or liquids. No repairs of any type are allowed on the parking space and, if needed, must be towed to a location that allows for such activities.

VII. **Use of Space & Damage.**

The use of the space may only be for the parking of the vehicle that is registered in this agreement and owned/leased by the Lessee . No storage of personal property may be allowed in the space. The Lessor is not liable for any damage done to the vehicle or personal property taken from it. All liability to the vehicle and personal property will be responsibility of the Lessee.

VIII. **Use of Electrical Outlet**

The Lessee agrees to use the electrical outlet for the purpose of running the block heater when required ONLY and shall not be used for any other means.

IX. **Legislative Compliance**

The Lessee agrees to comply with all other applicable Provincial and Municipal legislation and policies.

This agreement was signed on the ____ day of _____, 20____.

Lessor's Signature

Lessee's Signature

Lessor's Printed Name

Lessee's Printed Name

Municipality of Temagami Wildflower/Lakeshore Paid Parking Rules

This set of rules is to ensure that individuals leasing stalls are able to enjoy the use of the stall but also allowing the Municipality to carry out routine maintenance of the parking lot. Vehicles parked illegally in the paid parking areas will only be ticketed or towed if a complaint is received from the registered lessee of the stall in question, the complainant will be required to show identification when a complaint is made.

1 - Maintenance of the site is the responsibility of the Municipality of Temagami; any one found removing trees and or enlarging a stall will be in contravention of these rules and will forfeit their parking stall.

2 - Municipal parking stalls will only be available to Property owners and permanent residents of the Northeast Arm of Lake Temagami.

3 - Municipal parking stalls are only for the use of the registered user including their guests and family, and other registered users to whom they have specifically given permission to use the stall.

4 - The Municipality of Temagami will reallocate parking stalls that become available.

5 - Payment of parking stall fees is required within 60 days of the invoice date, after this date a \$25 penalty will be added to the invoice, if invoices are not paid within 90 days the parking stall will be considered forfeited.

6 - Parking stalls are for the parking of motor vehicles, motorized snow vehicles or ATVs.

7 - A maximum of one motor vehicle is permitted to be parked in a parking stall at any one time.

“motor vehicle” includes an automobile, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a motorized snow vehicle or ATV.

8 - The parking of trailers in a stall is not permitted

9 - No vehicle shall be parked as to obstruct another parking stall or the flow of traffic on the main road.

10 - For snow removal purposes, except for motorized snow vehicles or ATV's the storage of other material in a parking stall is not permitted Between Oct 31 and April 30 of the following year

11 - Sub-leasing or renting of parking stalls is not permitted.

12 - Every person leasing a parking stall from the Municipality must sign a copy of the rules and return the signed copy to the Municipality.

Any contravention of these rules may result in the forfeiture of the parking stall.

I have read and understand the above rules: Dated this _____ day of _____ 2019

Name _____ Signature _____



Corporation of the Municipality of Temagami

Memo No.
2019-M-137

Memorandum to Council

Staff

Committee

Subject: Rural Economic Development Funding Program

Agenda Date: **August 22, 2019**

Attachments: Rural Economic Development Program Guidelines

RECOMMENDATION

BE IT RESOLVED THAT Council receive memo 2019-M-137.

AND FURTHER THAT Council direct staff to apply for _____ through the Rural Economic Development Program _____ stream.

INFORMATION

Ontario's Rural Economic Development (RED) program provides cost-share funding to support activities that create strong rural communities in Ontario, and opens doors to rural economic development through:

- funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth
- funding to build community capacity and support for economic development in Ontario's rural communities
- investments in rural communities to help diversify and grow local economies – making economic growth more inclusive so Rural Ontario continues to share in the province's economic prosperity

Funding amounts:

- Economic Diversification and Competitiveness Stream: up to 50% of eligible project costs up to a maximum of \$150,000 in provincial funding.
- Strategic Economic Infrastructure Stream: up to 30% of eligible project costs up to a maximum of \$250,000 in provincial funding.

Funding from federal government programs (e.g., Community Futures Development Corporations) can be used toward Project costs, assuming it is permitted under applicable federal programs. Combined federal and provincial funding cannot exceed 90 per cent of the Project's eligible costs. The Applicant(s) must disclose all sources of public funds for the Project in the application.

Through the Economic Diversification and Competitiveness Stream the Municipality of Temagami may consider apply for a consultant to develop a Community Improvement Plan (CIP), which has been an interest expressed by current and past Council.

Through the same stream, the Municipality may also consider a business retention and expansion (BR&E) program. The BR&E program focuses on helping Municipalities:

1. Support local businesses so they can grow, create jobs and stay in your community.
2. Write and implement an action plan to foster business development, investment and job creation.
3. Collect business and market data to support economic development planning.

For the Strategic Economic Infrastructure Stream the Municipality may want to consider applying to rejuvenate our trails system including Wayfinding signage or consider restorative work to the Temagami Tower/Caribou Mountain Attraction.

Multiple and concurrent Project submissions from the same Applicant are permitted. However, Applicants are encouraged to prioritize Project submissions.

Respectfully Submitted:
Sabrina Pandolfo
Deputy Treasurer

Rural Economic Development program guidelines

See if you're eligible and find out how to apply

Applicants are should read these Guidelines before completing an application form. Applications are subject to these Guidelines.

These Guidelines are subject to change from time to time without notice. Consult our website at [ontario.ca/REDprogram \(http://www.ontario.ca/REDprogram\)](http://www.ontario.ca/REDprogram), regularly for the most up-to-date information on the Rural Economic Development Program, or contact us at 1-877-424-1300 or [RED@ontario.ca \(mailto:RED@ontario.ca\)](mailto:RED@ontario.ca) to connect with a Regional Economic Development Advisor who can assist with your application.

July 2019

The Rural Economic Development Program

Ontario's Rural Economic Development (RED) program is cost-share funding which supports activities that create strong rural communities in Ontario, and opens doors to rural economic development by:

- Providing funding assistance to address barriers to economic development, to better position rural communities to attract and retain jobs, and investment, and enhance economic growth;
- Providing funding to build community capacity and support for economic development in Ontario's rural communities; and
- Investing in rural communities to help diversify and grow local economies – making economic growth more inclusive so Rural Ontario continues to share in the province's economic prosperity.

Please refer to the Glossary at the back of these Guidelines for definitions of terms used in these Guidelines.

The Rural Economic Development Program is an application-based program (OIC, 201/2011). Additional information on the RED program and application are available at [ontario.ca/REDprogram \(http://www.ontario.ca/REDprogram\)](http://www.ontario.ca/REDprogram).

Overview

The Ontario government supports the creation of strong rural communities by delivering on its commitment to improve their competitiveness, attract investment and create jobs.

RED projects create tangible impacts

The RED program provides cost-share funding for Projects that help Municipalities, Indigenous Communities and Organizations, and Not-for-Profit entities complete Projects that will have tangible impacts in Rural Ontario, measurable by one or more of the following outcomes:

- Jobs retained or created
- Investments attracted or retained
- Businesses attracted, retained and/or expanded
- Enhanced strategic economic infrastructure
- Regional partnerships that drive growth

Regional projects and partnerships

The RED program encourages collaboration and partnerships when working on eligible Projects across both streams. Applicants are encouraged to consider Projects that have broader reach than one community or sector to maximize resources for greater impact. Preference will be given to Projects with Co-applicants and/or Partners and/or regional or cross-sectoral impacts.

RED strengthens Rural Ontario communities

The Project must take place in Rural Ontario or benefit Rural Ontario. Refer to the RED Program –“Rural and Urban Areas” map at [ontario.ca/REDprogram \(http://www.ontario.ca/REDprogram\)](http://www.ontario.ca/REDprogram).

It is a competitive process

RED is an application-based funding program. The Minister of Agriculture, Food and Rural Affairs has exclusive discretion to select or reject any application, or reduce the funding amount provided, even if the application meets all of the requirements of the Guidelines.

Relevant research, studies, reports, strategies, and planning or consultation exercises supporting Project need and identifying the anticipated impacts should be submitted with your application. Preference will be given to Projects that can demonstrate need and tangible anticipated impacts ^[1].

Who Is Eligible?

To be eligible for RED, you must be:

- a Municipality
- a Not-for-Profit entity
- an Ontario Indigenous Community or Organization
- a Local Services Board

Applicants must also:

- apply using the RED application form available at [ontario.ca/REDprogram \(http://www.ontario.ca/REDprogram\)](http://www.ontario.ca/REDprogram)

- submit the application form by the intake date and time indicated at [ontario.ca/REDprogram \(http://www.ontario.ca/REDprogram\)](http://www.ontario.ca/REDprogram)
- have the authority to enter into a Contribution Agreement
- be in compliance with all Requirements of Law and agree to remain in compliance for the term of the Contribution Agreement (if the Project is approved)
- fully cooperate in any audits that may be initiated in relation to any funding received under the RED program (if the Project is approved)

Multiple Applicants

Projects with multiple Applicants are encouraged. Where there are multiple Applicants for a Project, one Applicant must be designated as the Lead Applicant. The Lead Applicant will be responsible for working with OMAERA as the primary contact for the Project and will receive all payments. All other Applicants will be Co-applicants, who will be jointly and severally responsible for the Project with the Lead Applicant. All Applicants must sign a Contribution Agreement.

Projects where all Applicants are contributing financial or In-kind resources to the Project will be given preference.

Organizations that will be contracted by the Applicant(s) to provide goods or services should not be Applicants.

Partners

Partners contribute financial or In-kind resources to the Project, without being Applicants for the Project.

Program Funding

The RED program supports Projects in two streams:

- **Economic Diversification and Competitiveness Stream:** Projects that remove barriers to business and job growth, attract investment, attract or retain a skilled workforce or strengthen sector and regional partnerships and diversify regional economies.
- **Strategic Economic Infrastructure Stream:** Minor capital Projects that advance economic development and investment opportunities.

Applicants must identify the stream they are applying to for funding.

The RED program Projects are cost-shared. Cost shares and funding caps per Project are outlined in the table below.

RED Program Stream	Maximum Provincial Cost-Share Funding Percentage for Eligible Costs	Maximum Provincial Funds
Economic Diversification and Competitiveness	50%	\$150,000
Strategic Economic Infrastructure	30%	\$250,000

The calculation of cost-share funding for all selected Projects will be based on the total eligible costs outlined in the application.

- funding may be provided at the amount or percentage requested, or at a reduced amount or percentage.
- the Project's maximum eligible costs cannot be increased.
- the timeframe of the Project cannot be extended without the written approval of OMAERA (in its sole discretion).

Under the RED program, all selected Applicants must enter into a Contribution Agreement with the Province of Ontario. All Applicants have joint and several liability for any Project that is funded.

Funding sources for projects

Funding from federal government programs (e.g., Community Futures Development Corporations) can be used toward Project costs, assuming it is permitted under applicable federal programs. Combined federal and provincial funding cannot exceed 90 per cent of the Project's eligible costs. The Applicant(s) must disclose all sources of public funds for the Project in the application. Failure to disclose all funding or possible funding sources may result in the termination of the application or Contribution Agreement.

Projects receiving other provincial funding are not eligible to apply for or receive funding under the RED program. Provincial funding includes but is not limited to funds administered by:

- provincial ministries
- Friends of the Greenbelt Foundation
- Ontario Trillium Foundation
- Northern Ontario Heritage Fund Corporation
- Regional tourism organizations
- Workforce planning boards

Multi-year projects

Multi-year Projects may be permitted. The Project budget must clearly forecast the eligible costs and activities for each year of the Project. If approved, costs must be accrued and claimed each year for completed work. Multi-year Projects must demonstrate impacts within the first year of the Project.

Final project completion date

All selected RED program Projects must be completed within the timeframe identified in the Contribution Agreement.

Economic Diversification and Competitiveness Stream

Project types

Economic diversification and competitiveness Projects remove barriers to business and job growth, attract investment, attract or retain a skilled workforce or strengthen sector and regional partnerships and diversify regional economies in Rural Ontario.

See the table below for eligible project types.

Project Type	Description	Example Projects

Project Type	Description	Example Projects
Entrepreneurship / Business succession	Projects that support business start-up or succession in the community	<ul style="list-style-type: none"> Coaching/mentorship Business succession support (e.g. connecting buyers and retiring business owners) Familiarization tours
Business retention and expansion	Projects that proactively engage the local or regional business community to identify and implement actions that address barriers to business growth	<ul style="list-style-type: none"> OMAFRA's Business Retention and Expansion Program (BR+E) (https://www.ontario.ca/page/business-retention-and-expansion-program)
Downtown revitalization	Projects that focus on identifying and implementing actions that improve and promote traditional town centres	<ul style="list-style-type: none"> OMAFRA Downtown Revitalization Program (DR) (https://www.ontario.ca/page/downtown-revitalization-program) Community Improvement Plan (CIP)
Technology adoption / innovation initiatives	Projects that support businesses and communities to improve their digital capabilities and participate in the information economy	<ul style="list-style-type: none"> Digital training Community engagement and support services (e.g. Digital Service Squad)
Service delivery improvement	Projects to help municipalities and other organizations improve and better coordinate their development and business approvals processes	<ul style="list-style-type: none"> Improving development and planning approvals process Coordination of business approvals (e.g. licensing, public health, permits)
Attraction and retention of workers / immigrants / youth	Projects that implement strategies for attracting and retaining people	<ul style="list-style-type: none"> Employee-pooling projects Workforce-oriented policy/regulatory improvements Destination marketing Career days/events Network development (service providers / businesses)
Skills training and development	Projects that implement strategies focused on identified regional skill requirements (e.g. robotics, carpentry, lean manufacturing)	<ul style="list-style-type: none"> Sector-based training Employee training Youth training Intern/apprentice matching system
Collaborative marketing and outreach	Projects that implement marketing or promotional activities outlined in an existing marketing or communications plan that will have an impact across sectors, value chains, or multiple communities in a region	<ul style="list-style-type: none"> Promotional campaigns across at least two communities (e.g. investment attraction, tourism) Regional events (e.g. innovation)
Sector/Value chain development	Projects that implement strategies to strengthen and coordinate collaboration across sectors or value chains	<ul style="list-style-type: none"> Buyer-Seller forums Network development (e.g. events, coordination) Specialized business training

Eligible Costs

For the Economic Diversification and Competitiveness Stream, eligible costs include:

- project management
 - project-related professional fees, including legal, architectural, engineering, environmental, surveys, management, or accounting
 - wages for new hires to work 100 per cent on project-related activities
 - other costs for new hires to work 100 per cent on project-related activities, including laptops, computers, software; portable internet services, cell phones, cellular network services if travel is required; travel in Ontario, meals and mileage (in compliance with the province's Travel, Meal and Hospitality Directive)
- minor capital
 - streetscaping and landscaping such as wayfinding signage, lighting, banners, murals, street furniture, interpretive elements, public art, trees, and accessibility equipment
 - technical equipment required to carry out Project (e.g. camera, laptop)
- project-related software (e.g. customer relationship management, survey, design)
- training development and speaker fees (not including travel)
- professional development fees (e.g. conference or workshop registration)
- marketing or promotion-related costs, including media, promotions, branding/design, collateral and tools, outreach (e.g. awareness program)
- third-party project-related administrative costs, including printing, postage, or data
- venue rental fees

Strategic Economic Infrastructure Stream

Project types

Strategic economic infrastructure Projects advance economic development and investment opportunities in Rural Ontario (e.g. rehabilitation of cultural, heritage or tourism attractions; redevelopment of vacant or under-used properties; main street minor capital improvements). Applications for strategic economic infrastructure Projects should include previously completed work e.g. plans, strategies, research, data) that identifies the Project as an economic development priority.

See the table below for eligible project types.

Project Type	Description	Example Projects

Project Type	Description	Example Projects
Rehabilitation of cultural, heritage or tourism attractions	Minor capital Projects that rehabilitate an existing cultural, heritage, or tourism attraction, as defined through previously completed strategies and Projects that establish its significance for economic development	<ul style="list-style-type: none"> Restoration of a historical building or structure Restoration of an established tourism attraction Trail rehabilitation
Redevelopment of vacant and/or underutilized buildings	Minor capital Projects to redevelop interior of vacant and or underutilized buildings to achieve an economic development outcome	<ul style="list-style-type: none"> Development of an incubator or innovation hub Youth centre Agri-food hubs
Streetscaping and landscaping	Minor capital Projects as defined through previously completed strategies that improve the design quality of public areas	<ul style="list-style-type: none"> Wayfinding signage Beautification (e.g. lighting, banners, murals, street furniture, public art, trees) Wi-Fi equipment / software for public use

Eligible Costs

For the Strategic Economic Infrastructure Stream, eligible costs include:

- project management
 - project-related professional fees, including legal, architectural, engineering, environmental, surveys, management, or accounting
 - wages for new hires to work 100 per cent on project-related activities
 - other costs for new hires to work 100 per cent on project-related activities, including laptops, computers, software; portable internet services, cell phones, cellular network services if travel is required; travel in Ontario, meals and mileage (in compliance with the province's Travel, Meal and Hospitality Directive)
- minor capital, including:
 - contractor's fees
 - cost of materials or supplies (e.g. electrical, plumbing, ventilation, structural, and finishings) and labour, for:
 - redevelopment of the interior of an existing vacant or underutilized building
 - rehabilitation of buildings or structures with identified cultural, heritage, or tourism significance
 - landscaping and streetscaping
 - wayfinding signage, lighting, banners, murals, street furniture, interpretive elements, public art, trees, and accessibility equipment outside of a building
 - trail rehabilitation (non-paved surfaces)
 - localized (e.g., downtown, park) Wi-Fi hardware and software for public use
- professional development fees (e.g. conference or workshop registration)
- marketing or promotion-related costs, including media, promotions, branding/design, collateral and tools, outreach
- third-party project-related administrative costs, including printing, postage, or data
- venue rental fees

Project Activity Costs

Activity costs should be broken down into eligible, In-kind and ineligible costs in the application.

All Applicants are required to show how they will successfully complete the Project by providing a Project work plan in the application. The Project work plan should list each activity or key milestone required to complete the Project (e.g. conduct public community consultations), the specific eligible items associated with that activity (e.g. venue rental, printing, marketing or promotions), their estimated cost, and the anticipated start and end date of that activity. Project work plans will be assessed based on the level of detail provided, but particularly how the Project activities and key milestones are described and organized.

Eligible costs must be broken down by quarter and align with the timelines outlined in the Project work plan.

Eligible costs

Eligible costs are costs that are directly attributable and necessary to complete the approved Project, and must be incurred in the province of Ontario and paid by the Applicant to an Arm's-length third party.

Costs are only eligible if they are incurred after the Project has been approved by OMAFERA and within the period identified in the Contribution Agreement, which starts on the Effective Date and ends on the Project completion date, (both will be identified in the Contribution Agreement).

When incurring costs, Applicants must follow a process that is transparent, fair and promotes the best value for money. When purchasing goods and services for the Project, prices must be competitive and no greater than the fair market value.

In-kind contributions are not eligible for cost-share funding or reimbursement. However, In-kind contributions can be documented to demonstrate a commitment to the Project on the part of Applicants and Partners.

Ineligible Applicants, Projects and Costs

Ineligible Applicants

The following are ineligible Applicants under the RED program:

- Entities that do not meet the eligibility criteria
- Businesses
- Research institutions or organizations whose core business or primary activity is research and development
- Individuals

Ineligible Projects

The following Projects are ineligible under the RED program:

- Projects that do not meet the eligibility criteria
- Projects that influence or lobby any level of government
- Strategic plan development (e.g., economic development, feasibility, marketing, research or evaluation)
- Projects whose primary purpose is to identify and inventory existing assets (e.g. industrial land inventories, business directories)
- Projects that primarily benefit a business
- Academic research
- Projects with only third-party consulting costs for project management
- Major capital Projects (e.g., new building construction, roads, bridges, water/wastewater treatment facilities, utility distribution, broadband)
- Projects whose sole purpose is compliance with current Requirements of Law that pertain to the current operations of the Applicant
- Projects receiving other provincial funding
- Collaborative marketing and outreach Projects that do not have an impact across sectors, value chains, or multiple communities in a region

Ineligible costs

The following costs are ineligible under the RED program:

- any cost not specifically required for the execution of the selected Project
- costs incurred prior to the Effective Date or after the Project completion date set out in the Contribution Agreement
- costs incurred in preparing an application
- costs of normal business practices, including, office space, office equipment/furnishings and machinery, office supplies, promotional items, stationery, business cards, utilities, phone, office internet and networks, meetings, insurance, taxes, uniforms, regular or deferred maintenance
- deposits (prepayments), on their own, are not eligible for reimbursement as they are not an expense in the Applicant's financial records as the goods/services have yet to be fully received
- direct wage subsidies for existing staff or any other staff
- costs to achieve compliance with current Requirements of Law where the current operations of the Applicant are not in compliance
- travel and meals for consultants and existing staff
- hospitality costs
- financing charges, loan interest payments, bank fees, and charges as well as debt restructuring
- fundraising
- major capital costs, including costs related to:
 - construction of buildings, structures (mobile and fixed), gateway signs and major infrastructure (e.g. water/wastewater systems, storm water management, transportation facilities/roads, bridges)
 - additions to buildings, teardowns or rebuilds
 - purchase or lease of land, buildings, facilities, and structures
 - utilities, power lines and generation systems, broadband infrastructure, and water or wastewater lines outside of a building
- In-kind contributions
- costs of vehicles, transportation equipment, material handling equipment (powered and unpowered), and agriculture, construction, mining machinery (e.g. farm equipment)
- taxes, including all Harmonized Sales Tax (HST)
- any refund or rebate received, or which the Applicant is eligible to receive
- cost of alcohol, per diems
- gifts or incentives
- costs of permits and approvals
- costs of academic research
- costs related to activities that influence or lobby any level of government
- sponsorship of conferences and events
- honorariums, membership costs

Submitting an Application

Complete applications, including supporting documentation, can be submitted via email to:

- Email: RED@ontario.ca (<mailto:RED@ontario.ca>)
 - If your attachments are greater than 10 MB please send multiple email ensuring the subject line remains consistent. Do not include live links within PDFs.

Only applications with full and complete information will be assessed.

Applicants will receive confirmation with an application number within five business days of the receipt of application. If you do not receive confirmation, please call the Agriculture Information Contact Centre at 1-877-424-1300.

Multiple applications

Multiple and concurrent Project submissions from the same Applicant are permitted. However, Applicants are encouraged to prioritize Project submissions.

Application intakes

Intake dates and times can be found on our website at [ontario.ca/REDprogram](http://www.ontario.ca/REDprogram) (<http://www.ontario.ca/REDprogram>).

Selection Process

Once the application is submitted and the intake period closes, eligible applications will be assessed on the criteria outlined in these Guidelines, including, without limitation:

- basic eligibility criteria
- reducing economic barriers
- alignment with the RED program's outcomes
- Project work plan
- collaboration and partnerships
- regional, sector, or value chain impacts
- sustainability beyond the Project timelines
- Project budget, including reasonable and eligible Project costs
- Project oversight
- financial commitment
- financial capacity

The Rural Economic Development Advisory Panel will review applications on an individual basis and make non-binding recommendations to the Minister of Agriculture, Food and Rural Affairs on applications for funding. The panel has wide representation and its members have expertise in rural economic development and agri-food sectors. The Minister of Agriculture, Food and Rural Affairs has exclusive discretion to select or reject any application and to set the amount of funding that will be provided.

Notification to Applicants

Applicants will be notified as funding decisions are reached, usually within three months from the posted intake closure date; however, timing may vary.

Requirements of Selected Applicants

Applicants (including Lead Applicants and Co-applicants (if applicable) for selected Projects are required to sign a Contribution Agreement with the Province of Ontario prior to receiving Funds. No funding commitment is final until a Contribution Agreement is signed. In the event of conflict between these Guidelines, the application and the Contribution Agreement, these Guidelines will supersede and prevail.

Lead Applicants for selected Projects will be required to register in the Government of Ontario's Transfer Payment Common Registration (TPCR) system.

OMAFERA will monitor the progress of the Project as outlined in the Contribution Agreement. Progress reports are due with each claim submission.

Selected Applicant(s) completing minor capital Projects in either stream will be required to install a permanent sign recognizing the support of the Rural Economic Development program, as set out in the Contribution Agreement. Design of the sign will be subject to approval by OMAFERA, prior to fabrication and installation. Costs of the sign will be eligible under the RED program, with the province reimbursing up to \$100 of the total costs of design, fabrication, and installation of the sign upon submission of a claim.

Claim information

Each eligible cost must be incurred within the fiscal year identified by the Contribution Agreement and must be claimed by May 31 following the end of the fiscal year in which it was incurred and paid. If costs are not incurred within the fiscal year set out in the expenditure forecast in the Contribution Agreement, funding may not be available in the following years. Failure to complete the Project as contracted (i.e., approved budget, expenditure forecast and timeline) may jeopardize funding and/or result in the Applicant repaying any and all Funds received plus interest as well as any and all costs incurred by the province in recovering such Funds.

Applicants for selected Projects must submit claim(s) and progress reports with supporting documentation, including paid invoices, as set out in the Contribution Agreement. Payment is made following OMAFERA's approval of submitted claims. Payment will not be made for a claim of less than \$1,000 unless it is the final payment to close a completed Project. In the case of a Project with Co-applicants, all payments will be made to the Lead Applicant.

To be deemed eligible for reimbursement, the eligible expenses must be incurred, paid, and recorded within the period specified by the Contribution Agreement.

There will be a 10 per cent holdback of reimbursement until a final report for the Project is received and accepted by OMAFERA. The final report must include certification that the Project has been completed within the Project timelines stated in the Contribution Agreement between the Applicant and Province of Ontario, and fulfill all other requirements stated in the Contribution Agreement.

Confidentiality

Application forms and supporting material, claims and reports submitted to the Province of Ontario are subject to the *Freedom of Information and Protection of Privacy Act, 1990* (FIPPA). Any information intended to be submitted in confidence should be clearly marked "confidential" by the Applicant. Nevertheless, information supplied to the RED program may be disclosed by OMAFERA where it is obligated to do so under FIPPA or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in an application to the RED program may also be disclosed by OMAFERA to verify compliance with other provincial and federal funding initiatives administered by OMAFERA, other provincial or federal ministries, or a third-party delivery agent, to ensure that there is no duplication of funding. Inquiries about confidentiality should be directed to the RED program.

Appendix - Application Assessment Criteria

Stage 1: Eligibility Screening

The basic eligibility criteria must be satisfied to move on to Stage 2. Applicants and Projects must meet the following criteria to be considered eligible:

- a complete RED program application and supporting documentation was received by the date and time indicated for the intake
- the Applicant eligibility criteria set out in these Guidelines was met
- the Project eligibility criteria set out in these Guidelines was met

Stage 2: Assessment of Project Benefits and Outcomes

These assessment criteria apply to all Projects (i.e., both RED program streams). Preference will be given to Projects with Co-applicants and/or Partners and/or regional or cross-sectoral impacts.

Assessment Criteria	Strong RED Projects identify the following, through the application and supporting documents:
Reducing Economic Barriers - Project reduces economic barriers to economic development that have been identified through a previously completed community assessment (e.g. BREE, strategic plan)	<ul style="list-style-type: none"> • Specific economic barriers that will be reduced by the Project • How those economic barriers have been identified (e.g. studies, plans, consultations) • How actions undertaken through the Project will reduce those economic barriers
RED Program Outcomes - Project addresses one or more of the following RED program outcomes: <ul style="list-style-type: none"> • Jobs created or retained • Investment attracted or retained • Businesses attracted, retained, and/or expanded • Enhanced strategic economic infrastructure • Regional partnerships that drive growth 	<ul style="list-style-type: none"> • Demonstrated alignment with multiple (three or more) RED program outcomes that will be addressed by the Project • How actions undertaken through the Project will address those RED program outcomes

Assessment Criteria	Strong RED Projects identify the following, through the application and supporting documents:
<p>Project Work Plan - Project has a detailed work plan listing each activity or key milestone required to complete the Project (e.g. conduct public community consultations), the specific eligible items associated with that activity (e.g. venue rental, printing, marketing or promotions), and their estimated cost, and the anticipated start and end date of that activity</p>	<ul style="list-style-type: none"> • A detailed plan for successful completion of the Project, specifically including: <ul style="list-style-type: none"> ◦ eligible activities or key milestones ◦ clear description of items associated with those activities and their estimated cost ◦ realistic timelines to complete each activity
<p>Collaboration and Partnerships - Communities or organizations beyond the Lead Applicant are offering financial or non-financial e.g. In-kind) support for the Project.</p> <p>Please note: While letters of support from external organizations or individuals that are not otherwise contributing resources can help demonstrate support for the intent of the Project, they do not represent a partnership for the purposes of this assessment criterion.</p>	<ul style="list-style-type: none"> • Demonstrated commitment of financial or In-kind contributions from one or more Co-applicants (preferred) or Partners to complete the Project
<p>Regional Sector or Value Chain Impacts - Projects are being undertaken at a regional level, or are expected to generate regional impacts (i.e. impacts in more than one community) or Projects are being undertaken to generate impacts in different sectors or across value chains</p>	<ul style="list-style-type: none"> • A detailed and well-supported description of how the Project will create impacts across multiple communities, sectors, or parts of a value chain, and a detailed overview of how the impacts will be measured
<p>Sustainability - Project will contribute to longer-term economic development outcomes after RED program funding ends, through activities like:</p> <ul style="list-style-type: none"> • Sustainability plans • activities to encourage sustainability (e.g. knowledge and technology transfer) 	<ul style="list-style-type: none"> • Significant efforts that will be made by the Applicant(s) to encourage longer-term contributions to economic development after RED program funding ends
<p>Project Budget - Project budget identifies eligible costs that are reasonable and well-supported.</p>	<ul style="list-style-type: none"> • Costs that are: <ul style="list-style-type: none"> ◦ Eligible ◦ Identified in sufficient detail ◦ Reasonable for the specific activity/item ◦ In alignment with Project work plan ◦ Well supported by documents or rationale (e.g., quotes, proposals)
<p>Project Oversight (including resources and skills) - Project will be managed by organizations and individuals that have experience</p>	<ul style="list-style-type: none"> • Details about the specific individual (i.e. Project lead) who is leading the Project. • The Project lead's experience as it relates to this Project. • Examples of similar Projects that were overseen by the Project lead.
<p>Financial Commitment - Applicant(s) have made a financial commitment to the Project</p>	<ul style="list-style-type: none"> • Financial commitment of equal to or greater than 50 per cent of eligible Project costs by the Applicant(s) (economic diversification and competitiveness stream only) <p>or</p> <ul style="list-style-type: none"> • Financial commitment of equal to or greater than 70 per cent of eligible Project costs by the Applicant(s) (strategic economic infrastructure stream only)
<p>Financial Capacity - All Applicants, except for a Municipality, are required to provide financial information that demonstrates capacity to implement the Project. Information which may be accepted to demonstrate financial capacity includes:</p> <ul style="list-style-type: none"> • Three years of audited financial records and disclosures supplied that indicate each Applicant has the financial ability to cash flow the Project without difficulty or has a secure source of funding <p>or</p> <ul style="list-style-type: none"> • A letter from Applicant's financial institution confirming financial capacity to cash flow the Project in its entirety 	<ul style="list-style-type: none"> • Information provided demonstrates strong financial capacity to implement the Project

Final check before submitting an application

Only applications with full and complete information will be assessed. You are encouraged to contact your Regional Economic Development Advisor, who can assist with your application.

A full and complete submission includes the following:

- A completed RED program application
- All Applicants, except for a Municipality, are required to provide financial information that demonstrates capacity to implement the Project.
- All Applicants, except for a Municipality, are required to provide constituting documents (e.g. articles of incorporation) or other similar evidence of legal status
- Letters from Partners indicating their support for the Project, including any In-kind contributions to the Project if applicable, dated no earlier than six months prior to the close of intake
- Quotes obtained to support the Project budget, such as an estimate provided by a vendor for the cost of services
- Documentation that supports the Project (e.g., feasibility studies, corporate bylaws, annual reports, Board of Director lists, relevant research, studies, strategies, reports and previous planning or consultation exercises supporting the need for the Project and anticipated impacts)

Glossary

“**Arm’s-length**” means an entity that is not related, as set out in section 251 of the *Income Tax Act*.

“**Contribution Agreement**” means OMAERA’s standard form contribution agreement between the Applicant(s) and the Province of Ontario used for funding RED Projects.

“**Cost-Share Funding Percentage**” means the percentage the Province will pay toward the Project’s Eligible Costs

“**Effective Date**” means the date on which the Contribution Agreement is effective, as set out in the Contribution Agreement.

“**Applicant**” means the entity identified as the applicant on the RED program application form and includes the Lead Applicant and any Co-applicants.

“**Co-applicant**” means an entity identified as the Co-applicant on the RED program application form. “Co-applicant” means an organization that meets the same eligibility requirements as an “Lead Applicant” and enters into a Contribution Agreement with the Province of Ontario to have joint and several liability for any Project that is funded.

“**Funds**” means the money the Province provides to Applicant(s) to complete the Project.

“**Guidelines**” means these guidelines, as contemplated by OIC, 201/2011, and as revised from time to time.

“**In-kind**” means non-financial goods and services provided to support the Project, including (but not limited to) salaries, use of equipment, materials and supplies, or use of facilities.

“**Lead Applicant**” means the entity that will enter into a Contribution Agreement with the Province of Ontario to have joint and several liability for any Project that is funded, be the RED program application form.

“**Local Services Board**” means a Local Services Board established under the *Northern Services Boards Act, 1990*.

“**Municipality**” means a geographic area whose inhabitants are incorporated as described in the *Municipal Act, 2001*. S.O. 2001 c. 25.

“**Not-for-Profit**” means a legal entity that is a:

- registered charity as defined in the *Income Tax Act* (Canada) and is in good standing with the Canada Revenue Agency; or
- corporation incorporated as a not-for-profit corporation or similar entity under an act of Canada or a province or territory of Canada and is in good standing under its incorporating act.

“**OMAERA**” means the Ministry of Agriculture, Food and Rural Affairs or such other Ministry that has been designated as responsible for the program described in the Guidelines.

“**Ontario Indigenous Community or Organization**” means a First Nations community in Ontario; Métis community in Ontario; Political Territorial Organizations in Ontario; Tribal Councils in Ontario; or Métis organizations in Ontario that apply on behalf of and with the support of the communities they represent, and that have a substantiated record of representing those communities.

“**Partner**” is an organization that is not a Co-applicant but contributes financial or in-kind resources to Project completion.

“**Project**” is one set of activities undertaken to achieve specific outcomes.

“**Requirements of Law**” means all applicable Requirements of Law, as may be set out in statutes, regulations, by-laws, codes, rules, ordinances, official plans, approvals, permits, licenses, authorizations, decrees, injunctions, orders and declarations, or any other similar Requirement of Law.

“**Rural Ontario**” means all Statistics Canada census subdivisions (including lower-tier and single-tier municipalities) that either have a population of less than 100,000 people, or have a population density of 100 people per square kilometre or less, as identified in the most recent Statistics Canada Census of Canadian Population. Refer to the RED program “**Rural and Urban Areas**” map (<http://ontario.ca/11.maps.arcgis.com/apps/webappviewer/index.html?id=1d2a44d2634649b49874e24184f3c0e3>) at [ontario.ca/REDprogram](http://www.ontario.ca/REDprogram) (<http://www.ontario.ca/REDprogram>).

Updated: August 9, 2019

Published: January 29, 2018

Footnotes

- [1] ^ Employees of the Ontario Public Service will not provide letters of support for any application.



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-138

Staff
 Committee

Subject: Infrastructure Ontario Properties and Municipalities

Agenda Date: August 8, 2019

Attachments: Letter from Ministry of Municipal Affairs and Housing

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2019-M-138;

AND FURTHER THAT Council direct the Staff to contact the Ministry of Infrastructure to further advance our objective.

Respectfully Submitted:
Suzie Fournier
MUNICIPAL CLERK

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



AUG 14 2019

19-3734

Your Worship
Mayor Dan O'Mara
Municipality of Temagami
visit@temagami.ca

Dear Mayor O'Mara:

Thank you for your correspondence regarding the sale and possible development of land in Temagami for affordable housing.

The provincial government is committed to building more housing and bringing down costs for the people of Ontario. The *More Homes, More Choices Act, 2019*, which received Royal Assent on June 6, 2019, outlines the government's plan to tackle Ontario's housing crisis and encourages our partners to do their part as well. We are taking steps to make it faster and easier for municipalities, non-profits and private firms to build the right types of housing in the right places to meet the needs in every part of Ontario.

I commend the municipality for its interest in building more housing in its community and am confident that the recent legislative, policy and regulatory changes will help you achieve this goal.

The property that you have expressed an interest in obtaining falls under the purview of the Ministry of Infrastructure and, since you have had ongoing discussions and negotiations with that ministry, I encourage you to continue those discussions. I will forward your letter to my colleague, the Honourable Laurie Scott, Minister of Infrastructure, for her review and consideration.

Once again, thank you for bringing your proposal to my attention. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark
Minister

c. The Honourable Laurie Scott
Minister of Infrastructure

Memo 2019-M-139

AMO Main Street Revitalization Initiative for Temagami, ON

Title: Temagami Village Park

Description:

This proposal which we (former Economic Advisory Committee) have been researching over the last two years, is to create a much needed family and senior friendly accessible village park. This small park would be located in an empty municipally owned area of land (approx. 60' W X 100' D) beside the new downtown Temagami Skateboard Park. This area is currently a former parking lot, cleared, flat and gravelled over with some grassy patches in nature and would require little work to improve.

The Village Park would contain a centrally located small white octagonal (no maintenance style) gazebo similar to one currently gracing the Temagami waterfront area, recycled plastic park benches, and small playground facility/structure, directional information signage. The AMO grant in 2018 March was for \$36,723. It went up slightly for April 2019.

Note: (We are still waiting for some quotes to come in for these from suppliers)

Approximate cost of the small gazebo \$11,900. Delivery \$900 and base \$2000

Approximate cost of small playground facility: \$4,000

Signage estimates (artwork supplied locally) \$3000-4,000

Landscaping (unknown at this time anticipating quote Mon. Aug. 19/19)

Quote from Peacock Woodcraft (July/19) plus taxes for the following:

2 recycled plastic park benches: reg. \$499 sale: \$449.00 each

2 recycled plastic hexagon shaped picnic tables: reg. \$1699 sale: \$1399

The grounds area would consist of patio stone base or cement base for the gazebo and small, decorative, gravel pathways. Also the addition of local decorative rocks e.g. Sherman Mine Jasper, granite etc. would be low maintenance features such as shown in the Cobalt Rock Walk, at Northern College School of Mines.

This park area is located next to the historic Temagami Train Station 1910 (separated by O'Connor Drive Rd.). The train station recently has undergone revitalization/renovation and now contains 3 major tourist attracting organizations: Temagami Chamber of Commerce, Temagami Community Foundation, and Living Temagami.

Also, during the summer months, the very successful Temagami Community Market (since 2008) is located in the station parking lot area. There is a definite need for young families, local citizens and visitors to have somewhere year round to sit and rest, eat their lunch at picnic tables or have their kids play in a playground in town. There is a lot of local foot traffic: seniors, public and high school students, moms and their children and so on that pass by this proposed Village Park area are daily.

This location for a small park would beautify this current undeveloped and unattractive downtown area and be visible from Hwy 11. It would really be a great visual upgrade to Main Street downtown Temagami! Perhaps some MTO supplied "picnic area" signs could be provided also. We need people to stop in town and visit our stores and businesses.

Signage:

Another feature of the park would be a large information sign (possibly 6' X 8') showing a detailed illustration of the whole municipality of Temagami and other features such as year round community events, locations of local businesses and service clubs. It could have a "You are here" aspect and guide people about all the great opportunities we have available.

A few more signs using the same graphic design theme are needed in our community for directional aids to access the Temagami Tower, waterfront, boat launches, and many other features in the downtown area. There is a need for uniform visual branding/graphic design in our community.

Trails and Recreation:

The trail entrance to the White Bear Forest walking trails, Caribou Lake, Caribou Mountain, Beaver Pond and Temagami Fire Tower are located steps away from our proposed park area. This Village Park would provide a meeting/gathering place for groups and events such as: mushroom walk tour, photography tour, hikes, cross-county skiing, snowshoe walks, senior's pole walking, nature walks, and possible development of this trail for mountain bike rentals or paths etc. in the future.

Many other phases of development for this location could be created such as: small splash pad area, mini putt featuring historic aspects of Temagami, outdoor fitness equipment/stations (as was recently announced for seniors in the City of North Bay at Lee Park), dog walking park area, and so on.

3

Lighting:

This project will also include funding for decorative small white LED lighting for the downtown dock area of the waterfront. This proposed Lighting would accentuate and be visible year-round and feature the two white gazebos at this location as well as emphasize four decorative landscaping trees at the waterfront each tree approx. 10' in height and all the same type of

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deciduous species. Many Temagami events are convened at this central downtown location such as: Temagami Canoe Festival, Shiverfest Winter Carnival, Canada Day celebrations, Aboriginal Day celebrations, Culture Days etc.

An estimated cost for this feature has been estimated at \$3500-\$4500 by a local Electrical Company, there is a consideration for more power locations to achieve this.

The addition of 2 bear proof garbage cans would also be needed for the Village Park location.

Every effort in our view should be given to procuring equipment, services and the above items from local companies and suppliers in our view for the Temagami Village Park. Also, to meet the time restraints for this to happen this year.

August 16, 2019

Submitted by Councillor Margaret Youngs, Councillor John Harding, Suzanne Daneault and Pauline Lockhart former Ec. Dev. Committee members, respectively

*Illustrations and photographs for this proposal will be supplied on Mon. Aug. 19, 2019



Corporation of the Municipality of Temagami

Memo No.
2019-M-133

Memorandum to Council

Staff

Committee

Subject:	Amendments to the Property Standards By-law 06-683
Agenda Date:	08-22-2019
Attachments:	Property Standards By-law 06-683 and Property Standards By-law 19-1475

RECOMMENDATION

BE IT RESOLVED THAT Council receive memo number 2019-M-133;

AND FURTHER THAT Council consider passing By-law number 19-145 to repeal and replace By-law Number 06-683.

INFORMATION

After reviewing the current property standards by-law 06-683 it has come to my attention that there are a number of updates and additions required. The current by-law is not enforceable due to some oversights and looks as though it may have been a template from another municipality. It appears that through the process the by-law was not properly reviewed and amended to suit Municipality of Temagami. Please see the original by-law and the proposed by-law for your review. I have used my past enforcement experience and researched other municipal by-laws to develop the proposed by-law.

Respectfully Submitted:
Daryl Bell,
Municipal Law Enforcement Officer

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 06-683

Being a by-law to establish property standards in the Municipality of Temagami.

WHEREAS under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended, a by-law may be passed by the Council of municipality prescribing the standards for the maintenance and occupancy of property within the municipality provided the official plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Municipality of Temagami includes provisions relating to property conditions;

AND WHEREAS the Council of the Municipality of Temagami is desirous of passing a by-law under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended;

AND WHEREAS Subsection 15.6-(1) of the Building Code Act, S.O. 1992, c.23 as amended requires that a by-law passed under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended shall provide for the establishment of a Property Standards Committee;

AND WHEREAS the Council of the Municipality of Temagami intends to enact a Property Standards By-law for the purpose of maintaining public health and safety, property value and to maintain or improve the appearance of the various neighbourhoods in the Municipality of Temagami.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts the following:

PART I

DEFINITIONS

In this by-law:

1.01 “Accessory Building” means a detached building or structure, not used for human habitation, that is subordinate to the primary use of the same property.

1.02 “Apartment Building” means a building containing more than four dwelling units with individual access from an internal corridor system.

1.03 “Approved” means acceptance by the Property Standards Officer.

- 1.04 “Basement” means that space of a building that is partly below grade, which has half or more of its height, measured from floor to ceiling above average exterior finished grade.
- 1.05 “Cellar” means that space of a building that is partly or entirely below grade, which has more than half of its height, measured from floor to ceiling below the average exterior finished grade.
- 1.06 “Dwelling” means a building or structure or part of a building or structure, occupied or capable of being occupied, in whole or in part, for the purpose of human habitation.
- 1.07 “Dwelling Unit” means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping and sanitary facilities.
- 1.08 “First Storey” means that part of a building having floor area closest to grade with a ceiling height of more than 1.8 metres (6 ft.) above grade.
- 1.09 “Guard” means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway and other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them.
- 1.10 “Habitable Room” means any room in a dwelling unit used for capable of being used for living, cooking, sleeping or eating purposes.
- 1.11 “Means of Egress” means a continuous, unobstructed path of travel provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons of persons from any point within a building, a floor area of refuge usually located outside the building.
- 1.12 “Multiple Dwelling” means a building containing three or more dwelling units.
- 1.13 “Non-Habitable Room” means any room in a dwelling or dwelling unit other than a habitable room and includes a bathroom, a toilet room, laundry, pantry, lobby, corridor, stairway, closet, boiler room or other space for service and maintenance of the dwelling for public use, and for access to and vertical travel between storeys, and basement or part thereof which does not comply with the standards of fitness for occupancy set out in this by-law.
- 1.14 “Non-Residential Property” means a building or structure or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all outbuildings, fences or erections thereon or therein.
- 1.15 “Persons” means an individual, firm, corporation, association or partnership.
- 1.16 “Residential Property” means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals and

includes any lands or buildings that are appurtenant to such establishment and all stairways, walkways, driveways, parking spaces and fences associated with the dwelling or its yard.

1.17 “Standards” means the standards of physical condition and of occupancy prescribed for the property by this by-law.

1.18 “Toilet Room” means a room containing a water closet and a wash basin.

1.19 “Yard” means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.

PART II

GENERAL STANDARDS FOR ALL PROPERTY

2.01 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code, Ontario Fire Code and the Fire Prevention and Protection Act where applicable.

YARDS

2.02 Every yard, including vacant lots, shall be kept clean and free from:

- (1) rubbish or debris and objects or conditions that may create a health, fire, or accident hazard;
- (2) wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats unless it is necessary for the operation of a business enterprise lawfully situated on the property;
- (3) long grass, brush, undergrowth and noxious weeds as defined by the Weed Control Act;
- (4) dilapidated, collapsed or partially constructed structures which are not currently under construction;
- (5) injurious insects, termites, rodents, vermin or other pests; and
- (6) dead, decayed or damaged trees or other natural growth.

SURFACE CONDITIONS

2.03 Surface conditions of yards shall be maintained so as to:

- (1) prevent ponding of storm water;
- (2) prevent instability or erosion of soil;
- (3) prevent surface water run-off from entering basements or cellars;
- (4) not exhibit an unsightly appearance;
- (5) be kept free of garbage and refuse;
- (6) be kept free of deep ruts and holes;
- (7) provide for safe passage under normal use and weather conditions, day or night;
and
- (8) not to create a nuisance to other property.

SEWAGE AND DRAINAGE

2.04 Sewage shall be discharged into an approved sewage system.

2.05 Sewage of any kind shall not be discharged onto surface of ground, whether into a natural or artificial surface drainage system or otherwise.

2.06 Roof drainage shall not be discharged onto sidewalks, stairs or adjacent property.

PARKING AREAS, WALK AND DRIVEWAYS

2.07 All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete or compacted stone or gravel and shall be kept in good repair free of dirt and litter.

2.08 Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

ACCESSORY BUILDINGS, FENCES, AND OTHER STRUCTURES

2.09 Accessory buildings, fences and other structures appurtenant to the property shall be maintained in structurally sound condition and in good repair.

2.10 Accessory buildings, fences and other structures shall be protected from deterioration by the application of appropriate weather resistant materials including paint or other suitable preservative and shall be of uniform colour unless the aesthetic characteristics of said structure are enhanced by the lack of such material.

GARBAGE DISPOSAL

2.11 Every building, dwelling and dwelling unit shall be provided with a sufficient number of suitable receptacles to contain all garbage, refuse and ashes that may accumulate on the property between the regularly designated collection days. Such receptacles shall be constructed of watertight material, provided with a tight-fitting cover and shall be maintained in a clean and odour free condition at all times.

2.12 All garbage, refuse and ashes shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection by-law where applicable.

2.13 Garbage storage areas shall be screened from public view.

COMPOST HEAPS

2.14 The occupant of a residential property may provide for a compost heap in accordance with the health regulations, provided that the compost pile is no larger than one square metre and 1.8 metres in height and is enclosed on all sides by concrete block or lumber or in a forty-five gallon container, a metal frame building with a concrete floor or a commercial plastic enclosed container designed for composting.

PART III

RESIDENTIAL STANDARDS

GENERAL CONDITIONS

3.01 Every tenant, occupant or lessee of a residential property shall maintain the property or part thereof and the land which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.

3.02 Every tenant, occupant or lessee of a residential property shall maintain every floor, wall, ceiling and fixture, under their control, including hallways, entrances, laundry rooms, utility rooms and other common areas in a clean, sanitary and safe condition.

3.03 Accumulations or storage of garbage, refuse, appliances or furniture in a means of egress shall not be permitted.

PEST PREVENTION

3.04 Dwellings shall be kept free of rodents, vermin and insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the Pesticides Act.

3.05 Openings, including windows that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

STRUCTURAL SOUNDNESS

3.06 Every part of a dwelling shall be maintained in a structurally sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety by the Ontario Building Code.

3.07 Walls, roofs and other exterior parts of a building shall be free from loose or improperly secured objects or materials.

FOUNDATIONS

3.08 Foundation walls of a dwelling shall be maintained so as to prevent the entrance of insects, rodents and excessive moisture. Maintenance includes the shoring of the walls to prevent settling, installing subsoil drains, where necessary, at the footings, grouting masonry cracks, dampproofing and waterproofing walls, joints and floors.

3.09 Every dwelling, except for slab on grade construction, shall be supported by foundation walls or piers which extend below the frost line or to solid rock.

EXTERIOR WALLS

3.10 Exterior walls of a dwelling, fences and retaining walls and their components including soffits and fascia-boards shall be maintained in good repair free from cracked, broken or loose masonry units, stucco and other defective cladding or trim. Paint or some other suitable preservative or coating must be applied and maintained so as to prevent deterioration due to weather conditions, insects or other damage.

3.11 Exterior walls of a dwelling and their components shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.

WINDOWS AND DOORS

3.12 Windows, doors, skylights and basement or cellar hatchways shall be maintained in good repair, weather tight and reasonably draught-free, to prevent heat loss and infiltration by the elements. Maintenance includes painting, replacing damaged doors, frames and other components, window frames, sashes and casings, replacement of non-serviceable hardware and reglazing where necessary. Where screening is provided on windows and doors it shall also be maintained in good repair.

3.13 In a dwelling unit, all windows that are intended to be opened and all exterior doors shall have suitable hardware so as to allow locking or otherwise securing from inside the dwelling unit. At least one entrance door to a dwelling unit shall have suitable hardware so as to permit locking or securing from either inside or outside the dwelling unit.

3.14 Solid core doors shall be provided for all entrances to dwellings and dwelling units.

3.15 In residential buildings where there is a voice communication system working in conjunction with a security locking and release system controlling a particular entrance door and

installed between individual dwelling units and a secured entrance area, the said system shall be maintained in good working order at all times.

3.16 Every window in a leased dwelling unit that is located above the first storey of a multiple dwelling shall be equipped with an approved safety device that would prevent any part of the window from opening greater than would permit the passage of a 100 mm diameter (3.9 inches) sphere. Such safety device shall not prevent the window from being fully opened during an emergency situation by an adult without the use of tools.

ROOFS

3.17 Roofs of dwellings and their components shall be maintained in a weather tight condition, free from loose or unsecured objects or materials.

3.18 The roofs of dwellings and accessory buildings shall be kept clear of accumulation of ice or snow or both.

3.19 Where eavestroughing or roof gutters and downspouts are provided, they shall be kept in good repair, free from obstruction and properly secured to the building.

WALLS, CEILINGS AND FLOORS

3.20 Every wall, ceiling and floor in a dwelling shall be maintained so as to provide a continuous surface free of holes, cracks, loose coverings or other defects. Walls surrounding showers and bathtubs shall be impervious to water.

3.21 Every floor in a dwelling shall be reasonably smooth and level and maintained so as to be free of all loose, warped, protruding, broken or rotted boards or other material that might cause an accident or allow the entrance of rodents and other vermin or insects.

3.22 Every floor in a bathroom, toilet room, kitchen, shower room and laundry room shall be maintained so as to be impervious to water and readily cleaned.

STAIRS, PORCHES AND BALCONIES

3.23 Inside and outside stairs, porches, balconies and landings shall be maintained so as to be free of holes, cracks, and other defects which may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are rotted or deteriorated shall be repaired or replaced.

GUARDRAILS

3.24 A guard shall be installed and maintained in good repair on the open side of any ramp or stairway containing three (3) or more risers including the landing or a height of 600 mm (24") between adjacent levels. A handrail shall be installed and maintained in good repair in all stairwells. Guardrails shall be installed and maintained in good repair around all landings,

porches and balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

KITCHEN

3.25 Every dwelling shall contain a kitchen area equipped with:

- (a) a sink that is served with hot and cold running water and is surrounded by surfaces impervious to water;
- (b) suitable storage area of not less than 0.23 cubic metres (8 cubic feet);
- (c) a counter or work area at least 610 mm (2ft) in width by 1,220 mm (4 ft) in length, exclusive of the sink and covered with a material that is impervious to moisture and grease and easily cleanable; and
- (d) a space provided for cooking and refrigeration appliances including the suitable clerical or gas connections.

TOILET AND BATHROOM FACILITIES

3.26 Every dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, washbasin and a bathtub or suitable shower unit. Every washbasin and bathtub or shower shall have an adequate supply of hot or cold running water. Every water closet shall have a suitable supply of running water.

3.27 Every required bathroom or toilet room shall be accessible from within the dwelling unit and shall be fully enclosed and provided with a door capable of being locked so as to allow privacy for the persons using said room.

3.28 Where toilet or bathroom facilities are shared by occupants of residential accommodation, other than self-contained dwelling units, an appropriate entrance shall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facilities.

PLUMBING

3.29 Each washbasin, a bathtub or shower, and one kitchen sink shall be equipped with an adequate supply of hot and cold running water. Hot water shall be supplied at a temperature of not less than 43 degrees Celsius (110° F).

3.30 Every dwelling unit shall be provided with an adequate supply of potable running water from a source approved by the Medical Officer of Health.

3.31 All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.

3.32 All plumbing fixtures shall be connected to the sewerage system through water seal traps.

3.33 Every fixture shall be of such material, construction and design as will ensure that the exposed surface of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, stains or other defects that may harbour germs or impede thorough cleansing.

ELECTRICAL SERVICE

3.34 Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.

3.35 The electrical wiring, fixtures, switches, receptacles and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the Power Corporations Act, as amended.

3.36 Every habitable room in a dwelling shall have at least one electrical duplex outlet for each 11.1 square metres (120 sq. ft.) of floor space and for each additional 9.3 square metres (100 sq. ft.) of floor area, a second duplex outlet shall be provided. Extension cords shall not be used on a permanent basis.

3.37 Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar and non-habitable work or storage room shall be provided with a permanent light fixture.

3.38 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passage ways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS

3.39 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor temperature of 21 degrees Celsius (70° F.) in the occupied dwelling units. The heating system shall be maintained in good working condition so as to be capable of safely heating the individual dwelling unit to the required standard.

3.40 All fuel burning appliances, equipment and accessories in a dwelling shall be installed and maintained to the standards provided by the Energy Act, as amended or other applicable legislation.

3.41 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle, for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accident hazard.

3.42 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes and gases from that part of the dwelling which is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separations shall conform to the Ontario Building Code.

3.43 All fuel burning appliances, equipment and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.

3.44 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent escape of smoke, fumes or gases from entering a dwelling unit. Maintenance includes the removal of all obstructions, sealing open joints and the repair of loose or broken masonry units.

3.45 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

EXCEPTIONS

3.46 In rural areas where services are not available, cottages or hunt cabins shall be exempt from the service requirement under Section 3.25 to 3.39.

FIRE ESCAPES, ALARMS AND DETECTORS

3.47 A listed fire alarm and detection system, approved by the Canadian Standards Association or Underwriters' Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons, except that such system need not be provided where a public corridor or exit serves not more than four (4) dwelling units or individual leased sleeping rooms.

3.48 In addition to the provisions of Article 3.46 hereof, in every dwelling unit in a building, a listed smoke alarm, approved by the Canadian Standards Association or Underwriters' Laboratories of Canada or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred shall be:

- (a) equipped with visual or audio indication that they are in operating condition;
- (b) mounted on the ceiling or on a wall between 152.4 and 304.8 mm (6 to 12 inches) below the ceiling.

3.49 Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached a window opening or door.

EGRESS

3.50 Every dwelling and each dwelling unit contained therein shall have a safe, continuous and unobstructed passage from the interior of the dwelling and the dwelling unit to the outside at street or grade level.

3.51 Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair of fire escape. Access to the stairs or the fire escape shall be from corridors through doors at floor level, except access from a dwelling unit may be through a vertically mounted casement window having an unobstructed opening of not less than 1,067 mm by 559 mm, (42 inches x 22 inches) with a sill height of not more than 914 mm (36 inches) above the inside floor. A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and access to such exit is not through a room not under the immediate control of the occupants of the dwelling unit.

NATURAL LIGHT

3.52 Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space and admits as much natural light equal to not less than ten percent of the floor area for living and dining rooms and five percent of the floor area for bedrooms and other finished rooms.

VENTILATION

3.53 Every habitable room in a dwelling unit, including kitchens, bathrooms or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square metres (3 sq. ft.), or an approved system of mechanical ventilation such that provide hourly air exchanges.

3.54 All system of mechanical ventilation shall be maintained in good working order.

3.55 All enclosed areas including basements, cellars, crawl spaces and attic or roof spaces shall be adequately ventilated.

ELEVATING DEVICES

3.56 Elevators and other elevating devices including all mechanical and electrical equipment, lighting fixtures, lamps, control buttons, floor indicators, ventilation fans and emergency communication systems shall be operational and maintained in good condition.

DISCONNECTED UTILITIES

3.57 Owners of residential buildings or any person or persons acting on behalf of such owner shall not disconnect or cause to be disconnected any services or utility supplying heat, electricity, gas, refrigeration or water to any residential unit or building occupied by a tenant or lessee, except for such reasonable period of time as may be necessary for the purpose of repairing, replacing or otherwise altering said service or utility.

OCCUPANCY STANDARDS

3.58 The number of occupants, residing on a permanent basis in an individual dwelling unit, shall not exceed one person every nine square metres (97 sq. ft.) of habitable floor area. For the purpose of

computing habitable floor area, any area with minimum ceiling height less than 2.1 metres (7 ft.) shall not be considered.

3.59 No room shall be used for sleeping purposes unless it has a minimum width of two metres (6.6 ft.) and floor area of at least seven square metres (75 sq. ft.). A room used for sleeping purposes by two or more persons shall have a floor area of at least four square metres (43 sq. ft.) per person.

3.60 Any basement, or portion thereof, used as a dwelling unit shall conform to the following requirements:

- (a) each habitable room shall comply with all requirements set out in this By-law;
- (b) floors and walls shall be constructed so as to be damp proof and impervious to water leakage;
- (c) each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code;
- (d) access to each habitable room shall be gained without passage through a service room.

PART IV

VACANT LANDS AND BUILDINGS

4.01 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code where applicable.

VACANT LANDS

4.02 Vacant land shall be maintained to the standards as described as described in Part II, Article 2.02, of this By-law.

4.03 Vacant land shall be graded, filled or otherwise drained so as to prevent recurrent ponding of water.

VACANT BUILDINGS

4.04 Vacant buildings shall be kept cleared of garbage, rubbish and debris and shall have all water, electrical and gas services turned off except for those services that are required for the security and maintenance of the property.

4.05 The owner or agent of a vacant building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry may be obtained with at least 12.7 mm (0.5 inch) weatherproof sheet plywood securely fastened to the building and painted a colour compatible with the surrounding walls.

PART V

NON-RESIDENTIAL PROPERTY STANDARDS

5.01 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code where applicable.

YARDS

5.02 The yards of non-residential property shall be maintained to the standards as described in Part II, Article 2.02 of this By-law.

5.03 The warehousing or storage of material or operative equipment that is required for the continuing operation of the industrial or commercial aspect of the property shall be maintained in a neat and orderly fashion so as not to create a fire or accident hazard or any unsightly condition and shall provide unobstructed access for emergency vehicles. Where conditions are such that a neat and orderly fashion is achieved but still offensive to view, the offensive area shall be suitably enclosed by a solid wall or a painted board or metal fence not less than 1.8 metres (6 ft.) in height and maintained in good repair.

PARKING AREAS, AND DRIVEWAYS

5.04 All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete or compacted stone or gravel and shall be kept in good repair free of dirt and litter. Notwithstanding the foregoing, non-residential properties which abut residential properties, all areas used for vehicular traffic and parking shall have a surface covering of asphalt, or similar hard surface.

5.05 All areas used for vehicular traffic, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions.

STRUCTURAL SOUNDNESS

5.06 Every part of a building structure shall be maintained in a sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety required by the Ontario Building Code. Structural members or materials that have been damaged or indicate evidence of deterioration shall be repaired or replaced.

5.07 Walls, roofs and other exterior parts of a building or structure shall be free from loose or improperly secured objects or materials.

EXTERIOR WALLS

5.08 Exterior walls of a building or a structure and their components, including soffits, fascia-boards, windows and doors, shall be maintained in good repair free from cracked, broken or loose masonry units or stucco and other defective cladding or trim. Paint or some other suitable preservative or coating must be applied and maintained so as to prevent deterioration due to weather conditions, insects or other damage.

5.09 Exterior walls of a building or a structure and their components, shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.

GUARDRAILS

5.10 A guard shall be installed and maintained in good repair on the open side of any ramp or stairway containing three (3) or more risers including the landing or a height of 600 mm (24inches) between

adjacent levels. A handrail shall be installed and maintained good repair in all stairwells. Guardrails shall be installed and maintained good repair around all landings, porches and balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

LIGHTING

5.11 All non-residential establishments shall install and maintain sufficient windows, skylights and lighting fixtures necessary for the safety of all persons attending the premises or as may be required by the Occupational Health and Safety Act for industrial and commercial properties. However, lighting shall not be positioned so as to cause an impairment of use or enjoyment of neighbouring properties.

PART VI

ADMINISTRATION AND ENFORCEMENT

6.01 This By-law shall apply to all property within the limits of the municipality.

6.02 The imperial measurements contained in this By-law are given for reference only.

OFFICERS

6.03 The council of the municipality shall appoint one or more Property Standards Officers to be responsible for the administration and enforcement of this By-law.

PROPERTY STANDARDS COMMITTEE

6.04 Council shall appoint at large, by a Resolution or By-law of Council, no fewer than three (3) persons of the municipality to the Property Standards Committee for a term of office concurrent with Council.

6.05 Each member of the Property Standards Committee, appointed by Council, shall be entitled to an honourarium of \$_____ per day or \$_____ per meeting for their attendance at Committee meetings.

6.06 Every person who initiates an appeal of an Order made Subsection 15.2-(2) of the Ontario Building Code Act, S.O. 1992, c. 23 as amended, shall submit a Notice of Appeal in the time frame and the manner as prescribed in Subsection 15.3-(1) of the Building Code Act. All Notices of Appeal shall be accompanied by a non-refundable payment of \$_____.

NOTE: The fee for registering an appeal as noted in article 6.06 is optional. The decision to require a fee is based upon the wishes of the respective municipality.

COMPLIANCE

6.07 The owner of any property which does not conform to the standards as set out in this By-law shall repair and/or maintain said property to comply with the standards or the property shall be cleared of all buildings, structures, debris or refuse and left in a levelled and graded condition.

VALIDITY

6.08 If an article of this by-law is for any reason, held to be invalid, the remaining articles shall remain in effect until repealed.

6.09 Where a provision of this By-law conflicts with the provision of another By-law in force within the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

TRANSITIONAL RULES

6.10 After the date of the passing of this By-law, By-law No. 86-173, as amended, shall apply only to those properties in which an Order to Comply has been issued prior to the date of passing of this By-law, and then only to such properties until such time as the work required by such Order has been completed or any enforcement proceedings with respect to such Order, including any demolition, clearance or repair carried out by the municipality shall have been concluded.

TITLE

6.11 This By-law may be referred to as “The Property Standards By-law”.

INDEX TO PROPERTY STANDARDS BY-LAW

PART I

DEFINITIONS

PART II

GENERAL FOR ALL PROPERTY

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SURFACE CONDITIONS

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**ADMINISTRATION
OFFICERS
PROPERTY STANDARDS COMMITTEE
COMPLIANCE
VALIDITY
TRANSITIONAL RULES
TITLE**

BE TAKEN AS READ A FIRST time on this 26th day of October, 2006.

READ A SECOND AND THIRD time and finally passed this 9th day of November, 2006.

MAYOR

CAO/Clerk

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 19-1475

Being a by-law for the Enforcement of Property Standards

WHEREAS under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended, a by-law may be passed by the Council of Municipality prescribing the standards for the maintenance and occupancy of property within the Municipality provided the official plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Municipality of Temagami includes provisions relating to property conditions;

AND WHEREAS the Council of the Municipality of Temagami is desirous of passing a by-law under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended;

AND WHEREAS Subsection 15.6-(1) of the Building Code Act, S.O. 1992, c.23 as amended requires that a by-law passed under Subsection 15.1-(3) of the Building Code Act, S.O. 1992, c.23 as amended shall provide for the establishment of a Property Standards Committee;

AND WHEREAS the Council of the Municipality of Temagami intends to enact a Property Standards By-law for the purpose of maintaining public health and safety, property value and to maintain or improve the appearance of the various neighbourhoods in the Municipality of Temagami.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts the following:

PART I

1. DEFINITIONS IN THIS BYLAW:

Accessory Building: means a subordinate building or structure on the same lot as the main building, or a part of the main building and devoted exclusively to a use that is naturally and normally incidental, subordinate, and exclusively devoted to the principal use of the main building on the lot;

Apartment Building: means a building containing more than four dwelling units with individual access from an internal corridor system;

Approved: means acceptance by the Property Standards Officer;

Balcony: means an external balustrade platform and includes both upper and lower surfaces of the platform;

Basement: means that space of a building that is partly below grade, which has half or more of its height, measured from floor to ceiling above average exterior finished grade;

Boarded Building: means a vacant, a partially vacant building, or an abandoned building or structure in which some or all of the windows, doors or other openings have been covered for by affixing wood or metal over them so as to prevent the entrance of elements or unauthorized persons;

Cellar: means that space of a building that is partly or entirely below grade, which has more than half of its height, measured from floor to ceiling below the average exterior finished grade;

Certificate of Compliance: means a written opinion of property compliance with the standards contained in this by-law issued under Section 15.5 (1) of the Building Code Act 1992, S.O. 1992, c.23, as amended;

Child of Tender Years: means a person who is or, in the absence of evidence to the contrary, appears to be under the age of twelve years;

Compost: means a mixture of decaying organic matter used or intended to be used as fertilizer;

Council: means the Council of the Municipality of Temagami;

Demolish: means the doing of anything to effect the removal of a building or structure or part thereof;

Dwelling: means a building or structure or part of a building or structure, occupied or capable of being occupied, in whole or in part, for the purpose of human habitation;

Dwelling Unit: means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping and sanitary facilities;

Fence: means any structure, except a structural part of a building, used wholly or partially to screen from view, to enclose or divide a yard or other land, to mark or substantially mark the boundary between adjoining land, and includes, privacy screens, retaining walls, any hedge or grouping of shrubs, or other combination of fencing components which form a continuous barrier for the same purposes;

Fire Code: means the regulations made under section 12 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended;

First Storey: means that part of a building having floor area closest to grade with a ceiling height of more than 1.8 metres (6 ft.) above grade;

Guard: means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway and other locations

as required to prevent accidental falls from one level to another, such barriers may or may not have openings through them;

Habitable Room: means a room commonly used for living purposes, including a bedroom and kitchen, but does not include any space in a dwelling used as a lobby, hallway, closet, or bathroom, or any room having a floor space of less than 4.5 m²

Health Hazard: means a condition of a premise, a substance, thing, plant or animal other than man, or a solid, liquid, gas or combination or any of them, that has or that is likely to have an adverse effect on the health of any person and includes but is not limited to accumulations of water that is infected with mosquito larva implicated in the transfer of the West Nile Virus;

Means of Egress: means a continuous, unobstructed path of travel provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons of persons from any point within a building, a floor area of refuge usually located outside the building;

Multiple Dwelling: means a building containing three or more dwelling units;

Municipality: means the Corporation of the Municipality of Temagami;

Non-Habitable Room: means any room in a dwelling or dwelling unit other than a habitable room and includes a bathroom, a toilet room, laundry, pantry, lobby, corridor, stairway, closet, boiler room or other space for service and maintenance of the dwelling for public use, and for access to and vertical travel between storeys, and basement or part thereof which does not comply with the standards of fitness for occupancy set out in this bylaw;

Non-Residential Property: means a building or structure or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all outbuildings, fences or erections thereon or therein;

Persons: means an individual, firm, corporation, association or partnership.

Residential Property: means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals and includes any lands or buildings that are appurtenant to such establishment and all stairways, walkways, parking spaces and fences associated with the dwelling or its yard;

Standards: means the standards of physical condition and of occupancy prescribed for the property by this by-law;

Toilet Room: means a room containing a water closet and a wash basin;

Yards: means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property;

Ontario Building Code: means the regulations made under section 34 of the Building Code Act, S.O. 1992, c.23, as amended;

Ontario Electrical Safety Code: means the regulations made under section 111 of the Power Corporation Act, R.S.O. 1990, c. P. 18, as amended;

Residential Property: means a property that is used or designed for use as a dwelling unit;

Rooming House: means a residential building in which lodging is provided with or without meals, for hire or gain, where the occupants, in addition to their private accommodations, may or may not have access to a common washroom, kitchen or laundry facilities;

Standards: means the standards of physical condition and occupancy of property set out in this by-law.

2. PROHIBITION

2.1 No person shall use or occupy, or permit the use or occupancy of any property that does not conform to the standards set out in this by-law.

2.2 The owner of any property which does not conform to the standards in this by-law shall repair and maintain the property to conform to the standards or the property shall be cleared of all buildings, structures, debris or refuse and left in a graded and leveled condition.

3. ADMINISTRATION

3.1 Property Standards Committee

- (a) Council shall appoint at large, by a Resolution of Council, three (3) citizens to the Property Standards Committee for a term of office concurrent with Council.
- (b) Each member of the Property Standards Committee shall receive an honorarium of \$50.00 per half day for attendance at Property Standards Committee meetings for the Municipality of Temagami
- (c) Every person who intends to appeal an Order made under subsection 15.2(2) of the Building Code Act, S.O. 1992, c.23, shall submit a notice of appeal in the manner and within the time frame as prescribed in subsection 15.3(1) of the Building Code Act, S.O.1992, c.23. All notices of appeal shall be accompanied by a non-refundable payment of \$150.

3.2 Property Standards Officer

- (a) The Council may from time to time appoint officers to carry out the administrative functions of this by-law including the enforcement thereof.
- (b) Any building or plumbing inspector, fire prevention officer, arborist or by-law enforcement officer of the Municipality is hereby authorized and directed to act from time to time as an assistant to the officer.
- (c) Every person who intends to appeal an Order made under subsection 15.2(2) of the Building Code Act, S.O. 1992, c.23, shall submit a notice of appeal in the manner and

within the time frame as prescribed in subsection 15.3(1) of the Building Code Act, S.O. 1992, c.23. All notices of appeal shall be accompanied by a non-refundable of \$150.

PART II

GENERAL STANDARDS FOR ALL PROPERTY

4. SCOPE

4.1 This by-law shall apply to all property in the Municipality.

4.2 The imperial measurements in this by-law are given for reference only.

5. GENERAL CONDITIONS

5.1 Every tenant, occupant or lessee of a residential property shall maintain the property or part thereof and the land which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.

5.2 Every tenant, occupant or lessee of a residential property shall maintain every floor, wall, ceiling and fixture, under their control, including hallways, entrances, laundry rooms, utility rooms and other common areas in a clean, sanitary and safe condition.

5.3 Accumulations or storage of garbage, refuse, appliances or furniture in a means of egress shall not be permitted.

6. LAND

All exterior property areas, including vacant land, shall be maintained in a clean and reasonable condition so as to prevent fire, accidents or health hazard, and more particularly:

6.1 No wrecked, dismantled, inoperative, discarded, unused or unlicensed vehicles, trailers, machinery or objects or parts thereof shall be placed, stored or left on land, but this does not apply where such articles are required and used for business purposes permitted under the Municipality's land use by-laws and where such articles are placed, stored or left in a manner which avoids an unsafe or unsightly condition deleterious to the neighbouring environment.

6.2 Any part of a yard that is low lying or has been excavated so that it accumulates water, shall be drained, filled and graded so that water drains to a storm sewer or ditch.

6.3 Every hard surfaced walkway, driveway, parking area or laneway shall be evenly graded and maintained free of potholes or uneven sections.

6.4 Dilapidated, collapsed or unfinished structures and all accumulations of material, wood, debris or other objects that create an unsafe or unsightly condition, deleterious to the neighbouring environment, shall be removed.

6.5 All grassed and landscaped areas abutting buildings or structures or on vacant lots in developed residential areas shall be cut and maintained in a reasonable condition in relation to the neighbouring environment and brush, undergrowth and noxious weeds as defined by the Weed Control Act; shall be controlled in accordance with the Act.

6.6 All exterior property areas, including vacant land, shall be maintained to prevent accumulations of dust or dirt from spreading to neighbouring properties.

6.7 Prevent instability or erosion of soil;

6.8 Prevent surface water run-off from entering basements or cellars;

6.9 All land shall be kept free of garbage and refuse;

7. LANDSCAPING

Whenever landscaping, parking area, walkways, steps, hedges, trees, fences, curbs, or similar changes to property have been required by the Municipality as a condition of development or redevelopment, such works shall be undertaken and maintained so as to ensure continuous compliance with the Municipal requirements.

8. PARKING AREAS, WALK AND DRIVEWAYS

8.1 All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete or compacted stone or gravel and shall be kept in good repair free of dirt and litter.

8.2 (2) Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

9. FENCES

9.1 All fences shall be erected and maintained so that they:

- (a) Do not cause or create an unsightly appearance;
- (b) Are structurally sound; and
- (c) Are in a condition free of safety hazards and in a state of good repair.

9.2 For the purpose of this section, the term “good state of repair” means that:

- (a) The fence is completely built, standing in a vertical position, and is securely anchored;
- (b) The fence is free of components that are broken, rusted, rotted, or otherwise in disrepair; and
- (c) Any stained or painted surface of the fence are maintained free of peeling paint or stain.

9.3 Fences shall not be used as a support for any structure, object or thing, which is capable of or is causing force to be exerted against or upon the fence.

10. TREES

10.1 All trees on a property shall be maintained in a manner that will eliminate a condition which is a source of danger.

10.2 Where the dangerous condition cannot be eliminated by maintenance practices, the tree shall be removed.

11. SNOW REMOVAL

The following subsections apply to all private property containing multiple occupancy residential buildings, and all areas of commercial, industrial and institutional property that the general public has access to:

11.1 All walkways and access routes to and from buildings shall be kept free from ice and snow and hazards at all times.

11.2 All exterior parking areas, including laneways, shall be kept free from accumulations of ice and snow at all times.

12. COMPOST

The occupant of a residential property may provide for a compost heap in accordance with the health regulations, provided that the compost pile is no larger than one square metre and 1.8 metres in height and is enclosed on all sides by concrete block or lumber or in a forty-five gallon container, a metal frame building with a concrete floor or a commercial plastic enclosed container designed for composting.

13. PEST PREVENTION

All dwelling units and the exterior portions of buildings shall be kept free of garbage and refuse at all times so as to prevent the infestation of pests such as rodents, vermin, insects and birds, and methods used for exterminating rodents, vermin, and insects shall be in accordance with the provisions of the Pesticides Act, R.S.O. 1990, c. P-11, as amended, and all regulations passed pursuant there to.

14. GARBAGE DISPOSAL

14.1 Every building, dwelling and dwelling unit shall be provided with a sufficient number of suitable receptacles to contain all garbage, refuse and ashes that may accumulate on the property between the regularly designated collection days. Such receptacles shall be constructed of watertight material, provided with a tight-fitting cover and shall be maintained in a clean and odour free condition at all times.

14.2 All garbage, refuse and ashes shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection by-law where applicable.

14.3 Garbage storage areas shall be screened from public view.

15. SEWAGE DISPOSAL

15.1 Roof drainage shall not be discharged onto sidewalks, stairs or adjacent property.

15.2 When a sanitary sewer is installed on a street or road, all sewage from the abutting property shall be discharged into the sanitary sewer.

15.3 When a sanitary sewer has not been installed on a street or road, all sewage from each abutting property shall be discharged into private sewage disposal systems on the subject property and each such system shall be approved by and maintained in accordance with the Ontario Building Code.

16. ACCESSORY BUILDINGS

Accessory buildings shall be kept:

16.1 Protected by paint, preservative or other weather-resistant material;

16.2 In a structurally sound condition and plumb, unless specifically designed to be other than vertical;

16.3 In good repair and free of accident hazards; and

16.4 So as not to present an unsightly appearance.

17. SIGNS

Exterior signs on any land, building or structure that are unused or not cared for or discarded shall be removed from the property or shall be stored within a building on the property.

18. OCCUPANCY STANDARDS

18.1 Non-habitable space shall not be used for human habitation.

18.2 No portion of a dwelling unit shall be used for human habitation unless:

- (a) The floors, walls and ceilings and openings in the exterior walls or roof are watertight, free from dampness and reasonably free from drafts at all times;
- (b) every habitable room, except a kitchen, contains one or more windows or skylights that:
 - (i) Open directly to the outside air, and
 - (ii) Have a total light transmitting openable ventilating area of not less than that required by the Ontario Building Code;
- (c) all windows and skylights are:
 - (i) Glazed or fitted with an approved substitute;
 - (ii) Provided with hardware and locking devices;
 - (iii) Maintained in good repair; and
 - (iv) If required for ventilating purposes, capable of being easily opened and closed at all times; and
- (d) a heating system is provided which is capable of maintaining adequate and suitable heat;

18.3 Every habitable room shall have a minimum ceiling height in accordance with the Ontario Building Code.

18.4 Buildings used or to be used for human habitation shall be insulated to minimize heat loss, air infiltration and moisture condensation on the interior surfaces of walls, ceilings and floors as required by the Ontario Building Code.

18.5 Anything employed in providing water or any energy source serving light, heat, refrigeration or cooking facilities in a dwelling unit occupied by a tenant shall not be disconnected, except for such reasonable period of time as may be required for the purpose of repairing, replacing or altering such service or utility.

18.6 Where there is fuel burning equipment in any occupied dwelling unit not occupied by the owner and the owner is required by the lease or agreement providing for the occupancy to provide fuel, an adequate supply of fuel, in a convenient and safe location, shall be available at all times for the equipment.

18.7 Each kitchen in a dwelling unit shall be:

- (a) equipped with a refrigerator and stove in good repair and in good working condition;
- (b) provided with cupboards having a capacity of not less than four cubic feet multiplied by the total number of persons occupying the unit; and
- (c) all counter-tops, drawers and cupboards shall be maintained in good condition;

18.8 Interior and exterior barrier-free access facilities for persons with disabilities where installed or required by the Ontario Building Code or as a condition of development or redevelopment shall be maintained in a good state of repair, operational suitable and available for use by persons with disabilities.

18.9 Every occupant of a dwelling unit shall maintain the dwelling unit and all supplied facilities and equipment therein in a clean and sanitary condition and shall co-operate with the landlord in complying with the requirements of this by-law.

18.10 The number of occupants, residing on a permanent basis in an individual dwelling unit, shall not exceed one person every nine square metres (97 sq. ft.) of habitable floor area. For the purpose of computing habitable floor area, any area with minimum ceiling height less than 2.1 metres (7 ft.) shall not be considered.

18.11 No room shall be used for sleeping purposes unless it has a minimum width of two metres (6.6 ft.) and floor area of at least seven square metres (75 sq. ft.). A room used for sleeping purposes by two or more persons shall have a floor area of at least four square metres (43 sq. ft.) per person.

18.12 Any basement, or portion thereof, used as a dwelling unit shall conform to the following requirements:

- (a) Each habitable room shall comply with all requirements set out in this By-law;
- (b) Floors and walls shall be constructed so as to be damp proof and impervious to water leakage;

- (c) Each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code; and
- (d) Access to each habitable room shall be gained without passage through a service room.

19. FOUNDATIONS AND FOUNDATION WALLS

The foundations and the foundation walls of every building or structure or part of a building or structure shall be structurally sound and maintained in that condition so that all masonry cracks are grouted, walls, joists, beams or other exposed wood members are waterproofed, and so that there is adequate subsoil drains at footing levels and that jacking, underpinning or shoring is done where necessary.

20. EXTERIOR WALLS

20.1 The exterior walls of every building or structure or part of a building or structure must be structurally sound, weather proof and free of loose and unsecured objects and materials. Improperly secured objects and materials shall be either removed, repaired or replaced.

20.2 All brick and stonework, cornices, entablatures, belt courses, parapet walls, corbels, terracotta trim, wall facings and similar decorative features shall be maintained in good repair and safe condition with proper anchorage.

20.3 The exterior wall of every building and structure shall be properly painted or otherwise treated.

20.4 The cladding on the exterior walls of all buildings or structures shall consist of masonry stucco, wood, finished plywood, metal or other similar materials that are of equivalent strength, durability and fire resistance.

21. ROOFS

21.1 The roof of every building or structure shall be structurally sound, weatherproof and free of loose or unsecured objects and materials and excessive accumulations of ice and snow. Improperly secured objects and materials shall be either removed, repaired or replaced.

21.2 All roof flashing, gutters, valleys, eaves troughs and downpipes shall be secured, free of rust and maintained in a serviceable condition.

21.3 All soffit and fascia components of a building shall be secured and maintained in good repair and properly painted or otherwise treated.

22. EXTERIOR DOORS, WINDOWS AND EXTERIOR TRIM

22.1 The exterior doors, windows and exterior trim of every building or structure or part of a building or structure, shall be maintained in a good state of repair, properly fitted to prevent the entrance of the elements and painted or otherwise treated to provide protection against decay and rust.

22.2 The owner shall provide and install a safety device on any window with a movable sash, and on any balcony door, so as to ensure that a child of tender years will be unable to open such windows or doors to a width greater than four (4) inches (10 centimetres).

22.3 Every window in a leased dwelling unit that is located above the first storey of a multiple dwelling shall be equipped with an approved safety device that would prevent any part of the window from opening greater than would permit the passage of a 100 mm diameter (3.9 inches) sphere. Such safety device shall not prevent the window from being fully opened during an emergency situation by an adult without the use of tools.

23. EXTERIOR STAIRS, PORCHES AND GUARDRAILS

23.1 All exterior stairs, stairways, porches, awnings, canopies, fire escapes and other related structures shall be structurally sound, properly painted or otherwise treated, and free of loose and unsecured objects and materials.

23.2 Where there is a difference in elevation between adjacent levels of 24 inches or more, a guard shall be installed and maintained in accordance with the Ontario Building Code.

24. UNFINISHED BUILDINGS OR STRUCTURES

All buildings or structures, or parts thereof that are unfinished shall be finished in an acceptable manner within a reasonable amount of time and, where applicable, in accordance with all relevant legislation.

25. BOARDED BUILDINGS

25.1 Where the exterior doors, windows, trim or other opening of vacant buildings, partially vacant buildings, or abandoned buildings or structures are broken, improperly fitted or otherwise in disrepair the Municipality may order the property owner to board of the building or structure as an interim security repair measure so as to prevent the entrance of elements, or unauthorized persons, or the infestation of pests.

25.2 The boarding as ordered under subsection (1) shall comply with the following requirements:

- (a) All boards used in the boarding shall be installed from the exterior and properly fitted to the size of the opening of the building or structure within the frames in a watertight manner.
- (b) All boards shall be painted or otherwise treated so that the colour blends with the exterior of the building.
- (c) Doors, windows and other openings at the basement, ground floor and first floor level of the building or structure shall be securely boarded up with a solid piece of plywood or metal plate at least 11 millimetres thick.
- (d) Doors, windows and other openings above the first floor level of the building or structure shall be securely boarded up with a solid piece of plywood or metal plate at least 8 millimetres thick.
- (e) All plywood used for the boarding must be secured with nails and screws at least 50 millimetres in length, and spaced not more than 150 millimetres on center.

26. INTERIOR HALLWAYS, STAIRWELLS, AND FLOORS

The interior stairs, stairways, stairwells, hallways, landings and floors of every part of a building or structure shall be in a safe and clean and sanitary condition, shall be properly painted or otherwise treated, and;

26.1 excessively worn, broken, warped or loose boards, floors and floor coverings must be replaced or repaired in a good workmanlike manner;

26.2 handrails must be securely installed and maintained around any open area;

26.3 all interior doors, doorframes and required hardware must be provided and maintained in good condition and properly functioning and closing.

27. INTERIOR CEILINGS AND WALLS

27.1 The interior ceilings and walls of every building and structure shall be maintained in a safe and sound condition and in a good state of repair, free of loose plaster.

27.2 All paint, or other wall covering, which is stained or deteriorated shall be repainted and repaired, missing or loose ceiling or wall tiles shall be repaired or replaced.

27.3 Repairs made to interior walls and ceilings shall be completed in a workmanlike manner and each repair shall be finished to match the existing wall or ceiling.

28. LIGHTING

28.1 Lighting fixtures shall be installed and maintained in all areas inside and outside every building or structure or part thereof so that work, use or occupation normally carried out in such areas can be undertaken safely.

28.2 All fixtures and all connections thereto shall be kept in a safe working condition.

28.3 Exterior lighting fixtures shall be installed and maintained so as to prevent the light source from shining directly into a dwelling unit.

29. HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS

29.1 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor temperature of 21 degrees Celsius (70° F.) in the occupied dwelling units. The heating system shall be maintained in good working condition so as to be capable of safely heating the individual dwelling unit to the required standard.

29.2 All fuel burning appliances, equipment and accessories in a dwelling shall be installed and maintained to the standards provided by the Energy Act, as amended or other applicable legislation.

29.3 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle, for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accident hazard.

29.4 Every chimney, smoke pipe, vent, flue or similar apparatus serving a heating device or system shall be installed and maintained so as to prevent the escape of smoke or gases into the building, clear of obstructions, free from open joints, free from broken and loose masonry and in good repair, securely anchored and plumb.

29.5 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes and gases from that part of the dwelling which is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separations shall conform to the Ontario Building Code.

29.6 All fuel burning appliances, equipment and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.

29.7 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent escape of smoke, fumes or gases from entering a dwelling unit.

29.8 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

29.9 Any duct work that is part of a heating and/or ventilating system shall be kept in a clean and sanitary condition free of dust, mold, mildews, or any other health hazard.

29.10 Every habitable room in a dwelling unit, including kitchens, bathrooms or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square metres (3 sq. ft.), or an approved system of mechanical ventilation such that provide hourly air exchanges.

29.11 All system of mechanical ventilation shall be maintained in good working order.

29.12 All enclosed areas including basements, cellars, crawl spaces and attic or roof spaces shall be adequately ventilated.

30. ELECTRICAL SYSTEMS

30.1 All buildings, where required by the Ontario Building Code or the Ontario Electrical Safety Code, shall be connected to an electrical supply system and shall be wired to receive electricity.

30.2 The capacity of the connection to the building and system of circuits and electrical outlets distributing the electrical supply within the building shall be adequate for the use and intended use and shall be maintained in good working order, free from fire and accident hazards, and in compliance with the Ontario Hydro Electrical Safety Code.

30.3 The electrical wiring, fixtures, switches, receptacles and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good

working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the Power Corporations Act, as amended.

30.4 Every habitable room in a dwelling shall have at least one electrical duplex outlet for each 11.1 square metres (120 sq. ft.) of floor space and for each additional 9.3 square metres (100 sq. ft.) of floor area, a second duplex outlet shall be provided. Extension cords shall not be used on a permanent basis.

30.5 Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar and non-habitable work or storage room shall be provided with a permanent light fixture.

30.6 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passage ways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

31. DRAINAGE AND PLUMBING SYSTEMS

31.1 Drainage and plumbing systems on the property shall be provided, installed and maintained in good working order and shall be:

- (a) In compliance with the requirements of the Ontario Building Code, the Ontario Water Resources Act, R.S.O. 1990, c.O.40, as amended, and their respective Regulations, as amended from time to time; and
- (b) Free from leaks, defective or dripping taps and other defects.

31.2 Water run-off from roof surfaces shall discharge into an eaves trough or gutter and thence to a downpipe, discharging into a storm sewer and all leaves troughs and drainpipes shall be maintained:

- (a) watertight and free from leaks; and
- (b) In working order and free from health hazards.

31.3 Eaves troughs, gutters, downpipes and storm sewer connections are not required when the roof is designed to prevent water run-off causing deterioration to the building or creating a nuisance to persons on or adjacent to the property.

32. TOILET AND BATHROOM FACILITIES

32.1 Every dwelling unit, except as provided in subsection 45(2), shall contain plumbing fixtures consisting of at least:

- (a) A water closet;
- (b) A sink; and
- (c) a bathtub or shower.

32.2 In a rooming house there shall be a water closet, sink and bathtub or shower for every eight persons or portion thereof and the facilities shall be located on the same storey as, or on the next storey up or down from the storey on which the room or dwelling unit is located.

32.3 Every commercial, institutional and industrial building shall contain plumbing fixtures in accordance with the appropriate Provincial legislation.

32.4 All bathrooms and toilet rooms shall be located within and be accessible from within the building which it serves.

32.5 All bathrooms and toilet rooms shall be fully enclosed and have a door capable of being locked so as to provide privacy for the occupant.

32.6 Where practical a wash basin shall be located in the same room as the water closet.

33. HOT AND COLD RUNNING WATER

Every dwelling unit shall be connected to and supplied with hot and cold running water of adequate water pressure and the hot water shall be at least 43 degrees Celsius measured at the tap with the water running for at least 30 seconds.

34. SECURITY

34.1 Doors which allow access to or egress from a dwelling unit shall be equipped with a lock that:

- (a) complies with the Ontario Building Code and Fire Code; and
- (b) is maintained in good repair and in an operative condition.

34.2 Exterior security locking and release shall be maintained in good repair and operative condition in compliance with the requirements of the Ontario Building Code.

35. EGRESS

35.1 Every dwelling and each dwelling unit contained therein shall have a safe, continuous and unobstructed passage from the interior of the dwelling and the dwelling unit to the outside at street or grade level.

35.2 Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair or fire escape. Access to the stairs or the fire escape shall be from corridors through doors at floor level, except access from a dwelling unit may be through a vertically mounted casement window having an unobstructed opening of not less than 1,067 mm by 559 mm, (42 inches x 22 inches) with a sill height of not more than 914 mm (36 inches) above the inside floor. A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and access to such exit is not through a room not under the immediate control of the occupants of the dwelling unit.

36. NATURAL LIGHT

Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space and admits as much natural light equal to not less than ten percent of the floor area for living and dining rooms and five percent of the floor area for bedrooms and other finished rooms.

37. TELEPHONE WIRING

All internal wiring for telephone use within a dwelling unit shall be maintained in good working order.

38. FIRE ESCAPES, ALARMS AND DETECTORS

38.1 A listed fire alarm and detection system, approved by the Canadian Standards Association or Underwriters' Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons, except that such system need not be provided where a public corridor or exit serves not more than four (4) dwelling units or individual leased sleeping rooms.

38.2 Every dwelling unit in a building shall have listed smoke alarm, approved by the Canadian Standards Association or Underwriters' Laboratories of Canada or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The smoke, fire and carbon monoxide detectors shall be:

- (a) Equipped with visual or audio indication that they are in operating condition;
- (b) Mounted on the ceiling or on a wall between 152.4 and 304.8 mm (6 to 12 inches) below the ceiling.

38.3 Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached a window opening or door.

38.4 Every residential unit which contains an appliance or heating device which uses or burns wood, propane, natural gas or stove oil shall install carbon monoxide detectors as approved by the Canadian Standards Association or Underwriters' Laboratories of Canada outside all sleep quarters.

39. EXCEPTIONS

In rural areas where services are not available, cottages or hunt cabins shall be exempt from the service requirement for kitchen, bathroom facilities, plumbing, electrical and heating systems

40. PENALTY

An owner who fails to comply with an order that is final and binding under this by-law is guilty of an offence under of Section 36(1) of the Building Code Act, S.O. 1992, c.23, and is liable to a penalty or penalties as set out in section 36 of that Act.

41. VALIDITY

If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of the Council in enacting this by-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

42. TRANSITIONAL RULES

After the date of passing of this by-law, By-law 06-683, as amended, applies only to properties in respect of which an Order has been issued prior to the date of passing of this by-law, and then only to such properties until such time as the work required by such Order has been completed or

any enforcement proceedings in respect of such Order, including demolition and repair by the Municipality, have been concluded.

REPEAL

Except for the purpose as set out in section 41 of this By-law, By-law 06-683 is hereby repealed

1. That the Clerk of the Municipality of Temagami 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.
2. That By-law No. 06-683 is hereby repealed.

Taken as read a first time this 22th day of August, 2019.

Taken as read a second and third time and finally passed this 22th day of August, 2019.

Mayor

Clerk

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 19-1476

Being a bylaw to appoint a Property Standards Officer

WHEREAS the Building Code Act, S.O. 1992, c. 23 as amended, authorizes Council of a municipality to appoint a Property Standards Officer;

AND WHEREAS the Council of the Municipality of Temagami wishes to appoint a Property Standards officer;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. **THAT** Daryl Bell is hereby appointed as a Property Standards Officer,
2. **THAT** this appointment shall take effect on the date of the final passing thereof,

READ A FIRST time this 22nd day of August, 2019.

READ A SECOND AND THIRD time and finally passed this 22nd day of August, 2019.

Mayor

Clerk

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 19-1477

Being a By-law to adopt an Assumption of Private and Unassumed Roads Policy

WHEREAS The Municipality of Temagami deems it desirable to adopt and maintain a policy with respect the process of approval of remitting a policy regarding Assumption of Private and Unassumed Roads into the Road System for the Municipality of Temagami;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami enacts as follows:

1. THAT the Municipality of Temagami adopts an Assumption of Private and Unassumed Roads Policy attached hereto as Schedule “A” which forms part of this By-Law;
2. That the Clerk of the Municipality of Temagami 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.
3. That this By-Law shall come into full force and effect upon final passing thereof.

READ A FIRST time this 22nd day of August, 2019.

READ A SECOND AND THIRD time and finally passed this 22nd day of August, 2019.

Mayor

Clerk



PURPOSE

This policy establishes guidelines and minimum construction standards required for any road not presently maintained by the Municipality as Council is considering the possibility of assuming the road and providing maintenance through municipal resources. These could be 'Crown Roads', unmaintained municipal road, seasonal roads or private roads. While seasonal roads may be maintained, except for winter maintenance, by the Municipality, this policy would apply to any changes in the services provided.

The goal of this policy is:

- a) To ensure consistency in the upgrading of existing municipal roads;
- b) To ensure adherence to the relevant Official Plan policies;
- c) To avoid passing any new upgrading costs are borne by those receiving the benefit rather the ratepayers of the municipality as a whole;
- d) To ensure that proponents upgrading existing seasonal or private roads to municipal roads abide by a minimum municipal standard; and
- e) To control the means by which the Municipality of Temagami may assume; private or seasonally maintained municipal roads to provide fairness and consistency.

DEFINITIONS

Corporation: shall mean the Corporation of the Municipality of Temagami.

Council: shall mean the Council of the Corporation of the Municipality of Temagami.

Superintendent: shall mean the Superintendent of the Public Works Department.

Proponents: shall mean developers, residents, or ratepayers or other associations who are requesting the municipality assume for maintenance purposes an existing seasonal or private road so that it becomes a municipal road or seasonal road.

Assumption: shall mean the process by which a municipality passes a by-law to accept a road into the municipal road system.

Non-Assumed Road: An existing road or road to be constructed that was or will be constructed and maintained by a person or group or persons without any responsibility or obligation to construct or maintain same by the Corporation of the Municipality of Temagami.

Municipal Roads: shall mean roads and highways in municipal ownership, care and control, and that have been assumed by the municipality for year-round maintenance by the municipality.

Private Road: shall mean roads in private ownership that have not been assumed by the municipality, which provide access by means of registered right-of-way to private property; the use and maintenance of which is the responsibility of the abutting land owners.

Public Roads: shall mean roads that are not part of the municipal road system, typically owned by the Province.

Seasonal Roads: shall mean no year-round maintenance (no snowplowing and sanding).

POLICY

When submitting a proposal to the Municipality, all documentation and information must satisfy Council that the assumption of the unassumed road is in the public interest, and that the proponent acknowledges and accepts that any and all costs associated with such assumption are to be borne by the proponent. To do this the following procedures applied.

CRITERIA FOR ASSUMPTION

Without being necessarily limited to the items listed below, the following criteria should be considered in determining if it is in the public interest to assume the unassumed, or private road:

- a) The number of residences/properties served by the road.
- b) Would the assumption of the road over-extend existing municipal roads maintenance programs, operations and resources?
- c) Was the road constructed to a minimum municipal standard? In order for an unassumed road to be transferred to a municipal road it must meet the municipal minimum construction standard.
- d) Will the assumption of the road promote further desired development?
- e) The owner(s) of the unassumed road shall be responsible to conduct an assessment of the current state, whether it be the Public Works Superintendent or a Professional Engineer that conducts the assessment. In the case of 'Crown Roads' landowners serviced by the road may need permission from the Province to conduct this assessment.
- f) The assessment report shall provide a cost estimate for any upgrades required to the unassumed road.
- g) Have the Conservation Authorities or the Ministry of Natural Resources and Forestry, whichever has jurisdiction, been notified and are regulations followed where there could be any interference with wetlands or any alterations to shorelines and watercourses?
- h) Does the Ministry of Transportation supports the proposed assumption by the Municipality?

- i) The proposal conforms to the land use policies of the relevant Official Plan and Zoning By-law if lot creation would occur as a result of the assumption process.
- j) There is a reference plan prepared by an Ontario Land Surveyor or documenting lands affected by the proposed assumption.
- k) If there are non-road related consideration (economic development) that should be considered. If there are terms outside of the road area that are relevant in the circumstances, Council can direct these to be included in the report on assuming roads into the Municipal Road System.

PROPONENT RESPONSIBILITIES

The cost and associated process (studies, surveys etc.) of bringing the road up to municipal standard will be the responsibility of the proponents.

STAFF RESPONSIBILITIES

- a) Prior to assuming the road, municipal staff or professional engineer will prepare a report, an estimate of all costs relating to the construction or reconstruction of the unassumed road to the minimum standards. The cost of the independent engineering review and cost-benefit analysis will be borne by the Proponents.
- b) Municipal staff or professional engineering consultant will conduct a cost-benefit analysis to determine the operational costs of maintaining the road and the impact on Municipal resources.
- c) Year round road service will not be provided on seasonal roads or private roads until Council passes a by-law to formally assume the road and until the subject road is upgraded to the road standards detailed in Appendix "A" to this policy, at the expense of the benefitting property owners.

MUNICIPAL ROAD STANDARDS

Appendix "A" to his policy provide specifics for the Minimum Road Construction Standards that must be met prior to the assumption of any unmaintained municipal road or private road.

Road improvement and work necessary to bring a road up to the standards listed in Appendix "A" may include: property acquisition for road allowance widening and/or turnarounds, tree removal, road base and/or surface improvements, drainage improvement, horizontal and vertical alignment improvements, removal of encroachments and signage installation.

APPENDIX A

Municipality of Temagami Minimum Road Construction Standards

DESIGN CRITERIA	MINIMUM STANDARD
Right-of-way	20 m (66') required
Minimum Clearing Width	12 m (40')
Design Speed	40 km/hr
Horizontal Radius	50 m
Maximum Grade	12%
Vertical Crest	K=5
Vertical Sag	K=7
Minimum Stopping Sight Distance	45 m
Surface Width	6 m (19.7')
Shoulder Width	0.5 m (1.5') each side
Horizontal Clearance	2 m (6') each side
Vertical Clearance	4.3 m (14')
Turnarounds OPSD 500.01	10 m (33') radius including 1 m shoulder
Surface Material	Granular "A"
Ditches	300 mm (12")
Signage	As specified in the Ontario Traffic Manual

NOTE

The standards detailed above are suggested guidelines except for the requirement for a deeded right-of-way of 20 m, which is required to provide for adequate maintenance width in the event that the road is ever assumed by the municipality. These standards are not applicable to new construction.

Deviations from the minimum standard may be approved by the Public Works Superintendent and/or Professional Engineer where the minimum standards cannot be achieved. The deviation must not result in any significant loss of safety or increased maintenance costs to the municipality.

Approval Date:	April 22, 2019	Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	



Council Procedural By-Law

Municipality of Temagami

Important Disclaimer: this protocol complies with the relevant provisions of the *Municipal Act, 2001, SO 2001, c 25* (the “*Municipal Act*”). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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The Corporation of the Municipality of Temagami

By-Law Number 19-1478

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the *Municipal Act, 2001*, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami enacts as follows:

Preamble

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct, By-Law 13-1138
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Workplace Harassment/Workplace Violence Policy, By-Law No. 15-1226
- Staff Council Relations Policy
- Social Media Policy, By-Law No. 14-1202
- *Planning Act*
- Accountability and Transparency By-Law, No. 10-939
- Travel Expenses Policy, By-Law 14-1215

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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1. Definitions

In this By-Law:

1.1 Ad-Hoc Committee.

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

1.2 Agenda.

“Agenda” means the list of business to be conducted at a Meeting.

1.3 Chair.

“Chair” means the person presiding at a Meeting.

1.4 Clerk.

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

1.5 Committee of the Whole.

“Committee of the Whole” means a Committee of all Members of Council.

1.6 Consent Agenda.

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

1.7 Council.

“Council” means the elected Members of the Municipal Council.

1.8 Council Package.

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

1.9 Closed Meeting.

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

1.10 Deputy Mayor.

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

1.11 Electronic Meeting.

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The Member participating electronically may not participate in a Closed Meeting.

1.12 Emergency Meeting.

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

1.13 Ex Officio.

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

1.14 Head of Council.

“Head of Council” means the Mayor or, in the absence of the Mayor, the Deputy Mayor.

1.15 Local Board.

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

1.16 Meeting.

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*.

1.17 Member.

“Member” means a Member of Council, Local Board or Committee.

1.18 Motion.

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

1.19 Motion to Amend.

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

1.20 *Municipal Act.*

“*Municipal Act*” means the *Municipal Act*, 2001, S.O. c.25. as amended.

1.21 Municipality.

“Municipality” means the Municipal Corporation of the Municipality of Temagami.

1.22 Notice of Motion

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

1.23 Officers.

“Officer(s)” means a person, such as the Treasurer/Administrator, Clerk, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

1.24 Order of Business.

“Order of Business” means the sequence of business to be introduced and considered in a Meeting.

1.25 Point of Procedure.

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.

1.26 Presentation.

“Presentation” means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

1.27 Quorum.

“Quorum” means a majority of Members of Council or Committee.

1.28 Recorded Vote.

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

1.29 Regular Meeting.

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

1.30 Report.

“Report” means a written or other Report from the Treasurer/Administrator, Clerk, Department Heads, Staff or Committee which is approved by the Treasurer/Administrator or Clerk.

1.31 Resolution.

“Resolution” means a Motion that has been approved by Council.

1.32 Special Meeting.

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

1.33 Standing Committee.

“Standing Committee” means a Committee comprised solely of Members of Council.

1.34 Unfinished Business.

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

1.35 Treasurer/Administrator

“Treasurer/Administrator” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.

1.36 Urgent.

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a. Danger to the life, health or safety of individuals;
- b. Damage to property;
- c. An interruption of the essential services provided by the Municipality;
- d. Immediate and significant loss of revenue by the Municipality;
- e. Legal Issue and/or
- f. Prejudice to the Municipality.

2. General Meeting Rules

2.1 Rules – to be observed at all times

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

2.2 Suspending Procedural By-Law

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

2.3 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

2.4 Absence of Mayor

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

2.5 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

2.6 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Temagami Welcome Centre, located at 7 Lakeshore Dr, Temagami, Ontario, Canada.

2.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

2.8 Quorum

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

2.9 Minutes

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.9.2)

2.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

2.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Treasurer/Administrator or Clerk.

2.12 Declarations of Conflicts of Interest

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

1. Provide a written statement of the interest and its general nature to the Clerk in accordance with **Schedule A**;
2. Will vacate Council Chambers while the issue is considered; and,
3. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.3)

2.13 Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate. (2.13.3)

The Chair or the Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair. (2.13.5)

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken. (2.13.6)

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter. (2.13.8)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a. With permission of Council,
- b. If questioned by another Member;
- c. To explain comments which the Member believes have been misunderstood;
or,
- d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken. (2.13.9)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes. (2.13.10)

Motions and amendments to a Motion must be moved and seconded by the mover and seconder. (2.13.11)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a. to refer the matter to a certain body;
- b. to amend the Motion;
- c. to defer the Motion;
- d. to adjourn the Meeting;
- e. that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

2.14 Conduct

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate unless raising a point of privilege or procedure;
- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.14.1)

At a Meeting, no person shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
- e. Make any disruptive noise or disturbance;
- f. Enter the Meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair; and
- h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.14.2)

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting. (2.14.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.14.4)

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair. (2.14.5)

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate.

Members of the Public may not be recognized unless it is to ask a question during Question Period. (2.14.6)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.14.7)

2.15 Questions during Debate

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

2.16 Points of Procedure

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure. (2.16.2)

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

2.17 Voting - General

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request made me made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate. (2.17.8)

2.18 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion.

2.20 Amendments

The following rules shall apply to amendments to Motions:

- a. A “Motion Amendment” is a change to the question asked in the Motion;
- b. an “amendment to an amendment” is a change to the proposed Motion Amendment;
- c. only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d. when an amendment has been decided upon, another may be introduced;
- e. the order of voting shall be:
 - i. an amendment to an amendment shall be voted upon;
 - ii. A Motion Amendment shall be voted upon next, and
 - iii. the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

2.21 Voting - Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the “Motion to Reconsider”. Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council’s approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b. The Chair shall ask the Member to affirm that they voted with the majority;
- c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.

- f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g. No Motion shall be reconsidered more than twice in the same calendar year.
- h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council. (2.21.3)

3. Roles and Responsibilities

3.1 Head of Council. (*Municipal Act, s.225*)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer (“CEO”) of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality’s activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;

3.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

3.3 Deputy Head of Council. (*Municipal Acts.242*)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

3.4 Council. (*Municipal Act, s.224*)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

3.5 Clerk. (*Municipal Act, s.228*)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members.
- f. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

3.6 Staff. (*Municipal Act, s. 227*)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

3.7 Treasurer/Administrator (as Chief Administrative Officer. (*Municipal Act, s. 229*))

It is the duty of the Treasurer/Administrator to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

3.8 Members of the Public.

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

4. Meetings

4.1 First Meeting

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held within the first 31 days of the term and preferably on the second Thursday in December. (4.1.1)

At the First Meeting, the Clerk or shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (4.1.2)

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (4.2.3)

4.2 Regular Meetings

421 Time and Place. Regular Meetings shall be held on the second and fourth Thursdays of each month at 6:30 P.M. Regular Meetings shall be preceded, when required, by a Closed Session starting no earlier than 3:00 P.M. A report of the Closed Session will be made at the appropriate time during the Regular Meeting.

422 Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

423 Summer and December. During the months of July, August and December, there shall only be one Meeting of Council will shall be held on the date and time and in such a location as is chosen by the Clerk.

4.3 Special Meetings

431 A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

432 The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

433 Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

434 The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

435 Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.4 Emergency Meetings

4.4.1 An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

4.4.3 The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

4.4.4. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

4.4.5 Quorum is still required at an Emergency Meeting.

4.4.6 These provisions shall apply, with necessary modifications, to Committees and Local Boards.

4.5 Closed Meetings

4.5.1 A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

4.5.2. No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

4.5.3 After the Closed Meeting is adjourned the Chair shall report to the public:

- a. That the Meeting has resumed open session; and,
- b. The general nature of the matters dealt with in the Closed Meeting.

4.5.4 Permissive Closed Meetings. A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:

- a. The security of the property of the Municipality or Local Board;

- b. Personal matters about an identifiable individual, including municipal or Local Board employees;
- c. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

4.5.5 Mandatory Closed Meeting. A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that *Act*;

- b. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

4.6 Cancelled Meetings

461 A Meeting may be cancelled by the Head of Council, in consultation with the Treasurer/Administrator and/or Clerk, in the following instances:

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event; or,
- d. The Meeting is no longer required.

462 For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

463 The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

5. Notice of Meetings

5.1 Annual Schedule of Meetings

5.1.1 The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

5.1.2. The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

5.1.3 Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

5.1.4 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

5.1.5 The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings.

5.1.6 Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

5.1.7 Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

5.1.8 Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

6. Agenda

6.1 Agenda

6.1.1 It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor and Treasurer/Administrator. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

6.1.2 All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule B**.

613 The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

614 Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under “Unfinished Business” unless set to a subsequent Meeting by Resolution of the Members present.

615 All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than eight (8) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

616 Reports to Council shall be in the standard form set out in **Schedule C**.

617 Members wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

618 Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

619 The Clerk, Mayor and Treasurer/Administrator may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;

- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

6.2 Closed Meeting Agenda

621 In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

6.3 Adjournment

631 A Motion to adjourn does not need a seconding Member.

632 A Motion to adjourn a Meeting will be considered at any time except the following:

- a. When another Member has been recognized by the Chair and is speaking on a matter, or
- b. During the taking of a vote.

633 If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

6.4 Curfew

Meetings shall be automatically adjourned at 10:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

6.5 Committees/Appointments

651 Committees and Appointments will be governed as per **Policy/Schedule D**.

6.6 Electronic Participation
661 Policy/Schedule E

6.7. Amendment

67.1. Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

6.8. Mandatory Review

6.8.1 This By-Law shall have a mandatory review in one year following the date of approval.

6.9. Repeal – Enactment

6.9.1 That By-Law 17-1337 and amendments thereto be and are hereby repealed.

6.9.2 This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this ____ day of _____, 2019.

Read a third and final time and enacted and passed this ____ day of _____ 2019.

7. Schedules to the By-Law

Schedule A – Conflict of Interest

Schedule B – Agenda and Consent Agenda

Schedule C – Reports

Schedule D – List of Committees/Appointments

Schedule E – Electronic Participation

Schedule F – Delegations/Presentation

Schedule G – Audio Recording Policy

Schedules A - Conflict of Interest

THE CORPORATION OF THE MUNICIPALITY OF TEMGAMI

DECLARATION OF CONFLICT OR PECUNIARY INTEREST FORM

The declaration is to be read aloud in the meeting and then forwarded to the Clerk

I declare that I have a pecuniary interest in item(s)____on this agenda, which is (are)

(description of the item(s) on the agenda)

Because _____
(general nature of that interest – MUST be included EXCEPT for Closed Session items)

Name of Member _____ Date of Meeting _____

Note: When a declaration of interest is made in closed session, for an item on the closed session agenda, the declaration, not including the general nature, shall be recorded in the minutes of the next meeting that is open to the public.

Excerpt from the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50

Duty of Member

When present at meeting at which matter considered

5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

When absent from meeting at which matter considered


(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).


Schedules B – Agenda and Conflict Agenda

The Agenda will shall be prepared by the Clerk using the following headings:

- 1. Call to Order and Roll Call**
- 2. Adoption of the Agenda**
- 3. Declaration of Conflict of Pecuniary Interest and the General Nature thereof**
- 4. Report from Closed Sessions**
- 5. Adoption of the Minutes of previous meetings**
- 6. Business Arising from Minutes**
- 7. Delegations/Presentations**
 - 7.1 Registered Delegations – With Presentations
 - 7.2 Invited Presentations
 - 7.3 Registered Delegations – Without Presentations
 - 7.4 Unregistered Delegations
- 8. Consent Agenda Items**
 - 8.1 Staff Reports for Information
 - 8.2 Correspondence for Information
 - 8.3 Minutes of Local Boards & Committees
- 9. Staff Reports**
- 10. Council Committee Reports**
- 11. Announcements – Mayor and Council**
- 12. Correspondence**
 - 12.1 Action Correspondence
 - 12.2 Resolutions from Other Municipalities
- 13. By-Laws**
- 14. Committee Minutes**
- 15. Unfinished Business**
- 16. New Business**
- 17. Notice of Motion**
- 18. Questions from Public – Items on the Agenda**
- 19. Confirmation By-Law**
- 20. Adjournment**

Schedules C – Administrative Report Template and Memo to Council

	<h2>Corporation of the Municipality of Temagami</h2>	Report No.											
		File No.											
Subject:													
Agenda Date:													
Attachments:													
<p><u>RECOMMENDATION</u></p> <p><u>BACKGROUND</u></p> <p><u>ANALYSIS</u></p> <p><u>FINANCIAL/STAFFING IMPLICATIONS</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">This item has been approved in the current budget:</td> <td style="width: 15%;">Yes</td> <td style="width: 15%;">No</td> <td style="width: 10%;">N/A</td> </tr> <tr> <td>This item is within the approved budgeted amount:</td> <td>Yes</td> <td>No</td> <td>N/</td> </tr> </table> <p><u>ALTERNATIVES</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Prepared By: <hr style="border: 0; border-top: 1px solid black;"/> Name Position </td> <td style="width: 33%; vertical-align: top;"> Reviewed and submitted by: <hr style="border: 0; border-top: 1px solid black;"/> Name Position </td> <td style="width: 33%; vertical-align: top;"> Accepted for Council consideration by: <hr style="border: 0; border-top: 1px solid black;"/> Name Position </td> </tr> </table> <p>Note: The Report should not exceed 2 pages in length. It should contain enough information for Council to base their decision. Additional information should be presented as required in the Attachments and referenced in the report.</p>			This item has been approved in the current budget:	Yes	No	N/A	This item is within the approved budgeted amount:	Yes	No	N/	Prepared By: <hr style="border: 0; border-top: 1px solid black;"/> Name Position	Reviewed and submitted by: <hr style="border: 0; border-top: 1px solid black;"/> Name Position	Accepted for Council consideration by: <hr style="border: 0; border-top: 1px solid black;"/> Name Position
This item has been approved in the current budget:	Yes	No	N/A										
This item is within the approved budgeted amount:	Yes	No	N/										
Prepared By: <hr style="border: 0; border-top: 1px solid black;"/> Name Position	Reviewed and submitted by: <hr style="border: 0; border-top: 1px solid black;"/> Name Position	Accepted for Council consideration by: <hr style="border: 0; border-top: 1px solid black;"/> Name Position											

	<p>Corporation of the Municipality of Temagami</p> <p>Memorandum to Council</p>	<p>Memo No.</p> <p><input checked="" type="checkbox"/> Staff</p> <p><input checked="" type="checkbox"/> Committee</p>
<p>Subject:</p>		
<p>Agenda Date:</p>		
<p>Attachments:</p>		
<p><u>RECOMMENDATION</u></p> <p>This memorandum is:</p> <p><input checked="" type="checkbox"/> To be received for information</p> <p><u>INFORMATION</u></p> <p>Prepared by: _____ Reviewed by: _____</p> <p style="margin-left: 150px;">Name, Position</p> <p style="margin-left: 400px;">Name, Position</p> <p>On behalf of: _____</p> <p style="margin-left: 150px;">Name of committee if applicable</p>		

Schedules D – List of Committees/Appointments

Resolution Number: 19-01
Title: A resolution of the appointment of Council Members
Date: 12/05/2018

MOVED BY: C. Dwyer
SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council of the Municipality of Temagami make the following appointments and direct Staff to prepare By-Laws for Council's consideration where required.

Dan O'Mara	Police Services Board, Nipissing DSSAB, Au Chateau & Memorandum of Understanding Committee
Cathy Dwyer	Deputy Mayor and Committee of Adjustment
Barret Leudke	CEMC-Emergency Management Committee, Memorandum of Understanding Committee and Lake Temagami Access Point Planning Group
John Harding	Memorandum of Understanding Committee and Lake Temagami Access Point Planning Group
Margaret Youngs	Cemetery Board and Temagami Family Health Team
Jamie (N.E.) Koistinen	Administrator Review Committee and Emergency Management Program Committee
John Shymko	Library Board and Parks and Recreation Event Planning Committee

CARRIED

Schedules E – Electronic Participation

The Municipal Act, under Section 238 (2), permits electronic participation. Municipalities are able to permit and provide the extent and manner of this participation.

- Members may participate electronically by phone or internet. Other forms of electronic communication may be permitted at the time by Council resolution. The Municipality shall pay costs associated with conference calling required for electronic participation. In the event there is a service interruption, the Chair may call one recess for ten (10) minutes to rectify the situation.
- Members participating through electronic means shall declare any Conflicts as may arise through notice filed with the Clerk's office.
- There is no restriction to the number of meetings that an individual Member of Council may participate through electronic means.
- Electronic participation is permitted for any Open Session of Council.
- Electronic participation is NOT permitted for any Closed Session of Council.
- Members participating in the meeting by electronic means are not included when determining quorum. Accordingly, a maximum of three Members may participate by electronic means provided that the rest of Council is present in Council Chambers. Members wishing to participate electronically shall advise the Clerk. Once three requests have been received the Clerk shall advise Council that the limit for electronic participation has been met. Requests should be received by noon on the business day preceding the meeting.
- The Chair of the meeting shall be physically present. When the Head of Council, or Chair of the Committee as the case may be, is participating electronically, the Chair for the meeting will be determined as set out in the Procedural By-Law.
- The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each questions as they would have been given if present in Council Chambers.
- Members participating electronically shall be permitted to vote through verbal means.
- Members participating electronically shall have the same privileges related to 'rising on a point of order' or moving amendments verbally.

Schedules F – Delegations/Presentation

Delegations/Presentations

The general rules of conduct shall apply to all delegations and presentations received by Council

Registered Delegations – With Presentations

1. Council may hear a maximum of two registered delegations at each Regular Council Meeting. Staff may schedule delegations for later meetings with respect to this guideline.
2. Any person wishing to register as a delegation shall submit to the Clerk a written request including their name and contact information by Wednesday at 4:30 pm, eight days prior to the regular meeting at which the person wishes to be heard. This request should include the full content of the delegation. Staff will respond in the appropriate format to advise if Council will hear the presentation and outline details that may be necessary.
3. Delegations are not allowed to appear on an issue that has already been heard by Council unless there is new information.
4. Prior to a delegation being heard at Council, Staff shall prepare reports that may be necessary.
5. Those addressing Council shall confine their remarks to the business stated in their request.
6. Delegations shall limit their presentations to not more than ten (10) minutes except where delegations consisting of more than two (2) people, delegations shall be limited to two (2) speakers and limited to speaking not more than fifteen (15) minutes in total.
7. Council shall receive the delegation by resolution.
8. Council shall, as a matter of course, defer decisions arising from the delegation until the next regular session of Council.

Registered Delegations – No Presentation

1. Delegations wishing to appear before Council but without a formal presentation shall, within the time prescribed above, make a request to appear with the Clerk.
2. The request shall include the person's name and the general nature and the general nature of the topic they wish to discuss.
3. The guidelines for Delegations stated above apply.

Invited Presentations

1. Persons or groups invited by Council to make a special presentation on a specific subject shall not be constrained by the time limits set out for other delegations. Sufficient time will be allowed as required to present their information and respond to questions from Council as necessary. In consultation with the Mayor and the Treasurer/Administrator,

the Clerk shall determine whether invited presentations will count towards the maximum delegations permitted at any meeting.

2. Council may choose to receive invited presentations at a Special meeting called for that purpose or to alter the start time of the regular session based on the needs of the needs and nature of the presentation.

Unregistered Delegations

1. At regular sessions of Council, following Registered Delegations and Invited Presentations, Council shall allow a further fifteen (15) minutes (maximum) to hear unregistered delegations.
2. Unregistered Delegations shall confine their remarks to items on the current agenda adopted by Council.
3. The Minutes of the meeting shall list only the name of the presenter and the agenda topic they spoke to.
4. Each presenter shall be limited to a maximum of five (5) minutes and shall be heard in the order designated by the Chair.
5. One the maximum of fifteen (15) minutes in total has been reached, no further unregistered delegations shall be heard.
6. Unregistered delegations shall not be permitted to address matters related to statutory public meetings or items related to hearing or tribunals that may be on the agenda. Those wishing to comment relative to a statutory public meeting will be asked to save their remarks for the appropriate time during the statutory public meeting.

Schedules G – Audio Recording Policy

1. PURPOSE

As stated in the Municipality of Temagami’s Accountability and Transparency Policy: “The Council of The Corporation of the Municipality of Temagami acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner ... Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders.”

A high percentage of Temagami’s taxpaying population resides outside the physical land base of Temagami, making attendance at council meetings difficult for the majority, therefore Council has decided to provide audio recordings of the public sessions of Council meetings to enhance transparency and accountability by providing an additional means for its residents to be fully aware of council proceedings.

This document is to specify the policy for creating, storing, accessing and disposing of audio recordings of Council meetings.

2. SCOPE

This policy will apply to the recording of both open and closed sessions Council meetings.

3. DEFINITIONS

For the purposes of this Policy:

- 3.1. Council meeting – means a regular or special meeting of Council as provided for in the Procedural By-law.
- 3.2. Audio recording – means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by digital audio files and stored on a computer, or in any other format.
- 3.3. Official Record of a Meeting – means the written minutes of the proceedings of the meeting as prepared by the Municipal Clerk.
- 3.4. Transitory Record – for the purpose of this policy means a record, that has only a temporary value and is not required to meet statutory obligations, set policy, establish

guidelines or procedures, certify a transaction, become a receipt, or provide evidence of legal, financial, operational or other official decisions.

4. OFFICIAL RECORD

In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded by the Clerk and approved minutes are the official record of the Municipality of Temagami meetings. The keeping of audio recordings of meetings in no way detracts or undermines the position of approved minutes as the official record of decisions and are considered to be transitory records.

5. PURPOSE OF RECORDINGS

Audio recordings of open sessions of Council meetings shall be for the primary purpose of making the recordings available to the public through the municipal website, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

Audio recordings of Closed Session meetings of Council shall be for the primary purpose of making the recordings available to an investigator from the Ombudsman's office (or other official closed meeting investigator appointed by Council in accordance with the Municipal Act) in the event of a formal investigation of a closed meeting complaint, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

6. TECHNICAL DIFFICULTIES

The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing.

The Municipality shall not be liable for failing to publish or produce audio recordings of any meeting where recording the meeting was not viable due to technical difficulties.

Due to the nature of technical equipment, it is not guaranteed that audio recordings will be continuous or fault-free.

7. NOTICE

Notice shall be provided to ensure that presenters and members of the public are aware that the meeting proceedings are being audio recorded and made available through the municipal website.

The wording of the notice shall be as follows:

“An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government”.

“As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting”.

The Notice shall be displayed/expressed in the following manner:

- On the agenda for the relevant meeting of Council
- On notices posted at the entry doors to the meeting room
- On the municipal website
- On the information sheet for delegations
- Verbally to phone-in delegations

8. TERMINATION OR SUSPENSION OF RECORDING

The recording of Council meetings shall begin at the commencement of the meeting and conclude at the adjournment of the meeting. The Chair has the authority to request termination or suspension of the recording of a meeting if continuing the recording would prejudice the proceedings of the meeting. This would include:

- Public disturbance or other suspension of the meeting
- Exclusion of the public and press
- Any other reason as agreed by Council.

9. RESPONSIBILITY

9.1. Municipal Clerk and/or Designate

Shall be responsible for:

- Audio recordings of all open sessions and closed sessions of Council.
- Ensuring that closed sessions are recorded in separate files from open session recordings.
- Publishing the audio recordings of all open sessions so that they are accessible through the municipal website (by means of storage on the municipal website or a link to an outside provider such as SoundCloud) without alterations to the original recording.
- Archiving and storing the audio recordings of Council meetings electronically.
- Ensuring the confidential storage of closed session recordings

9.2. Chair

Shall be responsible for:

- Clearly announcing all business before Council
- Maintaining order as outlined within the Procedural By-law, and acknowledging each member by name prior to him or her speaking.

9.3. Members of Council

Shall be responsible for:

- Ensuring that his or her microphone at the council table is turned on any and every time he or she has the floor to speak.
- Speaking directly into his or her microphone at the council table to ensure that his or her words are recorded.
- Refraining from speaking at the same time as another member is speaking to ensure that the member who has the floor is clearly recorded.

10. STORAGE AND RETENTION

Storage of audio recordings of Council meetings will be maintained by the Municipal Clerk. Archived audio meeting files will be maintained and disposed of in accordance with the Municipal Record Retention Schedule.

11. ACCESS TO RECORDINGS

Audio recordings of Open Council meetings can be accessed through the municipal website.

Audio recordings of Closed Council meetings can be accessed by Members of Council through a request filed with the Clerk. Once requested, a time to attend the Municipal Office and listen to the session will be arranged through mutual agreement between the Member and the Clerk. Copies of Closed Council meeting recordings shall not be made.

Any costs for reproduction of audio recordings, including the cost of the medium they are recorded on and staff time involved shall be the responsibility of the requester and must be paid before an audio recording is released. These costs shall be included in the annual Municipal User Fees By-law.

Copyright to the records of council meetings made available on the Municipal website is owned by the Municipality. No part of the recorded materials posted on the Municipal website may be reproduced except in accordance with the provisions of the Copyright Act, as may be amended or replaced from time to time or without the express written permission of the Municipality.

12. POLICY REVIEW

This policy shall be reviewed a minimum of once per Council term to ensure its effectiveness.

