



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
REGULAR COUNCIL MEETING  
AGENDA**

**Thursday, May 14, 2020, 6:30 P.M.**

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.

	<b>Pages</b>
<b>1. <u>CALL TO ORDER AND ROLL CALL</u></b>	
<b>1.1 20-1503 - Amendments to Procedural Bylaw 19-1478</b>	<b>1</b>
Draft Motion: BE IT RESOLVED THAT By-law 20-1503, to amend the Procedural By-law 19-1478, be taken as read a first, second and third time and finally passed this 14th day of May, 2020;  AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
<b>2. <u>ADOPTION OF THE AGENDA</u></b>	
Draft Motion: BE IT RESOLVED THAT the Regular Council Agenda dated May 14, 2020 be adopted as presented/amended.	
<b>3. <u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u></b>	
<b>4. <u>REPORT FROM CLOSED SESSIONS</u></b>	
<b>5. <u>ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS</u></b>	
<b>5.1 DRAFT Public Council Meeting - March 12, 2020</b>	<b>7</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Public Council Meeting held on March 12, 2020 be adopted as presented/amended.	
<b>5.2 DRAFT Regular Council Meeting - March 12, 2020</b>	<b>8</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on March 12, 2020 be adopted as presented/amended.	
<b>5.3 DRAFT Special Council Meeting - March 31, 2020</b>	<b>21</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on March 31, 2020 be adopted as presented/amended.	
<b>5.4 DRAFT Special Council Meeting - April 23, 2020</b>	<b>23</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on April 23,	

2020 be adopted as presented/amended.

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS/PRESENTATIONS**

**7.1 Registered Delegations - With Presentations**

**7.2 Invited Presentations**

**7.3 Registered Delegations - Without Presentations**

**7.4 Unregistered Delegations**

*\* 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 8.2.5 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

- |  |           |
|--|-----------|
| <b>1. Association of Municipalities Ontario (AMO)</b>  | <b>25</b> |
| RE: New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance |           |
| <b>2. Association of Municipalities Ontario</b>  | <b>33</b> |
| RE: 2020-2022 AMO Board of Directors Call for Nominations  |           |
| <b>3. Temagami Community Foundations &amp; Living Temagami</b>   | <b>41</b> |
| RE: Notice - Working Group   |           |
| <b>4. Solicitor General</b>  | <b>42</b> |
| RE: Letter from the Honourable Sylvie Jones  |           |
| <b>5. Ministry of Municipal Affairs and Housing</b>  | <b>45</b> |
| RE: Letters from Minister Steve Clerk  |           |

**8.3 Minutes of Local Boards & Committee:**

Draft Motion:

BE IT RESOLVED THAT Council receive Minutes of Local Board and Committee Meetings for Information.

- |   |           |
|---|-----------|
| <b>1. Au Château Board - February &amp; March, 2020 Minutes</b> | <b>49</b> |
|---|-----------|

**9. STAFF REPORTS**

- |   |           |
|---|-----------|
| <b>9.1 Temagami Fire Department Report - February, March and April 2020</b> | <b>56</b> |
|---|-----------|

Draft Motion:

BE IT RESOLVED THAT Council receive the monthly reports from Temagami Fire

Department for information.

**9.2 Marten River Fire Department Report - March and April 2020 59**

Draft Motion:

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

**9.3 Marten River Fire Department Annual Report 2019 63**

Draft Motion:

BE IT RESOLVED THAT Council receive the 2019 annual report from Marten River Fire Department for information.

**9.4 Public Works Report - February, March and April 2020 74**

Draft Motion:

BE IT RESOLVED THAT Council receive the monthly reports from Public Works Department for information.

**9.5 Memo-M-049 Treasurer/Administrator Report 81**

Draft Motion:

BE IT RESOLVED THAT Council receive the report from the Treasurer/Administrator dated May 14, 2020.

**9.6 Memo 2020-M-037 Taxation Ratios 82**

Draft Motion:

BE IT RESOLVED THAT Council receive the report on taxation ratios.

**9.7 Memo 2020-M-039 North Lagoon ECA 83**

Draft Motion:

BE IT RESOLVED THAT Council receive the Amended Environmental Compliance Approval for the Temagami North Lagoon dated April 30, 2020;

AND FURTHER THAT Council directs Staff to bring details of the enhanced sampling required and costs to complete engineering required to complete tender packages.

**9.8 Memo 2020-M-040 Waste Management Master Plan 84**

Draft Motion:

BE IT RESOLVED THAT Council approve the estimate received from Tulloch Engineering for the development of a Solid Waste Management Plan dated March 23, 2020 in the amount of \$66,060 plus HST;

AND FURTHER THAT Council directs that this project be funded through the Modernization Fund.

**9.9 Memo 2020-M-041 Services Rates 85**

Draft Motion:

BE IT RESOLVED THAT Council approve the number of units at 348.55 for Water, 376.75 for Sewer, 149 for Grinder Pump, and 428 for Waste Collection effective the 2020 budget year.

**9.10 Memo 2020-M-042 FCM-ICLEI Partners for Climate Protection Program 86**

Draft Motion:

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate

Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

AND WHEREAS over 350 municipal governments across Canada representing more than 65% of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

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

BE IT RESOLVED THAT Council of the Municipality of Temagami review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

AND FURTHER THAT Cathy Dwyer, Deputy Mayor and Kelly Hearn, Recreation and Facility Coordinator be appointed to oversee the implementation of the PCP milestones and be the points of contact of the PCP program within the municipality.

**9.11 Memo 2020-M-043 Open Air Burning By-law** 88

Draft Motion:

BE IT RESOLVED THAT Council direct that the requirements of O.Reg 207/96 be followed when enforcing a Provincial Restricted Fire Zone or Municipal Fire Ban;

AND FURTHER THAT a full review of By-Law 11-976 be presented for Council's consideration at the meeting scheduled for November 19, 2020, being the first meetings after the 2020 restricted fire season.

**9.12 Memo 2020-M-044 Ontario Main Street Revitalization Initiative** 105

Draft Motion:

BE IT RESOLVED THAT Council received Memo 2020-M-044;

**9.13 Memo 2020-M-046 1995 Compactors Truck Repairs** 112

Draft Motion:

BE IT RESOLVED THAT Council directs Staff to investigate the purchase of a gently used Compactor Truck to replace the 1995 unit with a budget of \$50,000 being included in the 2020 Capital Budget.

**9.14 Memo 2020-M-048 Proposed User Charges** 113

Draft Motion:

BE IT RESOLVED THAT Council direct Staff to prepare a By-Law to adjust user fees on the agenda for the Meeting of Council scheduled for June 25, 2020.

**9.15 Memo 2000-M-051 Service Delivery Review** 131

Draft Motion:

BE IT RESOLVED THAT Council accepts the proposal from BDO as the consultant for the Service Delivery Review at the estimated cost of \$42,130;

AND FURTHER THAT Staff be directed to take the necessary steps to start this project directly.

**10. COUNCIL COMMITTEE REPORTS**



11.	<b><u>ANNOUNCEMENTS - MAYOR AND COUNCIL</u></b>	
12.	<b><u>CORRESPONDENCE</u></b>	
12.1	<b>Action Correspondence</b>	
1.	<b>Memo 2020-M-038 Temagami Outfitting</b>	168
	Draft Motion: BE IT RESOLVED THAT Council receive the communication from Temagami Outfitting;	
	AND FURTHER THAT Council directs Staff to prepare a lease agreement with terms similar to previous agreements for the same assets.	
2.	<b>Memo 2020-M-045 Sponsor Request for Grant</b>	170
	Draft Motion: BE IT RESOLVED THAT Council agrees to be the sponsor organization for the grant application made by the Temagami and District Chamber of Commerce to the Temagami Community Foundation.	
3.	<b>Memo 2020-M-047 Train Station Signages</b>	174
	Draft Motion: BE IT RESOLVED THAT Council agrees for the installation of the three signages manufactured in a historical style at 7½ feet from the ground and that the signage committee are responsible at their own cost for any future maintenance of the signages;	
	AND THAT The Municipal Clerk will be in contact with the committee regarding their idea related to the canoe project.	
12.2	<b>Resolution from Other Municipalities</b>	
13.	<b><u>BY-LAWS</u></b>	
13.1	<b>20-1504 Establish Taxation Ratios for 2020</b>	177
	Draft Motion: BE IT RESOLVED THAT By-law 20-1499, being a by-law to establish tax ratios for the year 2020, be taken as read a first, second and third time and finally passed this 12th day of May, 2020;	
	AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
14.	<b><u>COMMITTEE MEETINGS</u></b>	
15.	<b><u>UNFINISHED BUSINESS</u></b>	
15.1	<b>Memo 2020-M-050 Report from Integrity Commissioner</b>	178
	Draft Motion: While typically Staff would make a recommendation, in this case, it is beyond the scope of what Staff should be advising on. Based on Council direction at the meeting resolution(s) can be drafted and presented for Council's consideration.	
16.	<b><u>NEW BUSINESS</u></b>	
17.	<b><u>NOTICE OF MOTION</u></b>	
18.	<b><u>QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA</u></b>	

**19. CONFIRMATION BY-LAW**

179

Draft Motion:

BE IT RESOLVED THAT By-law 20-1505, 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 14 day of May, 2020;

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

**20. ADJOURNMENT**

Draft Motion:

BE IT RESOLVED THAT this meeting adjourn at x:xx p.m.



## By-law 20-1503 to Amend Procedural By-law 19-1478

*The Corporation of the Municipality of  
Temagami*

**Important Disclaimer:** this by-law complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the “*Act*”) and the *Municipal Emergency Act, 2020*. If you have any questions or concerns about this by-law 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 by-law 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 No. 20-1503

Being a By-law to amend Procedural By-law 19-1478 with respect to Electronic Participation in Council Meetings during a Provincial or Municipal Emergency.

**WHEREAS** Council, pursuant to section 238 of the *Municipal Act, 2001*, has adopted By-law 19-1478 to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings;

**AND WHEREAS** this by-law is intended to, and may be interpreted to apply to, Council, Committee and Local Board meetings as the case may be;

**AND WHEREAS** on March 11, 2020 the World Health Organization declared COVID-19 a global pandemic;

**AND WHEREAS** on March 17, 2020 Ontario Premier Ford declared the province of Ontario to be in a state of emergency;

**AND WHEREAS** on March 19, 2020, the *Municipal Emergency Act, 2020* was passed to amend the *Municipal Act, 2001* such that a Municipality's procedure by-law may permit Councillors to participate electronically in both open and closed meetings and for those Councillors to be counted in determining quorum when participating electronically when an Emergency has been declared by the Provincial or Municipal Governments;

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*Version 1.00 (March 24, 2020)*

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

- 1. By-Law 19-1478 is amended as follows:
- 2. Section 4.7 Electronic Participation is hereby added;
  - 4.7 **Schedules H and I** relating to Electronic Participation in Council Meetings during an Emergency, form part of this By-Law.
- 3. This by-law is to be applied broadly and with flexibility to permit meetings to occur in light of the special circumstances associated with the emergency as further detailed in the schedules attached.
- 4. This by-law shall be deemed to have come into effect on the final passing of the *Municipal Emergency Act, 2020* on the 19<sup>th</sup> day of March 2020.
- 5. This by-law shall come into force upon final passing.

**TAKEN AS READ A FIRST TIME THIS \_\_\_\_\_ DAY OF MAY 2020.**  
**READ A SECOND TIME THIS \_\_\_\_\_ DAY OF MAY 2020.**  
**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF MAY 2020.**

\_\_\_\_\_  
**Mayor, Dan O'Mara**

\_\_\_\_\_  
**Municipal Clerk, Suzie Fournier**

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*Version 1.00 (March 24, 2020)*  
reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of Wishart Law Firm LLP, except by the Town for its internal purposes or by members of the public for the purposes of understanding their rights and certain non-commercial uses permitted under the *Copyright Act*.

## Schedule H

### Electronic Participation in Council Meetings

1. Pursuant to Section 238 (3.3) of the *Municipal Act, 2001* (as may be amended from time to time), during any period where an emergency has been declared to exist pursuant to the *Emergency Management and Civil Protection Act* (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Notwithstanding section 2.8 of Procedure By-Law 19-1478, during the emergency as defined in section 1 of this schedule, when a Member is participating electronically, they may be counted in determining whether or not a quorum of Members is present at any time during the meeting;
3. During the emergency defined in section 1 of this schedule, Members participating electronically may participate in meetings that are closed to the public;
4. During the emergency defined in section 1 of this schedule, the Head of Council or delegate may chair a meeting electronically;
5. During the emergency defined in section 1 of this schedule, the Clerk may clerk the meeting electronically;
6. During the emergency defined in section 1 of this schedule, meetings may proceed even though any or all Members and/or the Clerk are participating electronically.
7. During the emergency defined in section 1 of this schedule, all time limits and time parameters contained in the Procedure By-Law number 19-1478 are hereby amended to reflect reasonable timelines in the emergency circumstances. Adjustments to timelines will be recorded in the minutes. For greater clarity, this is intended to allow Council to wait for quorum for more than 15 minutes before or during a meeting in light of potential communication difficulties and to lengthen or shorten timelines for notice and other procedures as required in the emergency circumstances.

## Schedule I

### Electronic Public Meetings

1. Pursuant to Section 236(1) of the *Municipal Act, 2001* (as may be amended from time to time) in the case of an emergency, Council may hold its meetings at any convenient location within or outside the municipality. Therefore, during any period where an emergency has been declared to exist pursuant to the *Emergency Management and Civil Protection Act* (as may be amended from time to time) Council may hold meetings that are open to the public by live-streaming those meetings on an appropriate internet based platform that is generally available to members of the public. Should internet services not exist, meetings may be held by telephone conference or other available electronic means;
  
2. In deciding to hold a meeting or meetings electronically, Council shall consider whether health and safety issues dictate that members of the public should not gather together in Council chambers including, but not limited to, cases of epidemic or pandemic. When Council makes this decision, the reasons for the decision not to permit physical attendance of the public shall be recorded in the minutes. Council shall have regard to recommendations and advice from the applicable authority including but not limited to the Provincial Government or Public Health officials;
  
3. If Council decides to hold meetings electronically, the web link, phone number or other electronic connection data to access the meetings will be published on the Municipality's website and in the meeting agenda. Should circumstances exist that the Municipality's website is not available, notice shall be provided in a manner that will provide access to the largest number of ratepayers possible in the circumstances.
  
4. If Council holds meetings electronically, they will be recorded and the recording of the open session of the meeting will be posted on the Municipality's website as soon as practical in light of the emergency circumstances.





**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**PUBLIC COUNCIL MEETING**

**DRAFT MINUTES**

**Thursday, March 12, 2020, 6:00 P.M.**

**Main Level Chambers**

**PRESENT:** D. O'Mara, C. Dwyer, B. Leudke, J. Shymko, J. Koistinen,  
M. Youngs *by phone*

**STAFF:** C. Davidson, S. Pandolfo, B. Turcotte, D. Bell, J. Sanderson

**PURPOSE OF THIS PUBLIC MEETING**

A Public Council Meeting to be held on March 12, 2020 at 6:00 p.m. in the Council Chambers presenting the Official Plan Amendment and Zoning By-Law Applications (OP-19-01 and Z-19-01) and Official Plan Amendment Application (OP-18-01).

**CALL THE MEETING**

Mayor O'Mara called the meeting to order at 7:06 pm.

There were 15 people in the audience.

**DELEGATIONS/ PRESENTATIONS**

Presenter; Jamie Robinson and Patrick Townes from Planning Urban Design & Landscape Architecture, presented to Council and the Public the Official Plan and Zoning By-Law Amendment and answered questions from Council and Public. It was also noted that

**ADJOURNMENT**

The meeting adjourn at 7:56 p.m.

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Mayor

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Clerk



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**REGULAR COUNCIL MEETING**

**DRAFT MINUTES**

**Thursday, March 12, 2020, 6:30 P.M.  
Main Level Chambers**

**PRESENT:** D. O'Mara, C. Dwyer, B. Leudke, J. Shymko, J. Koistinen,  
M. Youngs *by phone*

**STAFF:** C. Davidson, S. Fournier, S. Pandolfo, B. Turcotte, D. Bell,  
J. Sanderson

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 7:08 pm. There were 6 people in the audience.  
The Mayor called the Roll.

**ADOPTION OF THE AGENDA**

Draft Motion: 20-046

MOVED BY: D. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Regular Council Agenda dated March 12, 2020, be adopted as presented.

**CARRIED**

**DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

Councillor Shymko declared a conflict of interest regarding 12.1.7.

Councillor Harding declared a conflict of interest regarding 12.1.2 and 12.1.5.

**REPORT FROM CLOSED SESSIONS**

Mayor O'Mara reported that during the closed sessions, Council had received an update on a Integrity Commissioner Investigation Report.

**ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**

**DRAFT Special Council Meeting - January 28, 2020**

Draft Motion: 20-047

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on January 28, 2020 be adopted as presented.

**CARRIED**

**DRAFT Regular Council Meeting - January 30, 2020**

Draft Motion: 20-048

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on January 30, 2020 be adopted as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**DELEGATIONS/PRESENTATIONS**

**Registered Delegations - With Presentations:**

**Ike Laba**

RE: Regional Information Session on Broad Scale Survey

Draft Motion: 20-049

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the presentation from Ike Laba regarding Regional Information Session on Broad Scale Survey.

**CARRIED**

**Dale Schultz and Brian Youngs**

RE: Mining

This item was deferred to April 23, 2020 Council meeting .

**Invited Presentations:**

**Integrity Commissioner Investigation Report**

Draft Motion: 20-050

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the report from the Integrity Commissioner regarding a complaint investigation.

**AMENDED**

Draft Motion: 20-051

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE FURTHER THAT Council immediately remove Councillor Harding from all Committees and Boards and that Council will deal with other recommendations at the next meeting.

**CARRIED**

Draft Motion: 20-050  
MOVED BY: C. Dwyer  
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the report from the Integrity Commissioner regarding a complaint investigation.

BE FURTHER THAT Council immediately remove Councillor Harding from all Committees and Boards and that Council will deal with other recommendations at the next meeting.

**CARRIED**

**Registered Delegations - Without Presentations:**

**Unregistered Delegations**

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

**CONSENT AGENDA ITEMS**

Draft Motion: 20-052  
MOVED BY: C. Dwyer  
SECONDED BY: B. Leudke

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

**CARRIED**

**Staff Report(s) for Information:**

**Correspondence for Information:**

Draft Motion: 20-052 B  
MOVED BY: C. Dwyer  
SECONDED BY: B. Leudke

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.10 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

**CARRIED**

**1. Ike Laba**

RE: Changes to FMZ fishing Regulations for year 2020

**2. Contact North**

RE: As a Community-Based Organization, helps underserved Ontarians

**3. District of Nipissing Social Services Administration Board**

RE: Board Procedural By-Law

**4. Ontario Heritage Trust**

RE: Breaking News from the Ontario Heritage Trust

**5. Ministry of Natural Resources and Forestry (MNRF)**

RE: 2020-2030 Forest Management Plan (FMP)

- 6. Ministry of Natural Resources and Forestry (MNR)**  
RE: Proposed regulatory changes under the Aggregate Resources Act
- 7. Ministry of Municipality Affairs and Housing (MMAH)**  
RE: Letter from Minister Steve Clerk
- 8. Ministry of Municipality Affairs and Housing (MMAH)**  
RE: Provincial Policy Statement 2020
- 9. Ministry of the Solicitor General (MSG)**  
RE: Letter from Chief of Emergency Management
- 10. Ministry of the Solicitor General (MSG)**  
RE: Community Safety and Policing Act, 2019: Ontario Provincial Police Regulatory Requirements

**Minutes of Local Boards & Committee:**

Draft Motion: 20-052 C

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Minutes of Local Board and Committee Meetings for Information.

- 1. Temagami Police Services Board Minutes - November 2019**
- 2. Community Recreation and Events Committee Minutes - January and February 2020**
- 3. Management of Au Château Board Minutes - January 2020**

**STAFF REPORTS**

**Marten River Department Report - January and February 2020**

Draft Motion: 20-053

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the monthly reports from Marten River Fire Department for information.

**CARRIED**

**Temagami Fire Department Report - January 2020**

Draft Motion: 20-054

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

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

**CARRIED**

**Public Work Department Report - January 2020**

Draft Motion: 20-055

MOVED BY: C. Dwyer  
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the monthly report from Public Works Department for information.

**CARRIED**

**Memo 2020-M-018 Natural Gas Expansion**

Draft Motion: 20-056

MOVED BY: C. Dwyer  
SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council direct Staff to identify areas in the Municipality that presently are not serviced by natural gas;

AND FURTHER THAT Staff contact Union Gas to promote these areas as possible projects for natural gas expansion opportunities.

**CARRIED**

**Memo 2020-M-019 DSSAB Alignment**

Draft Motion: 20-057

MOVED BY: B. Leudke  
SECONDED BY: C. Dwyer

BE IT RESOLVED that Council direct the Mayor and the Treasurer/Administrator to arrange meetings with representatives of both involved DSSABs to discuss possible realignment to better represent communities of interest and service patterns.

**CARRIED**

**Memo 2020-M-021 LFMC Temagami Management Unit**

Draft Motion: 20-058

MOVED BY: B. Leudke  
SECONDED BY: C. Dwyer

BE IT RESOLVED that Council ratify and support the letter sent by Mayor O'Mara to the Ontario Ministry of Natural Resources and Forestry requesting the LFMC for the Temagami Management Unit be approved and an interim board and transition team be put in place as planned;

AND FURTHER THAT Council direct Staff to invite Mr. Kenrick to a future meeting to provide information on the progress of this initiative.

**CARRIED**

**Memo 2020-M-023 Modernization and Innovation Fund**

Draft Motion: 20-059

MOVED BY: B. Leudke  
SECONDED BY: C. Dwyer

BE IT RESOLVED that Council receive the update on the uses of the Modernization and Innovation Fund.

**CARRIED**

## **Memo 2020-M-024 NEOnet and Broadband Presentation**

Draft Motion: 20-060

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

WHEREAS access to affordable and reliable broadband networks is an important part of everyday life and key to economic, education, social and health development;

AND WHEREAS communities outside urban centres face challenges in accessing internet service levels comparable to those in cities due to factors such as low population, distance and challenging terrain;

AND WHEREAS we believe future ICT infrastructure investment in our community would benefit from a holistic model that takes into account the connectivity needs of regional community partnerships rather than just one community;

AND WHEREAS this regional partnership should begin with a comprehensive needs analysis conducted by NEOnet, a publically funded non-profit development corporation using their expertise and Blue Sky Net expertise with the Geographic Information System mapping tool MAIMAP (Broadband and Associated Infrastructure Mapping Analysis Project);

AND WHEREAS from the analysis and public consultation NEOnet will conduct, it will be determined where internet gaps remain while also acknowledging what may be the best technology to fill these gaps based on access to the closest ICT infrastructure like fibre or other existing network infrastructure;

AND WHEREAS once we determine priority areas we propose establishing three classes of gaps:

- 1 – gaps in fibre/backbone infrastructure;
- 2 – gaps in last mile/local access to business and residents; and
- 3 – gaps in access in remote/very isolates areas;

AND WHEREAS the Federal and Provincial governments are proposing funding programs that will support the implantation of Broadband projects and will require this in-depth information;

NOW THEREFORE BE IT RESOLVED that Council of the Municipality of Temagami supports NEOnet leading a steering committee to which a representative from the Municipality of Temagami will be appointed;

AND FURTHER THAT NEOnet work with this committee during the period of analysis, funding application, and any subsequent RFP engagement.

**CARRIED**

## **Memo 2020-M-025 Official Plan Review**

Draft Motion: 20-061

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council approve the methodology and estimated fee for MHBC to complete the review of the Official Plan;

AND FURTHER THAT Council direct Staff to take the necessary steps to initiate this process directly.

**CARRIED**

**Memo 2020-M-020 Encroachment Agreement - 12 Parkwood Lane**

Draft Motion: 20-062

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

WHEREAS Council of the Corporation of the Municipality directed Staff by way of Resolution 18-315 to execute and finalize the encroachment agreement with the proponent;

AND WHEREAS the encroachment agreement has been executed by the proponent on January 31, 2020;

NOW THEREFORE BE IT RESOLVED THAT Council receive report 2020-022;

AND FURTHER THAT Council directs staff to prepare the necessary by-law for council's consideration.

**CARRIED**

**Memo 2020-M-028 Report on Remuneration - Statement from Treasurer**

Draft Motion: 20-063

MOVED BY: M. Youngs

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the Statement of the Treasurer on Remuneration paid.

**CARRIED**

**Memo 2020-M-030 Budget Variance and Year End Reserve Allocation**

Draft Motion: 20-064

MOVED BY: M. Youngs

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive the budget variance report for the end of the 2019 year;

AND FURTHER THAT Council approves funding the Temagami North Ditch project using the non-capital budget surplus, eliminating the Lot Creation Reserve of \$50,000 and transferring the remaining \$145,141.74 from the Discretionary Operating Reserve Account.

**CARRIED**

**Memo 2020-M-032 Streetlights Project**

Draft Motion: 20-065

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer



BE IT RESOLVED THAT Council direct Staff to take the necessary steps to apply for the incentive from IESO and complete the conversion of our streetlights to LED in 2020.

**CARRIED**

**Memo 2020-M-033 Temagami Winter Carnival Shiverfest**

Draft Motion: 20-066

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2020-M-033 regarding the 2020 Shiverfest Winter Carnival;

**CARRIED**

**Memo 2020-M-034 Municipal Type Service Agreement – TFN**

Draft Motion: 20-067

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council approves in principal a Municipal Type Service Agreement with Temagami First Nation for the provision of waste and recycling services;

AND FURTHER THAT Staff be directed to include particulars in the 2020 Municipal Budget after consultation with Staff from Temagami First Nation.

**CARRIED**

**COUNCIL COMMITTEE REPORTS**

**ANNOUNCEMENTS - MAYOR AND COUNCIL**

Mayor O'Mara reported on his attendance to Au Château Board, TFN MOU and the Sturgeon Nipissing French River Planning Group Meetings and have provided an update on the Strategic Plan, Broadband, Still Standing (Canadian TV series), Police Board Committee and the 2020 Budget review.

Mayor O'Mara would like to thank's the team of the Municipality of Temagami and the volunteers for their work at the Shiverfest.

Councillor Leudke reported on the CONVID-19 situation and on the upcoming Emergency Control Group meeting held on Monday, March 16th at 8:30 a.m. in the Council Chambers.

Councillor Shymko reported on upcoming events.

Councillor Dwyer reported on the 50' Canoe meeting.

Councillor Youngs reported on the NEOnet meeting and the Come North conference.

**CORRESPONDENCE**

**Action Correspondence:**

**Memo 2020-M-014 TNPHC Appointment of a New Board Member**

Draft Motion: 20-068

MOVED BY: C. Dwyer  
SECONDED BY: J. Koistinen

BE IT RESOLVED that Council endorses the appointment of Sherry Larochelle to fill the Board vacancy.

**CARRIED**

**Memo 2020-M-015 Request From Temagami Arena Fish Involvement Program**

**Where Relevant:**

Mayor O'Mara declared a conflict and vacated his seat and left Council Chambers

Draft Motion: 20-069

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED That Council will support the evening rent of the Community Centre/Arena on March 18<sup>th</sup>, 2020 at no cost for the Regional Information Session.

**CARRIED**

Mayor O'Mara returned to Council Chambers and took his seat.

**Memo 2020-M-016 Request from Community Foundation**

Draft Motion: 20-070

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED that Council of the Municipality of Temagami approves the sponsorship request of the Temagami Community Foundation for their 2<sup>nd</sup> Annual Truck N Boat Lottery being held in 2020.

**CARRIED**

**Memo 2020-M-017 Request from Marten River Winterfest**

Draft Motion: 20-071

MOVED BY: J. Koistinen

SECONDED BY: J. Shymko

BE IT RESOLVED that Council of the Municipality of Temagami approves the sponsorship request For the Winter Festival in Marten River;

AND FURTHER THAT future budgets contain a contribution for the Winter Festival in Marten River similar to that for Shiverfest held in Temagami/Temagami North.

**CARRIED**

**Memo 2020-M-022 Request from Temagami Community Market**

Draft Motion: 20-072

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED that Council direct Staff to request the Temagami Community Market provide a report including how the 2019 contribution was used, the average number of vendors and the fees charge, the average number of weekly attendees and a financial statement as well as

any other pertinent information that will assist Council as they consider this request for funding.  
**CARRIED**

**Memo 2020-M-026 Request from Mike Breton**

Draft Motion: 20-073

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council approves the request to park two camper trailers at the arena parking lot during the annual 'Kimmy and Tracy Memorial Baseball Tournament', subject to availability with no fees as there will be no services provided.

**CARRIED**

**Memo 2020-M-027 Request from Temagami Canoe Festival**

**Where Relevant:**

Having previously declared a conflict Councillor Shymko vacated his seat and left Council Chamber.

Draft Motion: 20-074

MOVED BY: M. Youngs

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council direct Staff to sign a completed application form from the Temagami Canoe Festival for funding through the Temagami Community Foundation.

**CARRIED**

Councillor Shymko returned to Council Chambers and took his seat.

**Memo 2020-M-029 Request from Living Temagami**

Draft Motion: 20-075

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council direct Staff to sign a completed application form from Living Temagami for funding of their Community Wellness program through the Temagami Community Foundation.

**CARRIED**

**Resolution from Other Municipalities:**

**Memo 2020-M-031 Resolution from the Town of Mattawa**

Draft Motion: 20-076

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo No. 2019-M-031;

AND FURTHER THAT Council supports resolution number 20-10 dated February 10, 2020 calling on the Nipissing DSSAB to look at reducing costs and services, if necessary, in order to mitigate any municipal levy increase.

**CARRIED**

## **BY-LAWS**

### **20-1499 Council Donation Policy By-Law**

Draft Motion: 20-077

MOVED BY: M. Youngs

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 20-1499, being a by-law to adopt a Council Donation Policy, be taken as read a first, second and third time and finally passed this 12th day of March, 2020;

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

**CARRIED**

### **20-1500 Encroachment Agreement - 12 Parkwood Lane**

Draft Motion: 20-078

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 20-1500, being a by-law to authorize the Execution and Registration of an Encroachment Agreement for the lands known as 12 Parkwood Lane and the Corporation of the Municipality of Temagami for the Occupation of Land, be taken as read a first, second and third time and finally passed this 12th day of March, 2020;

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

**CARRIED**

### **20-15XX Amendment No.4 to the Official Plan**

This item was deferred until further information from the planners.

### **20-15XX Amendment No.3 to the Official Plan**

This item was deferred until further information from the planners.

### **20-15XX Amendment Zoning By-Law 06-650 - Home Occupation-Home Industry**

This item was deferred until further information from the planners.

### **20-1501 Transfer Payment Agreement - Temagami MMP**

Draft Motion: 20-079

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 20-1501, being a by-law to execute an Agreement with her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing (MMAH) the Transfer Agreement for the Corporation of the Municipality of Temagami under the Municipal Modernization Program (MMP), be taken as read a first, second and third time and finally passed this 12th day of March, 2020;

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

**CARRIED**

### **COMMITTEE MEETINGS**

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

### **NOTICE OF MOTION**

Councillor Dwyer informed Council of her intention to bring a motion forward to have Staff investigate the cost and process to develop a term of reference and complete a capacity study for Lake Temagami.

Councillor Shymko informed Council of his intention to bring a motion that staff develop a bio-hazard disposal policy.

Councillor Leudke informed Council of his intention to bring a motion that staff prepare a report to reveal the legal fees pertaining the investigation of Councillor Harding.

### **QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**

C. Lowery provided her concern regarding DSSAB.

### **CONFIRMATION BY-LAW**

Draft Motion: 20-080

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 20-1502, 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 12 day of March, 2020;

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

**CARRIED**

### **ADJOURNMENT**

Draft Motion: 20-081

MOVED BY: C.Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this meeting adjourn at 9:23 p.m.

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Mayor

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Clerk



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**SPECIAL COUNCIL MEETING**

**DRAFT MINUTES**

**Tuesday, March 31, 2020, 10:00 A.M.  
Conference Call**

**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 March 31, 2020 at 10:00 a.m. by conference call is to review the changes made to the Municipal Act to make required amendments to the Procedural By-Law to allow for enhanced participation electronically.

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 10:04 a.m. The Mayor called the Roll.

**ADOPTION OF THE AGENDA**

Draft Motion: 20-082

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Special Council Agenda dated March 31, 2020, be adopted as presented.

**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.

**STAFF REPORTS**

**Meetings during Declared Emergencies**

Draft Motion: 20-083

MOVED BY: J. Shymko

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council approves Schedule H to the Procedural By-law – Meetings during declared emergencies;

AND FURTHER THAT Council directs that this protocol be adopted as Municipal protocol upon passage of this resolution;

AND FURTHER THAT Staff be directed to include this schedule with the other changes being considered to the Procedural By-Law once regular Council meetings resume at the end of this provincially declared emergency.

**ADJOURNMENT**

Draft Motion: 20-084

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT this meeting adjourn at 10:16 a.m.

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Mayor

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Clerk





**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**SPECIAL COUNCIL MEETING**

**DRAFT MINUTES  
ZOOM WEBCAST**

**Thursday, April 23, 2020, 10:00 A.M.**

**PRESENT:** D. O'Mara, C. Dwyer, M. Youngs, J. Shymko, J. Koistinen

**STAFF:** C. Davidson, S. Fournier, B. Turcotte, D. Bell, J. Sanderson

**PURPOSE OF THIS SPECIAL MEETING**

A Special Meeting of Council to be held on April 23, 2020 at 10:00 a.m. by zoom webcast is to review the proposed changes to the electronic participation during an emergency to allow meetings to be held via zoom webcast.

**CALL TO ORDER AND ROLL CALL**

**ADOPTION OF THE AGENDA**

Draft Motion: 20-085

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT the Special Council Agenda dated April 23, 2020, be adopted as presented.

**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.

**STAFF REPORT**

**Memo 2020-M-036 Zoom Conference**

Zoom Demonstration by Councillor J. Shymko

Draft Motion: 20-086

MOVED BY: J. Koistinen

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council approves the use of video conference for the purpose of hosting electronic meetings and further that meetings will continue to be recorded, as governed by Schedule G.

**ADJOURNMENT**

Draft Motion: 20-087

MOVED BY: J. Shymko

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT this meeting adjourn at 11:08 a.m.

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Mayor

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Clerk

# New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance

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Discussion Paper

May 1, 2020

## Introduction

Police service boards are the vital link between the police and democratic governance.

This is just as true for municipalities who contract with the Ontario Provincial Police for public safety services.

The government has launched a consultation with municipalities on re-constituting OPP Detachment Boards. With all governments now seized with COVID-19 emergency response, all consultations on new policing regulations have now ceased. The immediate public health crisis is the first priority of the provincial and municipal governments. Consideration of the issues raised in this paper must not distract from that priority. However, policing regulation discussions will resume at some point in the months ahead. It remains valuable for municipalities to consider what the future of police governance should look like once that conversation restarts.

At present, OPP boards are aligned within existing municipal boundaries. In the future, the government is aiming to create regional or detachment-based boundaries for boards (with some exceptions). However, the details of these new boards have not been determined. This is an opportunity for municipalities to provide input to the government on board boundaries, the size and composition of those boards, and whether provincial appointees continue to be made.

The government has not made any decisions on these issues. If any municipal council or a group of councils has suggestions on how these boards should be established, this is an opportunity to put those ideas forward.

This paper is not an exhaustive list of issues presented by the establishment of new OPP detachment boards. Rather it is intended to help guide municipal input to the Ministry and lay the groundwork for a successful transition to new boards. It asserts a number of key principles to inform the discussion and attempts to lay the framework for the future of successful OPP governance at a local or regional level.

## Background

Policing is a vital local service. Out of fiscal necessity, the Association of Municipalities of Ontario (AMO) has put forward comprehensive recommendations during the provincial government's lengthy review of policing legislation in recent years. The need to modernize the delivery of this service is well-documented in the many submissions AMO has made to the government on behalf of our municipal members. Here are three examples:

In 2014, AMO's OPP Billing Steering Committee put forward a [report](#) which researched options to equitably allocate policing costs for municipalities which use the Ontario Provincial Police. The Committee conducted a review of the government's proposed billing model and examined other model options so implications could be understood. It also underscored the need for efficiency and effectiveness improvements for policing in general.

In 2015, AMO's Policing Modernization Task Force issued its [report](#) which included 34 recommendations on how to modernize policing for the future. The task force interviewed experts, reviewed the best academic research available, sent representatives to the 2015 Summit on the Economics of Policing and Community Safety in Ottawa, and had thorough and lengthy discussions

on specific issues about the future of policing. These recommendations were divided into four key themes: Partnership, Productivity, Performance, and Personnel.

In 2016, AMO issued a *Municipal Guide to Police Services Act Consultations*. The [guide](#) highlighted municipal issues associated with community safety and well-being planning; modernizing what police do; the education and training of officers; and accountability to the public and governance.

In particular, the Policing Modernization Report prioritized three key recommendations above all else:

1. Make changes to the interest arbitration system.
2. Improve the quality of the existing governance and civilian oversight system.
3. Make legislative changes to permit the greater transfer of specific functions to civilians or other security providers where appropriate.

In 2019, the Ontario Legislature passed Bill 68 the *Comprehensive Ontario Police Services Act, 2019*. While the Act did not address interest arbitration, it did make some significant changes to the second two priorities – improving governance and providing some allowance for the role that civilians play in delivering public safety and security.

With the legislation passed, the focus of this paper is on the regulations needed to support priority recommendation #2 as it pertains to OPP detachment boards.

## Guiding Principles

Key principles and objectives which guide AMO on the issue of establishing new OPP local governance boards include the following:

1. Policing governance is a valuable means of ensuring community expectations are reflected in how a community is policed.
2. Good governance of policing matters to municipalities of all sizes, contract or not.
3. Municipalities should be provided every opportunity to develop and propose locally developed board composition ideas to the province.
4. Successful governance includes provincial support and funding for training new board members in alignment with the municipal electoral cycle.
5. All municipalities should have the opportunity to select a representative on an OPP detachment board.
6. Community or municipal staff representatives (i.e. municipally selected, non-elected officials) should serve on OPP detachment boards wherever possible.
7. To achieve municipal representation, detachment-based boards (or portions of a detachment) will need to be larger than they have been in the past.
8. If municipalities are to be adequately represented on consolidated OPP detachment boards, the province should relinquish responsibility for provincial appointments to OPP detachment boards.
9. Detachment boundaries should change in cases where it would support good governance and municipal representation.

10. Explore the potential use of DSSABs as OPP detachment boards in the north through discussions with FONOM, NOMA, DSSABs, and northern municipalities on a case by case basis. This could be a potential opportunity to align social services with policing in ways that have been provincially mandated through municipal community safety and well-being planning and which minimize administrative duplication. (See below for specific considerations and exemptions.)
11. OPP detachment board operation costs should, 1) be provincially supported through training and grants and 2) equitably distributed between municipalities.
12. Memoranda of Understanding with the Ministry of the Attorney General or transfer agreements between municipalities which govern *Provincial Offences Act* administration and fine revenue distribution may need to be updated depending on local circumstance.

## Government Consultations to date - Regional Roundtables – OPP Detachment Boards

The government recently held seven discussion meetings across the province in February 2020 focusing on OPP detachment boards and the new policing legislation. The province did not lead discussions that provided specific details on how boards would be reconstituted. No plans have been announced.

Key municipal considerations included:

### Structure of Boards and Local Say

- There shall be one OPP detachment board per detachment (with flexibility for unique circumstances/geography). A board's composition, terms of office, and remuneration will be provided for in regulations and has yet to be determined.
- In effect, these changes extend police governance to about 200 municipalities (which do not have a board, i.e. Section 5.1) but will consolidate multiple existing boards within a detachment.

### Activity of Boards

- Boards shall determine local objectives, priorities, and policies in consultation with the Detachment Commander, consistent with the Solicitor General's strategic plan for the OPP.
- The Commissioner of the OPP shall consult with a Board regarding the selection of the Detachment Commander.
- The Detachment Commander shall prepare and adopt a local action plan in consultation with the board.
- Training for board members will become mandatory (Ministry support and funding is needed).

### Financial Considerations

- There will be no distinction between contract and non-contract in the future. Effectively all policing will become contract.
- The focus of the billing-related regulations will be to address transition matters and to account for service differences between municipalities as well as existing contracts expiring at the end of 2020.

- It should be noted, billing model changes will not lower the overall cost of policing for the municipal sector.

AMO has impressed upon the Ministry of the need for:

- Open and transparent discussions;
- A recognition that policing is fundamentally local (i.e. it is important to maintain the close proximity of a community to its board and the police);
- Locally workable governance arrangements; and
- The representation of every municipal council.

## Considerations for municipalities without existing detachment boards

Boards are an opportunity to expand the democratic oversight and governance of policing. In the words of Sir Robert Peel, the father of modern policing, “the police are the public and the public are the police.”

A detachment board helps to align policing objectives, priorities, and policies with community expectations. If your municipality is unaccustomed to having a board, the establishment of a board is an opportunity for a municipality of any size to have a greater say and establish a relationship with your Detachment Commander and the officers who police your community. It is also an opportunity to align municipal public safety expectations with those of neighbouring communities and clearly express those views in a coordinated manner with the Detachment Commander.

There is also the simple fact that policing is all the better for it. Good governance includes police officers who know their work matters to people who care. Good governance includes Chiefs and Detachment Commanders who are supported. Boards legitimize the work of the police. Municipal elected officials ask the public to pay for all of it and therefore municipalities need a say in policing on behalf of the community, through a board. It should not be viewed as an imposition but rather a democratic opportunity.

Financially and administratively, transfer agreements between municipalities regarding *Provincial Offences Act* fine revenue may need to be updated. This might include the need to review the Memoranda of Understanding with the Ministry of the Attorney General depending on local circumstance.

## For communities with existing OPP boards

The legislation aims to consolidate existing municipal board boundaries with OPP detachment board boundaries (thus potentially including multiple neighbouring municipalities in the same detachment). However, the legislation provides for flexibility to address unique geographic circumstances. If you feel your area’s needs are unique, help the Ministry understand that uniqueness in a province-wide context.

In addition, attendees to roundtable meetings were told the Ministry is open to considering board composition suggestions from municipalities within regions or detachments. This is an opportunity to potentially shape the composition of a board in your area and develop a local solution.

While legislation dictates the size and composition of municipal police service boards (non-OPP), no such restriction exists for OPP detachment boards at present. Also undetermined at this point is

which bodies (provincial or municipal or both) will appoint board members. Municipal police service boards (non-OPP) have municipally and provincially appointed representatives. Future OPP detachment boards could be composed entirely of municipal appointees. Please see below for more information regarding provincial appointees.

## Provincial Appointees

AMO values the importance of all police service/OPP detachment board members regardless of which authority has made the appointment. AMO's commentary on provincial appointees is not intended to detract from the contributions these individuals have made to good governance.

However, one of the issues which has historically plagued policing governance are delays associated with the provincial government making its appointments in a timely way.

Unfilled provincial appointees make good governance more difficult. AMO sought legislative change to improve the provincial appointment process for all boards (OPP and municipal) but that change did not occur in legislation. The need remains and it can still be addressed in regulations for OPP policed municipalities.

Unfilled or delayed provincial appointments are an impediment to diversity, representativeness and good governance practice. According to the Ontario Association of Police Service Boards, in March 2017 over 90 of 250 provincial board positions were unfilled and vacant. Challenges with timely provincial appointments are a long-standing historical issue which is not confined to 2017.

To be clear, the province already has a significant role to play with the OPP. The provincial government hires the Commissioner and negotiates the collective agreement with the Ontario Provincial Police Association. Municipalities pay the contracts for the services of the OPP to deliver local public safety. Communities need local representatives who can be diligently selected and, on the job, without the delays and extended vacancies associated with the provincial OPP detachment board appointment process. Diligent selection of appointees is now enshrined in law. Now is the time to let municipalities meet those legal expectations without the red tape of appointments from Queen's Park.

Given the above issues, and if municipalities are to be adequately represented on consolidated boards, it is the time to dispense with provincial appointees to OPP detachment boards. There is plenty of Canadian precedence for fully municipally appointed police service boards:

In **Alberta**, police boards (called policed commissions or committees) are composed entirely of municipal council appointees which include municipal staff and community representatives.

Similarly in **Quebec**, Surete du Quebec (SQ) policed municipalities have public security committees composed of 4-7 members of a municipal council.

In **Saskatchewan**, police commissions are composed of all municipally appointed representatives, including the mayor, councillors, and community representatives (members at large).

**Manitoba** permits the appointment of municipal employees to boards.

Therefore, while some municipalities might like to keep existing boards as they are, there is also an opportunity for fully municipally appointed boards, subject to provincial regulation. This would be a step in the right direction.



## Other Appointees

There is precedence in Canada for municipal staff members to be appointed to police service boards (i.e. Manitoba and Alberta). Municipal staff representation on OPP detachment boards in Ontario could help to better support, for example, the policy drafting functions of a board.

Community representatives (as selected by a municipal council, but not elected officials) have also played an important role in reflecting community expectations and policing governance. That should continue in the future provided all municipalities are represented.

## Northern District Social Services Administration Boards (DSSAB)

Existing board structures between multiple municipalities currently exist in Northern Ontario through District Social Services Administration Boards. These existing structures and board representation frameworks could be used to function as an OPP detachment board. Thus, a DSSAB could fulfill a dual role – existing social service responsibilities and a new mandate of policing.

Individual municipal governments would continue to be billed separately for OPP services. Therefore, existing rules regarding DSSAB apportionment of costs would NOT apply.

Given the provincial desire for a greater alignment of community safety and well-being objectives with policing, DSSABs could be an effective vehicle for such alignment. This is especially the case when considering the new municipal mandate of required community safety and well-being plan development.

Of course, there would need to be some specific carve outs for a DSSAB functioning as an OPP detachment board. First, northern cities with their own police services would need to be excluded from OPP detachment board composition. Second, representation from unincorporated areas on boards would need to be restricted given that municipal property taxes are not paid in these areas. Third, the expense of an OPP detachment board would need to be divided only among those using the OPP.

The appropriateness of DSSABs fulfilling this added function is best assessed on a case by case basis. Some DSSABs have multiple OPP detachments within them. What works in one catchment area (or district) might not work in another.

This idea is subject to the review, consideration, and input of FONOM, NOMA, DSSABs, and northern municipalities. AMO emphasizes municipal self-determination and cooperation in re-establishing OPP Boards. The idea is best assessed at a local level.

## OPP Advisory Council

The establishment of this Council is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP. More generally, this change will enhance civilian governance of the OPP.

The AMO Board has recently adopted a position regarding the Council's composition. With over 300 municipalities using the services of the OPP, AMO seeks the authority to recommend municipal appointees to the Council. AMO's position is that half of Council's composition should be designated municipal appointees.

In addition, given the purpose of the Council, no member should be a former or current member of an Ontario police service or police association. This emphasizes the distinction between employee and employer and the civilian role in the function of advising the Solicitor General.

## Conclusion and Next Steps

This paper aimed to summarise some key issues and assert principles to guide the new OPP detachment board framework. AMO encourages municipalities to share their thoughts, questions and board proposals. Together, and with provincial leadership, we can build a successful local governance framework for policing in over 300 municipalities.

The twelve principles are designed to establish a framework for successful governance which emphasizes municipal self-determination and cooperation in re-establishing OPP boards. While the government's regulatory development is on hold, this is an opportunity to discuss with neighbouring municipalities, locally workable options regarding board representation to present to the Ministry.

For additional questions, please contact:  
Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca) or 416-971-9856 extension 323.

**2020 – 2022  
AMO BOARD OF DIRECTORS  
Call for Nominations**

**April 28, 2020**

**Tuesday, April 28, 2020**

**To: Head and Members of Council**  
**From: Trevor Wilcox, Secretary-Treasurer, AMO**

Please be advised that in accordance with the Association's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 – 2022 AMO Board of Directors.

Attached please find:

- A summary of the offices for which elections will be held at the 2020 Annual Meeting;
- An estimate of the annual time commitment required to serve on the AMO Board of Directors and for those who will then serve on the AMO Executive Committee; and
- Nomination Form

Candidates reflecting Ontario's diversity are encouraged to seek election to the AMO Board. The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Board. From the [AMO By-Law No. 2](#) Part 3, qualifications are:

### **3.3 Qualifications of Directors.**

a) Every Director shall:

- be an individual of eighteen (18) or more years of age;
- be an elected official of a Member Municipality or an employee of a Member Municipality of the Corporation;
- not be an undischarged bankrupt; and
- not be declared incapable.

b) The position of Secretary-Treasurer is to be filled by an employee of a Member Municipality and also meet the qualifications of 3.3 a).

Qualified Nominees must obtain a Council resolution of support which must also specify the Caucus or position for which the individual is being nominated. In order to provide the broadest representation possible, AMO By-law No. 2 stipulates that a member municipality can only have one representative on the Board unless another representative is on the Board as an appointed official from a municipal group. See Section 3.4(e)\*

A completed Nomination Form and supporting material must be received no later than 12:00 noon on Monday, June 22, 2020. Nominations will not be accepted beyond that date. AMO's Chief Returning Officer, Peter Fay, will certify the nomination. A Nominations Report will be issued no later than Friday, July 24, 2020.

Please forward a completed Nomination Form to the Association via email [amoelections@amo.on.ca](mailto:amoelections@amo.on.ca) or fax at (416) 971-6191 or mail to the attention of Brian Rosborough, Executive Director. Scans and photographic images of documents are acceptable.

All candidates will be contacted to confirm receipt of their nominations and at that time will receive further information on the election process.

If you have any questions regarding this information, please contact Brian Rosborough, Executive Director at (416) 971-9856, ext. 362, e-mail [brosborough@amo.on.ca](mailto:brosborough@amo.on.ca) or Lorna Ruder, Executive Assistant, ext. 341, email [lruder@amo.on.ca](mailto:lruder@amo.on.ca)

### Commitment:

The following is an estimate of time individuals can normally expect to devote for service on the AMO Board of Directors and Executive Committee (i.e. Chair of each Caucus).

Executive Meetings:	10 days
Memorandum of Understanding Meetings: (Executive Committee only)	8 days
Board Meetings:	6 days
AMO Conference:	3 days
Other Commitments: (task forces, other meetings)	up to 6 days, depending on interest

### Board Meetings:

Board meetings are normally held on the fourth Friday in September, November, January, March and June and on the Saturday and Sunday in advance of the AMO Annual Conference in August. The June meeting is normally held in the President's or Secretary-Treasurer's home municipality. In addition to the Board meetings, Board members may also serve on AMO Task Forces.

### Executive Meetings:

Executive meetings are held on the Thursday before a scheduled Board meeting and on the fourth Thursday of the month when there is no Board meeting. Memorandum of Understanding (MOU) meetings are specifically scheduled annually in concert with the Ministry of Municipal Affairs and Housing.

## AMO Board/Executive/Volunteer Expense Reimbursement Policy

This policy applies to members of the Executive and Board as it relates to Executive Committee meetings (including MOU meetings) and Board of Directors meetings.

### ***Travel Expense:***

AMO will reimburse travel expenses in excess of \$300.00 per meeting for AMO Board of Directors, AMO Executive Committee meetings, and MOU meetings, which are generally held in the City of Toronto or the President or Secretary-Treasurer's municipality. Travel expenses refer to airfare, train fare, car mileage, public transit, and parking costs, and shall not apply to AMO Board of Directors/Executive meetings that are held prior to or following the AMO Annual Conference or Symposiums. Members are expected to make the most efficient and cost-effective travel arrangements.

### ***Mileage Rates:***

Automobile travel allowance rates are

- \$0.59 for the first 5,000 kilometers, and
- \$0.53 for each additional kilometer.

AMO's mileage rate is based on Revenue Canada's current "Automobile Deduction Limits and Expense Benefit Rates for Business" and is adjusted annually to reflect any changes.

### ***Accommodation/Meals:***

There is no provision for the reimbursement of accommodation and meals.

### ***Northern Ontario Exception:***

Northern Ontario Executive Committee and Board members are expected to take advantage of airfare savings and make the most efficient and cost-effective travel arrangements. As some Northern Ontario board/executive members have connecting flights making it impossible to complete their travel without incurring accommodation and meal expenses, AMO will reimburse a maximum of three days accommodation and meal expenses.

## Notice of Elections:

Elections will be held for the 2020 -2022 AMO Board of Directors consistent with the AMO By-law No. 2. Positions include:

- President (must be a municipal elected official).
- Secretary-Treasurer (must be a municipal staff official).
- 6 County Caucus Directors. To be Elected: Three elected officials and one municipal employee to be elected by caucus constituency at the conference. Appointed Officials: Chairs of the Eastern and Western Ontario Wardens Caucuses.
- 7 Large Urban Caucus Directors. To be Elected: Five elected officials and one municipal employee to be elected by caucus constituency at the conference. Appointed Official: Chair of the Large Urban Mayors' Caucus of Ontario.
- 6 Northern Caucus Directors. To be Elected: Four elected officials to be elected by caucus constituency at the conference: two from the Northeast and two from the Northwest. Appointed Officials: Chairs of the Federation of Northern Ontario Municipalities and the Northern Ontario Municipal Association.
- 7 Regional and Single Tier Caucus Directors. To be Elected: Six elected officials to be elected by caucus constituency at the conference. Appointed Official: Chair of the Mayors and Regional Chairs of Ontario's Single Tier Cities and Regions.
- 6 Rural Caucus Directors. To be Elected: Four elected officials and one municipal employee to be elected by caucus constituency at the conference. Appointed Official: Chair of the Rural Ontario Municipal Association.
- 6 Small Urban Caucus Directors. To be Elected: Four elected officials and one municipal employee to be elected by caucus constituency at the conference. Appointed Official: Chair of Ontario Small Urban Municipalities.

Each of the above elected caucus members shall serve a two-year term.

Note: in the event the conference is held virtually, conference delegates will vote through electronic means.

\*Excerpt from AMO By-law No. 2, Section 3.4 (e): No Member Municipality may be represented on the Board by more than one Director elected to the Board (either a municipal elected official or a municipal employee) except in the case where the Director is an appointed Director as set out in Section 3.4 b) ii).... (summarized above).





**NOMINATION FORM**  
**2020 – 2022 AMO Board of Directors**

- Candidates reflecting Ontario’s diversity are encouraged to seek election to the AMO Board.
- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Nominations will be accepted no later than **12:00 noon Monday, June 22, 2020.**
- Council Resolution of support must accompany the form and must specify the Board Office position.

**Please type or print clearly:**

---

Nominee’s Name, as it is to appear on the ballot

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Nominee’s Municipal Position Title

---

Nominee’s Municipality

---

Municipal Address (Include Postal Code)

---

Municipal Address (Include Postal Code)

---

Nominee’s Email address and phone number

Nominated for the Office of (check one only):

- ☐ President
- ☐ Secretary-Treasurer
- ☐ Director County Caucus
- ☐ Director Large Urban Caucus
- ☐ Director Northern Caucus
- ☐ Director Regional & Single Tier Caucus
- ☐ Director Rural Caucus
- ☐ Director Small Urban Caucus

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☐ *A Council Resolution confirming Board Office Nomination and Council support for the Nomination is ATTACHED*

**Consent of Nominee and Statement of Qualification:**

I, the Nominee mentioned in this Nomination Form do hereby consent to such Nomination and declare that I am qualified to be elected and to hold the office for which I am nominated.

---

Signature of Nominee and date

**Certificate of AMO's Chief Returning Officer:**

I, Peter Fay, the Chief Returning Officer, appointed by the Association of Municipalities of Ontario, to officiate over these elections, do hereby certify that I have examined the Nomination Form of the aforementioned Nominee filed with me and am satisfied that such Nominee is qualified to be nominated to the office indicated above.

---

Signature of Chief Returning Officer and date

---

Date Nomination Form received in AMO Office



A working group has been formed with representatives from the Temagami Community Foundation and Living Temagami to be part of the local support system for our Municipality of Temagami's businesses and other vulnerable community members.

We will initially work with interested local business owners to facilitate their individual efforts to work through the implications of the COVID 19 measures, available programs and funding and identify where there are still "holes" that are not being addressed in the current announced initiatives. This outreach to the business owners has begun last week.

If you are part of our business community and we have not connected with you yet, please send an email to: [livingtemagami@gmail.com](mailto:livingtemagami@gmail.com) with your contact information and one of the working group members will connect with you.

We will also work collaboratively with local organizations or individuals on initiatives that would be applicable to support the current and future wellbeing and sustainability of our community and its' residents.

Temagami enjoys the reputation of collectively and individually supporting people in times of crisis or unusual circumstances. This is one of those times! We are confident that we will meet this challenge with each individual and organization doing what they can for the collective good of the community.

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau de la solliciteure générale

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416 325-0408  
MCSCS.Feedback@Ontario.ca



132-2020-380

**By e-mail**

April 24, 2020

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

As you may know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force, which mandate every municipality in Ontario to prepare and adopt a Community Safety and Well-Being (CSWB) plan.

As part of these legislative requirements, municipalities must consult with chiefs of police and police services boards or detachment commanders and various other sectors, including health/mental health, education, community/social services and children/youth services, as they undertake the planning process. As previously communicated, municipalities had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be valuable in order to meet the unique needs of the area.

With the COVID-19 outbreak, our government appreciates that municipalities are currently facing unprecedented circumstances in their communities. We also understand that some municipalities may experience delays in their planning and engagement processes as a result of the current provincial emergency.

In order to support our municipal, policing and community partners during this emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amends the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans past January 1, 2021. The amendments came into force immediately upon Royal Assent. This change will help ensure municipalities are able to meet the legislative requirements and complete their CSWB plans. The Ministry of the Solicitor General (ministry) will work with the Association of Municipalities of Ontario, as well as the City of Toronto, to determine an appropriate new deadline that will be set by regulation at a later date. For reference, the new Act can be found at the following link:

<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-189>

This extension will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to the COVID-19 outbreak, while also providing adequate time to effectively undertake consultations, work collaboratively with partners, and develop meaningful and fulsome plans following the provincial emergency. Where possible, municipalities are encouraged to explore

.../2

alternative options to continue on-going planning efforts, such as through virtual engagement (e.g., webinars, teleconferences, online surveys, etc.).

At this time, the ministry would also like to provide some additional resources and remind you of existing resources to further support municipalities and municipal partners as these CSWB plans are prepared and adopted.

The ministry has recently developed two resource documents, which outline examples of data sources and funding opportunities available to support the CSWB planning process (see Appendix A and B). These resource documents were developed in collaboration with the ministry's Inter-Ministerial Community Safety and Well-Being Working Group, which consists of representatives from nine Ontario ministries and the federal government. The documents highlight examples of sector-specific data available at the provincial, regional and local level, which can assist in the identification of local priority risks in the community, as well as funding opportunities that can be leveraged to support the development and implementation of plans.

As you may recall, in spring 2019, the ministry hosted webinar sessions on CSWB planning to assist municipalities, policing and community partners as they began the planning process. The webinars consisted of an overview of the CSWB planning requirements and provided guidance on how to develop and implement effective plans. A recording of these webinars has been made available and can be accessed through the following link: <http://mcscs-erb.adobeconnect.com/p3e0qppm8g30/>.

The ministry has also made updates to its Frequently Asked Questions document to provide more information and clarification regarding CSWB planning, including changes to the CSWB planning provisions that came into force as a result of recent legislation (see Appendix C).

Municipalities are encouraged to continue utilizing the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support the planning process (see Appendix D). This booklet includes the CSWB Planning Framework as well as a toolkit of practical resource documents, including a tool on engagement, to guide municipalities, First Nations and their partners as they develop and implement their plans. The booklet is also available on the ministry's website at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPlanningFramework.html>.

If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Steffie Anastasopoulos, Community Safety Analyst, at [Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca).

Head of Council/Chief Administrative Officer/Municipal Clerk  
Page 3

I greatly appreciate your continued support as we move forward on this modernized approach to CSWB together. Through collaboration, we can work to build safer and stronger communities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Jones', with a stylized, cursive script.

Sylvia Jones  
Solicitor General

Enclosures

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-902

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of all Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of the virus.

Our government knows that an increasing number of municipalities are responding to the COVID-19 outbreak by diverting resources to essential services, instructing non-essential staff to work from home and suspending in-person meetings. We appreciate that the current situation is not “business as usual,” and that meeting statutory timelines associated with decisions on planning applications can be difficult, if not impossible.

In response to requests from municipalities and the Association of Municipalities of Ontario, our government intends to introduce legislation in the coming weeks to allow for the suspension of specified timelines associated with land use planning matters that could be applied retroactively to the date that an emergency was declared. If passed, these changes would provide authority for the Minister of Municipal Affairs and Housing to give municipalities time to focus on the COVID-19 outbreak.

If approved, municipalities and planning boards would still be able to make decisions on land use planning matters during this time if they so desired and can consider using electronic and virtual channels as appropriate to engage and solicit feedback from the public on land use planning matters. It is vital for the economy that we move the administrative process along to the best of our collective ability in order to continue the important job of creating housing and keeping infrastructure projects moving.

Municipalities that instead wish to pause their consideration of planning applications and direct their resources and attention to more immediate priorities would be permitted to do so without the threat of appeal.

We know that such a change could have a significant effect on your municipality’s land use planning matters, but it is necessary to ensure we can all offer our full support to help our health care sector to stop the spread of COVID-19.

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Our government also supports growth paying for growth and ensuring municipalities have the tools to ensure complete communities are built. Therefore, we will also be proposing amendments to the *Development Charges Act* to ensure these important principles would continue during the COVID-19 outbreak.

If passed, our proposed changes would allow municipalities to continue to use their existing development charge bylaw during the COVID-19 outbreak and for a short period thereafter. We know that if a municipality's development charge bylaw is scheduled to expire in the coming months it would be difficult to replace given the current situation. We are taking this measure to ensure municipalities can continue to count on this vital source of revenue for local infrastructure and services.

We have also extended the current Environmental Registry of Ontario posting related to community benefits charges until April 20, 2020. The extension of the Environmental Registry of Ontario posting along with the proposed development charge changes will allow municipalities more time to consider the alignment of future development charge bylaws with the new community benefits tool to support local growth.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Further details and information will be provided once the legislation is introduced.

Sincerely,



Steve Clark  
Minister

c. Association of Municipalities of Ontario



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
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et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-583

March 12, 2020

Dear Heads of Council and Chairs of District Social Services Administration Boards:

Ontario's shortage of market housing, combined with high housing costs, have made it too hard for too many Ontarians to rent or buy a home. Earlier today, our government introduced, the Protecting Tenants and Strengthening Community Housing Act, which supports the government's plan to make life more affordable for Ontarians.

The Bill proposes amendments to the *Residential Tenancies Act, 2006*, *Housing Services Act, 2011*, *Building Code Act, 1992* and proposes the *Ontario Mortgage and Housing Corporation Repeal Act, 2020*.

The proposed amendments to the *Residential Tenancies Act, 2006*, the *Housing Services Act, 2011* and *Building Code Act, 1992* are part of the following:

- [\*\*More Homes, More Choice: Ontario's Housing Supply Action Plan\*\*](#) to make it faster and easier to build housing, including rental housing, and to build the right types of homes in the right places;
- [\*\*Community Housing Renewal Strategy\*\*](#) – a multi-year strategy to stabilize and grow Ontario's community housing sector; and
- **Transforming the Delivery of Building Code Services** by enabling the creation of a future administrative authority that would deliver faster, better and smarter services to support the safe construction of buildings, while continuing to protect public health and safety.

The Bill also proposes to dissolve the Ontario Mortgage and Housing Corporation, through the *Ontario Mortgage and Housing Corporation Repeal Act* which would shift the financial responsibilities for various legacy housing programs from an agency to the ministry. The proposed change would have no impact on programs or the public, as the agency's work is already performed by ministry staff.

More details on our proposed amendments can be found [online here](#). As well, a copy of the Bill should be available on the [Ontario's Legislature's website](#) within 24 hours.

.../2

On behalf of our government, I would like to extend our thanks for your support in working with the ministry to improve housing affordability and supply in Ontario. We look forward to working with all of our municipal partners and are committed to continuing discussions with you in the coming months to inform and assist the government in delivering housing for all Ontarians that meets their needs and their budget.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is fluid and cursive, with the first name "Steve" and last name "Clark" clearly distinguishable.

Steve Clark  
Minister

**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held at Au Château  
on February 19, 2020 at 12:00 noon**

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PRESENT:	Lise Senécal	Chairperson
	Léo Malette	Vice-Chairperson
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Henri Laflamme	Chief Financial Officer / Treasurer
	Dan O'Mara	
	Corinne Restoule	Financial Accountant
	Joanne Savage	

---

**01. Meeting called to order**

Meeting was called to order.

**02. Declaration of Conflict of Interest**

No declaration of conflict of interest was declared.

**03. Elections**

The Administrator chaired the elections having the following resolutions being adopted:

Resolution No. 7

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT Lise Senécal be appointed Chairperson for the year 2020.

Carried

Resolution No. 8

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT Léo Malette be appointed Vice-Chairperson for the year 2020.

Carried

**04. Adoption of Agenda**

Resolution No. 9

Moved by : Yvon Duhaime  
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Agenda of the Annual Meeting on February 19, 2020 be approved as amended at 12:03 pm.

Carried

**05. Adoption of Minutes**

Resolution No. 10

Moved by : Léo Malette  
Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the Minutes of the Regular Meeting held January 15, 2020 be approved as presented.

Carried

**06. New Business:**

**a) LHIN's – Declaration of Compliance**

The Board approved the signing of the Declaration of Compliance Report as part of our commitment to the Long-Term Care Service Accountability Agreement therefore the following resolution was passed:

Resolution No. 11

Moved by : Léo Malette  
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Board Chair and Administrator sign the Schedule E – Form of Compliance Declaration of the Long-Term Care Service Accountability Agreement.

Carried

**07. Unfinished Business:**

**a) Budget Presentation**

The Chief Financial Officer presented the budget for review. After discussion the following resolution was adopted:

Resolution No. 12

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the Budget for the year 2020 be approved as presented.

Carried

**08. Other Business / Information Items:**

- a) The March meeting is scheduled for March 11<sup>th</sup>, 2020 at 12:00 noon.
- b) The April meeting is scheduled for April 29<sup>th</sup>, 2020 at 12:00 noon.

**09. Adjournment**

Resolution No. 13

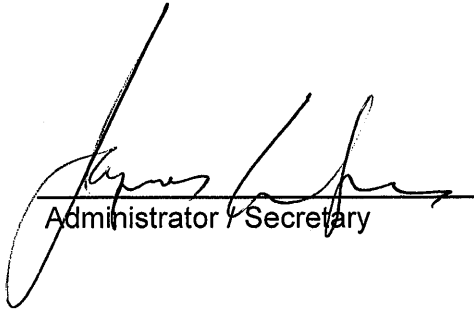
Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the meeting now adjourn at 1:22 pm

Carried

  
Chairperson

  
Administrator / Secretary

**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held in Au Château's Boardroom  
on March 11, 2020 at 12:00 noon**

---

PRESENT: MEMBERS :	Lise Senécal	Chair
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Léo Malette	Vice-Chair
	Dan O'Mara	
	Joanne Savage	
	Nicole Janson	Recording Secretary

---

**01. Meeting called to order**

Meeting was called to order.

**02. Declaration of Conflict of Interest**

No declaration of conflict of interest declared.

**03. Adoption of Agenda**

Resolution No. 14

Moved by : Yvon Duhaime

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Agenda of the Regular Meeting on March 11, 2020 be approved as amended at 12:00 pm.

Carried

**04. Adoption of Minutes**

Resolution No. 15

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the Minutes of the Regular Meeting held February 19, 2020 be approved as presented.

Carried

**05. New Business:**

**a) Health & Safety Committee Meeting Minutes**

After clarification of a few items, the Health and Safety Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 16

Moved by : Yvon Duhaime

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Minutes of the Joint Health and Safety Committee have been received.

Carried

**b) Quality Management Team Meeting Minutes**

The Quality Management Team Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 17

Moved by : Léo Malette

Seconded by : Dan O'Mara

BE IT RESOLVED THAT the Minutes of the Quality Management Team have been received.

Carried

**c) MOHLTC Inspection Report**

Administrator summarized the reports and advised the Board that action plans have been taken to address the issues and meet compliancy.

d) **MOHLTC – Public Inquiry Update**

The Board was informed that the recommendations made by the Ministry were already implemented by the Home and is in compliance with these guidelines.

e) **Bus Driver Update**

Administrator informed the Board that the Home has recently hired a new bus driver.

f) **LHIN's Therapy Services - Discontinued**

Due to the transition of the therapy service from the LHIN's to the Homes, and lack of funding, Administrator advised that some of the expenses for this service, will be recuperated through the O.T. assessment fees.

g) **Strategic Plan – Ministry Meeting Updates**

Administrator informed the Board that a conference call was held between the Ministry, Advantage Ontario, Dan O'Mara, Joanne Savage and himself regarding the following:

- 1. Do we have to redevelop?
- 2. Retrofit of sprinklers – exemption of redevelopment - will funding be available?
- 3. Temagami's request for removal from the Board
- 4. Municipality of West Nipissing's financial position to maintain the Home.

All questions raised will be researched and reviewed by the Ministry and will respond accordingly.

Administrator also informed the Board that a meeting was held with DNSSAB who will provide contact names from MMA and CMHC in order to schedule a meeting to further discuss the current situation.

h) **Update on corona virus**

Based on recent Ministry recommendations, the Home will now be performing mandatory active screening.

06. **Unfinished Business:**

a) **Financial Report**

None presented.



**b) Administrative Report**

There being no further discussion other than what was presented on the report, the Administrative report was adopted as presented and the following resolution was passed:

Resolution No. 18

Moved by : Dan O'Mara

Seconded by : Léo Malette

BE IT RESOLVED THAT the Administrator's Report be accepted as presented.

Carried

**07. In-Camera Session**

None

**08. Other Business / Information Items**

**a) Next Meeting**

The next meeting is scheduled for April 29<sup>th</sup>, 2020 at 12:00 noon.

**b) Information Items**

Information package on the AdvantAge convention was provided to those who showed interest in attending.

**09. Adjournment**

Resolution No. 19

Moved by : Léo Malette

Seconded by : Dan O'Mara

BE IT RESOLVED THAT the meeting now adjourn at 1:10 pm.

Carried

Chair

Administrator / Secretary

*Temagami Fire Department*  
*Monthly Report of Activities*  
for the month of: *February 2020*

---

**0 Activation**

- No activations in February

**Training:**

- 3 training meetings – ropes & knots, Self-Contained Breathing Apparatus (SCBA) cleaning/sanitizing, equipment maintenance

**Fire Prevention:**

- Fire Inspection follow-up, fire safety plan review/approval – Temagami Catholic Church
- Fuel spills plans, questions, plan review
- Fire Safety Plans for Lake Temagami Youth Camps: review ongoing
- Fire Safety Plan from School reviewed – request for revision / corrections
- Municipality working on updating Fire Safety Plan for Welcome center, Community hall & arena

**Fire Education:**

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter
- Work continues on info package for Tourist Camps regarding Fire Code requirements

**Other:**

- Chief met with Mutual Aid Co-coordinator – reminded of Mutual Aid Plan requirement for council review of E&R Bylaw and Mutual Aid participation bylaw (if required). Suggested the Automatic Aid Agreement between Marten River & Temagami be formalized.
- Radio Service provider setting up radio transmission recorder
- Draft operations Budget prepared, awaiting review by senior staff
- Preparing funding applications for fire department laundry equipment
- 1 firefighter remains on medical leave
- 1 member absent from training +12 weeks, requiring *return to duty evaluation* prior to responding to activations

*Jim Sanderson*

Fire Chief, Temagami Fire Department

Date: *March 2, 2020*

*Temagami Fire Department*  
*Monthly Report of Activities*  
for the month of: *March 2020*

---

**1 Activation**

- March 26, 10:44 AM - Trees on hydro lines on fire (following heavy wet snow storm) – Chief contacted caller/owner, obtained sufficient information, determined no threat to public or property, on-scene response not required, Department stood down – 5 members activated.

**Training:**

- 3 training meetings – pump (theory) training, driving skills testing, equipment maintenance
- 1 department conference-call / e-training – discussion/information session on Covid-19 safety protocols and Operational Guidelines implemented for Temagami Fire.

**Fire Prevention:**

- Review of Fire Safety Plans: ongoing

**Fire Education:**

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter
- Work continues on info package for Tourist Camps regarding Fire Code requirements

**Other:**

- Draft Operating Budget reviewed with senior management
- Provincial Mutual Aid Coordinators Annual Conference / Workshop cancelled
- Northeastern Fire Educational Conference cancelled (3 members scheduled to attend)
- Chief attends multiple Municipal Emergency Management, COVID-19 cycle meetings
- Completed survey requests from Mutual Aid Coordinator & OFMEM for data on COVID19 responses, & Department Personal Protective Equipment(PPE) supplies
- Chief participated in Conference (e-web) call with Ontario Fire Marshal re: COVID19 & PPE
- Submitted funding applications for fire department laundry equipment /washer/extractor
- 4 new Operational Guidelines for Covid-19: hall entry, response precautions, hall/equipment cleaning/disinfecting
- 1 firefighter remains on medical leave
- 1 member absent from training +120 days, *return to duty evaluation* required prior to responding to activations

*Jim Sanderson*

Fire Chief, Temagami Fire Department

Date: *March 8 2020*

*Temagami Fire Department*  
*Monthly Report of Activities*  
for the month of: *April 2020*

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## **0 Activations**

### **Training:**

- 4 meetings – 3 via telephone conference calling, 1 in-house practice with reduced staff (2 similar practices held the same night) – COVID-19, vehicle fire theory, response theory and modifications to core service delivery for firefighter safety

### **Fire Prevention:**

- Review of Fire Safety Plans: ongoing
- Investigated one complaint of suspected Open Air Burning during Restricted Fire Zone

### **Fire Education:**

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter
- Replied to an inquiry regarding campfires and fire bans
- Chief attended webinar on Managing Your Department during Covid-19 (Hicks, Morley)

### **Other:**

- Chief attends multiple Municipal Emergency Management, COVID-19 cycle meetings (average of 3 a week)
- Restricted Fire Zone (RFZ) implemented for the entire Ontario Fire Region (Muskoka area to the Manitoba border)
- Posted RFZ posters around town
- Proposed changes to the Open Air Burning Bylaw submitted for council consideration allowing Organized Campgrounds, under specific conditions during a RFZ, an exemption from the municipal burning bylaw.
- Completing weekly survey requests from Mutual Aid Coordinator & OFMEM for data on COVID19 responses, & Department Personal Protective Equipment(PPE) supplies
- Chief participated in Conference (e-web) call with Ontario Fire Marshal re: COVID19 & PPE
- Submitted funding applications for fire department laundry equipment: Bunker Gear dryer
- Zoom training, participated remotely via Zoom in the April 23<sup>rd</sup> Special Council meeting
- Provided recommendations on Fire Department portion of the User Fee By-law
- Sanitizing / disinfecting high traffic areas in the Fire Hall
- 1 firefighter remains on medical leave
- 1 member absent from training +120 days, *return to duty evaluation* required prior to responding to activations

*Jim Sanderson*

Fire Chief, Temagami Fire Department

Date: *May 4, 2020*



## MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

Fire Chief Paul Elliott  
2877 Highway 11 North  
Marten River, ON  
POH 1T0  
705 471 5874  
[mrfire@temagami.ca](mailto:mrfire@temagami.ca)

### MONTHLY REPORT MARCH 2020

#### **INCIDENTS**

- March 7<sup>th</sup> Marten River fire fighters attended to a MVC involving a moose and a SUV on Highway 64. Members controlled the scene, set out flares, cut battery connection, checked for leaking fluids and performed traffic control function at request of the OPP until tow vehicle arrived to remove moose and vehicle from the highway.
- March 14<sup>th</sup> Fire fighters responded to a highway tractor leaving Highway 11 and crashing in to the Big Fish. Call was not as reported and no action was required.
- March 23<sup>rd</sup> This department was called for medical response to a female senior on Marten Lake Road with possible stroke symptoms. Fire fighters monitored the patient until EMS arrived.
- March 26<sup>th</sup> Fire fighters attended to a medical call to the residence of a senior on Highway 11. Oxygen was administered and the patient monitored until EMS arrived.

#### **TRAINING**

- March 2<sup>nd</sup> Deputy Chief/ Trainer Siegner did practical testing for Oxygen Administration certification. Fire Chief Elliott went over the cold weather operations of the water systems/pump panels for the fire trucks.  
On Pump 4 a new push button switch was installed for the hose reel as well as chargers for the rechargeable flashlights and wrench brackets. All the trucks were washed.
- March 16<sup>th</sup> Deputy Chief/ Trainer Siegner lead the annual WHIMS review. COVID 19 Policy and Procedures were discussed.

#### **MEETINGS**

- March 16<sup>th</sup> Fire Chief Elliott attended the Emergency Operations Centre meeting at the municipal office regarding preparations required for COVID 19.
- March 30<sup>th</sup> Fire Chief Elliott & Captain Elliott were involved in a teleconference with Sahar Zalma of the Office of the Fire Marshal regarding Ministry of Health directive for use of Personal Protective Equipment for frontline fire personnel during the COVID 19 pandemic.
- March 30<sup>th</sup> Fire Chief Elliott attended the EOC meeting by telephone. Discussion included updated from the Minister of Health, Travel outside of the district, cottagers, group size limit change to five persons and COVID 19 update #9
- March 31<sup>st</sup> Fire Chief Elliott attended the Public Health teleconference with Public Health focusing on vulnerable populations and community partners. The Purpose was to identify:

vulnerable groups/individuals, current programs, deficiencies in the current programs, funding and possible solutions.

March 31<sup>st</sup> Fire Chief Elliott attended by telephone the EOC meeting. Discussion consisted of current local/provincial/national statistics for COVID 19, member's reports, new signage for public space, public health directives for seniors over 70 and immunocompromised persons and COVID 19 Information Bulletin #10.

#### FIRE PREVENTION & PUBLIC EDUCATION.

Change your clock; change your batteries message was posted on MRVFFTA Facebook

The illuminated sign at the fire hall conveys the current COVID 19 directive to Stay Home.

An Email was sent to the community advising that they find Information and Updates on COVID 19 at [Temagami.ca](http://Temagami.ca)



Change your clock,



CHANGE your batteries

#### OTHER

A guidance note for COVID 19 incidents was prepared and emailed to all fire fighters.

The Personal Protective Survey was completed and sent of OFM Fire Protection Adviser, Tara Hamilton.

The March 21, 2020, Marten River Winterfest was cancelled due to public health directives. We thank all of the sponsors that donated to this event. Their donations will be held for use when we revisit the Roaring 20's theme in 2021 (Letter to sponsors attached.)

**For COVID 19 Information and Updates**

**See [Temagami.ca](http://Temagami.ca)**

**To receive email bulletins and alerts contact [communicate@temagami.ca](mailto:communicate@temagami.ca)**



## MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

Fire Chief Paul Elliott  
2877 Highway 11 north  
Marten River, ON  
POH 1T0

705 471 5874  
[mrfire@temagami.ca](mailto:mrfire@temagami.ca)

### APRIL 2020 MONTHLY REPORT

#### INCIDENTS

- April 10<sup>th</sup> Marten River fire fighters were dispatched to a tractor trailer with “Danger” placards in the ditch on Highway 11 North of Richfield Road. Fire fighters controlled the scene, set out flares, directed traffic, preformed fire prevention functions and put down absorbent mats to mitigate a diesel fuel leak. The cargo was loaded batteries.
- April 13 The department responded to a tree on powerline sparking on Highway 11 5KM north of Marten Lake Road. The Location to the scene could not be found.
- April 14 Members were called to a tractor trailer on fire on Highway 11 7 km north of Highway 64. Fire fighters controlled the scene set our fires directed traffic and extinguished the fire at the rear right hand trailer tires and cooled the trailer wheels and braking system an both sides.

#### TRAINING

- April 10 Following the MVC call members stayed to discuss new COVID 19 protocols for  
**Medical Responses**, - New COVID 19 SOG, PPE, airway management changes, naloxone use changes and VSA Protocols  
**Work Place** - Complete health forms and take temperature, stay home if sick or if a family member is sick. Physical distance and wear a mask when physical distancing cannot be achieved including in the truck cabs  
**Ministry of Natural Resources –Forestry-** Restricted Fire Zone and forest fire response by municipal fire departments.

NO OTHER TRAINING WAS HELD DUE TO COVID 19 RESTRICTIONS.

#### FIRE PREVENTION

The restricted fire zone was added to the Illuminated sign at the fire hall.

## **MEETINGS**

Fire Chief Elliott has been involved with **the Emergency Control Group** responding to the COVID 19 pandemic, through teleconference 2-3 times each week. This is a coordinated effort to keep everyone healthy during this emergency and the messaging keeps us informed. (temagami.ca.)

On April 7<sup>th</sup> Fire Chief Elliott Teleconferenced with **Nipissing East Parry Sound Mutual Aid Fire Chiefs**, the MNR-F and OFM-EM personnel regarding restricted fire zones, forest fire management and managing the fire departments and mutual aid responses through COVID19.

On April 15 Fire Chief Elliott teleconferenced with the **Nipissing East Parry Sound Mutual Aid Fire Chiefs**, and MNR-F and OFM.

Discussion – MNRF SP103 training and municipal compensation from MNRF

-PPE survey with OFM

-PPE sourcing

On April 20<sup>th</sup> Fire Chief Elliot was on a WEBEX call with, **Fire Marshall J. Pegg, Solicitor General S. Jones, Premier Ford and Ontario Fire Chiefs.**

Discussion- acquiring PPE, completing weekly PPE surveys including PPE burn rate, fire department encouraged to source as much PPE as possible for themselves, weekly staffing surveys to determine the impact of COVID 19 on Ontario fire fighters, COVID 19 Test Results Portal and it's appropriate use, priority testing for Fire fighters with COVID symptoms.

On April 21 Fire Chief Elliott teleconferenced with **Nipissing East Parry Sound Mutual Aid Fire Chiefs.**

Discussion- Critical shortages of PPE to be reported to OFM adviser. Using minimum gear on initial patient assessment to minimize contamination to gear- decontaminating bunker gear- training possibilities (smaller groups, outside, WEBEX) fire fighter self-monitoring and use of masks- celebration drive byes – northern flood evacuees.

## **OTHER NEWS**

Thanks to fire fighters N. & T. Malbrecht for cleaning at the hall including sweeping the sand off the front apron.

### **Local COVID 19 response**

Thanks to the Marten River Community for following the regulations and only going out for essential needs. Thanks to the many community members who are shopping, baking and generally looking out for our seniors. Our prayers go out to members of the community that are essential workers. We thank you for the services you provide.



# MARTEN RIVER VOLUNTEER FIRE DEPARTMENT



## ANNUAL REPORT 2019

### Prevent-Prepare-Protect



# MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

## ANNUAL REPORT

2019

### FIRE CHIEF'S REMARKS

*On behalf of the dedicated men and women of the Marten River Volunteer Fire Department I am pleased to present the 2019 Annual Report. It has been a pleasure and privilege to serve as fire chief for the devoted members of this department , the Marten River community and the Municipality of Temagami.*

*We recognize the tremendous investment of trust that the community places in this department and are committed to providing them with the best return we can in order to reduce human suffering, property loss and environmental damage within the Marten River fire and highway service jurisdiction. Serving in a professional, competent and compassionate manner.*

*Fire Chief Paul Elliott*



## SUMMARY OF RESPONSES

**2019**

THE MARTEN RIVER FIRE DEPARTMENT WAS ACTIVATED **32** TIMES

DURING THE PERIOD

January 1, 2019 to December 31, 2019

### HIGHWAY ACTIVATIONS 18

#### 14 SINGLE VEHICLE INCIDENTS

#### 4 MULTI VEHICLE INCIDENTS

- 2- Highway activations that were dual dispatch with Temagami Fire Department
- 6- Incidents that involved heavy truck
- 0- Incident that involved recreational vehicles
- 2- Incidents that required extrication using the Jaws of Life
- 3- Vehicle fires
- 0- Incidents where there was a fatality
- 15- Persons suffering injuries as a result of these incidents and received medical assistance
- 5- Incidents that involved wildlife ( 4 Moose, 1 Deer, 1 Black Bear)

### FIRES 1

- 1- Personal property machinery

### UTILITY ACTIVATIONS 2

- 2- Union Gas

### Tiered Response Medical 11

- 4- Incidents where Oxygen was administered
- 0- Incidents where CPR / AED was performed

#### STANDARD RESPONSE COVER

Average # of fire fighters 8.4

Average Response Time 13.1 minutes

Average Distance to incident 8.2 Kilometers

## Marten River Fire Department

### Summary of Activations 2019

MONTH	DAY	INCIDENT TYPE	EST KMS	RESPONSE TIME IN MINUTES	PROPERTY CLASS	LOCATION	#FF'S	EST FIRE LOSS	COMMENTS
January	13	Medical	4	15		Address Marten Lake Rd	9		Patient with breathing difficulty monitored patient until EMS arrived
	20	Medical	4	8		Address Hwy 11	6		Patient with breathing difficulty monitored patient until EMS arrived
	23	MVC	4	13	Vehicle	Hwy 11 @ Marion Lake	9		Single vehicle with smoke showing. FF's secured the scene, controlled traffic, did fire prevention tasks & warmed the driver
	24	Medical	2	7		Address Arthurs Rd	11		Administered oxygen and monitored patient with cardiac condition.
	27	MVC	12	26	Vehicles	Hwy 11 at 911#3709	5		2 vehicle collision with 3 persons injured. FF's extricated driver, set out flares, directed traffic.
	28	Fire	18	26	Vehicle	Hwy 11 @ Yellowstone Rd	8	5,000	Tractor trailer wheel on fire
February	8	MVC	13	29	Vehicles	Hwy 11 N of Tonomo Rd	9		2 Tractor-trailers 4 persons injured
	22	Medical	1	3		Address Arthurs Road	8		Oxygen Administered/patient monitored
March	17	Fire	2	13	Vehicle	Hwy 64 1km S of Hwy11	13	30,000	Control scene Extinguish fire, setout flares, control traffic
	20	MVC	11	15	Vehicles	Hwy 11 S of Tonomo Rd	12		2 injured drivers extricated, control scene & traffic.
April	10	Fire	7	8	Machinery	Address Hwy 11	11	2,500	Bobcat skid steer loader
	18	Medical	7	3		Address McLaren Rd	9		Patient with chest pains. Monitor patient until EMS arrive
May	27	MVC	1	11	Vehicle	Hwy 11 @ Hwy 64	3		Tractor trailer & 2 moose. FF'S secured the scene, monitored injured driver

## Marten River Fire Department

### Summary of Activations 2019

MONTH	DAY	INCIDENT TYPE	EST KMS	RESPONSE TIME IN MINUTES	PROPERTY CLASS	LOCATION	#FF'S	EST FIRE LOSS	COMMENTS
May	28	MVC	8	5	Vehicle	Hwy 11 @ Richfield Rd	10		Car vs moose FF's controlled the scene monitored injured driver, directed traffic
June	28	MVC	5	8	Vehicle	Hwy 11 N of Hwy 64	4		Car vs deer
July	11	UTILITY	3	7	Natural Gas	3017 Hwy 11	11		Indications of leaking gas
	14	UTILITY	3	8	Natural Gas	3017 Hwy 11	10		Indications of leaking gas
	31	Medical	9	14		Address Red Cedar Lk Rd	12		EMS on scene FF's assisted.
August	2	Medical	17	13		Address Old Mill Rd	9		EMS on scene FF's assisted.
	7&8	Fire	16	26	Vehicle	Hwy 11 N of Rattler Rd	11	60,000	Motorhome rolled in ditch, fire extinguished, Hydro alerted as overhead wires damaged
	23	Medical	19	20		Ridgewood cottages Hwy 11	9		EMS on scene FF's assisted.
September	9	MVC	7	11	Vehicle	Hwy 64 3.8km S of Hwy 11	11		monitor injured driver, control scene and direct alternating traffic
	11	Medical	10	7		Address Marten Lake Rd	2		Monitor patient that suffered a fall until EMS arrive
	24	Medical	10	7		Address Marten Lake Rd	6		Monitor patient until EMS arrive
October	11	MVC	15	14	Vehicle	Hwy 11 @ Bluestone Rd	6		Car Vs Black Bear 2persons injured
November	5	MVC	8	14	Vehicle	Hwy 11 N of Richfield Rd	9		single vehicle
	5	MVC	8	13	Vehicle	Hwy 11 N of Richfield Rd	8		Tractor trailer /fuel leaking
	26	Medical	7	17		Address Marten Lake Rd	9		Stroke symptoms Monitor until EMS arrive
	30	MVC	8	15	Vehicle	Hwy 11 @ Marten Lake Rd	6		Car vs moose 1 person injured. FF's secured the scene monitored patient, controlled traffic.
December	10	MVC	10	14	Vehicle	Hwy 11 N of Richfield Rd	5		Mail Truck off road. Do fire prevention tasks
	12	MVC	10	16	Vehicle	Hwy 11 S of Bidwell Rd	7		Controlled traffic
	14	MVC	4	14	Vehicles	Hwy 64 @ Pozniak Rd	11		2 vehicles no injuries.

## MEMBERSHIP

### The Marten River Fire Department

#### Roster as at December 31, 2019

Position	Name	Years of Service
• Fire Chief	Paul Elliott	22
• Deputy Chief/Trainer	Anne Siegner	17
• Captain	Mary Jane Elliott	20
• Captain	Charles McDougal	6
• Captain	David Smetana	3
• Captain	Rachel Cantin	3
• Fire Fighter	Raymond DesRoches	14
• Fire Fighter	Joyce MacKenzie	15
• Fire Fighter	Ivan Seguin	10
• Fire Fighter	Robin Bryan	5
• Fire Fighter	Marg Bryan	5
• Fire Fighter	Norm Malbrecht	5
• Fire Fighter	Tina Malbrecht	5
• Fire Fighter	Jackie Devost	3
• Fire Fighter	Rachel Cantin	3
• Fire Fighter	John Robichaud	3
• Fire Fighter	Peter Christie	3
• Fire Fighter	Ron Brandow	3
• Fire Fighter	Nicole Bedard	3
• Fire Fighter	Roderick Bossert	1
• Fire Fighter	Ronda Nichols	1
• Fire Fighter	Francis Lagrou	New Member



Long Service pins were presented by

Mayor Dan O'Mara and Fire Chief Elliott to:

5yr. service	Captain Charles McDougal
	Fire fighter Ivan Seguin
10yr. service	Fire Fighter Joyce Mackenzie
	Fire Fighter Raymond DesRoches
15yr. service	Deputy Chief/Training Officer Anne Siegner
	Captain Mary Jane Elliott
20yr.service	Fire Chief Paul Elliott

Congratulations to these dedicated fire fighters.

Marten River's Fire Department and community are grateful for your enthusiastic service.

A. Siegner has accepted the promotion from Captain to Deputy Chief. She has served with the Marten River Fire Department since 2002. In the past 17 years she has used her experience as owner of Lakeside Training Serves to lead this department's emergency medical, fire fighting and required by governments training.

D. Smetana and R. Cantin have accepted promotions to Captain positions. This department will much benefit from their leadership.

I wish to at this time express my sincere appreciation to all the Marten River firefighters who commit so much time ,at incidents **YES** but also for training, fire prevention, equipment and fire hall maintenance ,paperwork ,fundraising ,.... and to the fire department families for their understanding and support.



## **TRAINING.**

In the pursuit of improvement, fire fighters continue their training on the first and third Monday of each month. Deputy Chief/Trainer Siegner uses the Essentials of Firefighting Edition 5 manual, action training videos, workbook, power-point presentations and hand on exercises. The following topics have been studied in 2019:

- ◆ Breathable Air Compressor Operations
- ◆ Reports and Reporting
- ◆ Portable Water Pumps
- ◆ Pumper Panel and Foam Systems
- ◆ SCBA Training and Testing
- ◆ Auto Extrication Demonstrating Technics
- ◆ CAF system
- ◆ Drafting from Dry Hydrant and Lake
- ◆ Small Engines Safe Operations including: portable pumps, generators, hydraulic pump, chain saws and cutoff saws
- ◆ Orientation Spartan Pumper
- ◆ Forcible Entry
- ◆ Practical Decontamination
- ◆ Spartan Triple combination 1050 GPM Pump

### **Rescue and Medical Training**

- ◆ Canadian Red Cross CPR certification
- ◆ Canadian Red Cross Emergency First Aid Training
- ◆ Oxygen Administration Certification
- ◆ Spinal Immobilization and KED Device Applications
- ◆ Accessibility Training
- ◆ Naloxone
- ◆ Boots on the Ground Mental Health Awareness
- ◆ Air Ambulance Landing Zone Procedures
- ◆ Rescue retriever, Rescue Snowmobile and Sled and Helmet Removal

### **Other Training**

- ◆ Motor vehicle incidents involving livestock trailers
- ◆ WHIMS
- ◆ Emergency Response Guidebook
- ◆ North Eastern Fire Education Conference: In Honor of the Charleston 9—A Study for Change\_Leading Volunteers Through the Changing Environment, Personality to Professionalism, Decontamination, Fire Attack Utilizing Various Streams, Marijuana Grow Operations and Clandestine Drug Labs Hazards, & (4) Workshops —Smoke & CO Alarms, Advance Rapid Response Extrication, Leadership and Training Officer - Develop Plans & Achieve Certification.

## **BUDGET**

Municipality of Temagami council approved an operating budget of \$90,595.00 for the 2019 Marten River Fire Department/Community Center operations. The actual expenditures for the year amounted to \$ 86,887.11.

### **Small equipment Purchased Included:**

- Cellphone to accommodate data for “Who’s Responding”
- 3 Nomex Coveralls
- Decontamination Kits for Pumper 4 and Rescue3
- Decaling replaced on New Fire Hall Doors
- Decaling for Pumper4
- 3 Battery Tenders
- 17 MSA European Style firefighting XF1 fire helmet w/ lights were ordered and received from Safedesign Apparel Ltd.



### **Equipment inspections include:**

- Core Fire Safety completed the annual inspection for the department’s fire extinguishers and the kitchen’s fire suppression system.
- Timiskaming Health Unit to completed the annual fire hall inspection
- David Phillips, Aerodrome Compliance Coordinator, Ornge, did the annual Helipad Compliance Inspection
- A.J. Stone completed the annual inspection for eight SCBA unit and eight SCBA face masks
- Annual Safety inspections were completed for Rescue 3, Rescue5 and Pumper4

### **Purchased made for Fire hall/community center include:**

- ♦ Jim Moore Petroleum changed out the furnace oil tank, installing a new fiberglass fuel oil storage tank that has a 30 year life span.

### **A Capital Budget in the amount of \$55,500.00 was allocated to the department. Capital items purchased included:**

- ♦ Hurst E-draulic Jaws of Life equipment including 1– SC757E2 combination cutter/spreader, 1-S788E2 cutter, 1-SP555E2 spreader, 1-R421E2 hydraulic ram and a 1110V adapter power supply were acquired, replacing the fire department’s 30+ year old hydraulic Jaws of Life.



- ♦ Marten River Fire Department was able to procure a 1992/1993 Spartan Pumper Truck with: safety check completed, a triple combination pump, Odometer reading 100,000 ,a Hale 1050 GPM pump that was flow and pressure tested two weeks prior to purchase , Detroit diesel engine, foam, cannon, generator panel, Tires new last year and 2 ladders (current inspection completed) for the price of \$7,500. This truck should serve us well as an interim truck until a new pumper truck can be afforded .

## **Revenue**

The municipality anticipated that the Marten River Fire Department would generate \$27,600.00 of revenue. The actual income produced during the period was \$24,634.69. Revenues include \$5,625.00 in emergency and fire response contracts, and \$ 18,150.00 for user fees and highway activations recovery, \$80.00 for burn permits and 779.00 in donations.

**Marten River Fire Department made application to the Jenny’s Heroes Canada 2019 Fire Service Equipment Grant, three times. The applications were made to access bunker gear for members that are currently wearing mismatched not made to measure, and or out dated gear. We were unsuccessful every time.**



## **FIRE PREVENTION AND COMMUNITY AWARENESS**

- The Ministry of Natural Resources "Fire Smart Manual" was Emailed to residents as a guide to how they can best protect their rural properties from wildfire.
- At the BREAKFAST WITH SPARKY on June 30th fire prevention information was spread in the following ways:  
The OFM's safety council's "Spring into Summer Kit" was distributed.  
Smoke alarms were sold to the community at cost  
150 FREE Smoke alarm batteries were distributed  
The Ministry of Natural Resources Fire Smart manuals were placed at each place setting. 200 were distributed.  
A power point movie was created showing the history of Sparky and fire prevention tips. It was projected on the wall throughout the event  
The NFPA's Website Sparky.org played continuously on the Smart TV  
Mini Hockey Sticks with the Sparky.org website information were given to children. This website is a great educational resource with fire prevention messages in pictures, stories, games and videos.
- At the Marten River Pork Barbecue, Fire prevention materials from the "Spring into Summer Kit" were distributed. Alarm batteries were handed out and new smoke and carbon monoxide alarms were available for sale. The Ministry of Natural Resources' Fire Smart magazines were set out at each of the 200 place setting
- At the Aug.4th Community Yard and Bake Sale fire prevention materials and promotional items from the "Spring into Summer Kit" were distributed. Smoke Alarm batteries were available FREE for anyone needing to replace one. Smoke and carbon monoxide alarms were available for sale. Fire Smart Magazines were put into shopping bags with purchase. Sparky.org played on the Smart TV throughout the event.
- We continue to use the department's illuminated sign to get out fire education messages regarding smoke and carbon monoxide alarms including the Fire prevention week slogan—  
NOT EVERY HERO WEARS A CAPE— PLAN YOUR FIRE ESCAPE



The **Bill Edwards Memorial Award** was presented to Madeleine Jackson, by Captain Bill's daughter Kim and her family.

This award honors the contributions made by Captain Edwards and is presented each year to a community member that serves and inspires others to serve.

Madeleine is always supportive of the projects taken on by the "Sisters-By Choice" and often has taken on a leadership role. The quilt project that outfitted the fire hall kitchen and installed the valuable community illuminated sign benefited by her guidance, work and talent. She took the role of organizing the food for the Ladies Teas raising monies for the Canadian Cancer Society. In the past she was instrumental in the organization of the Rummage Sales that raised funds for the North Bay Hospital Foundation and for a local mission, insuring that everything that was donated went to a worthy cause. Madeleine has for many years taken charge of the Winterfest lunch and donated beautiful handcrafted items to this event. Madeleine's generosity extends beyond this community organizing Christmas packages for Canadian Soldiers in Afghanistan and for Christmas gifts for the Women's mission. For the past two years she has organized the Clean Out Your Closet Sale with proceeds going to Northern Ontario Families of Children with Cancer. She is a generous neighbour and friend bringing her handcrafted items, baking, pickles and fruits of her garden to those around her. All of the "Sisters" have enjoyed the benefit of her baking for meetings. Gardening is by the way a passion she had shared with Bill as is feeding people.



## Donations

- ◆ The sale of **carbon monoxide and smoke alarms** at cost was facilitated by the Marten River Volunteer Fire Fighting Team Association who again fronted us the cost of the product for us.
- ◆ Also a big thanks to Moore's Propane for providing the propane to operate the fire hall kitchen and outdoor burners for our events.
- ◆ New uniform shirts were purchased for Marten River fire fighters by the Marten River Volunteer Fire Fighting Team Association. Many thanks for this gift.
- ◆ Our friends at the London Fire Department donated two TA Hydraulics Fog Fighter nozzles to Marten River one unit had never been used.
- ◆ We thank Ted and Madeleine for the donation of a refrigerator for the use of the fire department. This unit replaces a very old one that was used for emergency water, ice and gel packs.
- ◆ The dishes at the Temagami Community Centre were replaced. Their older dishes were delivered to Marten River fire hall. There are 100+ of bowls, mugs, plates, cutlery....
- ◆ Marten River Fire Department was notified of a \$75.00 donation made in memory of the Late Terri Fisher.
- ◆ Thames Center Fire Department has donated two firefighting hose nozzles.



## CONCERNS AND FOCUS

- ⇒ **Pumper Truck** . We appreciate that with the assistance of North Bay Fire Department we were able to acquire at a very reasonable price a 1992 Spartan Pumper truck to cover our immediate needs. However council should not lose sight of the fact that this is just an interim solution and the purchase of a new pumper truck for this department should be undertaken as soon as possible.
- ⇒ **Bunker Gear**. Eight fire fighters now are using bunker gear that is either out of date, mismatched or not made to measure. This deficiency will have to be addressed.
- ⇒ **Fire Fighter Certification**. Although Regulation 379/18 has been rescinded fire fighter certification requirements are still coming. The OFMEM, OAFB and OAFF are continuing to work on a model for change. Finding candidates willing to dedicate so much of their precious time to reach the goal of certification will be difficult. Also the availability of good inexpensive, flexible on line training has to be addressed. Considerable amount of money will need to be added to the budget to allow for fire fighter training, accommodations and travel.
- ⇒ **Helipad** We hope to begin work on this project soon as moving the helipad and receiving the ability to light it for night time landing is important to the Marten River Community.
- ⇒ **Assessable bathrooms** This is an item that the community has deemed important and that we would like very much to move ahead with. All possible avenues for funding should be researched.
- ⇒ **Fire Prevention** initiatives for smoke and carbon monoxide alarms must continue especially due to the distances citizens are from the fire hall and the fact that this department does no interior attack or rescue.( see :standard response cover) This fire department should develop a social media presence to articulate fire prevention and education messages.
- ⇒ **Wildland Fires** All indicators are that climate change is creating a new normal in wildland fires. We are concerned that residents have become complacent about keeping the area's around their buildings clear of leaves and debris, removing dead trees and junk. Creating a barrier around cottage properties ,improving road accesses and access to a water source greatly improves the fire department's ability to aid in a wild fire situation. Community Education Programs in conjunction with the MNRF should be put in place. Extra focus should be put on Wildland Fire Fighting training.
- ⇒ **Training** This fire department will continue to work to train to maintain the best possible level of skill and SAFETY for it's members. Programs to get Fire fighters compliant with NFPA 1001 will have to be put in place. Being proactive.
- ⇒ **SOP/SOG** We continue to work to complete, update and maintain operating guidelines.

**PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT  
February 2020**

<b>ROADS</b>	<ul style="list-style-type: none"> <li>• Pushed and stepped banks on all roads</li> <li>• Trained younger staff on Grader</li> <li>• Scarified mine road twice this month</li> <li>• Fill in pot holes at the train tracks in Temagami North</li> <li>• Open all drains around town on our roads for run off and melting</li> <li>• Clean out snow from around all Hydrants</li> <li>• Clean Access points Parking Lots where possible</li> <li>• Steaming culvert for drainage</li> <li>• Set up place for fire wood to be stored for pick up at the Mine landing Parking lot</li> <li>• 2 Staff members went to OGRA in Toronto</li> <li>• Delivered recycle bins to Martin River fire department</li> <li>• 2 staff members off due to being sick</li> <li>• Haul snow in town from bad area's</li> <li>• Plowing and sanding roads</li> <li>• Put BUMP signs out on roads that need them</li> </ul>
<b>WATER &amp; SEWER</b>	<ul style="list-style-type: none"> <li>• Find water and sewer shut offs at Post Office for the Building department</li> <li>• Public Works repaired Water line at the public works garage</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• 2011 GMC would not shift so we had to replace Shifting cable</li> <li>• Clean and due maintenance on equipment</li> <li>• Get dump trailer recertified</li> <li>• Weld plow on T-6 and change Alternater belt</li> <li>• New F350 truck was ordered on Feb 13<sup>th</sup> 2020</li> <li>• Took T-6 to DRD for repairs on plow motor, also PW replaced battery that was weak.</li> <li>• Compactor Truck has major engine problems, will have it checked out by a mechanic</li> </ul>
<b>WASTE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Push and compact Strathy dump</li> <li>• Sent waste Volumes to Story Enviornmental Inc.</li> </ul>

<b>BUILDINGS</b>	<ul style="list-style-type: none"> <li>• Install eye wash stations at Municiple Office</li> <li>• Brought Tall ladder over to Trian station for the Chamber for their repairs.</li> </ul>
<b>PARKS &amp; REC</b>	<ul style="list-style-type: none"> <li>• Help Clean arena after lions Tournament</li> <li>• Public Works Help clean and bring cones to arena for shiverfest, also removed snow off lean too roofs for safety. Cleaned out exit doors and move snow to set up for games.</li> <li>• PW met new manager for Cimco and had discussion about ice plants and dehumidifier.</li> <li>• Had meetings for shiverfest and made schedules up for March Break</li> <li>• Arena wall repairs scheduled for spring time</li> <li>• Shiverfest was well attended.</li> </ul>
<b>CAPITAL PROJECTS (2020)</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>BUDGET</b>	<ul style="list-style-type: none"> <li>• Operational and Capital Budgets for 2020 were sent in for Public works.</li> <li>• Opsational and Capital Budgets for 2020 were sent in for Parks and Rec also.</li> </ul>

**PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT  
March 2020**

<b>ROADS</b>	<ul style="list-style-type: none"> <li>• Push and cut banks on Mine Road with the Grader</li> <li>• Clean Mine Landing Parking lots</li> <li>• Sanding all roads and hauling snow from bad area's</li> <li>• Cut and Remove banks From driveway ends in Temagami North and South.</li> <li>• Steaming Drains and culverts</li> <li>• Open road up behind shop to get 8x8 materials for Capital project, we put in garage to thaw everything out and then restack everything</li> <li>• Put Barrell cones up at Senior home for ski-doo trail</li> <li>• Put up COVID signs</li> <li>• Pushed all banks off all roads for drainage</li> <li>• Patching roads TN and TS</li> <li>• Repair washout on Temagami Marine road</li> <li>• Built NEW BARRICADES as old ones are in bad shape, painted and reflective tape put on them</li> <li>• Everyone fitted for their own mask for COVID, also ordered 3 new mask. Mask were all fitted on March ,27<sup>th</sup> 2020 at 8:30 am.</li> <li>• Meeting with OPG for Rabbit lake</li> <li>• All workers being trained for Covid Protocols as we move forward.</li> </ul>
<b>WATER &amp; SEWER</b>	<ul style="list-style-type: none"> <li>• PW had 4 Grinder Pump replacements this month</li> <li>• PW found a water leak on Hillcrest street and notified the resident that the leak is on his side of the shut off . he is making arrangements to have it repaired.</li> <li>• Found and turn on Water and Sewer shutoffs at the Outfitters building</li> <li>• PW had a call for a blocked sewer on Cedar street but later found it was the residents Sewer line from his house to the street.</li> <li>• </li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Wash,clean,and do maintenance on all equipment</li> <li>• Repairs to grader, had a hydraulic hose Crack on the front wheel drive of grader, replaced with a new one.</li> </ul>

	<ul style="list-style-type: none"> <li>• Dozer needed repairs to the sprockets at a cost of 2500 dollars. It was repaired and is in working order again</li> <li>• F250 Quit on the Mine road and we could not get it running again, it had to be towed and it ended up being fuel pump.</li> <li>• 2011 GMC stalled also so we had to get it recoded on the computer and it is now working good again.</li> </ul>
<b>WASTE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Push and compact Briggs dump</li> </ul>
<b>BUILDINGS</b>	<ul style="list-style-type: none"> <li>• Open Daily bread parking lot for their opening</li> <li>• Made calls for Fuel for Generators and Chemicals for all Water and Sewer plants for the COVID crisis . Everything is well stocked</li> <li>• Implemented Self Distancing in the work place and new cleaning practices for Public Works Office and shop.</li> </ul>
<b>PARKS &amp; REC</b>	<ul style="list-style-type: none"> <li>• Arena ready for Hockey tournaments</li> <li>• Remove vaccum motor from the floor buffer and looking for a replacement</li> <li>• Repaired BBQ for arena and installed new wheels, its ready to go.</li> <li>• Due to COVID all Hockey tournaments have been cancelled , so we shut ice plants off 2 weeks early and took ice out when it warmed up a bit. We had 2 weekend hockey tournaments book for the end of the year that we lost out on rentals.</li> <li>• PW installed a NEW Rules sign at the Arena</li> </ul>
<b>CAPITAL PROJECTS (2020)</b>	<ul style="list-style-type: none"> <li>• RFQ was sent out for the replacement of the South Rabbit Lake Retaining wall, we only had 1 bid for it and it was over budget. To make it work within our budget we used 8X8 off the hill we had for another job plus we had other materials that was used to complete the wall. Wall is completed and went well, we also put a swale in behind the back of the area of the wall for water run off. It looks really nice .</li> </ul>
<b>CEMENTERY</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>BUDGET</b>	



**PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT  
April 2020**

<b>ROADS</b>	<ul style="list-style-type: none"> <li>• Grade Access road many times all month due to the thawing happening. The Mine Road is in excellent shape at this time</li> <li>• PW Fenced off all parks, Water Front Gazebo's , put New SIGN'S up, and flagged with Caution tape as well.</li> <li>• Steam Culverts where needed</li> <li>• Put up Covid Updates signs after each meeting, also made new sign post.</li> <li>• Remove Barrell Cones from docks and ski-doo trails</li> <li>• Completed 911 sign inspections and have started to straightened up signs around town and all roads that we maintain.</li> <li>• Ordered new Traffic cones for PW</li> <li>• Sweeper booked for May 19<sup>th</sup> – 22<sup>nd</sup></li> </ul>
<b>WATER &amp; SEWER</b>	<ul style="list-style-type: none"> <li>• Changed 4 Grinder pumps and SCREENING was completed</li> <li>• Did Training for newer staff on Grader operations and Grinder pump repairs.</li> <li>• All grinder pumps repairs have been completed and the our shop is cleaned up.</li> <li>• Repair water bleeder on Popular Crescent</li> <li>• Water Samples completed at Martin River Fire Hall</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Remove wing off grader for spring grading</li> <li>• Had all plows serviced, greased, new blades put on and ready for next year.</li> <li>• All units have been switched over to summer ready</li> <li>• New windshield installed in 2016 Parks and Rec truck</li> <li>• New Tires installed on T13 2013 F 150</li> <li>• Numbered all trailers</li> <li>• Grader and Dozer Maintenance and repairs completed</li> </ul>

<b>WASTE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Strathy Landfill – pushed domestic and compacted twice this month</li> <li>• Brought the 2 Domestic Dump trailers in from the Mine Landing to do spring maintenance , Public Works replaced all bushings on the under carriage and completed welding and reinforcing of the walls on both trailers with angle iron. We painted them again and took back to the landing for summer use.</li> </ul>
<b>BUILDINGS</b>	<ul style="list-style-type: none"> <li>• PW is cleaning up and reorganizing our yard</li> <li>• Lowered flags to half mass</li> <li>• Repaired roof on closed in trailer and resealed it, plus we serviced the Building departments snowmobile and put away for summer</li> </ul>
<b>PARKS &amp; REC</b>	<ul style="list-style-type: none"> <li>• Training NEW staff member at Arena</li> <li>• Repaired pressure washer for Parks and Rec</li> <li>• Had Subwoofer repaired in North Bay for Sound System and put back at arena</li> <li>• Discussed Duties and Budgets with Arena Attendent.</li> </ul>
<b>CAPITAL PROJECTS</b>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Tender went out for Navigational Aids , closing on May 14<sup>th</sup>, 2020</li> </ul>
<b>BUDGET</b>	



Corporation of the Municipality of Temagami

Memo No.  
2020-M-049

**Memorandum to Council**

**Subject:** Report from Treasurer/Administrator

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the report from the Treasurer/Administrator dated May 14, 2020.

**INFORMATION**

**Audit**

The 2019 Financial Audit is mostly completed. We were waiting on fill rates for the waste sites which is now in the hands of the auditors. Part of what the auditor is required to do is to present the statements to Council. We are planning to accomplish this via zoom at one of the meetings in June.

Related to this, I have started the 2019 Financial Information Return required by the Province and it will be submitted prior to the May 31<sup>st</sup> deadline.

**Budget**

There are some structural items, such as the taxation ratio, that are included in today's agenda. Once these are known, the budget and presentation on effects can be completed for presentation at the June 4<sup>th</sup> meeting of Council. As this is a different year as it relates to public meetings, the plan is to create a presentation that can also be sent through our communication email to get as broad a distribution as possible. Any modifications from the June 4<sup>th</sup> meeting would be included in this presentation.

Presently, the plan is to have the budget discussion at the June 4<sup>th</sup> meeting with the rate by-laws to be considered at the meeting of June 25<sup>th</sup>. Depending on the discussion on June 4<sup>th</sup>, we may need a special meeting to finalize this.

**Office**

We are making a small change in the office counter by installing a Plexiglas separator that would have an open area at the bottom to allow for document/payment transfer. We are also reviewing the recommendations made by the Province on how best to ensure workers are protected. Part of the recommendation is to limit access to essential people only.

Staff is presently looking at the times when face to face meetings are required. Most often, Council Chambers would be used for such meetings as it can be set up to ensure physical distancing is respected.

**COVID Relief**

As part of the budget being presented on June 4<sup>th</sup> will be recommendations for relief for our ratepayers as a result of the COVID response. There has been some discussion at other levels about the need for some relief for municipal governments although at present none has been announced.

It is hoped that there will be some announcements during the month of May which can be incorporated into recommendations for Council's consideration. Failing any funding from the Province or Canada, any monetary relief would be funded by the Municipality.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-037

**Memorandum to Council**

**Subject:** Taxation Ratios

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the report on taxation ratios.

**INFORMATION**

Annually, Municipalities in Ontario are to set Taxation Ratios for the various tax classes. Historically, the Municipality of Temagami has set these ratios to be revenue neutral and have relied on the services of the Ontario Property Taxation Assistance (OPTA) to perform the required calculations. There are certain taxation ratios that are legislated being Residential be set at 1.000000 and Managed Forest and Farmland Classes be set at 0.250000. According to the information received from OPTA, the taxation ratios for 2020 using a revenue neutral calculation are:

Residential	1.000000
Multi-Residential	2.105908
Commercial	1.228837
Industrial	0.849974
Landfill	1.100000
Pipeline	0.968707
Farmland	0.250000
Managed Forest	0.250000

In the Vacant and the Vacant/Excess Classes under the Commercial and Industrial classifications, the Municipal Act, 2001, as amended in section 313 provides for reductions of 30% and 35% respectively.

A By-Law has been prepared to approve the taxation ratios for 2020 and will be presented for consideration later in this meeting.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-039

**Memorandum to Council**

**Subject:** North Lagoon ECA

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the Amended Environmental Compliance Approval for the Temagami North Lagoon dated April 30, 2020;

AND FURTHER THAT Council directs Staff to bring details of the enhanced sampling required and costs to complete engineering required to complete tender packages.

**INFORMATION**

AS Council is aware, last fall an application was completed for an Amended Environmental Compliance Approval (ECA) for the Temagami North Lagoon. The purpose of this amendment was for treatment of the effluent, in this case by the use of UV Filtration. On April 30, 2020, the approved Amended ECA was received.

We have five years from the date of approval, or April 30, 2025, to have the UV Filtration operational. As time moves quicker than we think, the prudent plan would be to start work as soon as practical on getting tender packages ready. When the application was being prepared, instructions were given to Cambium to do only what was necessary to complete the application with the understanding that there would be additional engineering work required before the project was tender ready. This was done mainly as a result of the various thoughts about this project over the last few years and should changes be requested by the Ministry then it would not be wise to have a finished product prior to approval. We are now ready for this to occur. I will contact Cambium for pricing to finish the engineering and prepare the tender packages.

It is expected that the construction phase of this project will only be possible with some form of financing.

As well, there were some sampling changes resulting from the approval. We will discuss these with OCWA and report back to Council.

While on the topic of the North Lagoon, when the budget is presented at the next meeting it will include an amount for sludge removal. As part of the CWWF funding program completed in 2019, sludge was removed from the South Lagoon using a new and cost effective technique. We are intending the same this year for the North Lagoon which should, if the results are the same, allow us to have better sampling results as the liquid will be able to spend longer in the lagoon before arriving at the receiving lake.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-040

**Memorandum to Council**

**Subject:** Waste Management Master Plan

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council approve the estimate received from Tulloch Engineering for the development of a Solid Waste Management Plan dated March 23, 2020 in the amount of \$66,060 plus HST;

AND FURTHER THAT Council directs that this project be funded through the Modernization Fund.

**INFORMATION**

We have received an estimate for the completion of a Solid Waste Management Plan for the Municipality of Temagami from Tulloch Engineering. The value of the estimate is \$66,060 plus HST making our cost for engineering services a net of \$67,225.

Last year, the Municipality received funds from the Province under their modernization and efficiency program. The use of these funds for a waste master plan would be consistent with the intent as the result of the master plan will be recommendations to ensure our solid waste landfill sites and other related activities are operating as efficiently as possible while also working to maximize the useful life of our three landfill sites.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-041

### Memorandum to Council

**Subject:** Service Rates

**Agenda Date:** May 14, 2020

**Attachments:**

#### **RECOMMENDATION**

BE IT RESOLVED THAT Council approve the number of units at 348.55 for Water, 376.75 for Sewer, 149 for Grinder Pump, and 428 for Waste Collection effective the 2020 budget year.

#### **INFORMATION**

For services that are charged separate from property taxes these are charged at a residential unit. Where a property has more than one residential unit, such as duplexes or apartment buildings, or when the commercial use of the property uses more than what a normal house would use, the charge is greater than one unit. For residential properties with more than one unit the charge is equal to the number of units at the property. For commercial users the use is more subjective as we do not use meters to measure the consumption of water, for example.

We did receive two requests to review the amounts being charged, one from the St Elizabeth's Catholic Church and one from Finlayson Point Provincial Park. Regarding the church, with the level of attendance it was felt that charging more than a residential unit for service would not be appropriate. With Finlayson Point Provincial Park, given the number of campsites and the volume of water that flows through the sewer connection as backwash from their water treatment, even though they are only in operation for about half the year, that the 14 units of services was reasonable.

We also took the opportunity to review all charges. Since these were last reviewed there has been some changes in the business community of Temagami. For example, the businesses in the Busy Bee and Spooner buildings are no longer in operation although the unit count in our by-law would indicate that they were.

A review was conducted by myself and PW Super Turcotte. As a summary, the numbers that we are suggesting are:

	Water	Sewer
Single Residential Units	238.00	246.00
Multi Residential Units	44.00	44.00
Commercial or Split Use	46.55	52.75
PIL Properties	20.00	34.00
Total	348.55	376.75

As well, the number of grinder pumps were confirmed at 149 and properties receiving garbage collection, adjusted for units as required, at 428.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-042

### Memorandum to Council

**Subject:** FCM-ICLEI Partners for Climate Protection Program

**Agenda Date:** May 14, 2020

**Attachments:**

#### **RECOMMENDATION**

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

AND WHEREAS over 350 municipal governments across Canada representing more than 65% of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

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

BE IT RESOLVED THAT Council of the Municipality of Temagami review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

AND FURTHER THAT Cathy Dwyer, Deputy Mayor and Kelly Hearn, Recreation and Facility Coordinator be appointed to oversee the implementation of the PCP milestones and be the points of contact of the PCP program within the municipality.

#### **INFORMATION**

##### PCP Member Benefits and Responsibilities

The PCP program offers you a proven approach to reducing greenhouse gas (GHG) emissions, and the support you need to achieve success. Being actively engaged in the PCP program gives your municipality the chance to become a leader by taking systematic and organized action on climate change. By participating in the PCP program, Canadian municipalities gain access to the following tools and resources:

- Support and guidance, through the PCP Milestone Framework, to help members reduce GHG emissions.
- Access via the PCP Hub to a network of over 350 local governments across Canada that are taking action on climate change and can help your community succeed by offering their experience and examples.
- Technical support tools, including the PCP Milestone Tool and PCP Protocol.
- Information and access to funding opportunities, such as those offered by FCM's Green Municipal Fund.
- Capacity-building resources, including workshops, case studies and training opportunities.
- Awards and recognition for milestone achievements and for reported measures.



Members of the PCP program have the following responsibilities:

- Move through the Milestone Framework within 10 years of joining
- Report on progress at least once every two years, with our support
- Email us if your contact information changes
- Actively participate in program activities and share your experience with other network members

If your municipality is not able to meet the PCP program requirements, you can always leave the program and rejoin it at a later date. You can also contact the PCP Secretariat anytime for help with submitting documentation to meet the requirements.

#### Supporting Rationale for Consideration

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

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

Local governments are essential to the successful implementation of the Paris Agreement.

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

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

A number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting.

This program also builds on the annual reporting and forecasting of energy consumption for Municipal buildings required by the Province of Ontario.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



Corporation of the Municipality of Temagami

Memo No  
2020-M-043

Memorandum to Council

Subject:

Open Air Burning By-law 11-976

Agenda Date:

May 14, 2020

Attachments:

Open Air Burning Bylaw 11-976 with set fines bylaw 13-1007 (consolidated)

**RECOMMENDATION**

BE IT RESOLVED THAT Council direct that the requirements of O.Reg 207/96 be followed when enforcing a Provincial Restricted Fire Zone or Municipal Fire Ban;

AND FURTHER THAT a full review of By-Law 11-976 be presented for Council's consideration at the meeting scheduled for November 19, 2020, being the first meetings after the 2020 restricted fire season.

**INFORMATION**

Under a Restricted Fire Zone (RFZ) order, issued by the Province, *Organized Campgrounds* meeting the definition under O. Reg. 207/96: *Outdoor Fires* are permitted to have campfires.

Municipal Open Air Burning Bylaw 11-976 is more restrictive, only permitting campfires in *Organized Campgrounds* "where necessary to provide comparable campfire amenities as offered at adjacent provincial parks"

During the RFZ in summer of 2018, a campground operator requested relief from the municipal bylaw regulations, citing excessive restrictions imposed by the Fire Chief by not allowing campfires in their *Organized Campground* during a RFZ. As the Provincial Parks in the Municipality were not allowing campfires, the Fire Chief was unable to grant the request.

Both Municipal Fire Chiefs recognize the restrictions imposed on Organized Campgrounds during a RFZ can have a financial implication to the owner's business and recommend changes to the Municipal Open Air Burning bylaw to closer reflect provincial legislation specific to Organized Campgrounds during a RFZ.

The following, recommended changes, are submitted for council's consideration:

Section 6 of Open Air Burning By-law 11-976 is amended by adding the following:

(5) Organized Campgrounds, meeting the definition and requirements of O. Reg. 207/96: Outdoor fires, shall be exempt from all provisions of this by-law for the purposes of campfires during a RFZ or Municipal Fire Ban.

Sub-section 11(5) of the Open Air Burning Bylaw 11-976 is repealed and the following substituted:

(5). The Fire Chief may authorize open air burning during a Restricted Fire Zone or during a Municipal Open Air Burning Ban:

- a. where necessary for a ceremonial event (where authorized, by MNR, under section 5.2 of O. Reg. 207/96); or
- b. for organized campgrounds (meeting requirements under O. Reg. 207/96: Outdoor Fires)

Sub-section 12(3) is repealed and the following substituted:

(3). No person shall set an open air fire at any time when a burning ban has been declared by the Fire Chief, unless authorized under 11(5) of this by-law.

**Prepared by:** Jim Sanderson, Temagami Fire Chief

# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

## BY-LAW NO. 11-976

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**Being a bylaw to regulate the setting of open air fires, including establishing the times during which open air fires may be set, and to repeal by-law 97-393 and all amendments thereto.**

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**WHEREAS** the Municipality entered into a fire management agreement pursuant to section 19 of the Forest Fires Prevention Act, R.S.O. 1990, cF-24;

**AND WHEREAS** Municipal Forest Fire Management Agreement, section 2b) provides that the Municipality agrees to control open air burning in a coordinated fashion in the municipality through by-laws or a municipal fire permit system consistent with the Forest Fires Prevention Act, the Ontario Fire Code and the Ministry of Environment and Energy guidelines;

**AND WHEREAS** Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, Section 7.1(1) provides that a council of a municipality may pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** Section 7.1 (3) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, provides that a by-law under this section may deal with different areas of the municipality differently;

**AND WHEREAS** Section 7.1 (4) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with;

**AND WHEREAS** Section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that despite any Act, a municipality and a local board may pass by-laws imposing fees or charges on any class of person, for services or activities provided or done by or on behalf of it or for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board;

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

### **Definitions**

1. In this bylaw,

***Adverse Weather Conditions*** shall mean that the wind speed exceeds 10 knots (gentle breeze), the Forest Fire Hazard Rating is high or extreme (11 or greater), or a smog alert has been declared. The appropriate Federal and/or Provincial Government agency shall be used as the source of this information.

**Barbecue** shall mean a portable or fixed device designed and intended solely for the cooking of food in the open air, but does not include outdoor fireplaces and campfires.

**Building** shall mean any structure used or intended for supporting or sheltering any use or occupancy;

**By-law Officer** shall mean a person appointed by Council as a Municipal Law Enforcement Officer to enforce the provisions of the by-law;

**Brush fire** shall mean an open air fire that is set and maintained solely for the purposes of burning piled wood, tree limbs and branches;

**Burn barrel** shall mean a metal barrel in sound condition no larger than a 45 gallon drum designed for the purposes of burning wood scraps, tree limbs, branches and non-compostable material limited to paper products and sisal twine.

**Burning Permit** - shall mean a permit, issued under authority of this bylaw, authorizing an open air fire;

**By-Products** shall include smoke and ash.

**Campfire** shall mean a small confined fire with the material being burnt, at any one time, comprising an area of less than 60cm in width at its widest point, and less than 50 cm in height at its highest point;

**Campground** shall mean an “organized campground” as defined in section 8.7, Ontario Regulation 207/96, amended to O. Reg. 265/05, Outdoor fires.

**Council** shall mean the elected Council of the Corporation of the Municipality of Temagami.

**Combustible material** shall mean material capable of burning including wood, paper, plastic and vegetation;

**Crown Protection Area** shall mean an area of the municipality within which the Ministry of Natural Resources will provide a range of fire protection services, pursuant to the Municipal Forest Fire Management Agreement.

**Dangerous condition** shall mean any condition as determined by the Fire Chief or designate that increases the risk of the spread of a fire or is adverse to public safety;

**Domestic Waste** shall include kitchen waste, food, scraps, cloth, rags, clothing, plastics and any other materials which contents include any of the aforementioned;

**Fire ban** shall mean a period of time during which the Fire Chief or his designate declares a total ban on open air fires;

**Fire Chief** shall mean the person appointed as Chief Fire Official, by *Municipal* by-law pursuant to the *Fire Protection and Prevention Act*, and his or her designate.

**Fire Pit** shall mean any space designed specifically for the purposes of holding a campfire, which encloses the perimeter of a campfire with non-combustible materials, and may include a steel or masonry container, but does not include burn barrels or incinerators

**"FFPA"** shall mean the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and the regulations enacted there under as amended from time to time, or any Act or Regulation enacted in substitution therefore;

**“FFPA”** shall mean the Forest Fires Prevention Act,

**Forest Fire Season** is between April 1<sup>st</sup> and October 31<sup>st</sup> of every year

**Highway** – shall mean and includes a common and public highway, street, roadway, driveway, or bridge designed and intended for, or used by the general public;

**Incinerator** shall mean an enclosed device used for burning; see *burn barrel*.

**Industrial Waste** shall include used automobile and truck bodies, tires, oil, grease, paint, cloth, rags, plastics or other material which contents include any of the aforementioned;

**Maintain** shall mean to allow an open air fire to continue to burn; "maintained" and "maintaining" have a corresponding meaning;

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

**Municipal Forest Fire Management Agreement** shall mean an agreement between the Municipality and the Crown respecting suppression of grass, brush and forest fires within the municipality.

**Municipal Protection Area** shall mean an area within which the municipality will provide a range of fire protection services, pursuant to the Municipal Forest Fire Management Agreement.

**Municipal Property** shall include any property owned or operated by the *Municipality*, but does not include any property which is leased out by the *Municipality*.

**Negative Impact** shall mean one or more of:

- actual damage to property or to plant or animal life;
- harm or material discomfort to any person;
- impairment of the safety of any person;
- smoke affecting the visibility of motorists using roads in the vicinity of the burn
- loss of normal use of property; or
- interference with normal conduct of business.

**Officer** shall mean any Fire Department officer, provincial offence officer, OPP, Ministry of Natural Resources (MNR) conservation officer or fire crew leader.

**Open Air Burning** shall mean burning or combustion of materials in any open place including yards, fields or constructions areas which are not enclosed by a building or structure.

**Open air fire** shall mean the burning of material such as wood, tree limbs and branches where the flame is not wholly contained and includes campfires, brush fires, burn barrels/incinerators, and outdoor fireplaces, but does not include barbecues;

**Outdoor fireplace** shall mean a manufactured, non-combustible, enclosed container designed to hold a small fire for decorative purposes and the size of which does not exceed 1m in any direction and includes, but is not limited, to a chiminea, firebowl or a natural gas/propane firepit;

**Outdoor Solid Fuel Burning Appliance** – shall mean an appliance, portable or fixed in place, constructed of non-combustible material, that contains a chamber located within the firebox of the appliance used to contain a combustion flame, a stack to control the flow of air or combustion gases from the appliance, a spark arrestor located at the end of the stack to control disbursement of sparks, and is enclosed on all sides;

**Owner** shall mean any person, firm or corporation having control over any portion of a building or property and includes the persons occupying the building or property.

**Person** shall mean any individual, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law;

**Private lands** shall mean all alienated Crown lands, including Crown land under Crown Lease, Licence of Occupation (LO), or Land Use Permit (LUP);

**Set** shall mean to light an open air fire and "setting" has a corresponding meaning;

**Shall** – is mandatory and not directory; words in the singular include the plural; words in the plural include the singular; words in the present tense include future or past tense.

### **Prohibition**

2. (1) No person shall set or maintain an open air fire, other than a campfire, between April 1<sup>st</sup> and October 31<sup>st</sup> without first having obtained the necessary permit from the Fire Chief or designate.
- (2). Despite subsection (1), no person shall set or maintain an open air fire in any hatched areas within the Urban Zoned areas of the Municipality, as shown on the maps attached as Schedules A & B, unless,
  - a. It is a campfire;
  - b. It is an open air fire set and maintained in an outdoor fireplace; or
  - c. A special circumstances permit has been issued by the fire chief
- (3). No person shall start a fire or permit the setting of a fire or allow a fire to burn during a Restricted Fire Zone order (RFZ); unless the activity is authorized under Outdoor Fires, O. Reg. 207/96 and a special circumstance permit, has been issued by the fire chief.
- (4). No person shall start a fire on any road allowance or *Municipal Property* without the written permission of the *Municipality*, unless such burning is being conducted by authorized employees of the *Municipality of Temagami*
- (5). No person shall burn industrial waste, domestic waste, petroleum products, rubber, painted lumber, mixed demolition debris or anything else that will cause excessive smoke or fumes in addition to any other material identified in the regulations contained in the Environmental Protection Act.
- (6). No persons or owner(s) of land shall prohibit an officer from entering private lands to investigate an open air burning complaint.

### **Interpretation**

3. (1) The administration of this by-law shall be the responsibility of the *Fire Chief*.
- (2). In this by-law, a work interpreted in the singular number has a corresponding meaning when used in the plural.
- (3). If this By-law is in conflict with, or is less restrictive than any Federal or Provincial Act or Regulation, the provisions of the said Federal or Provincial Act or Regulation shall supersede those affected portions of this By-law.

- (4). Should any section of this by-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.
- (5). In this by-law, the word “meter” shall be represented by the abbreviation “m”, the word “centimeter” shall be represented by the abbreviation “cm”, and the word “millimeter” shall be represented by the abbreviation “mm”.

#### **Application for an Open Air Fire Permit**

4. (1) Any person eighteen (18) years of age or older may make a written application for an open air fire permit to the Fire Chief prior to the proposed date of the first open air fire.
- (2). The application shall include:
  - a. the name, address and phone number of the applicant;
  - b. the owner's written consent to the open air fire, if the applicant is not the owner of the property;
  - c. the municipal address of the location of the proposed open air fire if it differs from the address of the applicant;
  - d. the applicable open air fire permit fee in accordance with the Municipal Fees and Charges By-law;
  - e. an indemnification in writing in accordance with the terms of Section 14; and
  - f. such other information as may be required by the Fire Chief.
- (3). The Fire Chief, or designate, shall issue an open air fire permit unless,
  - a. the application is incomplete;
  - b. there are reasonable grounds to believe that the open air fire may be adverse to public safety;
  - c. the owner, occupant or permit holder has, in the past, contravened the provisions of this by-law or has not complied with any conditions attached to a permit issued pursuant to this by-law; or
  - d. there are reasonable grounds to believe that the open air fire will result in a breach of this by-law, the FFPA, Outdoor Fires O. Reg. 207/96 or any other provincial or federal statute.

#### **CONDITIONS FOR PERMIT ISSUANCE**

5. (1) No person shall undertake to set or maintain any open air fire, other than a campfire, between April 1<sup>st</sup> and October 31<sup>st</sup> except in accordance with the conditions of the permit.
- (2). The permit holder shall comply at all times with the FFPA, FPPA, and with all other applicable municipal by-laws and provincial and federal laws.
- (3). A permit issued under this section is valid on the date of issue and for the balance of the time period for which the permit is issued.
- (4). No holder of a permit issued under this by-law shall set or maintain an open air fire unless the permit holder:
  - a. Ensures the permit or a copy of the permit is kept at the burning site specified in the permit;
  - b. Ensures the size of the open air fire does not exceed the limits set by the permit;

- c. Ensures a person tending a fire shall produce the fire permit for the fire to an *Officer* upon request;
  - d. Ensures contact with the Municipal Fire Services (phone/radio) is immediately available;
  - e. Produces his or her permit upon being so ordered by the fire chief; and
  - f. Complies at all times with the requirements of section 7, and where applicable, sections 8, 9, 10, and 11
- (5). The Fire Chief may attach such additional conditions to a permit as he or she deems necessary to ensure public safety.
- (6). A permit for an open air fire issued under this by-law is not transferable.

### **Exemptions**

6. (1) The setting of fires on un-alienated Crown land shall be exempt from the provisions of this by-law.
- (2). *Municipal Fire Services* shall be exempt from the provisions of this by-law with respect to *Open Air Burning* for the purposes of educating and training individuals.
- (3). The municipality shall be exempt from the provisions of this by-law with respect to open air fires related to municipal public works.
- (4). No permit shall be required for, and the provisions of this by-law shall not apply to:
- a. The use of portable stoves for cooking or warmth, as regulated under OUTDOOR FIRES, O. Reg. 207/96
  - b. The use of portable or permanent charcoal installations, as regulated under OUTDOOR FIRES, O. Reg. 207/96
  - c. An outdoor Solid Fuel Burning Appliance.

### **General Requirements for Open Air Fires**

7. (1) Where the material to be burned in an open air fire is 2m or less in length, width and height, or is in a burn barrel, no person shall set or maintain an open air fire,
- a. between April 1<sup>st</sup> and October 31<sup>st</sup>, unless a burning permit has been issued under section 4;
  - b. within 15m from any building, structure, hedge, fence, vehicular roadway of any kind or nature, overhead wiring, or any property line;
  - c. unless an area of 2m, around and over top of the fire, is free from any flammable materials;
  - d. unless the space around and above the fire is at least 5m from vegetation;
  - e. Unless a competent person, sixteen (16) years of age or older, maintains constant watch and control over the open air fire at all times from the time of the setting of the fire until the fire is totally extinguished;
  - f. Unless sufficient equipment capable of extinguishing the fire, such as rakes, shovels, or water, are on site and immediately available for use;
  - g. Unless the burn is conducted in such a manner as to prevent the escape of the fire from beyond the area of the pile being burnt;



- h. That uses prohibited materials, which include grass, leaves, garbage, pressure or creosote treated wood, or any combustibles that produces toxic fumes other than those produced by the burning of untreated lumber, wood, tree limbs or branches;
  - i. under-adverse weather conditions; or
  - j. Unless adjacent properties are protected and that *by-products* of the fire do not have a *Negative Impact* on persons, pets or the environment.
- (2). During the forest fire season (April 1<sup>st</sup> to October 31<sup>st</sup>), no person shall set an open air fire, other than a campfire, earlier than two hours before sunset or fail to completely extinguish set fires not later than two hours after sunrise the following day, or earlier.
- (3). Despite subsection 7(2) no permit holder shall conduct open air burning, other than a campfire, between the hours of two hours after sunrise to two hours before sunset during the forest fire season, unless:
- a. A forest fire danger rating of 3 or less (Low); and
  - b. Obtaining fire chief permission on the day of each proposed open air fire.
- (4). In determining if an open air burning request will be permitted, under subsection 7(3), the Fire Chief shall take into consideration,
- a. the permit provisions;
  - b. forecasted weather conditions for the day;
  - c. Consultation with the Ministry of Natural Resources fire staff; and
  - d. Additional safety measures to be implemented by the permit holder.

#### **Additional requirements for Burn Barrels / incinerators**

8. (1) Despite clauses (a) (b) (c) and (e) of subsection 7(1) no person shall set or maintain an open air fire in a burn barrel / incinerator unless:
- a. A valid burning permit, for the use of a burn barrel, is on site;
  - b. The barrel is in good condition, and equipped with a heavy duty screen with mesh size no greater than 5mm over the top to prevent debris, sparks and embers from flying out the barrel. Vent holes must be punched in the side for ventilation, and drainage holes in the bottom;
  - c. The barrel and an area of 2m around the barrel is on bare rock or other non-combustible material; and free of combustible materials;
  - d. The barrel is at least 5m from vegetation, building, structure, hedge, fence, vehicular roadway of any kind or nature, overhead wiring or any property line;
  - e. The only materials being burned are untreated wood scraps, tree limbs, branches, leaves and non-compostable material limited to paper products and sisal twine;
  - f. A person who starts a fire in an incinerator shall ensure that a responsible person monitors the fire until it is extinguished; and
  - g. In compliance with the requirements of subsection 7(1) clauses (d) and (f) to (j) inclusive.

- (2). Despite subsection 7(2) daytime burning in a burn barrel / incinerator is permitted where the conditions in subsection 8(1) are met.

### **Campfires**

9. (1) *Despite clause (a), (b), (c) and (d) of subsection 7(1), an open air burning permit is not required for a person to set and tend an open air fire, on property he or she lawfully occupies,*
- a. where the campfire is contained within in a *Fire Pit* which is no more than one square metre in area, and located on bare rock or other non-combustible material;
  - b. Where the material being burnt, at any one time, is contained in an area measuring less than 60cm in width, and less than 50cm in height;
  - c. That uses dry firewood;
  - d. Unless the area, within 1m around and over top of the fire, is free of combustible materials;
  - e. Unless a 3m space, above the 1m area around the fire, is free from vegetation;
  - f. Unless in compliance with the requirements of subsection 7(1) clauses (e) to (j) inclusive; and
  - g. Where the campfire is surrounded by non-combustible material to a minimum height of 30cm and located a distance more than 5m from any building, structure, hedge, fence, vehicular roadway of any kind or nature, overhead wiring or any property line; or
  - h. Where the campfire is not surrounded by non-combustible material and located a distance more than 10m from any building, structure, hedge, fence, vehicular roadway of any kind or nature, overhead wiring or any property line.
- (2). Despite subsection 9(1) *No person shall set or maintain a Campfire*, for recreational enjoyment, during the forest fire season, unless the fire is:
- a. Started not earlier than two hours before sunset, and is extinguished not later than two hours after sunrise the following day, or earlier, during the *forest fire season*; and
  - b. In compliance with the requirements of clauses 9(1) (a) to (h) inclusive.

### **Additional requirements for outdoor fireplaces**

10. (1) Despite clauses (a) (g) and (h) of subsection 9(1), no person shall set or maintain a fire in an outdoor fireplace:
- a. Started not earlier than two hours before sunset, and is extinguished not later than two hours after sunrise the following day, or earlier during the *forest fire season*; and
  - b. Unless the outdoor fireplace is located on a non-combustible surface extending beyond the outdoor fireplace to a dimension equal to the height of the outdoor fireplace and is equipped with a spark arrestor;

- c. Unless the outdoor fireplace is located a distance more than 3m from any building, structure, hedge, fence, vehicular roadway of any kind or nature, overhead wiring or any property line; and
- d. Unless the open air fire is in compliance with the requirements of subsection 9(1) clauses (b) through (f) inclusive; or
- e. Unless the outdoor fireplace is a manufactured propane or natural gas fired outdoor fireplace, operated in accordance to the manufactures operating instructions and in compliance with the requirements of subsection 9(1) clauses (d), (e) and (f).

### **Additional requirements for Special Circumstances**

11. (1) *Open Air Burning*, that does not meet the criteria in sections 7 to 10, may be conducted under the authority of and in compliance with a permit issued by the Fire Chief pursuant to this section.
- (2). The requirements of Section 4 of this by-law apply to an application under subsection (1)
- (3). The Fire Chief shall take into consideration all general permit provisions in determining, if a special circumstances permit shall be issued pursuant to subsection (1), and what specific conditions to attach to said permit along with the period of time for which the permit is valid.
- (4). Prior to granting a special circumstances permit, the *Fire Chief* may request additional information and give consideration to:
  - a. the results of an on-site inspection (optional);
  - b. the size of the proposed fire;
  - c. the safety measures proposed;
  - d. the supervision arrangements proposed;
  - e. the time of year and the time of day;
  - f. the type of special event;
  - g. the materials to be burned;
  - h. the anticipated weather conditions; and
  - i. any other relevant considerations.
- (5). The Fire Chief may authorize open air burning during a Restricted Fire Zone:
  - a. where necessary for a ceremonial event (where authorized, by MNR, under section 5.2 of O. Reg. 207/96); or
  - b. for organized campgrounds (meeting criteria under section 8.7 of O. Reg. 207/96) where necessary to provide comparable campfire amenities as offered at adjacent provincial parks located within the municipality.
- (6). No permit holder for a special circumstances open air fire shall set or maintain an open air fire that is not in compliance with the requirements of subsection (3).

## **Burn Ban**

12. (1) Despite the existence of a valid Burning Permit, the *Fire Chief* may suspend, without recourse, any and all Burning Permits and cause to be extinguished any *Fire* until such conditions as the *Fire Chief* may indicate are met.
- (2). Notwithstanding the provisions of this by-law, the Fire Chief may institute a burn ban at any time, as may be deemed necessary to protect the natural environment
- (3). No person shall set an open air fire at any time when a burning ban has been declared by the Fire Chief.

## **Extinguished upon Demand**

13. (1) When made aware of an unapproved *Open Air Burning*, any *Officer* may order the land owner or occupant to immediately extinguish the fire.
- (2). An *Officer* has the authority to order the owner or occupant to immediately extinguish a fire where in the opinion of the *Officer* the approved *Open Air Burning*:
  - a. is having a *Negative Impact* on the occupants of adjacent land;
  - b. is adversely affecting persons using a road or highway adjacent to the burn site;
  - c. where the weather has deteriorated or conditions have become unfavourable;
  - d. where conditions attached to the permit or the provisions of this by-law are being contravened; or
  - e. is adverse to public safety.
- (3). Any person conducting or permitting *Open Air Burning* shall extinguish all *fires* upon direction by an *Officer*. The *Officer* shall dispatch emergency fire crews to extinguish the fire should the land owner or occupant fail to extinguish the fire when ordered to do so.
- (4). Any permit holder conducting or permitting *Open Air Burning* in violation of this By-law shall have their permit summarily revoked and all *Fires* shall be immediately extinguished.

## **INDEMNIFICATION**

14. (1) The applicant shall indemnify and save harmless the Municipality of Temagami from any and all claims, demands, causes of action, losses, costs or damages that the Municipality of Temagami may suffer, incur or be liable for resulting from the open air fires as set out in the by-law whether with or without negligence on the part of the applicant, the applicant's employees, directors, contractors and agents.

## **ENFORCEMENT/ENACTMENT**

### **Penalty**

15. (1) Every person who contravenes any provision of this By-law is guilty of an offence.
- (2). Every person who is convicted of an offence under this bylaw is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, Chapter P.33*.

- (3). Where a person has been convicted of an offence under this by-law,
  - a. The Ontario court of Justice; or
  - b. Any court of competent jurisdiction thereafter, may in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of act or thing by the person convicted directed towards the continuation or repetition of the offence.
- (4). Every person who sets a fire in contravention of this by-law or who fails to extinguish a fire once ordered to do so by an *Officer* shall, in addition to any penalty provided for herein, be liable to the municipality for all expenses incurred as approved by Council, for the purpose of investigating, controlling and extinguishing any fire set or left to burn, and such expenses may be recovered by court action or in a like manner as municipal taxes.

### **Enforcement**

16. (1) The Municipality will investigate the cause and origins of all fires responded to within the Municipal Protection Area to determine if any contraventions to the Open Air Burning by-law have occurred.
- (2). The MNR will, at their own expense, investigate the cause and origins of all fires responded to within the Crown Protection Area, and provide information related to any burning contraventions to the municipality in a timely manner, as per Municipal Forest Fire Management Agreement.
- (3). The authority to enforce penalty provisions of this by-law is hereby granted to the *Municipal Fire Chief*, and Provincial Offence Officers, (municipal by-law officer, OPP, MNR conservation officers).
- (4). Where fires are contentious in nature, the Fire Chief may, under the Municipal Forest Fire Management Agreement, request the MNR assist in the investigation of fire occurrences, and undertake prosecutions for contraventions of the Forest Fires Prevention Act and its Regulations.

### **Collection of Costs**

17. (1) If any contravention of the by-law results in municipal or provincial Fire Services being dispatched, the person and/or property owner may be charged, in addition to any penalty provided for herein, with the actual cost of the response by the appropriate fire agency, according to the rates established in Schedule "C" of the Municipal Forest Fire Management Agreement, as approved from time to time by Municipal bylaw.
  - a. In calculating those costs, time will be charged from the receipt of the alarm through to the time responding personnel leave the location of the fire, to return to their respective stations.
- (3). Nothing in this schedule of rates shall be construed as limiting the rights of the *Municipality of Temagami*, or the *Province of Ontario*, to seek restitution for other direct or consequential damages or costs incurred beyond those listed.

### **Repeals**

18. The following By-law and any amendments to said By-law, and any other previous by-laws regulating *Open Air Burning*, are repealed: By-law No. 97-393

**Transition**

19. Open air fire permits issued in 2011 pursuant to the provisions of bylaw 97-393, prior to the final passing of this bylaw, shall continue to be in effect for the season, however, the requirements of this by-law shall apply once passed, and permittees may be charged for contravention of this bylaw.

**Short Title**

20. This By-law shall be cited as the “Open Air Burning By-law”.

**Effective**

21. This by-law shall come into force on the date of final passing thereof.

BE TAKEN AS READ A FIRST time on this 13<sup>th</sup> day of January, 2011.

BE TAKEN AS READ A SECOND time on this 24<sup>th</sup> day of March, 2011.

READ A THIRD time and finally passed this 14<sup>th</sup> day of April, 2011.

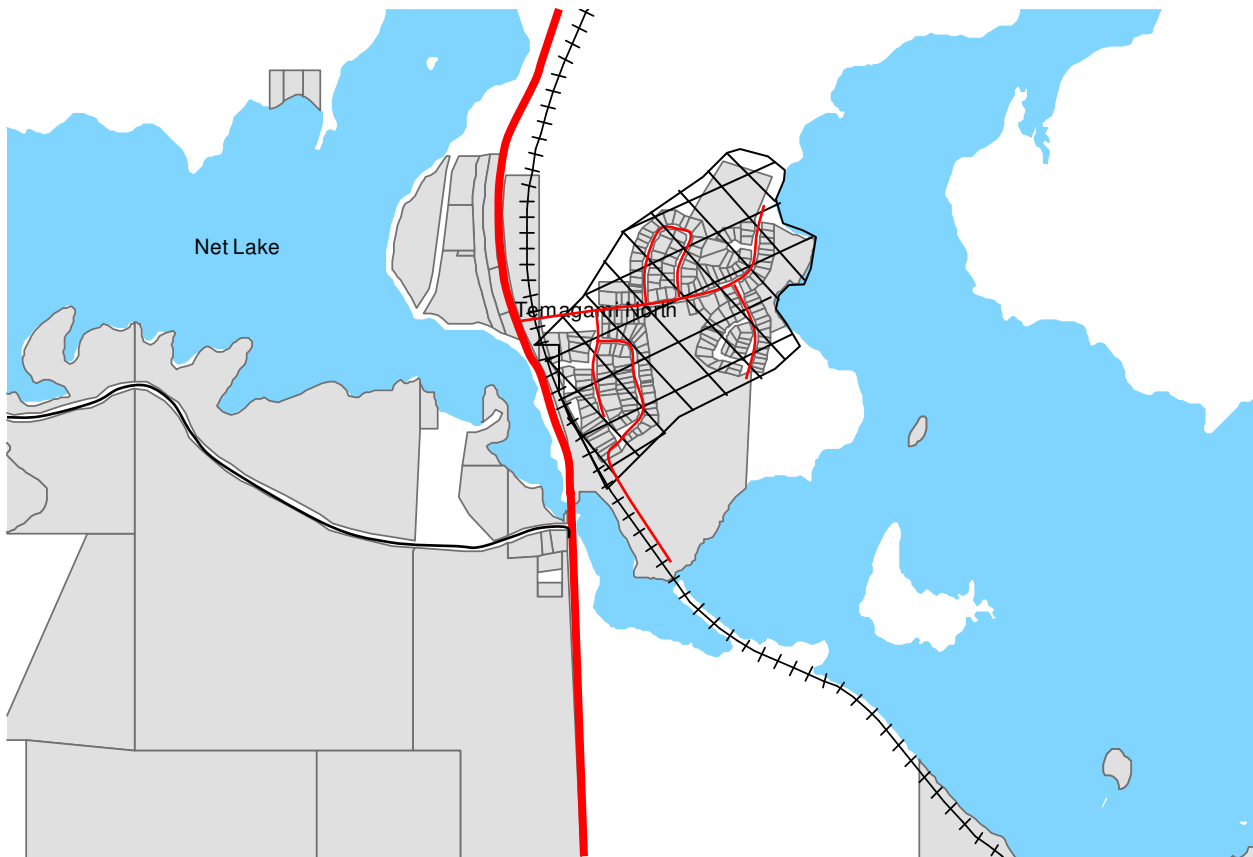
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Mayor

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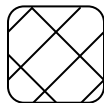
Clerk

Schedule A  
URBAN NEIGHBOURHOOD  
Temagami North Townsite



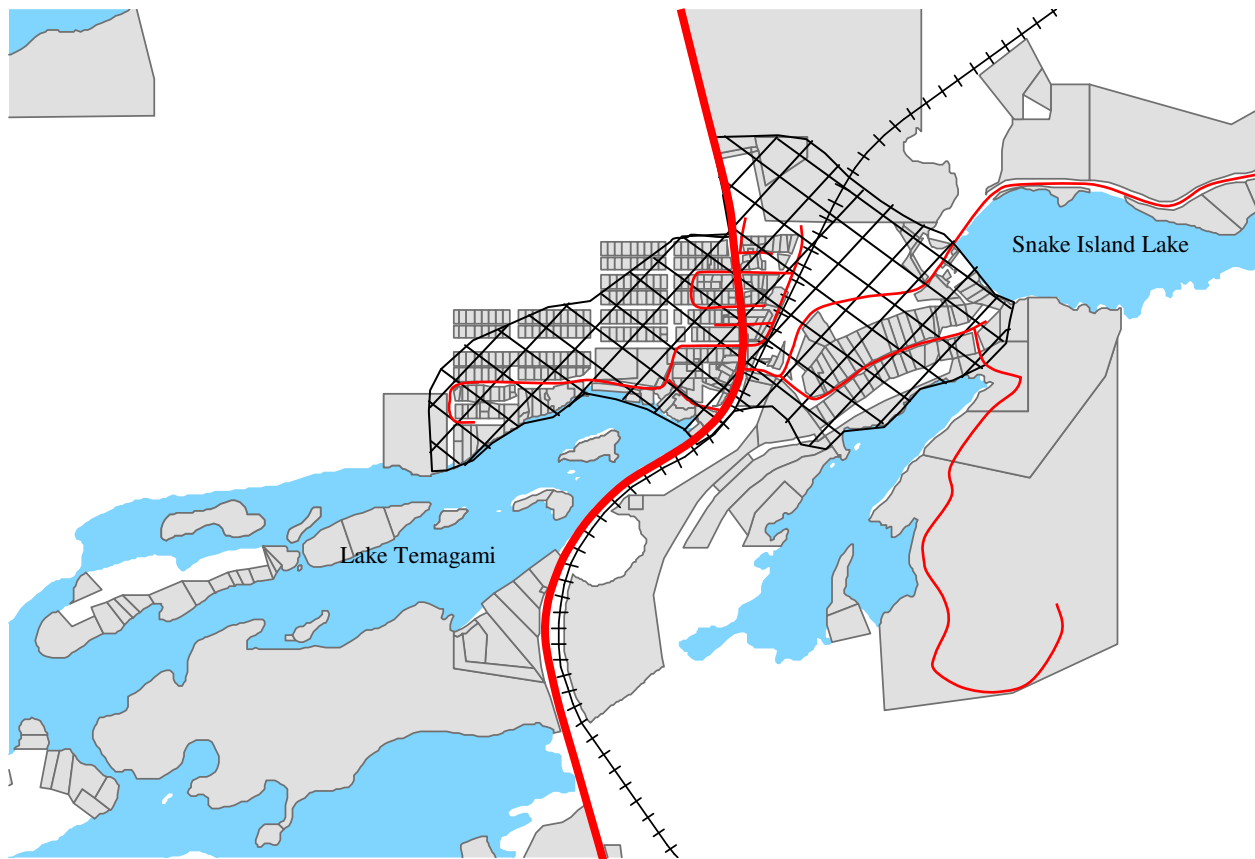
Legend

Hatched area:



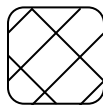
Schedule B

URBAN NEIGHBOURHOOD  
Village of Temagami



Legend

Hatched area:





THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI

**SCHEDULE “A” TO BY-LAW 13-1007  
To Amend**

BY-LAW NO. 11-976: Open Air Fire Regulation  
Part I Provincial Offences Act  
Set Fines Schedule

ITEM	COLUMN 1  Short Form Wording	COLUMN 2 Offence Creating Provision or Defining Offence	COLUMN 3 Set Fine
1.	Set or maintain open air fire between April 1 <sup>st</sup> and October 31 <sup>st</sup> without a permit	S. 2(1)	\$200
2.	Set or maintain open air fire within a restricted area	S. 2(2)	\$200
3.	Set or maintain open air fire in a <b>Restricted Fire Zone</b> (RFZ)	S. 2(3)	<b>\$500</b>
4.	Set or maintain open air fire that exceeds size limits set out in permit	S. 5(4)(b)	\$200
5.	Fail to produce permit	S. 5(4)(c)	\$200
6.	Set or maintain open air fire (2m or less in length, width and height or in burn barrel) within 15m from any (building, hedge, fence, overhead wiring, highway)	S. 7(1)(b)	\$200
7.	Set or maintain open air fire (2m or less in length, width and height or in burn barrel) with flammable materials less than 2m (around and over top) of the fire	S. 7(1)(c)	\$200
8.	Set or maintain open air fire (2m or less in length, width and height or in burn barrel) with vegetation less than 5m (around, above) of the fire	S. 7(1)(d)	\$200
9.	Fail to ensure person 16 years of age or older maintains constant watch and control over open air fire at all times until it is extinguished	S. 7(1)(e)	\$200
10.	Fail to have sufficient equipment capable of extinguishing fire immediately available at site of open air fire	S. 7(1)(f)	\$200
11.	Set or maintain open air fire (2m or less in length, width and height or in burn barrel) that uses prohibited material	S. 7(1)(h)	\$200
12.	Set or maintain open air fire (2m in length, width and height or in burn barrel) under adverse weather conditions	S. 7(1)(i)	\$200
13.	Set or maintain open air fire (2m in length, width and height or in burn barrel) causing negative impact on (persons, pets, environment)	S. 7(1)(j)	\$200
14.	Set or maintain open air fire earlier than two hours before sunset	S. 7(2)	\$200
15.	Set or maintain open air fire later than two hours after sunrise.	S. 7(2)	\$200

16.	Conduct open air fire between two hours after sunrise to two hours before sunset during the forest fire season without Fire Chief's permission.	S. 7(3)(b)	\$200
17.	Set or maintain open air fire in a burn barrel in poor condition	S. 8(1)(b)	\$200
18.	Set or maintain open air fire in a burn barrel without the use of a heavy duty screen with a mesh size of 5mm or less on top of the barrel	S. 8(1)(b)	\$200
19.	Set or maintain open air fire in burn barrel with combustible materials (under, within 2 meters of) the barrel	S. 8(1)(c)	\$200
20.	Set or maintain open air fire in a burn barrel that uses fuel other than wood, tree limbs, branches, paper, sisal twine	S. 8(1)(e)	\$200
21.	Set or maintain campfire where material to be burned exceeds 60cm in width at largest point	S. 9(1)(b)	\$200
22.	Set or maintain campfire where material to be burned is piled higher than 50cm in height	S. 9(1)(b)	\$200
23.	Set or maintain campfire that uses material other than dry firewood	S. 9(1)(c)	\$200
24.	Set or maintain campfire at distance less than 10m from any (building, hedge, fence, overhead wiring, highway) where campfire is not surrounded by non-combustible material	S. 9(1)(h)	\$200
25.	Set or maintain campfire at distance less than 5m from any (building, hedge, fence, overhead wiring, highway) where campfire is surrounded by non-combustible material to a minimum height of 30cm	S. 9(1)(g)	\$200
26.	Set or maintain campfire for recreational enjoyment between the hours of two hours after sunrise to two hours before sunset during the forest fire season	S. 9(2)(a)	\$200
27.	Set or maintain open air fire in outdoor fireplace between the hours of two hours after sunrise to two hours before sunset during the forest fire season	S. 10(1)(a)	\$200
28.	Set or maintain open air fire in outdoor fireplace not equipped with spark arrester	S. 10(1)(b)	\$200
29.	Set or maintain open air fire in outdoor fireplace on combustible surface	S. 10(1)(b)	\$200
30.	Set or maintain open air fire in outdoor fireplace on non-complying non-combustible surface	S. 10(1)(b)	\$200
31.	Set or maintain open air fire in outdoor fireplace at distance of less than 3m from any (building, hedge, fence, overhead wiring, highway)	S. 10(1)(c)	\$200
32.	Specific Event permit holder setting or maintaining open air fire not in compliance with conditions imposed by Fire Chief	S. 11(6)	\$200
33.	Set or maintain open air fire <b>when fire ban issued by Fire Chief</b>	S. 12(3)	<b>\$500</b>
34.	Fail to immediately extinguish open air fire upon being ordered by an officer	S. 13(3)	\$200

**The general penalty provision for the offences listed above is Section 15 of By-law No. 11-976, as amended, a certified copy of which has been filed.**



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2020-M-044

☒ Staff  
☐ Committee

**Subject:** Ontario's Main Street Revitalization Initiative

**Agenda Date:** May 14, 2020

**Attachments:** Gazebo new quote

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive Memo 2020-M-044, Gazebo update, for information

**INFORMATION**

On November 14, 2019 during the special meeting, we received direction from Council to proceed with the gazebo. The building permit was the final item required to complete the project. After the Temiskaming building officer reviewed the plans, two new items had to be completed before the permit was approved:

1. Since the construction is on a public area, the sonotubes must be engineered.
2. The building plan that was provided were American and needed to get a Canadian engineer stamp.

After Tulloch Engineering reviewed the plans that were forwarded, the plans included all the information they needed to design the footings/sonotubes, however the snow load listed on the drawings was much lower than what would typically be used in Temagami area.

I received revised Canadian Engineer Plans with a roof to accommodate the area snow load at a new cost. Please see the new associated costs.

***Quote provided September 26, 2019  
Regular Council meeting***

Gazebo (14 x 18)	\$ 29,943.87
Concrete Sonotube	\$ 4,723.40
Electric Services	\$ 5,124.79
Building Permit	\$ 330.00
Sonotubes Engineer Plan	\$

***New costs***

\$ 32,545.13
\$ 4,723.40 ( <i>will vary with the new Engineer Plans</i> )
\$ 5,124.79
\$ 330.00
\$ 2825.00

Total HST Included	\$ 40,122.06	\$ 45,548.32
--------------------	--------------	--------------

AMO Grant	\$ 38,555.00	\$ 38,555.00
Over budget	\$ 1,567.06	\$ 6,993.32

Council may reconsider previous direction or proceed with the project. If the project goes forward Staff will ensure the appropriate amount is included in the budget.

**Respectfully Submitted:**  
**Suzie Fournier**  
**MUNICIPAL CLERK**



Countryside Gazebos Canada Ltd.  
Unit 12, Suite 1028  
16715 Yonge St  
Newmarket, ON  
L3Y 1X4  
905-841-0612  
HST No: 838313146  
Prepared By: Mayte Galindo

**Quotation**  
Suzie Fournier  
Township of Temagami  
Box 220  
Temagami  
ON  
P0H 2H0  
Canada  
1 705 569 3421 X208  
clerk@temagami.ca  
**Quote Reference**  
#722  
**Quotation Date**  
Friday, August 9th 2019

## Vinyl Traditional Pavilion 14x18



Click on an image for gallery

**Traditional Vinyl Pavilion 4 posts (14x18)**

**Base Price (14x18)**

**Traditional Style (14x18)**

To supply one Traditional style white vinyl Pavilion. All the Engineered strength is based on the structural beams & posts within the vinyl sleeves. Our High-quality vinyl is chemically formulated to resist degradation from the excessive UV radiation and the extreme cold. It is also both colour fast & non-brittle which is essential to longevity. The roofing is 30-year warranty architectural asphalt shingles on 1x6 V-groove T&G sheeting. The ceiling is stunning with fully stained (mahogany colour) 1x6 V-groove T&G sheeting on square edge milled rafters. The support posts are 6x6 wooden posts with white vinyl sleeves. All holes are pre-drilled to stop splitting while assuring Engineering design requirements. All fasteners & brackets are stainless steel or High-Quality anodized steel, or powder coated to stop rust. This structure is Engineered to withstand 225 kph winds & 45 psi of snow load. All fasteners will be stainless steel or High-Quality anodized steel, or powder coated to stop rust. All materials, fasteners, brackets & anchors are included in the package.

\$16,138.00

x 1

**\$16,138.00****Options (14x18)****Cupola (14x18)**

To supply a cupola to act as an attractive roof vent that will create a vertical convection current, allowing you to enjoy a moderate climate on the hottest summer days while extending shingle lifetime and reducing uplift in strong winds.

\$658.00

x 1

**\$658.00****Additional Options (14x18)****Build to meet Engineered Specs (14x18)**

Build to meet Engineered specifications as per drawings. INCLUDED.

\$0.00

x 1

**\$0.00****Services (14x18)****Engineered Drawings (14x18)**

Professional Engineered drawings stamped by a Canadian Engineer are available for one time use on a designated site.

\$1,224.00

x 1

**\$1,224.00**



**Shrink-wrap (14x18)**

To supply a custom shrink-wrap structural pallet to protect the kit during transport and storage.

\$224.00  
x 1  
**\$224.00**

**Assembly Manual (14x18)**

To supply a detailed Assembly manual for accurate installation of the pre-assembled components on site as directed by Engineering drawings (+ Experts by phone). This allows the owner to confirm that the installer has met all Engineering specifications.

\$0.00  
x 1  
**\$0.00**

**Base drawing (14x18)**

To supply the Base drawings to allow the base installation crew to create extra strong areas of attachment that are all at the same elevation OR a strong level base to support/anchor the Pavilion. This would be successful for concrete pads, wood decks, sono arrays and techno posts arrays.

\$0.00  
x 1  
**\$0.00**

**Delivery (by CGC) (14x18)**

Delivery by Trained CGC, WHMIS certified, insured staff with professional equipment.

\$860.00  
x 1  
**\$860.00**

**Crew travel time**

\$220.00  
x 10  
**\$2,200.00**

**Accommodation and Meals (14x18)**

For Construction Crew

\$650.00  
x 3  
**\$1,950.00**

**Specialty Equipment (14x18)**

To safely lift heavy beams into place to attach to the posts

\$135.00

x 2

**\$270.00****Installation (14x18)**

Installation by Trained, WHMIS certified, insured CGC crews to meet all Engineered specifications on a strong level base (by owner).

\$4,199.00

x 1

**\$4,199.00****Color Choices (14x18)**

Architectural Asphalt Shingles - Earthtone Cedar (14' x 18' )

\$0.00

x 1

**\$0.00**

Pavilion Color - white

\$0.00

x 1

**\$0.00****Custom Requests (14x18)**

Upgrade Structure to meet Snow Loads in Temagami Area

\$1,078.00

x 1

**\$1,078.00****Total Costs**Net: **\$28,801.00**HST: **\$3,744.13**Total: **CAD \$32,545.13**



## Payment Schedule

Payments will be made according to the schedule specified below;

Description	\$ Due
Deposit - to place your factory order	\$19,527.08
Final payment - upon completion	\$13,018.05

## Terms And Conditions

This quote is valid for the next 30 days





**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-046

**Memorandum to Council**



**Staff**



**Committee**

**Subject:** 1995 International Garbage Compactor Truck

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council directs Staff to investigate the purchase of a gently used Compactor Truck to replace the 1995 unit with a budget of \$50,000 being included in the 2020 Capital Budget.

**INFORMATION**

The Public Works Department purchased our 1995 International compactor truck back in the early 2000's for \$30,000 dollars (used). This unit is an important asset to our fleet for the collection and compacting of our domestic waste. This unit has approximately 173,000 miles on it.

On February 4, 2020 we had a major break down with this unit and had to call in Crazy Dave's Roadside Service to diagnose the loss of power in the engine. It was found that the number 5 cylinder had no compression. It is unknown the extent of damage until the engine is taken apart.

I reached out to Dr. Diesel in Haileybury and asked him to provide a quote for the repairs.

Repair/ rebuild, parts and labor is \$12,084.41 including taxes.

This compactor also requires repairs or replacement of two hydraulic cylinders. The floor needs to be replaced and the rest of the truck is also showing its age. Public Works has been keeping the truck mobile but with its age there could be a lot more money spent on this unit that does not warrant it. To complete all repairs, the estimate is over \$30,000.

Public Works has been looking into used compactor trucks at auction sites and other Municipalities that are changing their fleets. I have found a few different trucks with bigger compactors on them. I found a few 2008 to 2012 used trucks that range from \$55,000.00 to \$60,000.00 with 140,000 km. We could get approximately ten years out of a used unit, which would cost the municipality roughly \$6,000 per year plus operating cost.

Public Works is currently using ½ ton trucks and trailers to pick up waste, but we are not getting any compaction. Come this summer we will not be able to keep up with the increased volumes of garbage that comes with all the visitors. The compactor unit is very important to the efficiency for waste management. By sourcing a gently used unit for a reasonable cost we can ensure that the collection of waste is more efficient and a compacted product will be delivered to the waste site.

While we are also planning a waste management master plan this year, this type of unit will still be required in the operation.

**Prepared by:**  
Barry Turcotte  
Public Works Superintendent

**Reviewed by:**  
Craig Davidson  
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memo No.  
2020-M-048

**Memorandum to Council**

<b>Subject:</b>	User Charges
<b>Agenda Date:</b>	<b>May 14, 2020</b>
<b>Attachments:</b>	Proposed 2020 fees

**RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to prepare a By-Law to adjust user fees on the agenda for the Meeting of Council scheduled for June 25, 2020.

**INFORMATION**

The proposed schedules for an updated Fees and Service Charge By-Law are attached to and forms part of this report.

Based on cost, we have established a municipal-wide service fee of \$45 per person per hour. As you view the schedules you will see this rate in many areas.

With the timing of the By-Law being two meetings from now, Council will have the opportunity to review these proposed rates as well as have a more wholesome discussion at the next meeting.

**Schedule A – Cemetery Fees**

These fees have been approved by the Cemetery Board. The fees have been expanded to cover a different rate for residents/ratepayers from others. The fees also represent an increase due to being closer to the cost of providing the service and, especially in the non-resident/ratepayer, to be closer to what other centres are charging. There have been some instances of 'rate shopping' when determining a final resting place and it is important that all of our available plots are not consumed by those with no connection to the community at the expense of those who do.

**Schedule B – Tipping Fees**

These fees have been increased by the accumulated cost of living since 2016.

There is a charge added for objects containing Freon gas. Once the Freon has been removed they would be deemed 'white goods' and most often be in the class of scrap metals. There is a cost to removing Freon and it is important that these costs be paid by the consumer. If an item, say a fridge, arrived at the waste site with a Freon free tag attached, there would be no charge.

At this meeting, the proposal for the completion of the waste management master plan is also to be considered. Once this process has been completed there may be a change in the type and value of fee charged.

**Schedule C – Water and Sewer**

The service fees have been adjusted to be on par with costs and, in the case of connections, adjusted for the accumulated cost of living.

Also important to note is that the note to the schedule states that materials are not included. In the previous by-law it was noted that the service connection did not include materials but was not clear that if materials were required for other services that they would also be charged.

The standard rule of thumb that property owners are responsible for the service lines on their property – typically from the curb stop to the building, continues.

### **Schedule D – Public Works**

The Province normally maintains a list of equipment rates. Rather than list out each piece of equipment in this schedule, we are proposing to use these rates.

As well, it should be noted that the standard direction is for Public Works not to perform work that should be performed by a contractor. By charging the standard service and equipment rates as well as recovering the cost of materials used, those times when work is completed by Public Works we can do what is possible to ensure our rates are relatively equal to those charged by a contractor.

### **Schedule E – Recreation**

The proposed rates for ice rental is similar to those charged by others in our area. Using \$100 per hour as a base, the daily and weekend cost have been adjusted accordingly. Based on the cost of service, these are still being offered at a rate lower than the recovery rate but we are closer.

This report is not the time to have the discussion on the future of services. During this meeting, Council will be reviewing proposals for Service Delivery Review services and that is the process to determine what services the Municipality offers.

One change in the rate structure is found in the rate for fitness classes. Rather than a standard hourly rate, we are trying to be accommodating to those who provide these services recognizing our limited population, the idea is to charge \$1 per participant per hour with a cap being the standard rate charged. This is a way that Council could promote these activities.

We have also removed rates for tables and chairs and other equipment. Often when these are moved off site, the damage incurred increases which leads to costs greater than is recovered through a rental fee. This does not preclude Council, as a donation in kind, offering to supply some of these items in support of community programming and initiatives.

### **Schedule F – Dock Fee**

Through a review, it was noted that Marinas are charging \$35 per foot for docking. Typically, Marinas have greater access to services than is the case with the docks operated by the Municipality. We are proposing a rate of \$25 per foot with a minimum charge of \$400 (equal to a 16 foot boat).

There would be lower amounts for monthly, weekly and daily use.

### **Schedule G – Parking Rates**

While we continue to work on alternative solution in parts of our Municipality, it is important that rates be established for all areas. These rates would basically be the accumulated cost of living with an adjustment to ensure that all spots with access to hydro are charged the same rate.

We have also removed a late payment fee with the note that will be on future bills that once the bill is three months in arrears it will be transferred to the tax roll for collection.

### **Schedule H – Administration**

The rate of Administrative Search has been added. In 2019, there would not have been any charge for this outside of what the Municipality is able to charge through the Municipal Freedom of Information and Protection of Privacy Act.

We are also proposing a tax registration file fee. While we can recover costs associated with the registration process, unless supported by by-law, we are not able to recover the cost incurred by the Municipality has. This fee would be added once at the time when the file is sent for registration.

We are proposing a duplicate tax receipt fee. As part of this, all those who participate on the Preauthorized Payment Program would automatically receive a statement of account after the December payment is made.

We are also proposing a fee for Commissioning Documents. We are proposing a lower fee for Residents/Ratepayers but there should be a fee for this service.

### **Schedule I – Animal Tag**

The biggest change is moving from a lifetime tag to an annual one. With an annual tag there is a regular connection made which is not the case with lifetime tags. By offering a lower amount in the first quarter of the year, the charge being proposed is more than reasonable.

**Schedule J – Fire Fees**

The Fire Department Rates, especially the vehicle rates, have been updated to reflect the current state. The vehicle rates are based on fees established by the Ministry of Transportation and will be updated as new rates are received.

**Schedule K – Building Fees**

These fees have been updated to reflect what is being charged by our neighbours, more specifically, Temiskaming Shores.

**Schedule L – Planning Fees**

The proposed application fees are a little lower than in 2016 however all of the costs associated with the application are to be covered by the property owner. In the past, we have only covered a fraction of the cost of service provision when planning, legal, advertising and registration fees are considered.

The application forms will be adjusted to show the permit fee and the deposit required. Monthly accounting will be completed and any amounts paid on behalf of the property owner, as well as the balance of the deposit will be provided. At this time, the suggestion to top of the deposit will be made although the important part is that once funds held for the project have been used, all work would stop on until a deposit is held by the Municipality.

Probably in all of our fee and service charge area, this is the one that has ended up costing the most. It is not uncommon for costs incurred to be three times what the fee charged is.

**Schedule M – By-Law Fees**

These fees are for services of the By-Law department outside of any fines that may be laid. This is more based on proactive compliance rather than having things escalate to an enforcement stage. There will be an addition charge for properties outside of the urban area based on the cost to provide that service.

**Respectfully Submitted:**

**Craig Davidson**

**Treasurer/Administrator**

### SCHEDULE A - CEMETERY FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
Adult Full Internment Fee (Week day) - R	275.00	850.00	Added
Adult Full Internment Fee (Week day) - NR	375.00	1275.00	Added
Adult Full Interment Fee (Weekend/Holiday) - R	275.00	1120.00	Added
Adult Full Interment Fee (Weekend/Holiday) - NR	375.00	1680.00	Added
Adult Cremation/Columbarium Interment (Week Day) - R	275.00	500.00	Added
Adult Cremation/Columbarium Inter (Week Day) - NR	375.00	750.00	Added
Adult Cremation/Columbarium Inter (Weekend/ Holiday) - R	275.00	700.00	Added
Adult Cremation/Columbarium Inter (Weekend/ Holiday) - NR	375.00	1050.00	Added
Child Interment, Creamation and Columbarium	75.00	100.00	Added
Cemetery Lot - R	350.00	375.00	Added
Cemetery Lot - NR	720.00	750.00	Added
Fees to Perpetual Care (40% of the lot Sale) - R	140.00	150.00	N/A
Fees to Perpetual Care (40% of the lot Sale) - NR	288.00	300.00	N/A
Monument Installation	100.00	100.00	Added
Marker Installation	50.00	50.00	Added
Foundation Layout	25.00	50.00	Added
Corner Post Layout	25.00	50.00	Added
Memory Wall Inscription	177.00	200.00	Added
Transfer Internment Rights - R	25.00	30.00	Added
Transfer Internment Rights - NR	25.00	50.00	Added
Disinterment - R	500.00	1000.00	Added
Disinterment - NR	1000.00	1500.00	Added
Columbarium - R	856.00	1000.00	Added
Columbarium - NR	1479.00	1500.00	Added
Second Open/Closes Columbarium - R	150.00	150.00	Added
Second Open/Closes Columbarium -NR	200.00	225.00	Added
Fees to Perpetual Care Fund for Columbarium - R	128.00	150.00	Added
Fees to Perpetual Care Fund for Columbarium - NR	221.00	225.00	Added

**Notes:**

R = Resident/Ratepayer

NR = Non Resident/Ratepayer

### SCHEDULE B - TIPPING FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
Ratepayers 3 cubic metres-1/2 ton load - limit 1 per week	No charge	No charge	
Domestic waste/m3	6.30	7.00	Added
Organic Waste/m3	3.30	4.00	Added
Metals - Providing it is disposed of in the metal pile at site	No charge	No charge	
Objects containing Freon Gas	No charge	75.00	Added
Inorganic earth like material/m3	6.30	7.00	Added
Construction materials including shingles/m3	6.30	7.00	Added
Commercial & Government garbage/m3	6.30	7.00	Added
Dump truck load of allowable waste/load	157.50	175.00	Added
Burnable Brush - residents	No charge	No charge	
Non-resident Commercial annual user fee	288.75	300.00	Added
Non-residents annual user fee	125.00	135.00	Added
Commercial Spills Waste/approval basis only - quotation required			
Electronic Waste		No charge	
Blue Box Replacement	10.00	15.00	Added
Boats/foot	6.60	7.50	Added
Service Calls - during closed hrs (min one hr)	40.00	45.00	Added

### SCHEDULE C - CONNECTION RATES FOR WATER AND SEWER

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
Water or sewer service call - per hr, per person, 1 hr min	42.00	45.00	Added
Water Shut Off -- Seasonal - per hr, per person, 1 hr min	31.00	45.00	Added
Sewer Shut Off -- Seasonal - per hr, per person, 1 hr min	31.00	45.00	Added
Water Turn On -- Seasonal - per hr, per person, 1 hr min	31.00	45.00	Added
Sewer Turn On -- Seasonal - per hr, per person, 1 hr min	31.00	45.00	Added
Water connection fee for Residential Users	775.00	870.00	Added
Water connection fee for Commercial Users	1030.00	1155.00	Added
Sewer connection fee for Residential Users	775.00	870.00	Added
Sewer connection fee for Commercial Users	1030.00	1155.00	Added

**Notes:**

Materials that may be required are not included in above rates

Materials will be billed to user at cost



## SCHEDULE D - PUBLIC WORKS

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
Service call - per hr, per person, 1 hr min		45.00	Added

**Notes:**

Equipment rates adjusted annually to be equal to the rates established by the Ministry of Transportation commonly referred to the MRA 135 rates.

Materials will be charged at cost

<b>SCHEDULE E - RANTAL RATES FOR MUNICIPAL FACILITIES EQUIPMENT</b>			
<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
<b>COMMUNITY CENTRE/ARENA</b>			
Arena Ice Rental/hr	68.00	100.00	Added
Non-Resident Arena Ice Rental/hr	85.00	100.00	Added
Minor Hockey Ice Rate/hr	35.00	75.00	Added
Non-Resident Minor Hockey Ice Rate/hr	60.00	85.00	Added
Curling/hr	53.00	55.00	Added
Senoir 50 Years - Youth Shinny /person	6.00		Included
Temagami Public School Rental/hr		75.00	Added
Adult Pick-up Hockey/person		7.00	Included
Children's Pick-up Hockey/person	4.00	5.00	
Family/event	10.00		Included
Public Skating/person	2.50	3.00	Included
Arena Ice Rental/day	650.00	800.00	Added
Arena Ice out Rental/hr	45.00	50.00	Added
Arena Rental Ice out /day	515.00	500.00	Added
Arena Weekend rental - Ice surface and Hall	1500.00	2000.00	Added
Arena Hall Rental/hr	35.00	40.00	Added
Arena Hall Rental/day	400.00	350.00	Added
Arena Hall for Fitness Class (\$1.00 per person max \$20.00)	10.00	20.00	Added
Caribou Mountain Admittance under 5 no charge/person	3.00		Included
Local Service Clubs/Lion Non Profit Hall Rental/event	150.00	200.00	Added
Arena Lobby Rental/day	50.00		Added
Kitchen Use		150.00	Added
SoCan Fee		20.00	Added
Set Up - Clean Up/hr		45.00	Added
Ballfield Rental/weekend	200.00	200.00	Added
<b>WELCOME CENTRE MEETING ROOM RENTAL</b>			
Theatre/hr	45.00	50.00	Added
Theatre/day	120.00	150.00	
Boardroom	No Charge		Added
Council Chamber/day	90.00	100.00	Added
Council Chamber/hr	120.00	25.00	Added
Set Up - Clean Up/hr	60.00	45.00	Added
<b>EQUIPMENT RENTAL-</b>			
Tables 6' Rectangular/event	2.00	3.00	Added
Tables 6' Rectangular - NP/event	1.00	1.50	Added
Chairs White Folding/event	1.00	1.50	Added
Chairs White Folding - NP/event	0.50	1.00	Added
Marquee Tents 20'x20'/event	100.00	150.00	Added
Marquee Tents 20'x20' - NP/event	30.00	50.00	Added
Setup Fee for Tents - for setup/takedown	50.00	60.00	Added
Setup Fee for Tents - for setup/takedown - NP	25.00	30.00	Added
Portable Sound System/event	100.00	115.00	Added

Portable Sound System - NP/event	25.00	40.00	Added
<del>LED Lighth system and tbars/event</del>			
<del>LED Lighth system and tbars/NP event</del>			
Portable Stage/event	20.00	50.00	Added
Portable Stage - NP/event	10.00	25.00	Added
Picnic Tables/event	6.00	10.00	Added
Picnic Tables - NP/event	3.00	5.00	Added

# SCHEDULE F - USE OF MUNICIPALITY DOCKS AT WELCOME CENTRE

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
Up to 19 feet	309.75		Added
Over 19 feet	183.75		Added
Seasonal/feet (6 month season - min \$400.00 fee)		25.00	Added
Monthly up to 19'		200.00	Added
Monthly Over 19'		250.00	Added
Weekly	94.5	120.00	Added
Daily	26.25	30.00	Added

## Notes:

Seasonal from the long weekend in May up October 31

Maximum boat size = 10 feet wide by 30 feet in length

# SCHEDULE G - PARKING RATES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
Parking Site with hydro	155.00	250.00	Added
Parking Site without hydro	120.00	150.00	Added
Arena Parking for Transport Trucks	95.00	250.00	Added
Late Payment Fee	25.00		N/A

<b>SCHEDULE H - MISCELLANEOUS CHARGES</b>			
<b>Services Offered</b>	<b>2016 Current Fee</b>	<b>2020 Proposed Fee</b>	<b>HST Included or Added</b>
Administrative search/hr (one hr min)		45.00	Added
NSF cheques/cheque	50.00	50.00	Included
Tax Water Certificate (Include water)	45.00	50.00	Included
Tax Registration File Fee		400.00	
Duplicate Receipt		10.00	Included
Photocopies Letter-Legal B&W/page	0.25	0.50	Added
Photocopies Letter-Legal color/page		1.00	Added
Photocopies Ledger B&W/page	0.50	0.75	Added
Photocopies Ledger size color/page		1.50	Added
Photocopies Certified as true copies/page	2.00	5.00	Added
Laminating Letter		2.50	Added
Laminating Legal/Ledger		5.00	Added
Faxes - received or sent for first page	2.50	2.50	Added
Faxes - for remaining pages	0.50	0.50	Added
Commissioning Affidavits Non-Resident		40.00	Added
Commissioning Affidavits Resident		20.00	Added
<b>9-1-1 Signs and Posts</b>			
Installation of New Residential	65.00	100.00	Added
Replacement Post	25.00	50.00	Added
Replacement Sign Plate	40.00	75.00	Added
Hawkers and Peddler's Licence/year	175.00	200.00	Added

<b>SCHEDULE I - ANIMAL TAG FEES</b>			
<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>	<i>HST Included or Added</i>
<b>IMPOUNDMENT OR DISTRAINED</b>			
Impoundment Fee	25.00	30.00	
Daily Boarding Fee	20.00	25.00	
Weekend Boarding Fee	40.00	90.00	
Humane Services/Adoption Fee	40.00	50.00	
Euthanasia Supplies Fee	10.00	70.00	
Disposal of Surrendered /Non-Impounded Animal Fee up to 18Kg (40 pounds)	50.00	50.00	
Disposal of Surrendered /Non-Impounded Animal Fee over 18Kg (40 pounds) up to Kg (110 pounds)		75.00	
Disposal of Surrendered /Non-Impounded Animal Fee over 18Kg (110 pounds)		100.00	
<b>TAGS AND LICENSES – SECTION 5</b>			
Annual Fee	40.00	40.00	
Annual Fee for Spayed or Neutered	30.00	30.00	
Annual Fee for Senior owner	30.00	20.00	
Annual Fee for Spayed/Neutered + Senior	20.00	10.00	
Kennel Licence Fee	100.00	200.00	
Replacement Tag		25.00	
Register Dog under Sec. 5.2	Nil		

**Note:**

Annual fee for first three months set at 50% of the fee above.

## SCHEDULE J - FIRE DEPARTMENT FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2019 Proposed Fee</i>	<i>HST Included or Added</i>
<b>BURNING PERMITS</b>			
Open Air Burning Permits/season	40.00	40.00	Added
Open Air Burning Permits/month	20.00	20.00	Added
Open Air Burning Permits/week	10.00	10.00	Added
<b>ANNUAL RESPONSE - UNORGANIZED AREA</b>			
Annual fee	125.00	135.00	
<b>REPORT/SEARCH</b>			
Emergency Response Report	52.00	55.00	Added
Fire Code Compliance-Record Search & Response Letter	52.00	55.00	Added
<b>SPECIFIC INSPECTION/REPORTS FEES</b>			
Inspection (1st hr or part thereof)/hr	60.00	60.00	
Additional hrs (or part thereof)/hr	30.00	30.00	
Report	60.00	60.00	
<b>SALE INSPECTION</b>			
Residential	120.00	120.00	
Commercial	180.00	180.00	
<b>LIQUOR LICENSE</b>			
Liquor License Application	60.00	60.00	Added
Liquor Licence Inspection Request	120.00	120.00	Added
<b>FIRE DEPARTMENT TRUCK</b>			
Special Occasion Attendance/vehicle	155.00	160.00	Added
<b>EMERGENCY RESPONSES</b>			
<b>Standby Requests - excluding Emergency Response</b>			
Standby Requests - 1 hr or part thereof/vehicle	410.00	485.00	Added
Standby Requests - 1/2 hr or part thereafter/vehicle	205.00	242.50	Added
Fire coverage properties outside the Municipality	125.00		Added
<b>Structural fires/CO alarms outside the Municipality</b>			
1hr or part thereof/vehicle	410.00		Added
1/2 hr or part thereafter/vehicle	205.00		Added
<b>Emergency Services Response on Provincial Highways</b>			
1 hr or part thereof/vehicle	410.00	485.00	Added
1/2 hr or part thereafter/vehicle	205.00	242.50	Added
Plus any additional clean-up costs	Actual costs	Actual costs	Added
<b>Emergency Services Response on other Roadways</b>			
1 hr or part thereof	410.00	485.00	Added
1/2 hr or part thereafter/vehicle	205.00	242.50	Added
<b>Response to hazardous material, dangerous goods incident</b>			
1 hr or part thereof/vehicle	410.00	485.00	Added
1/2 hr or part thereof/vehicle	205.00	242.50	Added
Plus any additional clean-up costs	Actual costs	Actual costs	Added
<b>Respond to Natural Gas Incident outside residence or business</b>			
1 hr or part thereof/vehicle	410.00	485.00	Added



1/2 hr or part thereafter/vehicle	205.00	242.50	Added
<b>Response to Hydro or Bell (Ontario) Callouts (includes stand-by time)</b>			
1 hr or part thereof/vehicle	410.00	485.00	Added
1/2 hr or part thereafter/vehicle	205.00	242.50	Added
<b>False alarm response - malicious</b>			
1 hr or part thereof/vehicle	410.00	485.00	Added
1/2 hr or part thereafter/vehicle	205.00	242.50	Added
False alarm response notification failure	500.00	590.00	Added
False alarm response-accidental	350.00	415.00	Added

#### **Fire Report:**

As requested by business professional. All requests must be provided in writing.

Copy provided to owners or insurance companies upon request.

OPP or other fire will be charged.

#### **File Search:**

As requested by business professional; lawyers in real estate closing, etc. All request must be provided in writing.

#### **Inspections:**

As requested by business professionals; lawyer in real estate closing, etc. All request must be provided in writing along with written permission from owner.

#### **Vehicle Rate**

As established by the Ministry of Transportation

Will be updated automatically

### SCHEDULE K - BUILDING FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2019 Proposed Fee</i>	<i>HST Included or Added</i>
Residential fee formula (New Homes; sleep cabins; additions; carports; garages; boat houses; accessory buildings greater than 220 square feet in size and major renovations with a value of \$10,000 or higher)	9.00/1000.00 const value or 1.50 x ft <sup>2</sup> , which ever is greater Min permit fee: 330.00	9.75/1000.00 const value or 1.60 x ft <sup>2</sup> , which ever is greater Min permit fee: 356.00	
Commercial/industrial fee formula (include additions and major renovations)	8.00/1000.00 const value or 1.20 x ft <sup>2</sup> , which ever is greater Min permit fee: 330.00	8.65/1000.00 const value or 1.60 x ft <sup>2</sup> , which ever is greater Min permit fee: 356.00	
Installation of Solid Fuel Burning Appliance/Chimney	110.00	119.00	
Retaining Wall	220.00	238.70	
Factory built Solariums / sunrooms	220.00	238.70	
Deck/Porch and accessory building up to 220 sq. ft in size	165.00	179.00	
Fence	110.00	119.00	
Window Replacement (if changing size or structure)	110.00	119.00	
Minor Residential Alterations or Repairs, under \$10,000	110.00	119.00	
Demolition Permits	110.00	170.00	
File Search and Compliance Letter Fee	60.00	100.00	
Change of Use	220.00	238.00	
Transfer of Permit	55.00	59.60	
Deferral of Revocation of Permit	55.00	59.60	
Conditional Permit	165.00	8.50/1000.00 permit value Min fee: 85.50 + 210.00 admin fee	
Partial occupancy permit	110.00	119.00	
Revision to Permit	82.00	90.00	
Plumbing Permit Fees (fix=fixture)	66.00 + 4.00/fix	71.60 + 4.50/fix	
HVAC Permit Fees new or replacement/alterations	110.00	119.00	
HVAC Permit Fees special ventilation systems	110.00	119.00	
Water based property inspections/hr	70.00	120.00	
Land based property inspections/hr	45.00	85.00	
Renewal fee for all building permits	100.00	108.25	
Application submitted after work has begun	Double BP fees	Double BP fees	
Inspection fee when an Order has been issued		200.00	
Building permit for an accessible upgrade		50.00	

### SCHEDULE L - PLANNING FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2019 Proposed Fee</i>	<i>HST Included or Added</i>
Subdivision Agreement		4000.00	
Consent: Lot Addition	600.00	500.00	
Consent: Lot Right of Way	600.00	500.00	
Consent: Severance	1200.00	1000.00	
Consent: Re-circulations	150.00	100.00	
Consent: Stamping of Deeds	150.00	100.00	
Consent: Agreement as a Condition to Severance	200.00	150.00	
Zoning By-law Amendment	1200.00	500.00	
Minor Variance	600.00	500.00	
Minor Variance : Re-circulations	150.00	100.00	
Consent and Minor Variance Agreement	200.00	150.00	
Site Plan Control Application/registered	200.00	100.00	
Major Site Plan Control Application/registered	800.00	866.00	
Site Plan Application Agreement Amendment	100.00	216.50	
Road Allowance-Shore Road	1200.00	1300.00	

**Notes:**

\*All Fees do not include expenses which will be billed at cost

**Expenses include:**

Advertising  
Registration Fees  
Legal Fees  
Planning Consultant Fees

### SCHEDULE M - BY-LAW FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2019 Proposed Fee</i>	<i>HST Included or Added</i>
Property Standards Orders (registered on title or remove title)		100.00	
Inspection of property or compliance letter		100.00	
Record search and compliance letter		100.00	
Property Standard Appeal fee	150.00	162.00	

**Notes:**

Hourly inspection rates for properties outside the urban area are \$85.00 for rural properties and \$120 for lake access only properties to recover cost to provide these inspections.



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-051

**Memorandum to Council**

**Subject:** Service Delivery Review Consultant

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council accepts the proposal from BDO as the consultant for the Service Delivery Review at the estimated cost of \$42,130;

AND FURTHER THAT Staff be directed to take the necessary steps to start this project directly.

**INFORMATION**

The Municipality issued a call for proposals for consulting services in support of a Service Delivery Review. The adjusted deadline for submissions as 3:00 pm on May 7, 2020. The call for proposals was provided to three professional accounting firms who have extensive experience in municipal government. We received two proposals, one from KPMG and one from BDO.

From a review of the two proposals received, it appears that the BDO has a more robust public and stakeholder engagement process that will also guide the decision making process. Ensuring that there is public and stakeholder engagement is an important factor when implementing the results of a service delivery review as it is the public and the stakeholders that will be the ultimate judge on how well this process was completed and implemented.

Both quotes were within the limits of the funding provided by the Province for completion of a service delivery review. The quote submitted by BDO was the lower of the two proposals received.

So for the public engagement and price differences, Staff is recommending that the engagement be awarded to BDO.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



# Building a resilient system

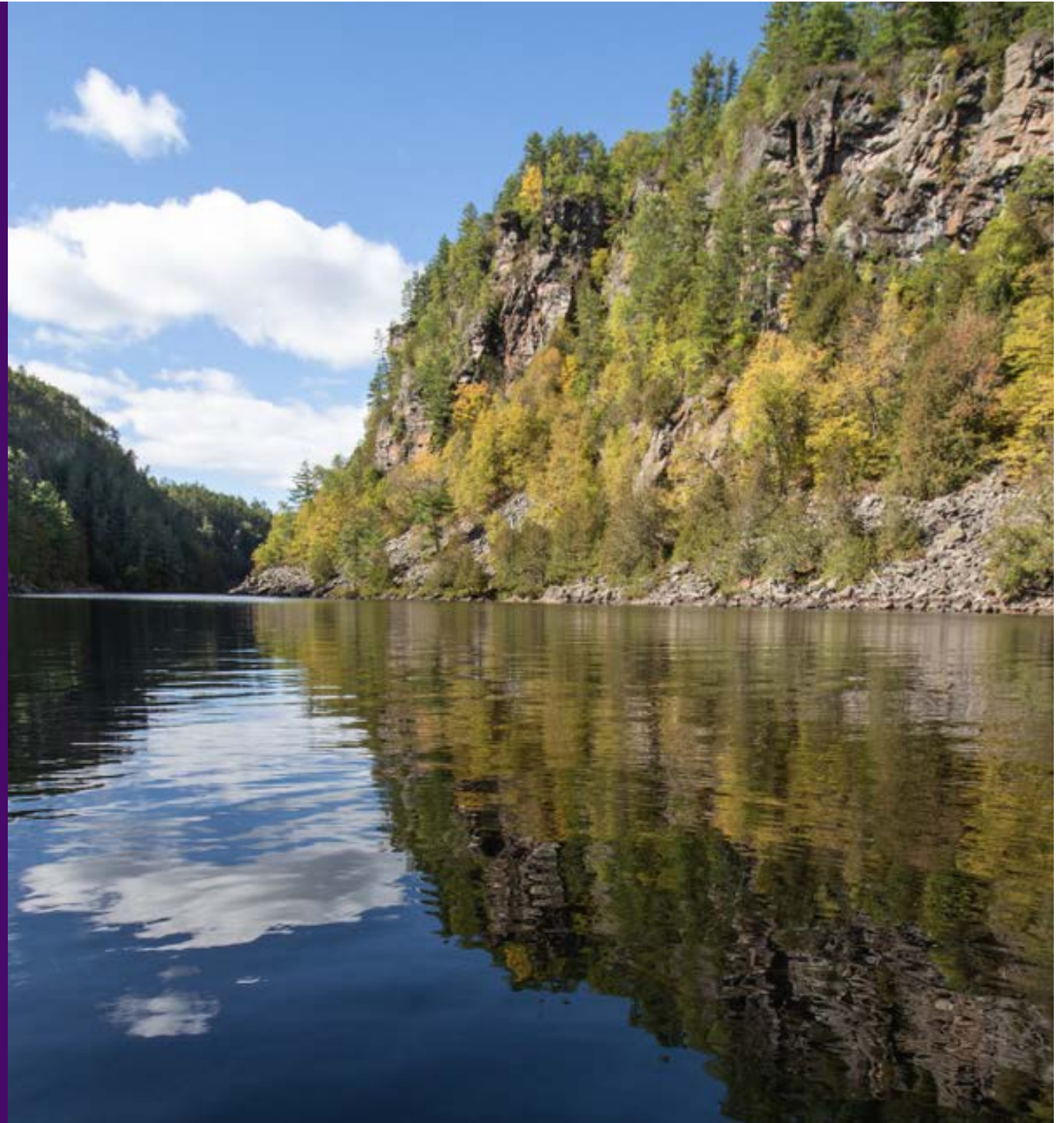
THE MUNICIPALITY OF  
TEMAGAMI

SERVICE DELIVERY REVIEW  
CONSULTING SERVICES

RFP-SD-2020

MAY 07, 2020

**Let's do this.**







KPMG LLP	Telephone	705-669-2515
Claridge Executive Centre	Fax	705-675-7586
144 Pine Street, Suite 400	Internet	www.kpmg.ca
Sudbury ON, P3C 1X3		

May 07, 2020

**Craig Davidson**

Treasurer/Administrator

**Municipality Of Temagami**

P.O. Box 220, 7 Lakeshore Drive

Temagami, ON. P0H 2H0

RE: RFP-SD-2020 – “Service Delivery Review Consulting Services

**Dear Craig,**

We are delighted to submit our proposal to undertake a Service Delivery Review (SDR) for the Municipality Of Temagami (referred to as “the Municipality” throughout). Municipalities are facing a host of unavoidable challenges that are increasing the cost of service delivery, such as, increasing citizen demands, rising labor costs, changing legislation and rising expectations for new, innovative technology solutions. In many cases, councils and administrators have implemented unilateral budget cuts across all departments to address their fiscal challenges. Years of taking such a simplistic approach have taken their toll, however, resulting in at times unfair reductions in service levels, with limited concern to the value or importance of the services to the public.

The more sophisticated and knowledgeable approach to tackling these challenges is to conduct a SDR. Such a review is a re-evaluation of the Municipality Of Temagami’s operations to determine if there are more efficient, effective or economical means to delivering municipal services. We commend the Municipality on taking this approach to these challenges and we look forward to the prospect of working with you and your stakeholders in this capacity. The three reasons why we believe KPMG to be the best partner of the Municipality Of Temagami in the SDR is:

- **Canada’s leading municipal advisory and audit firm:** Our experience serving local governments is unparalleled. We have worked with municipalities of all shapes and sizes undertaking SDRs, core service reviews, operational reviews, internal audits and value for money studies.
- **Highly qualified, experienced team:** Your team is led by **Tiffany Cecchetto**, who brings over 17 years of experience serving a wide range of clients including enterprise clients, not-for-profit clients including the higher education, utilities, charity sectors and municipalities located in Northern Ontario. She is supported by **Chas Anselmo**, a senior team member who have worked with a variety of small regional municipalities’ right through to the largest cities across Ontario and Canada.

- **Proven methodology and collaborative approach:** Our approach is grounded in a factual and analytical process using the Municipal Reference Model (MRM), coupled with a commitment to working in close partnership with you every step of the way. We will meet with your staff to understand current service levels, develop service profiles and identify realistic opportunities for cost savings and improvements.

We have a fantastic team to serve Springwater which will bring the very best of KPMG to support this review. We look forward to the next stage of the proposal process.

Sincerely,



Tiffany Cecchetto

Lead Engagement Partner

705 669 2520 | tcecchetto@kpmg.ca



Chas M. Anselmo

Engagement Manager

705 669 2549 | canselmo@kpmg.ca



# Table of contents

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<b>EXECUTIVE SUMMARY</b>	<b>1</b>
<b>OUR UNDERSTANDING OF THE PROJECT REQUIREMENTS</b>	<b>4</b>
<b>PROJECT METHODOLOGY</b>	<b>6</b>
<b>ABOUT KPMG</b>	<b>13</b>
<b>YOUR KPMG TEAM</b>	<b>20</b>
<b>STIPULATED RATE SCHEDULE</b>	<b>28</b>
<b>NON COLLUSION AFFIDAVIT</b>	<b>29</b>
<b>CONFLICT OF INTEREST DECLARATION</b>	<b>30</b>



# Executive summary

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We understand the vital importance of your mission to make the Municipality of Temagami, a resilient and thriving organization to support and sustain a growing community. We are committed to delivering a high quality, independent and objective audit, leveraging our knowledge of organizational and service reviews for Municipalities and Public Sector to your benefit.

## BENEFITS WE BRING TO THE MUNICIPALITY OF TEMAGAMI



### Canada's leading municipal advisory and audit firm.

Our experience serving local governments is unparalleled. KPMG's partners and professionals bring in-depth knowledge and experience that will provide you with insights firmly grounded in understanding the business challenges of the current municipal environment. As one of Canada's leading municipal advisory firms, we have a robust national practice comprised of partners and professionals dedicated to providing advisory services to municipal governments and organizations. Our in-depth knowledge and experience - gained from conducting numerous reviews across Canada - enables us to provide clients with insights firmly grounded in understanding the business challenges of the current economic environment. Our distinctive knowledge will not only enable us to deliver on time and on budget, but will also help uncover any potential opportunities already implemented in other municipalities.



### A knowledgeable and experienced team

All firms have their own culture. At KPMG, we work with you. Everyone on our proposed team is chosen according to clear alignment with your needs, strategy and goals. Our relevant technical qualifications, strong public-sector credentials, and successful track record advising and leading Ontario municipalities and the broader Ontario public sector through change and transformation proves our ability to hit the ground running and leverage leading practices to the Municipality of Temagami's benefit

Your Lead Engagement Partner **Tiffany Cecchetto**, brings over 17 years of experience serving a wide range of clients including enterprise clients, not-for-profit clients including the higher education, utilities, charity sectors and municipalities located in Northern Ontario.

Your Engagement Manager **Chas Anselmo**, a Senior Manager in KPMG's Northern Ontario Advisory Services Practice, has over 10 years of experience in the areas of municipal operations and processes. Chas has played a leading role in the delivery of municipal service reviews to a range of clients across

Ontario, including the City of London, Region of Niagara, Township of North Huron, Town of Blind River, Town of New Tecumseth, City of Timmins, City of Dryden, City of Elliot Lake and Perth County. Chas is also working towards his Lean Six Sigma Black Belt designation



#### Value through proven methodology and collaborative approach.

Our collaborative approach is grounded in a factual, analytical and transparent process, coupled with a commitment to working in close partnership with you every step of the way. Our work plan will be led and executed by seasoned professionals with significant knowledge of the public sector, municipalities and environmental agencies with organizational and operational reviews. We will meet with your people as appropriate to help them deepen their understanding of the reasoning behind our recommendations as we further our understanding of your organization and requirements in order to deliver tailored advice and develop solutions that address your needs.

Centered around six distinct phases, our work plan drives rigor through the measurable process of defining expectations, reviewing existing and future conditions, and conducting a functional analysis. Our approach is intentionally focused on identifying operational improvements while preserving, as much as possible, service levels for residents. Our experience has consistently demonstrated the need to 'go deep' – gaining an in-depth understanding of how services are delivered and resources deployed. This focus is intended to avoid the project devolving into a review of service levels only, which often occurs when insufficient analysis and scrutiny of municipal operations is performed as part of the process.

Our approach to the Municipality's review incorporates our proven **Municipal Service Delivery Review Methodology (MSDR)** which supports a critical evaluation of a municipality's services, service levels, delivery methods and financing approach intended to identify opportunities for change that can be considered by Council.

We are confident that no firm is better suited to help you meet these needs than KPMG. The Municipality of Temagami can count on a quality organizational and service review, proactive and sound advice that come from years of successfully serving Municipalities and the Public Sector across Canada.



#### Client service approach – Value Proposition.

Our commitment to service excellence will translate to action immediately upon our appointment as the Municipality of Temagami's trusted business advisor for this engagement. We will base our relationship with you on these principles:

- **A professional relationship based on communication and trust** – Our team commits to uphold and evolve the important professional relationships with your team. We do this to make sure we maintain and grow our understanding your business, objectives and needs and deliver our services efficiently and effectively to add value.
- **Clear communication** – KPMG has clearly defined processes for ensuring our internal communications are clear, frequent and precise throughout our audit engagements. They include monthly meetings of our core team to exchange information, address technical and other issues, agree on action plans, and assign accountabilities.
- **Performance assessment** – KPMG's performance measurement system promotes our core values (clients, people and knowledge) at all levels of the firm, including practice leaders, partners, managers and staff. The individual members of our team will be evaluated, at least once a year, against these client service standards.

- **Client feedback** – KPMG has a formal review process for ensuring the quality of our service. Client feedback is sought annually on all aspects of our service. We measure our success from the only perspective that matters – *yours*.



#### **Value for Fees**

As professional service providers, we understand your need to obtain the most value for the fees you pay. We strive to keep fees at the lowest possible level consistent with high professional standards. We believe our value translates into providing the Municipality with high quality service, bringing you experience directly related to the public sector, and assigning the best people for your engagement.

#### **KPMG is ideally positioned to undertake this initiative with the Municipality of Temagami**

Our proposal provides evidence of our project management capability and our experience in reviewing municipal services to ensure taxpayers receive modern and efficient service delivery. We fully appreciate your expectations and we commit to exceeding them throughout this project.

# Our Understanding of the Project Requirements

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As municipal budget challenges grow year after year, municipalities are facing a host of unavoidable pressures that are increasing the cost of service delivery. Our experience with Ontario municipalities demonstrates quite clearly that the operating environment is both challenging and changing:

- Municipalities continue to face an evolving and challenging regulatory environment, with new Provincial legislation impacting significantly on municipal functions such as land ambulance, recycling, public health, planning, social assistance and childcare. Similarly, changes to the assignment of funding responsibilities between the Province and municipalities are also expected to impact resource demands.
- Municipalities face significant capital investment requirements over the short to medium term, some of which relate to the replacement of existing infrastructure that has reached end of useful life, while other investments are necessary to support growth that is occurring within the municipality. In a number of instances, current capital funding sources (i.e. existing reserves and annual capital contributions) are seen as insufficient to meet these requirements, the consequences of which include (i) the need to prioritize the allocation of financial resources, resulting in some projects being deferred; (ii) increased operating costs due to the poor condition of infrastructure; and/or (iii) the need for municipalities to forego certain activities due to the absence of supporting technology and other systems.
- Municipalities experience operating cost increases that go beyond rate of general inflation (as measured by the Consumer Price Index). The reality is that the Municipal Price Index will consistently exceed the general rate of inflation.
- The impact of climate change is having a pronounced effect on municipal operations, most notably with respect to winter roads maintenance activities and more frequent and severe flooding.
- Continuous increasing demands from residents and businesses for improved public service delivery and greater public accountability

While all of these changes increase the financial pressures and demands on municipalities, the need to ensure the affordability of taxation and user fees poses a constraint as municipal councils often seek to limit taxation increases for their residents and ratepayers.

In many cases, municipal Councils and staff have implemented unilateral budget cuts across all departments to address their fiscal challenges. However, years of taking this across the board approach have taken their toll, resulting in at times unfair reductions in service levels, with limited concern to the value or importance of the services to customers.

In 2019, the Province of Ontario announced that provincial funding to municipalities would be reduced as part of a larger cost reduction and modernization initiative. To ease the transition, the Province released a series of grant programs for municipalities to fund a review of their operations. While these reviews often go by many different names – including service efficiency reviews, service value improvement operational reviews, and cost saving studies – they all share the same goal: to determine if a municipality is delivering its services to its citizens in the best possible manner. Accordingly, these service reviews help municipalities assess their current program and service offerings to determine how to optimize service delivery through a series of service improvement initiatives.

## OUR UNDERSTANDING OF THE SCOPE AND REQUIREMENTS

We understand the Municipality Of Temagami is seeking the assistance of a consulting team to conduct a service delivery review to reduce the cost of service delivery while improving services and service levels. KPMG proposes to meet your needs by applying our understanding and experience in a manner that is clear, objective, and professional. As Canada's leader in municipal service delivery projects, we have a deep knowledge of municipalities and the services they provide and as a result it will allow us to hit the ground running and create time efficiencies and cost savings for you.

We have carefully reviewed your RFP and understand that our services would be required to conduct a service delivery review to determine if there are opportunities to:

- Improve services and outcomes
- Meet new or increased demand from customers for services
- Improve service delivery mechanisms and processes
- Maintain existing service levels in the face of competing priorities.

More specifically, the Service Delivery Review work requires the KPMG project team to:

1. Review and provide recommendations that could realize efficiencies resulting in reduced costs and/or improve services to customers.
2. Identify mechanisms to continue to foster, grow and sustain trust and confidence between all levels of the organization, Council and residents.
3. Detail the Municipality's current service delivery model effectiveness and cost through the use of an inclusive and collaborative approach with members of Council, Senior Management and Staff
4. Benchmark the Municipality's data with that of the selected comparators and identify areas for further investigation or potential improvement.
5. Provide a written report with recommendations

Our project plan reflects the requirements of your RFP and our experience in conducting similar service reviews. We place a high priority on upfront planning and are committed to conducting an efficient Service Delivery Review within your timeframe.

Our approach to the Service Delivery Review is divided into six phases, each focused on the accomplishment of specific, tangible objectives and activities. We will utilize a variety of meetings, workshops, and interviews to engage with the First Nations, Council, Staff, User Groups, Committees, etc. to ensure the voice of the customer is heard. Our methodology and project plan that follows outline these steps in detail.

# Project Methodology

Our approach to the Service Delivery Review is divided into six phases, each focused on the accomplishment of specific, tangible objectives and activities.

The following sections provide a brief description of each phase and its associated activities. The project methodology and work plan would be replicated for both property-centric services and citizen-centric services.

## PHASE 1: PROJECT START-UP

This phase lays a strong foundation for the project through the facilitation of introductory and kickoff meetings with key project contributors. It consists of a project meeting with the Treasurer/Administrator, as well as kickoff meetings with the Senior Management Team.

## PROJECT KICK-OFF MEETING

KPMG will spend a brief, but necessary, period of time at the beginning of the project to confirm the scope, establish expectations, and validate our approach with the Treasurer/Administrator. This meeting will also serve to confirm project deliverables and confirm timelines. Specific items to be addressed include project deliverables, timelines, the availability and requirements of resources. We will also schedule bi-weekly project status meetings during which KPMG will report on the overall progress of the review.

## DELIVERABLES:

- Engagement letter
- Project meeting schedule (we present a draft project schedule on Page 9)

## PHASE 2: OVERVIEW OF MUNICIPAL ENVIRONMENT

This phase of our study is the assessment of the current state of the Municipality, which includes:



- Conducting a detailed inventory of services and programs provided by the municipality
- Performing cost analysis of these services and programs, including efficiencies and effectiveness
- Providing recommendations to the Municipality of programs and services to continue, improve and consider reducing, based on our analysis and considering cost and operational savings
- Develop recommendations on which services and programs should remain in-house, and which services and programs, if applicable, should be outsourced for additional cost saving measures

The development of the current state assessment will involve a review of documentation relevant to the Municipality's services, staffing and financial performance, which may include:

- Detailed organizational structure charts
- FTE complements and compensation levels
- Collective bargaining agreements and contractual arrangements that may impact on the ability to the Municipality to introduce changes
- Audited financial statements and financial information returns
- Internal financial statements and departmental budgets
- By-laws and policies
- Previous studies and other relevant documents that provide insight into the operational nature of the Municipality.

Our documentation review will be complemented by information obtained from the following:

- Working sessions with the Municipality's functional departments

The results of our current state assessment will be summarized in municipal profiles that outline:

- The services offered by the Municipality and the basis for the provision of the service (mandatory, established, discretionary)
- The current service level standard
- The existing method of delivering the service (own resources, contracted out, etc.)
- The annual cost of providing the service, broken down between personnel and other costs
- FTE complements involved in delivering the service
- Non-taxation funding sources by service (user fees, grants, etc.)
- The portion of the municipal levy used to fund the specific services.

#### **DELIVERABLES:**

- Draft municipal service profiles

### **PHASE 3: REVIEW OF CURRENT SERVICE DELIVERY MODELS**

Please note that Phase III and Phase IV of our work plan will run concurrently.

The third stage of our work plan involves the identification of potential opportunities for consideration by the Municipality, which could potentially include:



- Changes to services and service levels so as to allow the Municipality to match resources and capabilities with intended outcomes
- Changes to internal processes and delivery methods as a means of maximizing efficiencies
- Changes to funding approaches to municipal services so as to ensure an appropriate and fair distribution of funding levels for municipal services
- Based on our experience, we anticipate that the majority of opportunities will be derived from areas where:
  - Significant gaps exist between the Municipality's intended role and its existing capabilities
  - Duplication and other inefficiencies have been identified during the course of the review
  - Significant latitude exists for changes to service levels, processes and other aspects of the Municipality's operations (as opposed to highly regulated services)
- Staffing levels are primarily variable in nature and are not interrelated with other municipal services
- Indicators for the Municipality vary significantly from the municipal comparators

The identification of potential opportunities for change will be identified through our development of municipal service profiles and business process re-engineering (BPR) methodology.

Whereas the Municipality provides services to two neighbouring First Nations communities (Temagami First Nation and Teme-Augama Anishnabai) and to the extent that the potential opportunities may impact upon those communities, KPMG will organize an opportunity for those community members to provide their input on those municipal services.

KPMG's BPR methodology breaks down municipal processes such as transaction processing or fleet maintenance into individual work steps. The development of a visual depiction of the work efforts undertaken by municipal staff allows us, working in conjunction with the Municipality's, to understand the exact work steps undertaken by Municipality personnel in the delivery of selected services and identify:

- Areas of potential inefficiencies, which may stem from duplicate work efforts, the use of manual vs. automated processes, the absence of connectivity between municipal systems or the performance of work with little to no value
- Aspects of the Municipality's processes that may expose it to financial risk as a result of inadequate internal controls
- Limitations from a customer service perspective. For example, some municipalities will not provide accept payment for services at functional departments, requiring residents to (i) queue at one location in order to access the service; and (ii) queue at another location in order to pay for the service. In some cases, residents will need to queue at the original location again in order to demonstrate that payment has been made
- Areas of litigation risk that may expose the Municipality to legal action.

To accomplish this, this stage will include the following:

- Working sessions with Municipality personnel (number and composition of functional teams to be determined), during which time KPMG will discuss each of the draft municipal service profiles and facilitate discussion concerning municipal services and the potential for change.
- The identification of key processes for our BPR review and the facilitation of separate working sessions with relevant Municipality personnel to review processes and potential opportunities for improvement.

## **DELIVERABLES:**

- Final municipal service profiles

- Process maps for key processes (to be confirmed in conjunction with the Municipality)
- Results of the Phase IV Benchmarking analysis (Which runs concurrent to Phase III)
- Preliminary list of opportunities
- Consultation with neighbouring First Nations
- Interim report to the Treasurer/Administrator

## PHASE 4: BENCHMARKING ANALYSIS OF CURRENT SERVICE DELIVERY

Please note Phase 5 will run concurrently with Phase 3

In our experience, clients benefit tremendously by learning about the experiences of other jurisdictions. In this phase, we seek to build on the Municipality's current jurisdictional knowledge by conducting a high level benchmarking review of the Municipality's service areas. The benchmarking review will consist of an analysis of financial statements, Ontario Financial Information Returns (FIRs), census data and other data sources of up to five municipalities comparable to the Municipality to identify areas where performance indicators vary substantially from other municipalities. We will identify specific areas of interest where the benchmarking data suggests other municipalities are providing different service levels, or have different cost levels or revenue levels. Altogether, this jurisdictional review will assist in the identification of key trends and patterns in service delivery models and improvements that can be applied within the business unit.

### DELIVERABLES:

- Comparative summary of municipal services, service levels and delivery models
- Comparative summary of municipal services

## PHASE 5: OPPORTUNITY IDENTIFICATION

At the completion of Phases I to V, we will draw a set of conclusions and recommendations that are generally divided into the following categories:

- Required Services: a range of options that would enable the Municipality to achieve its outcomes with a mix of services, keeping required services while possibly divesting, transferring, discontinuing, or significantly altering non-required services
- Service Levels: a range of options to adjust service levels to standards, as well as adjust standards, if/when they are not legislatively set
- Alternate Service Delivery Methods: consideration of a range of options to outsource, in-source, or change a procurement approach for the service
- Process Re-engineering Options: a range of options for improving efficiencies through redesigning processes, tools and key enablers.

In some cases we will identify “quick wins” – actions that the Municipality can initiate immediately that will reduce costs and/or improve services. In other cases we will recommend changes that may take some time to achieve. While the quick wins are rewarding in the short term, we find that longer-term fundamental changes are generally the most important in achieving long-term financial sustainability for municipalities. There will also be some areas where we are able to identify an opportunity but where some further study is required to determine the best way forward. We will identify these opportunities with a suggested approach to further investigation.

Based on our experience, we anticipate that the majority of opportunities will be derived from areas where:

- Significant latitude exists for changes to service levels. For example, parks and recreation programming will likely result in more opportunities than road maintenance since there is little to no formal requirement for municipalities to deliver parks and recreation services, while road maintenance activities are regulated by Provincial legislation, thereby providing a lesser degree of flexibility to the Municipality
- Staffing levels are primarily variable in nature and are not interrelated with other municipal services. In certain municipalities, staff are often employed in a range of activities, including roads maintenance and the operation of arenas and other municipal buildings. Where staff is intermingled within a range of municipal services, it can be difficult to realize meaningful cost savings as the demands of multiple services preclude staffing reductions. Other programs, however, are more seasonal in nature and employ staff on a stand-alone basis (e.g. lifeguards) and these areas will have a higher potential for staff and cost adjustments.
- Financial and service indicators for the Municipality are significantly higher than its municipal comparators. While service levels will vary from community to community, our experience has demonstrated that areas where significant differences are identified from the service level baseline (Phase III) generally provide more potential for cost reductions than areas where the Municipality's services are in line with its peers.
- Subsequent to the identification of the opportunities, we will work with the Municipality's finance personnel to develop a high-level (order of magnitude) estimate of the potential financial impact of each of the opportunities.

#### **DELIVERABLES:**

- Listing of potential opportunities and associated financial and non-financial impacts

### **PHASE 6: DRAFT REPORT AND PRESENTATION**

Upon completion of the above-noted work steps, we will commence preparation of our final report, which will summarize the results of our analysis and outline potential courses of action for the Municipality. In presenting our recommendations, we will differentiate between operational recommendations that do not require the approval of Council and strategic recommendations that by virtue of their impact on services and service levels, will require Council approval.

We will forward our draft report to the CAO for review. Following the incorporation of changes, we will submit a second draft of our report to the Municipality for review and commentary.

At this time, KPMG will host a public consultation session to provide the public with an opportunity to discuss municipal services and provide input with respect to the potential opportunities.

#### **DELIVERABLES:**

- Finalized service profiles inventorying current services and delivery approaches
- Draft report
- Presentation to Council
- Public consultation session.

## PROPOSED TIMELINE IDENTIFYING REALISTIC MILESTONES AND DELIVERABLES.

Our timeline provides an outline of the scope of work to be performed and the approach to be utilized to accomplish the tasks as presented, including relevant milestone dates.

PHASE	Weeks															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Project Initiation																
Current State Assessment																
State of Municipality presentation to Council																
Review of Current Service Delivery Models																
Jurisdictional Analysis																
Opportunity Identification																
Issuance of Draft Final Report																
Issuance of Final Report																
Report Presentation to Council																
Bi-weekly Conference Calls																

## QUALITY ASSURANCE AND COMMUNICATION

In our experience, projects benefit from a strong project management plan that provides for continuous communication between KPMG and our client as to the status of the engagement. Regular communication allows for issues to be identified and addressed as they arise (rather than waiting till the delivery of a report) and ensures that the Municipality understands the progress of our engagement. This is particularly important for projects that have high public profiles, involve multiple work efforts running concurrently or which extend over several months.

The key aspects of our proposed project management plan include:

- Conference calls with the Treasurer/Administrator two weeks to review the overall progress of the study, discuss issues arising from our study and factors that may influence project timing.

PROPOSED COMMUNICATION METHODS

The Municipality will remain informed and encounter no surprises through our commitment to regular, open and proactive communication. As your strategic advisor, we will be available to you on a high-priority basis. Chas Anselmo, your Engagement Manager, will be your primary point of contact. To demonstrate our commitment to the Municipality, Chas will be supported by your Lead Engagement Partner, Tiffany Cecchetto, as well as Oscar Poloni who is our Office Managing Partner for Sudbury; North Bay; Sault Ste. Marie Offices to add value to this engagement by acting as the Advisory Resource and the Engagement Quality Control Review Partner for this engagement.

We will return your phone calls promptly, and communicate with you continually and proactively. We will establish an environment of continuous communication and rapid response, making sure there are “no surprises” for you during the engagement and delivery of our services. We know that meeting timelines and responsiveness are important to you and we will make this a priority for our team.

WORKING TOGETHER

We anticipate that the service delivery review will attract the attention of the Municipality’s staff and community. Given the sensitivity of these projects within the community, we believe it is appropriate to conduct the Review in an open and transparent manner. Embedded within our approach are aspects of our communication and change management strategy (consultation with staff representatives, presentations at open meetings of Council, development of potential organizational structures reflecting changes to staffing levels).

Our approach to a service delivery review relies upon the input from Municipality personnel, reflecting the fact that Municipality staff are in the best position to share their insight, expertise and ideas on municipal structure, processes, service levels and operations with our team. At the same time, we recognize that the review will be an additional workload responsibility for municipal staff and we will attempt to minimize demands on your staff by:

- Providing a detailed orientation session at the beginning of the process that clearly communicates expectations and data requirements
- Providing you with clear and concise requests for information
- Providing preparatory information one week in advance of any scheduled meetings
- Ensuring KPMG representatives are available to assist Municipality staff with the collection of information in connection with the review

For the purpose of this Service Delivery Review, the following chart breaks down the resources that will be required of the Municipality:

Group	Resource Requirements
Treasurer/Administrator	<ul style="list-style-type: none"><li>▪ Participation at Phase I project initiation meeting and subsequent meetings</li><li>▪ Attendance at relevant functional team meeting(s)</li><li>▪ Review and feedback on all KPMG deliverables</li><li>▪ Arrangement of meeting facilities, including public input sessions</li></ul>
Functional team members	<ul style="list-style-type: none"><li>▪ Participation in functional team meetings, including discussion on resource requirements, services and service levels and processes</li><li>▪ Review of KPMG deliverables relating to functional team scope of responsibilities</li></ul>

# About KPMG

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KPMG LLP is the Canadian member firm of KPMG International Cooperative (KPMG International). As a provider of information-based services, KPMG delivers understandable business advice - helping clients analyze their businesses with true clarity, raise their level of performance, achieve growth and enhance business value.

## KPMG IN CANADA

In Canada, KPMG's roots date back to 1869. Since the last 150 years, more than 125 firms in communities across Canada have joined forces to create KPMG LLP. KPMG LLP, a Canadian limited liability partnership established under the laws of Ontario, is the Canadian member firm of KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG has 45 offices across the country. The firm has over 780 partners and over 7,400 employees providing audit, tax and advisory services to public and private businesses, not-for profit and public-sector organizations in Canada. KPMG LLP is the Canadian member firm of KPMG International. KPMG International's member firms have over 207,000 employees working in 152 countries/territories around the world.

Our clients—public and private companies, governments, not-for profits and public sector organizations—continually turn to KPMG to help them cut through the ever-increasing complexity of doing business. Our products and services are many and varied, and fall into one of four areas: Audit, Tax, Advisory Services and KPMG Enterprise. Using KPMG's local, national and global reach, the skills and talents of our people and some of the latest in knowledge-sharing tools and communications, our teams provide industry-specific services that can add real value to our clients.

KPMG's **Audit practice** helps clients manage risk so that they can focus on their core businesses. By intimately understanding each client's business, we convert information into insights, uncovering hidden opportunities to help improve client efficiency and performance.

KPMG's **Tax practice** focuses on finding opportunities and leveraging them to client's best advantage in the form of significant tax savings. Through tailored tax planning advice, the practice helps clients gain competitive advantage.

KPMG's **Advisory Services** helps organizations plan and move ahead, not merely react, in the face of change. Through specialized teams of experienced professionals, we provide guidance and insight on key issues related to change in three main practice areas.

- Our **Risk Consulting Services** help organizations assess and manage against their critical business risks by providing structured risk assessment frameworks to create resilience in the organization's systems and controls.
- Our **Management Consulting practice** helps create and enhance business processes and systems to overcome barriers to organization productivity, thereby growing sustainable business value.
- Our **Deal Advisory group** helps organizations grow and enhance value by providing strategic advice to help them assess and manage the complexities of a transaction.

## KPMG IN NORTHERN ONTARIO

KPMG is one of Northern Ontario’s largest professional services firms, with offices in Sudbury, Sault Ste. Marie, North Bay, Elliot Lake and Parry Sound. Our firm has been present in Northern Ontario since the 1930s, growing into one of the largest professional services firms in the North with 13 partners and over 80 client service and administrative staff. As the only Big Four accounting firm in Northern Ontario, our scope differentiates us from other accounting and advisory firms in the area. We operate as one unit to bring the best talents to our clients no matter where they are located in Northern Ontario.

## SUPPORTING MUNICIPAL GOVERNMENT TRANSFORMATION

KPMG has a team of partners and professionals dedicated to providing advisory services to municipal governments and organizations. Our in-depth knowledge and experience enables us to provide clients with insights firmly grounded in understanding the business challenges of the current economic environment.

Whether your organization is responding to the challenges of inspections, meeting targets, or working to improve service quality and efficiency, we can provide help and advice across the Municipality. Our advisors can work with you to explore new opportunities, such as:

<ul style="list-style-type: none"><li>▪ Auditing of financial statements</li><li>▪ Performance improvement and risk management</li><li>▪ Electronic record management</li><li>▪ Business process re-engineering</li></ul>	<ul style="list-style-type: none"><li>▪ IT strategy, procurement and implementation</li><li>▪ Preparation for the outcomes of external inspections</li><li>▪ Social and economic regeneration</li><li>▪ Recruitment and retention of human resources.</li></ul>
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Our commitment to serving public sector clients means providing the right advisers at the right time with complete access to the full resources of the entire KPMG organization. Our national public sector practice consists of a dedicated team of more than 200 professionals who provide audit, tax and advisory services to all types of public sector organizations, including federal, provincial and local governments, educational institutions, Aboriginal organizations, hospitals and not-for-profit organizations.

Professionals within our Canadian public sector practice are actively involved in industry organizations and associations:

<ul style="list-style-type: none"><li>▪ Canadian Association of Municipal Administrators (CAMA)</li><li>▪ Municipal Information Systems Association (MISA)</li><li>▪ Ontario Municipal Administrators Association (OMAA)</li><li>▪ Public Sector Accounting Board (PSAB)</li><li>▪ Chartered Professional Accountants Canada</li></ul>	<ul style="list-style-type: none"><li>▪ Conference Board of Canada</li><li>▪ The Institute of Public Administration of Canada (IPAC)</li><li>▪ The Government Finance Officers Association (GFOA)</li><li>▪ The Municipal Finance Officers Association (MFOA)</li></ul>
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With KPMG, you will also have access to robust information and industry-leading knowledge. Our involvement and experience as advisers and auditors to government entities provide the Municipality of Temagami with specific benefits, including:

- Sharing ideas, information and leading practices on government transformation
- KPMG publications tailored to public sector issues

- Training and seminars on important matters facing municipal governments.

In addition, our project leaders can connect you to professionals from our nationwide team of auditors and advisors and global thought leaders.

## GLOBAL CENTRES OF EXCELLENCE – CITIES/MUNICIPALITIES

KPMG in Canada and all around the world is a privileged advisor to cities across our Audit, Tax and Advisory practices. We take great pride in serving the municipal sector and have highlighted here some major and relevant engagements performed for local and global Cities by our KPMG teams.

Collaborating closely with **KPMG’s Global Cities Centre of Excellence (CoE)**, our local teams are able to provide a wide range of services to help Cities not only react to, but also plan and anticipate the challenges induced by constant transformations.

Our firm has a commitment to industry specialization and to staying abreast of the latest techniques, legislation and other service opportunities. KPMG is the clear leader in service to the municipal sector providing Audit, Tax or Advisory service to most of the large municipalities in Canada. The City will benefit from our strong knowledge of issues and opportunities specific to municipalities through our recent work, such as with Frontenac and Perth Counties. KPMG is a trusted adviser to municipalities across Canada. These clients trust in our capability to deliver leading solutions that numerous municipalities face across Canada, but customized to the unique challenges and opportunities of each client.

## MUNICIPAL SERVICE REVIEWS

Today’s competitive and challenging business and economic environment is forcing municipalities to take a harder look at their services with an eye to reducing costs, increasing service efficiency and quality, overcoming impediments to growth and improving organizational agility. KPMG has the technical skills, sector-focused teams, and resources to provide the in-depth advice and insight that today’s public sector requires. We have a track record of helping municipal clients find answers that correspond to their needs, and are committed to doing the same for you.

Key to the delivery of a service review is the Municipal Reference Model (MRM). The MRM is a proven methodology that brings clarity and a common language to understand the business of delivering city services (a customer view of city business) versus carrying out the day-to-day operations at the activity level (an employee view of city business). By providing convergent views of a city’s business, the MRM becomes an integral tool to help transform a city to meet new and innovative approaches to service delivery. No other firm has worked with the MRM to the same extent as KPMG. While MISA/ASIM Canada is the owner of the Municipal Reference Model, KPMG in Canada, along with its member firms, have been granted rights to promote and apply the MRM concepts and methodology in countries around the world.

In selecting an external consultant for this project, the Municipality of Temagami wants a consulting firm and team that has experience performing similar comprehensive reviews. KPMG is the firm you can trust to deliver. We have listed below our selected experience in providing service reviews, which includes upper tier municipalities and consolidated municipal service managers.

<ul style="list-style-type: none"> <li>▪ City of Barrie</li> <li>▪ Town of Blind River</li> <li>▪ City of Brampton</li> <li>▪ Municipality of French River</li> <li>▪ Township of Central Frontenac</li> </ul>	<ul style="list-style-type: none"> <li>▪ Town of Iroquois Falls</li> <li>▪ Township of Johnson</li> <li>▪ Town of Kapuskasing</li> <li>▪ Town of Kirkland Lake</li> <li>▪ Town of LaSalle</li> </ul>	<ul style="list-style-type: none"> <li>▪ Town of Pickle Lake</li> <li>▪ City of Sault Ste. Marie</li> <li>▪ Town of Smooth Rock Falls</li> <li>▪ City of Greater Sudbury</li> <li>▪ City of Timmins</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Township of Chapleau</li> <li>▪ Town of Cochrane</li> <li>▪ City of Dryden</li> <li>▪ City of Elliot Lake</li> <li>▪ Town of Espanola</li> <li>▪ County of Frontenac</li> <li>▪ Township of Georgian Bay</li> <li>▪ County of Haliburton</li> <li>▪ City of Hamilton</li> <li>▪ Town of Huntsville</li> </ul>	<ul style="list-style-type: none"> <li>▪ City of London</li> <li>▪ Town of Manitouwadge</li> <li>▪ Town of Midland</li> <li>▪ Town of Moosonee</li> <li>▪ Town of New Tecumseth</li> <li>▪ Region of Niagara</li> <li>▪ Township of North Frontenac</li> <li>▪ Town of Oakville</li> <li>▪ Township of Oro-Medonte</li> <li>▪ Perth County</li> </ul>	<ul style="list-style-type: none"> <li>▪ City of Toronto</li> <li>▪ Town of Wasaga Beach</li> <li>▪ Region of Waterloo</li> <li>▪ Municipality of Wawa</li> <li>▪ Town of Whitby</li> <li>▪ Peace River Regional District</li> <li>▪ City of Prince George</li> <li>▪ Town of Torbay</li> <li>▪ Town of Tumbler Ridge</li> <li>▪ City of Vernon</li> </ul>
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## FIRST NATIONS EXPERIENCE, QUALIFICATIONS AND RELATIONSHIPS

We have committed to building successful relationships with Indigenous peoples. As a result, we have become a leading adviser to Indigenous peoples throughout Canada. We work with First Nations, Indigenous communities and groups, regional and national councils and organizations, Indigenous businesses and individuals. We also provide advisory services to organizations seeking to become involved with First Nations and Indigenous communities, and to Indigenous-owned businesses in a broad range of industries. Our Indigenous clients receive exceptional assistance from our experienced advisers, who are supported by the full resources of KPMG in Canada.

Our team will provide leadership on the issues that matter to you. We remain acutely attuned to current best practices and have valuable insight into how First Nations organizations currently address emerging accounting, tax, regulatory and governance issues in Canada. Our knowledge of Public Sector and Not-For-Profit audit standards is incomparable in its depth and breadth. **Kyle Ellis**, our First Nations Specialist will be an integral part of the engagement team. Kyle has spent over 9 years at KPMG growing the First Nations and Public Sector Client base in Northern Ontario. Notable key clients include Henvey Inlet, Wahta Mohawks, Moose Deer Point, United Chiefs and Councils of M'Nidoo M'Nising and Wahnapiatae First Nation. His experience equips him with extensive knowledge of the issues and challenges facing First Nations and the public sector, which will be leveraged throughout this engagement.

KPMG has extensive experience providing audit, tax and advisory services to Indigenous organizations, including organizations that provide funds to support community and economic development. The following are a selection of Indigenous clients where we have provided our audit, tax and advisory services.

A selection of Indigenous clients we have served across Ontario		
<ul style="list-style-type: none"> <li>▪ Aboriginal Financial Officers Association of Ontario</li> <li>▪ Aboriginal Water and Wastewater Association of Ontario</li> <li>▪ Atikameksheng Anishnawbek</li> <li>▪ Batchewana First Nation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moccreebec Council of the Cree Nation</li> <li>▪ Moose Cree Education Authority</li> <li>▪ Moose Deer Point First Nation</li> <li>▪ Mushkegowuk Council</li> <li>▪ National Aboriginal Forestry Association</li> <li>▪ Native Women's Association of Canada (NW</li> </ul>	<ul style="list-style-type: none"> <li>▪ Saugeen First Nation #29</li> <li>▪ Shawanaga First Nation</li> <li>▪ Sheguiandah First Nation</li> <li>▪ Sheshegowaning First Nation</li> <li>▪ Three Nations Development Limited Partnership</li> </ul>

### A selection of Indigenous clients we have served across Ontario

<ul style="list-style-type: none"> <li>▪ Brunswick House First Nation</li> <li>▪ Chapleau Cree First Nation</li> <li>▪ Chapleau Cree First Nation Community Trust</li> <li>▪ Crown-Indigenous Relations and Northern Affairs</li> <li>▪ Henvey Inlet First Nation</li> <li>▪ Inuit Tapiriit Kanatami</li> <li>▪ Magnetawan First Nation</li> <li>▪ Matachewan First Nation</li> <li>▪ Mattagami First Nation</li> <li>▪ M'Chigeeng First Nation</li> <li>▪ Metis Fish Market Inc.</li> <li>▪ Misiway Milopemahtesewin Community Health Centre</li> <li>▪ Muskoka Algonquin Healthcare</li> </ul>	<ul style="list-style-type: none"> <li>▪ Northeast Superior First Nation LP Inc.</li> <li>▪ N'Swakamok Native Friendship Centre</li> <li>▪ Nipissing First Nation</li> <li>▪ North Bay Indigenous Friendship Centre</li> <li>▪ Oneida Nation Clanmothers</li> <li>▪ Ontario First Nations Technical Services Corporation</li> <li>▪ Pauktuutit Inuit Women's Association</li> <li>▪ Qikiqtaaluk Corporation</li> </ul>	<ul style="list-style-type: none"> <li>▪ United Chiefs And Councils of M'Nidoo M'Nising</li> <li>▪ United Chiefs and Councils of Manitoulin Anishnaabe Police Service</li> <li>▪ Union Of Ontario Indians</li> <li>▪ Waabnoong Bemjiwang Association of First Nations</li> <li>▪ Wabun Tribal Council</li> <li>▪ Wahgoshig First Nation</li> <li>▪ Wahkohtowin Development GP Inc.</li> <li>▪ Wahnapiatae First Nation</li> <li>▪ Wahta Mohawks</li> <li>▪ Wasauksing First Nation</li> <li>▪ Zhiibaahaasing First Nation</li> </ul>
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### A selection of Indigenous clients we have served across the rest of Canada

<ul style="list-style-type: none"> <li>▪ Aboriginal Day Live 2017 Inc.</li> <li>▪ Aboriginal Housing Society of Prince George</li> <li>▪ Aboriginal Peoples Television Network</li> <li>▪ Acho Dene Koe First Nation</li> <li>▪ Adams Lake Indian Band</li> <li>▪ Air Inuit Ltee</li> <li>▪ Akisq'nuk First Nation</li> <li>▪ Aklavik Indian Band</li> <li>▪ All Nations Trust</li> <li>▪ BC Assembly of First Nations (BCAFN)</li> <li>▪ Bigstone Cree Nation</li> <li>▪ Blood Tribe</li> <li>▪ Blood Tribe Economic Development</li> <li>▪ Carrier Sekani Family Services Society</li> <li>▪ Carrier Sekani Tribal Council</li> <li>▪ Central Urban Metis Federation(1993) Inc</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Nations Financial Management Board</li> <li>▪ First Nations Health Authority</li> <li>▪ First Nations Major Projects Coalition</li> <li>▪ First Nations Trust</li> <li>▪ Fort Nelson Aboriginal Friendship Society</li> <li>▪ Gabriel Dumont Institute of Native Studies &amp; Applied Research Inc.</li> <li>▪ Gwaii Trust Society</li> <li>▪ Gwich'in Helicopters Limited</li> <li>▪ Gwich'in Tribal Council</li> <li>▪ Gwichya Gwich'in Council</li> <li>▪ Keeseekoose First Nation</li> <li>▪ L'hoosk'Uz Dene Tahtsa General Partnership Corporation</li> <li>▪ L'hoosk'uz Dene Tahtsa Limited Partnership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Piikani Nation</li> <li>▪ Piikani Public Works</li> <li>▪ Prince George Nechako Aboriginal Employment &amp; Training Association</li> <li>▪ Prophet River Band</li> <li>▪ Qikiqtaaluk Fisheries Corporation</li> <li>▪ Saskatchewan Anskohk Aboriginal Writers Circle Inc</li> <li>▪ Saskatchewan Indian Institute of Technologies</li> <li>▪ Shxw'ow'hamel First Nation</li> <li>▪ Six Nation Ventures Inc.</li> <li>▪ Songhees First Nation</li> <li>▪ Taku River Tlingit First Nation</li> <li>▪ Teslin Tlingit Council</li> <li>▪ Tetlit Gwich'in Council</li> </ul>
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A selection of Indigenous clients we have served across the rest of Canada		
<ul style="list-style-type: none"> <li>▪ Chawathil First Nation</li> <li>▪ Coqualeetza Cultural Education Centre</li> <li>▪ Council of Yukon First Nations</li> <li>▪ Dakwakada Development Corp</li> <li>▪ Dene Sky Site Services Ltd.</li> <li>▪ Denendeh Development Corporation</li> <li>▪ Esquimalt Nation</li> <li>▪ First Nations and Metis Fund Inc.</li> <li>▪ First Nations Finance Authority</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lower Nicola Indian Band Development Corporation</li> <li>▪ Mackenzie Valley Aboriginal Pipeline Corporation</li> <li>▪ Missanabie Cree First Nation</li> <li>▪ Mushkegowuk Development Corporation</li> <li>▪ Muskeg Lake Band Treaty Land Entitlement</li> <li>▪ Nezul Be Hunuyeh Child and Family Services</li> <li>▪ Nlaka'pamux Nation Tribal Council</li> <li>▪ Osoyoos Indian Band</li> <li>▪ Piikani Ky Naak Ku-Kaan</li> <li>▪ Piikani Nation Resource Development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tla'amin Nation</li> <li>▪ Tle'Nax T'awei Group</li> <li>▪ Tl'oondih Healing Society</li> <li>▪ Tobacco Plains Indian Band</li> <li>▪ Treaty #7 Urban Indian Housing Authority</li> <li>▪ Tsuut'ina Nation</li> <li>▪ Vancouver Aboriginal Child &amp; Family Services Society</li> <li>▪ Vancouver Native Housing Society</li> <li>▪ Wet'suwet'en Elders and Youth Education Society</li> <li>▪ Wet'suwet'en First Nation</li> <li>▪ World Indigenous Television Broadcasters Network</li> <li>▪ Xat'sull First Nation</li> <li>▪ Xaxli'p First Nation</li> </ul>

## CLIENT REFERENCES

Satisfied clients are the strongest endorsement of the technical skills and high quality of service that your KPMG team can deliver. Our team is proud of their professional track records and urge you to verify their commitment and capabilities with the references listed below.

Reference 1	
Client	The Corporation of the Town of Blind River
Client Address	11 Hudson Street PO Box 640 Blind River, Ontario P0R 1B0
Contact Name	Katie Scott
Contact Designation	CAO/Clerk
Contact Phone	705-356-2251 ext. 213
Contact Email	<a href="mailto:Katie.scott@blindriver.ca">Katie.scott@blindriver.ca</a>

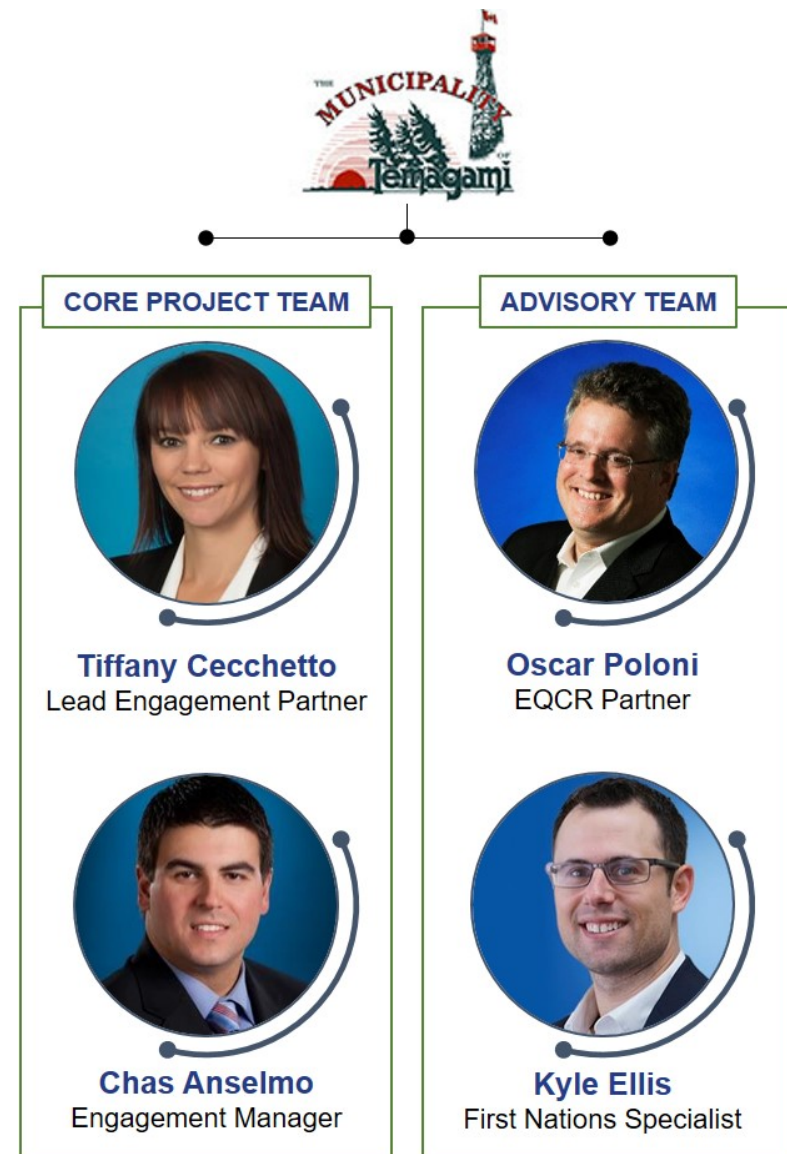
Reference 2	
Client	The Corporation of the Township of Johnson
Client Address	1 Johnson Drive PO Box 160 Desbarats, Ontario P0R 1E0
Contact Name	Chris Wray
Contact Designation	CAO/Clerk
Contact Phone	705-782-6601
Contact Email	<a href="mailto:cwray@johnsontownship.ca">cwray@johnsontownship.ca</a>

# Your KPMG Team

We carefully staff our engagements with professionals selected for their relevant technical qualifications, strong credentials, and successful track record in helping clients overcome a variety of challenges and capitalize on opportunities. Our team's roles and experience are demonstrated on the following pages.

## PROPOSED TEAM FOR THE MUNICIPALITY OF TEMAGAMI

KPMG understands the scale and complexity associated with the review of the Municipality of Temagami's service delivery model. We have reflected this understanding in our approach and staffing of the engagement. We realize that the Municipality requires an extremely experienced team for this project, one with significant skills and depth, supported by robust methodologies and tools. Our project leadership team will be comprised of **Tiffany Cecchetto** as the Lead Engagement Partner, **Chas Anselmo**, your Engagement Manager and **Kyle Ellis** as the Specialist in First Nations. The team will be supported by **Oscar Poloni** as the Engagement Quality Control Reviewer and Advisory Partner for this engagement. Together they will be accountable for generating high quality deliverables and ensuring your overall satisfaction.



## TEAM BIOGRAPHIES



Tiffany Cecchetto

LEAD ENGAGEMENT PARTNER

+1 705 669 2520 | tcecchetto@kpmg.ca

**Role:** As leader of your KPMG service team, Tiffany will ensure our services are as seamless as possible and that our team meets your expectations every time. She will provide the overall direction for our services rendered and will help ensure that the Municipality receives the full benefit of our resources on a timely basis.

**Relevant Experience:** As professional practice partner for the KPMG Northern Ontario offices, Tiffany is the “go-to” resource for all technical accounting and audit related queries. Tiffany has played a role in the audits of various public sector organizations, including municipalities, utilities, and Colleges and Universities located in Northern Ontario. She also provides audit services to a number of enterprise and mining clients including a number of group audit engagements. In addition, she has participated in a number of operational and process reviews for Northern municipalities, including the City of Greater Sudbury and the City of Timmins. She has also developed the methodology for the completion of the business plans for Health Links projects located within Northern Ontario. Tiffany brings with her knowledge and understanding of the accounting and financial reporting issues for higher education, health care and other not-for-profit organizations. Tiffany is the partner in charge of the Lean In audit methodology (KPMG’s award winning audit innovation) for the KPMG Northern Ontario offices and has worked to bring the Lean in Audit approach to over 15 clients in the last couple of years. Tiffany serves many clients in the not for profit sector including Cambrian College of Applied Arts and Technology, Northern College of Applied Arts and Technology, Nipissing University, Huntington University, University of Sudbury and Thorneloe University, Greater Sudbury Utilities and related entities, Sudbury District Catholic School Board, Sudbury Developmental Services, Community Living Greater Sudbury, L’Arche Sudbury, United Way Northeast Ontario, Sudbury Community Service Centre, Nottawasaga Valley Conversation Authority, Nickel District Conservation Authority, Northern Initiative for Social Action, and Sudbury Workers Education and Advocacy Centre. From a Healthcare portfolio, Tiffany has served the Canadian Mental Health Association Sudbury , Canadian Mental Health Association Nipissing, St. Joseph’s General Hospital Elliot Lake, Deep River and District Hospital to name a few.

### Education and certifications:

- Honors Bachelor of Commerce, Laurentian University
- Chartered Professional Accountant designation



## Chas Anselmo

### ENGAGEMENT MANAGER

+1 705 669 2549 | canselmo@kpmg.ca

**Role:** Chas will have responsibility for KPMG's services delivery to the Municipality for this engagement. He will lead the design and delivery of project activities and report to the Municipality's Treasurer/Administrator on the progress of the service delivery review. He will coordinate all services and ensure your timely access to resources and will assume responsibility for the quality, timeliness and effectiveness of KPMG's service. He will maintain contact with senior administration to keep informed of your activities and plans and he will attend such meetings as required to keep you abreast of our work.

**Relevant Experience:** Chas is a Senior Manager in KPMG's Advisory Practice in Sudbury, with extensive experience in the areas of municipal operations and processes. Chas has played a leading role in the delivery of municipal service reviews to a range of clients across Ontario, including the City of London, Region of Niagara, City of Sault Ste. Marie, Town of Blind River, Town of New Tecumseth, City of Timmins, City of Dryden, City of Elliot Lake and Perth County. Chas is also working towards his Lean Six Sigma Black Belt designation. Prior to joining KPMG in August 2011, worked in the Northeastern Municipal Service Office with the Ministry of Municipal Affairs as a Municipal Advisor and brings a strong understanding of public sector and assurance practices including knowledge of municipal structure and operations, operational reviews and municipal benchmarking.

#### ***Service Delivery and Operational Reviews Experience***

- **Town of Blind River:** Provided the Town of Blind River with a Municipal Service Delivery Review. The engagement included the development of municipal service profiles, working sessions with municipal staff and Council, the development of opportunities for change including the identification of effectiveness and efficiency measures through a series of process improvement activities.
- **City of London:** *In progress* - Provided advisory services to the City of London to assist with a municipal service delivery review. Developed municipal service profiles across the entire organization, assisted with staff engagement sessions and financial analysis related to municipal service delivery.
- **Town of New Tecumseth:** – Developed a strategic operational plan for the Town of New Tecumseth's Public Works Department. Analyzed current service levels including human resources and infrastructure with the intent of identifying gaps and opportunities for operational efficiencies and improvements as the Town grows.
- **Town of Cochrane:** Led the Town of Cochrane with the delivery of an operational review. Assessed of the cost, rationale and processes for municipal services delivered by the Town. Facilitated a series of consultations of senior staff and working teams to gain perspective on municipal services and assisted in the identification of potential changes for the Town.
- **Town of Wasaga Beach:** Participated in the delivery of a corporate efficiency review with the Town of Wasaga Beach. Assisted in the assessment of the cost and rationale for municipal services delivered by the Town. Participated in the consultation of senior staff and working teams to gain perspective on municipal services and assisted in the identification of potential changes for the Town.



- **Municipality of French River:** As the Engagement Manager on this engagement, led in the delivery of an operational review for the Municipality of French River. Conducted the assessment of the cost and rationale for municipal services delivered by the Municipality, facilitated key business process mapping sessions, and considered potential cost savings that could be achieved through service level reductions, internal efficiencies and outsourcing.
- **District of Tumbler Ridge:** Participated in the review of the District of Tumbler Ridge's municipal services. Conducted Council consultations throughout the process. Conducted the assessment of the cost and rationale for municipal services delivered by the District and identified potential cost savings that could be achieved through service level reductions, increases in non-residential revenue, internal efficiencies and alternate service delivery.
- **Township of Schreiber:** As the Project Manager, led in the delivery of a Municipal Financial Management Practices and Service Delivery Review in 2015. Conducted the assessment of the cost and rationale for municipal services delivered by the Town and identified potential cost savings that could be achieved through service level reductions, increases in non-residential revenue, internal efficiencies and alternate service delivery. Responsible for the development of the project deliverables and communicating the results of the project with the client and its stakeholders.
- **City of Timmins:** As the Engagement Manager on this engagement, assisted in the delivery of a service delivery and operational review for the City of Timmins. Assisted in the assessment of the cost and rationale for municipal services delivered by the City and considered potential cost savings that could be achieved through service level reductions, internal efficiencies and outsourcing. Responsible for leading stakeholder consultations throughout the project.
- **Town of Kapuskasing:** As the Engagement Manager, led the service delivery review for the Town of Kapuskasing. Conducted the assessment of the cost and rationale for municipal services delivered by the Town and identified potential cost savings that could be achieved through service level reductions, increases in non-residential revenue, internal efficiencies and alternate service delivery. Conducted a comparative analysis of similarly sized municipalities was to gain a better perspective as to what services the Town's peer municipalities were offering and at what levels.
- **County of Perth:** As the Municipal Service Advisor on the engagement, conducted a comparative analysis of similarly sized municipalities was to gain a better perspective as to what services the County and its lower-tier peer municipalities were offering and at what levels for the purpose of identifying potential opportunities.
- **City of Dryden:** As the Engagement Manager on this engagement, assisted in the delivery of a service delivery and operational review for the City of Dryden in response to significant loss in industrial assessment. Assisted in the assessment of the cost and rationale for municipal services delivered by the City and considered potential cost savings that could be achieved through service level reductions, internal efficiencies and outsourcing. Conducted a comparative analysis of similarly sized municipalities was to gain a better perspective as to what services the City's peer municipalities were offering and at what levels.
- **Town of Huntsville:** As the Municipal Advisor, assisted in the delivery of an operational review of the Town of Huntsville's Public Infrastructure Division including the assessment of the cost and rationale as to how the Town of Huntsville delivers services related to the Town's Public Infrastructure Division considered potential cost savings that could be achieved through service level reductions, internal efficiencies and outsourcing. Conducted a comparative analysis of similarly sized municipalities was to gain a better perspective as to what services the Town's peer municipalities were offering and at what levels. Led and conducted consultations with members of Council regarding the potential opportunities of the operational review.

#### Education and certifications:

- Bachelor of Arts (Honours) (Political Science) – Laurentian University
- Master of Public Administration (Local Government) – University of Western Ontario





## Oscar Poloni

ENGAGEMENT QUALITY CONTROL REVIEWER | ADVISORY PARTNER

+1 705 669 2515 | opoloni@kpmg.ca

**Role:** As the Engagement Quality Control Reviewer for the Municipality, Oscar will provide support to Tiffany in ensuring the overall quality of the deliverables. Oscar is also ultimately responsible for the successful delivery of services to all of KPMG's clients in Northern Ontario. He will meet with you annually, or more often if requested, to review the performance of our team and our service delivery. He will also be available to identify the right resources, locally, nationally and globally and to promptly respond to your evolving needs.

**Relevant Experience:** Drawing on his extensive municipal government and public sector advisory experience with over 28-years with KPMG, Oscar has provided services to more than 50 municipalities in Ontario, British Columbia and Newfoundland and Labrador and has worked with municipalities at the single, lower and upper tier. Oscar's municipal advisory experience includes:

Business process mapping (finance, procurement, leisure services, work order management, fleet management)

- Service delivery reviews
- Organizational reviews
- Operational and efficiency reviews
- Long-term financial planning
- Asset management planning
- Business case development for municipal initiatives (municipal service corporations, acquisition of private water systems, acquisition of vacant school properties for community hubs, long-term care home redevelopment)
- Program evaluation (effectiveness, efficiency and economy)
- Benchmarking and indicators of financial performance (PSAB Statement of Recommended Practice)
- P3 arrangements for major infrastructure projects, including the development of value-for-money analysis
- Shared service arrangements
- Rate setting and cost of service studies (water, wastewater, stormwater management)
- Economic impact modeling
- Capital project reviews (including explanations for budgetary variances)
- Policy review (reserves and reserve funds, debt, capital financing)

Oscar has acted as lead engagement partner on more than 20 municipal service reviews in Ontario and British Columbia, most recently for the Region of Niagara, City of London and City of Sault Ste. Marie. Oscar also was the lead engagement partner for the recently completed process mapping engagements for the City of Peterborough and City of Kingston and has also led process mapping engagements for the City of Greater Sudbury and City of Barrie.

As a result of his experience, Oscar brings to his engagements an extensive understanding of the operational, legislative and regulatory environment for Ontario municipalities, including how Provincial regulations such as minimum maintenance standards for roads, drinking water quality management standards, Fire Prevention and Protection Act requirements and the provisions of the Long-term Care Homes Act impact municipal operations, staffing, finances and risk exposures. Oscar is also intimately familiar with Provincial funding for municipalities, including legacy methods of unconditional funding (Municipal Support Grants, Community Reinvestment Fund), the impacts of changes to the allocation of services between the Province and municipalities (as occurred with the devolution of social housing in 2001 and the uploading of social services and court security costs pursuant to the Provincial-Municipal Fiscal and Service Delivery Review which began in 2008) and the most recently announced changes to Provincial funding arrangements.

In addition to his understanding of municipal operations, Oscar has a proven ability to interact with elected officials, having made numerous successful presentations on complex financial and operational matters. Oscar has been requested to speak on issues affecting municipalities at various conferences, including the Association of Municipalities of Ontario, the Ontario Good Roads Association, the Rural Ontario Municipal Association, the Municipal Finance Officers Association, the Alberta Association of Urban Municipalities, the Federation of Northern Ontario Municipalities and the Northwestern Ontario Municipal Association. Oscar has also presented at treasurers' forums and conferences organized by the Ministry of Municipal Affairs and AMCTO.

#### **Education and certifications:**

- Honors Bachelor of Commerce degree from Laurentian University
- Chartered Professional Accountant, Chartered Accountant and Chartered Business Valuator
- Oscar has been requested to speak at a number of municipal conferences to provide his insight into municipal issues, including municipal treasurer forums organized by the Ministry of Municipal Affairs (Northeastern Ontario, Northwestern Ontario and Eastern Ontario) and annual conferences for the Federation of Northern Ontario Municipalities, Northwest Municipal Association, the Association of Municipalities of Ontario, the Ontario Municipal Administrators Association, the Ontario Good Roads Association and the Association of Urban Municipalities of Alberta.



Kyle Ellis

FIRST NATIONS SPECIALIST

+1 705 669 2514 | kellis@kpmg.ca

**Role:** As the First Nation's Specialist of your KPMG service team, Kyle will lead consultation services delivered to First Nation focused organizations.

**Relevant Experience:** Kyle is a senior manager based in Sudbury responsible for providing both audit and advisory services to various clients. In this role he performs audit work on various entities in the private and public sector, including First Nations, school boards, not-for-profits and government business enterprises. From an advisory perspective he completes business plans, business valuations, process mapping, financial risk assessments, and financial models for private and public sector entities.

Kyle is active in his local community. He is the former Treasurer of the St. John Ambulance Northeastern Ontario and acts a mentor for the CPA Martin Mentorship Program for Indigenous High School Students.

Kyle has worked with clients in various industries during his 9 year career

- Henvey Inlet First Nation
- Wahnapiatae First Nation
- Wahta Mohawks First Nation
- United Chiefs and Councils of M'Nidoo M'Nising
- Moose Deer Point First Nation
- Weeneebayko Area Health Authority
- Sagamok Development Corp
- Corporation of the Municipality of Temagami
- Health Sciences North

**Education and certifications:**

- CBV, Chartered Business Valuers Institute
- Chartered Professional Accountant, Chartered Accountant
- B.Com (Hons) Laurentian University

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# Appendix Section

# Stipulated Rate Schedule

RFP-SD-2020

Submission of bid to:

The Corporation of the Municipality of Temagami

## STIPULATED RATE SCHEDULE

I/We, KPMG LLP / Tiffany Cecchetto (Registered Company Name/Individual's Name)

Of, Claridge Executive Centre, 4-144 Pine Street, Sudbury Ontario, P3C 1X3 (Registered Address and Postal Code)

Business: Phone Number (705)-669-2515 Fax Number (705)-675-7586

Hereby offer to enter into an agreement for the provision of Service Delivery Review Consulting Services with the range of fees being:

Phase	Breakdown of Proposed Fees	
Phase 1	Project Initiation	No Charge
Phase 2	Overview of Municipal Environment	\$ 10,000
Phase 3	Review of Current Service Delivery Models	\$ 20,000
Phase 4	Review of Organizational Structure and Staffing Levels	\$ 10,000
Phase 5	Benchmarking Analysis of Current Service Delivery	\$ 7,500
Phase 6	Draft Report and Final Presentation	\$ 5,000
Sub total		\$52,500
Disbursements		\$ 7,000
Total Project Cost		\$ 59,500

HST shall be extra to all prices quoted.

# Non Collusion Affidavit

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**MUNICIPALITY OF TEMAGAMI**  
**RFP-SD-2020**  
**SERVICE DELIVERY REVIEW CONSULTING SERVICES**  
**NON COLLUSION AFFIDAVIT**

I/ We Tiffany Cecchetto the undersigned am (are) fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Municipality of Temagami or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any municipal purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Signed:



Company Name

KPMG LLP

Title

Audit Partner

# Conflict of Interest Declaration

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**MUNICIPALITY OF TEMAGAMI**  
**RFP-SD-2020**  
**SERVICE DELIVERY REVIEW CONSULTING SERVICES**  
**CONFLICT OF INTEREST DECLARATION**

Please check appropriate response:

- ☒ I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- ☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

---

In making this quotation submission, our Company has / ~~has no~~ (strike out inapplicable portion) knowledge of or the ability to avail ourselves of confidential information of the Municipality (other than confidential information which may have been disclosed by the Municipality in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at Sudbury, ON this 26th day of March, 2020.

FIRM NAME: KPMG LLP

BIDDER'S AUTHORIZED OFFICIAL: Tiffany Cecchetto

TITLE: Audit Partner

SIGNATURE: 





Combining deep market  
knowledge and incisive  
professional judgment,  
we're here to help you  
steer your journey forward.

When you face all that's in  
front of you with KPMG  
beside you, aspirations  
become reality.

**Let's do this.**





**Let's do this.**

**kpmg.ca**

This proposal is made by KPMG LLP, a Canadian limited liability partnership and a member firm of the KPMG network of independent firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity, and is in all respects subject to the satisfactory completion of KPMG's client acceptance procedures, as well as negotiation, agreement, and signing of a specific engagement letter or contract. KPMG International provides no client services. No member firm has any authority to obligate or bind KPMG International or any other member firm vis-à-vis third parties, nor does KPMG International have any such authority to obligate or bind any member firm.

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## Corporation of the Municipality of Temagami

**Memo No.**  
2020-M-038

### Memorandum to Council

**Subject:** Action Communication – Temagami Outfitting

**Agenda Date:** May 14, 2020

**Attachments:** Email received from Temagami Outfitting

#### **RECOMMENDATION**

BE IT RESOLVED THAT Council receive the communication from Temagami Outfitting;

AND FURTHER THAT Council directs Staff to prepare a lease agreement with terms similar to previous agreements for the same assets.

#### **INFORMATION**

Prior to considering the request made in the email, it is important to do so through the lens of Section 106 of the Municipal Act, as amended. This section states:

**106** (1) Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

Same

(2) Without limiting subsection (1), the municipality shall not grant assistance by,

- (a) giving or lending any property of the municipality, including money;
- (b) guaranteeing borrowing;
- (c) leasing or selling any property of the municipality at below fair market value; or
- (d) giving a total or partial exemption from any levy, charge or fee. 2001, c. 25, s. 106 (2).

Exception

(3) Subsection (1) does not apply to a council exercising its authority under subsection 28 (6), (7) or (7.2) of the *Planning Act* or under section 365.1 of this Act. 2001, c. 25, s. 106 (3); 2002, c. 17, Sched. A, s. 23; 2006, c. 23, s. 34.

In essence, in the absence of an approved Community Improvement Plan, a municipal government is forbidden to assist commercial enterprises.

There are two things that are asked in the email received from Temagami Outfitting. First they would like a lease for the town owned portions of their patio and, second, they would like the four adjacent boat slips. They are offering a lease of \$1 per year for a term of 5 years.

Reviewing the history of this property, in the mid 1990's, there was an agreement to lease the deck and walkway to the owner of the building for \$1 per year provided that there is appropriate insurance coverage and that the 'private' portions of the deck be kept in good repair by the property owner. This agreement does not explicitly cover any boat slips. Concerning boat slips, there are numbered boat slips in the dock system in front of the Municipal Office. For each slip that has been assigned a number there is a charge (daily, weekly, monthly, or annual) that is collected by the Municipality. Adjacent to the public area, or it could be considered part of the public area, are boat slips that are not numbered.

The question to Council is whether these unnumbered slips are part of the 'public area' or are they part of the docking system. If they are part of the public area then they would be covered by the lease. If they are part of the docking system then each space should be paying the annual charge. The recommendation contained in this report assumes that they are an extension of the 'public area'.

**Respectfully Submitted:**

**Craig Davidson**  
**Treasurer/Administrator**

Dear Mayor, CAO and Members of Council,

We hope you are all healthy and keeping safe in these trying times. Karen and I very much admire and respect your commitment to keeping the town and its residents as safe as possible during the Covid-19 pandemic. We are following through on our request to produce a lease for the front patio of our building and the adjacent four boat slips. We are in the process of applying for an AGCO liquor license in our ongoing efforts to be a part of the revitalization of Temagami, and require a lease in place in order for the license to be approved.

As I'm sure you can all imagine there have been a myriad of capital start-up costs to get 11 Lakeshore into opening shape, not to mention the investment in the building purchase itself. In short, things are tight, especially given the current & future economic conditions. We would respectfully ask that the town owned portions of our patio and the adjacent 4 boat slips be lease to us for \$1 a year for a term of 5 years, to help us get started and bring life back to this building and the waterfront.

We appreciate all the support and help we have received over the past year, and couldn't be more excited to finally get this show on the road - as soon as it is safe to do so!

Respectfully,  
Erik Fenkell & Karen Osler



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-045

**Memorandum to Council**

<b>Subject:</b>	Sponsor Request for Grant
<b>Agenda Date:</b>	<b>May 14, 2020</b>
<b>Attachments:</b>	Letter to Municipality; Grant application

**RECOMMENDATION**

BE IT RESOLVED THAT Council agrees to be the sponsor organization for the grant application made by the Temagami and District Chamber of Commerce to the Temagami Community Foundation.

**INFORMATION**

We received the attached letter supported by the attached grant application from the Temagami and District Chamber of Commerce. This would comply with the amended donation policy of the Municipality.

Given the delay due to the pandemic response, even though the dates in the application have passed, if the recommendation is passed by Council this will be communicated directly.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



March 12, 2020

Mayor, Council and Treasurer/Administrator

We are beginning the Visitors Guide Project and will be submitting a grant application to the Temagami Community Foundation in order to secure some extra funding to increase the quantity printed and to double the distribution.

This project will benefit Temagami by increasing the visibility through the Temagami Visitors Guide which promotes businesses, tourism, and the natural beauty of Temagami. This should increase the number of tourists to our area and will also increase the attendance at our local events all of which showcases Temagami. Increased traffic will boost the overall economy of Temagami.

As the Chamber is not a charitable organization, we seek permission to list the Municipality of Temagami as a Sponsoring Organization and that we receive a council resolution to include with our submission.

Thank you

A handwritten signature in black ink that reads "P. St Germain". The signature is written in a cursive, flowing style.

Penny St Germain  
Treasurer/Director

Attach: Grant Application

**Temagami & District Chamber of Commerce**

P.O. Box 57, Temagami, Ontario P0H 2H0

Tel: (705) 569-3344

[www.temagamiinformation.com](http://www.temagamiinformation.com) [info@temagamiinformation.com](mailto:info@temagamiinformation.com)



**P.O. Box 338**  
**Temagami, ON P0H 2H0**  
**Telephone 705-569-3737**  
**Email: [info@temagamicommunityfoundation.com](mailto:info@temagamicommunityfoundation.com)**

## General Grant Application Form

Name of Organization: Temagami and District Chamber Commerce

Address of Organization: 6715 Hwy 11 N, Temagami ON P0H 2H0

Telephone Number: 705-569-3344

E-mail Address: [info@temagamiinformation.com](mailto:info@temagamiinformation.com)

Contact Person: Penny St. Germain

Your Charitable Registration Number: N/A

If you are not a Charitable Organization: Non-Profit Organization #89298 7074RP0001

Sponsoring Organization, Municipality or First Nation, contact name and information:

Municipality of Temagami - (request submitted March 12, 2020)

Sponsoring group charitable number: \_\_\_\_\_

Project Title: 2020 Temagami Visitors Guide

What is Mandate of your Organization?

The expansion and operation of a business community organization for the purpose of the following:

- A) To organize, establish and improve business services to the tourism industry, both as tourism service providers and the construction industry.
- B) To acquire property, assets and vehicles for the purpose of establishing and encouraging the development of sport tourism, tourism ideas, facilities and infrastructure improvements.
- C) To promote such recreational and other events for the Temagami area residents, to existing and potential visitors to the area, alone and in association with local, regional, provincial and national partners.
- D) To promote arts and culture in partnership with our aboriginal community and business partners.
- E) To facilitate the education of our youth in the different areas of local employment.
- F) To facilitate the education of our trades people in the areas of local employment.
- G) Such complimentary purposes not inconsistent with these objectives.

*Co-operatively and actively nurture and care for the place we know as Temagami - the land and its inhabitants - for today and the future.*

*Form: December 2019*

### What is your Project Proposal?

Give a brief statement/description of the purpose of the project, its specific goals and how they are to be accomplished (attach a separate page if necessary):

We are proposing:

- 1) Double the quantity of our 2020 Temagami Visitors Guide printing. 2019 Copy Attached.
- 2) We would like to double our distribution from 30 Tourist Information Centers to 60 or more.
- 3) Increase the copies of the Temagami Visitors Guide that we distribute to our members.
- 4) To attend events and distribute the Temagami Visitors Guide to the general public

Specifically, how will your project directly benefit the residents of Temagami? (Attach a separate page if necessary):

This project will benefit the residents of Temagami by increasing the visibility through the Temagami Visitors Guide which promotes businesses, tourism, and the natural beauty of Temagami.

This will increase the number of tourists to our area and will also increase the attendance at our local events all of which showcases Temagami.

Increased traffic will boost the overall economy of Temagami.

Start Date of Project: March 26<sup>th</sup>, 2020

Duration of Project: 4 weeks (We are going to have it to the printer by April 23<sup>rd</sup>, 2020)

Amount of Funds Requested: \$3,580.51

Estimated Total Budget of the Project: \$7,941.02

When are the Funds Required? April 30<sup>th</sup>, 2020

Please attach a Proposed Budget for the Project

	Description	Cost
Requested funds	Increased printing and distribution costs.	\$3,580.51
Other Funding Sources		
In-kind contributions (volunteers, equipment, venue)	Temagami and District Chamber of Commerce	\$4,360.51
	Total Cost of Project	\$7,941.02

What Recognition will your Organization be able to give the Temagami Community Foundation?

The Temagami & District Chamber of Commerce will be able to give the Temagami Community Foundation credit for the grant in the Temagami Visitors Guide and will include acknowledgement on all their social media platforms.

Please provide a copy of your latest Financial Statements.

#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Cheque Number: \_\_\_\_\_

*Co-operatively and actively nurture and care for the place we know as Temagami - the land and its inhabitants - for today and the future.*

*Form: December 2019*



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-047

**Memorandum to Council**

**Subject:** Train Station Signage Letter

**Agenda Date:** May 14, 2020

**Attachments:** Letter to Municipality

**RECOMMENDATION**

BE IT RESOLVED THAT Council agrees for the installation of the three signages manufactured in a historical style at 7½ feet from the ground and that the signage committee are responsible at their own cost for any future maintenance of the signages.

AND THAT The Municipal Clerk will be in contact with the committee regarding their idea related to the canoe project.

**INFORMATION**

We received the attached letter from the signage committee comprised of representatives from the Chamber of Commerce, Temagami Community Foundation and Living Temagami, Art & Culture requesting permission for the installation of signages to the outside of the Train Station building. The signage will serve to identify and indicate the direction of the three organizations.

This was consulted with the By-law officer. The only concern was the height of the signages. For safety reasons we recommend that the signages be installed at 7½ feet from the ground.

The signage committee also noted their ongoing projects and their interest in working with the big canoe project group to share ideas that could go along with the canoe project.

**Respectfully Submitted:**  
**Suzie Fournier**  
**Municipal Clerk**





April 13, 2020

Mayor, Council and Treasurer/Administrator

I have been asked by the signage committee comprised of representative from the Chamber of Commerce, myself, Temagami Community Foundation, Joanne Van Manen, Living Temagami, Arts and Culture, Gerry Gooderham and Sabrina Pandolfo, Municipality to advise council that we would like to add signage to the outside of the Train Station. There is a mockup of what we are hoping to do attached to this letter.

We feel what we have developed is in keeping with the historical nature of the building and removes confusion as to where the various organizations are in the facility. We, thru a grant from Living Temagami have the funding in place for this and are ready to move forward once things start to open up again.

Further discussions for a billboard style sign on the highway south of town and perhaps something out front on the highway are ongoing. We are interested in working with the group that develops the placement and signage for the Big Canoe Project, we have some further ideas that would go along with that project.

Please feel free to give me a call if you have questions.

Thank you

A handwritten signature in black ink that reads "P. St Germain". The signature is written in a cursive, flowing style.

Penny St Germain  
Treasurer/Director

Attach: Signage Mockup

**Temagami & District Chamber of Commerce**

P.O. Box 57, Temagami, Ontario P0H 2H0

Tel: (705) 569-3344

[www.temagamiinformation.com](http://www.temagamiinformation.com) [info@temagamiinformation.com](mailto:info@temagamiinformation.com)

### Train Station Signage

We would like signage that is sympathetic to a historical building.

Installation at building corners, metal bracket like mockup.

Signs are 3'x3', Heavyweight aluminum. Artwork supplied.

All signs would be individual therefore enabling removal if necessary

Mockups for visual representation only.



**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 20-1504**

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**Being a bylaw to establish tax ratios for the year 2020**

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**WHEREAS** under section 308 (2) of the Municipal Act, 2001, S.O., 2001, c. 25, as amended, a set of tax ratios for every municipality shall be established in accordance with this section;

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

1. That the tax ratios for the municipality for the year 2020 are as follows:

Residential	1.000000
Multi-Residential	2.105908
Commercial (Broad Class)	1.228837
Industrial (Broad Class)	0.849974
Landfill	1.100000
Pipelines	0.968707
Managed Forests	0.250000
Farmland	0.250000

2. That the subclass reduction factors for the municipality for the year 2020 are as follows:

Commercial Subclass Reduction Factor	0.70
Industrial Subclass Reduction Factor	0.65

3. 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, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

This bylaw shall come into force and take effect on the day of the final passing thereof.

BE TAKEN AS READ A FIRST time on this 14 day of May , 2020.

READ A SECOND AND THIRD time and finally passed this 14 day of May, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Corporation of the Municipality of Temagami**

**Memo No.**  
2020-M-050

**Memorandum to Council**

**Subject:** Report from Integrity Commissioner

**Agenda Date:** May 14, 2020

**Attachments:**

**RECOMMENDATION**

While typically Staff would make a recommendation, in this case, it is beyond the scope of what Staff should be advising on. Based on Council direction at the meeting resolution(s) can be drafted and presented for Council's consideration.

**INFORMATION**

At the last regular meeting of Council held on March 12, 2020, Council received a report from the Integrity Commissioner regarding two Code of Conduct Complaints. Recommendations from the Integrity Commissioner were:

1. This investigation has revealed a serious and continuing breach of confidentiality that the investigators have suggested will be unlikely to cease. Breaches of confidentiality like those perpetrated by Councillor Harding prejudice Council's proper administration of municipal matters. These breaches are seen as very serious. Accordingly, it is recommended that Council should ask Councillor Harding for his resignation. The investigators do not believe that Councillor Harding will or can stop breaching confidentiality of closed session meetings as is particularly evidenced by his being seen at Mr. Prefasi's residence shortly after this investigation was commenced.
2. Although many and ongoing breaches of confidentiality were found, it is recommended that Council suspend Councillor Harding's pay for a period of three (3) months. This is the maximum suspension for a single event that Council can levy. Perhaps a financial penalty will assist Councillor Harding in amending his ongoing failure to maintain confidentiality.
3. It is recommended, to reduce his access to confidential information, that Councillor Harding be removed from all Boards and Committees.
4. In an effort to improve the Council team and its understanding of why confidentiality is critical in closed session meetings, it is recommended that Council review and update their Accountability and Transparency by-law and receive training on those issues. Further, training about the municipality's obligations of confidentiality in accordance with the Municipal freedom of Information and Protection of Privacy Act and the Occupational Health and Safety act should occur within six (6) months.
5. Finally, in an effort to assist Council in moving forward for the benefit of all ratepayers in Temagami, it is recommended that Council complete a Council Term Plan and develop a Council Report Card. One of the priorities in the Council Term Plan should be to take concrete steps to building in the staff-Council team.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 20-1505**

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### **Being a By-Law to confirm the proceedings of Council of the Corporation of the Municipality of Temagami**

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**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by By-Law.

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

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the May 12, 2020 Regular meeting of Council are hereby adopted and confirmed, as if the same were expressly embodied in this By-Law.
2. **THAT** the Mayor and proper officials of The Corporation of the Municipality of Temagami are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Municipality of Temagami during the said meetings referred to in paragraph 1 of this By-Law.
3. **THAT** the Mayor and the Treasurer/Administrator or Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-Law and to affix the Corporate Seal of The Corporation of the Municipality of Temagami to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 12th day of May, 2020.

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Mayor

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Clerk