



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
REGULAR COUNCIL MEETING
AGENDA

Thursday, June 25, 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.

	Pages
1. <u>CALL TO ORDER AND ROLL CALL</u>	
2. <u>ADOPTION OF THE AGENDA</u>	
Draft Motion: BE IT RESOLVED THAT the Regular Council Agenda dated June 25, 2020 be adopted as presented/amended.	
3. <u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u>	
4. <u>REPORT FROM CLOSED SESSIONS</u>	
5. <u>ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS</u>	
5.1 DRAFT Regular Council Meeting - June 4, 2020	1
Draft Motion: BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on June 4, 2020 be adopted as presented/amended.	
5.2 DRAFT Special Council Meeting - June 17, 2020	9
Draft Motion: BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on June 17, 2020 be adopted as presented/amended.	
6. <u>BUSINESS ARISING FROM THE MINUTES</u>	
7. <u>DELEGATIONS/PRESENTATIONS</u>	
7.1 Registered Delegations - With Presentations	
1. Randall Becker	11
RE: 6 Lakeshore Drive	
Draft Motion: BE IT RESOLVED THAT Council receive the presentation from Randall Becker regarding 6 Lakeshore Drive.	
7.2 Invited Presentations	
1. KPMG - Financial Statements	13
Draft Motion: BE IT RESOLVED THAT Council receive the presentation from KPMG regarding the	

consolidated Financial Statement of the Corporation of the Municipality of Temagami and the Ambulance Service.

2. **Ontario Clean Water Agency** 46
RE: 2020 Capital and Water Tower Inspection Report

Draft Motion:

BE IT RESOLVED THAT Council receive the presentation from Ontario Clean Water Agency regarding 2020 Capital and the Water Tower Inspection.

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;

- | | | |
|----|---|-----|
| 1. | Ministry of Municipal Affairs and Housing | 144 |
| | RE: Letters from the Honourable Steve Clerk | |
| 2. | Solicitor General | 148 |
| | RE: Letter from the Honourable Sylvie Jones | |
| 3. | District of Nipissing social Services Administration Board | 150 |
| | RE: Letter from DNSSAB as OPP Board | |
| 4. | Tribunals Ontario | 152 |
| | RE: Assessment Review Board Update | |
| 5. | 11th Annual Live Butterfly Release | 153 |

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

Draft Motion:

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

- | | | |
|----|---|-----|
| 1. | Memorandum of Understanding Committee - February 2020 Minutes | 154 |
| 2. | District of Nipissing Social Services Administration Board - April, 2020 Minutes | 156 |
| 3. | District of Nipissing Social Services Administration Board - Committee of the Whole - Community Services Committee - April, 2020 Minutes | 164 |

9. **STAFF REPORTS**

9.1	Memo 2020-M-064 Treasurer/Administrator Report	168
	Draft Motion: BE IT RESOLVED THAT Council receive the report from the Treasurer/Administrator dated June 25, 2020.	
9.2	Memo 2020-M-065 Parkwood Testing	169
	Draft Motion: BE IT RESOLVED THAT Council receive the executive summary of the ground testing report completed by Shaba Testing Services Ltd. for the Parkwood Lane area.	
9.3	Memo 2020-M-066 Legal and Integrity Commissioner Fees	174
	Draft Motion: BE IT RESOLVED THAT Council receive the summary of Legal and Integrity Commissioner Fees for the period from January 1, 2019 to May 31, 2020.	
9.4	Memo 2020-M-071 Joint Corporation	176
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to continue to work with Temagami First Nation to establish a Joint Corporation for the possible ownership and management of the Lake Temagami Access Point.	
10.	<u>COUNCIL COMMITTEE REPORTS</u>	
11.	<u>ANNOUNCEMENTS - MAYOR AND COUNCIL</u>	
12.	<u>CORRESPONDENCE</u>	
12.1	Action Correspondence	
1.	Memo-M-063 Request from Trapper Trading Post Authorization	177
	Draft Motion: BE IT RESOLVED THAT Council provide authorization to the LCBO, located at 2890 Highway 11 North in Marten River, Ontario (Trapper Trading Post), to be open during the following Statutory Holidays in 2020: Canada Day, Civic Holiday, Labour Day, Thanksgiving and Boxing Day. AND FURTHER THAT Council direct Staff to prepare a letter to Trapper Trading Post advising of this approval.	
2.	Memo 2020-M-070 Request from Temagami Community Market	181
	Draft Motion: BE IT RESOLVED THAT Council approve the donation request from the Temagami Community Market with the understanding that if the tents are required for a municipal event that it will be given precedence. AND FURTHER THAT staff assist The Temagami Community Market with developing ways to become more self-sufficient.	
12.2	Resolution from Other Municipalities	
13.	<u>BY-LAWS</u>	
13.1	20-1508 Adopt the estimate of all sums for 2020 (budget)	183
	Draft Motion: BE IT RESOLVED THAT By-law 20-1508, being a by-law to adopt the estimates of all	

sums required during the year 2020 for the purposes of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 25th day of June, 2020;

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

13.2 20-1509 Strike Rates of Taxation and authorize tax installments for 2020 185

Draft Motion:

BE IT RESOLVED THAT By-law 20-1509, being a by-law to strike rates of taxation for the Municipality of Temagami the year 2020 and to provide for the payment of taxes by instalments, be taken as read a first, second and third time and finally passed this 25th day of June, 2020;

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

13.3 20-1510 Set Area Rated Charges for 2020 188

Draft Motion:

BE IT RESOLVED THAT By-law 20-1510, being a by-law to set the amounts for area-rated charges to be levied for municipal and environmental services for the year 2020, be taken as read a first, second and third time and finally passed this 25th day of June, 2020;

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

13.4 20-1511 Sign agreement with Temagami Electrical Services Inc. for navigational Aids Maintenance 190

Draft Motion:

BE IT RESOLVED THAT By-law 20-1511, being a by-law to authorize the Clerk to execute an agreement with Temagami Electrical Services Inc. for the Servicing and Maintenance of Navigational Aids – Lake Temagami, be taken as read a first, second and third time and finally passed this 25th day of June, 2020;

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

13.5 20-1512 Set User Fees 192

Draft Motion:

BE IT RESOLVED THAT By-law 20-1512, being a by-law to set fees and charges for services, activities and use of municipal property, be taken as read a first, second and third time and finally passed this 25th day of June, 2020;

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

14. COMMITTEE MEETINGS

15. UNFINISHED BUSINESS

15.1 Update Official Plan Review 209

Draft Motion:

BE IT RESOLVED THAT Council receive this report for information purposes.

15.2 Official Plan Amendment and Zoning By-Law Amendment: Home Occupation and Home 211

	Industry	
	Draft Motion: BE IT RESOLVED THAT Council receive this report as information; AND FURTHER THAT Council accept the MHBC Planning recommendation.	
15.3	Official Plan Amendment: Secondary Dwelling Units Direction for Second Statutory Public Meeting	241
	Draft Motion: BE IT RESOLVED THAT Council receive this report as information; AND FURTHER THAT Council accept the MHBC Planning recommendation.	
16.	<u>NEW BUSINESS</u>	
16.1	Memo 2020-M-067 Notice of Motion - Youth Committee	247
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to prepare a report to inform Council regarding the development of a Youth Committee.	
16.2	Memo 2020-M-068 Notice of Motion - Reassessing Municipal Committees	248
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to prepare a report to reassessing Municipal Committees.	
16.3	Memo 2020-M-069 Notice of Motion - Posting of Audio Recording	249
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to prepare a report to amend the Procedural By-Law regarding the posting of audio recordings.	
17.	<u>NOTICE OF MOTION</u>	
18.	<u>QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA</u>	
19.	<u>CONFIRMATION BY-LAW</u>	250
	Draft Motion: BE IT RESOLVED THAT By-law 20-1513, 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 25 day of June, 2020; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
20.	<u>ADJOURNMENT</u>	
	Draft Motion: BE IT RESOLVED THAT this meeting adjourn at x:xx p.m.	



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

REGULAR COUNCIL MEETING

**DRAFT MINUTES
ELECTRONIC PARTICIPATION**

Thursday, June 4, 2020, 6:30 P.M.

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

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 6:33 pm.
There were 4 people in the electronic participation. The Mayor called the Roll.

ADOPTION OF THE AGENDA

Draft Motion: 20-021
MOVED BY: J. Shymko
SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the Regular Council Agenda dated June 4th, 2020 be adopted as presented.

CARRIED

DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Councillor Leudke declared a conflict of interest regarding 9.3
Councillor Harding declared a conflict of interest regarding 16.2

REPORT FROM CLOSED SESSIONS

It was noted that a Closed Council Meeting will be held on June 11th, 2020 at 6:30 p.m.

ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS

DRAFT Regular Council Meeting - May 14, 2020

Draft Motion: 20-022
MOVED BY: B. Leudke
SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on May 14, 2020 be adopted as amended.

CARRIED

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS/PRESENTATIONS

Registered Delegations - With Presentations

Invited Presentations

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: 20-023

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

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: 20-023 B

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.3 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

CARRIED

8.2.1 Camp Wabikon - 2020 Cancellation

8.2.2 Letter from Marten River Volunteer Fire Fighting Team Association

8.2.3 Inspection of Approved 2020-2021 Annual Work Schedule Sudbury Forest

Minutes of Local Boards & Committee:

Draft Motion: 20-023 C

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

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

CARRIED

8.3.1 Au Château Board - April, 2020 Minutes

8.3.2 Temagami Police Board - February, 2020 Minutes

STAFF REPORTS

Temagami Fire Department Annual Report 2019

Draft Motion: 20-024

MOVED BY: J. Harding

SECONDED BY: J. Shymko

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

CARRIED

Memo 2020-M-059 Treasurer/Administrator Report

Draft Motion: 20-025

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the report from the Treasurer/Administrator dated June 4, 2020.

CARRIED

Where Relevant:

Having previously declared a conflict Councillor Leudke vacated his seat and left the electronic participation.

Memo 2020-M-055 Lake Temagami Navigation Aid Tender

Draft Motion: 20-026

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council accept the three year tender for maintenance and servicing of navigational aids on Lake Temagami from Temagami Electrical Services Inc. in the total amount of \$21,215.88 plus HST.

CARRIED

Councillor Leudke returned to the electronic participation and took his seat.

Memo 2020-M-056 Ontario's Main Street Revitalization Initiative

Draft Motion: 20-027

MOVED BY: M. Youngs

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive Memo 2020-M-056: AMO funds;

AND FURTHER THAT Council provide direction to staff to complete the use of these funds in a timely fashion.

CARRIED

Memo 2020-M-057 Qualified Donee Request

Draft Motion: 20-028

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council agrees to be the Qualified Donee for applications to the Emergency Community Support Fund via the Temagami Community Foundation and the Community Foundations of Canada;

AND FURTHER THAT Council direct Staff to work with appropriate community partners to create and submit applications through the online portal.

CARRIED

Memo 2020-M-058 Reciprocal Use Facilities Agreement with District School Board Ontario North East

Draft Motion: 20-029

MOVED BY: J. Shymko

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council acknowledges receipt of Memo 2020-M-058;

AND FURTHER THAT Council authorize Staff to commence negotiations with District School Board Ontario North East to renew the reciprocal use of facilities agreement for the Community Centre/Arena and the Temagami Public School.

CARRIED

COUNCIL COMMITTEE REPORTS

ANNOUNCEMENTS - MAYOR AND COUNCIL

Councillor Leudke reported on the COVID-19 situation.

Mayor O'Mara reported on his attendance to Au Château and DSSAB meeting.

Councillor Shymko reported on the Library Board meeting.

CORRESPONDENCE

Action Correspondence:

Memo 2020-M-052 Request from Temagami Community Foundation

Draft Motion: 20-030

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council of the Municipality of Temagami approves the request and will continue to sponsor the Temagami Community Foundation for the 2nd Annual Truck N Boat Lottery with the draw now being held in 2021.

CARRIED

Memo 2020-M-053 Request from Living Temagami Art & Culture, Chamber of Commerce and Temagami Community Foundation

Draft Motion: 20-031

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council direct Staff to waive/refund rental payments for the Train Station tenants for the months of April, May and June, 2020;

AND FURTHER THAT these costs be recorded as emergency response costs.

DEFERRED

Draft Motion: 20-032

MOVED BY: J. Harding

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Memo 2020-M-053 was deferred to the Council Meeting of June 25th, 2020.

CARRIED

Memo 2020-M-060 Request from a Resident

Draft Motion: 20-033

MOVED BY: J. Shymko

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive Memo-M-060;

AND FURTHER THAT Council direct staff to install Speed Limit signs on streets in accordance with the Traffic By-law 09-826, as amended;

FURTHERMORE concerns with moving violations and speeding be directed to the Ontario Provincial Police (OPP).

CARRIED

Resolution from Other Municipalities:

Memo 2020-M-062 Resolution from the Township of Armour

Draft Motion: 20-034

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo No. 2019-M-061;

AND FURTHER THAT Council supports resolution number 6 dated April 28, 2020 passed by the Council of the Township of Armour supporting Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in rural areas of Ontario.

CARRIED

BY-LAWS

By-Law 20-1506 Engineering Services

Draft Motion: 20-035

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT By-law 20-1506, being a by-law to authorize of an agreement with Tulloch Engineering Services, be taken as read a first, second and third time and finally passed this 4th day of June, 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

Needle Disposal Facilities

Draft Motion: 20-036

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council direct the Staff to prepare a report to develop a bio-hazard disposal policy for the installation of needle disposal containers in our public washrooms.

CARRIED

Where Relevant:

Having previously declared a conflict Councillor Harding vacated his seat and left the electronic participation.

Fees Pertaining to Councillor Harding Investigation

Draft Motion: 20-037

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council directs the staff to prepare a report concerning the legal fees and the integrity commissioner's recommendations pertaining to the investigation of Councillor Harding.

AMENDED

Draft Motion: 20-038

MOVED BY: J. Shymko

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council directs the staff to prepare a report by file description concerning the legal fees and the integrity commissioner's.

CARRIED

Draft Motion: 20-037

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council directs the staff to prepare a report by file description concerning the legal fees and the integrity commissioner's fees.

CARRIED

Councillor Harding returned to the electronic participation and took his seat.

Memo 2020-M-061 Lake Capacity Study for Lake Temagami

Draft Motion: 20-039

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council direct Staff to contact MHBC Planners to receive an estimate cost and methodology for a lake capacity study to be completed for Lake Temagami.

AMENDED

Draft Motion: 20-040

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council direct Staff to contact MHBC Planners to receive an estimate cost and methodology for a lake capacity study to be completed for all major lakes.

CARRIED

Draft Motion: 20-039

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council direct Staff to contact MHBC Planners to receive an estimate cost and methodology for a lake capacity study to be completed for all major lakes.

CARRIED

Memo 2020-M-054 Budget Presentation

2020 Budget available on the Municipality Website under: Budget Finance & Tax

Draft Motion: 20-041

MOVED BY: M. Youngs

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council direct Staff to prepare the necessary by-laws to establish Service Charges and Tax Rates as supported by the Budget proposal received and approved on June 4, 2020.

DEFERRED

Draft Motion: 20-042

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT The meeting be extended for one hour.

CARRIED

Draft Motion: 20-043

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Memo 2020-M-040 was deferred to a Special Meeting to be held on June 17, 2020.

CARRIED

NOTICE OF MOTION

Councillor Shymko informed Council of his intention to bring a motion forward to have Staff to prepare a report to develop a Youth Committee.

Councillor Shymko informed Council of his intention to bring a motion forward to have Staff to prepare a report to reassess the Municipality Committees.

Councillor Shymko informed Council of his intention to bring a motion forward to have Staff to prepare a report to amend the Procedural By-Law to allow audio recording to be posted.

QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA

Mr. Lowery questioned the budget related to Temagami First Nation landfill site.

Mr. Hyde questioned the budget related to covid-19 pandemic.

CONFIRMATION BY-LAW

Draft Motion: 20-044

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 20-1507, 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 4 day of June, 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: 20-045

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this meeting adjourn at 9:45 p.m.

CARRIED

Mayor

Clerk



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
SPECIAL COUNCIL MEETING
DRAFT MINUTES

Wednesday, June 17, 2020, 6:30 P.M.

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

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

PURPOSE OF THIS SPECIAL MEETING

A Special Meeting of Council to be held on June 17, 2020, by electronic participation is to discuss the propose 2020 budget.

CALL TO ORDER AND ROLL CALL

Mayor O'Mara called the meeting to order at 6:30 pm.
There were 2 people in the electronic participation. The Mayor called the Roll.

ADOPTION OF THE AGENDA

Draft Motion: 20-148
MOVED BY: C. Dwyer
SECONDED BY: M. Youngs

BE IT RESOLVED THAT the Special Council Agenda dated June 17, 2020, be adopted as presented.

CARRIED

DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

UNFINISHED BUSINESS

2020 Budget

Draft Motion: 20-149
MOVED BY: B. Leudke
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council direct Staff to prepare the necessary by-laws to establish Service Charges and Tax Rates as supported by the Budget proposal received and approved on June 17, 2020

CARRIED

ADJOURNMENT

Draft Motion: 20-150

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT this meeting adjourn at 7:39 p.m.

CARRIED

Mayor

Clerk

Suzie Fournier

From: randallbecker@nimkiemining.net
Sent: Thursday, June 18, 2020 12:40 PM
To: Suzie Fournier
Cc: efenkell
Subject: 6 lakeshore
Attachments: 20200618_123653.jpg

Hi,

We would like to request a registered deligstion at the next council meeting to allow two small buisnesses to opporate from 6 lakeshore.

We will be partitioning the building into 3 sections

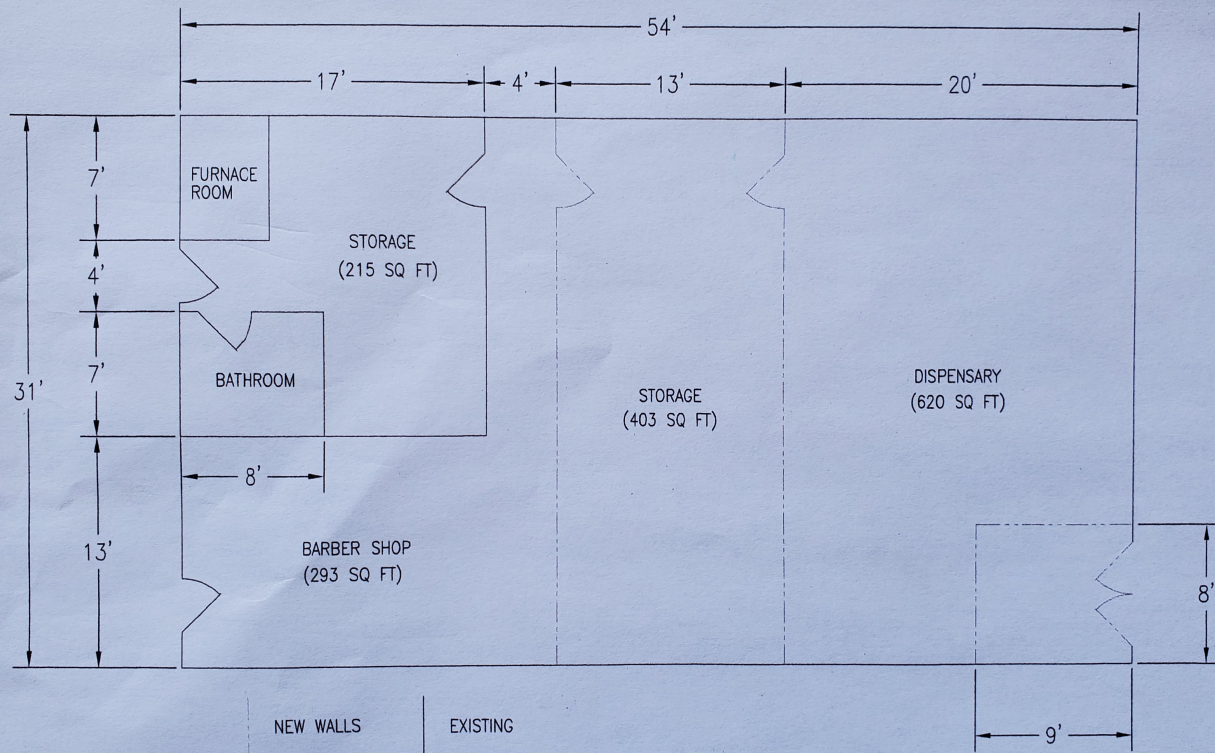
One will be a barber shop and clothing store (293 square feet) and a licanced canibis despenery (620 square feet) the remainder of the building (618 squre feet) will be cold storage.

We hope that we can work together to help create jobs in temagami and attract more tourist to shop in temagami.

Thank you
Meegwitch.

--

Sent from Outlook Email App for Android



DIMENSIONS SHOWN ARE IN INCHES DIMENSIONS IN () ARE MM		REVISION LEVEL		FLOOR PLAN PROPOSAL 1			
IMPERIAL	NO.	DATE	BY	SCALE: NONE	6 LAKESHORE, TEMAGAMI	PAGE 1 OF 1	
				DATE: 27/05/20	DESIGN: RANDY	DATE: RANDY	DATE:
	A	27/05/20	RB				

Consolidated Financial Statements of

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

Year ended December 31, 2019

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Index to Consolidated Financial Statements

Year ended December 31, 2019

	Page
Management's Responsibility for the Consolidated Financial Statements	
Independent Auditors' Report	
Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Changes in Net Financial Assets	3
Consolidated Statement of Cash Flows	4
Notes to Consolidated Financial Statements	5 - 16
Schedule to Note 14 - Segmented Information	17 – 18

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Municipality of Temagami (the "Municipality") are the responsibility of the Municipality's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by Management.

Council meets with Management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Municipality. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Treasurer/Administrator



KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury Ontario P3C 1X3
Canada
Telephone (705) 675-8500
Fax (705) 675-7586

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Municipality of Temagami

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of Temagami (the "Municipality"), which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Municipality as at December 31, 2019, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipality's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities with the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

June 25, 2020

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets		
Cash	\$ 3,296,352	\$ 3,200,997
Taxes receivable	936,533	803,989
Accounts receivable (note 3)	197,569	353,331
	<u>4,430,454</u>	<u>4,358,317</u>
Financial liabilities		
Accounts payable and accrued liabilities (note 4)	676,432	880,608
Deferred revenue	341,170	38,355
Long-term debt (note 5)	521,105	640,776
Landfill closure liabilities (note 6)	157,900	114,700
	<u>1,696,607</u>	<u>1,674,439</u>
Net financial assets	<u>2,733,847</u>	<u>2,683,878</u>
Non-financial assets		
Tangible capital assets (note 7)	15,038,062	15,058,005
Accumulated surplus (note 8)	<u>\$ 17,771,909</u>	<u>\$ 17,741,883</u>

The accompanying notes are an integral part of this consolidated financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	Budget 2019	Actual 2019	Actual 2018
	(note 11)		
Revenues:			
Operating revenues:			
Municipal taxation	\$ 3,907,461	\$ 3,921,679	\$ 3,818,285
User charges	934,788	828,524	707,263
Provincial grants	2,083,733	1,667,335	1,597,107
Federal grants	22,400	34,376	138,678
Investment income	116,000	55,730	39,041
Penalties and interest on taxes	-	87,020	80,934
Provincial Offences Act	-	11,088	12,858
Other	26,500	106,655	131,236
	7,090,882	6,712,407	6,525,402
Capital revenues:			
Provincial grants	61,840	53,867	50,000
Federal grants	122,966	103,166	53,510
	184,806	157,033	103,510
Total revenues	7,275,688	6,869,440	6,628,912
Expenses:			
General government	1,209,075	1,161,227	1,095,593
Protection to persons and property	810,177	856,319	754,584
Transportation services	1,128,014	1,120,438	1,148,280
Environmental services	1,120,873	1,198,025	1,189,405
Health services	721,037	687,949	693,712
Social and family services	1,171,026	1,163,407	1,121,292
Recreational and cultural services	423,121	398,300	395,836
Planning and development	268,720	253,749	200,356
Total expenses	6,852,043	6,839,414	6,599,058
Annual surplus	423,645	30,026	29,854
Accumulated surplus, beginning of year	17,741,883	17,741,883	17,712,029
Accumulated surplus, end of year	\$ 18,165,528	\$ 17,771,909	\$ 17,741,883

The accompanying notes are an integral part of this consolidated financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Annual surplus	\$ 30,026	\$ 29,854
Acquisition of tangible capital assets	(970,149)	(805,037)
Amortization of tangible capital assets	915,919	844,159
Loss on disposition of tangible capital assets	44,173	15,663
Proceeds on sale of tangible capital assets	30,000	27,500
Change in net financial assets	49,969	112,139
Net financial assets, beginning of year	2,683,878	2,571,739
Net financial assets, end of year	\$ 2,733,847	\$ 2,683,878

The accompanying notes are an integral part of this consolidated financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Consolidated Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 30,026	\$ 29,854
Items not involving cash:		
Amortization of tangible capital assets	915,919	844,159
Loss on disposition of tangible capital assets	44,173	15,663
Increase in landfill closure liabilities	43,200	1,800
	1,033,318	891,476
Change in non-cash assets and liabilities:		
Decrease (increase) in taxes receivable	(132,544)	2,247
Decrease in accounts receivable	155,762	113,854
Increase (decrease) in accounts payable and accrued liabilities	(204,176)	204,561
Increase in deferred revenue	302,815	22,855
Net change in cash from operating activities	1,155,175	1,234,993
Financing activities:		
Principal repayment on net long-term debt	(119,671)	(117,519)
Net change in financing activities	(119,671)	(117,519)
Capital activities:		
Proceeds on sale of tangible capital assets	30,000	27,500
Acquisition of tangible capital assets	(970,149)	(805,037)
Net change in cash from capital activities	(940,149)	(777,537)
Net change in cash	95,355	339,937
Cash, beginning of year	3,200,997	2,861,060
Cash, end of year	\$ 3,296,352	\$ 3,200,997

The accompanying notes are an integral part of this consolidated financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

The Corporation of the Municipality of Temagami (the "Municipality") is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act and other related legislation.

1. Significant accounting policies:

The consolidated financial statements of the Municipality are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board and the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

(a) Reporting entity:

- (i) These consolidated financial statements reflect the assets, liabilities, revenues and expenses and include the activities of all committees of Council and the following boards which are under the control of Council:

Parks and Recreation Committee
Committee of Adjustment
Planning and Advisory Committee
Water Supply System
Temagami Community Library
Cemetery Board
Temagami Ambulance Service

All interfund and inter-organizational transactions and balances between these organizations are eliminated.

- (ii) Non-consolidated entities:

The following entities are not consolidated within the consolidated financial statements of the Municipality:

The District of Nipissing Social Services Administration Board
Temiskaming Health Unit

- (iii) The Municipality collects taxation revenue on behalf of the school boards.

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances on these financial statements (note 9).

- (iv) Trust funds and their related operations administered by the Municipality are not included in these financial statements but are reported on separately on the Trust Funds Financial Statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

1. Significant accounting policies (continued):

(a) Reporting entity (continued):

(v) Revenue recognition:

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation. Tax rates are established annually by Council, incorporating amounts to be raised for local services and amount the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes.

A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessments. Assessments and related property taxes are subject to appeal by ratepayers. Tax adjustments as a result of supplementary assessment and appeals are estimated based on historical results.

The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the accounts in the period the interest and penalties are levied.

Government transfers which include provincial and federal grants are recognized in the period that the events giving rise to the transfer have occurred as long as: the transfer is authorized; the eligibility criteria, if any, have been met and the amount can be reasonably estimated. Government transfers received before these criteria have been met are recorded in the accounts as deferred revenue and are recognized as revenue in the period in which all of these criteria are met.

User fees and other revenues are recognized when the services are performed or goods are delivered, collection of the relevant receivable is probable, persuasive evidence of an arrangement exists and fees are fixed or determinable. Amounts received for future services are deferred until the service is provided.

(b) Basis of accounting:

(i) Accrual accounting:

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay. Amounts applied to specific operating and capital projects are recorded as revenue in the fiscal period in which the funds are expended on these projects.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

1. Significant accounting policies (continued):

(b) Basis of accounting (continued):

(ii) Pension plan and employee benefits:

The Municipality is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Municipality has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Municipality records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for the past employee service.

Vacation entitlements are accrued for as entitlements are earned.

(c) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, design, construction, development, improvement or betterment of the tangible capital asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Buildings	10 - 50
Heavy equipment	10 - 25
Vehicles	10 - 25
Equipment	5 - 20
Roads	10 - 30
Water distribution lines	40 - 50
Sewer lines	40 - 50
Land improvements	10 - 50

Landfill sites are amortized using the units of production method based upon capacity used during the year.

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

1. Significant accounting policies (continued):

(d) Deferred revenues:

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain projects or the completion of specific work. In addition, certain fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or the services are performed.

A requirement for local governments is that the obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation and other agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. Given the restriction in use until spent on qualifying projects or expenses these amounts are deferred.

(e) Landfill liability:

The liability for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated inflation and the usage of the site's capacity during the year.

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year combined with the annual surplus provides the change in net financial assets for the year.

(g) Reserves:

Certain amounts, as approved by Council, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are recorded as an adjustment to the respective fund when approved.

(h) Use of estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the periods specified. Significant items subject to such estimates and assumptions include the valuation allowances for taxes and accounts receivable, the carrying value of tangible capital assets and provisions for accrued liabilities and landfill closure liabilities.

Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

2. Contributions to non-consolidated entities:

Further to note 1(a)(ii), the following contributions were made by the Municipality to these entities:

	2019	2018
The District of Nipissing Social Services		
Administration Board	\$ 870,786	827,216
Temiskaming Health Unit	36,738	36,043
	\$ 907,524	863,259

3. Accounts receivable:

	2019	2018
Government of Canada - HST	\$ 120,121	95,564
Government of Canada - Grants	—	75,592
Province of Ontario - Grants	43,216	124,230
Other	64,232	87,945
Allowance for doubtful accounts	(30,000)	(30,000)
	\$ 197,569	353,331

4. Accounts payable and accrued liabilities:

	2019	2018
Trade and miscellaneous	\$ 521,849	721,204
Personnel related obligations	154,583	159,404
	\$ 676,432	880,608

5. Long-term debt:

Municipal debt reported on the consolidated statement of financial position is made up of the following:

	2019	2018
Debenture with the Ontario Infrastructure Projects Corporation bearing interest at 4.19% and payable in semi-annual blended payments of \$27,897, due May 2020	\$ 27,325	80,303
Bank of Nova Scotia demand loan payable \$5,558 monthly plus interest at prime plus 0%	493,780	560,473
	\$ 521,105	640,776

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

5. Long-term debt (continued):

Principal repayments on the municipal debt are as follows:

2020	\$	94,017
2021		66,693
2022		66,693
2023		66,693
Thereafter		227,009
	\$	521,105

6. Landfill closure liabilities:

The Environmental Protection Act sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. This requirement is to be provided for over the estimated life of the landfill sites based on usage.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions with respect to events extending over terms using the best information available to management. Future events may result in significant changes to the estimated total expenditures; capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

Estimated total expenditures represent the sum of the discounted future cash flows for closure and post-closure care activities discounted at the risk-free rate adjusted for the effect of the Municipality's credit standing of 4.19%. The estimated total landfill closure and post-closure care expenditures are calculated to be \$157,900 (2018 - \$114,700). The estimated liability for these expenditures is recognized as the landfill site's capacity is used.

The estimated remaining capacity of the landfill sites is 51,858 cubic meters. The Municipality has established a reserve of \$150,000 to date to provide for these obligations.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

7. Tangible capital assets:

Cost	Balance at December 31, 2018	Additions	Disposals	Balance at December 31, 2019
Land	\$ 144,542	-	-	144,542
Land improvements	2,430,405	68,605	-	2,499,010
Buildings	10,138,309	21,720	-	10,160,029
Vehicles	222,883	-	-	222,883
Equipment	5,263,948	536,354	-	5,800,302
Heavy equipment	2,009,619	181,500	(154,527)	2,036,592
Roads	3,664,254	325,143	-	3,989,397
Water distribution lines	3,849,902	-	-	3,849,902
Sewer lines	3,213,967	-	-	3,213,967
Assets under construction	274,248	127,908	(291,081)	111,075
Total	\$ 31,212,077	1,261,230	(445,608)	32,027,699

Accumulated Amortization	Balance at December 31, 2018	Disposals	Amortization	Balance at December 31, 2019
Land	\$ -	-	-	-
Land improvements	347,188	-	95,940	443,128
Buildings	2,907,167	-	230,975	3,138,142
Vehicles	204,662	-	6,025	210,687
Equipment	2,599,989	-	281,237	2,881,226
Heavy equipment	707,816	(80,354)	100,763	728,225
Roads	3,312,325	-	59,702	3,372,027
Water distribution lines	3,310,915	-	76,998	3,387,913
Sewer lines	2,764,010	-	64,279	2,828,289
Total	\$ 16,154,072	(80,354)	915,919	16,989,637

	Net book value, December 31, 2018	Net book value, December 31, 2019
Land	\$ 144,542	144,542
Land improvements	2,083,217	2,055,882
Buildings	7,231,142	7,021,887
Vehicles	18,221	12,196
Equipment	2,663,959	2,919,076
Heavy equipment	1,301,803	1,308,367
Roads	351,929	617,370
Water distribution lines	538,987	461,989
Sewer lines	449,957	385,678
Assets under construction	274,248	111,075
Total	\$ 15,058,005	15,038,062

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

7. Tangible capital assets (continued):

Cost	Balance at December 31, 2017	Additions	Disposals	Balance at December 31, 2018
Land	\$ 144,542	-	-	144,542
Land improvements	2,430,405	-	-	2,430,405
Buildings	9,778,309	360,000	-	10,138,309
Vehicles	222,883	-	-	222,883
Equipment	5,240,757	23,191	-	5,263,948
Heavy equipment	2,197,930	27,500	(215,811)	2,009,619
Roads	3,544,156	120,098	-	3,664,254
Water distribution lines	3,849,902	-	-	3,849,902
Sewer lines	3,213,967	-	-	3,213,967
Assets under construction	-	274,248	-	274,248
Total	\$ 30,622,851	805,037	(215,811)	31,212,077

Accumulated Amortization	Balance at December 31, 2017	Disposals	Amortization	Balance at December 31, 2018
Land	\$ -	-	-	-
Land improvements	262,866	-	84,322	347,188
Buildings	2,676,628	-	230,539	2,907,167
Vehicles	194,337	-	10,325	204,662
Equipment	2,365,088	-	234,901	2,599,989
Heavy equipment	787,570	(172,648)	92,894	707,816
Roads	3,262,424	-	49,901	3,312,325
Water distribution lines	3,233,917	-	76,998	3,310,915
Sewer lines	2,699,731	-	64,279	2,764,010
Total	\$ 15,482,561	(172,648)	844,159	16,154,072

	Net book value, December 31, 2017	Net book value, December 31, 2018
Land	\$ 144,542	144,542
Land improvements	2,167,539	2,083,217
Buildings	7,101,681	7,231,142
Vehicles	28,546	18,221
Equipment	2,875,669	2,663,959
Heavy equipment	1,410,360	1,301,803
Roads	281,732	351,929
Water distribution lines	615,985	538,987
Sewer lines	514,236	449,957
Assets under construction	-	274,248
Total	\$ 15,140,290	15,058,005

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

8. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2019	2018
Surplus (deficit):		
Invested in tangible capital assets	\$ 15,038,062	15,058,005
Amounts to be recovered:		
Unfinanced municipal debt – grinder pumps	(27,325)	(80,303)
Unfinanced municipal debt – grader and plow	(493,780)	(560,473)
Equity in tangible capital assets	14,516,957	14,417,229
Reserves set aside by Council for:		
Discretionary Capital Reserves:		
- Working capital	390,000	300,338
- Landfill closure costs	150,000	150,000
- Arena	65,474	50,474
- Public Works Complex	509,400	429,000
- Future Improvements Lake Temagami Access Road	183,000	193,000
- Lot Creation and Development	–	50,000
- Marten River Fire	207,000	157,000
- Official Plan Review	94,230	94,230
- Survey	–	21,291
- Temagami Fire	40,500	37,500
- Future IPM Town Road	236,095	125,000
- OMB Hearing	–	30,000
- Welcome Centre – Generator Primary EOC	50,000	50,000
- Loan Reserve	112,981	112,981
- Cemetery Columbarium / Memory Wall	4,313	4,313
- Community Improvement Plan	10,000	10,000
- Library	15,489	–
- Ambulance Building	11,847	–
- Cannabis	10,000	–
	2,090,329	1,815,127
Other Reserves:		
- Discretionary Operating	692,880	927,967
- Tax Rate Stabilization	267,031	267,031
- Operating Budget Contingency	–	45,717
- Water and Wastewater Stabilization	–	51,901
- Dedicated Water and Wastewater Capital	204,712	216,911
	1,164,623	1,509,527
Total reserves	3,254,952	3,324,654
Accumulated surplus	\$ 17,771,909	17,741,883

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

9. Operations of school boards:

Further to note 1(a)(iii), the property taxes collected on behalf of the school boards are \$1,980,799 (2018 - \$1,966,846).

10. Pension agreement:

OMERS provides pension services to more than 500,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2019. The results of this valuation disclosed total going concern actuarial liabilities of \$107,687 million (2018 - \$100,081 million) in respect of benefits accrued for service with total going concern actuarial assets at that date of \$104,290 million (2018 - \$95,890 million) indicating a going concern actuarial deficit of \$3,397 million (2018 - \$5,403 million). Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees and the Authority's share is not determinable. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for 2019 was \$105,666 (2018 - \$99,372) and is included as an expense in the consolidated statement of operations and accumulated surplus.

11. Budget figures:

The budget adopted by Council was not prepared on a basis consistent with that used to report actual results according to Public Sector Accounting Standards. As a result, the budget figures presented in the consolidated statement of operations and accumulated surplus and change in net financial assets represent the financial plan adopted by Council with adjustment as follows:

Annual deficit per budget approved by Council	\$ (723,415)
Less:	
Internal reserve transfers	(222,712)
Add:	
Investment in tangible capital assets	1,369,772
Surplus per revised budget	\$ 423,645

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

12. Public Sector Salary Disclosure:

During 2019, two employees were paid a salary, as defined in the Public Sector Salary Disclosure Act, 1996, of \$100,000 or more by the Municipality.

13. Comparative information:

Certain of the 2019 comparative information have been reclassified to conform to the current year presentation.

14. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. The situation is dynamic and the ultimate duration and magnitude of the impact on the economy and the financial effect on the Municipality is not known at this time.

15. Segmented information:

The Municipality of Temagami is a diversified municipal government institution that provides a wide range of services to its citizens, including General Government Services, Protection Services, Transportation Services, Environmental Services, Health Services, Social and Family Services, Recreational and Cultural Services and Planning and Development Services. Service areas were created for the purposes of recording specific activities to attain certain objectives in accordance with regulations, restrictions or limitations (see Schedule to note).

Municipal Services are provided by departments and their activities are reported in these Service Areas. Departments disclosed in the Segmented Information, along with the services they provide, are as follows:

General Government Services

The Departments within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing Municipal assets; ensuring effective financial management; monitoring performance and ensuring that high quality Municipal Service standards are met.

Protection Services

Services provided in this segment include the enforcement of laws, prevention of crime, and maintenance of peace, order, and security by protecting life, property and the environment through the provision of emergency response, thus ensuring safe homes and safe communities.

Transportation Services

Areas of responsibility include planning, design, construction, cleaning, repair, snow removal and signage.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Notes to Consolidated Financial Statements

Year ended December 31, 2019

15. Segmented information (continued):

Environmental Services

The environmental services include water and sewer services as well as garbage and recycling services.

Water and Sewer services include the operation and distribution of water and networking sewer mains, storm sewers and the pump station.

Health Services

The Municipality funds a range of public health services and provides cemetery services through the health unit.

Social and Family Services

The services are provided indirectly by the Municipality through the District Social Services Board and include family and children's services and housing services.

Recreation and Cultural Services

The Department is responsible for providing, facilitating the development of, and maintaining high quality parks, recreational facilities, and cultural services.

Planning and Development

The Planning and Development Department is responsible for preparing land use plans, bylaws and policies for sustainable development of the Municipality and for reviewing and approving new development.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Schedule to Note 15 - Segmented Information (continued)

Year ended December 31, 2019

	General Government Services	Protection Services	Transportation Services	Environmental Services	Health Services	Social & Family Services	Recreation & Cultural Services	Planning and Development	Total 2019
Revenues:									
Operating revenues:									
User charges	\$ 57,576	27,894	19,081	696,153	5,424	-	16,766	5,630	828,524
Provincial grants	1,006,943	-	-	7,392	644,364	-	8,636	-	1,667,335
Federal grants	-	-	-	14,785	-	-	12,200	7,391	34,376
Investment income	55,730	-	-	-	-	-	-	-	55,730
Penalties and interest on taxes	87,020	-	-	-	-	-	-	-	87,020
Provincial Offences Act	-	11,088	-	-	-	-	-	-	11,088
Other	27,953	3,991	12,549	227	-	-	26,293	35,642	106,655
Capital revenues:									
Provincial grants	-	-	53,867	-	-	-	-	-	53,867
Federal grants	103,166	-	-	-	-	-	-	-	103,166
Total revenues	1,338,388	42,973	85,497	718,557	649,788	-	63,895	48,663	2,947,761
Expenses:									
Salaries, wages and benefits	421,772	145,004	497,740	42,139	571,907	-	146,890	130,877	1,956,329
Long-term debt interest	-	-	20,755	2,815	2,158	-	-	-	25,728
Materials	363,446	148,711	267,250	127,604	72,924	-	122,721	61,935	1,164,591
Contracted services	227,561	512,507	57,060	642,915	350	-	28,716	58,443	1,527,552
Rents and financial	5,505	-	-	-	-	-	-	-	5,505
External transfers	-	-	-	-	36,738	1,163,407	-	-	1,200,145
Amortization of tangible capital assets	142,943	50,097	233,988	382,552	3,872	-	99,973	2,494	915,919
Loss on disposition of tangible capital assets	-	-	43,645	-	-	-	-	-	43,645
Total expenses	1,161,227	856,319	1,120,438	1,198,025	687,949	1,163,407	398,300	253,749	6,839,414
Funded through:									
Taxation									3,921,679
Annual surplus									\$ 30,026

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Schedule to Note 15 - Segmented Information (continued)

Year ended December 31, 2019

	General Government Services	Protection Services	Transportation Services	Environmental Services	Health Services	Social & Family Services	Recreation & Cultural Services	Planning and Development	Total 2018
Revenues:									
Operating revenues:									
User charges	\$ 34,626	77,779	15,684	544,553	5,305	-	15,191	14,125	707,263
Provincial grants	872,451	-	7,316	37,796	651,343	-	28,201	-	1,597,107
Federal grants	-	-	-	75,592	-	-	41,911	21,175	138,678
Investment income	39,041	-	-	-	-	-	-	-	39,041
Penalties and interest on taxes	80,934	-	-	-	-	-	-	-	80,934
Provincial Offences Act	-	12,858	-	-	-	-	-	-	12,858
Other	25,295	6,978	46,238	3,500	-	-	19,040	30,185	131,236
Capital revenues:									
Provincial grants	-	-	50,000	-	-	-	-	-	50,000
Federal grants	53,510	-	-	-	-	-	-	-	53,510
Total revenues	1,105,857	97,615	119,238	661,441	656,648	-	104,343	65,485	2,810,627
Expenses:									
Salaries, wages and benefits	446,453	152,068	529,726	46,911	587,463	-	138,639	127,783	2,029,043
Long-term debt interest	-	-	21,224	4,967	472	-	-	-	26,663
Materials	350,604	125,196	331,571	173,166	65,856	-	149,622	37,485	1,233,500
Contracted services	161,278	436,322	41,097	598,292	-	-	8,037	32,594	1,277,620
Rents and financial	15,067	-	-	-	-	-	-	-	15,067
External transfers	-	-	-	-	36,049	1,121,292	-	-	1,157,341
Amortization of tangible capital assets	122,191	40,998	209,000	366,069	3,872	-	99,538	2,494	844,162
Loss on disposition of tangible capital assets	-	-	15,662	-	-	-	-	-	15,662
Total expenses	1,095,593	754,584	1,148,280	1,189,405	693,712	1,121,292	395,836	200,356	6,599,058
Funded through:									
Taxation									3,818,285
Annual surplus									\$ 29,854

Financial Statements of

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI
AMBULANCE SERVICE**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP
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INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Municipality of Temagami

Opinion

We have audited the financial statements of The Corporation of the Municipality of Temagami Ambulance Service (the "Ambulance Service"), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations and accumulated surplus for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Ambulance Service as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Ambulance Service in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Ambulance Service's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Ambulance Service or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Ambulance Service's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Ambulance Service's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Ambulance Service's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Ambulance Service's to cease to continue as a going concern.



- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

Date

DRAFT

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI AMBULANCE SERVICE

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets:		
Accounts receivable	\$ 327	\$ 327
Due from the Corporation of the Municipality of Temagami (note 2)	84,164	75,183
	<u>84,491</u>	<u>75,510</u>
Financial liabilities:		
Accounts payable and accrued liabilities	58,049	49,068
Net financial assets and accumulated surplus	\$ 26,442	\$ 26,442

See accompanying notes to financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI AMBULANCE SERVICE

Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019 Actual	2018 Actual
Revenue:			
District of Nipissing Social Services Administration Board			
- Operating grant	\$ 668,100	\$ 637,364	\$ 644,343
Expenses:			
Salaries and wages	446,900	451,612	475,004
Employee benefits	128,600	112,965	108,461
Services and rentals	45,050	30,219	28,506
Supplies and equipment	27,750	23,175	17,370
Administration	12,200	14,330	12,958
Transportation and communications	7,600	5,063	6,469
Total expenses	668,100	637,364	648,768
Annual surplus (deficit)	-	-	(4,425)
Accumulated surplus, beginning of year	26,442	26,442	30,867
Accumulated surplus, end of year	\$ 26,442	\$ 26,442	\$ 26,442

See accompanying notes to financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI AMBULANCE SERVICE

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	\$ -	\$ (4,425)
Net change in non-cash working capital:		
Increase in accounts payable and accrued liabilities	8,981	5,918
	8,981	1,493
Investing activities:		
Increase in due to/from the Corporation of the Municipality of Temagami	(8,981)	(1,493)
Net change in cash	-	-
Cash, beginning of year	-	-
Cash, end of year	\$ -	\$ -

See accompanying notes to financial statements.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI AMBULANCE SERVICE

Notes to Financial Statements

Year ended December 31, 2019

The Corporation of the Municipality of Temagami Ambulance Service (the "Ambulance Service") is operated by the Corporation of the Municipality of Temagami in accordance with the Ambulance Act of Ontario and provides ambulance services to the Municipality of Temagami.

1. Significant accounting policies:

The financial statements of the Ambulance Service are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board and the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Ambulance Service are as follows:

(a) Basis of accounting:

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(b) Pension plan:

The Ambulance Service is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Ambulance Service has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Ambulance Service records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for past employee service.

(c) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the periods specified.

Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

2. Related party transactions:

The amount due to/from the Municipality of Temagami is non-interest bearing, unsecured and has no fixed terms of repayment.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI AMBULANCE SERVICE

Notes to Financial Statements (continued)

Year ended December 31, 2019

3. Pension contributions:

OMERS provides pension services to more than 500,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2019. The results of this valuation disclosed total going concern actuarial liabilities of \$107,687 million (2018 - \$100,081 million) in respect of benefits accrued for service with total going concern actuarial assets at that date of \$104,290 million (2018 - \$95,890 million) indicating a going concern actuarial deficit of \$3,397 million (2018 - \$5,403 million). Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees and the Authority's share is not determinable. As a result, the Ambulance Service does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for 2019 was \$34,974 (2018 – \$27,066) and is included as an expense in the statement of operations and accumulated surplus.

4. Economic dependence:

A substantial portion of the Ambulance Service's revenue is derived from the receipt of grants from the District of Nipissing Social Services Administration Board. This one funder accounted for 100% (2018 – 100%) of total revenues. The loss of this relationship would have a significant impact on the Ambulance Service's revenue and operations.

5. Public Sector salary disclosure:

During 2019, one employee was paid a salary, as defined in the Public Sector Salary Disclosure Act, 1996, of \$100,000 or more by the Ambulance Service.

TEMAGAMI NORTH & SOUTH DRINKING WATER SYSTEMS

Management Review Minutes

Review Period: November 1, 2018 to October 31, 2019

INTRODUCTION

The requirement to conduct a management review is dictated by Element # 20 'Management Review' of the Ministry of the Environment, Conservation & Parks Drinking Water Quality Management Standard (DWQMS). This element requires that a management review be conducted at least once a year to evaluate the effectiveness and adequacy of the Quality and Environmental Management System (QEMS). As the Operating Authority, OCWA fulfills this requirement.

The management review process looks at certain indicators that show how well the QEMS has been implemented, and how effectively it is operating. Any deficiencies identified shall be detailed in action plans which include the personnel responsible and proposed timelines for implementation.

The review must consider the following items:

- ✓ Incidents of regulatory non-compliance,
- ✓ Incidents of adverse drinking-water tests,
- ✓ Deviations from critical control point limits and response actions,
- ✓ The efficacy of the risk assessment process,
- ✓ Internal and third-party audit results,
- ✓ Results of emergency response testing,
- ✓ Operational performance,
- ✓ Raw water supply and drinking water quality trends,
- ✓ Follow-up on action items from previous management reviews,
- ✓ The status of management action items identified between reviews,
- ✓ Changes that could affect the QMS,
- ✓ Consumer feedback,
- ✓ The resources needed to maintain the QMS,
- ✓ The results of the infrastructure review,
- ✓ Operational plan currency, content and updates, and
- ✓ Staff suggestions.
- ✓ Best management practices (BMPs)

TEMAGAMI NORTH & SOUTH DRINKING WATER SYSTEMS MANAGEMENT REVIEW MEETING

Date :	December 11, 2019
Time:	2:00 pm
Location:	Conference Call Kirkland Lake Compliance Office & Haileybury WTP
Participants:	Yvan Rondeau, Safety, Process & Compliance Manager; Rebecca Marshall, Process and Compliance Technician; Bryce Logan, ORO & Team Lead
Regrets:	Victor Legault, Senior Operations Manager; Claude Mongrain, Team Lead
Previous Review:	December 5, 2018
Review Period:	November 2018 to October 31, 2019

Standing Agenda Items

1. Incidents of Regulatory Non-compliance

There were no incidents of regulatory non-compliance for the Temagami North or South Drinking Water Systems during the review period.

2. Incidents of Adverse Drinking Water Tests

Temagami North DWS

- **November 20, 2018(AWQI# 144124):** Loss of pressure to 16-20 residences; water was turned off for 5hrs to replace a hydrant and valve on Birch Cres.

Corrective Action: The Timiskaming Health Unit issued a Boil Water Advisory. After the repairs were completed the lines were flushed and 2 sets of samples were taken at least 24 hours apart and tested for E.coli and total coliforms. All sample results were good. The Health Unit lifted the Boil Water Advisory on November 23, 2018.

- **September 30, 2019 (AWQI# 148312):** The watermain feeding Poplar Crescent (6 residences) was shut off in order to install a new hydrant at the end of the street. There was no pressure from 13:00hrs to 17:30hrs.

Corrective Actions: The Timiskaming Health Unit issued a Boil Water Advisory to the 6 residences. Once the work was done the area was flushed and the first set of 4 samples was taken. The second set of 3 samples was taken over 24 later on October 1, 2019. All samples were clear of E.coli and total coliforms and the Boil Water Advisory was lifted on October 4, 2019.

3. Deviations from Critical Control Limits and Response Actions

Maximo, WISKI & Wonderware data from Nov. 1, 2018 to Oct. 31, 2019 was reviewed

Temagami North Drinking Water System Critical Control Limits (CCLs) include:

Filtration Process: Turbidity off the filters - 1.0 NTU (high)

- No deviations (all values above CCL are due to analyzer maintenance and calibrations)

Primary Disinfection: Treated free chlorine residual (FCR) ≥ 0.85 mg/L (low)

1. December 1, 2018 (0.68 mg/L): Low chlorine due to air in the chemical pump line.
Contact Time (CT) was met (primary disinfection was achieved). The operator bled the air from the line which resolved the problem.
2. January 1, 2019 (0.77 mg/L): Low chlorine due to a crack in the injector.
Contact Time met and injector repaired.
3. January 7, 2019 (0.82 mg/L): Low chlorine
Contact Time met
4. May 6, 2019 (0.77 mg/L): Low chlorine due to air in the chemical pump line (pin hole in the suction pipe).
Contact Time met, line bled and pin hole repaired
5. May 7, 2019 (0.77 mg/L): Low chlorine due to chemical pump issues and low chemical
Contact Time met. Operator added sodium hypochlorite to the day tank and increased the chlorine dose

Secondary Disinfection: Distribution free chlorine residual - 0.05 mg/L (low)

- No deviations

Clearwell Level: (#3 monitored and alarmed) - Minimum Level = 1.75 m

(There are 3 clearwells; #1 is not included in the CT calculation and #2 and #3 are always at the same level)

- No deviations

Temagami South Drinking Water System Critical Control Limits (CCLs) include:

Filtration Process: Turbidity off the filters - 1.0 NTU (high)

- No deviations (all values above CCL are due to analyzer maintenance and calibrations)

Primary Disinfection: Treated free chlorine residual (FCR) ≥ 1.0 mg/L (low)

- February 17, 2019 (0.88 mg/L): Low chlorine due to an airlock in the chemical pump line.
Contact Time met and operator bled air from line.

- March 4, 2019 (0.99 mg/L): Low chlorine due analyzer being adjusted during maintenance
Contact Time met and analyzer readjusted
- June 12, 2019 (0.99 mg/L): Low chlorine
Contact Time met and chlorine increased
- July 6, 2019 (0.42 mg/L): Low chlorine due to chemical pump issues
Contact Time met and pump fixed
- July 7, 2019 (0.97 mg/L): Low chlorine due to the chlorine dose be decreased too much after issues with high chlorine levels
Contact Time met and chlorine dose increased
- September 13, 2019 (0.88 mg/L): Low chlorine due to an airlock in the chemical pump line.
Contact Time met and operator bled air from line.

Secondary Disinfection: Distribution free chlorine residual - 0.05 mg/L (low)

- No deviations

Clearwell Level: Clearwell #1 and #2 - Minimum Level = 2.20 m

- December 4, 2019 (2.04 M): Plant backwashing

4. Effectiveness of the Risk Assessment Process

The Risk Assessment Procedure was reviewed and the Risk Assessments for Temagami North and South were re-done in September 2019. The MECP's Potential Hazardous Events were added, as per version 2.0 of the Drinking water Quality Management Standard, and other revisions made to ensure the risk assessment remains current and effective.

5. Internal Audit Results

The most recent internal audit was conducted on July 17, 2019; all elements were found to be in conformance. One Opportunity for Improvement was identified which has been considered and adopted.

- Element 14 - Review and Provision of Infrastructure: The spreadsheet used for the Infrastructure Review and five year forecast does not indicate whether or not the Risk Assessments outcomes were considered. The new spreadsheet which encompasses everything required will be used going forward.

6. Third Party Audit Results

A Surveillance Audit of the Temagami Drinking Water Systems Quality Environmental Management System was conducted on July 17, 2019 by SAI Global. Two Major Non-Conformances were identified which were resolved immediately;

1. Element 3 Commitment & Endorsement: The Operational Plan had not yet been endorsed by Top Management. At the time of the audit The Plan had been sent to the Municipality for endorsement but had not yet gone to council for approval. The Plan was endorsed by top management of the Municipality and OCWA as soon as it had been accepted by council.
2. Element 8 Risk Assessment Outcomes: MECP Potential Hazardous Events for Municipal Residential Drinking Water Systems had not yet been evaluated. This was resolved on September 19, 2019 when the 36 month risk assessment re-dos were completed.

Two Opportunities for Improvement were also identified;

1. Element 15 Infrastructure Maintenance, Rehabilitation & Renewal - Consider clarifying “long-term”. OP-14 and -15 identify a rolling 5-year Recommended Capital and Major Maintenance Report whereas a 6-Year Recommended Capital/Major Maintenance 2019-2024 was provided.
(This will be updated next review)
2. Element 21 Continual Improvement - Consider reviewing the QEMS - Summary of Findings spreadsheet to ensure all findings from internal and external audits are included and identify whether they are adopted.
(Completed)

7. Results of Emergency Response Testing

The “Critical Injury & “Critical Shortage of Staff” Contingency Plans were reviewed and tested using mock scenarios on July 10, 2019. No changes were required to the Contingency Plans or related procedures.

8. Operational Performance

Both plants generally run fairly well but equipment is getting old and there is a need for redundancy at the Temagami South water treatment plant. Improvements have been recommended for 2020, some of which will be based on approval for environmental grants and funding.

Remote access to the water plants will be available sometime in 2020.

9. Raw Water Supply and Drinking Water Quality Trends

Both plants generally run fairly well but equipment is getting old and there is a need for redundancy at the Temagami South water treatment plant.

- Microbiological testing is done weekly on the treated water at the plant and two locations in the distribution system and results have consistently been zero.
- Trihalomethanes (THMs) and Haloacetic Acids (HAAs) are being tested quarterly in the distribution system and results have been well below the limits.
- Lead is tested in April and November every third year from one location in the distribution system. Lead samples were last collected in 2018 and results were well below the limit. pH and alkalinity are monitored through testing in April and November of each year.

10. Follow up on Action Items from Previous Management Reviews

There were no action items identified during the previous Management Review Meeting.

11. Status of Management Action Items Identified Between Reviews

There were no action items identified between Management Review Meetings.

12. Changes that Could Affect the QEMS

No changes are foreseen at this time.

13. Consumer Feedback

No community complaints were received during the review period for either system.

14. Resources Needed to Maintain QEMS

Resources are monitored regularly and provided by Corporate Compliance and Management as required.

15. Results of the Infrastructure Review

The following tables identify items that were recommended by OCWA for 2019, items that were unplanned but were required during 2019 and the status of each item at the time of this Management Review Meeting.

Temagami North WTP

Recommended Capital for 2019	Status
Clearwell Inspection & Cleaning(if required)	Deferred
Submersible Pump	Deferred
New Turbidity Meters for Filters 1 & 2	Deferred to 2020
Generator Servicing	Completed
Painting of Floors	Deferred
Repair Doors	Deferred

Temagami North WTP

Unplanned Capital	Status
Reprogramming of the SCADA system	Completed
Refurbish BCA Auto Valves	Completed
New UPS for the PLC Panel	Completed
Replace Faulty Intrusion Pad	Completed
Tower Inspection	Completed
PLC Optimization (New PLC on filters)	Completed
Rebuild Sodium Hypochlorite Panel	Completed

Temagami South WTP

Recommended Capital for 2019	Status
Chemical Pump Parts	Deferred
Painting of the Floors	Deferred
Unplanned Capital	Status
Reprogramming of the SCADA system	Completed
Turbidity Alarm & Shut Down Programming	Completed
Refurbish BCA Auto Valves	Completed
Replace Process pH Probe	Completed
Repair Broken Antenna	Completed
Replace Faulty Intrusion Pad	Completed
Tower Inspection	Completed
New Rack & UPS for the PLC	Completed
Rebuild Sodium Hypochlorite Panel	Completed
New Raw & Treated pH Meters	Completed
Lifting Bracket	Completed
Data Logger Repair	Approved
pH and Temperature Out-Put Card	Completed
Replace Turbidity Controller	Completed

Temagami South WTP

Replace Solenoid Valves	Completed
Repair Waste Pit Pipe	Completed
Commissioning of Backwash pump	Completed
PLC Optimization (New PLC on filters)	Completed

16. Operational Plan Currency

The plan was updated in May 2019 to incorporate changes to the Drinking Water Quality Management Standard and corporate changes within OCWA.

- Relevant findings identified during audits or inspections will also be considered in the next update.

17. Staff Suggestions

The only suggestion was to have the towers upgraded.

18. Consideration of Applicable Best Management Practices

None identified at time of meeting.

Acceptance of Minutes of Management Review Meeting and Adjournment

Ontario Clean Water Agency
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Haileybury, ON P0J 1K0
Tel: 705-672-5549
Fax: 705-672-2534

December 2 2019

Town of Temagami
P.O. Box 220,
7 Lakeshore Drive
Temagami, ON
P0H 2H0

Attention: Craig Davidson, C.A.O.

Dear Craig,

As per the current Fixed Price Agreement with the Ontario Clean Water Agency, we are giving notice of possible capital expenditures for 2020. They were arrived at through consultation with operations staff. They require your careful consideration and approval before they will be incurred. OCWA would be pleased to quote on any of this work or the supply of the identified repair or component.

Many of these items are a carryover from previous years and require careful consideration. A proactive approach to repair and renewal in the long run, saves the municipality costs that can be incurred when work has to proceed on an emergency basis.

I would be happy to attend a council meeting and discuss and prioritize the issues identified in this letter.

The estimated capital expenditures for 2020 are as follows:

Temagami North Water Plants

Proposed Expenditure	Estimated Cost	Rational
The clear wells should be inspected and if required cleaned	\$6,000.00	This should occur on a five year cycle.
A submersible pump is required to supply water pressure and flow to the plant in order for it to operate when the high lift pumps are unavailable	\$5,500.00	If the high lifts are not running or if the plant is isolated from the distribution system water cannot be produced.
The emergency generator should be load tested.	\$3,500.00	This is prescribed in CSA guidelines.
Chlorination system should be installed at the tower	25,000.00	The chlorine residuals are quite low in portions of the system and the MOE has shown concern.
The turbidity meters need to be replaced. The current meters are failing. Process pH will be added at the same time	\$15,500.00	The current meters are showing signs of failure. It is cheaper to buy new turbidity meters than to repair the current ones. The units fail when temperature falls.
Chemical pump parts	\$2,500.00	There should be an annual budget for Chemical pump parts for repairs and maintenance
Pocket Colorimeter	\$1,000.00	Portable analyzer for consistency with the verification of the online analyzers
Maintenance of “Tempered Water Controls”	\$1,250.00	This relates to health and safety and the system should be annually checked by a licensed technician
Treated PH meter installed	\$3,500.00	Optimization of the process. Monitoring operations
Portable ph meter	\$1,250.00	Process monitoring and online verification
Tower Interior and Exterior LANDMARK recommendation’s	\$150,000.00	Interior and Exterior tank work, as per report
Tower Security and health and safety work	75,000.00	As per the Landmark report

Temagami North Sewage Treatment Facilities

Proposed Expenditure	Estimated Cost	Rational
Generator at Spruce Drive Pump Station	\$1,200.00	Annual Service
Desludging of Cells	\$30,000.00	The desludging of cells in an integral part of the operations of the system. Capital should be planned annually
Aeration Line Repair	\$10,000.00	Repair lines and headers for better treatment
Lagoon electrical building repair	75,000.00	The existing panel and electrical components need to be reviewed and renewed. Many issues with existing electrical equipment which could possibly be detrimental to the equipment.
Spruce Drive Pumping station clean out	\$2,500.00	Annual grit and sludge removal.

Temagami South Water Treatment Plant

Proposed Expenditure	Estimated Cost	Rational
Water plant	1,250,000.00	The backup plant for Temagami South has severe deficiencies with regards to the integrity of the plant. An assessment will need to be conducted with recommendations on a new train for backup to the existing plant that was installed in 2005/2006
Waste Pit Miltronics control	16,500.00	Waste pit should be monitored on a regular basis. No monitoring of overflow at this point if pumps fail
2 Chemical tanks 1500 litres (Alum and Soda Ash)	5,000.00	For safety reasons, spill containment is not large enough and the existing tanks are single walled.
Chemical pump parts	\$2,500.00	There should be an annual budget for Chemical pump parts for repairs and maintenance
Portable ph meter	\$1,250.00	Process monitoring and online verification

Pocket Colorimeter	\$1,000.00	Portable analyzer for consistency with the verification of the online analyzers
Second backwash pump Service	10,000.00	The Second Backwash pump should be serviced for longevity.
The clear wells should be inspected and if required cleaned	\$6,000.00	This should occur on a five year cycle.
Investigate and repair water tower riser leak	\$65,000.00	As per LANDMARK insp. report and recommendations.
Internal and External water tower repairs	475,000.00	As per LANDMARK insp. report and recommendations.
Safety and Equipment upgrades to water tower	20,000.00	Health and Safety upgrades including to equipment replacement

Temagami South Sewage Treatment Facility1

Proposed Expenditure	Estimated Cost	Rational
ECA amendment to allow for GEO TUBE technology	\$5,000.00	After de-sludge of the existing south cell, the sludge was allowed to be stored in geo tube bags under Bishop Technologies ECA for no more than 13 months. Temagami South lagoon should amend ECA to allow this maintenance technology.
Heater in Ferric Room	5,000.00	A permanent heater needs to be installed in the ferric room. This will be more efficient heating and also assist in the protection to chemical and piping.
Chemical tank valves and piping renewal	\$4,500.00	All ferric tank piping and valves showing signs of deterioration and needs to be renewed before an environment issue. Ferric spill
Ferric tank clean out	\$2,500.00	Tank should be flushed and cleaned regularly for crystallization of chemical
Temagami Shores Radio install	35,000.00	Alarming and monitoring of station operations all year round. Have all data collection and operations sent to Temagami South Water Plant. Elevates public works plowing unsafe conditions during winter operations

DWQMS and Response Required

In regards to the recently implemented Drinking Water Quality Management System (DWQMS), a written response to this correspondence has become mandatory. Please provide your response to this letter at your earliest convenience, and if any decision is to be deferred to a later date, please advise as to the dates and particulars so that we can maintain the records as required by the province.

I hope that the above supplies you with an accurate estimate of capital requirements for 2020. However, despite best maintenance practices, unexpected equipment failures can occur as your facility ages. A contingency fund for such an event can make it much less painful.

Sincerely,

Victor Legault
Senior Operations Manager
Northeastern Ontario Hub,
Ontario Clean Water Agency

November 1st, 2019

Ontario Clean Water Agency
Northeastern Ontario Hub
213 Whitewood Avenue West
Norland Building, Unit B5
New Liskeard ON. P0J 1P0

Att: **Mr. Bryce Logan**
blogan@ocwa.com

Re: **LMS Job #LM19081**
Remotely Operated Vehicle Inspection & Report (ROV) – Temagami North Standpipe (SP)

Mr. Logan,

A comprehensive inspection was performed at the above-mentioned potable water storage facility on August 15th, 2019. Tank interior surfaces were inspected with a remotely operated vehicle (ROV). The ROV unit and tether cable were disinfected in accordance with AWWA-C652-11 Method #2 guidelines (200ppm solution) prior to entry into the tank interior. Landmark's ROV equipment is designated for potable water use only.

Please find a comprehensive report enclosed as follows;

- | | |
|---|--------------|
| 1) Composite Elevated Tank Inspection Report | Pages 1 – 4 |
| 2) Photographic Record of Report
<i>Photographs are numbered in accordance with the
corresponding numbers throughout the report.</i> | Pages 5 – 24 |
| 3) Protective Coatings & Linings Report | |
| 4) Quotation #Q19133 for all recommended upgrades and repairs | |
| 5) ROV Video – Electronic Copy on USB Flash Drive | |

Should you have any questions or comments regarding the content of this report, please contact us at 905-319-7700.

Yours sincerely,
LANDMARK MUNICIPAL SERVICES



Caelan Murray-Leung
Project Coordinator

Encl.

Effective December 1st, 2016, the CSA Group updated its standards relating to fall arresters and rigid rail systems. The update has resulted in the previous standard, Z259.2.1-98 (2011) (the “2011 CSA Standard”), being separated into two new standards: (a) CSA-Z259.2.4-15 – Fall Arresters and Vertical Rigid Rails; and (b) CAN/CSA-Z259.2.5-12(2016) – Fall Arresters and Vertical Lifelines.

The impetus for the changes to the 2011 CSA Standard was driven by an incident in which a worker was critically injured while using a rigid rail type of fall protection system in 2014 – a copy of this notice is included at the end of this report. The Ontario Ministry of Labour’s investigation into the matter revealed a weakness in the design of some Class Frontal-Fixed Rail Ladder Fall Protection Systems, which may not adequately protect workers who fall backwards or who squat and roll backwards into a fall while connected by a body harness to the trolley which slides along the vertical rail.

Particular to our review of the subject potable water storage facility is CSA-Z259.2.4-15 – Fall Arresters and Vertical Rigid Rails (“2016 CSA Standard”). Generally, the revisions included in the 2016 Standard fall into 3 categories: (i) increased compatibility requirements between fall arresters, harnesses, and vertical rigid rail systems. These changes can primarily be found in sections 4.3.5, 4.4, and 4.5; (ii) the addition of 4 new mandatory testing requirements for rigid rail systems, which can be found in sections 5.3 through 6.4; and (iii) new marking requirements in sections 7.1, 7.2, and 7.3.

As per section 5.3.1, all new testing requirements must be met in order for the rigid rail system to be certified as compliant under the 2016 CSA Standard.

Landmark has followed up with the CSA Group in an attempt to determine the status of the exiting FRL’s system compliance. In the case of fall arresters and vertical rigid rails, it appears that the current system has not been certified by the CSA Group with respect to the new 2016 Standard.

Please refer to quotation #Q19133 for pricing to remove and replace the existing fall arrest system with Honeywell Safety Products – “Soll GlideLoc” who are compliant with the new 2016 Standard.



This report has been prepared in order to provide the facility owner with a detailed description of the following:

The present condition of interior and exterior coatings, any pitting and/or corrosion on the interior of the water retaining vessel, the apparent condition of exposed foundations and the status of and recommendations for upgrades on safety equipment and other facility appurtenances.

Landmark Municipal Services has not performed a design review, an ultrasonic, x-ray, or destructive and/or non-destructive testing unless stated in the report. Comments and recommendations are based on visual inspection only and represent Landmark's professional judgement in reference to industry standards and best practices. This report may be based on information provided to Landmark which has not been independently verified. Its accuracy is limited to the time period and circumstances in which it was made. It was prepared for the specific purposes described in the report.

Any estimates regarding construction costs represent Landmark's judgement in light of our experience. Since Landmark has no control over market conditions, we do not make any representations or guarantees whatsoever with respect to such estimates or their potential variance from actual construction costs or schedules. Landmark accepts no responsibility for any potential losses.

In the case of subsurface, environmental or geotechnical conditions, the report may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time. Landmark makes no other representations or warranties whatsoever and accepts no responsibility for any events that may have occurred since the report was prepared.



WELDED STEEL STANDPIPE INSPECTION REPORT

Landmark Contract No.	Inspection Date	Last Inspection Date
LM19081	15-Aug-19	Unknown
Inspector	Report Date	Inspected By
P. Furtado	12-Oct-19	Unknown

OWNER / CONTACT

Owner	Municipality of Temagami	Contact	Mr. Bryce Logan
Project Location	Temagami Standpipe	Title	Ontario Clean Water Agency - Northeastern Hub
Address	43 Birch Crescent Temagami, ON	Phone	705.648.4082
		Fax:	--
		Email	blogan@ocwa.com

TANK DESCRIPTION

Constructor	Horton/ CBI	Tank Capacity	161,000 Imperial Gallons
Tank Type	Welded Steel Standpipe	Year Built	1972
Dwg's Available	No	Tank Diameter	24 ft.
Dwg's Reviewed	No	HWL	54 ft.
Coating System	Unknown	Tank Height	58 ft.
Lining System	100% solids polyurethane	Grade Elev.	--
Age of Paint	Exterior Coating - Unknown Interior Lining - within 5-7 years	Roof Type	Rafter supported Welded steel dome

REPORT SUMMARY

Repairs Made During Inspection	Photo No.		Photo No.
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Recommended Repairs			
Siteworks		Mixing System	
Gravel driveway recommended	9	Replace corroded boltsets on mixing system	151
Install flap valve at end of overflow	37	Inspect / repair damaged mixing system brackets (2)	149
	--		---
Security		Fall Arrest System	
Maintain vegetation / overgrowth at fence line	2	*Please review cover letter for latest information regarding CSA Standard CSA-Z259.2.4-15 (Fall arresters and Vertical Rigid Rails)	
Security gate required at bottom of vertical ladder	51	Remove and replace fall arrest system on vertical ladder	51
Padlock required on 1 roof hatch	95	2pc 'D' rings required	68, 49
Valve Chamber / Pit			---
Surface prep and paint pipes and valves	18 - 23		---
Replace entrance door and frame	9		---
Rescue port base, 'D' ring, and fall arrest system required	13, 14		---
Cleanout valve pit	19		---
Foundations			---
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Support Structure		Confined Space & Rescue System	
	--	Rescue port base required at top of vertical ladder	67
	--		---
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Anchorage			---
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Accessories		Coatings, Linings and Metal Condition	
Galvanized top landing assembly recommended	67	Refer to protective coatings and linings report	---
1pc aluminum rest seat required on ladder	52	Clean and remove tank sediment	141
Remove and replace original 30" roof hatch and curb	99 - 101	Exterior overcoat required	---
Surface prep and re-paint existing couplings / anchors (or replace)	84 - 88	Interior lining repairs required	---
Remove handrail and paint steel support brackets	72 - 84		---

Thank you for allowing Landmark Municipal Services to assist you in the maintenance of your water storage facility. To maintain the integrity of your facility, we recommend that you schedule your next inspection per the following:

Safety Inspection and Report (SIR)	2020	
Clean, Inspect and Report (CIR)	2020	*SIR included in CIR*
Remote Inspection & Report (RIR)	2023	*3 yrs after CIR*

SITEWORKS

EXTERIOR VALVE CHAMBER	Separate building with below grade valve pit	5 - 25
DRIVEWAY / WALKWAYS	Fair - gravel driveway recommended	1 - 2
OVERFLOW SPILLWAY	Fair - maintenance required to overflow pipe	35 - 37

REPAIRS OR MAINTENANCE REQUIRED

Gravel driveway recommended

Install flap valve at end of overflow

SECURITY

FENCE & GATES	Fair - Minor overgrowth throughout	2
VERTICAL LADDER	None	51
HATCH LOCKS	2 roof hatches present; padlock required on 1 of them	71, 94

REPAIRS OR MAINTENANCE REQUIRED

Maintain vegetation / overgrowth at fence line

Security gate required at bottom of vertical ladder

Padlock required on 1 roof hatch

VALVE BUILDING / PIT

CONDITION OF VALVE CHAMBER / PIT	Fair - Minor damage to insulation in pit	24 - 25
CONDITION OF PIPING	Moderate surface corrosion	18 - 23
CONDITION OF VALVES	Moderate surface corrosion	18 - 23
ARE THERE ANY INDICATIONS OF SETTLEMENT (Exterior)?	No	18 - 23
IS THE CONCRETE IN THE CHAMBER CRACKED, SPALLED OR LEAKING?	No	18 - 23
IS THERE ANY INDICATION OF PIPE MOVEMENT?	No	18 - 23

REPAIRS OR MAINTENANCE REQUIRED

Surface prep and paint pipes and valves

Replace entrance door and frame

Rescue port base, 'D' ring, and fall arrest system required

Cleanout valve pit

FOUNDATIONS

ARE THERE ANY INDICATIONS OF FOUNDATION SETTLEMENT?	No	39 - 46
IS CONCRETE CHIPPED OR CRACKED	No	39 - 46
IS THE SOIL AT THE BASE SATURATED OR IS THERE PONDED WATER?	No	39 - 46
IS THERE ANY INDICATION OF UNDERGROUND PIPE LEAKAGE?	No	39 - 46
IS SOIL AT BASE ERODED?	No	39 - 46
HOW FAR DOES THE FOUNDATION EXTEND OUT OF GROUND?	6" - 16"	39 - 46

REPAIRS OR MAINTENANCE REQUIRED**SUPPORT STRUCTURE**

CONDITION OF SHELL PLATE	Structurally - Good; Coatings - Poor	26 - 32
ROOF CONDITION	Structurally - Good; Coatings - Poor	92 - 115
FLOOR PLATE CONDITION	N/I due to sediment accumulation	133 - 143

REPAIRS OR MAINTENANCE REQUIRED

Refer to protective coatings and linings report

ANCHORAGE

IS BASE PLATE DETERIORATED OR IN POOR CONDITION?	Moderate corrosion	39 - 46
ARE ANCHOR BOLTS & NUTS DETERIORATED OR IN POOR CONDITION?	Moderate corrosion	39 - 46
ARE ANCHOR BOLT CHAIRS DETERIORATED OR IN POOR CONDITION?	Moderate corrosion	39 - 46
ARE ANCHOR BOLTS TIGHT?	Yes	39 - 46
CONDITION OF STRAP ANCHORS?	N/A	--

REPAIRS OR MAINTENANCE REQUIRED

Refer to protective coatings and linings report

ACCESSORIES

LADDER TO TANK ROOF		Minor to moderate surface corrosion throughout	14 - 16
TOP LANDING		None - galvanized top landing assembly recommended to ensure safe transition to roof surface	67
REST SEATS		None - 1pc recommended	52
ROOF HATCHES	* Size	1pc - 36" x 36" aluminum hatch 1pc - 30" diameter steel hatch	71, 94
	* Condition	30" - remove and replace original hatch system 36" x 36" - Hatch does not open fully due to recent handrail installation; padlock required	71, 94
VENT	* Type	16" S.S. Frostproof Combination vent / vacuum relief unit	89 - 91
	* Condition	Good - Minor surface corrosion to steel collar	89 - 91
VACUUM RELIEF	* Type	16" S.S. Frostproof Combination vent / vacuum relief unit	89 - 91
	* Condition	Good - Minor surface corrosion to steel collar	89 - 91
PAINT RAIL ACCESS (Must be inspected prior to each use by. P.Eng)		The contractor who installed the couplings and anchors did not paint them upon completion of the interior re-painting. Existing couplings and anchors are corroded and likely require replacement	83 - 85
ROOF HANDRAIL		The contractor who installed the aluminum handrail did not paint the carbon steel support brackets. Handrail sections will need to be removed in order to properly paint these areas	69 - 86
GROUND LEVEL TANK ACCESS		1pc - 24" Bolted Manway - Coating repairs required	47
RISER AND OVERFLOW PIPING (8" dia. Inlet / outlet, 6" dia. Overflow)		Overflow pipe is corroded - repaint required	26 - 28, 36 - 37
ANTENNAE	* Cable Routing	Fair	52, 64, 70
	* Anchorage / Mounting	Fair	73 - 74
CHLORINE ANALYSIS / DEAD ZONE TESTING		Recommended	--
MIXING SYSTEM		Hydrodynamic system present. 2 stand-off brackets are damaged; corroded hardware should be replaced during next shutdown	148 - 154

REPAIRS OR MAINTENANCE REQUIRED

Galvanized top landing assembly recommended

1pc aluminum rest seat required on ladder

Remove and replace original 30" roof hatch and curb

Surface prep and re-paint existing couplings / anchors (or replace)

Remove handrail and paint steel support brackets

Replace corroded boltsets on mixing system

Inspect / repair damaged mixing system brackets (2)

FALL ARREST SYSTEM

LADDER LOCATION	SYSTEM TYPE	COMMENTS	
* To Roof	Tube System	Remove and replace fall arrest system	51
* To Valve Pit	None	--	14

REPAIRS / UPGRADES OR MAINTENANCE REQUIRED

Remove and replace fall arrest system on vertical ladder

Fall arrest system required on ladder to valve pit

*Please review cover letter for latest information regarding CSA Standard CSA-Z259.2.4-15 (Fall arresters and Vertical Rigid Rails)

TRANSFER STATION 'D' RINGS

LOCATION	YES / NO	CONDITION	
* To Roof	No	--	68
* On Roof	Yes	Good	93
* At bottom of Vertical Ladder	No	--	49

REPAIRS OR MAINTENANCE REQUIRED

2pc 'D' rings required

CONFINED SPACE & RESCUE**RESCUE PORT BASE**

LOCATION	YES / NO	CONDITION	
* At Top of Vertical Ladder	No	--	67
* At Hatch to Tank Interior	No	--	92

REPAIRS OR MAINTENANCE REQUIRED

Rescue port base required at top of vertical ladder



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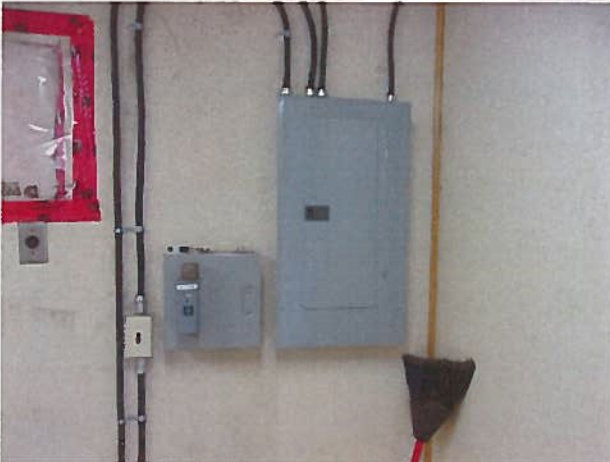


Replace damaged door frame

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Rescue port base required

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'D' ring required

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Fall arrest system required

Anti-slip tape required on smooth ladder rungs

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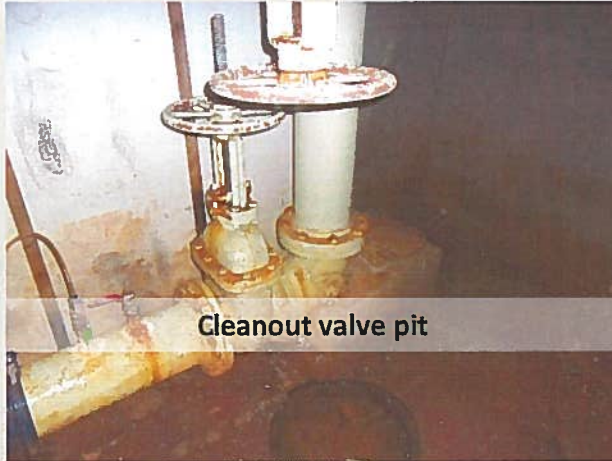
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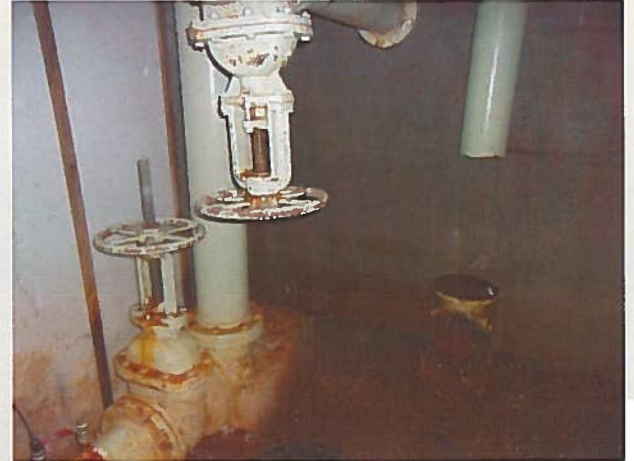
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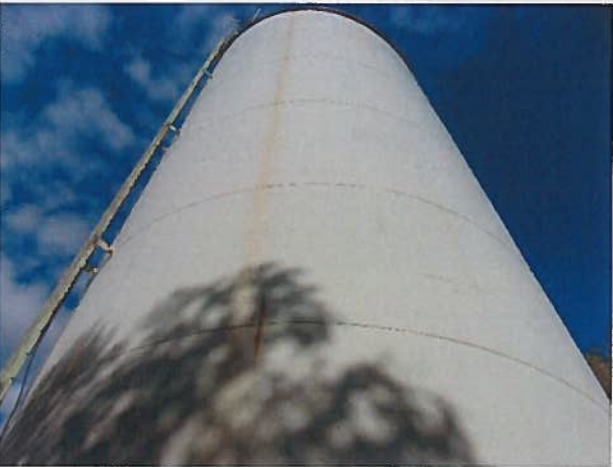


Refer to Coatings & Linings Condition Letter for recommendation

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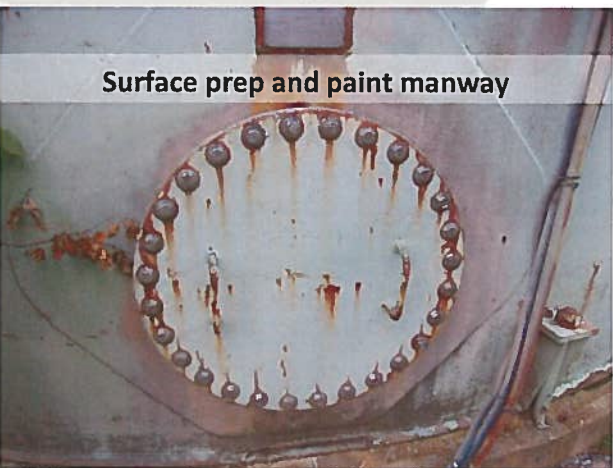
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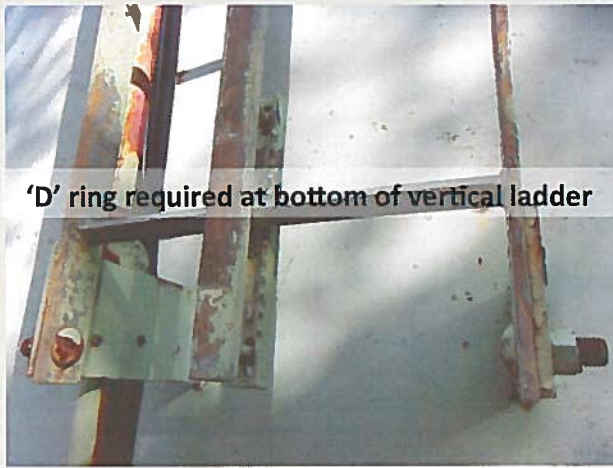
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'D' ring required at bottom of vertical ladder

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Remove and replace fall arrest system

Refer to cover letter for latest update on FRL
Fall Arrest system compliance under CSA

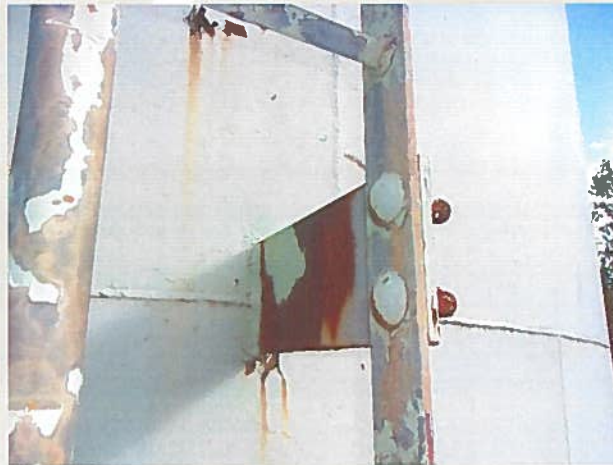
Ladder gate required

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1pc aluminum rest seat required.

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Refer to protective coatings and linings report
for recommendation

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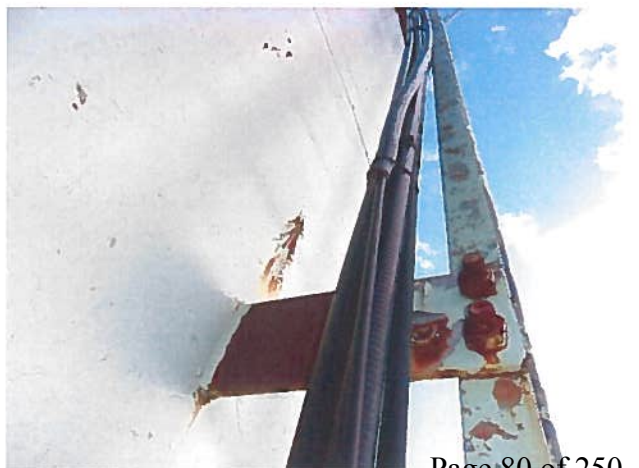
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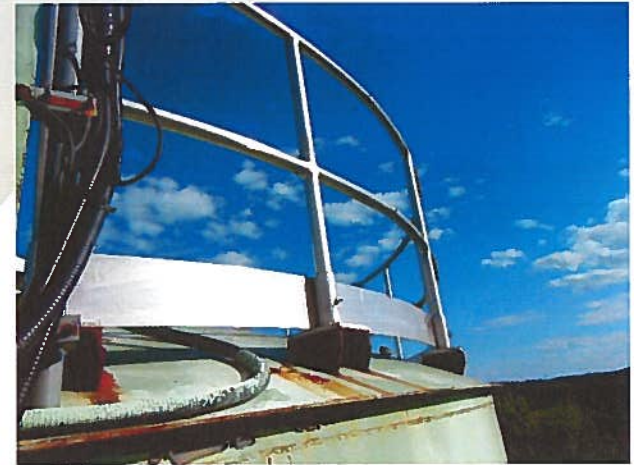
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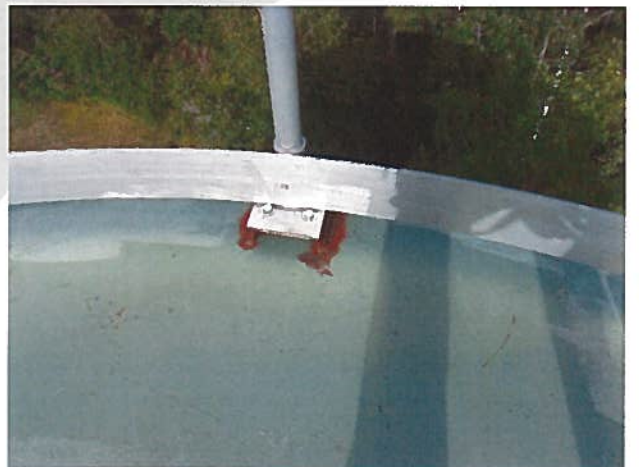
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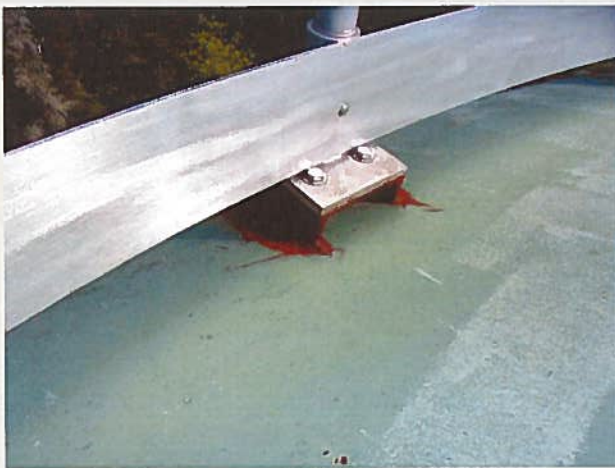


Baseplates for handrail need to be painted

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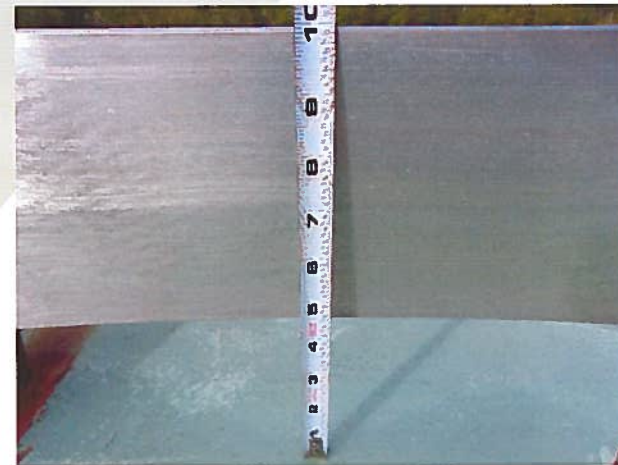
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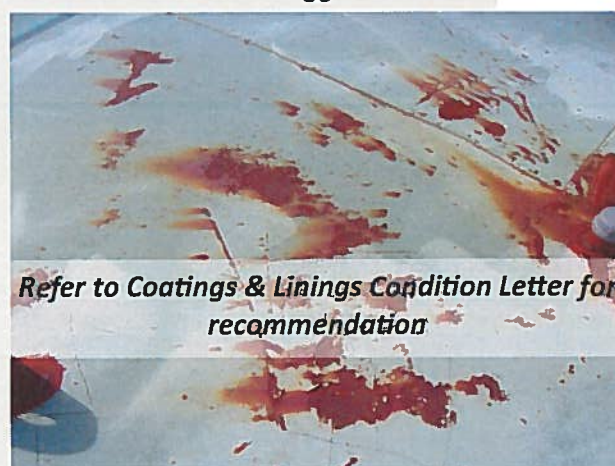
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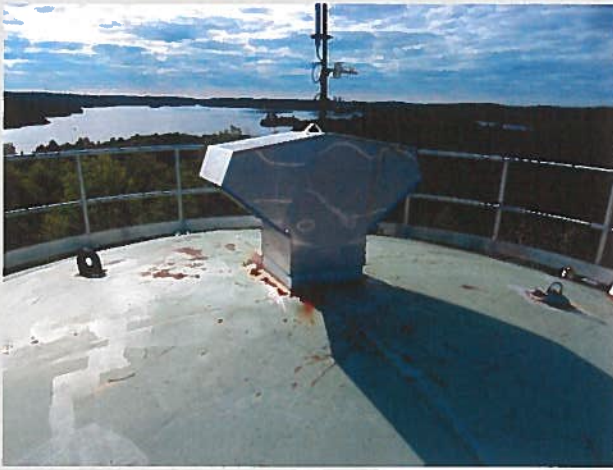


Refer to Coatings & Linings Condition Letter for recommendation

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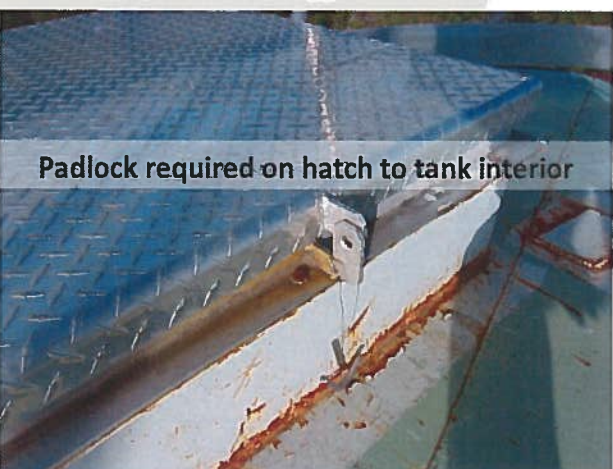
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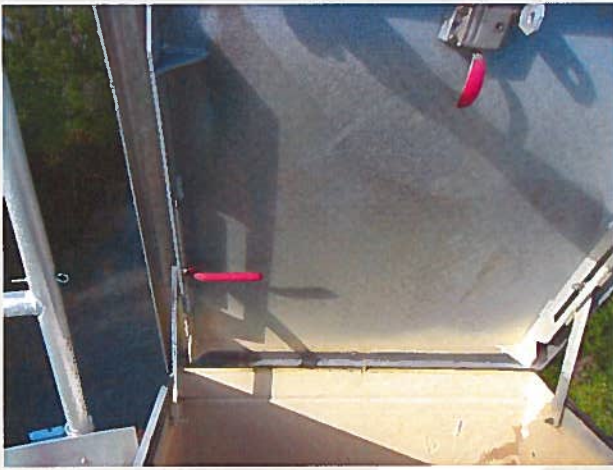
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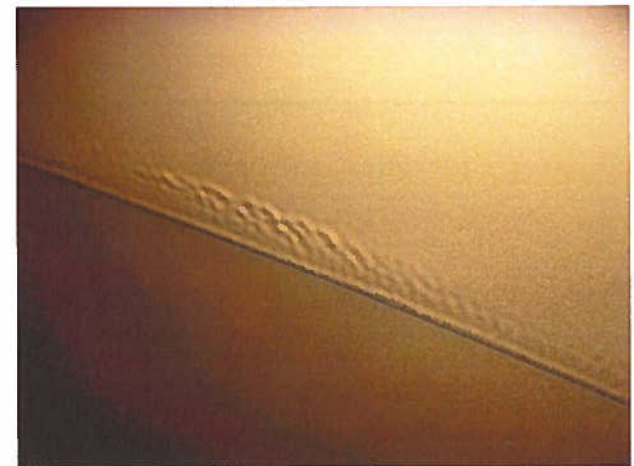
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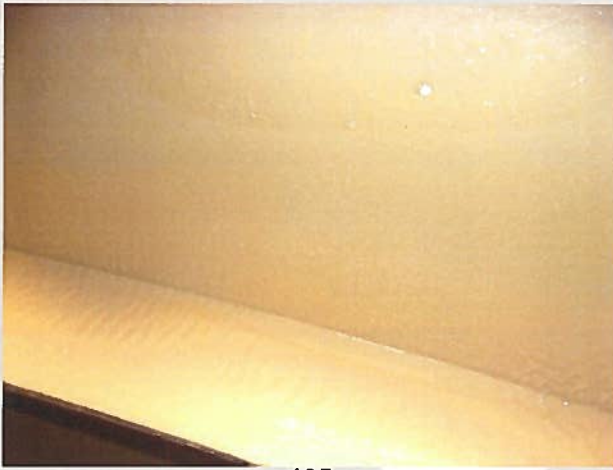
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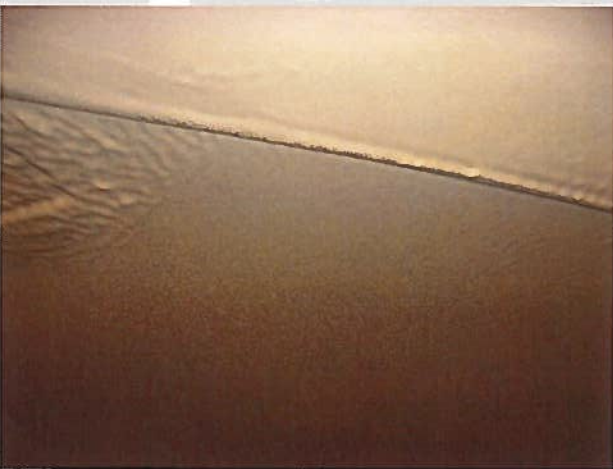
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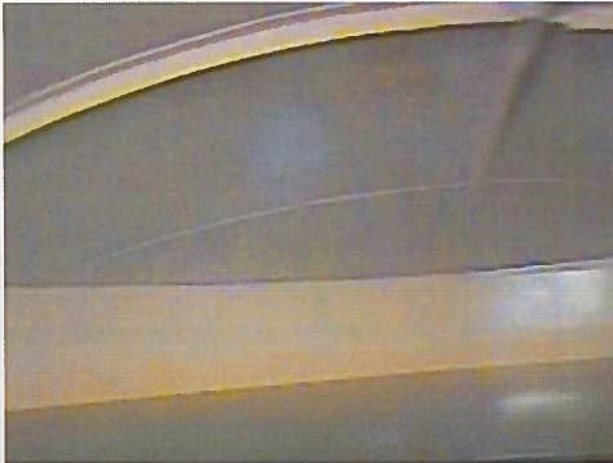
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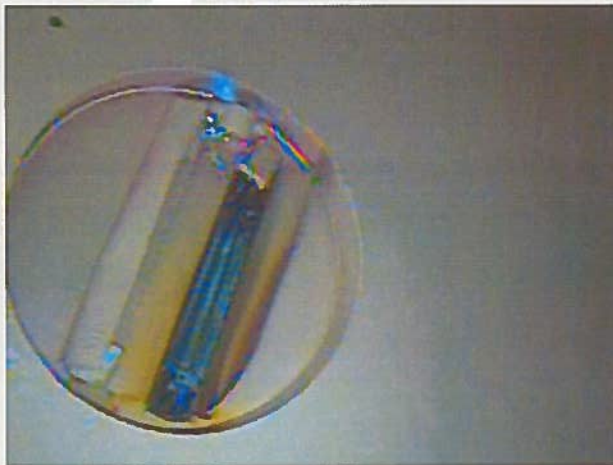
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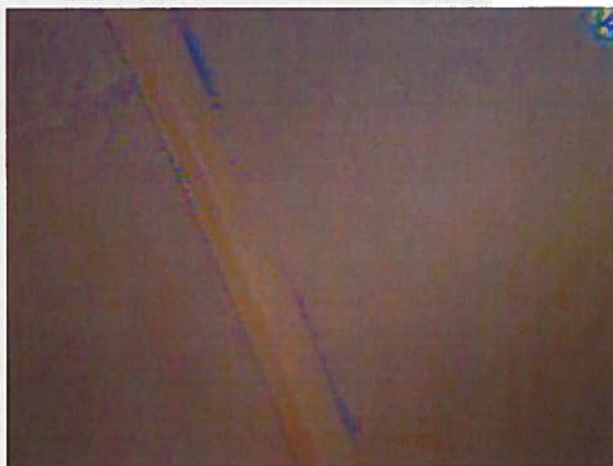
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Refer to Coatings & Linings Condition Letter for recommendation

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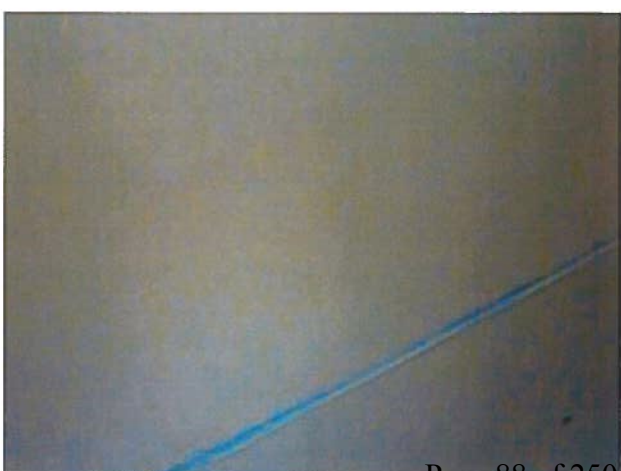
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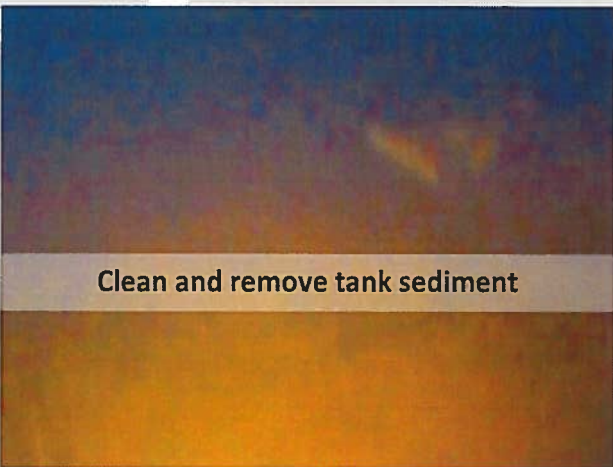
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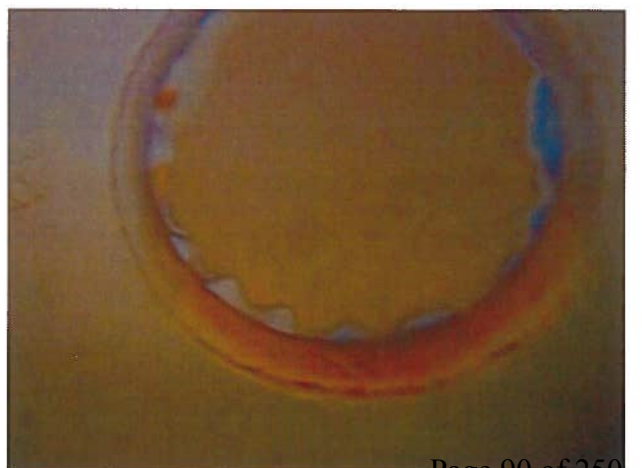
141



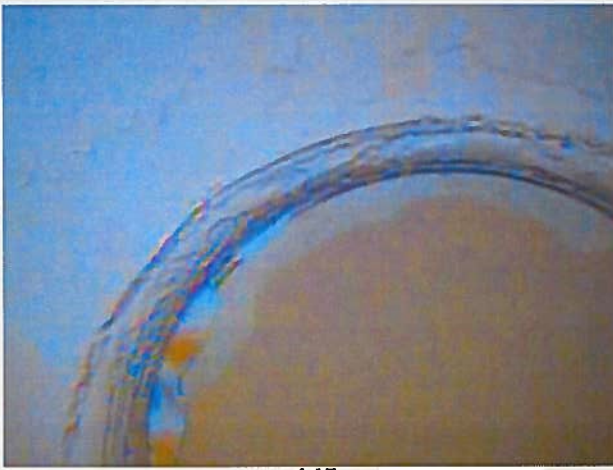
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143



144



145



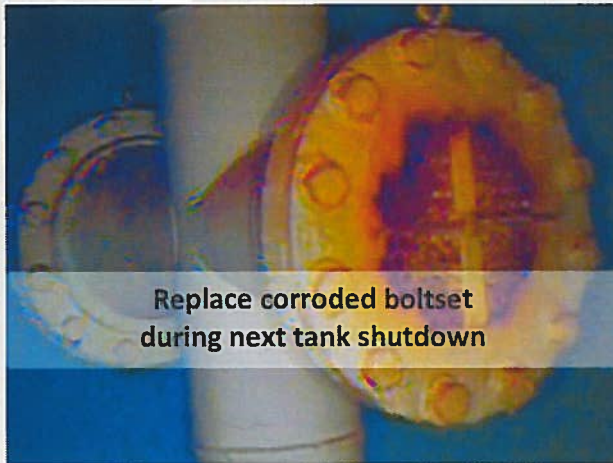
146



147



148



Replace corroded boltset
during next tank shutdown

149



150



Inspect / repair damaged brackets

151



152



153



154

November 1st, 2019

Ontario Clean Water Agency
Northeastern Ontario Hub
213 Whitewood Avenue West
Norland Building, Unit B5
New Liskeard ON. P0J 1P0

Att: **Victor Legault**
VLegault@ocwa.com

Ph: 705-647-1397
Cell: 705-679-4164

Re: **LMS Job #LM19081**
Remotely Operated Vehicle Inspection & Report (ROV) – Temagami North Standpipe (SP) –
Protective Coatings & Linings Report

A tank inspection was performed at the above-mentioned potable water storage facility on August 15th, 2019.

Note: Possible issues and defects can only be visually assessed with the ROV.

This letter is a summary of our findings and recommendations for the above-noted water storage tank regarding the general condition of the structure.

Exterior

The exterior of this standpipe appears to be painted with an epoxy / urethane type of system. It is likely that the original alkyd paint was either replaced or over-coated with an epoxy / urethane type of system at some point in time. The resulting film is now brittle and is blistering and under-cutting in many areas. There is also general chalking and thinning of the paint as a result of ultraviolet and atmospheric degradation.

The roof of the tank is especially thin, with large areas of general corrosion.

Dry Film Thickness (DFT) readings were taken according to ASTM D1186, Method B or SSPC PA2 Type B Magnetic Fixed Probe Gauge, results as follows:

- Exterior roof dry film thickness (DFT) readings of the tank roof range from a low of 8 mils to a high of 12 mils.
- Exterior shell dry film thickness (DFT) readings ranged from a low of 10 to a high of 13 mils.

Adhesion testing was performed according to ASTM D 3359-97 Standard Test Methods for Measuring Adhesion by Tape Test, results as follows:

- Exterior roof paint 4A – Trace peeling or removal along incisions or at their intersection.



Interior

The interior of this tank is lined with what appears to be a plural – component polyurethane which is in moderately good condition. There are a number of small corrosion cells on the shell and the floor to shell joint, likely the result of pin-holes (holidays) that occurred during application. There are some pieces of delaminated liner on the tank floor, but it is difficult to ascertain where these originated from looking at the video. There are also some areas where the liner has been applied too heavily, but this shouldn't affect its integrity. The tank ceiling appears to be in good condition.

The cold rolling process used to shape the shell plates has resulted in Stress-Induced Plastic Deformation (SIPD). This phenomenon appears as striations or pits running perpendicular to the crystalline stress lines and is impossible to completely avoid or circumvent without adding stress loads to other components within the structure. It is caused by the steel trying to relax back to its original hot-formed shape by displacing ions in order to form bending planes via thinner areas. It is a prime area for corrosion to begin however, because it creates a sharp edge beneath the existing coating, and because this displacement of metal atoms is more of a chain reaction than an actual physical movement, the coating follows the original bonding pattern until the edge is formed and the coating becomes too thin, in turn starting a corrosion cell. This can lead to weakening of the structure and/or perforations and is the prime source of leaks in old water towers. Many of the localized corrosion cells appear to be at these sharp edges where the coating cannot form an adequate build.

Dry Film Thickness (DFT) readings were taken as follows:

- Interior tank roof DFT measurements range from a low of 41 mils to a high of 71 mils.
- Interior tank shell DFT measurements range from a low of 39 mils to a high of 66 mils.

Adhesion testing was not performed on the interior lining.

Recommendations – Exterior

Many factors must be considered in evaluating the existing coating system with the primary goal of assessing the existing system condition, anticipated service life and in some cases for suitability of applying an overcoat system.

These factors include:

- Amount of corrosion present
- Thickness of the existing coating
- Existing number of coats
- Adhesion of the coating to the steel
- Original level of surface preparation of the steel
- Adhesion of the coating between successive coats
- Geographical location of the tank
- Degree of blistering of existing coating

Candidates for overcoating consideration usually have 4 common characteristics:

- Adhesion rating of 3A or better in accordance with ASTM D3359 Method A



- Less than 12 mils dry film thickness
- Few layers of paint
- Rust or corrosion rating of 5,6,7,8,9 or 10 in accordance with SSPC-VIS 2 / ASTM D610

Subject to further evaluation and confirmation, we suspect that this tank can be considered for a maintenance overcoat consisting of power washing at 5,000 psi, mechanically clean (grind, power tool) and locally touch-up all rust spots followed by a complete overcoat of epoxy / polyurethane finish, if completed within the next **1 to 2 years**.

If overcoating is to be considered, it should be completed in the near term. This would extend the life of the existing coating for approximately another **7 – 10 years** with less expenditure than a full removal and replacement.

Methodology for this procedure would include:

1. Pressure wash cleaning of the exterior surfaces with 5,000 psi pressure including a rotating spray tip with a minimum 6" stand-off from the surface.
2. Power tool and hand tool preparation of rust spots to bare metal in accordance with SSPC SP2 and SSPC SP3 with mandatory HEPA vacuum and filters on power tool attachments.
3. Primer application to the prepared repair areas (surface tolerant epoxy at 2 to 6 mils DFT) with a minimum tie-over to intact coating of 1-inch overlap.
4. Stripe coating application to all sharp edges and welds (handrail edges and all welds on tank).
5. Overcoat primer installation to the entire tank (surface tolerant epoxy at 2 to 6 mils DFT).
6. Finish coat installation to the entire tank (aliphatic polyurethane at 2 to 3 mils DFT).

Recommendations – Interior

The interior lining of this tank should be touched up within the next one to two years. This would consist of power-tool abrading any corroded areas and feathering back to sound material, then applying an NSF-61 approved epoxy according to the manufacturer's recommendations.

Should you have any questions or comments regarding the content of this report, please contact us at 905-319-7700.

Landmark Municipal Services



David Baker
NACE Certified Coating Inspector – Level 2, CIP #329173



November 1st, 2019

Ontario Clean Water Agency
Northeastern Ontario Hub
213 Whitewood Avenue West
Norland Building, Unit B5
New Liskeard ON. P0J 1P0

Att: **Mr. Bryce Logan**
blogan@ocwa.com

Re: **LMS Job #LM19081**
Remotely Operated Vehicle Inspection & Report (ROV) – Temagami North Standpipe (SP) – Recommended Upgrades (Q19133)

Mr. Logan,

Landmark Municipal Services is pleased to provide budgetary pricing for the following repairs & upgrades at the above-mentioned potable water storage facility. *Please note that H.S.T. is not included.*

Security

- | | |
|--|----------------------|
| 1) Maintain vegetation / overgrowth at fence line | \$ On Request |
| 2) Security gate required at bottom of vertical ladder | \$ 1,500 |
| 3) Keyed padlock required on 1 (of 2) hatch to tank interior | \$ 250 |

Valve Chamber

- | | |
|--|----------------------|
| 4) Surface prepare and repaint valves and pipes & cleanout valve pit | \$ 6,250 |
| 5) Replace entrance door and frame | \$ On Request |
| 6) Install rescue port base, D ring and fall arrest system on ladder | \$ 4,500 |

Accessories

- | | |
|---|-----------------|
| 7) Galvanized top landing assembly recommended to ensure safe transition on to Tank roof. | \$ 7,500 |
| 8) 1pc aluminum rest seat required | \$ 1,500 |
| 9) Remove and replace 30" dia. roof hatch | \$ 4,800 |
| 10) Anti-slip tape required on smooth ladder rungs | \$ 1,200 |
| 11) Siderails required to rungs in access tube | \$ 3,500 |



- | | |
|---|----------|
| 12) Supply and install fixed access ladder from top landing to floor manhole | \$ 2,100 |
| 13) Remove vacuum relief panel (blowout panel) and install aluminum cover plate | \$ 950 |
| 14) Install gin wheel and rope system accessible from top landing | \$ 3,900 |
| 15) Replace ACWL fixture with new L.E.D. type. Replace corroded mast | \$ 3,000 |

16) **Riser Pipe Investigation – Budget price: \$50 – 65,000**

- Design, supply and install swing stage access system
- Remove and dispose of existing insulation and heat trace system
- Thoroughly examine the existing riser pipe for any leaks – repair all areas
- Supply and install new heat trace system
- Supply and install new insulation and cladding system
- Demobilize
- Tank should be off-line for 1-2 weeks

Ladders / Fall Arrest System

- | | |
|--|----------|
| 17) Fall Arrest System Replacement recommendations | \$ 8,600 |
| <ul style="list-style-type: none"> - Replace Aluminum TS Rail on ladder to top landing - Replace Aluminum TS Rail on ladder on tank roof | |

Fall arrest trolleys are available for \$875 ea.

- | | |
|--|----------|
| 18) 3pc 'D' rings required at the following locations: | \$ 3,300 |
| <ul style="list-style-type: none"> - Ladder to top landing, at hatch to tank roof and tank interior | |

Confined Space / Rescue System

- | | |
|---|----------|
| 19) Design, supply and install rescue port base beneath top landing grating | \$ 3,500 |
| 20) Design, supply and install rescue port base on tank roof | \$ 2,750 |



Coatings and Linings – (Refer to Protective Coatings and Linings Report)

Tank Exterior – Overcoat **\$ 95,000**

Including:

- Surface prepare and paint roof couplings and anchors
- Remove aluminum handrail, surface prep and paint support brackets; reinstall handrail

Tank Interior

- | | |
|--|------------------|
| 21) Clean and remove tank sediment
<i>Disinfect tank interior per AWWA C652-11 Method #2. Vacuum truck / off-site disposal (if required) is extra</i> | \$ 4,000 |
| 22) Replace corroded bolt sets on mixing system | \$ 1,400 |
| 23) Inspect / repair damaged mixing system brackets (2pc) | \$ 2,000 |
| 24) Surface prepare and touch-up corroded areas within tank | \$ 15,000 |



Fixed Rail Ladder (FRL) Fall Protection System

Issued: May 20, 2014

Content last reviewed: May 2014

Disclaimer: This resource has been prepared to help the workplace parties understand some of their obligations under the Occupational Health and Safety Act (OHSA) and regulations. It is not legal advice. It is not intended to replace the OHSA or the regulations. [FOR FURTHER INFORMATION PLEASE SEE FULL DISCLAIMER](#)

Hazard summary

A worker descending a vertical ladder on a water tower in 2014 was critically injured after falling five metres while properly using a Class Frontal-Fixed Rail Ladder (Class FRL) Fall Protection System. A Class FRL Fall Protection System is a type of vertical fall protection using a permanently installed metal rail anchoring system with an automatic fall arresting device called the "trolley" or "carriage".

The investigation revealed a weakness in the design of some Class FRL Fall Protection Systems, which may not adequately protect workers who fall backward or who squat and roll backwards into a fall while connected by a body harness to the trolley which slides along the vertical rail. If a worker leans back, the trolley's internal braking system can be pulled off the rail, allowing the trolley to slide down the rail. If a worker falls backward or squats and rolls backward into a fall (as opposed to falling straight down or inwards towards the ladder) the trolley may not lock, allowing a worker to fall freely. In the 2014 incident, the worker fell from a water tower ladder as shown in Figure 1.

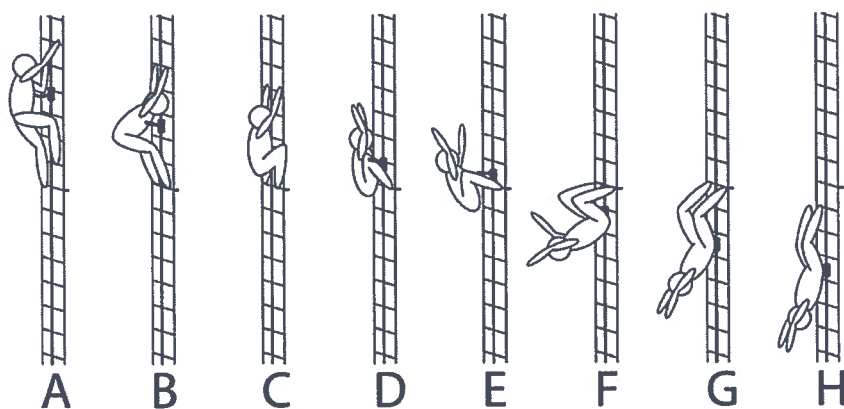


Figure 1: How the water tower worker fell

- A. The worker is descending properly using the fall protection system.
- B. The worker bends at the waist.
- C. The worker's legs fold into a squat position while the worker's hands catch the next rung. The squat position allows the trolley to travel below the height of the worker's knees.
- D. As the worker begins to roll backward their hands release from rung, and the tension in the trolley connection increases enough to remove all the slack out of the full body harness and slide the chest D-ring towards the waist.
- E. This tension in the connection to the trolley forces the worker into a tight squatting position while rotating around the rung that the worker's feet are on.
- F. The trolley connection remains in tension as the trolley travels below the rung that the worker's feet are on.
- G. The connection to the trolley, now in tension between the worker's legs prevents the engagement of the braking mechanism that would stop the workers motion.
- H. The worker, with back to the ladder, continues to fall head first while still attached to the fall protection system.

In 2010, the Ministry of Labour published a similar Alert, Class Frontal Fixed Rail Ladder (FRL) Fall Protection System, Alert #26/0510, after a worker was injured after falling back, then down 20 metres from a ladder attached to a tower while using a Class FRL Fall Protection System. In 2010, the investigation determined that the Class FRL Fall Protection System might not adequately protect workers who fall backward in a standing position.

Locations and sectors

Class FRL Fall Protection Systems are used on vertical access ladders which normally do not have a cage, such as the ladders on communication towers, chimneys and water tanks (towers).

Precautions

Even though a Class FRL Fall Protection System may be currently certified to CSA standards and/or have a CSA standards stamp on the side of the trolley unit, this should not be interpreted to guarantee worker safety and employers should not rely on such a stamp. Further investigations into the system are needed to ensure the system protects against a squatting position/rollback fall or a fall backwards.

Class FRL Fall Protection Systems whose design characteristics require the connection between the worker and the trolley to be in tension and where the trolley remains disengaged regardless of the tension force applied should not be used. Employers must take reasonable precautions to protect workers in these circumstances. This may include using alternative fall protection or access systems, as appropriate, for the adequate protection of the health and safety of workers using vertical access ladders.

Employers who own or rent structures which have a Class FRL Fall Protection System installed must ensure that the Class FRL Fall Protection System is capable of protecting a worker in the case of a squatting position/rollback fall or a fall backwards. The Ministry recommends that employers contact the manufacturer to ensure that the particular Class FRL Fall Protection System is capable of protecting a worker from any type of fall (including a backward fall and falling from a squatting position) before it is used.

Note: This Alert replaces the Class FRL Fall Protection System, Alert #26/0510 published in 2010 by the Ministry of Labour.

Resources

For more information contact:

[Infrastructure Health and Safety Association](http://www.ihsa.ca)
www.ihsa.ca

Or contact the Ministry of Labour Health & Safety Contact Centre toll-free at 1-877-202-0008.

For further reference see also:

[Ministry of Labour](http://Ontario.ca/labour)
Ontario.ca/labour

[ServiceOntario e-laws](http://www.e-laws.gov.on.ca)
www.e-laws.gov.on.ca

Remember that while complying with occupational health and safety laws, you are also required to comply with applicable environmental laws.

Please photocopy Ministry of Labour Alerts, distribute them widely and post them where people will see them.

ISSN: 1195-5228

Tweet 7



**Temagami Composite Elevated Tank
Remotely Operated Vehicle Inspection and Report
August 14, 2019**

November 1st, 2019

Ontario Clean Water Agency
Northeastern Ontario Hub
213 Whitewood Avenue West
Norland Building, Unit B5
New Liskeard ON. P0J 1P0

Att: **Mr. Bryce Logan**
blogan@ocwa.com

Re: **LMS Job #LM19081**
Remotely Operated Vehicle Inspection & Report (ROV) – Temagami South Composite Elevated Tank (CET)

Mr. Logan,

A comprehensive inspection was performed at the above-mentioned potable water storage facility on August 14th, 2019. Tank interior surfaces were inspected with a remotely operated vehicle (ROV). The ROV unit and tether cable were disinfected in accordance with AWWA-C652-11 Method #2 guidelines (200ppm solution) prior to entry into the tank interior. Landmark's ROV equipment is designated for potable water use only.

Please find a comprehensive report enclosed as follows;

- | | |
|---|--------------|
| 1) Composite Elevated Tank Inspection Report | Pages 1 – 5 |
| 2) Photographic Record of Report
<i>Photographs are numbered in accordance with the corresponding numbers throughout the report.</i> | Pages 6 – 28 |
| 3) Protective Coatings & Linings Report | |
| 4) Quotation #Q19128 for all recommended upgrades and repairs | |
| 5) ROV Video – Electronic Copy on USB Flash Drive | |

Should you have any questions or comments regarding the content of this report, please contact us at 905-319-7700.

Yours sincerely,
LANDMARK MUNICIPAL SERVICES



Caelan Murray-Leung
Project Coordinator

Encl.

Effective December 1st, 2016, the CSA Group updated its standards relating to fall arresters and rigid rail systems. The update has resulted in the previous standard, Z259.2.1-98 (2011) (the "2011 CSA Standard"), being separated into two new standards: (a) CSA-Z259.2.4-15 – Fall Arresters and Vertical Rigid Rails; and (b) CAN/CSA-Z259.2.5-12(2016) – Fall Arresters and Vertical Lifelines.

The impetus for the changes to the 2011 CSA Standard was driven by an incident in which a worker was critically injured while using a rigid rail type of fall protection system in 2014 – a copy of this notice is included at the end of this report. The Ontario Ministry of Labour's investigation into the matter revealed a weakness in the design of some Class Frontal-Fixed Rail Ladder Fall Protection Systems, which may not adequately protect workers who fall backwards or who squat and roll backwards into a fall while connected by a body harness to the trolley which slides along the vertical rail.

Particular to our review of the subject potable water storage facility is CSA-Z259.2.4-15 – Fall Arresters and Vertical Rigid Rails ("2016 CSA Standard"). Generally, the revisions included in the 2016 Standard fall into 3 categories: (i) increased compatibility requirements between fall arresters, harnesses, and vertical rigid rail systems. These changes can primarily be found in sections 4.3.5, 4.4, and 4.5; (ii) the addition of 4 new mandatory testing requirements for rigid rail systems, which can be found in sections 5.3 through 6.4; and (iii) new marking requirements in sections 7.1, 7.2, and 7.3.

As per section 5.3.1, all new testing requirements must be met in order for the rigid rail system to be certified as compliant under the 2016 CSA Standard.

Landmark has followed up with the CSA Group in an attempt to determine the status of the exiting FRL's system compliance. In the case of fall arresters and vertical rigid rails, it appears that the current system has not been certified by the CSA Group with respect to the new 2016 Standard.

Please refer to quotation #Q19128 for pricing to remove and replace the existing fall arrest system with Honeywell Safety Products – "Soll GlideLoc" who are compliant with the new 2016 Standard.



This report has been prepared in order to provide the facility owner with a detailed description of the following:

The present condition of interior and exterior coatings, any pitting and/or corrosion on the interior of the water retaining vessel, the apparent condition of exposed foundations and the status of and recommendations for upgrades on safety equipment and other facility appurtenances.

Landmark Municipal Services has not performed a design review, an ultrasonic, x-ray, or destructive and/or non-destructive testing unless stated in the report. Comments and recommendations are based on visual inspection only and represent Landmark's professional judgement in reference to industry standards and best practices. This report may be based on information provided to Landmark which has not been independently verified. Its accuracy is limited to the time period and circumstances in which it was made. It was prepared for the specific purposes described in the report.

Any estimates regarding construction costs represent Landmark's judgement in light of our experience. Since Landmark has no control over market conditions, we do not make any representations or guarantees whatsoever with respect to such estimates or their potential variance from actual construction costs or schedules. Landmark accepts no responsibility for any potential losses.

In the case of subsurface, environmental or geotechnical conditions, the report may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time. Landmark makes no other representations or warranties whatsoever and accepts no responsibility for any events that may have occurred since the report was prepared.



COMPOSITE ELEVATED TANK INSPECTION REPORT

Landmark Contract No.	Inspection Date	Last Inspection Date
LM19081	14-Aug-19	Unknown
Inspector	Report Date	Inspected By
P. Furtado	12-Oct-19	Unknown

OWNER / CONTACT

Owner	The Municipality of Temagami	Contact	Mr. Bryce Logan
Project Location	Temagami Composite Elevated Tank	Title	Ontario Clean Water Agency - Northeastern Hub
Address	11 School Road Temagami, ON	Phone	705.648.4082
		Cell	--
		Email	blogan@ocwa.com

TANK DESCRIPTION

Constructor	Landmark Structures Co.	Tank Capacity	250,000 imperial gallons
Tank Type	Composite Elevated Tank	Year Built	1985
Dwg's Available	No	Tank Diameter	27 ft.
Dwg's Reviewed	No	Pedestal Diameter	22.6 ft.
Coating System	Cladding System	HWL	1110.56 ft ASL
Lining System	Epoxy System	LWL	949.97 ft ASL
Age of Paint	Unknown - Assuming it is the original system (34 years)	Tank Height	85 ft.

REPORT SUMMARY

Repairs Made During Inspection

Aircraft warning lightbulbs replaced

79

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SITEWORKS

ACCESSORIES

SECURITY

Maintain vegetation / overgrowth at fence line

2

Padlock required on hatch to tank interior

91

--

VALVE CHAMBER

Re-paint valve chamber block walls

37 - 39

Clean-up required on valve chamber roof

19

--

FOUNDATIONS

SUPPORT STRUCTURE

INTERIOR LANDING

Increase height of kickplate to 5" (Currently 2")

50

--

--

COATINGS, LININGS AND METAL CONDITION

Refer to protective coatings and linings report

--

Clean and remove tank sediment

145 - 152

Interior Lining replacement required

113 - 144

Sweep blast and re-paint exterior tank roof

80 - 88

Surface prep and re-paint dry side of access tube

59 - 68

Remove cladding and inspect exterior surfaces

--

Power wash concrete pedestal

4 - 10

CONFINED SPACE & RESCUE SYSTEM

Rescue port base required at hatch to tank interior

71

Rescue port base required beneath top landing

47

--

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FALL ARREST

*Please review cover letter for latest information regarding CSA Standard CSA-Z259.2.4-15 (Fall arresters and Vertical Rigid Rails)

Remove and replace fall arrest systems on 2 ladders

41, 57

3pc 'D' rings required

48, 70, 93

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Thank you for allowing Landmark Municipal Services to assist you in the maintenance of your elevated water storage facility.

To maintain the integrity of your facility we recommend that you schedule your next:

Safety inspection and report

2020

Clean, inspect and report

2020

Remote Inspection & Report

2023

3 yrs after CIR

Photo No.

SITEWORKS

WALKWAYS / DRIVEWAYS	Good	1 - 2
OVERFLOW SPILLWAY	N/A - Overflow discharges below grade	--

REPAIRS OR MAINTENANCE REQUIRED

Photo No.

SECURITY

FENCE & GATES	Fair - Minor overgrowth throughout	2, 11, 12
HATCH LOCKS	None	91

REPAIRS OR MAINTENANCE REQUIRED

Maintain vegetation / overgrowth at fence line

Padlock required on hatch to tank interior

Photo No.

VALVE CHAMBER

CONDITION OF VALVE CHAMBER	Good	28 - 39
CONDITION OF VALVES	Minor corrosion	34
CONDITION OF PIPING	Good	31 - 36
ARE THERE ANY INDICATIONS OF SETTLEMENT?	No	31 - 36
IS THE CONCRETE IN THE CHAMBER CRACKED, SPALLED OR LEAKING?	No	31 - 36
IS THERE ANY INDICATION OF PIPE MOVEMENT?	No	31 - 36

REPAIRS OR MAINTENANCE REQUIRED

Re-paint valve chamber block walls

Clean-up required on valve chamber roof

Photo No.

FOUNDATIONS

ARE THERE ANY INDICATIONS OF FOUNDATION SETTLEMENT?	No	9 - 14
IS CONCRETE CHIPPED OR CRACKED	No	9 - 14
IS THE SOIL AT THE BASE SATURATED OR IS THERE PONDED WATER?	No	9 - 14
IS THERE ANY INDICATION OF UNDERGROUND PIPE LEAKAGE?	No	9 - 14
IS SOIL AT BASE ERODED?	No	9 - 14
IS THE FOUNDATION UNDERMINED OR EXPOSED?	No	9 - 14

REPAIRS OR MAINTENANCE REQUIRED

Photo No.

SUPPORT STRUCTURE

PEDESTAL EXTERIOR - IS CONCRETE CRACKED?	No	4 - 7
PEDESTAL INTERIOR - IS CONCRETE CRACKED?	No	25 - 26, 40
IS PEDESTAL CEILING CRACKED?	No	54 - 56
IS PEDESTAL CEILING LEAKING?	No	54 - 56

REPAIRS OR MAINTENANCE REQUIRED

Photo No.

INTERIOR LANDING

IS LANDING DECK IN GOOD CONDITION?	Yes	49 - 52
IS LANDING KICK PLATE IN GOOD CONDITION?	Upgrade required	50
IS LANDING HANDRAIL IN GOOD CONDITION?	Yes	49 - 52
ARE SPLICES, SUPPORTS AND SHAFT CONNECTIONS IN GOOD CONDITION?	Yes	49 - 52

REPAIRS OR MAINTENANCE REQUIRED

Increase height of kickplate to 5" (Currently 2")

ACCESSORIES

EXTERIOR DOORS & HARDWARE		Replace hinges, surface prep and re-paint door and frame	14 - 16
INTERIOR DOORS & HARDWARE		Good	18, 28, 29, 39
ENTRANCE ALARM		None	--
CHAMBER ROOF & GUARDRAIL		Aluminum ladder and handrail system recommended	18
LADDERS	* To Top Landing	Good (Anti-slip tape required on smooth ladder rungs)	41 - 48
	* To Tank Floor Hatch	None	--
	* To Roof (Access Tube)	Fair - Access tube portion has no siderails (60' required)	57 - 67
	* To Tank Interior (From Roof)	Non-compliant, corroded rungs - remove and replace	96, 171
REST SEATS		Good - 1pc	45
ROOF HATCHES	* Size (Access Tube)	30" x 22" Aluminum hatch	71
	* Condition	Severe surface corrosion to hatch collar	69 - 70
	* Size (Tank Interior)	30" x 22" Aluminum Hatch	91 - 94
	* Condition	Moderate surface corrosion to hatch collar (Padlock with hasp required)	91 - 94
VENT	* Type	16" S.S. Frostproof combination vent and vacuum relief unit	86 - 88
	* Condition	Minor surface corrosion to collar	86 - 88
VACUUM RELIEF UNIT	* Type	1pc - 16" S.S. Frostproof combination vent and vacuum relief unit; 1pc - 24" Blowout Panel	86 - 88, 89
	* Condition	Cap blowout panel	89
PAINT RAIL ACCESS	* Interior	Good	93
	* Exterior	N/A	--
PAINT RAIL (Must be inspected prior to each use by. P.Eng)	* Interior	Roof coupling present; Severe surface corrosion to inner rail	104, 108, 111
	* Exterior	N/A	--
GIN WHEEL		None	54
ACCESS TUBE (42" dia.)		Dry side - Moderate coating loss throughout access tube Wet side - Moderate surface corrosion throughout	62 - 66
ROOF HANDRAIL (8' dia.)		Moderate surface corrosion throughout; Non-compliant kickplate present	71 - 75, 77
FLOOR MANHOLE		30" bolted manway - Upgrade to submarine style	53
INSULATION	* Tank	Good	
	* Riser(s)	Saturated with water (further inspection required)	
RISER AND OVERFLOW PIPING (8" dia. Inlet / outlet, 8" dia. Overflow)		Heat Trace and Insulation replacement required	21 - 23
AIRCRAFT WARNING LIGHTS		Bulbs replaced during tank inspection; Severe surface corrosion to mast; 1pc of 2pc bulb housing is loose; Red lens caps not present	78 - 79
ANTENNAE	* Anchorage / Mounting	Good	76
	* Cable Routing	Good	44, 61, 72 - 75
	* Surveys / Warning Signage as per Safety Code 63: Health Canada	None	--
LIGHTNING PROTECTION & TANK GROUNDING		None	--
MIXING SYSTEM		Replace corroded boltsets; touch-up as required	158
ARE ROOF PLATE RADIAL SEAMS WELDED?		No	107

REPAIRS OR MAINTENANCE REQUIRED

Replace corroded hinges on entrance door

Surface prep and re-paint entrance door and frame

Ladder & handrail recommended on chamber roof

Anti-slip tape required on smooth ladder rungs

Siderails required to rungs in access tube

Remove and replace ladder to tank interior

Fixed ladder required from landing to floor manhole

Remove blowout panel and install cover plate

Remove and replace paint rail around access tube

Install new paint rail around perimeter of tank

Install gin wheel and rope system at top landing

Upgrade floor manhole to submarine style manway

Replace heat trace and insulation on riser pipe

Replace ACWL fixture with L.E.D. type

Replace corroded hardware on mixing system piping

Seal weld all roof plate lap seams

FALL ARREST SYSTEM

LADDER LOCATION	SYSTEM TYPE	COMMENTS	Photo No.
* To Valve Chamber Roof	N/A	--	--
* To Top Landing	Alum TS Rail	Remove and replace fall arrest system	41
* To Tank Floor Hatch	N/A	--	--
* To Roof (Access Tube)	Alum TS Rail	Remove and replace fall arrest system	57
* To Tank Interior	N/A	--	--

REPAIRS / UPGRADES OR MAINTENANCE REQUIRED

Remove and replace fall arrest systems on 2 ladders

*Please review cover letter for latest information regarding CSA Standard CSA-Z259.2.4-15

(Fall arresters and Vertical Rigid Rails)

TRANSFER STATION 'D' RINGS

LOCATION	YES / NO	CONDITION	Photo No.
* To Chamber Roof	N/A	--	--
* To Top Landing	No	--	48
* To Tank Floor Hatch	N/A	--	--
* To Roof (Access Tube)	No	--	70
* To Tank Interior	No	--	93

REPAIRS OR MAINTENANCE REQUIRED

3pc 'D' rings required

CONFINED SPACE & RESCUE**RESCUE PORT BASES**

LOCATION	YES / NO	CONDITION	Photo No.
* At roof access hatch	None	--	91
* At tank access hatch	None	--	91
* At Top Landing	None	--	47

REPAIRS OR MAINTENANCE REQUIRED

Rescue port base required at hatch to tank interior

Rescue port base required beneath top landing



1

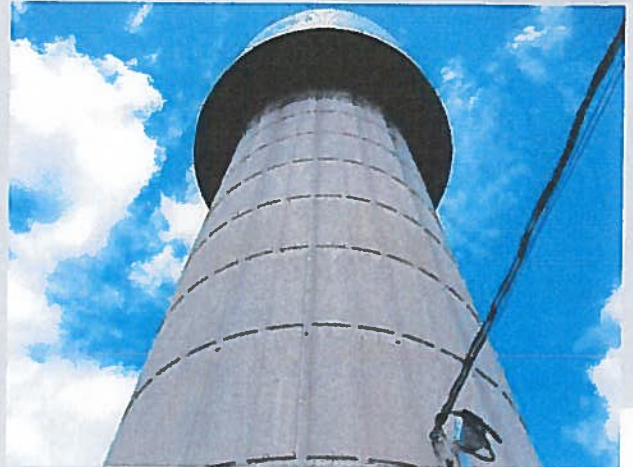


Maintain vegetation / overgrowth
at fence line

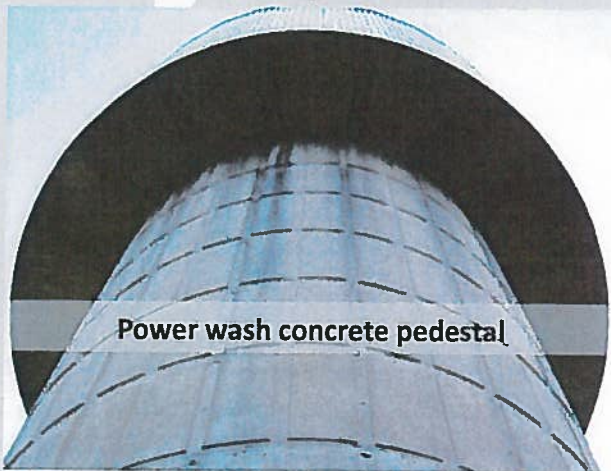
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4

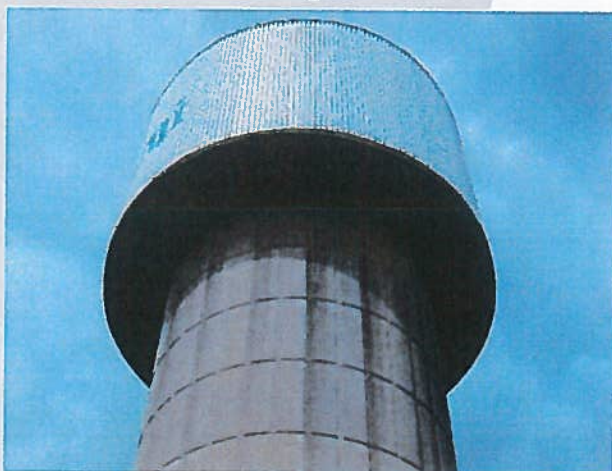


Power wash concrete pedestal

5



6

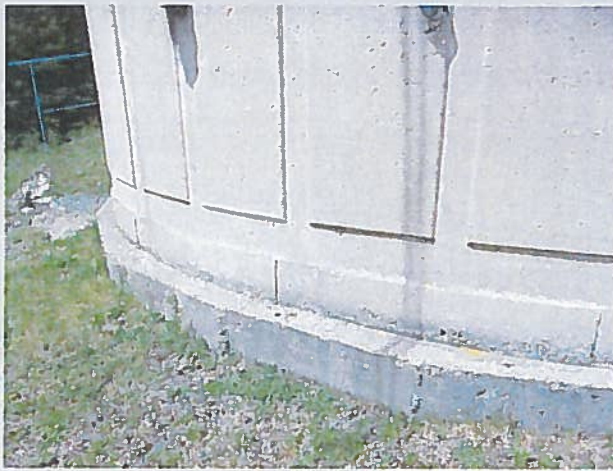


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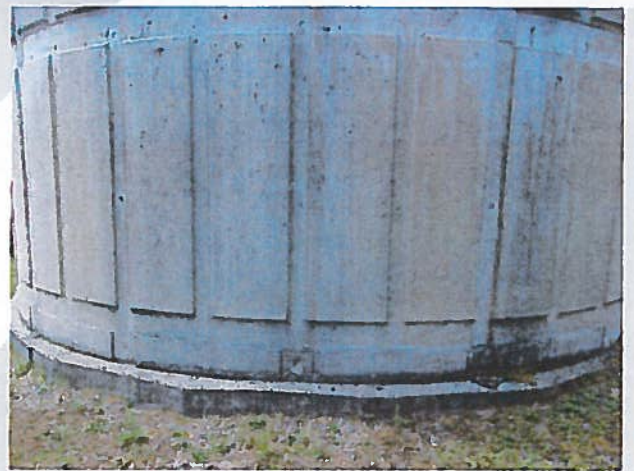


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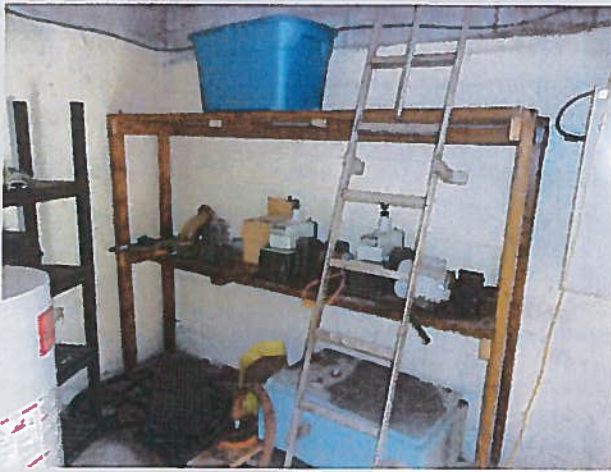
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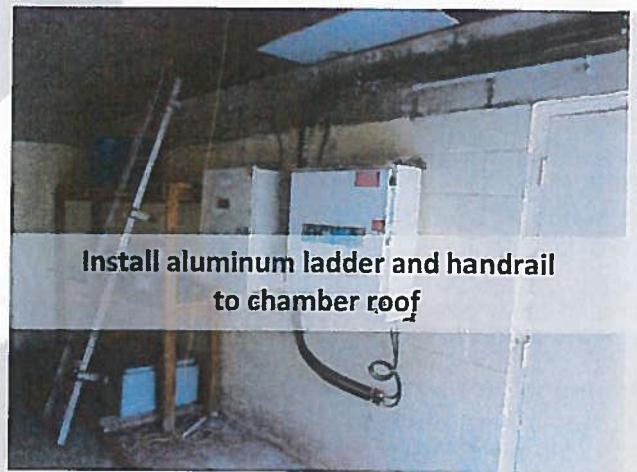
15



16



17



Install aluminum ladder and handrail
to chamber roof

18



Valve chamber roof
housekeeping recommended

19



20



Investigate riser pipe for possible leaks:

- Set up swing stage
- Remove and replace insulation and heat trace system

21



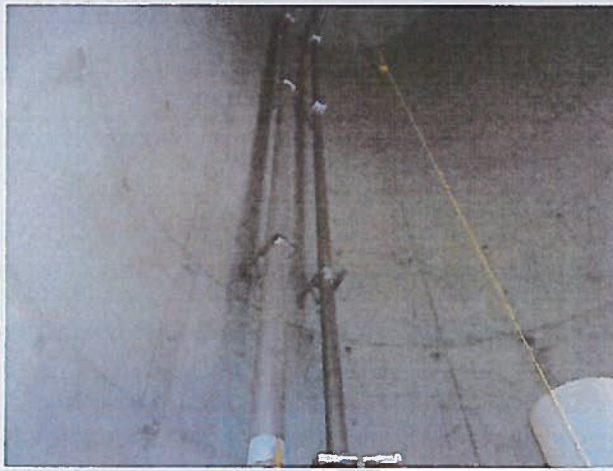
22



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25



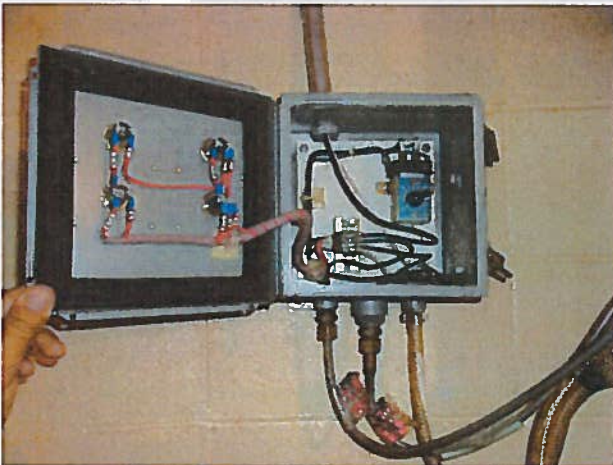
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28



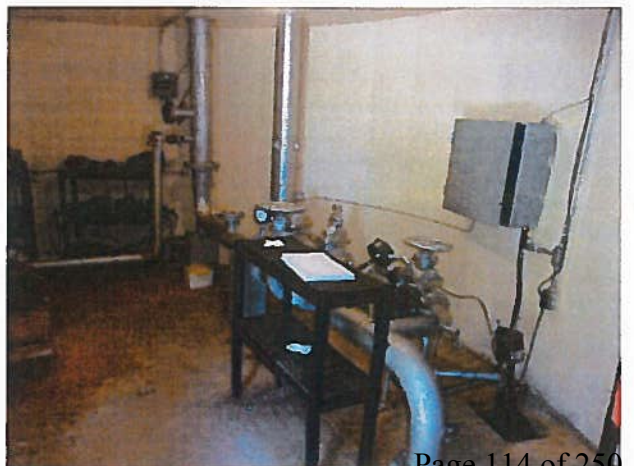
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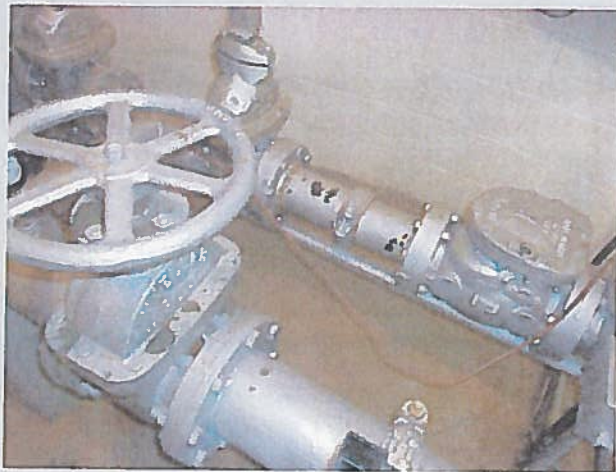
30



31



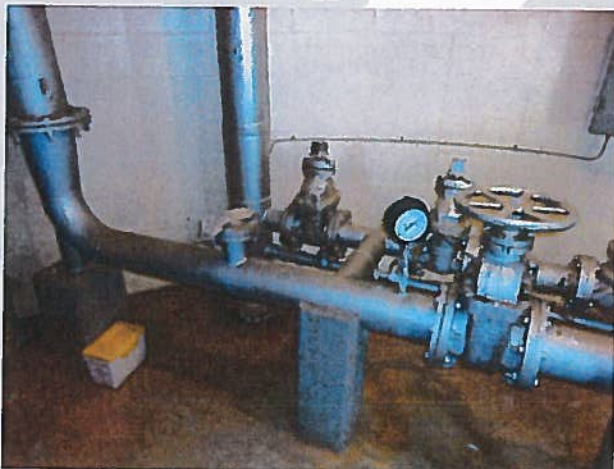
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33



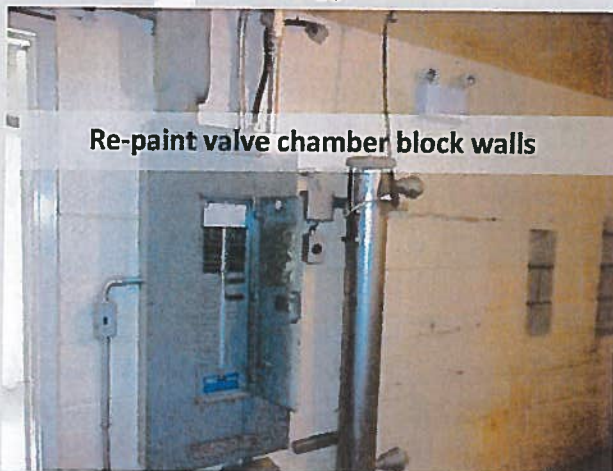
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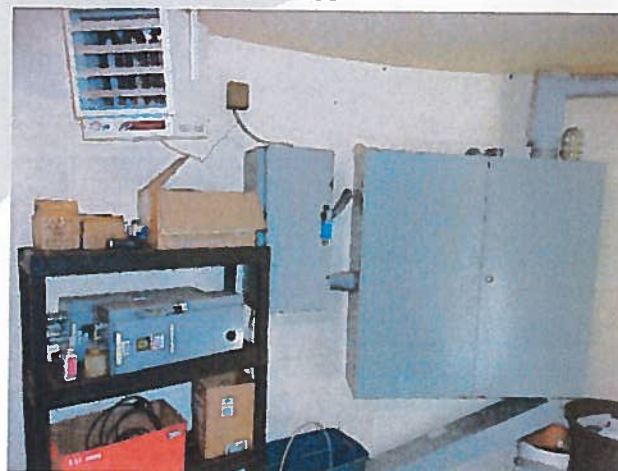
35



36



37



38



39



40



Remove and replace fall arrest system

Refer to cover letter for latest update on FRL
Fall Arrest system compliance under CSA

41

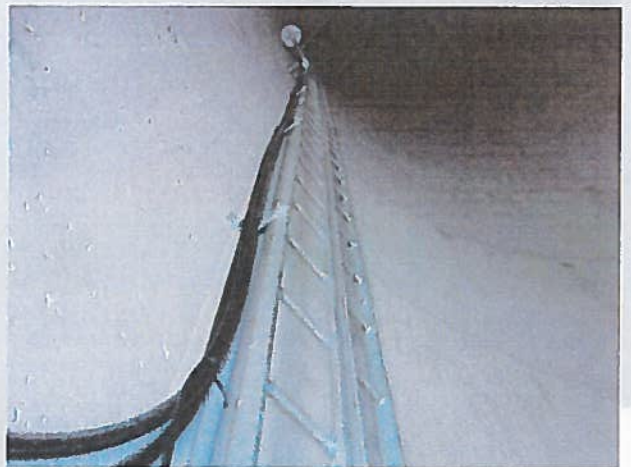


Anti-slip tape required on smooth ladder rungs

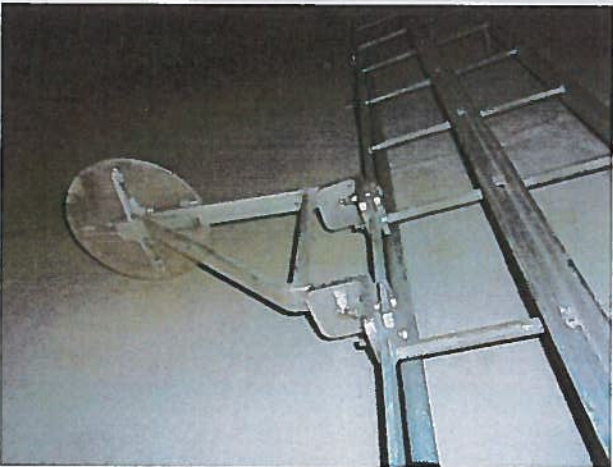
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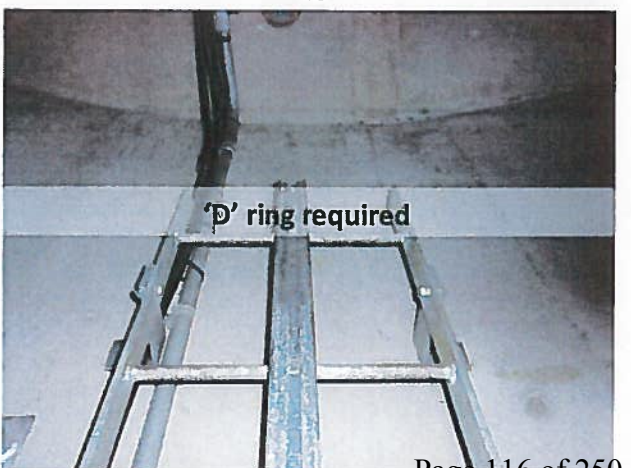


46



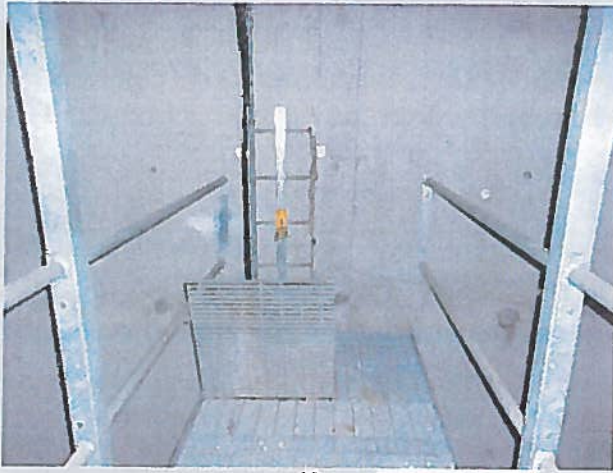
Rescue port base required beneath top landing

47

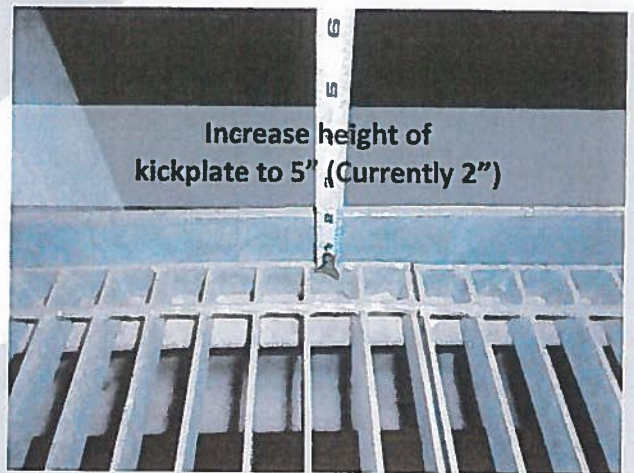


'D' ring required

48



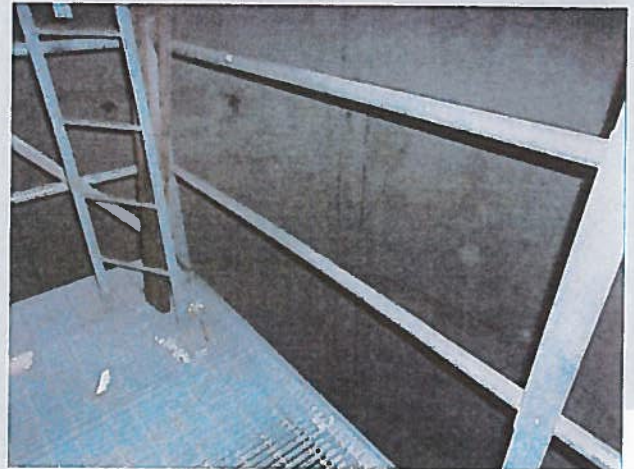
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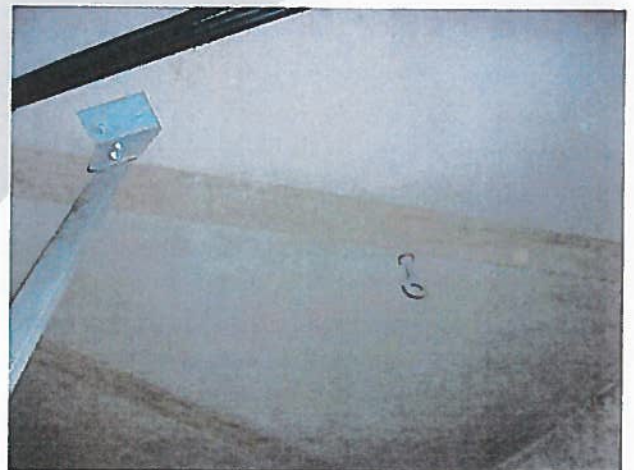
51



52



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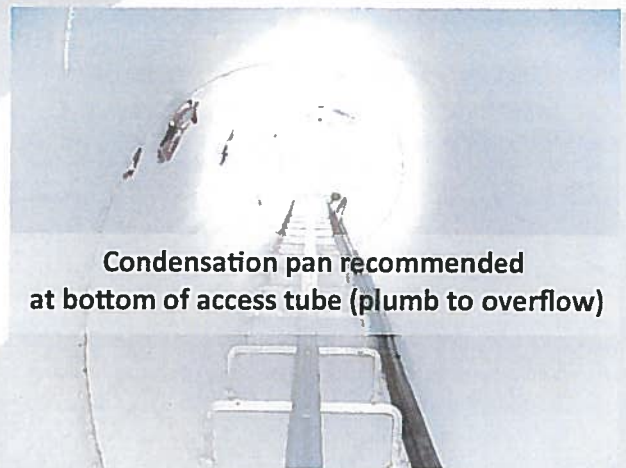


56



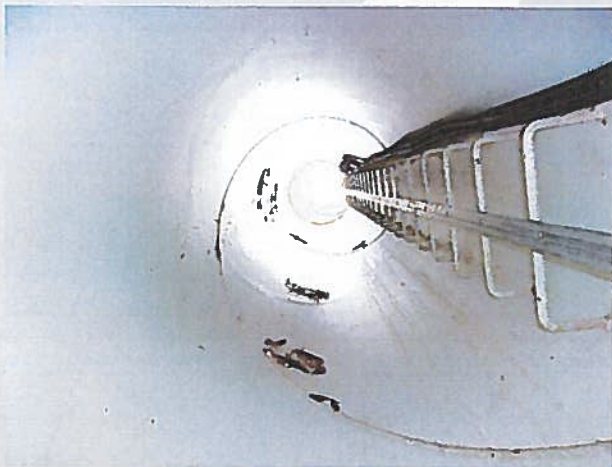
Remove and replace fall arrest system

57

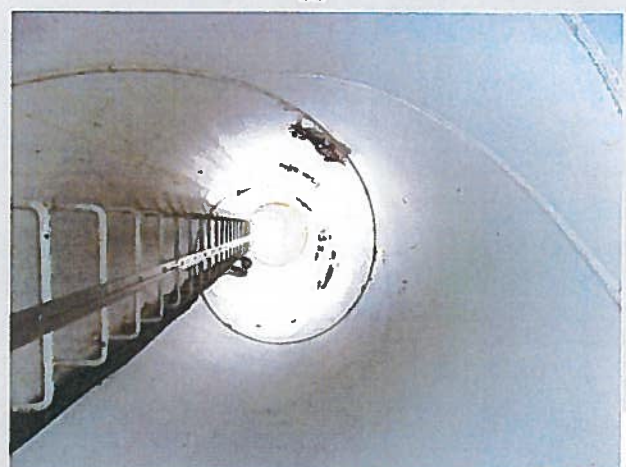


Condensation pan recommended at bottom of access tube (plumb to overflow)

58



59



60



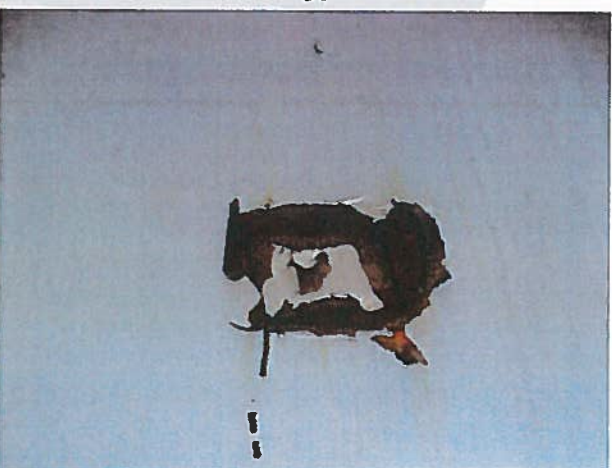
Side rails and anti-slip tape required on ladder rungs

61

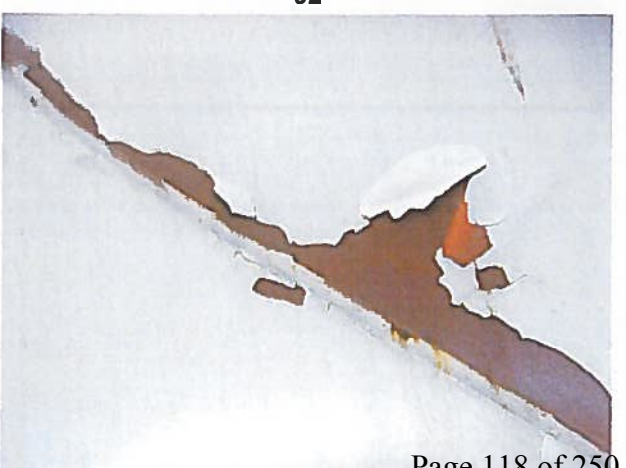


Refer to Coatings & Linings Condition Letter for recommendations

62



63



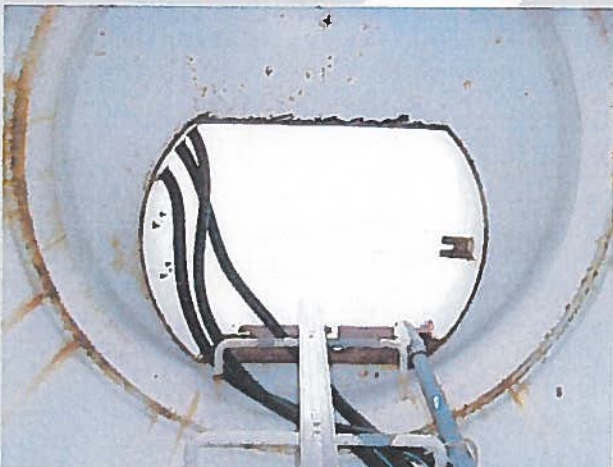
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67

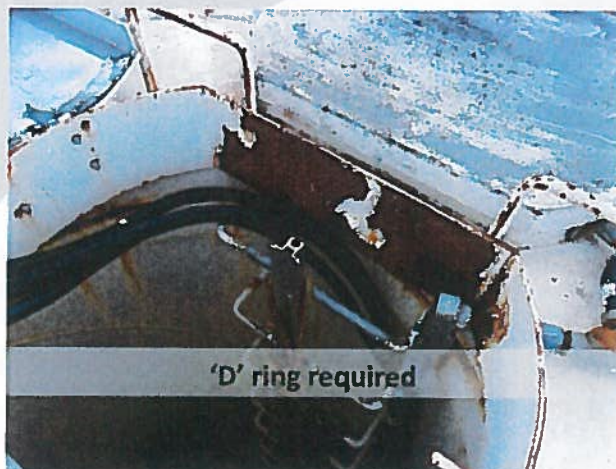


68



Refer to Coatings & Linings Condition Letter for recommendations

69



'D' ring required

70

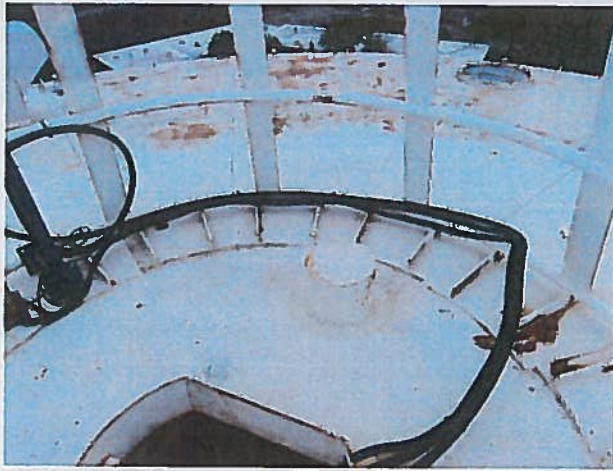


Rescue port base required

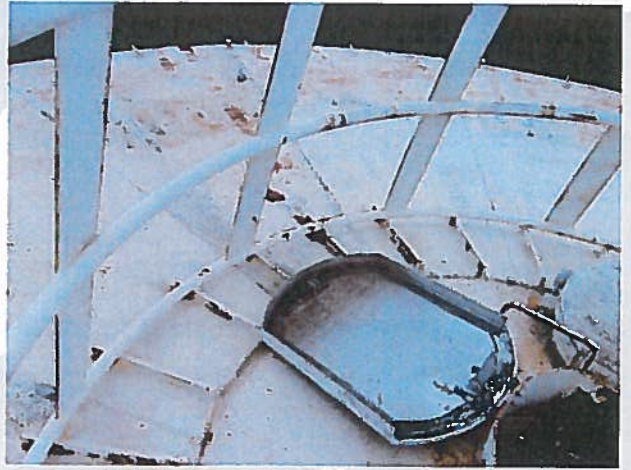
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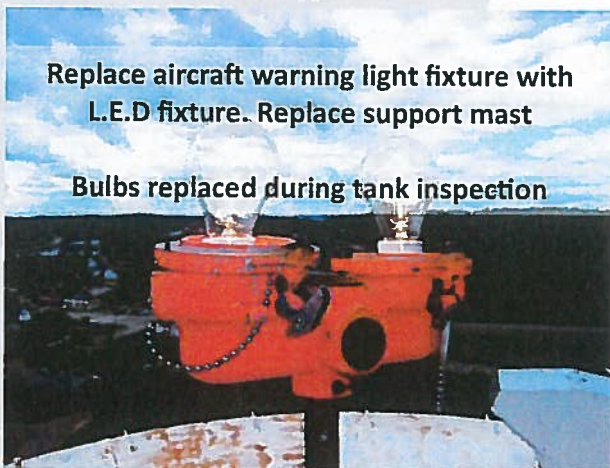
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77



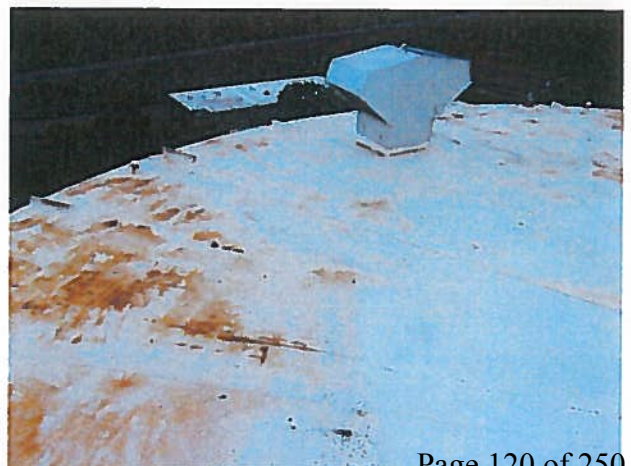
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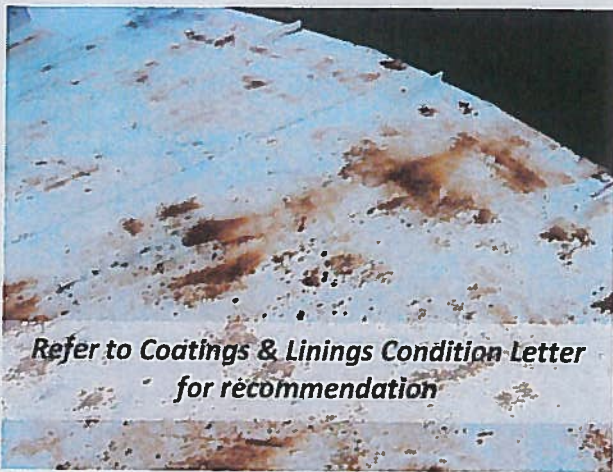
Replace aircraft warning light fixture with
L.E.D fixture. Replace support mast

Bulbs replaced during tank inspection

79



80



*Refer to Coatings & Linings Condition Letter
for recommendation*

81



82



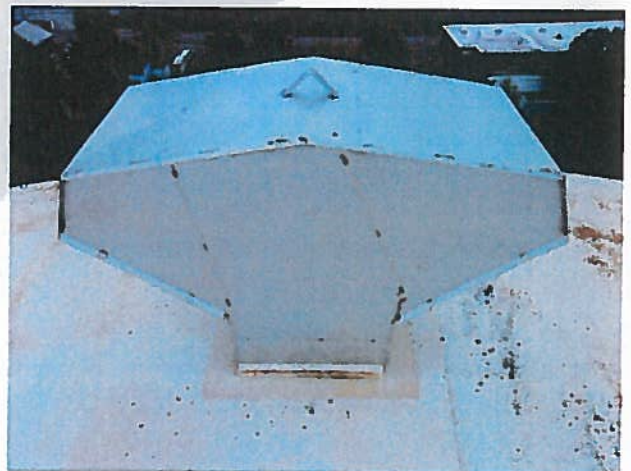
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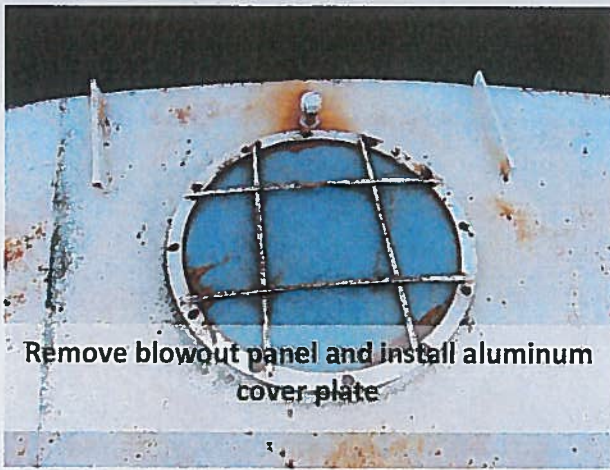
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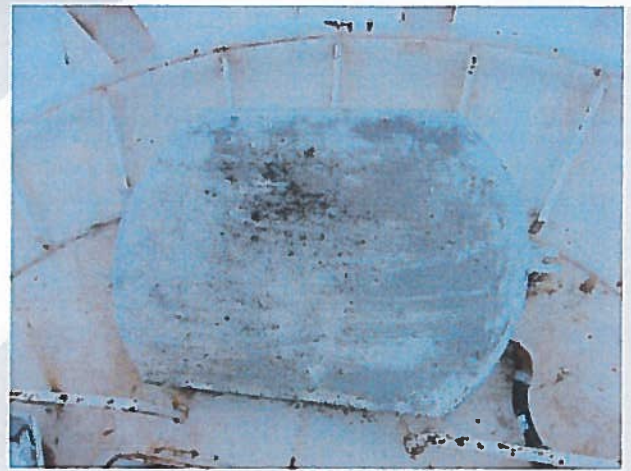
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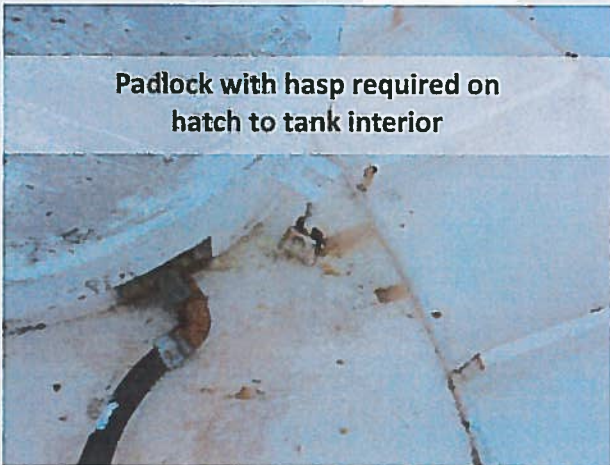
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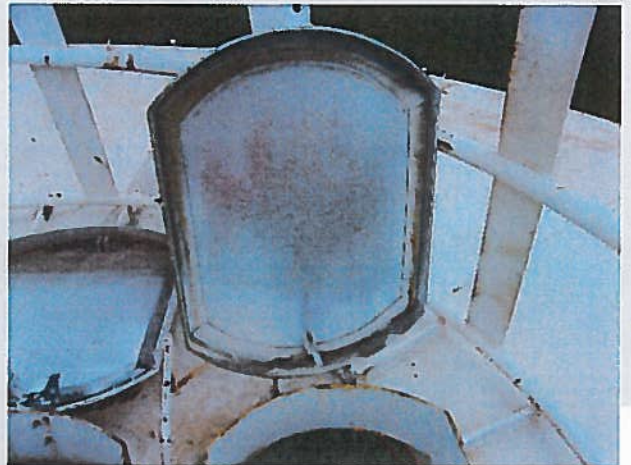
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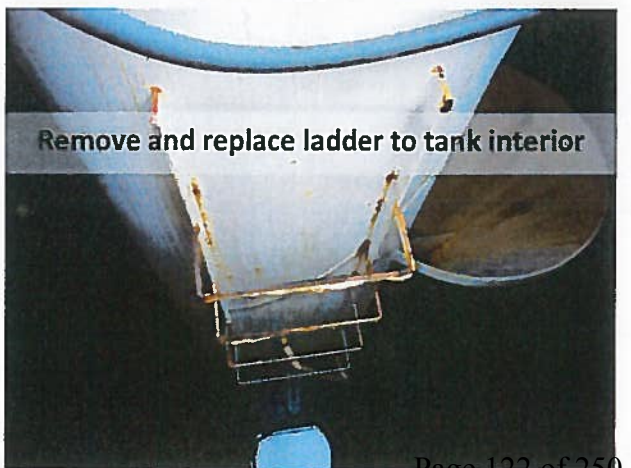
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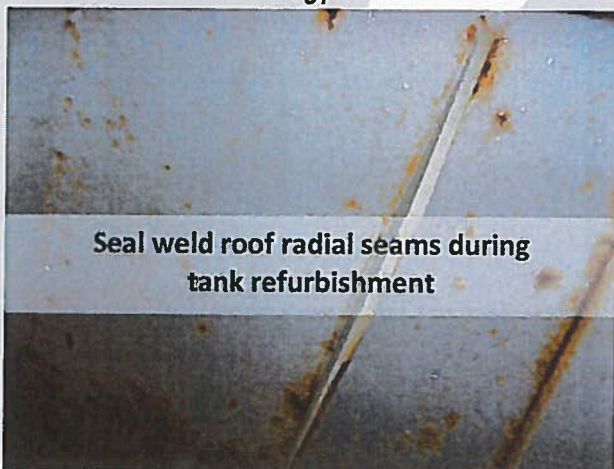
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98



Seal weld roof radial seams during tank refurbishment

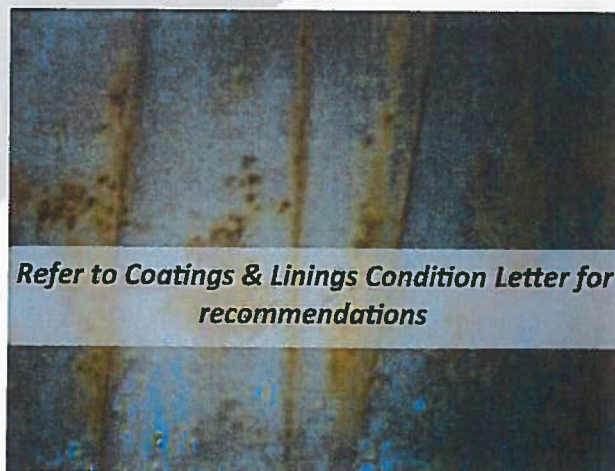
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101

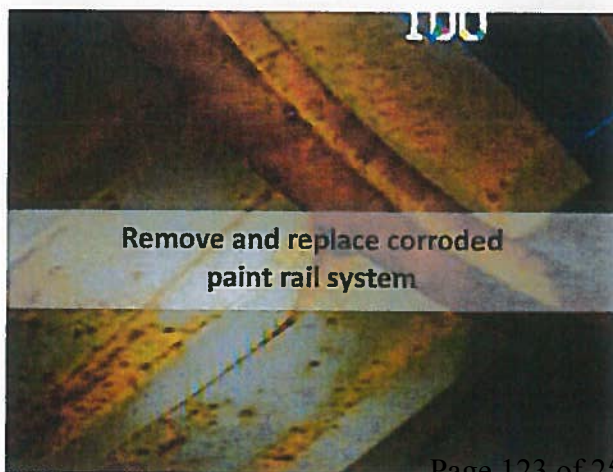


Refer to Coatings & Linings Condition Letter for recommendations

102



103

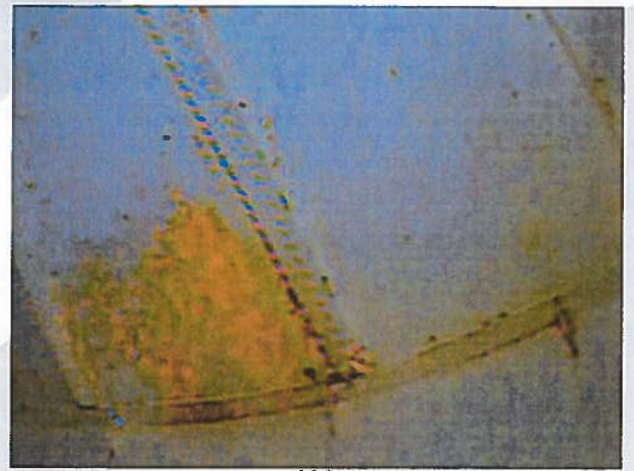


Remove and replace corroded paint rail system

104



105



106



107



108



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110



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112



113



114



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116



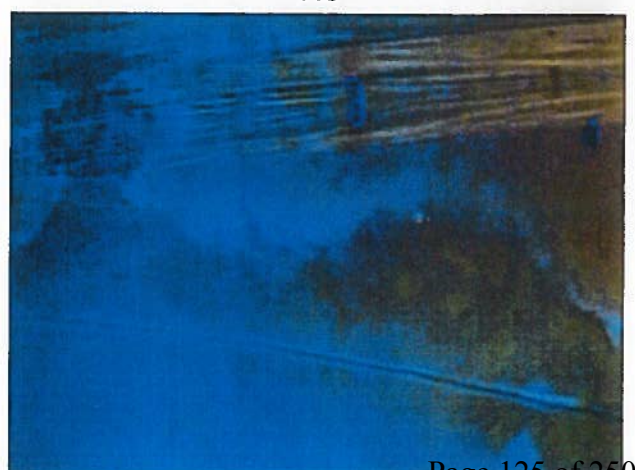
117



118



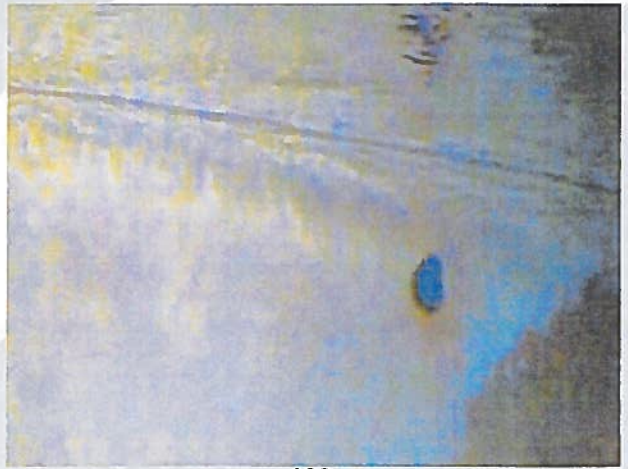
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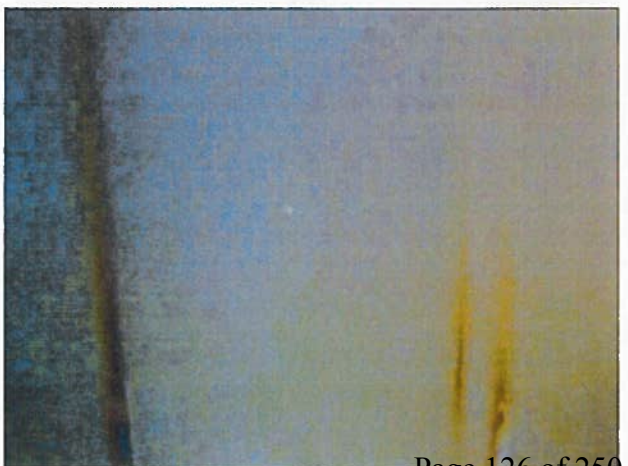
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126



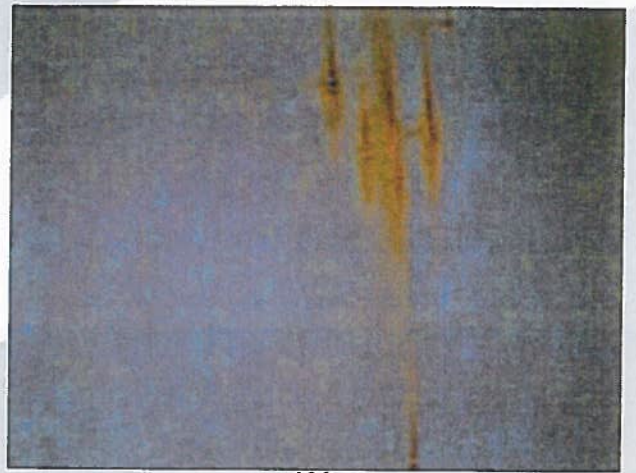
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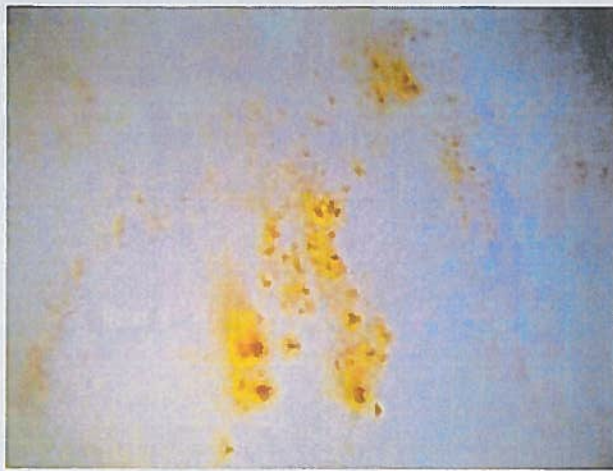
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135



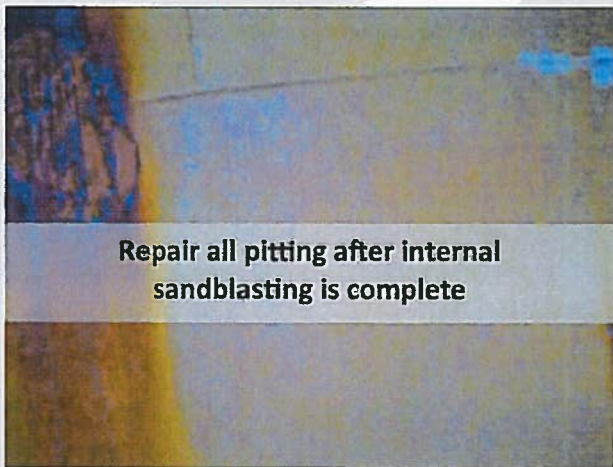
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137



138



Repair all pitting after internal sandblasting is complete

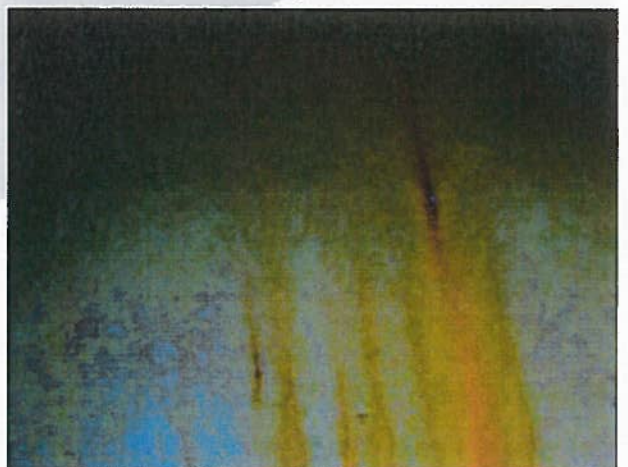
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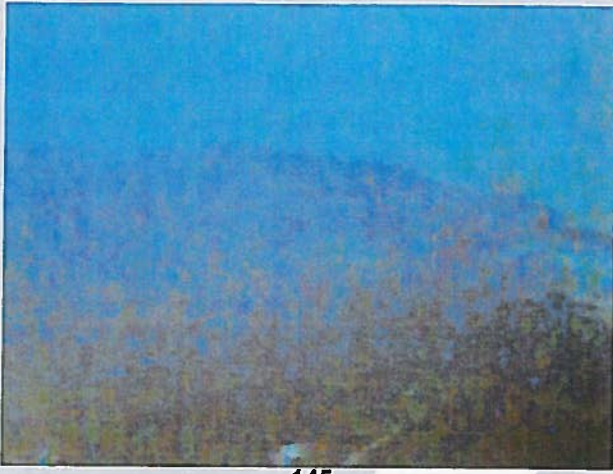
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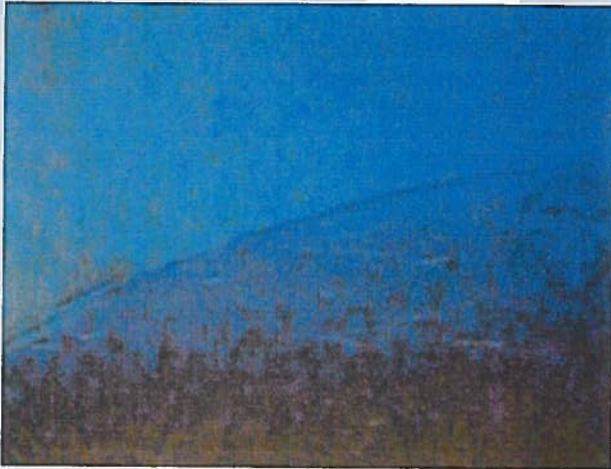
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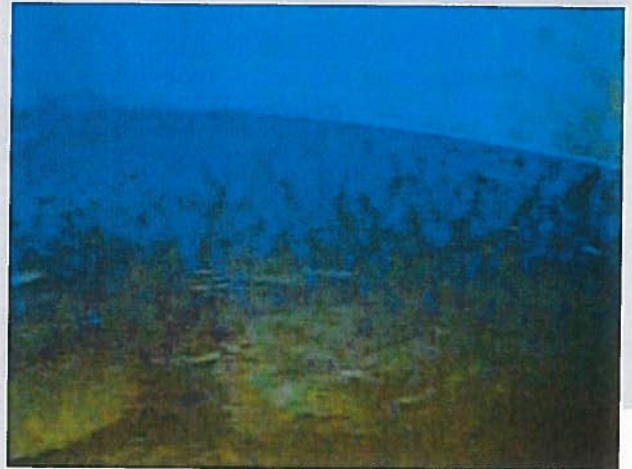
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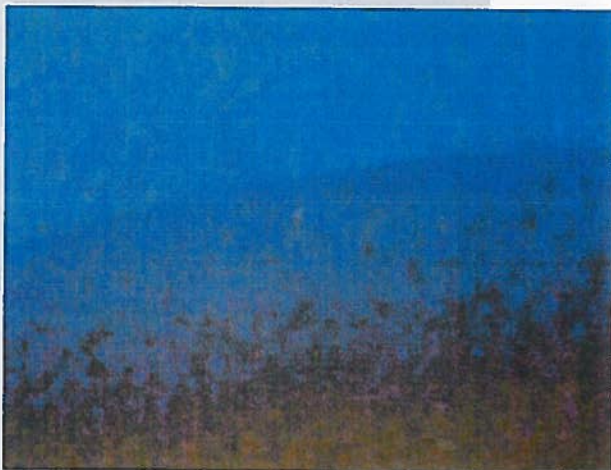


Clean and remove tank sediment

149



150



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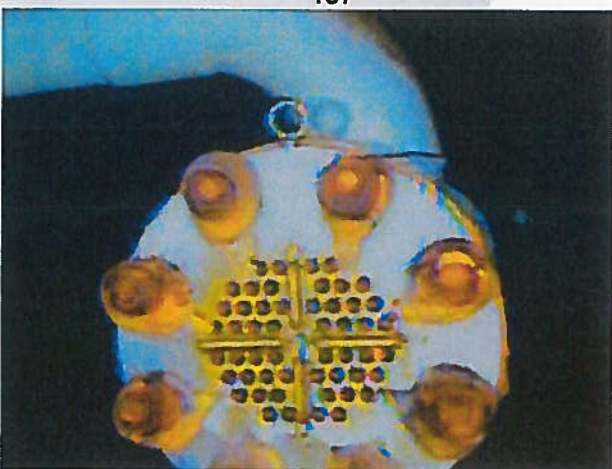


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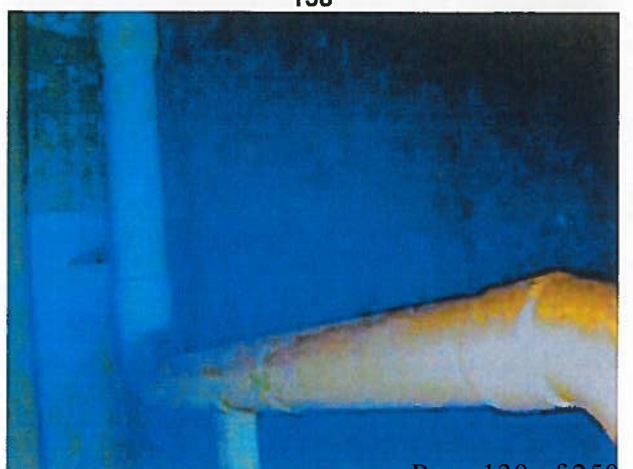


Replace corroded boltset
during next tank shutdown

158



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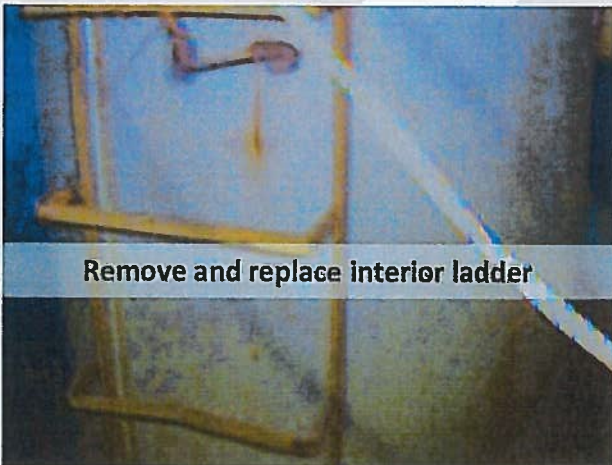
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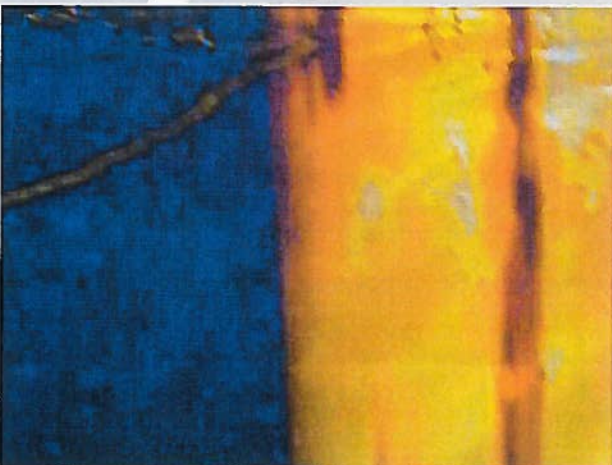
Remove and replace interior ladder

171



Refer to Coatings & Linings Condition Letter for recommendations

172



173



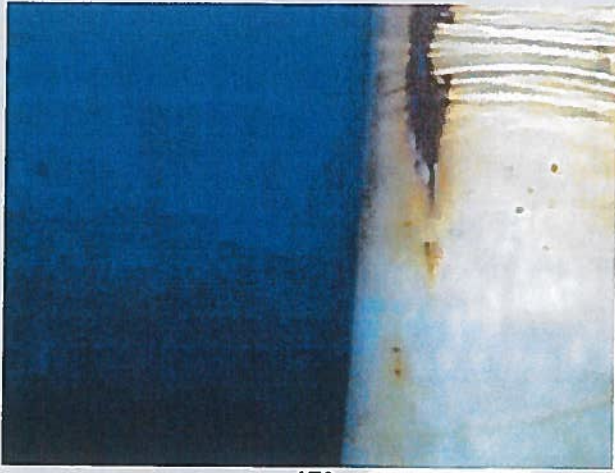
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November 1st, 2019

Ontario Clean Water Agency
Northeastern Ontario Hub
213 Whitewood Avenue West
Norland Building, Unit B5
New Liskeard ON. P0J 1P0

Att: **Mr. Bryce Logan**
blogan@ocwa.com

Re: **LMS Job #LM19081**
Remotely Operated Vehicle Inspection & Report (ROV) – Temagami South Composite Elevated Tank (CET) – Protective Coatings & Linings Report

A tank inspection was performed at the above-mentioned potable water storage facility on August 14th, 2019.

Note: Possible issues and defects can only be visually assessed with the ROV.

This letter is a summary of our findings and recommendations for the above-noted water storage tank regarding the general condition of the structure.

Exterior

The vertical sidewalls of this tank are covered in a fluorocarbon finished steel cladding which is in good condition. There is some fading of the finish, but there is no evidence of corrosion.

The roof is not cladded - just painted, and is in poor condition, with heavy chalking and loss of coating from ultraviolet rays. Many areas have surface corrosion of the exposed steel substrate.

The interior of the access tube has some delaminated areas which are down to the primer.

Dry Film Thickness (DFT) readings were taken according to ASTM D1186, Method B or SSPC PA2 Type B Magnetic Fixed Probe Gauge, results as follows:

- Exterior roof dry film thickness (DFT) readings of the tank roof range as low as 4.5 mils to a high of 9.7 mils.
- Interior dry side access tube dry film thickness (DFT) readings ranged from 6.5 to 11.7 mils.

Adhesion testing was performed according to ASTM D 3359-97 Standard Test Methods for Measuring Adhesion by Tape Test, results as follows:

- Exterior roof paint 4A – Trace peeling or removal along incisions or at their intersection.

Interior

The interior of this tank is lined with what appears to be a thin film epoxy which is in poor condition. There are numerous areas of corrosion and pitting, with delaminated areas throughout the tank.



The lining is likely original (1985) and is well past its expected lifespan. As the epoxy becomes more porous with age it can no longer act as a barrier coat to water and oxygen. Blisters have formed, which have broken and have begun to under-cut.

The ceiling and painter's rails have also corroded heavily.

There is severe ice damage to the interior ladder, which is of light steel construction, and most of the rungs are now gone.

Dry Film Thickness (DFT) readings were taken as follows:

- Interior tank roof DFT measurements range as low as 3.9 mils to a high of 10.1 mils.

Adhesion testing was not performed on the interior lining.

Recommendations – Exterior

The exterior roof should be abrasive brush blasted to remove all loose paint and rust, then primed with a 100% solids epoxy sealer followed by a mid-coat of epoxy and a top coat of aliphatic urethane.

It is recommended to remove a few sections of cladding to further inspect the steel surfaces. An 'overcoat' may be required. This would entail a complete removal of all insulation and cladding, high pressure wash, power tool all corroded areas and prime, and a coat or 2 of epoxy. It is likely that the insulation / cladding can be reused. (The insulation material will have to be assessed upon removal). The letter can be re-applied for a nicer aesthetic improvement.

The interior of the access tube requires an abrasive brush blast, followed by 2 coats of epoxy.

Recommendations – Interior

The interior of this tank should be completely removed via abrasive blast cleaning to SSPC-SP10 Near White Metal Clean, and then re-lined with an AWWA – D102 ICS-3 or ICS-4 system. All pitting should be repaired by pool welding, welding of patch plates or epoxy filler on the shallow pits. This should be completed within the next 1 to 2 years before leaks start to occur as a result of localized corrosion.

The roof seams should be welded, and the paint rail system and ladder should be removed and replaced. The floor hatch should be upgraded to a submarine style at this time. The fasteners on the mixing system should be replaced with Stainless steel.

Should you have any questions or comments regarding the content of this report, please contact us at 905-319-7700.

Landmark Municipal Services



David Baker
NACE Certified Coating Inspector – Level 2, CIP #329173



November 1st, 2019

Ontario Clean Water Agency
Northeastern Ontario Hub
213 Whitewood Avenue West
Norland Building, Unit B5
New Liskeard ON. P0J 1P0

Att: **Mr. Bryce Logan**
blogan@ocwa.com

Re: **LMS Job #LM19081**
Remotely Operated Vehicle Inspection & Report (ROV) – Temagami South Composite Elevated Tank (CET) – Recommended Upgrades (Q19128)

Mr. Logan,

Landmark Municipal Services is pleased to provide budgetary pricing for the following repairs & upgrades at the above-mentioned potable water storage facility. *Please note that H.S.T. is not included.*

Security

- | | |
|---|----------------------|
| 1) Maintain vegetation / overgrowth at fence line | \$ On Request |
| 2) Keyed padlock required on hatch to tank interior | \$ 250 |

Valve Chamber

- | | |
|--|----------------------|
| 3) Re-paint valve chamber block walls | \$ 2,800 |
| 4) Clean-up required on valve chamber roof | \$ On Request |

Interior Landing

- | | |
|--|-----------------|
| 5) Increase height of kickplate to 5" (Currently 2") | \$ 1,300 |
|--|-----------------|

Accessories

- | | |
|---|-----------------|
| 6) Replace corroded hinges on entrance door | \$ 300 |
| 7) Surface prep and re-paint entrance door and frame | \$ 900 |
| 8) Aluminum ladder and handrail recommended on chamber roof | \$ 4,800 |
| 9) Anti-slip tape required on smooth ladder rungs | \$ 1,200 |
| 10) Siderails required to rungs in access tube | \$ 3,500 |



Coatings and Linings – (Refer to Protective Coatings and Linings Report)

Tank Exterior

- | | |
|---|-----------|
| 20) Exterior steel / coatings inspection: | \$ 10,000 |
| - Access exterior of tank via crane w/ manbasket or Aerial lifts | |
| - Remove sections of cladding / insulation to inspect steel / coating beneath | |
| - Document and provide report including repair recommendations | |
| 21) Exterior Tank Roof – sweep blast and re-paint | \$ 22,750 |
| 22) Access Tube (dry side) – sweep blast and re-paint | \$ 25,000 |
| 23) Power wash concrete pedestal | \$ 17,000 |

Tank Interior

- | | |
|--|------------|
| 24) Clean and remove tank sediment
<i>Disinfect tank interior per AWWA C652-11 Method #2. Vacuum truck / off-site disposal (if required) is extra</i> | \$ 4,000 |
| 25) Remove and replace ladder to tank interior | \$ 20,000 |
| 26) Remove and replace paint rail around access tube | \$ 14,000 |
| 27) Supply and install paint rail around perimeter of tank interior | \$ 28,000 |
| 28) Upgrade floor manhole to submarine style hatch | \$ 7,500 |
| 29) Replace corroded mixing system hardware | \$ 1,400 |
| 30) Seal weld all roof plate radial and circumferential lap seams | \$ 35,000 |
| 31) Remove and replace internal lining system | \$ 260,000 |



- | | |
|---|----------|
| 11) Supply and install fixed access ladder from top landing to floor manhole | \$ 2,100 |
| 12) Remove vacuum relief panel (blowout panel) and install aluminum cover plate | \$ 950 |
| 13) Install gin wheel and rope system accessible from top landing | \$ 3,900 |
| 14) Replace ACWL fixture with new L.E.D. type. Replace corroded mast | \$ 3,000 |

15) **Riser Pipe Investigation – Budget price: \$50 – 65,000**

- Design, supply and install swing stage access system
- Remove and dispose of existing insulation and heat trace system
- Thoroughly examine the existing riser pipe for any leaks – repair all areas
- Supply and install new heat trace system
- Supply and install new insulation and cladding system
- Demobilize
- Tank should be off-line for 1-2 weeks

Ladders / Fall Arrest System

- | | |
|--|----------|
| 16) Fall Arrest System Replacement recommendations | \$ 8,600 |
| <ul style="list-style-type: none"> - Replace Aluminum TS Rail on ladder to top landing - Replace Aluminum TS Rail on ladder on tank roof | |

Fall arrest trolleys are available for \$875 ea.

- | | |
|--|----------|
| 17) 3pc 'D' rings required at the following locations: | \$ 3,300 |
| <ul style="list-style-type: none"> - Ladder to top landing, at hatch to tank roof and tank interior | |

Confined Space / Rescue System

- | | |
|---|----------|
| 18) Design, supply and install rescue port base beneath top landing grating | \$ 3,500 |
| 19) Design, supply and install rescue port base on tank roof | \$ 2,750 |



Fixed Rail Ladder (FRL) Fall Protection System

Issued: May 20, 2014

Content last reviewed: May 2014

Disclaimer: This resource has been prepared to help the workplace parties understand some of their obligations under the Occupational Health and Safety Act (OHSA) and regulations. It is not legal advice. It is not intended to replace the OHSA or the regulations. FOR FURTHER INFORMATION PLEASE SEE FULL DISCLAIMER

Hazard summary

A worker descending a vertical ladder on a water tower in 2014 was critically injured after falling five metres while properly using a Class Frontal-Fixed Rail Ladder (Class FRL) Fall Protection System. A Class FRL Fall Protection System is a type of vertical fall protection using a permanently installed metal rail anchoring system with an automatic fall arresting device called the "trolley" or "carriage".

The investigation revealed a weakness in the design of some Class FRL Fall Protection Systems, which may not adequately protect workers who fall backward or who squat and roll backwards into a fall while connected by a body harness to the trolley which slides along the vertical rail. If a worker leans back, the trolley's internal braking system can be pulled off the rail, allowing the trolley to slide down the rail. If a worker falls backwards or squats and rolls backward into a fall (as opposed to falling straight down or inwards towards the ladder) the trolley may not lock, allowing a worker to fall freely. In the 2014 incident, the worker fell from a water tower ladder as shown in Figure 1.

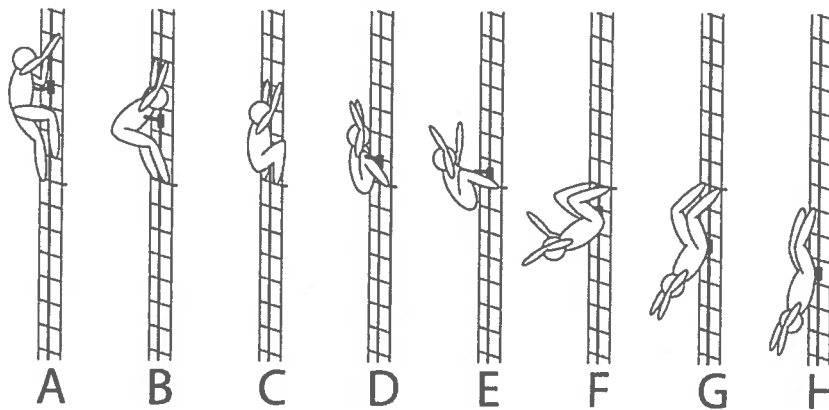


Figure 1: How the water tower worker fell

- The worker is descending properly using the fall protection system.
- The worker bends at the waist.
- The worker's legs fold into a squat position while the worker's hands catch the next rung. The squat position allows the trolley to travel below the height of the worker's knees.
- As the worker begins to roll backward their hands release from rung, and the tension in the trolley connection increases enough to remove all the slack out of the full body harness and slide the chest D-ring towards the waist.
- This tension in the connection to the trolley forces the worker into a tight squatting position while rotating around the rung that the worker's feet are on.
- The trolley connection remains in tension as the trolley travels below the rung that the worker's feet are on.
- The connection to the trolley, now in tension between the worker's legs prevents the engagement of the braking mechanism that would stop the workers motion.
- The worker, with back to the ladder, continues to fall head first while still attached to the fall protection system.

In 2010, the Ministry of Labour published a similar Alert, Class Frontal Fixed Rail Ladder (FRL) Fall Protection System, Alert #26/0510, after a worker was injured after falling back, then down 20 metres from a ladder attached to a tower while using a Class FRL Fall Protection System. In 2010, the investigation determined that the Class FRL Fall Protection System might not adequately protect workers who fall backward in a standing position.

Locations and sectors

Class FRL Fall Protection Systems are used on vertical access ladders which normally do not have a cage, such as the ladders on communication towers, chimneys and water tanks (towers).

Precautions

Even though a Class FRL Fall Protection System may be currently certified to CSA standards and/or have a CSA standards stamp on the side of the trolley unit, this should not be interpreted to guarantee worker safety and employers should not rely on such a stamp. Further investigations into the system are needed to ensure the system protects against a squatting position/rollback fall or a fall backwards.

Class FRL Fall Protection Systems whose design characteristics require the connection between the worker and the trolley to be in tension and where the trolley remains disengaged regardless of the tension force applied should not be used. Employers must take reasonable precautions to protect workers in these circumstances. This may include using alternative fall protection or access systems, as appropriate, for the adequate protection of the health and safety of workers using vertical access ladders.

Employers who own or rent structures which have a Class FRL Fall Protection System installed must ensure that the Class FRL Fall Protection System is capable of protecting a worker in the case of a squatting position/rollback fall or a fall backwards. The Ministry recommends that employers contact the manufacturer to ensure that the particular Class FRL Fall Protection System is capable of protecting a worker from any type of fall (including a backward fall and falling from a squatting position) before it is used.

Note: This Alert replaces the Class FRL Fall Protection System, Alert #26/0510 published in 2010 by the Ministry of Labour.

Resources

For more information contact:

[Infrastructure Health and Safety Association](http://www.ihsa.ca)
www.ihsa.ca

Or contact the Ministry of Labour Health & Safety Contact Centre toll-free at 1-877-202-0008.

For further reference see also:

[Ministry of Labour](http://Ontario.ca/labour)
Ontario.ca/labour

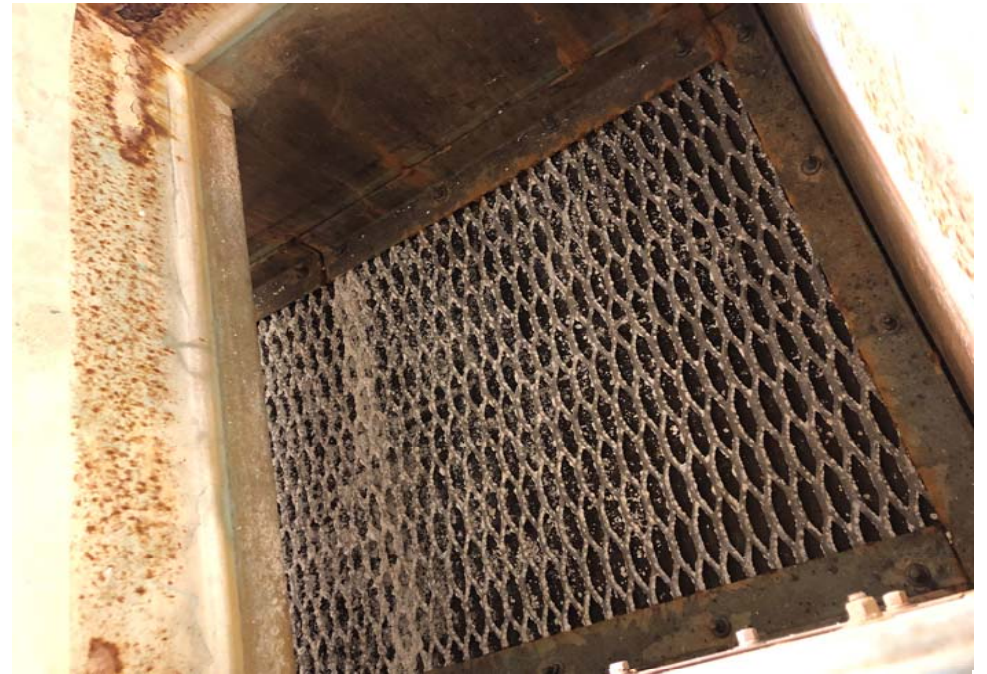
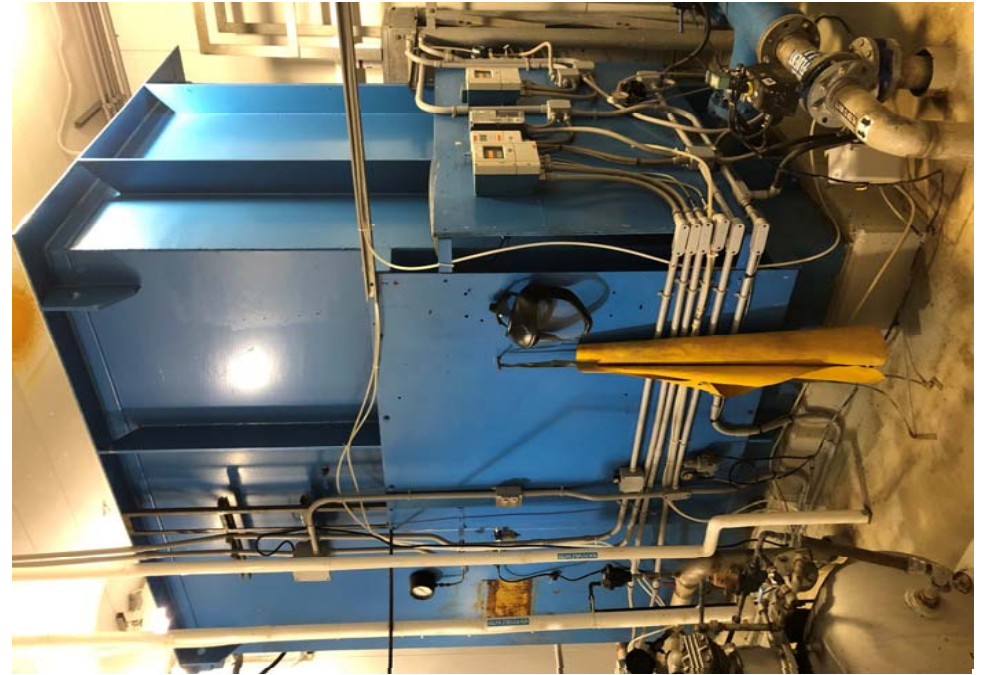
[ServiceOntario e-laws](http://www.e-laws.gov.on.ca)
www.e-laws.gov.on.ca

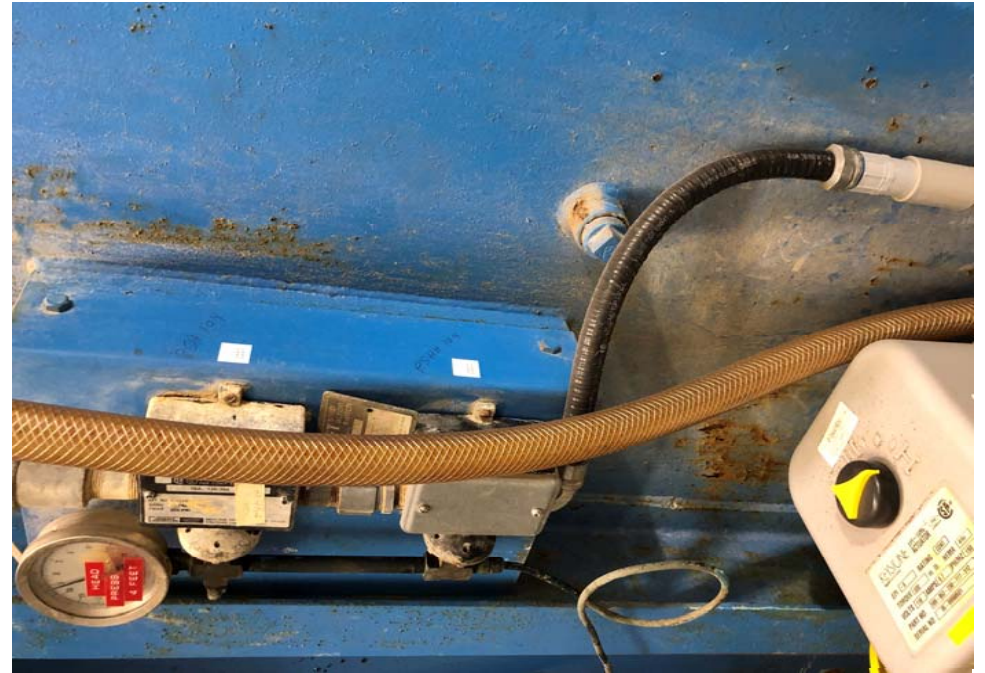
Remember that while complying with occupational health and safety laws, you are also required to comply with applicable environmental laws.

Please photocopy Ministry of Labour Alerts, distribute them widely and post them where people will see them.

ISSN 1195-5228

Tweet 7







**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2020-2264

June 4, 2020

The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development
Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

Dear Ministers:

I am writing today to add my voice, and those of Ontario's municipalities, to the call for urgent federal action to provide immediate funding for reliable broadband access across Ontario.

I have the privilege of meeting regularly with Mayors and council members from across Ontario. From the first day I took office, I have heard that lack of access to reliable high-speed internet service is holding communities, people, and businesses back.

We have worked together to partner with our local governments through our Broadband and Cellular Action Plan to support major investments in under-served areas in Eastern and Southwestern Ontario. To support this commitment, we have targeted \$315 million over five years to expand broadband and cellular infrastructure.

Now, as Ontario and our towns and cities are working together to respond to the COVID-19 outbreak, there is even more urgency to address gaps in service and high costs. However, we cannot do this alone - urgent investment from the federal government is required.

While in more northern and rural parts of Ontario internet availability can be limited at best, gaps in coverage persist in southern and urban parts of our province. For many in Ontario, the costs to access service are also prohibitively high.

.../2

The lack of broadband access in rural Ontario puts everyone in unserved or under-served areas at a disadvantage – students seeking help on homework while learning remotely, seniors and other vulnerable individuals looking to access critical services, and business owners working hard to keep afloat and compete during challenging times.

Broadband limitations also restrict the services that rural and northern municipalities can provide to their residents. Ontario's municipal leaders and the citizens they serve must be able to embrace digital service delivery now to respond to the pandemic and to deliver public services efficiently and equitably over the long term.

I know that Ontario, our local governments and Canada all share the same goal: that we can bring our full potential to the task at hand to recover from the COVID-19 outbreak and the resulting impacts on our economy. Our Mayors, councils, community groups and citizens are already developing recovery plans and strategies. Broadband infrastructure is an essential building block, and we will need your commitment to invest, without delay, in the future of Ontario's towns and cities.

I have taken the liberty of copying the Minister of Families, Children and Social Development as I know Minister Hussen also has a strong interest in supporting and strengthening communities. As well, I have copied my colleague, the Honourable Laurie Scott, Minister of Infrastructure, under whose purview broadband falls.

Sincerely,



The Honourable Steve Clark
Minister of Municipal Affairs and Housing
Ontario

- c. The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
Ahmed.Hussen@parl.gc.ca

The Honourable Laurie Scott
Minister of Infrastructure, Ontario

Heads of Municipal Council (Ontario)

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Toronto ON M7A 2J3
Tél.: 416 585-7000



234-2020-2382

June 12, 2020

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of this deadly virus, and we thank you for your support in our efforts.

We appreciate that the current situation for municipalities is not “business as usual”, and that all municipalities have had to make adjustments to adapt to new priorities and shifting ways of doing business.

When municipalities requested our help, we listened and acted quickly to legislate [changes to the Planning Act and make the necessary regulation to suspend decision-making timelines](#). These changes balanced the need to suspend the timelines that would allow a municipality to refocus time and resources on the COVID-19 outbreak, while allowing councils to continue to make decisions on planning matters as municipal capacity evolved.

As we move forward with our gradual approach that will allow Ontario to emerge from the COVID-19 outbreak, we know that getting shovels in the ground is key to moving forward on the path to economic recovery together. Many municipalities may be well on their way to a more normalized planning review process, and we want to ensure that the land use planning system is in step with a municipality’s expanding capacity during this time. As a result, we intend to end the temporary suspension of the Planning Act timelines as of June 22nd, 2020.

We understand that the safety of your constituents must remain a priority, and that there are certain provincial restrictions in place regarding public gatherings. Therefore, we encourage you to continue to use electronic and virtual channels, as appropriate, to engage and provide the public with an opportunity to make representations on planning matters, while following the advice of Ontario’s Chief Medical Officer of Health.

.../2

It is vital for our economic recovery from this outbreak that we work together to help move the planning approvals process forward. We need to continue the important job of creating housing and keeping infrastructure projects moving while also ensuring we maintain public health. Development has always played a key role in supporting growth in our communities, and it will play an especially important role on our road to economic recovery from COVID-19.

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.

Sincerely,



Steve Clark
Minister

c. Association of Municipalities of Ontario

Solicitor General

Office of the Solicitor General

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

Solliciteur général

Bureau de la solliciteure générale

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



EX-2020-1470
By email

June 10, 2020

Dear Head of Council:

I am writing to provide you with an update regarding your Ontario Provincial Police (OPP) invoices. I would also like to take the opportunity to thank you for your continued efforts as local leaders in supporting frontline workers and protecting the health and well-being of your communities.

Due to the disruption caused by the COVID-19 pandemic, unexpected issues were encountered with the issuance of OPP related billing statements. As a result, municipalities receiving policing services from the OPP did not receive invoices for the following billing cycles by the regularly scheduled invoice date:

- April 2020; and
- May 2020.

We know our municipal partners are experiencing financial challenges in response to the COVID-19 pandemic and our government is committed to supporting you during these unprecedented times. To that end, the government will be providing municipalities with an extended 90-day payment timeline to make these payments. Specifically, municipalities will have up to 90 days, from the date their delayed invoice is issued, to pay their outstanding OPP invoices.

These invoices will be issued shortly and municipalities will be receiving them within the coming days.

The regular invoicing schedule for OPP invoices will resume as of June 2020.

.../2

I look forward to continuing to work with our municipal partners as we address the various challenges related to COVID-19. Should you have any questions regarding your invoice, please contact the OPP Financial Services Unit at OPP.MPB.Financial.Services.Unit@OPP.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Jones', written in a cursive style.

Sylvia Jones
Solicitor General

June 4, 2020

Honourable Sylvia Jones, Solicitor General
George Drew Building
18th Floor, 25 Grosvenor St.
Toronto, ON
M7A 1Y6

Via email to: sylvia.jones@pc.ola.org

RE: DNSSAB as OPP Board

Dear Solicitor General,

I am writing on behalf of the District of Nipissing Social Services Administration Board (DNSSAB) regarding the provincial government's consultations on the establishment of new OPP detachment Boards. It has been suggested that District Social Services Administration Boards (DSSABs) could expand their mandate in to policing and also function as OPP detachment boards. This topic was recently discussed by our Board and we would like to convey that **having the Nipissing DSSAB oversee an OPP detachment is not a viable option or solution for consideration at this time.** This view is also consistent with that of the Federation of Northern Ontario Municipalities (FONOM) which indicates that "the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments" (FONOM Media Release, May 14, 2020).

The Board realizes that DSSABs functioning as OPP Detachment Boards may work well in other northern areas based on unique circumstances and on a case-by-case basis. However, in Nipissing District this governance model does not work for the following reasons:

To start, the Nipissing DSSAB Board is comprised of 12 elected officials representing 11 municipalities and two unincorporated areas. Most of our Board members however, represent

.../2



municipalities that operate their own police services – this presents a representation and governance problem with respect to overseeing a local OPP Detachment Board. Next, the OPP Detachment Board boundaries would need to be aligned with the DSSAB district boundaries to avoid additional layers of complexity and governance issues (for example, requiring more than one DSSAB on the OPP Board). Currently, these OPP boundaries are reviewed every five years based on local needs, and our Board believes realigning them to the DSSAB boundaries will be problematic. And finally, both points above have financial implications as the OPP Detachment Board expense would only be apportioned to those member municipalities with an OPP detachment.

Thank you for hearing the Board's concerns. If you have any questions or would like to discuss this in further detail, feel free to contact me at your convenience.

Sincerely,

Mark King,
Chairman of the District of Nipissing Social Services Administration Board

cc: Catherine Matheson, CAO, District of Nipissing Social Services Administration Board

Tribunals Ontario

25 Grosvenor, Suite 19
Toronto Ontario
M7A 1R1

Tribunaux décisionnels Ontario

25, rue Grosvenor, bureau 19
Toronto Ontario
M7A 1R1



June 17, 2020

Re: Assessment Review Board Update

The Government of Ontario has announced the creation of a new tribunal organization, the Ontario Land Tribunals, effective July 1, 2020.

The Assessment Review Board will continue to be part of Tribunals Ontario, and will remain focused on hearing appeals about property assessment and classification. Any appeals currently with the Assessment Review Board will continue to be processed as usual.

The new organization will include the Local Planning Appeal Tribunal, Environmental Review Tribunal, Board of Negotiation, Conservation Review Board and the Mining and Lands Tribunal. Ontario Land Tribunals will focus on land-related dispute resolution to help increase the housing supply in the province, while balancing the needs of environmental protection and conservation.

As a result of this organizational change, on June 26, 2020, the Assessment Review Board website will be relocated to www.arb.gov.on.ca. E-filing services are unaffected by the transition.

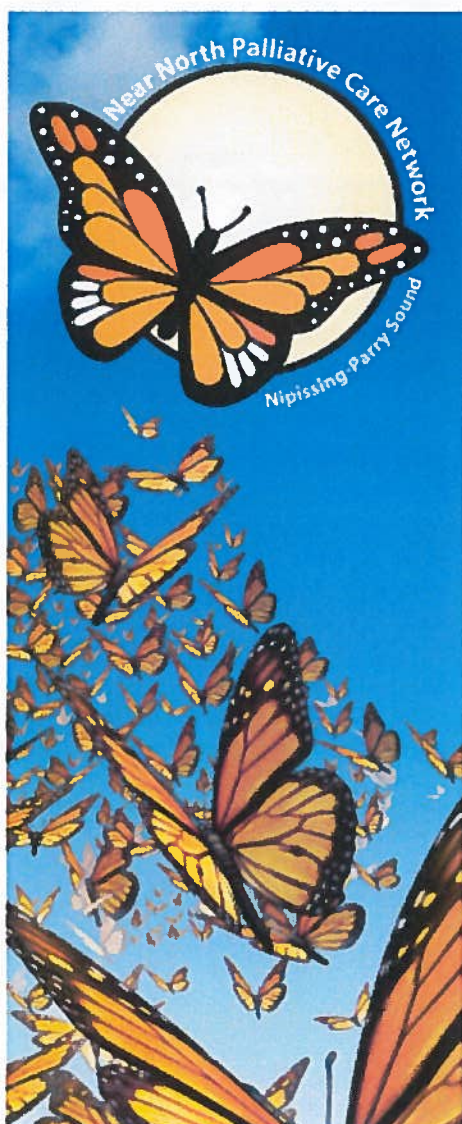
Please contact Assessment Review Board at arb.registrar@ontario.ca for any further questions.

Sincerely,



Mira Gamsa
Director of Operations
Tribunals Ontario

c. Kelly Triantafilou, Registrar, Assessment Review Board



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11th Annual

Live Butterfly Release *Online!*

Saturday July 11 2020

Livestreaming 12 noon from St. Joseph's Motherhouse. We will release the butterflies on your behalf. Stay home and stay safe!

Help create the butterfly swarm!

Any amount you donate to the cause of Palliative Care is appreciated.

We depend on your support to serve our community all year through!

Donations accepted until July 11 and after the event.

To Donate:

705-497-9239 | office@nnpcn.com

Near North Palliative Care Network
2025 Main Street West, North Bay, ON P1B 2X6



**...or donate
online right
now!**

<http://nnpcn.com/live-butterfly-release-a-celebration-of-life/>

<https://www.canadahelps.org/en/charities/near-northpalliative-care-network-nipissing-parry-sound/>

A Celebration of Life

NNPCN has been providing free visiting hospice palliative care and grief support in this community since 1987. Please donate generously.



**MEMORANDUM OF UNDERSTANDING MEETING
MUNICIPALITY OF TEMAGAMI AND TEMAGAMI FIRST NATION
MINUTES**

**Friday, February 21, 2020 9:30a.m.
Bear Island, Lake Temagami**

PRESENT:	Chief	P. Arnold
	Chief	R. Becker
	Councillor	W. Potts
	Executive Director	V. Paul
	Lands and Resources Director	R. Koistinen
	Assistant Lands & Resources Director	M. Molyneaux
	Mayor	D. O'Mara
	Councillor	B. Leudke
	Councillor	J. Harding
	Treasurer Administrator	C. Davidson
	Municipal Clerk	S. Fournier
	By-Law Officer	D. Bell
	Deputy Treasurer	S. Pandolfo,

1. OPENING MEETING

Chief P. Arnold called to meeting at 9:30 a.m.

2. OPENING PRAYER

A Opening Prayer was performed by M. Molyneaux

3. ADOPT AGENDA

The MOU agenda dated February 21, 2020 be adopted as amended.

4. BUSINESS

4.1 The Encroachment By-Law

It was recommended that the Encroachment name be replace with a more considerate title/wording and that Temagami Access Point be exempt from the by-law.

4.2 Temagami Access Point Mine Landing Update

It was recommended to develop a corporation between Temagami First Nations and the Municipality of Temagami with a goal towards joint ownership of the Access Landing Property.

4.3 Temagami Access Road

The subject of access to the Lake Temagami Access Rd from various access points as may be required by TFN outside of the scope of the Mine Landing. C. Davidson advised that all access would be reviewed to ensure site lines and safety are

maintained before an access point/driveway would be approved. This falls in line with the municipal practice for all driveways and all access throughout the Municipality entering onto Municipal Rds.

4.4 Waste Management/ Briggs Dump

It was noted by C. Davidson that a motion will be draft at the next regular Council meeting of the approves in principal a Municipal Type Service Agreement with Temagami First Nation for the provision of waste and recycling and that staff be directed to include particulars in the 2020 Municipal Budget.

4.5 Broadband Update

This was provided by D. O'Mara as information only.

4.6 Still Standing TV production

The CBC show "Still Standing" has expressed an interest in doing and episode on Temagami. D. O'Mara reported that "Still Standing" contact information was forwarded to V. Paul.

4.7 Long Term Care

M. Molyneaux suggested Long Term Care Facilities development in Temagami for TFN seniors. A suggestion was to build a facility on the land near OPP station. Another suggestion included a joint venture with the School Board which would utilize and develop the existing public school. The school is under-utilized and could support a change of use which could assist the school board in the practical use of the land, thereby filling two needs.

4.8 Sewage Pump

It was recommended a letter of support from the Municipality in regards to the continued waste transfer required for Lake Temagami properties.

5. NEXT MEETING

Friday, March 27th at 6:30

Location: Bear Island

6. MOTION TO ADJOURN

This meeting adjourn at 12:22 p.m.

7. CLOSING PRAYER

A Closing Prayer was performed by M. Molyneaux.



MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – WEDNESDAY APRIL 22, 2020
1:30 PM VIA TELECONFERENCE**

MEMBERS PRESENT:

Councillor Mac Bain – (North Bay)
Mayor Dean Backer (East Nipissing)
Councillor Terry Kelly (East Ferris)
Councillor Mark King - Chair (North Bay)
Councillor Chris Mayne (North Bay)
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami)
Councillor Dan Roveda Vice Chair (West Nipissing)
Councillor Scott Robertson (North Bay)
Representative Amanda Smith (Unincorporated)
Mayor Jane Dumas (South Algonquin)
Councillor Bill Vrebosch (North Bay)

REGRETS:

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
Justin Avery, Manager of Finance
Stacey Cyopeck, Manager, Housing Programs
Pierre Guenette, Manager, Housing Operations
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment

Dave Plumstead, Manager Planning, Outcomes & Analytics
Dawn Carlyle, Project Manager

CALL TO ORDER

The regular Board Meeting was called to order at 1:31 PM by Chair Mark King.

DECLARATION OF CONFLICTS OF INTEREST

Representative Amanda Smith declared a conflict with item 8.3 as her employer is named in the report.

ADOPTION OF THE ROLL CALL

Resolution No. 2020-54-A

Moved by: Councillor Bill Vrebosch
Seconded by: Councillor Dave Mendicino

That the Board of Directors accepts the Roll Call as read for the Regular Board meeting of April 22, 2020.

Carried.

CHAIR'S REMARKS

The Chair indicated that through the Zoom meeting, anyone wishing to get his attention should either raise their hand or use their voice to get his attention. He reviewed the process for the Consent Agenda. The Chair thanked staff for their hard work, indicating that DNSSAB was ahead of the pack with the changes involved in the pandemic planning. He recognized the front line workers and the challenging situations they face. He also thanked the CAO and senior staff, and all employees for working so well together, adding he is impressed with the resilience of everyone and that we will be stronger and more efficient when this is all over.

ADOPTION OF THE AGENDA

Resolution No. 2020-54-B

Moved by: Councillor Bill Vrebosch
Seconded by: Councillor Dave Mendicino

That the Board accepts the agenda for the Regular Board meeting of April 22, 2020.

Carried.

APPROVAL OF MINUTES

Resolution No. 2020-55

Moved by: Councillor Terry Kelly

Seconded by: Councillor Scott Robertson

***Resolved* THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of March 18, and the Emergency Meeting of March 25 2020.**

Carried.

Delegations

There were no delegations.

CAO VERBAL UPDATE

Resolution No. 2020-56

Moved by: Councillor Chris Mayne

Seconded by: Councillor Mac Bain

That the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for April 22, 2020.

CAO Catherine Matheson thanked the chair for the accolades for the team, adding she is most impressed by the Board's diligence and compassion, and thanked staff as well. She indicated that as this is our first round under the new governance structure to get us to strategic conversations and move routine items quickly. She informed that since the pandemic started, the Emergency Operations Committee (EOC) made up of the senior team has been meeting every weekday morning from 8-9:00 AM. There are meeting with the entire staff every Friday afternoon so that they can ask questions. She invited the Chairs of the Boards to attend as well. Most staff are working remotely. Corporate Services Director Melanie Shaye engages with staff daily by email at 3:00 PM. Information is flowing rapidly and services managers are offering their insights as things change. Government relations continue through meetings at least three times a day. The challenges being witnessed are the different funding related to COVID-19 between the federal and provincial governments. NODSA meets regularly as does other relevant groups such as AMO and OMSSA.

She indicated there is not a great increase in activity for support through Ontario Works. The Province has temporarily reduced its reporting requirements. As we move to the recovery stage, Ontario Works will be under pressure to catch up. She indicated a report on a pay direct policy for landlords and tenants will be brought before the Board soon. Michelle Glabb is working on this with an advisory board.

Child care has been receiving good media coverage. An emergency centre has been opened in North Bay and today there are 60 applications for emergency child care paid by the Province. More spaces will be opened as soon as possible. Lynn Demoré Pitre is working with providers as it is their decision to provide services, and she is working to have more home-based spaces open as well.

EMS is not seeing an increase in call volume. This is common throughout the province.

NDHC continues to turn over units to make them available. Staff there are also conducting wellness checks on tenants.

Corporate Services is working on the COVID Response. The audit will go ahead with a report in May. There have been no grievances.

Housing Services has been exceptionally busy in working with partners for a facility for the homeless. This is an area where service has increased. The Pete Palangio double rinks area has been offered by the city, allowing one rink for isolation purposes. Nipissing Mental Health and Housing Support Services in managing this response extremely well with about 35 people attending the shelter on a regular basis, which is telling in that there wasn't this type of shelter pre-pandemic.

There was discussion on the impact of CERB on EI or OW and whether overpayments could cause problems later for recipients. Michelle Glabb indicated that we are monitoring this.

There was discussion of opening emergency child care spaces in West Nipissing. Lynn indicated staff there are just waiting to be trained and that she is working with providers in Mattawa to garner interest in opening emergency spaces there.

Carried.

CONSENT AGENDA - Reports for Information Only
Resolution No. 2020-57

Moved by: Councillor Terry Kelly

Seconded by: Representative Amanda Smith

That the District of Nipissing Social Services Administration Board (DNSSAB) receives Consent Agenda Items 7.1 to 7.7 for information purposes only.

7.1 FA01-20 COVID-19 Leadership Update

7.2 FA02-20 DNSSAB COVID-19 Response – Corporate Services

7.3 SSE02-20 DNSSAB COVID-19 Response – Ontario Works

7.4 CS01-20 CCS DNSSAB COVID-19 Response - Child Care Services

7.5 HS07-20 DNSSAB COVID-19 Response – Housing Services – Programs

7.6 HS11-20 DNSSAB COVID-19 Response – Housing Services – Operations

7.7 EMS01-20 DNSSAB COVID-19 Response- EMS

Carried

MANAGERS REPORTS

HS08-20 COVID-19 Emergency Procurement-Emergency Shelter Resolution No. 2020-58

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Mac Bain

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts this report in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB Procedural Bylaw 2020-01 and formally authorizes the purchase of services with NMHHSS for the provision of a COVID Responsive Emergency Shelter in the City of North Bay.

Housing Programs Manager Stacey Cyopeck outline why the move from the YMCA location to the Pete Palangio Arena was necessary, adding the release of people from incarceration due to the pandemic has put pressure on the system. She outlined details in her report about staffing requirements and how the shelter is being funded. She thanked the city of North Bay for offering the space so quickly and to everyone who worked to prepare the site so quickly. Kudos were also offered to DNSSAB and NDHC staff for their assistance.

FA03-20 Emergency Disbursement of Social Services Relief Fund – Process for Disbursement Resolution No. 2020-59

Moved by: Councillor Scott Robertson

Seconded by: Councillor Chris Mayne

It is recommended that the Board receives this update on the provincial Social Services Relief Fund (SSRF), and approves the identified process and areas of need for disbursing the funds in the community.

Dave Plumstead indicated how this report provides information about how the funds are getting out into the community and the following report seeks the Board's approval for this disbursement. He touched on the processes for gathering information through a survey of community partners and the meetings to determine the allocation of funds. He also indicated how the Purchasing Policy allows for such disbursements in an emergency situation.

Carried

[Representative Amanda Smith was put in the Zoom waiting room as she had previously declared a conflict with the following item.]

**FA04-20 Disbursement of Social Services Relief Fund- Approval of Disbursement
Resolution No. 2020-60**

Moved by: Councillor Mac Bain

Seconded by: Councillor Dave Mendicino

Recommendation

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves report FA04-20 outlining the recommended disbursement of \$456,050 in funds from the provincial Social Services Relief Fund; and

That the District of Nipissing Social Services Administration Board (DNSSAB) advise the provincial and federal government of the demonstrated additional need for COVID-19 emergency funding valued at \$318,256 to support the emergency services requirements in the Nipissing community social services sector for the period ending April 30th, 2020.

Stacey Cyopeck indicated the total disbursements are outlined at the end of the report. She explained the weighting of the requests with food and PPEs being rated higher. The funding also provides for the third month of operation of the emergency shelter – one gap that will remain at the end of the pandemic. Work will continue to secure funding for this.

Confirmation was given that the North Bay Food Bank received all the funding that it requested.

[Amanda Smith was returned to the meeting room.]

IN-CAMERA

Resolution No. 2020-61

Moved by: Councillor Bill Vrebosch

Seconded by: Councillor Dave Mendicino

That the District of Nipissing Social Services Administration Board (DNSSAB) moves in-camera at 2:35 PM to discuss a personnel issue.

*****In-camera minutes are filed separately*****

ADJOURN IN-CAMERA

Resolution No. 2020-62

Moved by: Councillor Chris Mayne

Seconded by: Mayor Dan O'Mara

Resolved THAT t the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at 2:43 PM.

Carried.

Approve In-Camera

Resolution No. 2020-63

Moved by: Councillor Dan Roveda

Seconded by: Councillor Dave Mendicino

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the action/direction resulting from the in-camera discussion.

Carried.

NEW BUSINESS

Members Dean Backer and Jane Dumas mentioned there may be funding through the United Way that is geared to people 55 and over.

NEXT MEETING DATE

Wednesday, April 22 starting at noon via videoconference.

ADJOURNMENT

Resolution No. 2020-64

Moved by: Councillor Scott Robertson

Seconded by: Councillor Terry Kelly

RESOLVED that the Board meeting be adjourned at 2:47 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

COMMITTEE OF THE WHOLE – COMMUNITY SERVICES COMMITTEE MEETING WEDNESDAY APRIL 22, 2020 12:00 PM VIA TELECONFERENCE

MEMBERS PRESENT:

Mayor Dean Backer (East Nipissing)
Councillor Mark King - Chair (North Bay)
Councillor Chris Mayne (North Bay)
Councillor Dave Mendicino (North Bay)
Councillor Dan Roveda Vice Chair (West Nipissing)
Councillor Scott Robertson (North Bay)
Representative Amanda Smith (Unincorporated)
Mayor Jane Dumas (South Algonquin)
Councillor Bill Vrebosch (North Bay)

REGRETS:

Councillor Mac Bain – (North Bay)
Mayor Dan O'Mara (Temagami)
Councillor Terry Kelly (East Ferris)

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
Michelle Glabb, Director of Social Services and Employment
Stacey Cyopeck, Manager, Housing Programs
Pierre Guenette, Manager, Housing Operations
Jason Corbett, Contract Specialist
Dawn Carlyle, Project Manager

CALL TO ORDER

The Community Services Committee was called to order at 12:06 PM by Chair Dan Roveda. The Chair commended all staff for pulling together to do a remarkable job under unusual circumstances.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared.

ADOPTION OF THE AGENDA

Recommendation

That the Committee of the Whole accepts the agenda for the Community Services Committee of April 22, 2020.

Carried.

CONSENT AGENDA

Reports for Information Only

Recommendation

That the Committee receive for information purposes Consent Agenda item 5.1.

5.1 CS02-20 Emergency Child Care Services

This report describes the actions taken by the Children's Services Department in response to the COVID-19 pandemic and emergency childcare services for essential workers. This report is brought to the Board for information purposes only.

There was a question about whether any of the operations altered their hours of operation. Director of Children's Services Lynn Démoré Pitre explained the centre based YMCA Woodland Site has extended hours to 6:30 am to 7 pm. Additional staff have been hired to accommodate the extended hours. Some home based providers have extended hours to include evenings, weekends and some holidays. Additional staff must be recruited to accommodate further extended hours. There is a plan in place to do this through the registry.

Carried.

MANAGERS REPORTS

CS03-20 Emergency Child Care Services – Child Care Space Priority Access Policy

Recommendation

That the District of Nipissing Social Services Administration Board accept and endorse the

Emergency Childcare Services Child Care space Priority Access Policy, attached as Appendix A.

Lynn Démoré Pitre explained how the policy was created, how the March survey informed the policy and that families should be accommodated according to needs. At the time, the health care sector indicated the greatest need. Both parents must be working outside of the home to qualify for emergency child care. The qualified applications for emergency child care were accepted on a first come, first served basis. Priority one went to health care workers and child care workers, the latter was included to remove any barriers preventing early years and child care workers from working in the emergency child care settings. Priority two includes all other essential workers. The centre based spaces are full of priority one families. Formal approval of this policy was requested.

Carried.

[Mark King joined by phone]

HS10-20 Reaching Home 2020-21 – RFP**Recommendation**

That the District of Nipissing Social Services Administration Board (DNSSAB) approves the report HS10-20 and authorizes the recommended disbursement of funds for the Reaching Home 2020-21 fiscal year.

The federal funding is aimed at reducing homelessness in the district. It is provided through the community entity (DNSSAB). Decisions about how to use the funding is decided collaboratively with the Nipissing District Housing and Homelessness Partnership (CAB). Three proposals were submitted as outline in the report.

Carried.

OTHER BUSINESS

There was clarification by the recording secretary that the meeting was being recorded for minute taking purposes only.

Next Meeting Date

Wednesday, April 22 at 1:30 PM - DNSSAB Board to meet electronically.

ADJOURNMENT

Moved by: Councillor Bill Vrebosch

Seconded by: Councillor Scott Robertson

That the Community Services Committee meeting be adjourned at 12:29 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



Corporation of the Municipality of Temagami

Memo No.
2020-M-064

Memorandum to Council

Subject: Report from Treasurer/Administrator

Agenda Date: June 25, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receive the report from the Treasurer/Administrator dated June 25, 2020.

INFORMATION

ICIP Green Funding and Water Capital

We received word last week that we were not approved for the application made to the ICIP Green Fund. In this we had applied for funding for items on OCWA's capital request list in Temagami South totaling over \$2 million.

As we are having a representative from OCWA attend the meeting on June 25th, at our July 16th meeting Staff will prepare a recommended response to OCWA's capital listing for 2020. Simply put, most cases the recommended response will be that we will continue to pursue funding opportunities for these items but they are outside of our financial capabilities at the present.

Server

Due to a power outage, we had some issues with our server. These have been rectified but it did take us out of commission from a computer point of view for a day. That day we did have a bit of a Team Building exercise and tended to the gardens around the Municipal Office. We have a section with vegetables and have added perennials to others.

Working Groups and/or ad hoc committees

As noted at the last meeting, we have started with the information exchange portion of our Waste Management Master Plan, our Service Delivery Review and are about to start the Official Plan Review with the one window consultation process with the Province. As we move forward with these, Council can either act as a group and call special meetings as required to consider different options or Council could establish working groups and/or ad hoc committees to hold meetings and report back to Council. Later in the meeting there is a notice of motion presented for Council's consideration but that could be time to establish working groups should that be the route Council wishes to take.

Respectfully Submitted:

Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memo No.
2020-M-065

Memorandum to Council

Subject: Ground Testing – Parkwood Lane

Agenda Date: June 25, 2020

Attachments: Executive Summary;
Map

RECOMMENDATION

BE IT RESOLVED THAT Council receive the executive summary of the ground testing report completed by Shaba Testing Services Ltd. for the Parkwood Lane area.

INFORMATION

As part of the 2019 budget, there was testing completed in the Parkwood Lane area for the purpose of determining the cost of providing water service to those properties that do not presently have access to this service. The results of the testing indicate that it would cost in the neighbourhood of \$500,000 to extend the services to the property lines of the four properties that presently have a residence serviced by a private well. Shaba Testing also notes that, in their opinion, there is little anticipated capital recovery of this cost through the sale of future lots since the soil conditions and topography make the area not marketable.

If the area was more conducive to future lot development then it would be appropriate for the municipality to carry an unfinanced capital outlay into future years which would be recovered as the lots were sold. Presently, in addition to water services, wastewater and road services would also need to be extended, the cost of which has not been calculated due to the marketability of the area.

Staff have not yet explored the possibility of the benefitting landowners covering the project cost. In other cases, municipalities have fronted the cost and charged a local improvement charge on the benefitting landowners. Staff have not investigated the potential of local improvements as of yet for this project.

As noted in the budget document, this project has not been included in 2020 capital projects and there are no plans to include further spending in this area due to the cost of servicing being \$125,000 per property.

The full report is available for viewing at the municipal office.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator

MUNICIPALITY OF TEMAGAMI PRELIMINARY DESIGN REPORT ON THE PROVISION OF WATER SERVICES TO RESIDENCES ON PARKWOOD LANE

EXECUTIVE SUMMARY

Shaba Testing Services Ltd. was engaged by the Municipality of Temagami to conduct and engineering study of the feasibility of providing water services to two (2) residences on Parkwood Lane, located ± 120 m west of the intersection of Parkwood Lane and Hwy 11; as well as the possibility of servicing two (2) additional residences, located at the end of Parkwood Lane, a distance of ± 220 m west of the intersection at Hwy 11. A summary of the investigation, including observations and conclusions has been prepared and is provided herewith in the form of a Preliminary Design Report.

The following is an Executive Summary of the Preliminary Design Report.

A field review of the area to be investigated was held in late September 2019 with a representative of Shaba Testing Services Ltd. and the Municipal Director of Public Works. Various options for extending a waterline to service the subject residences were suggested by the Director of Public Works and reviewed in the field. These waterline alignment options are highlighted in colour and are presented on Drawing No. 1 as part of the Preliminary Design Report. Drawing No. 2 provides preliminary profiles of the existing ground, rock line and proposed waterline options.

A Geotechnical Investigation consisting of rock probes to establish the depth of bedrock along the waterline alignment options was carried out. Two (2) separate Geotechnical Reports were prepared and are included in Appendix 'B' as:

- i. *'Geotechnical Investigation – Proposed Parkwood Lane Municipal Services', December 2019, and*
- ii. *'Geotechnical Investigation – Harmony Avenue Municipal Services, February 4, 2020'.*

These Geotechnical Reports are attached as Appendices to the Preliminary Design Report.

The waterline alignment options investigated are described as:

Option 'A' – Located on Parkwood Lane, from ± 55 m west of Hwy 11, to ± 125 m westerly on Parkwood Lane (Highlighted in Blue).

Option 'A-1' – Located on Parkwood Lane, from ± 125 m west of Hwy 11 – the west limit of Option 'A', to ± 220 m westerly, at the end of Parkwood Lane (Highlighted in Green).

Option 'B' – Located at the west limit of Sunset Crescent, ± 125 m west of Hwy 11, at Lot # 16, to ± 50 m southerly to Harmony Avenue and ± 115 m west of Hwy 11, at the rear of Lots # 10 and # 12 (Highlighted in Purple).

Option 'C' – Located on Harmony Avenue, from ± 35 m west of Hwy 11, to ± 115 m westerly to Lots # 10 and 12 (Highlighted in Red).

Option 'D' – located ± 110 m west of Hwy 11 at the west limit of Option 'C' on Harmony Avenue, to ± 200 m westerly, ± 50 m southerly and ± 17 m westerly on Parkwood Lane (Highlighted in Yellow).

A discussion of the Waterline Options, Advantages, Disadvantages and Costs is provided as Table 'A' in the report. Highlights of Table 'A' are summarized as follows:

Option 'A' (Blue) – Estimated Cost: \$207,170.31*. It is concluded that this Option is '**Not Constructible**' due to the proximity of existing buildings, utilities and services to the proposed work. The right of way on Parkwood Lane is less than 5 m wide and the blasting for rock excavation would be within two (2) m of the Legion Building on the south and less than five (5) m from sanitary sewer and gas lines on the north. In addition, there would not be enough room for an excavator to work. The estimated cost* is based on typical unit prices for rock in trench excavation. In this case, the rock would have to be 'chipped' in lieu of blasting, therefore, the price would increase from \pm \$250 per cubic meter to well over \$1,000 per cubic meter. In any event, there is insufficient clearance to carry out the work so this Option is deemed '**Not Constructible**'.

Option 'A-1' (Green) – Estimated Cost: \$220,387.50. This Option is provisional upon Option 'A' proceeding. Since Option 'A' is determined to be 'Not Constructible', Option A-1 becomes redundant.

Option 'B' (Purple) – Estimated Cost: \$258,884.38*. This Option requires that the Municipality obtain an Easement on Lot # 16 to construct the waterline. The work involves construction in either rock or a deep organic deposit. With the exception of the Sunset Crescent intersection, there are no utilities or Municipal infrastructure to contend with.

*(Includes an estimated \$30,000 for obtaining an Easement).

Option 'C' (Red) – Estimated Cost: \$255,422.50. This Option involves significant rock excavation as well as the crossing of existing services (sanitary sewer) at the east limit of the work. It is likely that some existing water and sewer services will have to be taken out of service during blasting operations, so the provision of temporary servicing may be required.

Option 'D' (Yellow) – Estimated Cost: \$250,931.25. This is a provisional Option for servicing two (2) residences at the west end of Parkwood Lane. The majority of the work would be in rock or a deep organic deposit. The work would be carried out within a presumed Municipal Right of Way and there are no conflicting utilities or Municipal services.

(Note: Water service laterals are provided to the property limit. The extension of the services from the property line in to the building unit would be the responsibility of the owner).

A detailed breakdown of costs for each servicing option is provided in Appendix 'A'.

In conclusion, there is no simple, straightforward or economical means of extending water servicing to the subject residences on Parkwood lane. While Options 'B', 'C' and 'D' are feasible, they are all very costly (\pm \$250,000 range). In addition, there is little anticipated capital recovery of this cost through the future sale of lots, since due to soil conditions and topography, the area is not considered marketable.

The provision of water servicing notwithstanding, It would be advantageous for the Municipality to pursue an Easement on Lot #16 in order to gain proper access to the drainage ditch for maintenance work.

In regard to future assignments, it would be very helpful if the Municipality could compile an inventory of existing engineering drawings of water and sewer servicing in the Temagami Townsite.

SHABA TESTING SERVICES LTD.

February 25, 2020



Option 'A'	(\$207,170.31)*
Option 'A-1'	(\$220,387.50)
Option 'B'	(\$258,884.38)
Option 'C'	(\$255,442.50)
Option 'D'	(\$250,931.25)

* (Not Constructible)

Figure 1
Schematic of Waterline
Options and Costs



Corporation of the Municipality of Temagami

Memo No.
2020-M-066

Memorandum to Council

Subject: Summary of Legal and Integrity Commissioner Fees

Agenda Date: June 25, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receive the summary of Legal and Integrity Commissioner Fees for the period from January 1, 2019 to May 31, 2020.

INFORMATION

Following this text is a summary of fees paid for legal and Integrity Commissioner services from January 1, 2019 to May 31, 2020. The fees have been categorized by type of service and by who the fees were paid to.

Of note, further to the direction provided by Council, the costs of the Code of Conduct complaints received amounted to \$37,504.40. Included in this fee are the two Code of Conduct complaints that were reported on at the March 12, 2020 meeting as well as the one that was initiated by a Ratepayer since, as reported in the report, the three complaints utilized the same investigation reports.

There was an increase in the fees related to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This is partly due to the direction Staff received in June that we were no longer to be involved in the handling of MFIPPA requests but to forward these to our lawyers. This direction could be altered by Council resolution with, perhaps, Staff receiving the MFIPPA requests, preparing a report for Council to consider in closed session (as required by Section 239 (3) of the Municipal Act 2001, as amended) and then Council could either approve the recommendation or refer to legal advice at that point. With this, Council would still be the 'Head' as it relates to MFIPPA but it would be a more timely and less costly method to proceed.

Costs related to MFIPPA also include amounts regarding claims filed with the Privacy Commissioner which have yet to be resolved.

Respectfully Submitted
Craig Davidson
Treasurer/Administrator

Summary of Legal and Integrity Commissioner Costs		
From January 1, 2019 to May 31, 2020		
Subject	Supplier	Total
2017 Harassment	Wishart Law	\$ 27,526.89
2019 Harassment	E4m	\$ 18,193.92
	Wishart Law	\$ 14,147.28
		\$ 32,341.20
Code of Conduct Complaint	E4m	\$ 32,076.77
	Wishart Law	\$ 5,427.63
		\$ 37,504.40
Employment Matters	Wishart Law	\$ 1,648.77
MFIPPA	Wishart Law	\$ 43,852.75
Councillor Advice	E4m	\$ 328.69
Election Compliance Audit Committee	E4m	\$ 282.76
Audit Letters	Robert Hickman	\$ 45.79
	Wishart Law	\$ 76.32
		\$ 122.11
Sale of Land	Kemp Pirie	\$ 752.01
Zoning Compliance	Loopstra Nixon	\$ 23,255.09
Procedural By-Law	Wishart Law	\$ 435.89
	Total	\$ 168,050.56



Corporation of the Municipality of Temagami

Memo No.
2020-M-071

Memorandum to Council

Subject: Joint Corporation

Agenda Date: June 25, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council direct Staff to continue to work with Temagami First Nation to establish a Joint Corporation for the possible ownership and management of the Lake Temagami Access Point.

INFORMATION

Presently, the Municipality has a Land Use Permit (LUP) for the parking area located at the Lake Temagami Access Point. This LUP expires on December 31, 2021. We have had some discussions with Temagami First Nation and the Ministry of Natural Resources and Forestry regarding the future ownership and, by extension, management of this site. Staff believe that the best option for the future of this site is for it, apart from a portion deemed to be an 'Addition to the Reserve', be owned jointly by Temagami First Nation and the Municipality of Temagami. To facilitate this, a Joint Corporation could be formed to hold the ownership and develop policies, rental rates and enforcement of the Lake Temagami Access Point. Council would appoint half the Directors to this Joint Corporation which would operate 'at an arm's length' from Council.

Section 203 of the Municipal Act, 2001, as amended, provides Municipalities with the authority to establish corporations. This authority is further defined through Ontario Regulation 599/06. In this regulation, Municipalities are able to form joint corporations with other public sector entities. Public sector entities as a municipality, the Crown in right of Ontario or the Crown in right of Canada or a combination. For clarity, one of the steps would be to correspond with the Minister of Municipal Affairs and Housing to ensure a First Nation Community is also considered a public entity for the purposes of this regulation.

As well, Regulation 599/06 provides the ability to establish an Economic Development Corporation. Part of the services that could be delegated to this type of Corporation is general parking facilities. As such, Council could establish an Economic Development Corporation who would then establish the Joint Corporation with Temagami First Nation. This would be advantageous should Council want to expand community operations into areas that can be handled by an Economic Development Corporation. Among these are the provision of culture and heritage systems, facilities for amusement, conventions or visitors' bureaus, provision of residential housing, provision of public transportation sites in addition to more traditional economic development and community improvement initiatives.

Regardless the structure on the Municipal side, the Joint Corporation would be responsible for the Lake Temagami Access Point from the perspective of planning, creating parking areas, creating appropriate fees (including enforcement).

From our initial discussions it appears that both Temagami First Nation and the Ministry of Natural Resources and Forestry are open to proceeding in this regard for the future of the Access Point and the partnership that can be created.

Respectfully Submitted
Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2020-M-063

☒ **Staff
Committee**

Subject:	Trapper Trading Post Liquor Sales on Statutory Holidays
Agenda Date:	June 25, 2020
Attachments:	E-mail from Anne Siegner, Trapper Trading Post

RECOMMENDATION

BE IT RESOLVED THAT Council provide authorization to the LCBO, located at 2890 Highway 11 North in Marten River, Ontario (Trapper Trading Post), to be open during the following Statutory Holidays in 2020: Canada Day, Civic Holiday, Labour Day, Thanksgiving and Boxing Day.

AND FURTHER THAT Council direct Staff to prepare a letter to Trapper Trading Post advising of this approval.

INFORMATION

On June 15, 2020, Municipal staff received correspondence from Anne Siegner, owner of Trapper Trading Post, requesting a letter from the Municipality providing authorization to be able to be open during the statutory holidays noted above.

This has been requested by the Liquor Control Board's Convenience Outlets Team.

Prepared by:
Sabrina Pandolfo,
Deputy Treasurer

Sabrina Pandolfo

From: Purchasing <trappertrading@ontera.net>
Sent: Monday, June 15, 2020 3:58 PM
To: Sabrina Pandolfo
Subject: Fw: LCBO Operator Statutory Holiday Openings Letter of authorization Request

From: [Purchasing](#)
Sent: Monday, June 15, 2020 2:56 PM
To: craig.d@temagami.ca
Cc: progects@temagami.ca
Subject: Fw: LCBO Operator Statutory Holiday Openings Letter of authorization Request

Hello Craig,

We have received a request for a letter from the Municipality authorizing us to have our LCBO open on the below statutory holidays. Would we be able to get a letter of authorization from the Municipality. The Statutory Holidays that need too be outlined in the letter are as follows;

Canada Day
Civic Holiday
Labour Day
Thanksgiving
Boxing Day

We thank you for your time.

Anne Siegner
Trapper Trading Post
2890 Hwy 11N
Marten River, ON
POH1T0
705-892-2374

From: [Convenience Outlets](#)
Sent: Friday, June 12, 2020 9:22 AM
To: Undisclosed recipients:
Subject: Operator Statutory Holiday Openings

Dear Operators,

LCBO Agency and Convenience Outlet Operators are required to contact their local Municipal Authority to get approval to sell beverage alcohol on the following holidays:

Holiday	2020	Approval
Canada Day	Wednesday, July 1, 2020	Municipal Approval Required
Civic Holiday	Monday, August 3, 2020	Municipal Approval Required
Labour Day	Monday, September 7, 2020	Municipal Approval Required
Thanksgiving	Monday, October 12, 2020	Municipal Approval Required
<u>Christmas Day</u>	<u>Friday, December 25, 2020</u>	<u>Cannot sell beverage alcohol</u>
Boxing Day	Saturday, December 26, 2020	Municipal Approval Required
<u>New Year's Day</u>	<u>Friday, January 1, 2021</u>	<u>Cannot sell beverage alcohol</u>

Once you have received approval, please send a copy to ConvenienceOutlets@lcbo.com.

If you choose to close your store for the holidays listed above, no action is required.

Thank you,
Convenience Outlets Team

www.lcbo.com
www.vintages.com

Please discover and serve our products responsibly.

Disclaimer:

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Version française.

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Corporation of the Municipality of Temagami

Memo No.
2020-M-070

Memorandum to Council

☒ **Staff**

Subject: Temagami Community Market – Donation Request

Agenda Date: June 25, 2020

Attachments: Donation Request Letter from Living Temagami

RECOMMENDATION

BE IT RESOLVED THAT Council approve the donation request from the Temagami Community Market with the understanding that if the tents are required for a municipal event that it will be given precedence.

AND FURTHER THAT staff assist The Temagami Community Market with developing ways to become more self-sufficient.

INFORMATION

The Temagami Community Market started in the summer of 2009 as a pilot project to draw people into the downtown core of Temagami. The Initial objective of the market was to draw residents and visitors from the lake into town and to attract people driving by on Highway 11. Not only was this accomplished, but the Temagami Community Market also created a wonderful social atmosphere for residents and visitors alike.

In 2010 the Temagami Community Market was turned over to and operated by the vendors, with Dianne Laronde in the lead, for the past 10 years. This year, we received word that (10 year market manager) Dianne Laronde was stepping down in her role. Living Temagami has stepped up to the plate and agreed to manage the market moving forward.

The Municipality has provided support to the Market throughout the 11 years of operation through in kind donations, labour, use of equipment and monetary. Originally, when started by the Municipality of Temagami, the Market was supposed to eventually become self-sufficient.

The request from this year, through Living Temagami, is for the following items:

- Permission to hold the Community Market on Municipal property, the Temagami Train Station.
- Donation of the Insurance Coverage for the property during the markets.
- The donation of staff time to erect and dismantle tents.
- Allow for the closure of part of Railway Road (between Home Hardware's lumber yard entrance and the Temagami Train Station Parking Lot) on every Saturday in July & August and the first Saturday in September.
- The use of garbage bins, 2 white marquee tents, 1 blue marquee tent and barricades.

The Insurance cost for the event would be \$250.00 for the season. Our current rate for tent rentals is \$30 per event for Non-Profits, \$50 for set up of a tent, and \$50 for takedown of a tent. The total in kind donation costs for 10 markets would be minimum of \$1450.

The set up and take down fees for the tents do not accurately represent the cost to the municipality. The hourly rate for labour is charged out at \$40 per hour and it takes 4 guys approximately one hour to set up one of the marquee tents.

Prepared by: Sabrina Pandolfo, Deputy Treasurer

Temagami Community Market
Temagami Ontario
POH 2HO

June 17, 2020

Municipality of Temagami
7 Lakeshore Drive
P.O. Box 220
Temagami, Ontario
POH 2HO

RE: REQUEST FOR DONATION 2020 TEMAGAMI COMMUNITY MARKET

Mayor and Council

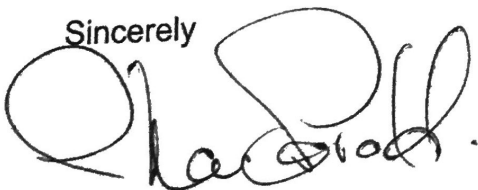
Living Temagami is in the process of taking over the management of the Temagami Community Market. The previous Market Manager, Dianne Laronde, has been doing it for multiple years and is stepping down from her role. In previous years the Municipality of Temagami has made some very generous donations to the Temagami Community Market.

For the 2020 Market, we are asking the Municipality for donation of the following items:

1. Permission to hold the Community Market on Municipal property, the Temagami Train Station.
2. Donation of the Insurance Coverage for the property, during the markets.
3. The donation of Public Works/Parks and Recreation time to erect and dismantle tents at the beginning and end of the season.
4. Allow for the closure of part of Railway Road (between the Home Hardware yard entrance and the Temagami Train Station Parking Lot) on every Saturday in July & August and the first Saturday in September.
5. The use of garbage bins, 2 white marquis tents, 1 blue marquis tent and barricades.

We thank you In advance for your consideration in this matter and we hope to hear from you soon.

Sincerely



Dave MacDonald
Living Temagami

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW No. 20-1508

Being a by-law to adopt the estimates of all sums required during the year 2020 for the purposes of the Corporation of the Municipality of Temagami.

WHEREAS Section 290 (1) of the Municipal Act, S.O. 2001, c25 as amended, provides that for each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami has considered the estimates of the Municipality and deemed it necessary that the following estimated sums be raised for the year;

DEPARTMENT	2017 EXPENSES
GENERAL GOVERNMENT	\$ 1,099,800
PROTECTION TO PERSONS & PROPERTY	769,420
TRANSPORTATION SERVICES	912,427
ENVIRONMENTAL SERVICES	924,387
HEALTH SERVICES	762,100
SOCIAL & FAMILY SERVICES	1,279,286
RECREATION & CULTURAL SERVICES	404,050
PLANNING & DEVELOPMENT	263,500
CAPITAL	1,245,375
TOTAL	\$ 7,660,342

AND WHEREAS the estimated revenues from sources other than taxation for general municipal purposes is \$3,680,087;

AND WHEREAS the money estimated to be levied by taxation for general municipal purpose and Payments in Lieu of taxes is \$3,980,255;

Initials:

_____ Mayor

_____ Clerk

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

1. That the Municipality hereby adopts the estimated Revenues and Expenditures for the year 2020;
2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law;
3. That this bylaw shall come into force and take effect upon final passing thereof.

READ a first time this 25th day of June, 2020.

READ a second and third time and finally passed this 25th day of June, 2020.

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW No. 20-1509

Being a by-law to strike rates of taxation for the Municipality of Temagami the year 2020 and to provide for the payment of taxes by instalments.

WHEREAS Section 312(2) of the Municipal Act, S.O. 2001, c25 as amended, provides that for purposes of raising the general local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 342 (1) of the Municipal Act, S.O. 2001, c25 as amended, provides that a local municipality may pass by-laws providing for: (a) the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due; and (b) alternative instalments and due dates in the year for which the taxes are imposed other than those established under clause (a) to allow taxpayers to spread the payment of taxes more evenly over the year;

AND WHEREAS the Municipal Act defines “general local municipality levy” as the amount the local municipality decided to raise in its budget for the year under section 290 on all rateable property in the local municipality;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami has, passed By-law 20-1508 to adopt the estimates of the Municipality the sums to be raised for the year in accordance with Section 290 of the Act;

AND WHEREAS the money estimated by said by-law to be levied by taxation for general municipal purpose and Payments in Lieu of taxes is \$3,980,255

AND WHEREAS all property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act* R.S.O. 1990 Chapter A, 31 as amended (Herein after referred to as the “*Assessment Act*”) subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

AND WHEREAS the “Residential/Farm Assessment”, “Multi-Residential Assessment”, “Farmland Assessment and Managed Forests Assessment” and the applicable subclasses pursuant to Section 7 of the *Assessment Act* have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS the tax ratios on the aforementioned property for the 2020 taxation year have been set out in By-law No. 20-1504 of the Municipality of Temagami;

Initials:

_____ Mayor

_____ Clerk

AND WHEREAS the property classes have been prescribed by the Minister of Finance under the *Assessment Act*, R.S.O. 1990, chapter A. 31, as amended and Regulations thereto;

AND WHEREAS it is necessary for the Council of the Municipality of Temagami pursuant to the *Municipal Act* to levy on the whole rateable property according to the last revised assessment roll for the Corporation of the Municipality of Temagami the estimates of all sums required for the purposes of the Corporation;

AND WHEREAS the “Commercial Assessment”, “Industrial Assessment” and “Pipeline Assessment” and the applicable subclasses pursuant to Section 7 of the *Assessment Act* have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS those tax rates on the aforementioned “Commercial Assessment”, “Industrial Assessment” and “Pipeline Assessment” and the applicable subclasses have been calculated pursuant to the provisions of the *Municipal Act* R.S.O. 2001, c 25, as amended, and the provisions of the *Education Act* in the manner set out herein;

AND WHEREAS Section 398 (2) of the *Municipal Act*, S.O. 2001, c25 as amended, authorizes the treasurer of a local municipality to add fees and charges imposed by the municipality to the tax roll for properties in the local municipality and collect them in the same manner as municipal taxes:

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

1. The tax rates for 2020 for municipal and education purposes are hereby set as follows:

<u>Class</u>	<u>Municipal Rate</u>	<u>Education Rate</u>	<u>Total Tax Rate</u>
Residential	0.00791040	0.00153000	0.009440
Multi-Residential	0.01645415	0.00153000	0.017984
Commercial	0.00972059	0.00980000	0.019521
Commercial Excess Land	0.00680442	0.00980000	0.016604
Commercial Vacant Land	0.00680442	0.00980000	0.016604
Industrial	0.00672364	0.00980000	0.016524
Industrial Vacant Land	0.00437036	0.00980000	0.014170
Industrial Excess Land	0.00437036	0.00980000	0.014170
Pipelines	0.00766286	0.00930800	0.016971

2. It is hereby authorized that the sewer and water rates and all other rates payable as taxes be added to the Collector’s Roll; and
3. Every owner of land shall be taxed accordingly to the tax rates in this by-law and such tax shall become due and payable in 2 instalments as follows: 50 percent of the final levy shall become due and payable on the date stipulated on the final tax billing notice, which shall be at least 21 days following the date of mailing of the tax bills; the second due date shall be stipulated on the final tax billing notice; and

Initials:

_____ Mayor

_____ Clerk

4. Notwithstanding item 3 above, the Treasurer of the Corporation of the Municipality of Temagami is hereby authorized to accept payments based on monthly payment plans; and
5. Amounts required to be levied and collected by this By-law shall be reduced by the amounts levied and collected by the Interim tax levy as authorized by By-law No. 20-1494 of the Corporation of the Municipality of Temagami; and
6. The Treasurer of the Corporation of the Municipality of Temagami shall mail or cause to be mailed to the address of the residence or place of business of each property or person, a notice specifying the amount of taxes payable by such persons pursuant to the provisions of this by-law, and
7. The taxes payable pursuant to this by-law shall be paid into the office of the Treasurer for the Corporation of the Municipality of Temagami on or before the respective dates herein before set forth; and
8. The Treasurer is hereby authorized to accept part payment from time to time, on account, of any taxes which have become due pursuant to this by-law.
9. In default of payment of the full amount of any taxes by the respective due dates, a percentage charge, of 1¼ % of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default. In addition, interest charges in the amount of 1¼ % per month, or 15% per annum, shall be levied on unpaid taxes in the manner established by section 345 of the *Municipal Act*; and
10. If any section or portion of this by-law is found by a Court of competent jurisdiction to be invalid, it is the intent of Council for the Corporation of the Municipality of Temagami that all remaining sections and portions of this by-law continue in force and effect; and
11. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a first time this 25th day of June, 2020.

READ a second and third time and finally passed this 25th day of June, 2020.

Mayor

Clerk

Initials:

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 20-1510

Being a by-law to set the amounts for area-rated charges to be levied for municipal and environmental services for the year 2020.

WHEREAS under Section 391 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, a municipality may pass by-laws imposing fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

AND WHEREAS the Council of the Corporation of the Municipality of Temagami wishes to set charges for the municipal and environmental services that the Municipality provides, which shall be added to the tax roll as authorized by By-law 20-1509, a by-law to strike rates of taxation;

AND WHEREAS Council passed resolution 14-413 on the 28th day of August 2014, directing that that the Water/Sewer/Grinder Pump and Garbage Area Charges be dealt with in a separate by-law from the Annual User Fee By-law;

AND WHEREAS Council deems it appropriate to assess costs of the transfer stations to the benefitting landowners;

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

1. That the number of residential equivalent units services by each area charge be established as Water – 348.55 residential equivalent units; Sewer – 376.75 residential equivalent units; Grinder Pump – 149 residential equivalent units; and waste collection – 428 residential equivalent unit;
2. That the service rate for Water be set at \$1089.87 per residential equivalent unit;
3. That the service rate for Sewer be set at \$330.10 per residential equivalent unit;
4. That the service rate for Grinder Pump be set at \$400.32 per residential equivalent unit;
5. That the service rate for Garbage Collection be set at \$73.14 per residential equivalent unit;
6. That a premium of 10% be added to the fees noted parts 2., 3., 4., and 5. to be used or set aside for future capital improvements;
7. That a rate of 0.000179 be applied to the weighted assessment for benefitting landowners in support of transfer station costs;
8. That this By-law shall be cited as the “2020 Area-rated Charges By-law”;

9. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
10. That this by-law shall come into force and take effect on the date of the final passing thereof;

BE TAKEN AS READ A FIRST time on this 25th day of June, 2020.

READ A SECOND AND THIRD time and finally passed this 25th day of June, 2020.

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 20-1511

Being a by-law to authorize the Clerk to execute an agreement with Temagami Electrical Services Inc. for the Servicing and Maintenance of Navigational Aids – Lake Temagami.

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

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

AND WHEREAS on the 4th day of June 2020, the Council of the Municipality of Temagami received Report 2020-M-055 and passed Resolution 20-1267 to award the tender for the contract for Servicing and Maintenance of Navigational Aids on Lake Temagami to Temagami Electrical Services Inc. at a total price of \$21,215.88 plus HST for a 3-year term;

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

1. That the Clerk is hereby authorized and directed to accept the tender and execute the agreement attached hereto as Schedule "A" to this bylaw.
2. That this bylaw shall come into force and take effect upon final passing thereof.
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 and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

BE TAKEN AS READ A FIRST time on this 25th day of June, 2020.

READ A SECOND AND THIRD time and finally passed this 25th day of June, 2020.

Mayor

Clerk

TENDER AND ACCEPTANCE

Page 4 of 5

The above mentioned tender price is hereby submitted on the full understanding that it is an irrevocable offer by the tenderer for a period of thirty (30) days from the tender closing date and the tenderer hereby covenants that it will perform and execute the work as described herein at the price herein quoted if it is notified by the Municipality of Temagami within thirty (30) days of the tender closing date that it is the successful tenderer.

Signed, Sealed and Delivered this _____ day of _____, 2020..

In the presence of:

(name of Firm/Company/Individual)

Per

(signing officer and position)

Seal

Per

(signing officer and position)

Seal

(N.B. Affix Corporate Seal if an incorporated Company)

(Signature of Witness)

ACCEPTANCE

Accepted on behalf of The Corporation of the Municipality of Temagami this _____ day of _____, 2020..

WITNESSED BY

Signature

The Corporation of the Municipality of Temagami

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 20-1512

Being a by-law to set fees and charges for services, activities and use of municipal property.

WHEREAS under Section 391 of the Municipal Act, 2001, S.O., 2001, c.25; 2006, c. 32, Sched. A, s. 163 (1), as amended, a municipality may pass by-laws imposing fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

AND WHEREAS the Council of the Corporation of the Municipality of Temagami wishes to set fees and charges for services, activities and for the use of its property;

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

1. That the fees and charges be set and adopted by Council as set out in Schedules “A” to “M”, which are attached hereto and form part of this by-law;
2. That this by-law repeals by-law 15-1272;
3. That this By-law shall be cited as the “2020 User Fee By-law”;
4. That updates to this by-law within the year may be authorized by a resolution of Council;
5. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
6. That this by-law shall come into force and take effect on the 1st day of July 2020.

BE TAKEN AS READ A FIRST time on this 25th day of June, 2020.

READ A SECOND AND THIRD time and finally passed this 25th day of June, 2020.

Mayor

Clerk

SCHEDULE A - CEMETERY FEES

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

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

SCHEDULE C - CONNECTION RATES FOR WATER AND SEWER

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

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>
Service call - per hr, per person, 1 hr min		45.00

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

SCHEDULE E - RANTAL RATES FOR MUNICIPAL FACILITIES EQUIPMENT		
<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>
COMMUNITY CENTRE/ARENA		
Arena Ice Rental/hr	68.00	100.00
Minor Hockey Ice Rate/hr	35.00	75.00
Temagami Public School Rental/hr		75.00
Adult Pick-up Hockey/person		7.00
Children's Pick-up Hockey/person	4.00	5.00
Public Skating/person	2.50	3.00
Arena Ice Rental/day	650.00	800.00
Arena Ice out Rental/hr	45.00	50.00
Arena Rental Ice out /day	515.00	500.00
Arena Weekend rental - Ice surface and Hall	1500.00	2000.00
Arena Hall Rental/hr	35.00	40.00
Arena Hall Rental/day	400.00	350.00
Arena Hall for Fitness Class (\$1.00 per person max \$20.00)	10.00	20.00
Local Service Clubs/Lion Non Profit Hall Rental/event	150.00	200.00
Kitchen Use		150.00
SoCan Fee		20.00
Set Up - Clean Up/hr		45.00
Ballfield Rental/weekend	200.00	200.00
WELCOME CENTRE MEETING ROOM RENTAL		
Theatre/hr	45.00	50.00
Theatre/day	120.00	150.00
Council Chamber/day	90.00	100.00
Council Chamber/hr		25.00
Set Up - Clean Up/hr	60.00	45.00

SCHEDULE F - USE OF MUNICIPALITY DOCKS AT WELCOME CENTRE

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

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>
Parking Site with hydro	155.00	250.00
Parking Site without hydro	120.00	150.00
Arena Parking for Transport Trucks	95.00	250.00

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

SCHEDULE I - ANIMAL TAG FEES		
<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</i>
IMPOUNDMENT OR DISTRAINED		
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
TAGS AND LICENSES – SECTION 5		
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

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>2020 Proposed Fee</i>
BURNING PERMITS		
Open Air Burning Permits/season	40.00	40.00
Open Air Burning Permits/month	20.00	20.00
Open Air Burning Permits/week	10.00	10.00
ANNUAL RESPONSE - UNORGANIZED AREA		
Annual fee	125.00	135.00
REPORT/SEARCH		
Emergency Response Report	52.00	55.00
Fire Code Compliance-Record Search & Response Letter	52.00	55.00
SPECIFIC INSPECTION/REPORTS FEES		
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
SALE INSPECTION		
Residential	120.00	120.00
Commercial	180.00	180.00
LIQUOR LICENSE		
Liquor License Application	60.00	60.00
Liquor Licence Inspection Request	120.00	120.00
FIRE DEPARTMENT TRUCK		
Special Occasion Attendance/vehicle	155.00	160.00
EMERGENCY RESPONSES		
Standby Requests - excluding Emergency Response		
Stanby Requests - 1 hr or part thereof/vehicle	410.00	485.00
Stanby Requests - 1/2 hr or part thereafter/vehicle	205.00	242.50
Fire coverage propertites outside the Municipality	125.00	135.00
Structural fires/CO alarms outside the Municipality		
1hr or part therof/vehicle	410.00	485.00
1/2 hr or part thereafter/vehicle	205.00	242.50
Emergency Services Response on Provincial Highways		
1 hr or part therof/vehicle	410.00	485.00
1/2 hr or part thereafter/vehicle	205.00	242.50
Plus any additional clean-up costs	Actual costs	Actual costs
Emergency Services Response on other Roadways		
1 hr or part therof	410.00	485.00
1/2 hr or part thereafter/vehicle	205.00	242.50
Response to hazardous material, dangerous goods incident		
1 hr or part therof/vehicle	410.00	485.00
1/2 hr or part thereof/vehicle	205.00	242.50
Plus any additional clean-up costs	Actual costs	Actual costs
Respond to Natural Gas Incident outside residence or business		
1 hr or part therof/vehicle	410.00	485.00
1/2 hr or part theafter/vehicle	205.00	242.50

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

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

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SCHEDULE K - BUILDING FEES

<i>Services Offered</i>	<i>2016 Current Fee</i>	<i>2020 Proposed Fee</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 ² , which ever is greater Min permit fee: 330.00	9.75/1000.00 const value or 1.60 x ft ² , 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 ² , which ever is greater Min permit fee: 330.00	8.65/1000.00 const value or 1.60 x ft ² , 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>2020 Proposed Fee</i>
Subdivision Agreement		4000.00
Consent: Lot Addition	600.00	500.00
Consent: Lot Right of Way	600.00	500.00
Consent: Severence	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>2020 Proposed Fee</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.

MUNICIPALITY OF TEMAGAMI	
Report Prepared For:	Suzie Fournier, Clerk
Report Prepared By:	Jamie Robinson, BES, MCIP, RPP and Patrick Townes, BA, BEd
Subject:	Update on Official Plan Review
Report Date:	June 25, 2020

The purpose of this Planning Report is to provide Council with an update regarding the Official Plan Review. The Official Plan Review was set to commence in March of 2020, however the impact of the COVID-19 emergency had an effect on the timing and the ability to host meetings at the Municipal office. The recommendation is that Council receive this Report for information purposes.

The following is an update on the process to date:

1. MHBC has reviewed the current Official Plan and associated mapping schedules, and are considering changes to the document that would make the document easier to use, easier to administer and less repetitive. MHBC is considering a document format that would include Neighbourhood specific policies, but also General policies that would apply to all neighbourhoods. This would improve readability and substantially reduce the repetition that exists throughout the document.
2. The Ministry of Municipal Affairs and Housing have been contacted to provide an overview of the Official Plan Review. One of the required tasks of an Official Plan Review where the Ministry is the approval authority is to host a "Core Team Meeting" with all applicable Ministries (MMAH, MNDM, MNRF and MOECP). The purpose of this meeting is to receive comments from all Ministries in order to ensure all interests of the Province are represented in the new Official Plan. The Municipality has reached out to the Ministry with available dates to host a conference call in lieu of an in-person meeting due to the COVID-19 emergency.
3. A meeting under Section 26 of the *Planning Act* is also required at the start of the Official Plan Review process. The purpose of this meeting is to provide members of the public with an overview of the Official Plan Review process and to identify potential issues to be considered through the Official Plan Review. It is common for background work to take place prior to this meeting, however this meeting is meant to inform the public of the project and to outline future public meetings and engagement sessions.

Given the COVID-19 pandemic restrictions for public meetings, combined with the Municipality's protocols, a virtual meeting may be utilized at the discretion of Staff and Council, rather than the traditional in-person Council meeting. Provided members of the public can be adequately circulated and informed of the Section 26 meeting, a virtual meeting may be considered. It is understood that the Municipality has a comprehensive email circulation list.

4. There are certain tasks included in the work plan associated with the Official Plan Review that are best suited for in-person meetings. This includes the “Planning Workshop to Review Neighbourhood Policies” and the “Public Open House”. It is recommended that these sessions be delayed to see if an opportunity is provided in the near future to have in-person meetings. If time passes and in-person meetings are still not possible, virtual meetings may be required to be scheduled.

In summary, the process and timing associated with the Official Plan Review has been delayed due to the COVID-19 emergency. The Official Plan Review is an important project and the overall process is conducive to public interaction and input, including that of Staff, Council, ratepayers, First Nations, stakeholders and agencies. It is recommended that with the assistance of Staff, MHBC continue to work on the background research and tasks that do not require public engagement in a public forum. It is also recommended that meetings that can occur over the telephone or virtually be scheduled over the summer/fall of 2020 – including the following:

- Pre-consultation Meeting with Ministry
- Section 26 Meeting
- Meeting with Temagami First Nation
- Review of Planning Issues with Council

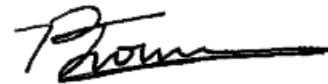
The Municipality should be in a position over the summer of 2020 to approve the Official Plan Amendments associated with Secondary Dwelling Units and Home Industries and Home Occupations. These amendments will be transitioned into the new Official Plan. It is recognized that these items were a priority of Council, and as such will be completed prior to the approval of the new Official Plan.

It is recommended that Staff report back to Council with a revised project timeline once the COVID-19 emergency has ended and there the ability host in-person meetings or in the fall of 2020, whichever occurs first.

Respectfully Submitted,
MHBC Planning



Jamie Robinson, BES, MCIP, RPP
Partner



Patrick Townes, BA, BEd
Associate

MUNICIPALITY OF TEMAGAMI	
Report Prepared For:	Suzie Fournier
Report Prepared By:	Jamie Robinson, MCIP, RPP and Patrick Townes, BA, BEd
Subject:	Official Plan Amendment and Zoning By-law Amendment: Home Occupation and Home Industry
Report Date:	June 25, 2020

A. PROPOSAL/BACKGROUND

The Municipality of Temagami has initiated an Official Plan Amendment and a Zoning By-law Amendment to update its planning documents to include modifications to the policies and regulations regarding home occupations and home industries. The Municipality held an Open House to discuss the proposed Official Plan Amendment and Zoning By-law Amendment on August 6, 2019 at the Community Centre and a Statutory Public Meeting on March 12, 2020.

The purpose of the Statutory Public Meeting was to provide members of the public and agencies with an overview of the amendments and an opportunity to provide comments on the proposed policies and regulations. An information Planning Report dated March 3, 2020 (see Attachment #1) was provided for the Statutory Public Meeting. The information Planning Report provided an overview of the amendments and the applicable land use planning framework, but provided no recommendation.

This Planning Report provides a summary of the comments that have been received, an overview of the recommended proposed revisions to the draft Zoning By-law Amendment, and an outline of the proposed schedule to bring the amendment to Council for a final decision. Currently there are no revisions proposed to the draft Official Plan Amendment. A copy of the proposed Official Plan Amendment and updated revised Zoning By-law Amendment will also be provided to those that provided comments and we will request that any comments be provided by July 10, 2020, so that they can be considered in the final recommendation report.

It is recommended that Council receive this Report as information and Staff will prepare a recommendation report for a subsequent meeting of Council. It is further recommended that any additional comments be provided by July 10, 2020.

B. OVERVIEW OF PUBLIC COMMENTS

Following circulation and notice of the Statutory Public Meeting on March 12, 2020, comments were received from members of the public and agencies, including the Temagami Lakes Association and Temagami First Nation. Following the Statutory Public Meeting, Staff have had follow-up conversations with representatives from the Temagami Lakes Association and Temagami First Nation. It should be noted that some comments were provided after the Statutory Public Meeting.

The below is a summary of the comments that have been provided to date, including prior to, during and following the Statutory Public Meeting.

Members of Council:

- There needs to be a distinction between home industry and home occupation uses on inland properties vs. shoreline/island properties.
- The provision that restricts the number of employees permitted is too restrictive and should be removed.

Public:

- Questions relating to how taxes are calculated for properties that have a home industry or home occupation.
- The size of 140 square metres is too large and exceeds a size that would be secondary to a principal use.

Temagami Lakes Association:

- Include a setback of 15 metres from the shoreline for uses to be permitted (provide clarification on the shoreline activity area).
- The wording of proposed Section 6.22(e) is problematic. The intent is to allow a home industry to be conducted in either or both the dwelling and accessory building. The numerical limits work if the home industry is in either building but do not work if the home industry is in both. As well, the numerical limits appear to provide for a rather dramatic increase in the potential size of home industries in accessory buildings. Currently, the accessory building is limited to 40% of the ground floor area of the dwelling - that 40% might typically be 40 to 80 m². It is proposed to increase the maximum building size to 140 m², which in a waterfront area seems quite large even if required to be set back from shore.
- The proposed Section 6.23(j) seems reasonable. It requires that if an accessory building is used for a home occupation, the lot be at least 1 ha in area. Would not a similar requirement in Section 6.22, if an accessory building is used for a home industry, be appropriate?

Temagami First Nation:

- Consider reducing the size of a home industry in an accessory building.

C. OFFICIAL PLAN AMENDMENT

The current Official Plan includes policies that require a home occupation to be carried out in a residential dwelling; to be incidental to the residential use; and that it shall not change the residential character of the dwelling. The Official Plan Amendment proposed to change this policy to permit home occupations in both a residential dwelling and within an accessory building. Similarly, it is proposed that home industries also be permitted within a residential dwelling or an accessory building. While the Official Plan Amendment would permit a home industry in the

shoreline area, a Zoning By-law Amendment and site plan approval process would be required to evaluate the appropriateness of the Home Industry on each specific lot.

While the specific home occupation and home industry policy details in each of the neighbourhoods have slight differences, the basic principle is the same. A home occupation and home industry is to be incidental to the residential use and shall not change the residential character of the dwelling. These parameters can be controlled by implementing measures to limit the intensity of the use of a home industry and home occupation on a residential property. A copy of the proposed Official Plan Amendment is included as Attachment #2 to this Planning Report.

D. ZONING BY-LAW AMENDMENT

The Municipality's Zoning By-law permits home industries and home occupations, subject to a number of regulations to ensure that they are small in scale; the potential for negative impacts on adjacent residential uses is minimized; and, the general residential character of the neighbourhood is maintained.

The draft Zoning By-law Amendment that was presented to Council at the Statutory Public Meeting proposed the following for home industries:

- An updated definition for a home industry.
- Permit a home industry within a residential dwelling in addition to an accessory building.
- Set a maximum size for a home industry use that is not greater than 40% of the ground floor area of the dwelling.
- If a home industry is located within an accessory building the maximum size is 140 square metres.

The draft Zoning By-law Amendment that was presented to Council at the Statutory Public Meeting proposed the following for home occupations:

- An updated definition for a home occupation.
- Permit a home occupation within a residential dwelling in addition to an accessory building.
- Set a maximum size for a home occupation use in an accessory building of 50 square metres if the lot is greater than 1 hectare in lot area.

E. SUMMARY

Following a review of the comments received on the draft Official Plan Amendment and the draft Zoning By-law Amendment, it is recommended that the draft Zoning By-law Amendment be revised to reflect the comments that were received. The following is a summary of the recommended modifications to the draft Zoning By-law Amendment that are found at Attachment #3 to this Planning Report:

- Include a provision in the Zoning By-law that requires a minimum setback of 15 metres from the shore for buildings that contain a home industry or home occupation.
- Reduce the size of a home industry use that is permitted in an accessory building for shoreline lots.

- Review and determine maximum sizes for home occupations and home industries within dwelling units and accessory buildings that assist to ensure the use is incidental to the principal residential use.
- The reference to the maximum number of employees associated with a home occupation and home industry use have been removed from the Zoning By-law. From a land use planning context, the most appropriate way to limit the scale of operation is through the maximum floor area provisions provided in the Zoning By-law for home occupation and home industry uses.

The revisions to the proposed draft Zoning By-law Amendment are minor and it is Staff's opinion that the proposed changes to the draft Zoning By-law Amendment do not warrant a second Statutory Public Meeting.

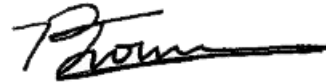
On this basis, it is recommended that Council receive this Report as information and Staff will prepare a recommendation report for a subsequent meeting of Council. It is further recommended that any additional comments be provided by July 10, 2020.

Respectfully Submitted,

MHBC Planning



Jamie Robinson, BES, MCIP, RPP
Partner



Patrick Townes, BA, BEd
Associate

MUNICIPALITY OF TEMAGAMI	
Report Prepared For:	Tammy Lepage
Report Prepared By:	Jamie Robinson, MCIP, RPP and Patrick Townes, BA, BEd
Subject:	Official Plan Amendment and Zoning By-law Amendment Home Occupation and Home Industry Statutory Public Meeting
Report Date:	March 3, 2020

A. PROPOSAL/BACKGROUND

The Municipality of Temagami has initiated an Official Plan Amendment and a Zoning By-law Amendment to update its planning documents to include modifications to the policies and regulations regarding home occupations and home industries. The Municipality held an Open House to discuss the proposed Official Plan Amendment on August 6, 2019 at the Community Centre.

The Statutory Public Meeting is being held for the purpose of providing the public with information on the proposed Official Plan Amendment and Zoning By-law Amendment, and to receive comments regarding the proposed policies and regulations for home occupations and home industries. Notice has been provided to members of the public and agencies based on the requirements of the *Planning Act*. There is no recommendation being considered at the Statutory Public Meeting. Following comments received prior to, and during the Statutory Public Meeting, a subsequent report will be prepared with a final recommendation to Council.

The Municipality has expressed interest in revising the policies and regulations in order to possibly make the home occupation and home industry provisions more permissive. For example, there were concerns that the list of examples provided in the Zoning By-law had the potential of being interpreted as a complete list rather than examples. A review of the existing policies in the Official Plan and the regulations in the Zoning By-law has been undertaken to inform possible modifications to the planning documents in order to make the provisions related to home occupations and home industries more clear and permissive.

The purpose of this report is to provide an overview of the proposed amendments to both the Official Plan and the Zoning By-law regarding home occupations and home industries.

B. GENERAL INFORMATION

Advances in technology, societal and economic changes, in addition to flexible work schedules, have enabled people to work from their homes and have encouraged the establishment and growth of home-based businesses. Home-based businesses constitute a growing trend. They can enhance the local employment mix, contribute to generating local jobs and possibly act as an incubator for small businesses.

There are positive aspects to providing for and potentially encouraging home-based businesses. Local municipalities must; however, consider how to balance the promotion of an economic activity while regulating such uses to ensure that these uses do not negatively impact the environment or water quality, or negatively impact surrounding residential properties are appropriately avoided, managed and/or mitigated.

In the Municipality of Temagami home-based businesses would generally fall into the category of a home occupation or the category of a home industry.

Traditionally, home industries/home occupations are to be essentially undetectable to the surrounding neighbourhood and passersby. They are clearly secondary to the main residential use and should not result in negative impacts to the surrounding area. In considering expanding the scope of home industries and home occupations, these uses must continue to be compatible with surrounding residential areas.

C. OFFICIAL PLAN AMENDMENT

The Official Plan for the Municipality of Temagami includes several provisions relating to home industries and home occupations, defined as follows:

Home Industry – An occupation conducted in whole or in part in a building accessory to a single detached dwelling, and such home industry is clearly secondary to the main residential use of the property, does not change the residential character of the neighbourhood, and as further defined in the Zoning Bylaw.

Home Occupation – Any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in the Zoning By-law.

With regard to general economic development policies, Section 2.3 of the Official Plan speaks to commercial uses to occur in the Urban Neighbourhood as well as referencing that home occupations, home industries and tourism services may be established in the Rural Neighbourhoods; the Village of Temagami and Temagami North being the Urban Neighbourhood with the Rural Neighbourhoods being comprised of Lake Temagami, Matabitchuan, Marten River, and Backcountry.

While the specific home occupation and home industry policy details in each of the neighbourhoods have slight differences, the basic principle is the same. A home occupation is to be carried out in a residential dwelling, be incidental to the residential use and shall not change the residential character of the dwelling. This is proposed to be amended in the Official Plan, to permit home occupations and home industries both within a residential dwelling, and within an accessory building. A copy of the proposed Official Plan Amendment has been attached to this report.

A home industry may be permitted but would be subject to a Zoning By-law Amendment and site plan approval process. Again, a home industry is to be clearly incidental to the primary residential use of the property.

D. ZONING BY-LAW AMENDMENT

The Municipality's Zoning By-law permits home industries and home occupations subject to a number of regulations to ensure that these are small in scale, the potential for negative impacts on adjacent residential uses is minimized and the general residential character of the neighbourhood is maintained.

HOME INDUSTRY USES

1. Existing Provisions

The Municipality's Zoning By-law defines Home Industry as follows:

HOME INDUSTRY shall mean a gainful occupation including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A Home Industry is conducted entirely in an accessory building or part of an accessory building on a Rural Residential or Remote Residential lot by the residents. A home industry does not include a contractor's yard. (By-law 13-1121)

As set out in Section 6.22 of the Zoning By-law, the following general provisions would apply to home industries:

A home industry may be carried out in the R1, R2 and R3 Zones in accordance with the following and in accordance with the provisions of Section 7.4.3, Section 7.5.3 and Section 7.6.3.

- (a) there is no external advertising other than a sign erected in accordance with any bylaws of the Municipality regulating signs;*
- (b) the external storage of goods, materials or equipment is not permitted;*
- (c) such home industry is not an obnoxious use, trade, business or manufacture;*
- (d) such home industry is clearly secondary to the main residential use, does not change the residential character of the dwelling and in no case shall the accessory building used for the home industry have a gross floor area greater than forty percent (40%) of the ground floor area of the dwelling;*
- (e) not more than two (2) persons, other than the owner of the dwelling shall be employed in a home industry on a full-time basis;*
- (f) except in the case of island lots, for every person, other than the owner of the dwelling employed therein on a full-time basis, one parking space shall be provided but shall not be located in the front yard or flanking yard;*
- (g) except in the case of island lots, one on-site parking space shall be provided for patrons of the home industry and such parking space shall not be provided in the front yard;*
- (h) except in the case of island lots, an accessory building used for a home industry shall not be located in the front yard or flankage yard of the residential lot; and*

- (i) *notwithstanding any of the provisions of this By-law, an accessory building used for a home industry shall have a minimum setback from the property line of five (5.0) metres.*

For home industry uses, Section 6.33 of the Zoning By-law requires the provision of 1 parking space per employee plus 1 parking space for patrons. This would be in addition to the minimum parking that must be provided for the residential unit.

2. Discussion of Potential Amendments to Zoning By-law Provisions

The definition of home industry itself includes a list of specific uses. As noted previously, concern has been expressed that the list provided in the home industry Zoning By-law definition may be interpreted as a complete list and that there may be additional uses, similar to those listed, which may fall within the category of a home industry use.

The definition of home industry does not provide an exhaustive list as the term “such as” is used. Similar uses to these may be permitted.

A more appropriate approach that listing specific uses in the definition may be to include categories of uses or types of use that would be permitted as a home occupation. For example, small scale manufacturing; assembly; processing or repair. This language would provide more flexibility.

The Municipality's current standards limits a home industry use to an accessory building. Based on our research, some municipalities have provided for some flexibility as to the use being within an accessory building or a portion of the residential dwelling.

As a result, the Municipality may also wish to consider adding provisions to reflect that a home industry may also be accommodated in a portion of a residential dwelling. As an example, a welding business may be located within an accessory building; however, a portion of the residential dwelling may be used as the office associated with that business. There should continue to be limitations as to the gross floor area being used for the home industry to ensure that it remains limited in scale and secondary to the residential use.

To provide clarification and flexibility, the definition of home industry could be modified to read, as follows:

*HOME INDUSTRY shall mean a gainful occupation, **secondary to a Residential Use, which includes fabrication, light manufacturing, processing, assembly or repair of goods that is** ~~including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A Home Industry is conducted entirely in an accessory building, or part of an accessory building~~ **and/or part of a residential dwelling** on a Rural Residential or Remote Residential lot. ~~by the residents. A home industry may include, but not be limited to, such uses as electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A home industry does not include a contractor's yard.~~*

Permitting a home industry, or a part thereof, to be located within a portion of the residential dwelling would also necessitate a revision to Section 6.22 of the Zoning By-law.

We would suggest a rewording of subsection (d), and the addition of the following as subsection (e), and the renumbering of the subsequent subsections.

- (d) *such home industry is clearly secondary to the main residential use, ~~and~~ does not change the residential character of the dwelling **and lot**;*
- (e) *in no case shall the accessory building, **or part thereof, and/or portion of the residential dwelling** used for the home industry have a **combined** gross floor area greater than forty percent (40%) of the ground floor area of the dwelling;*

We note that the Municipality's Zoning By-law does not permit a home industry as of right. While the term "Home Industry" is defined within the Zoning By-law and general provisions are outlined in Section 6.22, the specific regulations within the three zones that are referenced (R1, R2 and R3) state that a home industry is only permitted subject to a site specific rezoning. This is reasonable approach, as a rezoning allows for consideration of each home industry proposal on a site specific basis; within the context of the proposal itself, and the area in which it is to be located. A rezoning is also subject to a formal public consultation process which provides opportunities for the area residents to review and provide comments on that specific proposal.

HOME OCCUPATION USES

1. Existing Provisions

The Municipality's Zoning By-law defines a Home Occupation as follows:

HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.

As set out in Section 6.23 of the Zoning By-law, the following general provisions would apply to home occupations:

A Home Occupation may be carried out in certain zones, where permitted, subject to the following:

- (a) *no person, other than a resident of the dwelling unit and one non-resident employee may be employed in the home occupation, except in the R1, R2 and R3 Zones where two non-resident employees may be employed in the home occupation;*
- (b) *there is no display, other than an un-illuminated sign not greater than one (1.0) square metre in size, to indicate to persons outside that any part of the dwelling unit or lot is being used for a purpose other than a dwelling unit, except in the, R1 and R2 Zones where no such sign is permitted;*

- (c) *such home occupation is clearly secondary to the main residential use and does not change the residential character of the dwelling unit nor creates or becomes a public nuisance, particularly in regard to noise, noxious odours or emission of smoke, traffic or parking;*
- (d) *such home occupation does not interfere with television or radio reception;*
- (e) *there is no outside storage of goods or materials and there is no use of any part of an accessory building;*
- (f) *not more than twenty five per cent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser, is used for the purposes of a home occupation;*
- (g) *such home occupation uses may include a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;*
- (h) *when retail sales are carried out as part of a home occupation located on a lot accessible by a municipally maintained road, one on-site parking space shall be provided in addition to any required for the dwelling unit and employees;*
- (i) *(By-law 13-1121) except in the R1 and R2 Zones, one parking space shall be provided for each employee not residing in the residence.*

For an office, including a home occupation, Section 6.33 of the Zoning By-law requires the provision of 1 parking space per 30 square metres of gross floor area. This would be in addition to the minimum parking that must be provided for the residential unit.

Home occupation uses are listed as permitted uses within the Remote Residential (R1) Zone (Section 7.4.1), the Remote Residential (R2) Zone (Section 7.5.1), the Rural Residential (R3) Zone (Section 7.6.1), and the Low Density Residential (RL) Zone (Section 7.7.1.1). Within each of these zones the home occupation must be in accordance with the provisions of Section 6.23.

2. Discussion of Potential Amendments to Zoning By-law Provisions

In this case, the wording of the definition of a home occupation is broader; however, Section 6.23(g) sets out a list of example home occupation uses. As noted previously, concern has been expressed that this list may be interpreted as a complete list rather than simply examples. To add clarification as to the interpretation of this section, we would suggest that Section 6.23(g) be modified to read as follows:

- (g) *such home occupation uses may include, **but not be limited to, such uses as** a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;*

The most recent matter which has prompted the Municipality's discussions regarding home occupations and home industries, the Simpson Diving Facility, included the notion of "teaching" or "instruction" as a home occupation use.

The idea of including home teaching and a small learning facility as part of the current list in section 6.23(g) was raised in response to review and consideration of the Simpson Diving Facility proposal. Based on a review of the Municipality's current home occupation provisions, indoor teaching such as one-on-one/small scale tutoring, video training, etc. would be permitted, subject to compliance with all of provisions of Section 6.23. Verbiage could be added to this section to formally address private teaching or instruction. Such as,

*(g) such home occupation uses may include, **but not be limited to, such uses as a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices, indoor teaching/tutoring/instruction** but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;*

We would suggest; however, that the Municipality consider also adding provisions to limit the scale of this type of use beyond the maximum square footage which is currently in place. A provision to assist in limiting the scale of the use could be to limit the amount of parking on a lot. For example, a maximum of 5 parking spaces shall be permitted for a home occupation use.

The question raised for the diving facility proposal related more to that component of the instruction which was being conducted outdoors. Based on our research, outdoor instruction, particularly referring to outdoor swimming lessons, has been the topic of discussion and review by other municipalities as well. There are varying opinions as to whether these should be considered appropriate home occupation uses, specifically given potential noise impacts to surrounding properties.

We would caution against encouraging home occupation, or home industry, uses outdoors, as this may result in negative impacts on the surrounding properties, i.e. noise.

Applications for these types of uses could be considered via amendment, and would be based on their site specific merits.

Based on our research, some municipalities have permitted home occupation uses to be located in an accessory structure. The examples within the Municipality's current home occupation provisions refer to a tradesperson, which is defined as a "carpenter, plumber, electrician, welder, general contractor or a person engaged in a similar occupation, providing a service to the general public". It may be that the use of an accessory structure for related equipment or materials could be an integral part of the home business. The Municipality may wish to consider permitting the use of an accessory building for a home occupation use. If so, we would suggest that specific provisions be included to limit the overall gross square footage being used for the home occupation. This would assist in ensuring that the home occupation is limited in scale. We would also suggest that the

Municipality may want to consider limiting the home occupation use of an accessory building to properties with a specific lot area minimum. This provision would then relate to a rural lot versus a more urban residential lot. To provide for the use of an accessory structure, the definition of home occupation would have to be modified, for example

*HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit **or an enclosed accessory structure**, by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.*

This would then necessitate an amendment to Section 6.23 to ensure that the use is still limited in scale and potentially to limit this provision to lots with more of a rural character.

For example,

An accessory building or structure may only be used for the purpose of a home occupation if the lot is a minimum of 1 hectare in size and the home business does not occupy more than 50 square metres of the accessory building or structure;

The minimum 1 hectare would limit the use of an accessory building to rural and remote residential lots. The maximum gross floor area provisions of Section 6.23(f) would continue to apply; being not more than twenty five percent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser.

A copy of the proposed Zoning By-law Amendment has been attached to this report.

D. ADDITIONAL CONSIDERATIONS - SHORELINE AREAS

There is a considerable amount of waterfront/shoreline areas within the Municipality. As noted in the policies of the Municipality's Official Plan, shoreline areas are to be protected. Specific Official Plan policies speak to this matter. In Section 2.17 of the Municipality's Official Plan, it states:

It is a goal of the Municipality to maintain shorelines and the area between the shoreline and any buildings in their natural state and as a vegetative buffer, to protect the visual and environmental integrity of the lakes. The principle of development in the vegetative buffer shall be minimal disturbance on the ground, shrub and canopy layers.

Such policies go on to speak of a Shoreline Activity Area and includes the following:

Such Shoreline Activity Area is a portion or cumulative portions of a shoreline frontage of a lot where accessory shoreline structures such as boathouses, docks, pumphouses, gazebos and decks are permitted, as well as access to the water for activities such as swimming or boat launching. To maintain an appropriate balance between a natural shoreline and built form, the Shoreline Activity Area should be focused within a defined area and be limited in extent. The extent of the Shoreline Activity Area shall be a function of the shoreline frontage and the primary use of the lot and shall be set out in the Zoning By-law.

Section 6.40 of the Municipality's Zoning By-law sets out specific provisions relating to the extent and use of a Shoreline Activity Area. Some of these provisions relate to remote or rural residential lots on which home occupation and home industry uses would be permitted and/or considered. In keeping with the policies of the Official Plan, provisions could be added to Sections 6.22 and 6.23 to require that any structure (accessory or main residential building) to be used for a home occupation or home industry cannot be located within a Shoreline Activity Area.

E. SUMMARY

The existing Official Plan policies and Zoning By-law provisions are proposed to be amended to provide clarification as to the interpretation of the examples of uses which have been referenced. The premise of encouraging local economic activity through home industry and/or home occupation uses is important, but it is also important to ensure that uses are compatible with existing residential uses.

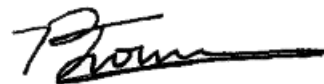
Following the Statutory Public Meeting, staff will review the comments and feedback received. A subsequent report will be prepared that provides an analysis of the comments and feedback received, and to provide a final recommendation for Council prior to adoption of the Official Plan Amendment and the passing of the Zoning By-law.

Respectfully Submitted,

MHBC Planning



Jamie Robinson, BES, MCIP, RPP
Partner



Patrick Townes, BA, BEd
Associate

Official Plan Amendment No. ____

Municipality of Temagami

DRAFT

**Amendment Number ____ to the
Official Plan of the
Municipality of Temagami**

The attached explanatory text and constituting Amendment Number ____ to the Official Plan for the Municipality of Temagami, was prepared and adopted by the Council of the Corporation of the Municipality of Temagami, by By-law Number 2019-____ in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Mayor

Municipal Clerk

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 2020-____

**A By-law to adopt Amendment No. ____ to the
Official Plan for the Municipality of Temagami.**

WHEREAS The Corporation of the Municipality of Temagami is empowered to amend its Official Plan as required;

AND WHEREAS Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provide Council such authority to amend its Official Plan;

AND WHEREAS the policies of the Official Plan of the Municipality of Temagami are approved and in force and effect at this time;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami deems it necessary and desirable to adopt an amendment to the Official Plan of the Temagami;

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

1. Amendment No. ____ to the Official Plan for the Municipality of Temagami, consisting of the explanatory text is hereby adopted.
2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the _____ day of _____, 2020.

READ A THIRD TIME and finally passed this _____ day of _____, 2020.

Mayor

Municipal Clerk

Certification

Certified that the above is a true copy of By-law No. 2020-____ as enacted and passed by Council of the Municipality of Temagami on the _____ day of _____, 2020.

Municipal Clerk

THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan for the Municipality of Temagami consists of three parts:

Part A – THE PREAMBLE does not constitute part of this Amendment.

Part B – THE AMENDMENT, consisting of the text of Amendment No. __ to the Official Plan to the Municipality of Temagami. There is no map or schedule associated with the Amendment.

Part C – THE APPENDICES do not constitute part of this Amendment. The appendices contain the background material, planning considerations and public involvement associated with this Amendment.

Part A – Preamble

Purpose

The purpose of this amendment is to revise policies in the Municipality of Temagami Official Plan to provide clarification for the development permissions related to Home Occupations and Home Industries, following direction from Council.

Location

Amendment No. ____ is a textual amendment and generally applies to all lands within the Municipality, therefore there is no schedule provided with the Amendment.

Basis

The Provincial Policy Statement (2014), the Strong Communities through Affordable Housing Act (2011), and the Promoting Affordable Housing Act (2016) provide direction to Municipalities to ensure that their planning documents (Official Plans and Zoning By-laws) provide for opportunities for the development of affordable housing in the form of second units.

In adopting this Official Plan Amendment, Council relies on the following basis:

- The Provincial Policy Statement (2014) speaks to permissions for home occupations and home industries on rural lands, and encourages development within settlement areas.
- The Municipality of Temagami's Official Plan includes a definition for a home occupation and a home industry, and also policies for the various Neighbourhoods that state how these uses may be carried out.
- A desire by the Municipality to provide for clearer regulations for home occupations and home industries resulted in a proposed amendment to the implementing Zoning By-law. Based on the amendment proposed to the implementing Zoning By-law, amendments to the Official Plan are required to also clarify where home occupations and home industries shall be permitted.
- The need to amend the Official Plan arose following direction to amend the Zoning By-law to provide some clarification as to the interpretation of the examples of uses which have been referenced in the Zoning By-law.

Part B – The Amendment

1.0 Introductory Statement

Part B – The Amendment, consisting of the following text constitutes Amendment No. 3 to the Official Plan for the Municipality of Temagami.

2.0 Details of the Amendment

The Official Plan of the Municipality of Temagami is amended in accordance with the following:

(red text represents additions or deletions)

Urban Neighbourhood

4.36 Home Occupations

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

One employee who does not reside on the property may be employed in the home occupation except on a remote residential or rural residential lot where a maximum of two non-residents of the property may be employed. The sale of goods or the provision of a service shall only be permitted if adequate parking is provided as set out in the Zoning Bylaw or in the case of a water access lot, adequate docking facilities. Sale of goods or the provision of a service shall not result in an unacceptable level of increased vehicular or boat traffic nor may it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted within the Urban Neighbourhood shall be set out in the Zoning By-law and may differ between remote residential and rural residential lots and other types of lots. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople and couriers, as set out in the Zoning By-law, are permitted.

4.3.7 Home Industry

Home industries such as electrical, carpentry and plumbing shops may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling. In addition, a contractor's

yard is permitted as a home industry on a Rural Residential or Remote Residential lot in the Urban Neighbourhood. Home industries shall proceed by way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood, the adequacy of on-site parking and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

Lake Temagami Neighborhood

5.3.8 Home Occupations

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling or the character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. The sale of goods or the provision of a service shall only be permitted if adequate docking facilities can be provided and an unacceptable level of increased boat traffic does not result nor does it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted within the Lake Temagami Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople, as set out in the Zoning By-law, are permitted.

5.3.9 Home Industry

Home industries such as electrical, carpentry, plumbing and contractors, except a contractor's yard (Section 5.3.18), as set out in the Zoning By-law may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling on a Remote Residential

lot in the Lake Temagami Neighbourhood. Home industries shall proceed by way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

Marten River Neighbourhood

6.3.8 Home Occupations

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. The sale of goods or the provision of a service shall only be permitted if adequate parking is provided as set out in the Zoning By-law. Sale of goods or the provision of a service shall not result in an unacceptable level of increased vehicular or boat traffic nor shall it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted within the Marten River Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. ~~Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople and couriers, as set out in the Zoning By-law, are permitted.~~

6.3.9 Home Industry

Home industries ~~such as electrical, carpentry, plumbing, including~~ a contractor's yard and machine shops may be permitted in an accessory building to a single detached dwelling unit on a Rural Residential or Remote Residential lot in the Marten River Neighbourhood. ~~Other home industries may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling.~~ Home industries shall proceed by

way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood, the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

Matabitchuan Neighbourhood

7.3.8 Home Occupations

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. The sale of goods or the provision of a service shall only be permitted if adequate parking is provided as set out in the Zoning By-law. Sale of goods or the provision of a service shall not result in an unacceptable level of increased vehicular or boat traffic nor does it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted in the Matabitchuan Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. ~~Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of trades people and couriers, as set out in the Zoning By-law, are permitted.~~

7.3.9 Home Industry

Home industries ~~such as electrical, carpentry, plumbing, including~~ a contractor's yard and machine shops may be permitted in an accessory building to a single detached dwelling unit on a Rural Residential or Remote Residential lot in the Matabitchuan Neighbourhood. ~~Other home industries may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling.~~ Home industries shall proceed by

way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interferes with the enjoyment of the residential amenities of the Neighbourhood, the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

Backcountry Neighbourhood

8.3.8 Home Occupations

Home occupations shall only be carried out in a residential dwelling or an enclosed accessory structure, and shall be incidental to the residential use. The home occupation shall not change the residential character of the dwelling.

Two employees who do not reside in the dwelling may be employed in the home occupation. Sale of goods or the provision of a service shall not result in an unacceptable level of increased boat traffic nor will it become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood.

The specific home occupations permitted in the Backcountry Neighbourhood shall be set out in the Zoning By-law. However, as a guide, occupations such as small engine repair and minor boat repairs are not considered to be home occupations. Home occupations such as oil or watercolour painting, making crafts and writing, professional offices, the business office of tradespeople and couriers, as set out in the Zoning By-law, are permitted.

8.3.9 Home Industry

Home industries such as electrical, carpentry, plumbing, including a contractor's yard and machine shops may be permitted in an accessory building to a single detached dwelling unit on a Rural Residential or Remote Residential lot in the Backcountry Neighbourhood. Other home industries may be permitted in an accessory building to a single detached dwelling unit, part of an accessory building and/or part of a residential dwelling. Home industries shall proceed by way of a rezoning. As part of the rezoning process, Council shall consider the adequacy of the accessory building for the use proposed, the potential impact of

the home industry on adjacent residential areas, the potential for the home industry to become a nuisance because of noise, fumes, dust, odour, traffic or otherwise interfere with the enjoyment of the residential amenities of the Neighbourhood, the environment and other matters as may be set out in the Zoning By-law. However, home industries shall not be carried out in a wet or dry boathouse and there shall be no outside storage associated with the home industry, except for a contractor's yard, as set out in the Zoning By-law. Up to two persons, plus the owner may be employed in a home industry.

A Home Industry, including a contractor's yard, shall at all times be clearly incidental to the primary residential use of the property and shall be subject to Site Plan Control.

Definitions

Home Occupation – Any gainful occupation which is conducted within the dwelling unit or an enclosed accessory structure, by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in the Zoning By-law.

Home Industry – An occupation conducted in whole or in part in a building accessory to a single detached dwelling, part of an accessory building and/or part of a residential dwelling on a Rural Residential or Remote Residential lot; and such home industry is clearly secondary to the main residential use of the property, does not change the residential character of the neighbourhood, and as further defined in the Zoning Bylaw.

All other policies of the Official Plan of the Municipality of Temagami shall apply.

3.0 Implementation and Interpretation

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment. In all other respects the provisions of the Municipality of Temagami Official Plan shall apply.

Upon approval of this Amendment, Council shall consider an implementing Zoning By-law.

The provisions of the Official Plan, as amended from time to time, shall apply in regard to the Amendment.

Part C – The Appendices

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 2020 - _____

DRAFT

Revisions made for Statutory Public Meeting on March 12, 2020 are in green.

Revisions made following Statutory Public Meeting are in track changes.

A By-law to amend the Municipality of Temagami By-law No. 06-650 as amended to change the definitions and provisions for Home Occupation/Home Industry

WHEREAS the Council of the Corporation of the Municipality of Temagami is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990, c.P.13;

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

1. That Section 5 - Definitions of By-law 06-650, as amended, include the following changes for the definition of Home Occupation:

HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit or an enclosed accessory structure, by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.

2. That Section 5 - Definitions of By-law 06-650, as amended, include the following changes for the definition of Home Industry:

HOME INDUSTRY shall mean a gainful occupation, secondary to a Residential Use, which includes fabrication, light manufacturing, processing, assembly or repair of goods that is including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A Home industry is conducted entirely in an accessory building, or part of an accessory building and/or part of a residential dwelling on a Rural Residential or Remote Residential lot. by the residents. A home industry may include, but is not be limited to, such uses as electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A home industry does not include a contractor's yard.

3. That Section 6.22(d) - Home Industry of By-law 06-650, as amended, is hereby amended to read:

(d) such home industry is clearly secondary to the main residential use, and does not change the residential character of the dwelling and lot;

4. That Section 6.22 - Home Industry of By-law 06-650, as amended, is hereby amended by adding the following as subsection (e), and renumbering the subsequent subsections:

(e) Maximum area of a home industry:

- i. ~~in no case shall the accessory building, or part thereof, and/or portion of the residential dwelling used for the home industry have a combined~~If located in a dwelling, the home industry shall occupy a maximum area of gross floor area greater than forty percent (40%) of the ground floor area of the dwelling. ~~i~~
- ii. ~~If located in a dwelling, or an accessory building, the home industry shall not occupy an area greater than 140 square metres for a property not on a waterbody or more than 83 square metres for a property abutting a waterbody. -if located in an accessory building.~~
- iii. If the home industry is conducted within both the dwelling and an accessory building, the maximum areas identified in subsections (i) and (ii) shall also apply.

5. That Section 6.22 - Home Industry of By-law 06-650, as amended, is hereby amended by adding the following as subsection (j) & (k), and renumbering the subsequent subsections:

(j) Where permitted on shoreline properties, any accessory building used for the home industry shall be setback a minimum of 15 metres from the shoreline.

(k) An accessory building or structure may only be used for the purpose of a home industry if the lot is a minimum of 0.5 hectares in size.

- ~~5-6.~~ That Section 6.23 (g) - Home Occupation of By-law 06-650, as amended, is hereby amended to read:

(g) such home occupation uses may include, but not be limited to, such uses as a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices, indoor teaching/tutoring/instruction but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;

- ~~6-7.~~ That Section 6.23 - Home Occupation of By-law 06-650, as amended, is hereby amended by adding the following:

(j) An accessory building or structure may only be used for the purpose of a home occupation if the lot is a minimum of 4-0.5 hectare in size and the home ~~business-occupation~~ does not occupy more than 50 square metres of the accessory building or structure;

- ~~7-8.~~ That Section 6.23 - Home Occupation of By-law 06-650, as amended, is hereby amended by adding the following:

(k) A maximum of 5 parking spaces shall be permitted on mainland properties.

9. That Section 6.23 - Home Occupation of By-law 06-650, as amended, is hereby amended by adding the following:

(l) Where permitted on shoreline properties, any accessory building used for the home industry shall be setback a minimum of 15 metres from the shoreline.

10. That Section 6.22 (e) - Home Industry and Section 6.23 (a) – Home Occupation of By-law 06-650, as amended, regarding the maximum number of employees is removed, and renumbering the subsequent subsections.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the _____ day of _____ 2020.

READ A THIRD TIME and finally passed this _____ day of _____ 2020.

Dan O'Mara, Mayor

Suzie Fournier, Municipal Clerk

MUNICIPALITY OF TEMAGAMI	
Report Prepared For:	Suzie Fournier, Clerk
Report Prepared By:	Jamie Robinson, BES, MCIP, RPP and Patrick Townes, BA, BEd
Subject:	Official Plan Amendment: Secondary Dwelling Units Direction for Second Statutory Public Meeting
Report Date:	June 25, 2020

A. BACKGROUND

The Municipality of Temagami has initiated an Official Plan Amendment to update its Official Plan document to include policies regarding Secondary Dwelling Units. The Municipality held an Open House to discuss the proposed Official Plan Amendment on August 6, 2019 at the Community Centre; and also held a Statutory Public Meeting on March 12, 2020.

The purpose of the Statutory Public Meeting was to provide members of the public and agencies an opportunity to provide comments on the draft policies for Secondary Dwelling Units, in accordance with the *Planning Act*. There was no recommendation included in the Planning Report dated March 3, 2020 (see Attachment #1).

Comments on the draft policies were received prior, during and following the March 12, 2020 Statutory Public Meeting. Staff have had an opportunity to review all the information and are recommending revisions to the proposed Official Plan Amendment regarding Secondary Dwelling Units. Based in the proposed revisions to the Official Plan Amendment, it is recommended that a second Statutory Public Meeting be scheduled, due to the nature of, the revisions that are being considered.

This Planning Report provides:

- a summary of the comments that have been received;
- an overview of the concepts to be addressed through the revisions to the Official Plan Amendment;
- a request that an implementing Zoning By-law Amendment be undertaken; and,
- an outline of the proposed schedule to bring the amendments to Council for a final decision.

This Report does not contain revisions to the Draft Official Plan Amendment. The recommendation is that Council receive this Report for information purposes and direct staff to schedule a second Public Meeting to consider the Draft Official Plan Amendment and to schedule a concurrent Public Meeting to consider a Draft Zoning By-law Amendment.

B. OVERVIEW OF COMMENTS

Following circulation and notice of the Statutory Public Meeting on March 12, 2020, comments were received from members of the public, and agencies, including the Temagami Lakes

Association and Temagami First Nation. Following the Statutory Public Meeting, Staff have had follow-up conversations with representatives from the Temagami Lakes Association and Temagami First Nation.

The below is a summary of the comments that have been provided to date; including prior to, during and following the Statutory Public Meeting.

Council Members:

- Noted that 70% of the residents on Lake Temagami are year-round residents and concerns that the comments that are being provided exclude year-round residents.
- Support the amendment and represents ways to improve septic systems.
- Sleep cabins are already in place it just provides an opportunity for a kitchen and a washroom in the building.
- Concerns regarding the use of second units for rentals and competing with existing tourist commercial uses.
- Second units are already permitted depending on size of property but still need to look at from a good planning perspective.
- Would like to see second units permitted where they are appropriate, planned, legal and appropriately sized.
- Should be looking at a lake capacity study for Lake Temagami to see threshold of what would be allowed.
- Encouraged members of the public to provide comments to Councillors.

Members of the public:

- Amendments are beneficial to property owners on the lake and provide much needed economic development with little impact to the environment.
- In need of reduced restrictions for kitchens and washrooms in sleeping cabins.
- Second units are meant for an urban population and not a recreational one.
- Expressed concerns for second units on islands, including limited parking at the base of Lake Temagami Access Road, effects of intensification on cold water lakes and fish habitat on Jumping Cariboo, Rabbit and other cold water lakes, and limited emergency access.
- If secondary dwelling units are rented out there could be an impact on existing tourist commercial uses.
- If a secondary dwelling unit and additional accessory building is proposed, a Zoning By-law Amendment to allow these would be an appropriate process.
- There is a need for secondary dwelling units within the Urban Neighbourhood.
- Highlighted the need for remedial work to the water towers and sewage systems in the Urban Neighbourhood – need to ensure the municipal infrastructure is in place to support second units.
- Second units could be permitted on maintained year-round roads that are accessible for emergency services.
- The Backcountry Neighbourhood is not appropriate for second units.

- Temagami is working on their strategic plan and results should be known before moving ahead.

Temagami Lakes Association:

- Written comments were provided on March 9, 2020 and on May 15, 2020 (from Anthony Usher Planning Consultant).
- Property owners have expressed concern to the Temagami Lakes Association that the stated intent of the amendments increasing availability of affordable housing and housing for older persons via development of second units seems poorly suited for the Lake Temagami neighborhood of predominantly remote recreational properties with limited access and infrastructure.
- Questions related to the timing of the amendments associated with the Official Plan Review and the strategic plan.
- The Province does not interpret this direction as requiring second units to be permitted throughout a municipality, or if they are, that they be permitted under the same conditions throughout. Some of the public comments on OPA 3 indicate there may be some misunderstanding on this point. The Official Plan already fully implements this direction in the Urban Neighbourhood, through the accessory apartments policies in section 2.2.2.
- Bunkies, or sleep cabins as they are called in Temagami's planning documents, are not contemplated in (nor prohibited by) the *Planning Act* or Provincial policy. They are a purely local matter, commonly permitted in lakeland municipalities. Every lakeland official plan and zoning bylaw I have ever seen considers bunkies to be accessory buildings on residential lots - but never a type of dwelling, never a "residential unit", never a garden suite.
- OPA 3 represents a substantial, and completely inappropriate, increase in the amount of habitation permitted on waterfront residential lots that have only water access and individual services.
- OPA 3 includes elements contrary to the letter and intent of the Planning Act.
- OPA 3 is potentially inconsistent with the Provincial Policy Statement.
- OPA 3 does not respond to any demonstrated need in Temagami.
- OPA 3 does not reflect conventional best practice in lakeland planning.
- Because normal appeal rights do not apply to OPA 3, the Municipality should proceed with particular caution.
- I do not believe there is any justification for any aspect of OPA 3 as it would apply to Lake Temagami. I therefore recommend that if this amendment proceeds, no aspect of it apply to the Lake Temagami Neighbourhood. (The definition of "secondary dwelling units", as such, is satisfactory.)
- Without getting into details, there are some confusing aspects of the Official Plan, and some apparent inconsistencies between the Plan and the comprehensive zoning bylaw, with respect to sleep cabins. As the Official Plan review proceeds, there may also be public interest in revisiting the sleep cabin policies. These would certainly be appropriate to address as part of the Plan review.

Temagami First Nation:

- Written comments were provided on March 11, 2020 and MHBC had a call with representatives on May 15, 2020.
- The proposed amendment does not align with direction from the Ministry.
- There are locations that are not appropriate for second units, including waterfront areas.
- How were the lakes within the Municipality considered through this process? i.e. lake capacity, flooding, emergency access.
- Concerns over pressure on resources – environmental and archaeological.
- Need to examine the intensity of use for properties when second units are proposed.
- Need careful consideration for fish habitat, water quality, parking availability, and recreational uses.
- Second units on Lake Temagami is not an appropriate method to address affordable housing.
- Recommend that second units only occur where access is provided on a municipally maintained road.
- Need to consider other developments on Lake Temagami.
- There are locations in the Municipality where second units are not appropriate.
- Need to look at the cumulative impact on resources and the potential increase and pressure on emergency services.
- Should second units only be considered within an area with access to emergency services? i.e. specific distance from Bear Island.
- Do additional dwelling units lead to the need for additional docks.
- Preference is to review a Zoning By-law Amendment at the same time as the Official Plan Amendment.
- Possible to identify permitted uses in the Official Plan and to require a Zoning By-law Amendment for new second units.

C. DISCUSSION/ANALYSIS

The provision of a range and mix of housing, along with the promotion of affordable housing, is both desirable and beneficial to communities in that it seeks to ensure that housing is available for a wide spectrum of individuals.

Provincial legislation regarding the provision of an appropriate range and mix of residential uses (including secondary dwelling units, affordable housing and housing for older persons) fundamentally relates to the provision of permanent housing not recreational properties. The Municipality's Official Plan policies regarding accessory apartments and garden suites provide a basis in the Official Plan for the establishment of secondary dwelling units on residential properties

Based on the research that has been undertaken, and the comments provided, the following conclusions are reached:

- 1) The updates to the *Planning Act* to require municipalities to permit second units are intended to apply to permanent housing and not recreational situations.

- 2) The implementation of Second Unit legislations should be considered differently in settlement areas and rural areas in comparison to shoreline areas.
- 3) The Municipality of Temagami has existing Official Plan policies and Zoning By-law regulations that permit sleeping cabins on many shoreline properties. Sleep cabin size and the kitchen and washroom permissions are provided on a sliding scale, based on lot size.
- 4) Based on the existing Official Plan and Zoning By-law, on the largest of properties on Lake Temagami (over 1.6 hectares), a sleeping cabin is permitted to contain a kitchen and a washroom. Based on the definitions in the *Planning Act*, this is a dwelling unit. As a result, the Zoning By-law currently permits a second dwelling unit, although it is called a sleeping cabin by the current documents.
- 5) The key distinction between these the existing Official Plan and Zoning By-law permissions that enable a sleeping cabin to have a kitchen and a washroom and the second unit provisions contemplated by the *Planning Act*, is the distinction that the *Planning Act* version is used for permanent housing and the sleeping cabin provisions in the Official Plan are for recreational purposes.
- 6) It is recommended that the amendments to the Official Plan be focused in two areas:
 - a. Secondary unit policies for settlement areas and rural areas to provide for additional affordable housing opportunities. This will implement the changes to the *Planning Act*.
 - b. Updates to the nomenclature in the Municipality's Official Plan to recognize that a sleeping cabin with a kitchen and a washroom is a dwelling unit. Modifications to the complementary policies of the Official Plan are also required to reflect the change in nomenclature.
- 7) The existing policies and associated Zoning By-law provisions enable secondary units (called sleeping cabins) to be located on the largest of shoreline lots on Lake Temagami (over 1.6 hectares).
- 8) The current Official Plan policies enable a Zoning By-law Amendment to be considered to permit a second dwelling unit (called a sleeping cabin) on a lot on Lake Temagami with less than 1.6 hectares of lot area.
- 9) The original Public Meeting dealt only with the Official Plan Amendment. The review has been structured in this manner as it was important to establish a policy direction for the Official Plan Amendment prior to considering any changes to the Zoning By-law. Now that comments have been received, and a policy direction for the Draft Official Plan Amendment

has been established, it would be prudent to consider a concurrent Zoning By-law Amendment to implement the proposed revisions to the Official Plan.

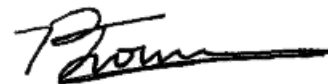
- 10) A second Statutory Public Meeting to consider the revisions to the Official Plan Amendment and a Statutory Public Meeting to introduce the Zoning By-law Amendment is recommended for August 6, 2020. Copies of the proposed amendments would be made available more than 20 days prior to the Statutory Public Meeting, and also sent directly to those who have provided comments to date. Following comments received at the Statutory Public Meeting on August 6, 2020, a final recommendation would be taken to Council at a subsequent Council Meeting.

These amendments are important components of the Official Plan and the Zoning By-law. It is important that adequate consultation and engagement takes place prior to making a final decision. These amendments will be incorporated into the planning documents following Council's decision.

Respectfully Submitted,
MHBC Planning

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal stroke extending to the right.

Jamie Robinson, BES, MCIP, RPP
Partner

A handwritten signature in black ink, appearing to read 'P. Townes', with a long horizontal stroke extending to the right.

Patrick Townes, BA, BEd
Associate



Corporation of the Municipality of Temagami

Memo No.
2020-M-067

Memorandum to Council

Subject: Notice of Motion

Agenda Date: June 25, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council direct Staff to prepare a report to inform Council regarding the development of a Youth Committee.

INFORMATION

At the Council meeting of June 4, 2020, Councillor Shymko provided a notice of his intent to bring forward a motion regarding the development of a Youth Committee.

Youth Committees, or sometimes called Youth Councils, can provide Council with a different perspective as well as provide a training area for Municipal Staff. Typically they operate best when there is a purpose they are wholly responsible for whether it be programming or a part of Municipal Infrastructure. There are benefits that can be derived such a greater sense of community.

Respectfully Submitted
Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memo No.
2020-M-068

Memorandum to Council

Subject: Notice of Motion

Agenda Date: June 25, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council direct Staff to prepare a report to reassessing Municipal Committees.

INFORMATION

At the Council meeting of June 4, 2020, Councillor Shymko provided a notice of his intent to bring forward a motion regarding Municipal Committees.

Presently, the Municipality has a Recreation Events Committee which is more community oriented and focused on planning and support for the events that would occur in a normal year, the Committee of Adjustment, which is a quasi-judicial Committee that makes decisions on planning matters, and an ad hoc Planning Committee that is available should Council want more input in planning related matters. Other matters have been brought to the directly to Council.

There are some processes presently underway where Council may want to establish ad hoc committees or working groups such as Strategic Plan Implementation, Official Plan Review, Service Delivery Review, Waste Management Master Plan, and Broadband Enhancement.

Previously, the Municipality had standing committees for different departments. Typically these are most beneficial when Council finds that policy and guidance roles are larger than what can be covered through a Council meeting. With these, policy and guidance recommendations would come from the committee to Council for consideration. It is important to remember that established committees, the Recreation Events Committee aside, are an extension of the role Council has and should not be established to perform management duties.

Respectfully Submitted
Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memo No.
2020-M-069

Memorandum to Council

Subject: Notice of Motion

Agenda Date: June 25, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council direct Staff to prepare a report to amend the Procedural By-Law regarding the posting of audio recordings.

INFORMATION

At the Council meeting of June 4, 2020, Councillor Shymko provided a notice of his intent to bring forward a motion regarding the policies surrounding our audio recordings.

Based on the discussion for this motion, Staff can amend the Procedural By-Law appropriately and present it for Council's consideration at our next regular session.

Respectfully Submitted
Craig Davidson
Treasurer/Administrator

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 20-1513

Being a By-Law to confirm the proceedings of Council of the Corporation of the Municipality of Temagami

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 June 25, 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 25th day of June, 2020.

Mayor

Clerk