



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
REGULAR COUNCIL MEETING  
AGENDA

Thursday, March 9, 2023, 6:30 P.M.  
Main Level Chambers

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

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3. <u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u>	
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5. <u>ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS</u>	
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Draft Motion:  
BE IT RESOLVED That Council receive the presentation from Ryan Smith regarding a tourism opportunity.

**7.2 Invited Presentations**

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**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:**

Draft Motion:  
BE IT RESOLVED THAT correspondence items numbered 1-6 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

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

Draft Motion:  
BE IT RESOLVED THAT Minutes of Local Boards & Committees on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

- |    |  |     |
|----|--|-----|
| 1. | <b>Library Board Minutes - January 17, 2023</b>                  | 94  |
| 2. | <b>Timiskaming Health Unit Board Minutes - November 16, 2022</b> | 100 |
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**9. STAFF REPORTS**

- |     |                                |     |
|-----|--------------------------------|-----|
| 9.1 | <b>2022 MRFD Annual Report</b> | 149 |
|-----|--------------------------------|-----|

Draft Motion:  
BE IT RESOLVED THAT Council receive the Marten River Fire Department Annual Report for 2022

- |     |                                      |     |
|-----|--------------------------------------|-----|
| 9.2 | <b>MMRFD February Monthly Report</b> | 160 |
|-----|--------------------------------------|-----|

Draft Motion:  
BE IT RESOLVED That Council receive the February 2023 report from the Marten River Fire Department.

9.3	<b>Temagami Fire - February 2023</b> Draft Motion: BE IT RESOLVED That Council receive the monthly report from Temagami Fire Department.	164
9.4	<b>Public Works February 2023</b> Draft Motion: BE IT RESOLVED That Council receive the report from Public Works for the month of February, 2023.	165
9.5	<b>Taxes Receivable Summary, 2022</b> Draft Motion: BE IT RESOLVED THAT Council receive the Taxes Receivable Summary for 2022.	167
9.6	<b>2022 Remuneration and Expenses Paid</b> Draft Motion: BE IT RESOLVED THAT Council receive the Statement of the Treasurer on Remuneration paid.	169
9.7	<b>Procedural By-Law Changes</b> Draft Motion: BE IT RESOLVED THAT Council receives Memorandum 2023-M-043 for information.	171
9.8	<b>2021 Ambulance Schedule</b> Draft Motion: BE IT RESOLVED THAT Council approved the 2021 Ambulance Schedule.	173
9.9	<b>Deputy Treasurer Report - March 9, 2023</b> Draft Motion: BE IT RESOLVED THAT Council receive the Deputy Treasurers Report dated March 9, 2023.	180
9.10	<b>January and February Recreation Staff Report</b> Draft Motion: BE IT RESOLVED That Council receive this Recreation Report for information.	182
9.11	<b>Treasurer-Administrators Report - March 9, 2023</b> Draft Motion: BE IT RESOLVED THAT Council receive the Treasurer/Administrator's Report dated March 9, 2023.	185
10.	<b><u>COUNCIL COMMITTEE REPORTS</u></b>	
11.	<b><u>ANNOUNCEMENTS - MAYOR AND COUNCIL</u></b>	
12.	<b><u>CORRESPONDENCE</u></b>	
12.1	<b>Action Correspondence</b>	
1.	<b>TCF Lottery Sponsorship</b> Draft Motion: BE IT RESOLVED THAT Council approves the request of the Temagami Community Foundation for sponsorship for the 4th Annual Truck n Boat Lottery in	186

the amount of \$2,000;

AND FURTHER THAT Council directs Staff to include this amount in the 2023 budget.

**2. Ling Fling - Request to host at Lake Temagami Access Point, on land. 188**

Draft Motion:

BE IT RESOLVED THAT Council approve the request to host the Ling Fling at the Lake Temagami Access point on the Municipal Land Use Permit.

AND FURTHER THAT the organizers understand that public access will not be blocked to any Municipal facilities or amenities during this time.

**3. Temagami Community Foundation Lottery License Support 191**

Draft Motion:

BE IT RESOLVED THAT Council direct staff to provide a letter indicating that the Municipality is aware of and supports the Temagami Community Foundations Annual Lottery.

**12.2 Resolution from Other Municipalities**

**1. Correspondence from the County of Huron 193**

Draft Motion:

BE IT RESOLVED THAT Council receives correspondence from the County of Huron regarding zoning compliance for cannabis grow operations.

**2. Correspondence from City of Thunder Bay 208**

Draft Motion:

BE IT RESOLVED THAT Council receives the resolution from the City of Thunder Bay regarding the passing of Bill 42.

**3. Correspondence from the City of Brantford 210**

Draft Motion:

BE IT RESOLVED THAT Council supports the resolution of the City of Brantford calling on the Government of Canada to resume investigations into opportunities to enhance passenger rail services in southwestern Ontario.

**4. Correspondence from the Municipality of Trent Lakes 213**

Draft Motion:

BE IT RESOLVED THAT Council receives Resolution R2023-119 from the Municipality of Trent Lakes regarding changes to the Oath of Office.

**13. BY-LAWS**

**13.1 By-Law 23-1658 - To Appoint Members to the Public Library Board 218**

Draft Motion:

BE IT RESOLVED THAT By-law 23-1658, being a by-law to Rescind and Replace By-Law 21-1586 Temagami Public Library Board Membership, be taken as read a first, second and third time and finally passed this 9th day of March, 2023;

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

**13.2 By-Law 23-1659 - Council Procedure Bylaw - Revised 219**



Draft Motion:

BE IT RESOLVED THAT By-law 23-1659, being a by-law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public, be taken as read a first, second and third time and finally passed this 9th day of March, 2023;

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

**13.3 By-Law 23-1660 - Integrity Commissioner Inquiry Protocol 262**

Draft Motion:

BE IT RESOLVED THAT By-law 23-1660, being a by-law to adopt an Integrity Commissioner Inquiry Protocol, be taken as read a first second and third time and finally passed this 9th day of March, 2023;

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**

**16. NEW BUSINESS**

**16.1 OCWA Final Reports - 2022 272**

Draft Motion:

BE IT RESOLVED THAT Council receives the Annual Reports from the Ontario Clean Water Agency for the Temagami North Drinking Water system and the Temagami South Drinking Water system for the year 2022;

AND FURTHER THAT Council direct Staff to file these reports in the appropriate water system binder that is available for public viewing during normal office hours.

**16.2 OCWA 2023 Capital Letter 300**

Draft Motion:

BE IT RESOLVED THAT Council approves the 2023 OCWA Capital Letter;

AND FURTHER THAT Council directs Staff to include this in the 2023 Municipal Budget.

**16.3 Notice of Motion 309**

Draft Motion:

BE IT RESOLVED THAT Council refer the review of accountability and transparency policies, especially in the area of cash disbursements, to the Working Session of Council scheduled for March 23, 2023 for further discussion.

**17. NOTICE OF MOTION**

**18. QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**

**19. CONFIRMATION BY-LAW 310**

Draft Motion:

BE IT RESOLVED THAT By-law 23-1661, 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 9th day of March;

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

20.

**ADJOURNMENT**

Draft Motion:

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



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**REGULAR COUNCIL MEETING**

**DRAFT MINUTES**

**Thursday, January 26, 2023, 6:30 P.M.  
Main Level Chambers**

**PRESENT:** D. O'Mara, B. Leudke, M. Youngs, J. Platts, W.Gustavson, C.Lowery

**ABSENT:** J. Koistinen

**STAFF:** C. Davidson, S. Pandolfo, N.Claveau, B. Turcotte , D. Bell , J. Sanderson , P. Elliot

**GUESTS:** D. Larochelle

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 6:32 pm.

There were 1 people in the audience.

The Mayor called the Roll.

**ADOPTION OF THE AGENDA**

**23-030**

MOVED BY: M. Youngs

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Working Session Agenda dated January 26, 2023 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 disclosures made.

**DELEGATIONS/PRESENTATIONS**

**Registered Delegations - With Presentations**

**Invited Presentations**

**Registered Delegations - Without Presentations**

**ANNOUNCEMENTS - MAYOR AND COUNCIL**

**DISCUSSION ITEMS AND RELATED REPORTS**

**Council Meeting - Electronic Participation**

Council discussed matters related to electronic participation at Council meetings including Closed Sessions. Updated schedules to the Procedural By-Law will be considered at future Regular Sessions of Council

**Procedural By-Law**

Council reviewed potential updates to the Procedural By-Law. Amendments will be considered at future Regular Sessions

**Integrity Commissioner**

Council reviewed the Integrity Commissioner Protocol and suggested updates. An updated Integrity Commissioner Protocol will be considered at future Regular Sessions.

**Integrity Commissioner Protocol**

**Frivolous and Vexatious Policy**

**Budget Guidelines**

Council discussed the recent announcement of the 2022 Annual Inflation Rate being 6.3%. Council noted that a tax increase of 4% is the 2023 budget goal.

**Capital Projects**

Council and Staff discussed ongoing capital projects. These will be discussed further during budget deliberations.

**Council Priorities**

**Solid Waste Master Plan**

Council reviewed the report from the Ad Hoc Committee on the Landing Transfer Station and possible staffing scenarios of the landfill sites and transfer stations. Council requested the information presented be costed.

**23-031**

MOVED BY: C.Lowery

SECONDED BY: W.Gustavson

THAT This meeting be extended by one hour.

**CARRIED**

**CORRESPONDENCE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**NOTICE OF MOTION**

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

**ADJOURNMENT**

**23-032**

MOVED BY: C.Lowery

SECONDED BY: J. Platts

BE IT RESOLVED THAT this Council Working Session dated January 26, 2023, adjourn at 9:53 p.m.

**CARRIED**

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Mayor

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Clerk



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**REGULAR COUNCIL MEETING**

**MINUTES**

**Thursday, February 9, 2023, 6:30 P.M.**

**Main Level Chambers**

PRESENT: D. O'Mara, B. Leudke, M. Youngs, J. Koistinen, J. Platts,  
W.Gustavson, C.Lowery

STAFF: C. Davidson, S. Pandolfo, N.Claveau, B. Turcotte , J. Shymko, J.  
Sanderson

GUESTS: B. Lowery, C. Dwyer in Audience

**CALL TO ORDER AND ROLL CALL**

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

**ADOPTION OF THE AGENDA**

**23-033**

MOVED BY: M. Youngs

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT the Regular Council Agenda dated February 9, 2023 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 there were two declarations made to the office. Both were from Councillor Lowery, one on item 16.1 - Committee of Adjustment and item 8.2.3 - Transport Canada regarding Marine Vessels. There were no other disclosures made.

**REPORT FROM CLOSED SESSIONS**

**ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**

**Regular Council Minutes - January 12, 2023 - DRAFT**

**23-034**

MOVED BY: W.Gustavson

SECONDED BY: J. Platts

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on January 12, 2023 be adopted as presented.

**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**

**23-035**

MOVED BY: J. Koistinen

SECONDED BY: C.Lowery

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

**CARRIED**

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

**Correspondence for Information**

**23-035**

MOVED BY: J. Koistinen

SECONDED BY: C.Lowery

BE IT RESOLVED THAT correspondence items numbered: 1-3 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

**CARRIED**

**Councilor Youngs - Family Health Team Report**

**MMAH Letter - Deadline Extension MMP3**

**Transport Canada - Water Vessels - Additional Information**

**Minutes of Local Boards & Committee:**

**23-035**

MOVED BY: J. Koistinen

SECONDED BY: C.Lowery

BE IT RESOLVED THAT the minutes of the local boards and committees numbered 1-3 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

**CARRIED**

**Library Board Minutes - November 14, 2022**

**Temagami Police Services Board Minutes for October 27 2022 Meeting**

**Temagami Police Services Board Draft Minutes, January 19, 2023 Meeting**

**STAFF REPORTS**

**2023-M-026 MRFD January**

**23-036**

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive the report from the Marten River Volunteer Fire Department for the month of January 2023.

**CARRIED**

**2023-M-027 Temagami Fire - January**

**23-037**

MOVED BY: C.Lowery

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive the report from the Temagami Volunteer Fire Department for the month of January 2023.

**CARRIED**

**2023-M-028 PW January**

**23-038**

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive the report from the Public Works Department for the month of January 2023.



**CARRIED**

**2023-M-033 Variance**

**23-039**

MOVED BY: J. Platts

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive the initial year-end financial report for 2022.

**CARRIED**

**2023-M-034 Treasurer-Administrators Report - February 9, 2023**

**23-040**

MOVED BY: B. Leudke

SECONDED BY: C.Lowery

BE IT RESOLVED THAT Council receive the Treasurer/Administrator's Report dated February 9, 2023.

**CARRIED**

**2023-M-035 February Working Session**

**23-041**

MOVED BY: C.Lowery

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receives Memorandum 2023-M-035 for information.

**CARRIED**

**COUNCIL COMMITTEE REPORTS**

**ANNOUNCEMENTS - MAYOR AND COUNCIL**

Councillor Youngs provided an update on

- ROMA - OCWA Training - Boat Washing Stations Meeting - Shiverfest Planning Group -

Mayor O'Mara provided an update on

- ROMA - Meetings regarding Internet Services - Meeting with MNR - and Discussions with the MTO

**CORRESPONDENCE**

**Action Correspondence**

**2023-M-023 Donation Request - Temiskaming Small Mouth Bass Series**

**23-042**

MOVED BY: J. Koistinen  
SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council donates \$500 to support one of the the Temiskaming Small Mouth Bass Series events when it is in proximity to Temagami.

**CARRIED**

**2023-M-024 Ling Fling**

**23-043**

MOVED BY: B. Leudke  
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council donate up to \$500 towards insurance for the event.

**CARRIED**

**Resolution from Other Municipalities**

**2023-M-029 Kingston New Motion 5**

**23-044**

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

BE IT RESOLVED THAT Council supports New Motion 5 that the City of Kingston considered and passed at their meeting of December 6, 2022 requesting the Province to promptly pass an Administrative Penalties regulation under the Resource Recovery and Circular Economy Act, 2016.

**CARRIED**

**BY-LAWS**

**23-1655 - Appointment of Chief Building Official**

**23-045**

MOVED BY: M. Youngs  
SECONDED BY: J. Platts

BE IT RESOLVED THAT By-law 23-1655, being a By-Law to appoint a Chief Building Official be taken as read a first, read a second and read a third time and finally passed this 9th day of February, 2023;

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

**CARRIED**

**23-1656 - 2023 Tax Ratios**

**23-046**

MOVED BY: W. Gustavson

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 23-1656, being a By-Law to set Tax Ratios for 2023 be taken as read a first, read a second and read a third time and finally passed this 9th day of February, 2023;

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**

**2023-M-020 Committee of Adjustment**

Councillor Lowery left the room as she has declared a conflict on this item.

**23-047**

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council approved the report from the Ad Hoc Committee reviewing applications to sit on the Committee of Adjustment;

AND FURTHER THAT Council directs Staff to prepare a By-Law appointing Deputy Mayor Koistinen, Councillor Youngs and Councillor Leudke as Council's representatives along with Bruce Rice, Nicole Brooker, Sheri Campbell, Jacquelyn Hodgins, Eve Lewis and Alissa North as Members of the Public to serve on the Committee of Adjustment;

AND FURTHER THAT this By-Law be placed on the agenda for the next regular meeting.

**CARRIED**

**2023-M-021 Temagami Public Library**

**23-048**

MOVED BY: B. Leudke

SECONDED BY: J. Platts

BE IT RESOLVED THAT Council receives the correspondence from the Temagami Public Library Board;

AND FURTHER THAT Council direct Staff to prepare a By-Law for consideration at the next regular session with membership on the Temagami Public Library Board as included in the correspondence

**CARRIED**

**2023-M-022 Notice of Motion D O'Mara**

**23-049**

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council establish an Ad Hoc Committee consisting of the Mayor and up to two more Members of Council and supported by the Treasurer/Administrator and/or the Deputy Treasurer to investigate the possibility of adding the position of Indigenous Elder to provide advice to Council;

AND FURTHER THAT included in the report back to Council, amongst other items, will be a position description and compensation estimation.

**CARRIED**

**2023-M-025 Police Boards update**

**23-050**

MOVED BY: M. Youngs

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council reply to the City of Temiskaming Shores, with a copy to the Office of the Solicitor General, that our understanding of the Southern Police Services Board serving Temiskaming Detachment consisted of the Municipality of Temagami, the Town of Cobalt, the Township of Coleman and the Town of Latchford with Temagami First Nation being invited to join should they choose.

**CARRIED**

**2023-M-030 OCWA Management Review**

**23-051**

MOVED BY: B. Leudke

SECONDED BY: C.Lowery

BE IT RESOLVED THAT Council receive the OCWA Management Review 2022 Minutes for information.

**CARRIED**

**2023-M-031 OCWA 4th quarter**

**23-052**

MOVED BY: J. Platts

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive the fourth quarter report from OCWA for information

**CARRIED**

**2023-M-032 Integrity Commissioner Protocol**

**23-053**

MOVED BY: M. Youngs

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council approve the draft Integrity Commissioner Protocol;

AND FURTHER THAT Council directs Staff to draft a By-Law to approve the Integrity Commissioner Protocol for consideration at the next Regular Session.

**CARRIED**

**NOTICE OF MOTION**

Councillor Koistinen proposed a Notice of Motion regarding providing Mayor and Council the ability to review the cheque register.

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

**CONFIRMATION BY-LAW**

**23-054**

MOVED BY: W. Gustavson

SECONDED BY: J. Platts

BE IT RESOLVED THAT By-law 23-1657, 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 9th day of February, 2023;

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

**CARRIED**

**ADJOURNMENT**

**23-055**

MOVED BY: C. Lowery

SECONDED BY: M. Youngs

BE IT RESOLVED THAT this meeting adjourn at 8:15 p.m.

**CARRIED**

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Mayor

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Clerk



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**REGULAR COUNCIL MEETING**

**DRAFT MINUTES**

**Thursday, February 23, 2023, 6:30 P.M.  
Main Level Chambers**

**PRESENT:** D. O'Mara, B. Leudke, M. Youngs, J. Koistinen, J. Platts,  
W.Gustavson, C.Lowery

**STAFF:** S. Pandolfo, N. Claveau, B. Turcotte , D. Bell , J. Shymko, J.  
Sanderson , P. Elliot, D. Larochelle

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 6:30 pm.  
There were 0 people in the audience.  
The Mayor called the Roll.

**ADOPTION OF THE AGENDA**

**23-056**

MOVED BY: M. Youngs

SECONDED BY: W.Gustavson

BE IT RESOLVED THAT the Working Session Agenda dated February 23, 2023 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 there were 2 declarations reported prior to the meeting.

Councilor Lowery submitted a Declaration of Conflict in regards to Agenda item 6.2 - Request for Hydro Hookup.

Councilor Lowery submitted a Declaration of Conflict in regards to Agenda item 6.3 - EV Charging Stations.

There were no other disclosures made.

**DELEGATIONS/PRESENTATIONS**

**Registered Delegations - With Presentations**

**Invited Presentations**

**Registered Delegations - Without Presentations**

**ANNOUNCEMENTS - MAYOR AND COUNCIL**

Mayor O'Mara noted that he has an upcoming meeting with Ministry of Long-Term Care. Council had a tour with OCWA and members who attended can provide an update at the next council meeting.

**DISCUSSION ITEMS AND RELATED REPORTS**

**Service Tracker Presentation**

Council has directed staff to provide regular reports on complaint status and to look into how the public can monitor status reports after submission.

**Report Request for Hydro Hook Up**

**23-057**

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive the request for a Hydro Hook Up at the Landing;

AND FURTHER THAT Council direct Staff to reply that the Municipality is not in a position to consider such a request at this time.

**CARRIED**

**Report EV Charging Stations**

Council has advised staff to work with the Chamber of Commerce to investigate private incentives for electric vehicle charging stations.

**23-058**

MOVED BY: J. Koistinen

SECONDED BY: J. Platts

BE RESOLVED THAT Council receive the correspondence regarding electric vehicle charging stations;

AND FURTHER THAT Council direct staff to reply that the Municipality is not in the position to consider such a request at this time.

**CARRIED**



**23-059**

MOVED BY: J. Koistinen  
SECONDED BY: J. Platts

BE IT RESOLVED THAT Council direct staff to investigate the process and potential costs associated with electric vehicle charging stations.

**CARRIED**

**Report Waste Management Costing**

**23-060**

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

BE IT RESOLVED THAT Council direct staff to advertise the landfill attendant position, for both full time and part time, to determine interest.;

AND FURTHER THAT an ADHOC group, consisting of the Mayor, the Deputy Mayor, the Treasurer Administrator, and the Public Works Superintendent, be established to discuss the proposals further and to bring back a recommendation to Council.

**CARRIED**

**Employment Policy and Procedure Manual**

Council directed staff to provide a table of contents to the Employment Policy for reference

**CORRESPONDENCE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**NOTICE OF MOTION**

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

**ADJOURNMENT**

**23-061**

MOVED BY: M. Youngs  
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this Council Working Session dated February 23, 2023, adjourn at 9:29 p.m.

**CARRIED**

---

Mayor

---

Clerk



Service Line Warranties of Canada (SLWC) is a leading provider of home repair solutions serving nearly 5 million customers across Canada and the U.S. A division of HomeServe USA Corp (HomeServe), we provide water and sewer line repair coverage, in-home plumbing repair services, and energy line and system repairs within the residence to Canadian homeowners across the nation including Ontario, Alberta, British Columbia, Saskatchewan, and Manitoba. Regardless of your province, we welcome your [email](#) to discuss the program.

SLWC works with municipal officials and utility providers to garner support for the program before introducing it to the community. Offered at no cost to the city or utility, the program has helped participating homeowners across North America save more than \$3 billion in service line repair costs in the last three years.

Guided by a diverse management team with a deep-rooted understanding of the utility industry, SLWC is dedicated to delivering home repair solutions that add value at a fair-market price while educating residents about their service line responsibilities and assisting homeowners with keeping their service lines in good working order.

Many people believe that water and sewer lines will last hundreds of years without failing, but the truth is, there are many reasons other than life expectancy of the pipes that contribute to infrastructure failure – such as tree-root intrusion, rust and weather. Energy is something we take for granted until our power suddenly goes out and appliances, lights, and other systems within the home turn off.

In addition, our channel partners include a data company that specializes in the aggregation of customer information for utilities, allowing you to communicate with your ratepayers on an individual level. Whose house uses gas vs. electricity; whose home has new or old infrastructure; who owns an electric vehicle? We provide the research and data, and your utility personalizes its services to increase customer satisfaction.

The SLWC Service Line Warranty Program provides peace of mind to homeowners and municipal and utility leadership.





**1,200+**

North American Partners



**Nearly 5 Million**

Customers



**8.5 Million+**

Service Contracts



**\$3 Billion**

in repair costs saved by customers in the past three years

**From:** [Ryan Smith](#)  
**To:** [Sabrina Pandolfo](#)  
**Subject:** proposed description for agenda  
**Date:** February 24, 2023 9:35:28 AM

---

Thank you for the call yesterday, Sabrina.

I am interested in sharing information about a large US television network that's potentially interested in filming an episode for a well-known building show.

More specifically, they are willing to work with the community to highlight Lake Temagami as a must experience tourism destination. The viewership is over 6 million and if planned properly we can come together as a community to put our best foot forward. The goal is to highlight the uniqueness of Northern Ontario, the challenges of building and living on Lake Temagami, and draw attention to the summer AND winter activities that are available via the many small business operators.

For this call I am interested in assessing the appetite for something like this. More specifically, I'd like to hear from the business operators and hope to have a few on the call. I will share details about network and the specific television show should I be allotted time during the next counsel meeting.

Thank you and have a good weekend.

Ryan

February 17, 2023

## **FONOM joins with Police Departments and Association to discuss Catch and Release**

Members of the Federation of Northern Ontario Municipalities (FONOM) Board met with the Sault Ste. Marie Police Services Board Chair, Sault Ste. Marie Police Service, Timmins Police Service, and the North Bay Police Association, to discuss the negative impacts Federal Bill C75 is having on communities across Ontario.

During a FONOM Board meeting in July 2022, Sault Ste. Marie's Police Chief Hugh Stevenson, shared the current catch-and-release procedures. At the meeting, FONOM membership committed to create a Northern Task Force to focus on the issue. The Task Force will consist of three FONOM board members, two municipal police chiefs, and an OPP service board member. The first meeting of the task force was held in Sault Ste Marie on Wednesday, February 16th, 2023. See below for a list of attendees.

*"Citizens of Northern Ontario are angry. People that break into our homes and traumatize law-abiding citizens are arrested by police, then released the same day, some of them, committing another crime later that day,"* said FONOM President Danny Whalen. *"The lack of movement to examine the legislation four years after implantation is unacceptable and we will continue to bring a northern voice to decision makers."*

Moving forward, FONOM will work to increase participation from northern police services such as the Nishnawbe Aski Police Service, other northern Police Association representatives and government officials. The task force is communicating with the Attorney General's and Solicitor General's officers to participate in ongoing discussions around catch and release.

During the meeting Chief Stevenson, an Ontario Association of Chiefs of Police (OACP) Board Member, shared with the FONOM four recommended amendments for Bill C-75.

1. Create a designation of a chronic persistent offender,
2. Allow community impact statements at bail and at bail hearings,
3. Creating reverse onus in bail for all firearm offences, and
4. Ensure bail-related firearm charges go to the superior court for bail hearing.

*"Violent crime up 80% in last five years in our community,"* stated Sault Ste Marie Police Chief Hugh Stevenson, *"cyclical issues continue to cost municipalities, in staffing and financial resources for EMS, Police, Fire, Court and Correction services for these violent incidents."*

The next Taskforce meeting will be held in Timmins on April 12th, ahead of the OACP Zone 1A meeting. Chief Stevenson has agreed to participate in a panel discussion on Catch and Release during the May FONOM Conference in Parry Sound.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association drawing members from Northeastern Ontario and is governed by an 11-member board.

Participants at the February 15<sup>th</sup> Catch n Release Task Force meeting.

John Bruno – Sault Ste. Marie Police Services Board Chair

Chief Hugh Stevenson, M.O.M., Ed.D. – Sault Ste. Marie Police Service

Deputy Chief Robert MacLachlan – Sault Ste. Marie Police Service

Chief Daniel Foy – Timmins Police Service

Inspector Darren Dinel – Timmins Police Service

Sgt. Darcy Wall – North Bay Police Services Association - 2<sup>nd</sup> Vice President

Sandra Hollingsworth – SSM City Council Ward 1

Lynn Watson – Mayor Echo Bay

John Curly – Timmins Councillor

Danny Whalen – Temiskaming Shores Councillor – FONOM President

Mac Bain – FONOM, Executive Director

Lincoln Louttit – Sault Ste Marie Police Service, Manager - Corporate Communications, Planning & Research

**Treasury Board Secretariat**

Office of the President

Room 4320, Whitney Block

99 Wellesley Street West

Toronto ON M7A 1W3

Tel.: 416-327-2333

**Secrétariat du Conseil du Trésor**

Bureau du président

Édifce Whitney, bureau 4320

99, rue Wellesley Ouest

Toronto (Ontario) M7A 1W3

Tél. : 416 327-2333



February 3, 2023

Dear Head of Council:

As minister responsible for emergency management, I am proud to release Ontario's first-ever [Provincial Emergency Management Strategy and Action Plan](#).

This comprehensive plan and approach for emergency management is the first in Canada to require annual and public reporting on progress. This plan will ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The plan is the result of productive and ongoing engagement with municipal and First Nations partners, and other critical emergency management partners. Cooperation, collaboration and communication is the strong foundation upon which this plan was built. This plan reinforces our continued partnership with municipalities and will be further strengthened through ongoing engagement to achieve our collective vision of a safe, practiced and prepared Ontario.

This plan identifies three goals and concrete actions designed to keep Ontario in a state of constant readiness and preparedness—both now and into the future:

- **One Window for All Ontarians** which positions [Emergency Management Ontario](#) to proactively coordinate and facilitate across emergency management partners.
- **Proactive Planning and Monitoring** that is grounded in data, analytics and knowledge.
- **Practiced and Prepared Emergency Response** through strengthened local capabilities, emergency management training and public education.



-2-

Thank you for your valued partnership as we work together to ensure Ontario is safe, practiced and prepared.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke that curves upwards at the end.

Prabmeet Singh Sarkaria  
President of the Treasury Board and Minister Responsible for Emergency  
Management

c: Bernie Derible, Deputy Minister and Commissioner of Emergency Management,  
Treasury Board Secretariat

February 24, 2023

Hello,

We are writing to let you know that the Ministry of Natural Resources and Forestry is proposing to make amendments to [Ontario Regulation 161/17](#) under *the [Public Lands Act](#)* regarding the use of floating accommodations and camping on water over public lands in Ontario. In addition, minor changes (listed below) are proposed for added clarity and consistency in the regulation.

The proposed changes are described in a regulation proposal notice that was posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) on February 24, 2023 (ERO number [019-6590](#)).

The proposed changes related to floating accommodations were informed by feedback received by the ministry in response to the March 2022 ERO bulletin titled, "Seeking input about the use of floating accommodations on waterways over Ontario's public lands" (ERO number [019-5119](#)).

We are proposing to amend Ontario Regulation 161/17 to clarify the types of camping units that can be used to camp on water over public land. It is proposed that the definition of 'camping unit' will be clarified to allow for camping on liveaboards and houseboats but will exclude floating accommodations, float homes and barges with residential units or camping facilities.

We are also proposing to change the conditions that must be met when camping on water over public lands in Ontario by:

- reducing the number of days that a person can camp on water over public land (per location, per calendar year) from 21 days to 7 days
- increasing the distance that a person camping on water must move their camping unit to be occupying a different location from 100 metres to 1 kilometre
- adding a new condition to prohibit camping on water within 300 metres of a developed shoreline, including any waterfront structure, dock, boathouse, erosion control structure, altered shoreline, boat launch and/or fill.

In addition, we are proposing to:

- harmonize the conditions for camping on public land so that residents and non-residents are required to follow the same conditions when camping on water over public lands or on public lands
- specify conditions for swim rafts, jumps, ramps for water sports, heat loops and water intake pipes
- clarify that camping on a road, trail, parking lot or boat launch is prohibited
- amend the regulation to add the following to the list of excluded public lands to which section 21.1 of the *Public Lands Act* and Ontario Regulation 161/17 do not apply:
  - lands subject to an agreement authorizing the use of those lands
  - lands subject to an authorization under the *Aggregate Resources Act*.

We encourage you to review the proposal notice (ERO number [019-6590](#)) and provide feedback through the ERO. The comment period for the proposal closes on **April 11, 2023**.

### **Online Information Sessions**

We invite you to attend an online information session during which ministry staff will present an overview of the regulatory proposal and answer questions. Sessions will be held on the following dates:

Session 1 – Wednesday, March 8: 10:00 am to 11:30 am

Session 2 – Monday, March 20: 2:00 pm to 3:30 pm

If you wish to attend an online information session, please register by emailing [public.lands@ontario.ca](mailto:public.lands@ontario.ca) with the subject line “Regulatory Proposal Information Session” and indicate your preferred session date. You will receive a reply to your email with the session start/end times and information on how to join.

Sincerely,

Peter D. Henry, R.P.F.  
Director, Crown Forests and Lands Policy Branch  
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section  
Michelle Dano, Senior Program Advisor, Crown Lands Policy Section



# Made-in-Ontario northern hydroelectric opportunities

Securing a clean energy  
future through hydropower

**ONTARIO** **POWER**  
GENERATION

Where a brighter  
tomorrow begins.



# Made-in-Ontario northern hydroelectric opportunities

Securing a clean energy  
future through hydropower

**The Honourable Todd Smith**  
**Ontario Minister of Energy**

Dear Minister Smith,

In response to your letter of January 20, 2022, I'm pleased to provide you with this report titled: **Made-in-Ontario northern hydroelectric opportunities: Securing a clean energy future through hydropower.**

The report should help to inform plans to meet Ontario's emerging energy demands, as you work to ensure economic growth and progress on decarbonization progress for the critical decades ahead.

Rightly noted in your request, hydroelectric power has been a stalwart, serving Ontario's electricity needs for well over a century, and continuing to this day. It helped a growing province expand its industrial base, shaped local economies from Kenora to Cornwall, and created jobs everywhere in between. Today, hydro and nuclear power produce more than 85% of Ontario's total energy and remain the backbone of its grid – one of the cleanest in the world.

Ontario is indeed fortunate to have thousands of megawatts of untapped hydroelectric potential, as well as realistic options for achieving this potential. While economies around the world face pressure to decarbonize, few have this enviable advantage. Meeting the projected demand growth, and decarbonizing other sectors through widespread electrification, will require mobilizing reliable, clean power sources like hydro.

New northern hydroelectric development would also be a boon to other economic priorities like the Ring of Fire, which in turn helps advance *Ontario's Critical Mineral Strategy*. And as noted in the *Driving Prosperity Automotive Plan*, the province has *"an incredible opportunity to connect and vertically integrate our northern and southern economies to build a made-in-Ontario supply chain for innovative technologies like electric vehicles and battery storage."*

Investments in hydro development would also directly benefit our economy with at least 75% of capital expenditures and 90% of lifetime operational expenditures spent in Ontario. Our durable, century-old hydroelectric stations also remain the lowest-cost sources of power in the province. Provided the assets are maintained, hydroelectricity is also the only generating technology that is renewable, long-lasting and readily available.

As we've learned through OPG's ground-breaking hydro partnerships with Indigenous communities, these potential developments could bring about

lasting economic and social benefits to Indigenous communities and enable other significant regional economic benefits by supplying clean energy to communities and local mines.

Though every community has unique needs and perspectives on specific projects, all of the Indigenous communities OPG had initial conversations with were generally supportive of hydroelectric development, provided it is done responsibly, there is meaningful, early participation, and community benefits that further economic and social progress. In turn, the development plans will also benefit from the connection that Indigenous partners have to the lands and rivers where these sites are located.

Finally, new hydroelectricity can be a source of pride and confidence for Ontarians in knowing their economic future is significantly powered by a secure, domestic source of electricity. Once developed, these facilities become multi-generational, perpetual assets that provide renewable energy for generations to come.

To make the most of this natural energy advantage in ways that are sustainable and inclusive of Indigenous and northern community needs, OPG recommends beginning planning and strategic work now. This includes working with the Independent Electricity System Operator (IESO) to inform their *Pathways to Decarbonization Study*, as well as the Government's future long-term energy planning framework to explore a future role for new hydro. It also includes

accelerating advanced projects where progress has been made on Indigenous community commercial partnerships and environmental assessments, as well as initiating co-planning discussions with First Nations on hydroelectric development in the Moose River Basin. New hydroelectricity, similar to nuclear, can take a decade plus to develop. There is a clear need to start now, ensuring we build out our clean energy grid for future generations. The full list of recommendations can be found in the Taking Action section of the report.

Minister, we thank you for the opportunity to carry out this important examination and we look forward to engaging in next steps, with all partners including the IESO, the Ontario Waterpower Association (OWA), Indigenous communities, appropriate ministries, and northern stakeholders, to analyze, plan and initiate further development of northern Ontario's hydroelectric potential.

Sincerely,



**Ken Hartwick**

President and Chief Executive Officer  
Ontario Power Generation



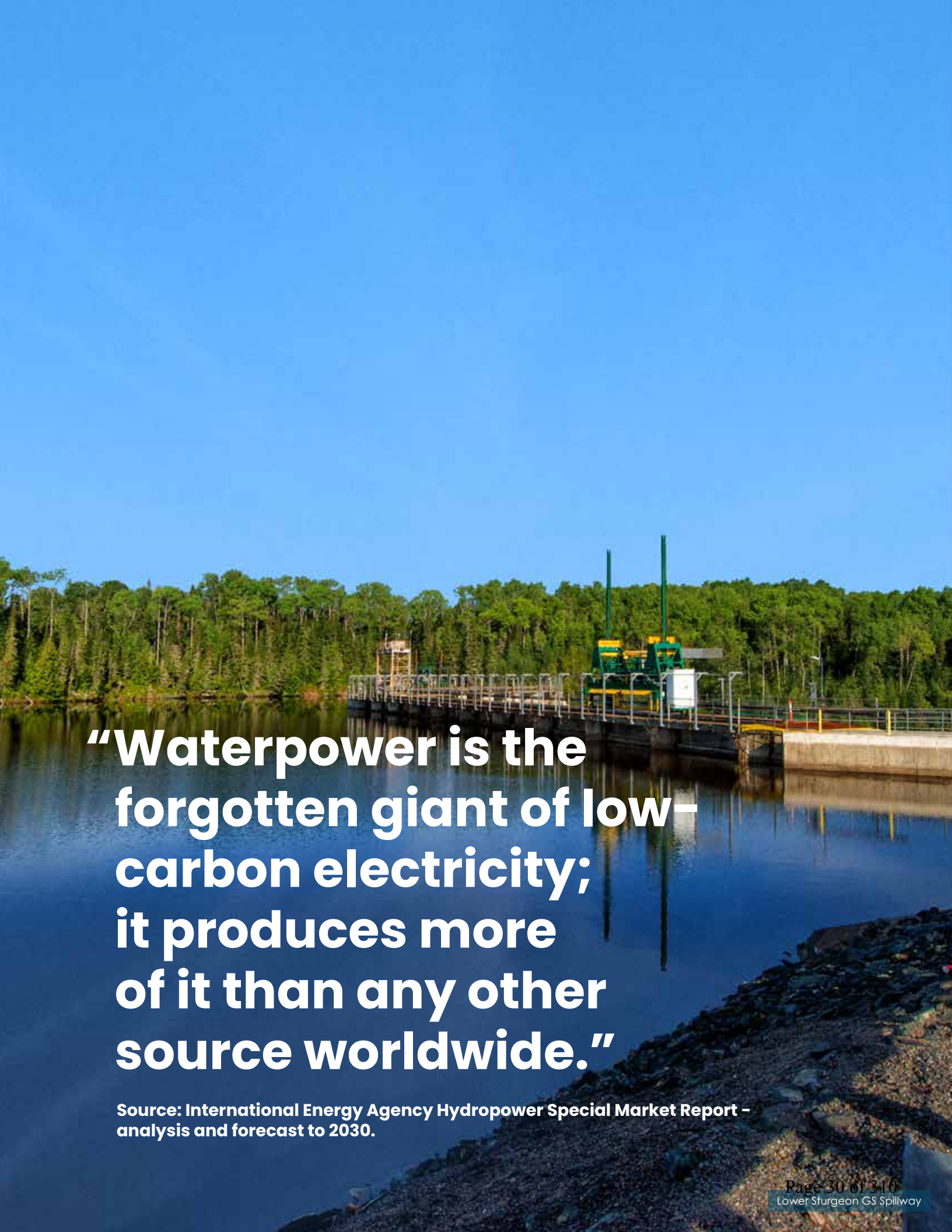
**Renewable & clean**

**Reliable & flexible**

**Sustainable,  
long life asset**

**Accelerates  
economic growth**

**Water is an  
abundant resource**



**“Waterpower is the forgotten giant of low-carbon electricity; it produces more of it than any other source worldwide.”**

Source: International Energy Agency Hydropower Special Market Report – analysis and forecast to 2030.





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“For more than a century, Ontario Power Generation and its predecessor companies have reliably produced clean and economical hydroelectric power for Ontarians. As electrification to help meet climate change goals progresses, there will be a need for additional clean electricity, and new non-emitting waterpower from Ontario’s north has the potential to help fill that need. Through this study, we will apply our experience in this area to help unlock this potential.”

**- Ken Hartwick**

# 1.0

## Executive summary

Ontario is fortunate to have significant untapped hydroelectric potential. As economies around the world face pressure to decarbonize, few have this enviable clean energy advantage. While there are sizeable, initial development costs, once built, these sites become multi-generational, perpetual assets that provide clean, renewable energy and economic benefits for Indigenous communities and Ontario. Dozens of the province's hydroelectric generation stations are over 100 years old, benefiting the ratepayer through low cost operation.

This report highlights the importance of new northern Ontario hydroelectric generation as a part of a made-in-Ontario clean energy system. Many of those engaged have emphasized that hydroelectricity represents a powerful driver of jobs and growth for northern Ontario, both directly via the development of projects, and as an enabler of economic activities and strategies, such as *Ontario's Critical Mineral Strategy*.

The province's clean electricity supply provides Ontario with an advantage when looking to attract investment and create jobs in key sectors like mining. Additional hydroelectric development in northern Ontario, where critical minerals are found, will strengthen this advantage.



## Approach

In response to the Minister's request, OPG has identified areas of high generation potential (subsequently referred to as 'pockets' of generation) and has provided initial estimates to develop this potential. The lifecycle costs of hydroelectric generation were also compared to other forms of non-greenhouse gas emitting generation.

As directed, OPG consulted with various energy system partners, including the IESO, the OWA as well as relevant ministries. An initial series of parallel engagements and listening sessions were held with the support of the OWA. These sessions included Indigenous communities, equity partners, industry representatives, regulators, as well as other

stakeholders. This report outlines, by theme, what Indigenous communities indicated in terms of how they would like to participate and benefit from future developments, as well as the role and value that northern hydroelectric developments can provide as a made-in-Ontario legacy asset.

The updated estimate for hydroelectric potential in northern Ontario is 3,000 - 4,000 MW. Up to an additional 1,000 MW of potential in southern Ontario was not assessed, nor was the incremental potential associated with existing hydroelectric stations, water management infrastructure or pumped storage. All of these resources remain available to expand the system as electrification creates need.



Smoky Falls GS

## Indigenous perspectives

Ontario is committed to consulting with Indigenous communities and honouring existing agreements related to hydroelectric development. OPG together with the OWA, engaged with Indigenous community representatives to better understand how communities themselves would define success in hydroelectric development in their regions. This included gathering insights from communities who have experience pursuing shared or full ownership in hydroelectric generating facilities, as well as those whose traditional territory encompasses some of the high potential opportunities reviewed in this report.

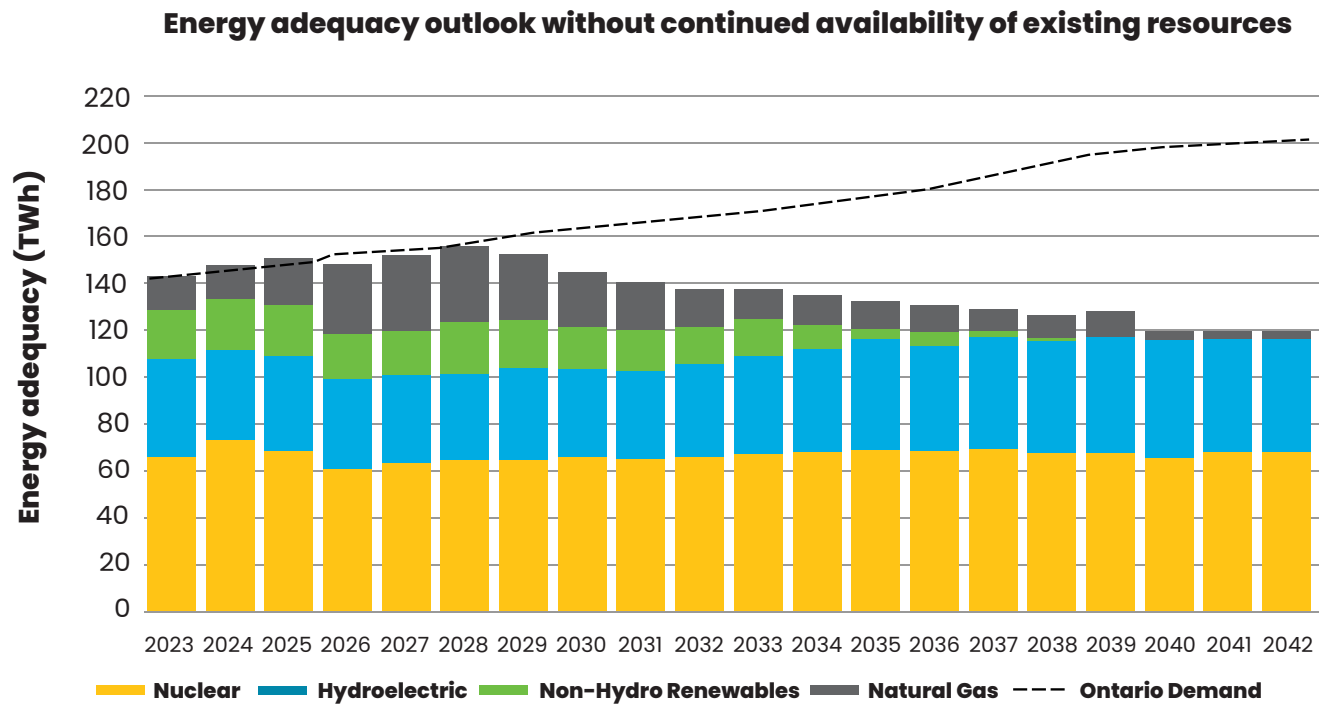
Though every community has unique needs and perspectives, the Indigenous communities OPG was able to have initial conversations with were supportive of hydroelectric development, provided it is done responsibly, there is early, meaningful participation, and community benefits that further economic and social progress. In turn, the development plans will also benefit from the connection that Indigenous partners have to the lands and rivers where these sites are located. Continued dialogue is needed as plans and policies are further developed.

## Key findings

This report highlights that Ontario's untapped hydroelectric potential is becoming increasingly valuable to our electricity system. The need to electrify sectors of the Ontario economy, such as the transportation sector, and to meet demand driven by population and economic growth, will put pressure on the system beginning 2029 or sooner. By 2040, without continued availability of existing resources (renewal of expiring contracts), there could be a gap of 70 TWh, or 35%, of required energy supply, as shown in the IESO's *2021 Annual Planning Outlook* (see Figure 1.1). Hydroelectric generation can deliver significant baseload power to help fill this deficit, while also generating development opportunities in critical areas of Ontario's economy.

To estimate the potential range of costs for different sites across northern Ontario, as well as to compare hydro to other sources of non-emitting generation, 21 sites were selected in four geographic areas. A range of development sizes was selected, using sites with available cost or site condition information, potential for remote community connection and proximity to new potential roads or transmission. Of the generation sites assessed, 7 are located in provincial parks which presents significant development constraints. Many other sites have the potential for hydro

Figure 1.1: Ontario's emerging capacity gap



Peter Sutherland Sr. GS



development across northern Ontario that can be explored beyond this report.

OPG estimates the cost to develop hydroelectric generation in northern Ontario can be expected to have a wide range of \$5 - 22 M/MW, including transmission connection costs. This report further narrows that range for different geographical areas but stopped short of prioritizing or optimizing specific sites as most cost effective and viable. Further cost reduction mechanisms can be identified as part of a Hydroelectric Development Strategy. The IESO estimates that transmission system reinforcements needed to release new generation to load

centres will require an additional \$0.9 - 2.9 M/km, depending on circuit and voltage requirements (see IESO Report). Based on transmission system reinforcements already in construction, some new generation can be developed without further system reinforcement. This includes the Jackfish River Hydroelectric Project, near the East-West Tie as well as sites on the Severn/Windigo Rivers near the new Wataynikaneyap transmission line.

Hydroelectric generation rated highest in a multi-criteria assessment that compared non-emitting generation technologies, considering financial, socio-economic, environmental and technical factors. While capital-intensive to construct, hydro generation offers long-term value to Ontario's future supply mix because of its ability to stabilize the transmission network, generate revenues for the Province and benefits for Indigenous communities, provide construction employment opportunities, and avoid greenhouse gas emissions.



**Note to reader:**

All information is provided as high-level, preliminary estimates using readily available data. Refinement of development costs would occur over a number of years.





## Recommendations and next steps

To unlock all of the potential hydropower that is needed to secure a made-in-Ontario, clean electricity system, OPG recommends the following:

- 1. Take a step towards new hydroelectric generation in northwestern Ontario to meet mid-term demand by accelerating the Little Jackfish Project.**  
OPG to finalize the Environmental Assessment and reinitiate planning on the Little Jackfish Project, which is the most advanced hydroelectric development opportunity in northwestern Ontario. In addition, request OPG and the IESO to coordinate and develop analysis on the system value of the project while contemplating its inclusion in the Pathways to Decarbonization Report. Furthermore, request that

OPG assess the economic and ratepayer impact of the proposed project and report its findings to the Ministry of Energy.

- 2. Take a step to unlock up to 1,250 MW of hydro potential in the Moose River Basin in northeastern Ontario.** Advise the Ontario government to initiate co-planning discussions with certain First Nations, using OPG as a facilitator to bring governments and industry representatives together. Moose Cree First Nation and Taykwa Tagamou Nation will advise on the best timing to proceed based on discussions with the Ontario government.
- 3. Unlock hydro potential from existing assets across Ontario to meet emerging demand.** Tabulate all of the other potential hydro development, re-contracting



and redevelopment opportunities across Ontario, including refurbishments, pumped storage opportunities, and powering-up control dams. OPG, with the support of the OWA can provide this information to IESO for inclusion in its *Pathways to Decarbonization Study* to ensure that Ontario is leveraging its existing assets when defining hydropower's role in Ontario's future electricity system.

#### **4. Build out a reliable system.**

OPG, in collaboration with the OWA, Indigenous communities, Hydro One and the IESO, will develop a long-term outlook and assessment that details how Ontario can effectively plan and develop transmission and hydroelectric assets in northern Ontario. This assessment will evaluate incremental

hydroelectric generation and transmission projects using metrics, such as: system value, provincial and northern Ontario demand assessments, cost-effectiveness, and market conditions. The proposed assessment will also consider potential synergies with socioeconomic initiatives, economic development opportunities, remote community development, and other provincial priorities.





# 2.0

## Background



### 2.1 Scope

In January, 2022, the Minister of Energy requested OPG provide a preliminary assessment regarding new hydroelectric development opportunities in northern Ontario.

To estimate a range of development costs, 21 sites were selected in different pockets of northern Ontario, representing up to a third of the total northern Ontario hydroelectric potential. Sites were selected where previous cost analysis or site condition information was available and to provide a range of hydroelectric development opportunities, such as small and large capacity sites, potential for remote community connection and proximity to new potential roads or transmission.

OPG compared hydroelectricity to other forms of non-emitting generation, including wind, solar and small modular reactors using socio-economic, environmental, technical and financial criteria. This multi-criteria assessment (MCA) helped to summarize the relative benefits and impacts of each technology.

Throughout the study, OPG engaged with the Ministry of Natural Resources and Forestry, Ministry of Environment, Conservation and Parks, (Environmental Assessment Division) and Ministry of Indigenous Affairs to collect and share perspectives related to their mandated areas of responsibility. The

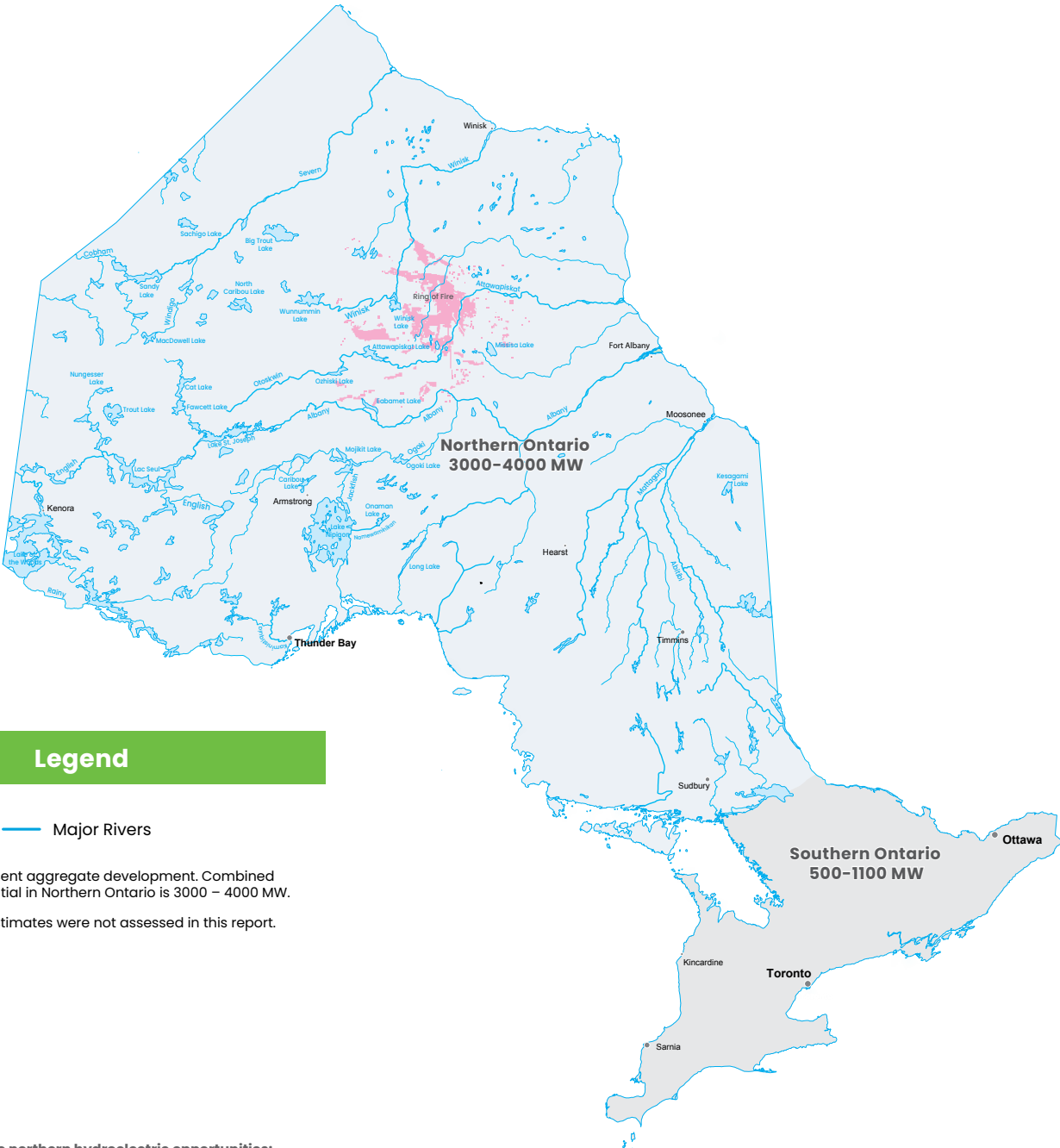


broader industry was also engaged, including various transmitters and generators, particularly those who have also successfully partnered with Indigenous communities.

OPG worked closely with the IESO to share information in this study to answer two key questions: how increased hydroelectric power from

northern Ontario could impact the province's power system and how transmission upgrades required to accommodate northern Ontario's new hydro developments might impact the costs. Developers offered their experiences and analysis of connection costs and other necessary investments to support the cost estimates and recommendations made in this report.

**Map of Ontario's untapped hydropower potential**



**Legend**

— Major Rivers

Rivers shown represent aggregate development. Combined Development potential in Northern Ontario is 3000 – 4000 MW. Southern Ontario estimates were not assessed in this report.

## 2.2 Role of OPG

OPG is a climate change leader with one of the most diverse generating portfolios in North America. OPG invests millions in local economies and employs thousands of people to maintain a reliable, sophisticated energy fleet.

OPG works with Indigenous communities, as well as local and environmental interest groups to improve the well-being of the communities that are in the vicinity of its operations. Over OPG's and its predecessor's, Ontario Hydro, combined 115-year history, it has produced reliable, low-cost, clean electricity that powers the lives of millions. Having delivered one of the world's single largest climate change actions by closing its coal stations, OPG is now investing in new technologies that will drive the clean economy, including transportation electrification, small modular reactors, energy storage, micro grids, and medical isotopes.

Hydroelectric power, or waterpower, is a timeless, renewable resource that has fuelled Ontario's economic growth since the beginning of the 20th century. Today, OPG continues its 115-year legacy as it maintains 66 hydroelectric facilities across the province, which account for nearly 7,500 MW of installed capacity and produce approximately 33% of OPG's electricity production, and remain Ontario's lowest cost



700 University Ave.



Sir Adam Beck GS





**Sir Adam Beck 1 Generating Station entered service in 1921, becoming the largest hydroelectric station in the world and cementing Ontario's public power legacy. The station has fueled Ontario's economy for over a century and through continued investment, continues to power it with reliable, cost-effective baseload generation.**

generation source. Further, there are dozens of operating hydroelectric stations in Ontario that are now over 100 years old.

OPG continues to explore new development opportunities that will build on the successes of recent hydroelectric developments done in partnership with First Nations. Examples include the Peter Sutherland Sr. Generating Station built in partnership with Coral Rapids Power, a wholly owned subsidiary of Taykwa Tagamou Nation (TTN); Lac Seul/Obishikokaang Waasiganikewigamig Station built in partnership with Lac Seul Nation; and the Lower Mattagami River Project, a hydroelectric redevelopment partnership with Moose Cree First Nation.

## 2.3 Legislative, regulatory and policy framework and restrictions

Hydroelectric developments have a long lead time due to a complex legislative, regulatory and policy framework, some of which is unique to Ontario's Far North. Key legislative authorities are divided between the Ministry of Natural Resources and Forestry (MNRF) (*Public Lands Act, Far North Act 2010, Lakes and Rivers Improvement Act*) and the Ministry of Environment, Conservation and Parks (*Provincial Parks and Conservation Reserves Act, Environmental Assessment Act*



Lower Mattagami construction

and Endangered Species Act). During the development process, there is extensive consultation with Indigenous communities.

The existing *Renewable Energy on Crown Land Policy*, including the 25 MW limit on Northern Rivers Watershed, commitment to co-planning in the Moose River Basin and the approach to allocating new development opportunities, will require renewed consideration with Indigenous communities and municipalities. A revision may be helpful in enabling northern hydroelectric development to proceed with the support of Indigenous communities. For example, this report identifies





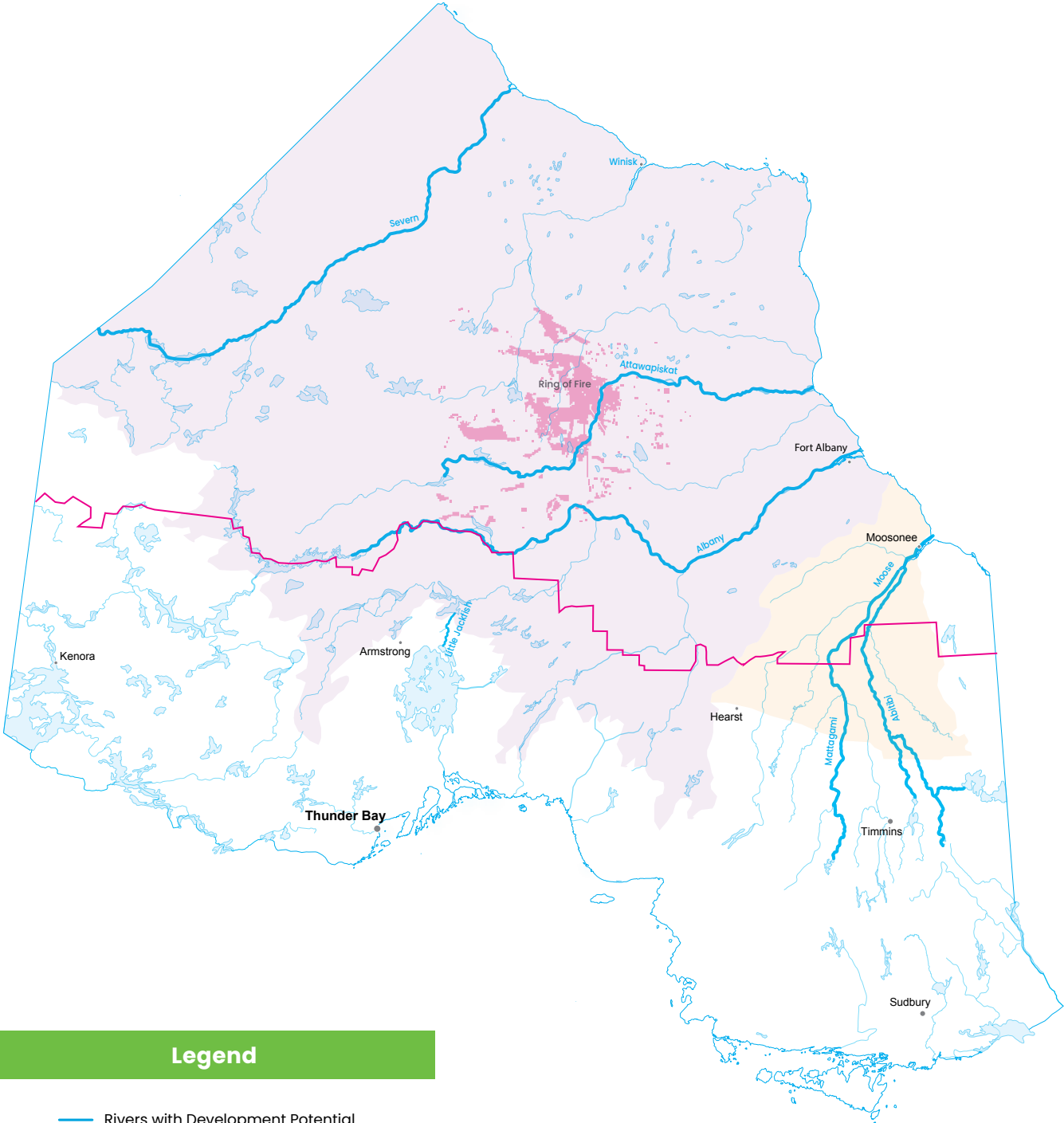
Healey Falls GS

that the 25 MW limit on the Northern Rivers Watershed significantly increases the cost to construct new facilities on a price per MW basis. This is because once capacity is limited for any reason, the cost significantly increases as fixed costs have to be split into less MW. This warrants further policy analysis by government, industry and Indigenous communities. Another example is the Peter Sutherland Sr. Generating Station, which was subject to co-planning and located on lands that, prior to construction, were partially located within a provincial park.

The model that was used to develop this station could be considered for other strategic sites that are located in a provincial park or conservation reserve.

Appendix A summarizes the key legislative, regulatory and policy frameworks for the hydroelectric sector that, in OPG's view, require review, revision or realignment for northern hydroelectric opportunities to be more fully optimized and to increase investment certainty.

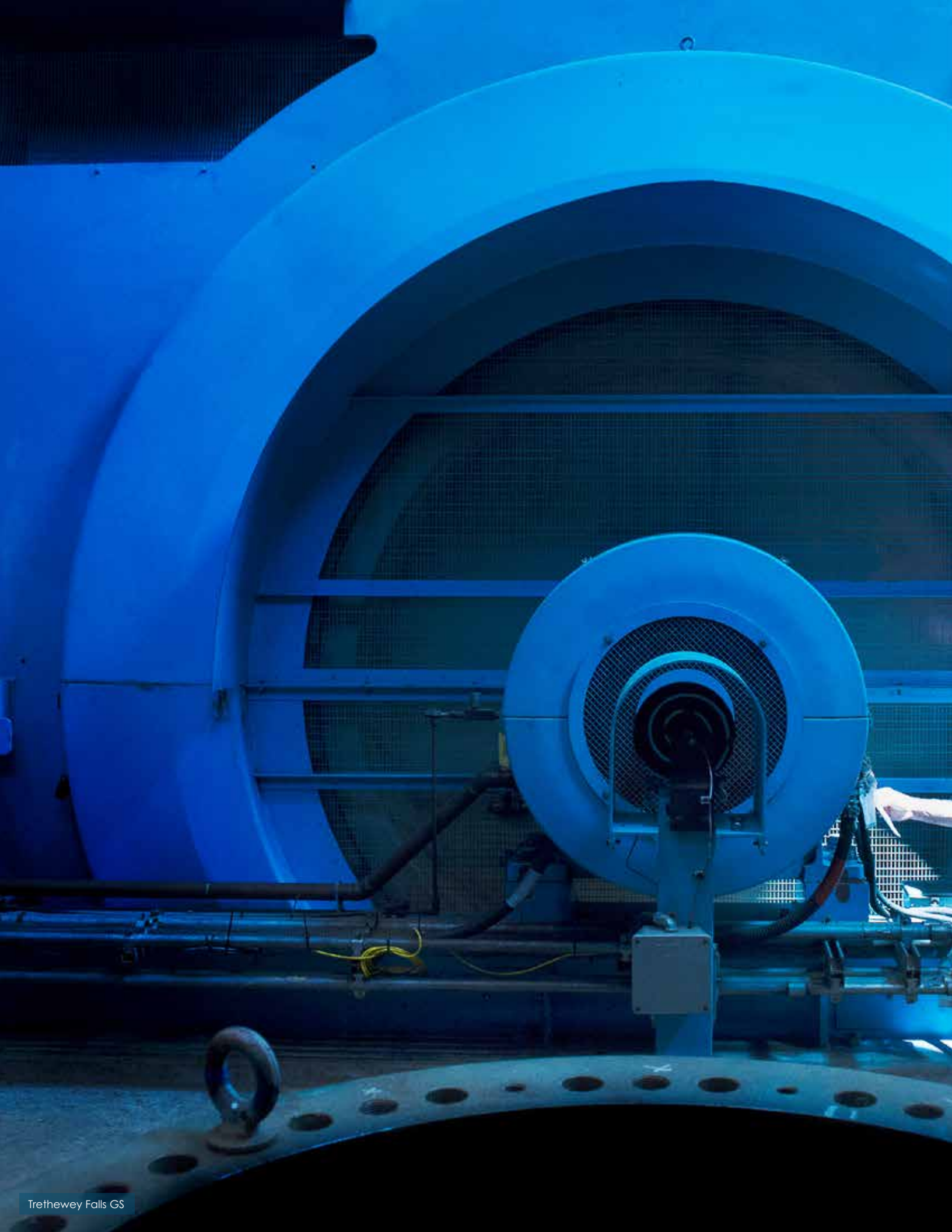
Map of geographic basis for Renewable Energy on Crown Land Policy Framework



**Legend**

- Rivers with Development Potential
- Far North Act Boundary
- Northern Rivers Watersheds
- Moose River Basin, north of Highway 11





# 3.0

## Made-in-Ontario clean energy opportunity

### 3.1 Northern Ontario hydro opportunities

There are wide ranges of achievable hydroelectric opportunities in northern Ontario, which can be pursued on a short and long-term basis extending to 2040s and beyond. Ontario's hydroelectric potential is estimated to be in the range of 4,000-5,000 MW, with much of this 3,000-4,000 MW in northern Ontario. This updated range has been validated with the OWA.

Current understanding of the limitations that prevent development of this magnitude include: updated site and geotechnical conditions; passage of time that has made some developments no longer viable; over-accounting of multiple sites on the same river section; avoidance of significant environmental impacts

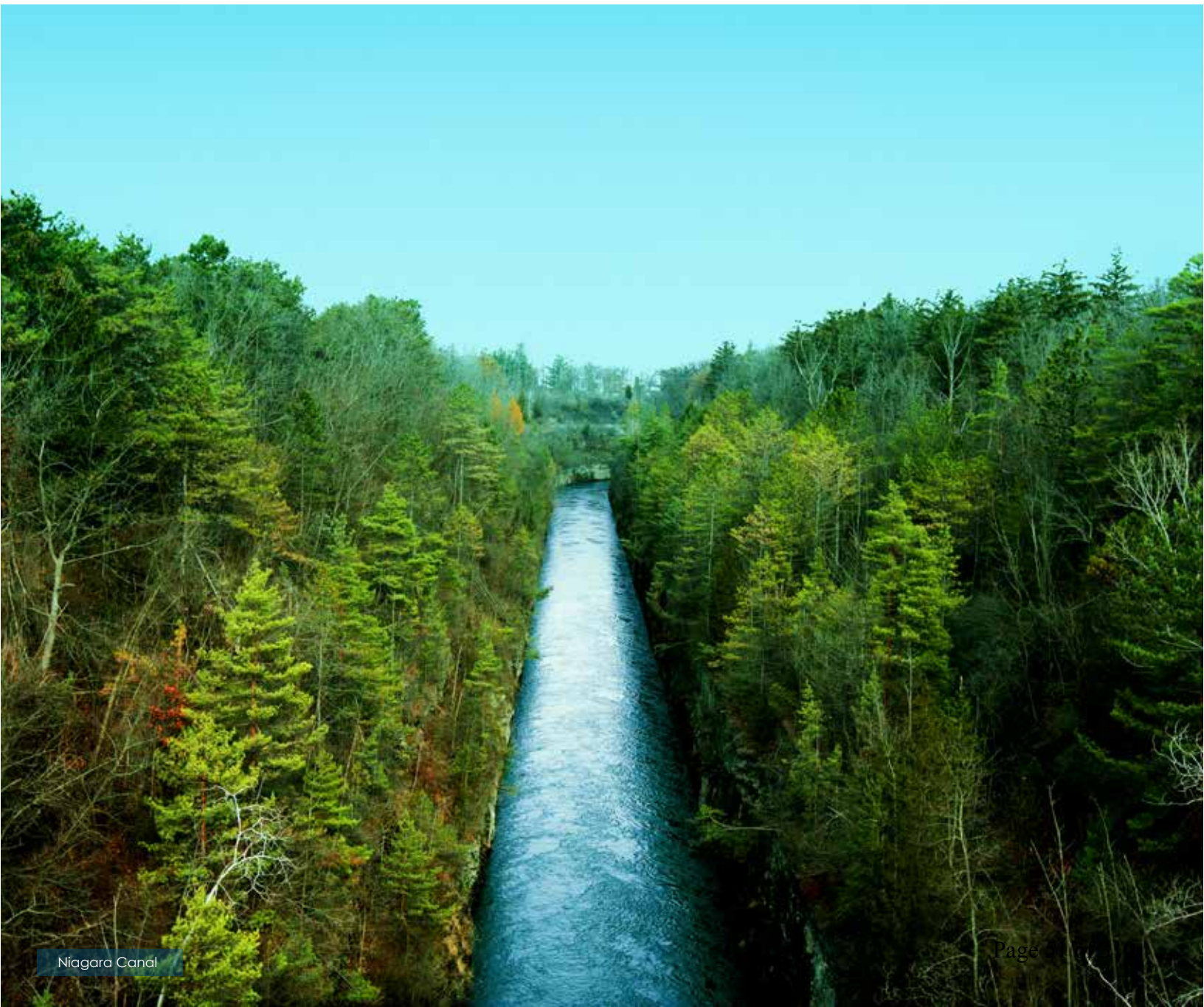


Crystal Falls GS



through large-scale inundation; Crown land policy constraints, prohibition against development in parks and conservation reserves; and other factors. In addition, a better understanding of the socioeconomic constraints of operating in remote locations has enabled improved targeting of optimal sites for development.

To develop a high level estimate on the range of costs for different sites across northern Ontario, as well as to compare hydro to other sources of non-emitting generation, 21 sites were selected across four geographic areas of northern Ontario. A range of



# Hydropower potential in northern Ontario 3000-4000 MW

## Legend

— Major Rivers

Rivers shown represent aggregate development. Combined Development potential in Northern Ontario is 3000 – 4000 MW.  
Additional up to 150 MW from improvements of existing facilities and control dams.



practical and feasible development sizes was selected, using sites with available cost or site condition information, potential for remote community connection and proximity to new potential roads or transmission. As only sites greater than 10 MW were carried forward, approximately a third of the total northern Ontario hydroelectric potential or 1,400 - 2,800 MW was analyzed in this report. Many other sites have the potential for hydro development across northern Ontario that can be explored beyond this preliminary industry report.

## 2.2 Summary of opportunities assessed

### Little Jackfish River hydroelectric project in northwestern Ontario



With the earliest projected in-service date, this is the most advanced, medium scale hydroelectric project in northern Ontario. It was deferred

in 2015 due to lack of energy demand, and forecasted needs have significantly shifted from this time. This proposed single site project can provide approximately 80 MW of daily peaking and seasonal storage to the grid. Significant investment of time and resources has been made towards completing the environmental assessment process, as well as a shared equity partnership between OPG and six Lake Nipigon First Nations. The IESO has indicated that transmission system reinforcements would not be required for this project.

All six of the Lake Nipigon First Nations have indicated a renewed interest in the Little Jackfish Project. Before re-engaging extensively with the communities that would benefit from the Project, the Chiefs have highlighted the importance of a path forward on the revenue mechanism to underpin the project economics. Previous attempts to develop the Little Jackfish River were deferred due to lack of energy demand and not a lack of community support. Rather, the Lake Nipigon First Nations participation in the project will add value to its design and implementation through broad regional commercial participation and other benefits.



## Moose River Basin in northeastern Ontario



These sites provide the greatest amount of hydroelectric potential and is closest to Ontario's southern load centres. The Moose River Basin includes the Mattagami, Moose and Abitibi Rivers. The total remaining practical development potential in the Moose River Basin is between 640 - 1,250 MW. According to the IESO, transmission network reinforcements would be required due to the amount of installed capacity in this pocket.

An important first step to develop the Moose River Basin would be for the Government of Ontario to advance co-planning discussions with certain First Nations. This could be narrowed to focus on shared decision making about hydroelectric development site release (see Appendix A for more information).

## Remote communities

In 2013 the OWA, with support from the Ontario government, commissioned an analysis of Northern Hydro Potential with a focus on Remote First Nation communities to be connected to the Ontario grid. The report found that there are cost effective small hydro sites in reasonable proximity to the majority of the communities to be connected. An update of this assessment is recommended.

Hydroelectric potential on Severn and Windigo Rivers may be more feasible and practical in light of new transmission infrastructure by the Wataynikaneyap Project. Development sites on these two rivers is worthy of a more detailed assessment. Early dialogue with one First Nation in the area expressed the need for consistent engagement with all of the communities in the area.

## Ring of Fire

Hydroelectric development in northern Ontario can be an enabler of other economic activities, such as the Ring of Fire and other mining sites, in support of *Ontario's Critical Mineral Strategy*. Close to the Ring of Fire and along the proposed northern access link road is another new pocket of potential development sites on the Upper Albany and Attawapiskat Rivers. These potential developments could bring about socioeconomic benefits to Indigenous communities and significant regional economic





Peter Sutherland Sr. GS

development by supplying energy to communities and local mines. There may also be other cost advantages related to sharing of common access and infrastructure requirements. In this pocket, there is 680 - 1,300 MW of hydroelectric potential, including two large sites on the Lower Albany River.

### **Drawing on previous investments and existing infrastructure**

In addition to large pockets of potential generation, there are dozens of small (< 50MW) hydro development sites across northern Ontario that were not costed out or assessed in this report. Some have had advanced site investigation and environmental assessment work that could be re-visited. There are also existing water control structures that could be redeveloped into generating facilities. Developing sites with existing infrastructure is beneficial from a cost perspective.

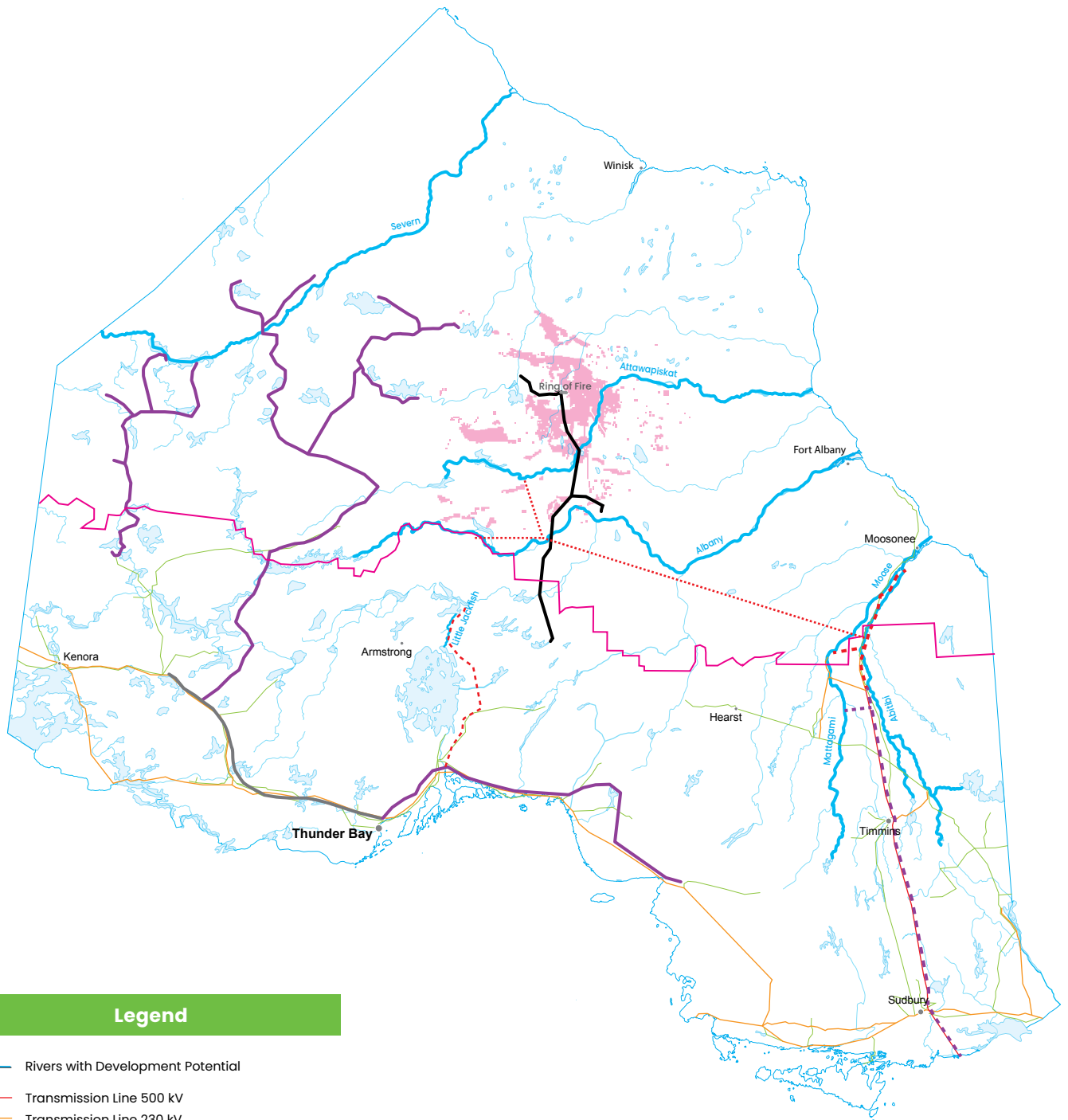
From an environmental perspective, it takes advantage of existing water management practices via dam operations. Further, some Indigenous communities have indicated an interest to participate and benefit from these types of projects.

To assist with these efforts, Ontario has made advancements to help build and connect more waterpower by updating the almost 50-year old Environmental Assessment program and approving amendments to the Ontario Waterpower Association's Class Environmental Assessment, which helps advance and identify low-risk waterpower projects (< 200 MW).

These changes align assessment requirements with environmental impact, reduce duplication and streamline the process while maintaining strong environmental oversight and protection.

In order to ensure the cumulative system and socioeconomic benefits of these opportunities are not forgotten, further assessment is recommended in this area to see what can be done to improve the investment climate for small hydro development and redevelopments.

# Transmission connections and reinforcements to enable growth and development



## Legend

- Rivers with Development Potential
- Transmission Line 500 kV
- Transmission Line 230 kV
- Transmission Line 115 kV
- Transmission Line - In construction
- Transmission Line - In development
- - - Transmission Line 500 kV - OPG - Proposed
- - - Transmission Line 500 kV - Hydro One - Proposed
- - - Transmission Line 230 kV - OPG - Proposed
- Far North Act Boundary
- Ring of Fire Road Development

The rights of way proposed may differ.







# 4.0

## Economic benefits that reverberate



### 4.1 A clean technology providing economic benefits

Investments in hydroelectric development will directly benefit Ontario's economy, as do other major infrastructure projects such as subways, roads and bridges. In hydroelectric development, at least 75% of capital expenditure and 90% of lifetime operational expenditure will be spent in Ontario.

As a comparison, these percentages drop to 50% and 70%, respectively, for solar and 30% and 80%, respectively, for wind technologies. This means that hydroelectric development can provide a valuable made-in-Ontario solution to meet emerging clean energy demands in the 2030's and beyond.

An investment in hydroelectric development isn't just an investment in today's economy. Enduring, long life hydroelectric stations, built by previous generations, are not only the source of Ontario's least expensive generation today, but continue to provide valuable economic output through redevelopments, maintenance, and community partnerships. An investment in hydroelectric now is an investment in Ontario's future.

## 4.2 Clean power that keeps Ontario on the leading edge

According to the IESO, Ontario is currently on pace to experience energy shortfalls, if expiring contracts are not renewed, emerging in 2029, and potentially sooner. This increased demand is driven by several factors, including population and economic growth. One of the most significant consumer and business trends is the electrification of transportation, including personal automobiles and transit vehicles. Other sectors such as industry and buildings will also look to the electricity sector to help decarbonize. To enable electrification, Ontario can invest in clean reliable baseload generation source to fully realize the environmental benefits of a clean economy.

As outlined in the IESO's 2021 *Annual Planning Outlook*, increased electrification will significantly increase Ontario's electricity system needs, estimating a demand increase of about 40% by 2040. OPG's high electrification scenario concurs with the IESO and forecasts a demand increase of 57 TWh by 2040 due to increased economic growth and the electrification of transportation. If we are to examine a net-zero by 2050 scenario, the demand increase would be much higher than either the IESO or OPG high scenario.



**800,000+**  
people

Over 802,000 square km  
(Density: 1 person/km<sup>2</sup>)



**7%**  
of Ontario's population

and approximately  
13% are Indigenous



**Over 50%**  
of Northern Ontarians

resides in large urban centres



**24,000**  
people in the far north

90% are First Nation peoples



**Key industries:**

mining, forestry, agriculture,  
manufacturing, and tourism

Source: MTO, Connecting the North, Dec 2020.

Without increased electricity supply, Ontario will need to determine how much it relies on imports from neighbouring jurisdictions to meet its growing clean energy needs. In the same way that Ontario sees increased demand for electricity, other jurisdictions are seeing the same impacts. As a result the ability to rely on neighbouring power supply no longer exists other than for load balancing purposes. For example, this past winter, Quebec set a new record for electricity

# 5.8 ¢

## Affordable:

Waterpower is a price moderator because existing electricity sources are the lowest cost power. (cents/kWh)

(Data source: OEB Regulated Price Plan Report, 2021)

# 100+ years

## Endless lifetime,

if properly maintained and refurbished.

## Waterpower

the only clean, renewable and abundant source of electricity that is always available.

# 5,000 MW



**Ontario has about 5,000 megawatts (MW)**

of potential waterpower capacity to explore for development.

demand (39,833 MW) in the province. To meet their demand, it had to import 2,000 MW from New York and Ontario. The mix of imported energy could also include high emission sources. Even if imports are relied upon, it is not certain they will be available when needed. Ontario's ability to generate ample clean power will enhance its ability to attract industry investments as companies seek jurisdictions that enable their environmental targets in a cost-effective manner.





### 4.3 Powering up other local industry

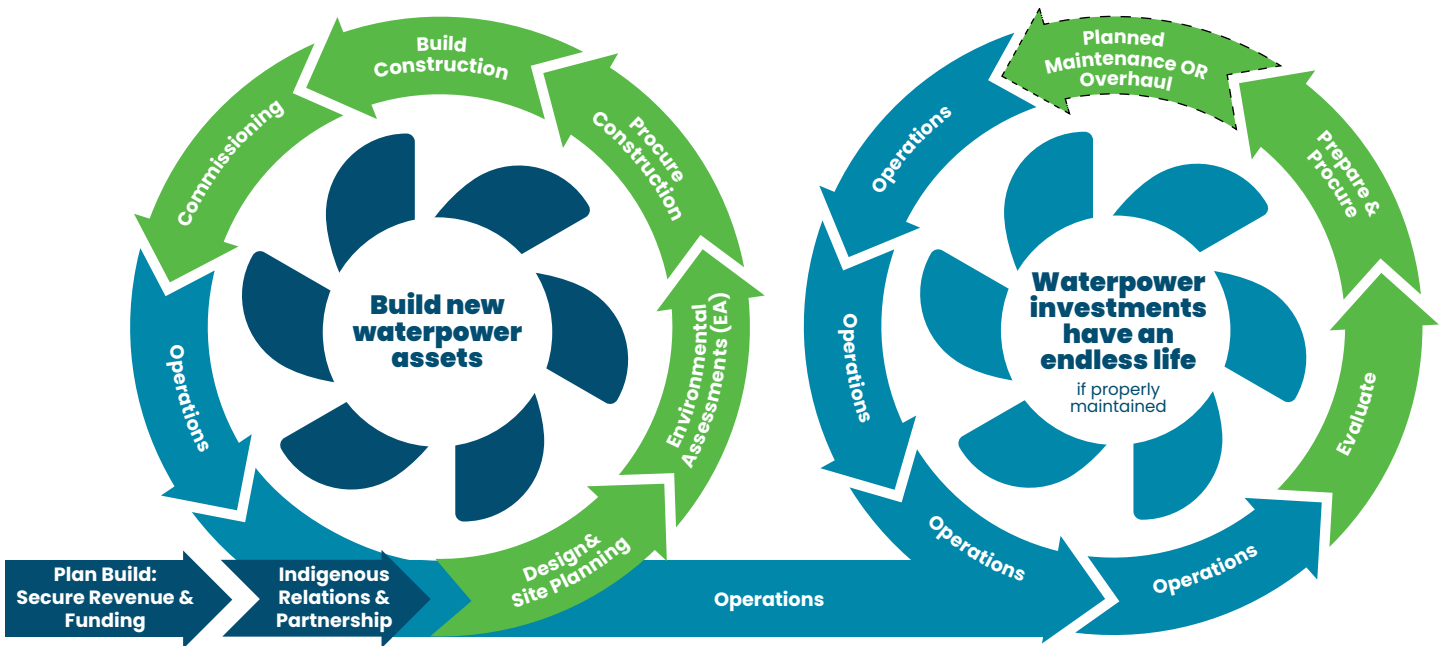
The expected boom in the electric vehicle industry, and the need for batteries to power them is driving the growing demand for such critical minerals as nickel and lithium. The provincial government's *Critical Minerals Strategy and Driving Prosperity Study*, envision auto makers in Ontario building 400,000 electric and hybrid vehicles annually by 2030, powered by batteries made in the province, using minerals extracted and processed in Ontario. Hydroelectric development in northern Ontario could generate infrastructure investments that have complementary benefits for mining development, including proximity to clean sources of power. As noted in *Driving Prosperity*, Ontario has "an incredible opportunity to connect and vertically integrate our northern and southern economies to build a made-in-Ontario supply chain for innovative technologies like electric vehicles and battery storage." Future hydroelectric development should be planned now to leverage an emerging need to supply the north.

### 4.4 Revenues that support public services

The economic analysis conducted as part of the multi-criteria assessment indicates that hydroelectric development sustains the most jobs annually, in addition to contributing the most to Ontario's gross domestic product (GDP) on an annual basis over the construction period. This is driven by the upfront capital intensity of hydroelectric development, when compared to other technologies, but is balanced by the fact that hydroelectric generation offers a perpetual life asset, compared to other technologies, which can become unviable generation sources in as little as 20 years.

For any new hydroelectric site, 300 - 1,000 direct jobs are created per 100 MW during construction, plus additional indirect and induced jobs. From an operational perspective, hydroelectric generation sites can be expected to employ between 13-19 direct jobs per 100 MW of installed capacity. Hydroelectric sites range in size significantly, however, and smaller sized projects will result in more local benefits scaled to the capacity of the station.

Figure 4.1: Waterpower asset lifecycle



Hydroelectric assets also provide fuel revenue which is available to the Province of Ontario through water rental fees, on an ongoing (perpetual) basis. For each hydroelectric site, additional direct tax revenues are also expected to be generated through the Gross Revenue Charge (GRC). Likewise, corporate income tax revenues have also been estimated at approximately \$80,000/MW. Cumulative direct water rental, property-tax, and corporate income taxes generated over a 90-year period for sites are presented in Table 4.1. These figures are based on estimates for four representative

sites, which represent approximately 10 % of the total potential northern Ontario hydroelectric potential.

To develop all the hydroelectric potential, it is recommended that a planned approach be established that sees it occur gradually on timeline ranging from 20 to 30 years. This will take further analysis to establish the strategic approach, and the associated economic and social benefit.



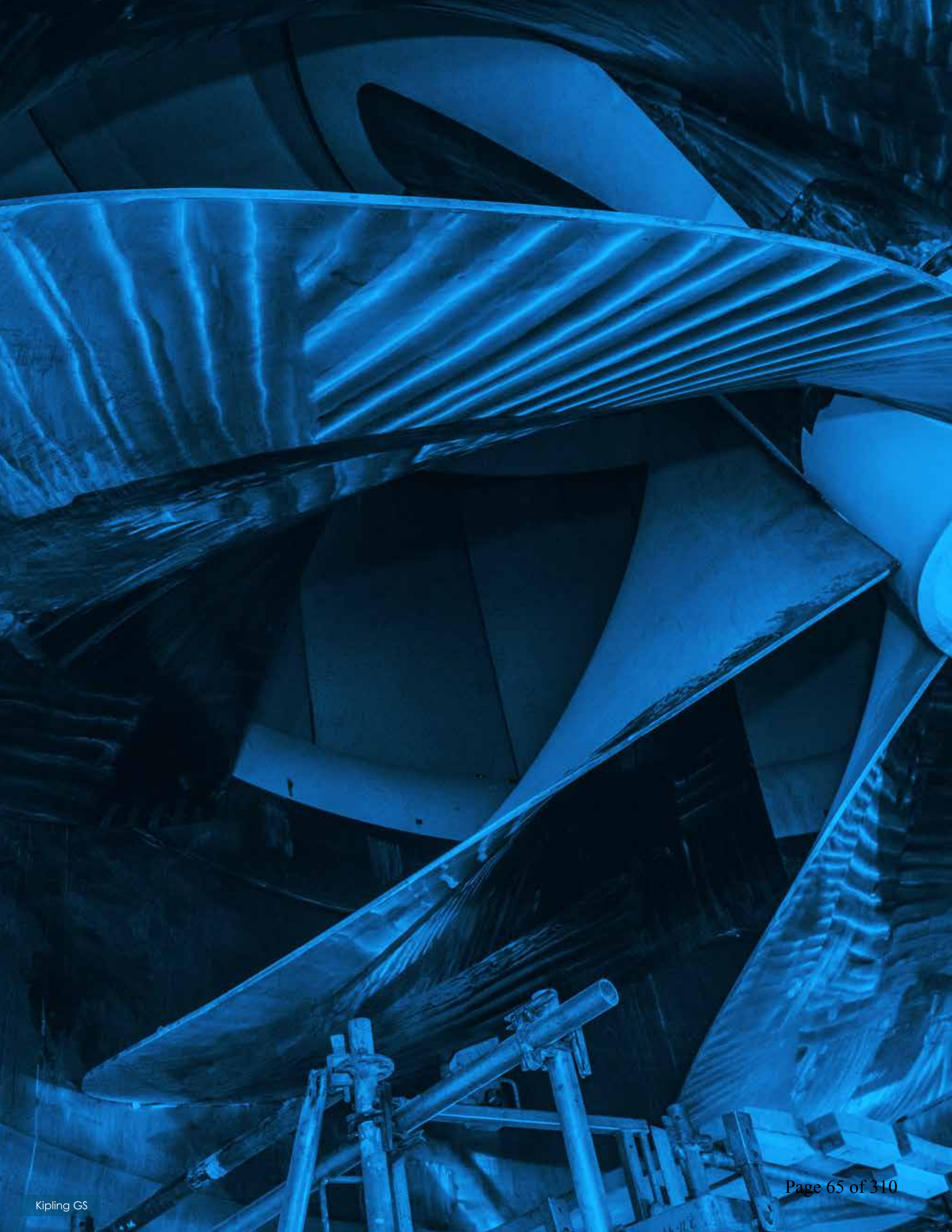


Peter Sutherland Sr. GS

**Table 4.1: Estimated direct cumulative water rental, property, and corporate income tax revenues for select hydropower sites** (over 90-year period, 10-year GRC holiday is not applied)

Potential Development Sites	MW	Water Rental (\$ Millions)	Property Tax (\$ Millions)	Income Tax (\$ Millions)	Employment During Construction (Person Year)
Little Jackfish River Lower Site	80	130	60	500 - 600	2,500 - 5,300
Abitibi River Site	115	140	60	750 - 900	1,200 - 4,700
Albany River Site	250	340	400	1,600 - 2,000	3,300 - 13,100
Severn River Site	10	30	10	70 - 90	300 - 1,100
<b>Total</b>	<b>455</b>	<b>640</b>	<b>530</b>	<b>2,900 - 3,600</b>	<b>7,300 - 24,200</b>







# 5.0

## Hydroelectric: an optimal energy choice

### 5.1 Cost estimates

OPG identified a cross section of hydroelectric sites in northern Ontario. This was done for the purposes of conducting an economic estimate and not site selection. Many other sites that have the potential for hydro development across northern Ontario can be explored beyond this report, including two thirds of the total northern Ontario hydroelectric potential.

The sites were chosen based on features that influence development cost, such as size, location, proximity to linear infrastructure or remote communities and geotechnical conditions, where information was available. As hydroelectric development can vary dramatically from site to site, it is important that a broad range of sites were examined to estimate a range of potential costs and benefits. The sites were not selected because of low cost or readiness for initial development, but rather as representative sites.

The analysis was carried out for two scenarios: maximum generation capacity (High Scenario) and reduced capacity (Low Scenario) at each site. The Low Scenario was elaborated to minimize inundation impacts from dam construction. It is expected that each development site will be optimized through Indigenous participation, engineering analysis and environmental assessment processes and the

**Table 5.1: Summary of opportunity sites in northern Ontario used to estimate updated lifecycle costs**

Area	Number of Sites	Rivers	Total Capacity	
			Low Scenario	High Scenario
Moose River Basin	9	Abitibi Mattagami Moose	640 MW	1,250 MW
Albany and Attawapiskat Rivers <sup>1</sup>	8	Albany Attawapiskat	680 MW	1,300 MW
Little Jackfish River	2	Little Jackfish	80 MW	105 MW
Severn River Basin <sup>2</sup>	2	Severn Windigo	20 MW	35 MW

eventual capacity would be between the Low and High Scenario.

Transmission connection development costs are the responsibility of the generator under the Ontario Energy Board's Transmission System Code and have been included in all generation development costs shown. Updated transmission connection costs that reflect the latest inflationary pressures from 2022 are detailed in the report: *IESO Assessment of OPG's Northern Ontario Hydroelectric Facilities*. Transmission development that connects new generation provides an opportunity to enable other emerging needs in areas where infrastructure previously didn't

**A report by the *International Renewable Energy Agency*, entitled *Renewable Power Generation Costs in 2017*, found that hydroelectricity remains the lowest-cost source of electricity worldwide.**

- 1 Six of these sites have been reduced to a capacity of 25 MW each in the Low Scenario to mirror that size constraint in *Renewable Energy on Crown Land Policy*. Some sites are located close to the Ring of Fire Road to capture multiple interests.
- 2 The sites reflect the 25 MW limit of the *Renewable Energy on Crown Land Policy*

exist. For instance as the IESO has identified in its report, transmission connection for a subset of the Albany-Attawapiskat facilities could be used to support the Ring of Fire due to the proximity of potential development sites to the proposed North-South road. Cost for bulk system upgrades will be refined with cooperation from IESO, transmission developers and OPG.

After preliminary analysis, one site was excluded for the purposes of developing ranges due to poor viability. The high-level estimate of capital expenditures to develop the remaining sites is \$5 - 22 M/MW, including grid connection costs that could potentially benefit other northern developments. The existing Northern Rivers Watershed capacity constraint in the *Renewable Energy on Crown Land Policy* could drive costs above this range because it is not possible to optimize cost while keeping the capacity below 25 MW. With Indigenous community support, this could be removed, which would allow Indigenous communities to participate in optimization of sites, and this has been assumed for the purpose of this analysis.

The IESO estimates that reinforcements to the existing transmission network would require an additional \$0.9 - 2.9 M/km, depending on circuit and voltage requirements; however, not every development pocket requires transmission network reinforcement, including Little Jackfish and Severn/Windigo Rivers.

The estimated range of capital costs for each of the development pockets include the cost of transmission and ancillary infrastructure to enable site access and construction. If projects were to proceed, cost refinements will occur to minimize rate payer impact.

- Little Jackfish River  
\$14 - 17 M/MW
- Moose River Basin  
\$5 - 17 M/MW
- Severn and Windigo Rivers  
\$11 - 16 M/MW
- Upper Albany and Attawapiskat Rivers  
\$7 - 21 M/MW

Capital expenditures for hydroelectric development in remote northern Ontario will be more expensive, particularly where there are access constraints, construction camp requirements, flatter land and site-specific geotechnical conditions.

Small or remote hydroelectric opportunities should not be ignored. Power in Ontario had its roots in “small hydro” going back to London Street Generating Station built in 1884. These projects can bring forth smaller scale economic activity in northern Ontario for Indigenous communities and local manufacturing and trades.

What makes hydroelectric development truly attractive from a value perspective is that these generating stations become a

moderating influence on electricity rates because of their low operating cost and longevity. Orderly development of the remaining potential can be expected to offer stable and sustained socioeconomic benefits and employment in high quality jobs in manufacturing, engineering and trades.

Further, costs may come down based on other activity in northern Ontario. Sites on the Upper Albany and Attawapiskat Rivers near the Ring of Fire could benefit from reduced costs over the next decade due to revisions to policy constraints (e.g. 25 MW limit), improved local site access and connection to the transmission network, which is why it is important for hydroelectric development to be coordinated with other northern Ontario development opportunities.

“The economic assessment of the hydro development facilities... found that by 2042 system benefits amounted to between 30% and 50% of revenue requirement, depending on the facility. Recognizing that hydroelectric facilities are long lived and that the need and value of energy will continue to grow, system benefits increase to between 80% and 120% of revenue requirement, depending on the facility, when considering the full lifetime of the asset (90 years).” - IESO

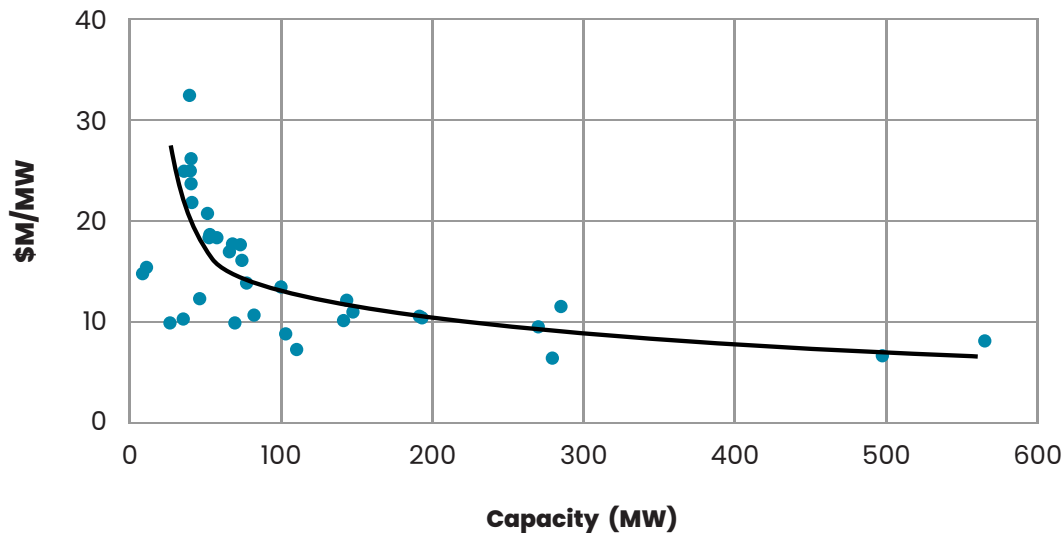
The cost estimates provided are at best an initial approximation, because hydroelectric development costs vary greatly based on the unique aspects of site locations and require site investigation to validate estimates. Further, development costs may be reduced through:

- competitive transmission procurement;
- planned sequencing to develop a cluster of hydroelectric development sites to share expenditures associated with costly activities such as construction camp, grid connection and site access;
- grouping of adjacent or neighbouring development sites that could be executed into a single project;
- staged hydroelectric development across northern Ontario over the full time horizon in the IESO's *Pathways to Decarbonization Study* to avoid issues with boom-bust cycles;
- planning for labour and human resources across the development period to avoid costly delays; and
- timing hydroelectric development with other local economic development activities to enable broader regional growth and promote the sharing of resources (human and infrastructure).



**Figure 5.1: Development cost of hydro projects in northern Ontario per capacity**  
 (Data source: WSP, 2022)

## Development cost decreases as the size increases



Costs used in this report are consistent with the range recently published by the IESO for hydro as part of the assumptions outlined in the *Pathways to Decarbonization Study*.

The wide range of costs strongly suggests that further assessment is required to narrow which sites would be the most cost effective to implement among these sites as well as other potential sites in northern Ontario. Consideration will also be required for assessment of electricity system value and Indigenous community participation and benefits.

It is recommended that OPG continue working with the IESO on its *Pathways to Decarbonization Study* to further explore how to implement hydroelectric development across

northern Ontario in a way that will fulfill some of the system needs emerging in the 2030s. This should consider how hydroelectricity can be made even more attractive by enabling other local development and socioeconomic initiatives, while bringing on incremental renewable generation in a cost-effective manner.

A formal Hydroelectric Development Strategy, facilitated by OPG, could ensure these cost reducing strategies are incorporated into long-term energy plans, coordinating with other government-led strategies, such as the *Critical Minerals Strategy* and the *Northern Transportation Plan*.

## Multi Criteria Assessment

A multi-criteria assessment (MCA) was used to rank generation technologies using financial, socioeconomic, technical, and environmental criteria.

The MCA compares the life-cycle costs and benefits of building new hydroelectric generation to wind, solar and SMR.

Factors unique to each technology can include environmental factors such as availability of water or sunlight, as well as land costs and existing infrastructure and local regulations.

Ranking is influenced by value to the system, including elements such as existing baseload availability, capacity (including peaking demand), voltage regulation and operating reserve.

Lifecycle of the asset and socioeconomic considerations also factor in to value (e.g., cost of carbon and other emissions, local community support and engagement).

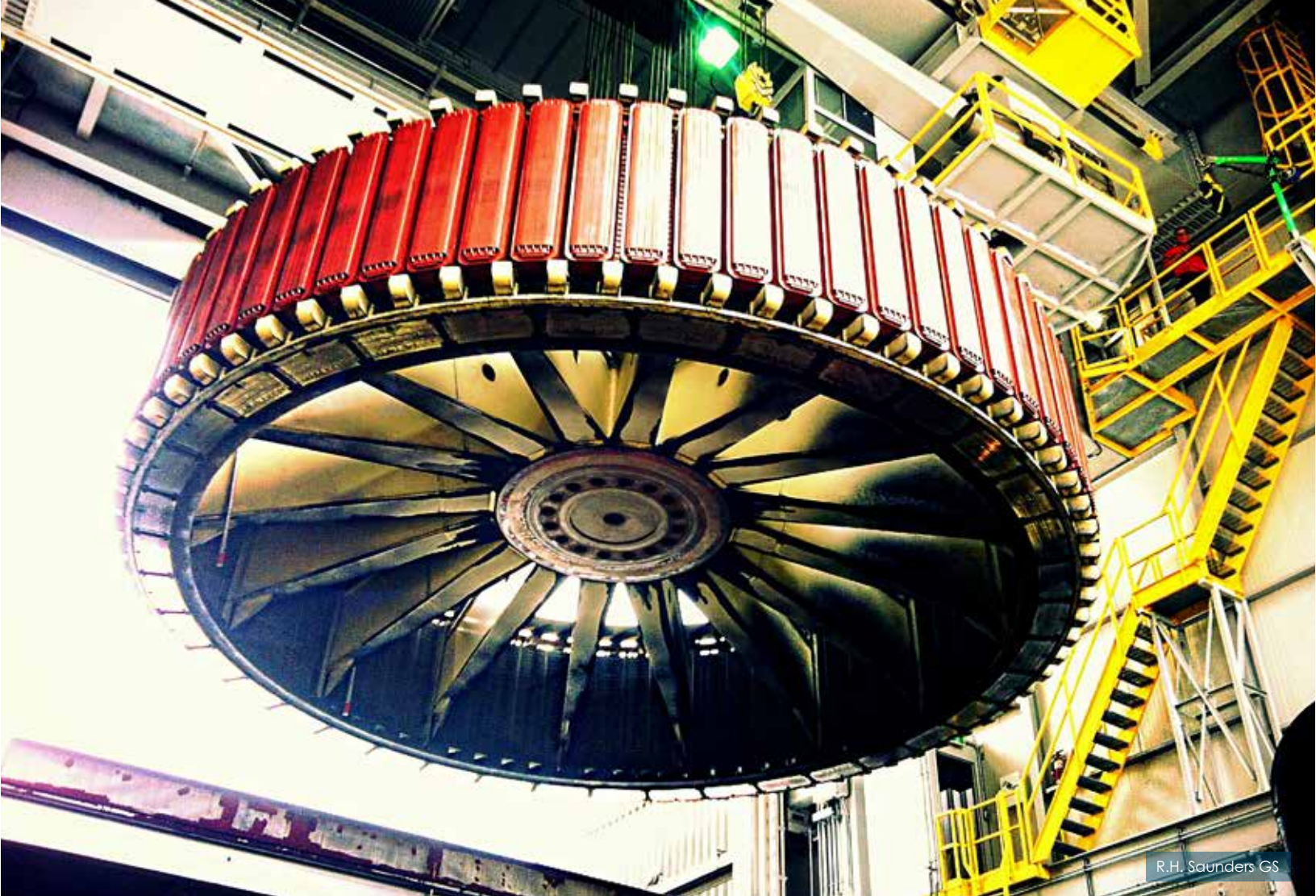
## 5.2 Comparing hydroelectricity to other technologies

OPG was asked to compare hydroelectricity to wind, solar photovoltaic (solar), and small modular reactors (SMR).

Comparing different forms of electricity generation cannot be done using a single metric because factors unique to each technology are excluded, such as: value to the electricity system, lifecycle of the asset and redevelopment requirements, socioeconomic considerations, jobs, localized economic impact, location and environmental factors. It is recognized that assessment and ranking can be subjective in cases where precise numeric metrics are not available and ultimately different technologies will be needed to meet future electricity demand.

To conduct a life cycle analysis, three hydro sites were used in a more detailed MCA. These sites were selected because there was engineering information available, geographic spread across northern Ontario and distinct geotechnical conditions.

The MCA used four criteria and associated sub criteria. Sensitivity cases were developed to simulate different perspectives and priorities and to evaluate the stability of the ranking across a range of views on different forms of electricity



R.H. Saunders GS

generation. These sensitivity cases assigned different weightings to each of the four criteria. Each of the three hydroelectric sites selected scored higher than the other generation technologies for all considered sensitivity cases.

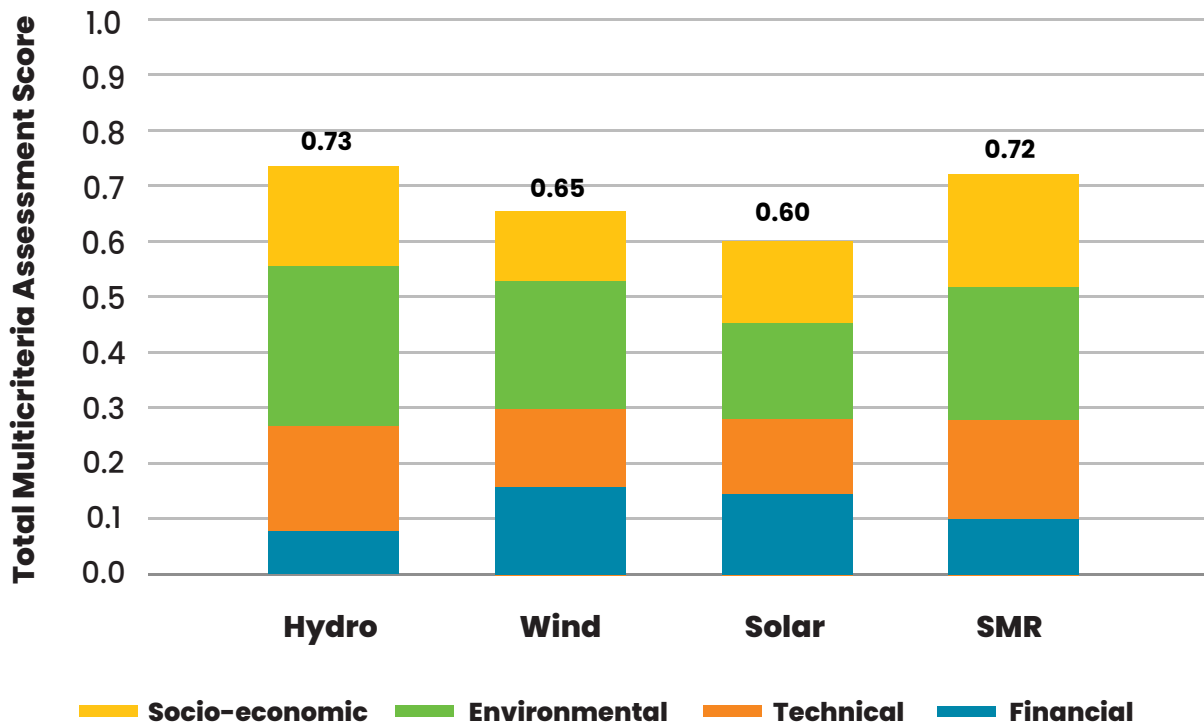
One-reason hydroelectric compares so well to other technologies is the socioeconomic benefit, because at least 75 cents of every dollar spent for hydroelectric development will stay in Ontario. Hydroelectric generating stations are legacy assets that offer strong value-for-money when considering the initial

construction employment and GDP, followed by water rentals and taxes during operations, sustained electricity system value, avoided greenhouse gas emissions, and minimal decommissioning costs relative to other technology. Hydroelectric is a perpetual asset which undertakes periodic life extension projects that allow for infrastructure to be recycled, reused, and re-purposed.

This economic benefit is similar to OPG's SMR project that will provide substantial benefit to the province.



Figure 5.2: Sample of a hydro development score compared with other generation technologies in a multi-criteria assessment, with a higher score indicating a more favourable result (Data source: WSP, 2022)



Abitibi Canyon





Ombabika Bay

### 5.3 Ontario Waterpower Association perspective

There are dozens of smaller (<50 MW) sites across northern Ontario that may present attractive opportunities for development. As a result of waterpower promotion by the Province of Ontario in the early 2000s, site investigation and environmental assessment has already occurred for many of these sites. There is still potential for significant local and regional socioeconomic benefits through water rentals, taxes and construction employment. These sites should not be missed while focusing on larger capacity sites and pockets of higher

potential. Moreover, the industry has demonstrated leadership in advancing partnerships with Indigenous communities in northern Ontario with more than a dozen successful projects brought on line.

The broader waterpower industry is paying attention to the treatment of existing facilities in northern Ontario when considering whether to pursue future developments. Existing facility owners are potential developers of new facilities, and their long-term viability serves as a confirmation to others that future investment is worthwhile. Re-contracting programs for non-rate regulated facilities will promote the legacy asset concept and will improve investment confidence and certainty necessary if Ontario wishes to proceed with further hydroelectric generation.





# 6.0

## Foundational partnerships



### Success factors for the next wave of hydroelectric developments:

- Earlier and broader participation by Indigenous communities who can contribute knowledge about the lands and rivers where potential development sites are located
- Greater collaboration to enable other local developments, such as mines
- Earlier and more stable revenue and rate certainty to account for long lead time and asset life
- Greater recognition by regulators that capital expenditures to put assets into service will be offset by multi-generational benefits to Indigenous and local communities as well as the ratepayer
- Recognition that policy constraints require revisiting to reflect climate change urgency and Indigenous commercial partnership models that have been proven to work in Ontario
- Remote community support for energy supply and/or transmission connection
- Public and community support for hydroelectric generation technology





"Ode to the Canoe" by Patrick Hunter

## 6.1 Indigenous communities

Indigenous communities are essential partners in developing hydroelectric generation in northern Ontario. Meaningful engagement and consultation with Indigenous communities must occur at the earliest stages, including policy development, as well as during project planning, execution and operations. Though every community has unique needs and perspectives, various Indigenous communities see the potential for meaningful participation in

hydroelectric development as a means of furthering economic and social progress. This includes both the direct benefits of hydroelectric project development, as well as the secondary benefits of hydroelectric investment and infrastructure in developing other natural assets, such as mining operations.

Ontario is committed to consulting with Indigenous communities and honouring existing agreements related to hydroelectric development. OPG together with the OWA, engaged with Indigenous community representatives to



better understand how communities themselves would define success in hydroelectric development in their region. This included gathering insight from communities who have experience pursuing and shared or full ownership in hydroelectric generating facilities as well as those whose traditional territory encompasses some of the high potential opportunities reviewed in this report. The Métis Nation of Ontario was contacted and it was decided that discussion with community councils should occur once more is known about the pockets of generation potential and where further hydroelectric development might occur.

The discussions produced three broad themes.

### **Strike a balance between economic, social and environmental considerations**

The protection and the ongoing stewardship of traditional homelands of communities is the paramount concern, outweighing the appeal of shorter-term economic benefit. To balance these two considerations, Indigenous communities want to participate as early as possible in a project development, including optimization processes to support decision making on the balance of cost, energy and inundation. Career planning is essential so that hydroelectric development supports

other projects and investments outside and inside the community.

In generating environmentally sustainable jobs, communities seek employment opportunities in all aspects of a project lifecycle, including planning, construction, rehabilitation, operation, maintenance and monitoring. To build community support for project development, as many members as possible should see how their interests and skills, or potential skills development, can open doors to opportunity.



Black-crowned Heron - Sir Adam Beck GS

## **Commercial participation, including shared equity partnerships has been a positive experience**

Equity partnerships on hydroelectric assets have generated meaningful economic benefits and built capacity for other economic development activities. Communities can invest stable, consistent revenues into new economic development projects, some of which deliver immediate returns, such as housing. Equity ownership provides a financing tool for further investment in emerging economic opportunities for an Indigenous community, while contracting opportunities builds capacity to execute on new enterprises. Even in cases where workers leave one northern community to work in another, some have returned to their community with rich employment experience to share. Partnerships can extend beyond commercial agreements and industry needs to listen to partner communities to understand expectations.

## **Show flexibility in achieving Indigenous participation and equity investments in the hydro sector**

Government policies, regulatory processes and financial instruments should be designed to facilitate resource revenue sharing and improve the financial participation value proposition for Indigenous communities. Communities that have been successful with hydro developments would like to see greater rate and revenue certainty and stability to allow for prudent asset management and investment, such as maintenance of the assets. Communities that have started hydro developments, but not brought them to completion, require more certainty upfront. This means assurance that time and resources invested in partnership development and environmental assessment participation will result in project procurement. Simplifying financial incentive application processes and access to financial capital will more easily enable further Indigenous equity investment.

In March 2022, the OWA commissioned a poll on new hydro development that found northerners to be overwhelmingly positive. In response to the question, “Would you support or oppose waterpower development in your region?” positive responses were 88% in the northeast, 80% in north central and 87% in northwest. When asked about waterpower projects developed in cooperation with local Indigenous communities, respondents were even more supportive.









# 7.0

## Taking action

### 7.1 Taking steps to secure a clean energy future

This report is a preliminary industry update on opportunities for new hydroelectric development in northern Ontario. As indicated by the IESO, work needs to start as soon as possible so that Ontario has options and opportunities to take advantage of work already completed and to accelerate development of new projects. Hydroelectric development is a long process that needs to start early in order to meet the needs of the future.

Advancing new northern hydroelectric development opportunities would ensure province-wide infrastructure benefits, enhance system reliability through incremental baseload generation, and would bolster the development of other northern economic sectors such as mining.

**To unlock all of the potential hydropower that is needed to secure a made-in-Ontario, clean electricity system, OPG recommends the following:**

- 1. Take a step towards new hydroelectric generation in northwestern Ontario to meet mid-term demand by accelerating the Little Jackfish Project.**

OPG to finalize the Environmental Assessment and reinitiate planning on the Little Jackfish Project, which is the most advanced hydroelectric

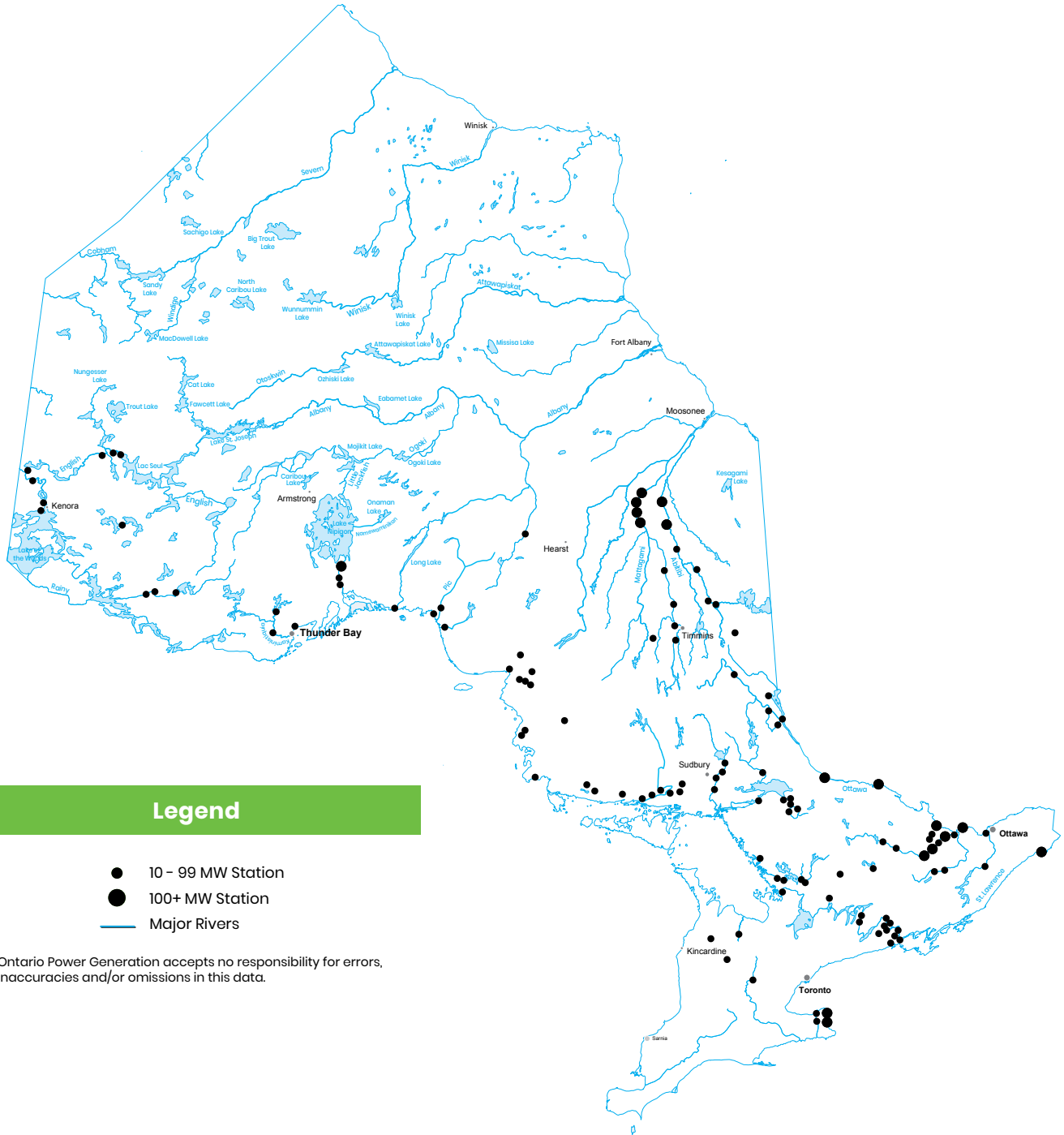
development opportunity in northwestern Ontario. In addition, request OPG and the IESO to coordinate and develop analysis on the system value of the project while contemplating its inclusion in the Pathways to Decarbonization Report. Furthermore, request that OPG assess the economic and ratepayer impact of the proposed project and report its findings to the Ministry of Energy.

- 2. Take a step to unlock up to 1,250 MW of hydro potential in the Moose River Basin in northeastern Ontario.** Advise the Ontario government to initiate co-planning discussions with certain First Nations, using OPG as a facilitator to bring governments and industry representatives together. Moose Cree First Nation and Taykwa Tagamou Nation will advise on the best timing to proceed based on discussions with the Ontario government.
- 3. Unlock hydro potential from existing assets across Ontario to meet emerging demand.** Tabulate all of the other potential hydro development, re-contracting and redevelopment opportunities across Ontario, including refurbishments, pumped storage opportunities, and powering-up control dams. OPG, with the support of the OWA can provide this information to IESO for inclusion in its *Pathways to*

*Decarbonization Study* to ensure that Ontario is leveraging its existing assets when defining hydropower's role in Ontario's future electricity system.

- 4. Build out a reliable system.** OPG, in collaboration with the OWA, Indigenous communities, Hydro One and the IESO, will develop a long-term outlook and assessment that details how Ontario can effectively plan and develop transmission and hydroelectric assets in northern Ontario. This assessment will evaluate incremental hydroelectric generation and transmission projects using metrics, such as: system value, provincial and northern Ontario demand assessments, cost-effectiveness, and market conditions. The proposed assessment will also consider potential synergies with socioeconomic initiatives, economic development opportunities, remote community development, and other provincial priorities.

# Map of existing hydroelectric stations in Ontario



## Legend

- 10 - 99 MW Station
- 100+ MW Station
- Major Rivers

Ontario Power Generation accepts no responsibility for errors, inaccuracies and/or omissions in this data.







# Appendix

# A

## **Legislative, regulatory and policy framework for waterpower development in northern Ontario**

Appendix A summarizes the key legislative, regulatory and policy frameworks for the hydroelectric sector that, in OPG's view, require review, revision or realignment for northern hydroelectric opportunities to be more fully optimized and to increase investment certainty.

### **Public Lands Act (MNR)**

Under the Public Lands Act, the Minister (MNR) has the authority over the management, sale and disposition of the public lands and forests, often referred to as "Crown lands". About 77% of the province's land mass is made up of public land. Section 42 of the Act speaks to the disposition of water powers or privileges, providing that:

*"The Minister in his or her discretion may fix the terms and conditions upon which water powers or privileges granted by the Crown and any public lands necessary for the development thereof may be leased or developed"*

Development of waterpower is dependent on access to land. Where access to public lands is required, the Minister may grant a lease for the use of the lands. MNR Policy PL 4.10.06 **Renewable Energy on Crown Land** issued February 10, 2014, states:

Waterpower development on Crown land may include the following development types:

- peaking facilities or run of river facilities which require the construction of dams or infrastructure
- in stream flow technology,
- greenfield development,
- retrofit of water control structures and redevelopment of waterpower facilities, and
- pumped storage generation, where pumped storage generation is supported by provincial energy needs or specific economic development objectives.

This policy also provides land use direction for the Northern Rivers Watershed:

Crown land use policy direction since 1993 has provided for a 25 MW limit on waterpower development at individual sites within the Northern Rivers Watersheds. This 25 MW limit on individual waterpower sites may be reviewed through:

- community based land use planning processes in the Far North, or
- land use planning or other processes for areas south of the Far North.

A review of the 25 MW development limit will include broader landscape and watershed level considerations and provide for dialogue with First Nations located within the subject river basin. In the absence of a land use planning review, the 25 MW limit on individual waterpower sites shall remain in place.

The *Renewable Energy on Crown Land Policy* of MNR provides that the Ministry will encourage Aboriginal community economic benefits from renewable energy development on Crown land including by committing to the following:

### **1. Far North**

In the Far North Act area, access to Crown land for waterpower, wind power and solar power development opportunities will only be granted to local Ontario First Nation communities and/or their partners.

### **2. Northern Rivers**

Access to Crown land for waterpower development opportunities within that portion of the Northern Rivers Watersheds south of the Far North Act boundary will only be granted to local Ontario Aboriginal communities and/or their partners.

### 3. Moose River Basin

The policy acknowledges and recognizes the continued Ontario government commitment to co-planning with certain First Nation communities about the potential future waterpower development within the Moose River Basin, north of Highway 11.

### Provincial Parks and Conservation Reserves Act (MECP)

The purpose of the Provincial Parks and Conservation Reserves Act (PPCA) purpose is to:

*“permanently protect a system of provincial parks and conservation reserves that includes ecosystems that are representative of all of Ontario’s natural regions, protects provincially significant elements of Ontario’s natural and cultural heritage, maintains biodiversity and provides opportunities for compatible, ecologically sustainable recreation ”*

Under Section 16, certain activities are prohibited within provincial parks and conservation reserves. The prohibited uses include the “generation of electricity”, defined as:

*“generation of electricity” means the generation of electricity through the deployment or construction of electrical energy producing devices or facilities*

*and supporting infrastructure, including wind turbines, solar panels, pump storage facilities, reservoirs, impoundments and water control structures or weirs;*

Section 19 provides limited exceptions from the prohibition, including an exception for existing waterpower facilities (existing on the day the section was proclaimed in force) within provincial parks and conservation reserves, which may continue to operate and be maintained and, with the approval of the Minister, may be improved, rebuilt or altered. In addition, an exception is included for remote communities that are not connected to the IESO-controlled grid:

*“...subject to the approval of the Minister, facilities for the generation of electricity may be developed in provincial parks and conservation reserves for use within communities that are not connected to the IESO-controlled grid.”*

Exemptions also apply for existing commitments, whereby if a facility for the generation of electricity was specifically identified in a ministry land use plan before the site where the facility is to be located was regulated as part of a provincial park or conservation reserve, the facility may be developed subject to the approval of the Minister.

Approvals for generation of electricity under the exemptions (and approvals for utility corridors) are subject to the Minister being satisfied that certain conditions are met (section 21). Furthermore, occupational authority is required under the PPCRA to use and occupy land within a provincial park or conservation reserve, and work permits are also required to permit any construction.

### **Environmental Assessment Act (MECP)**

New waterpower developments less than 200 MW nameplate capacity are required to adhere to the Ontario Waterpower Association's Class Environmental Assessment for Waterpower Projects under the Environmental Assessment Act. New waterpower developments with a nameplate capacity of 200 MW or greater require the completion of a more formal Comprehensive Environmental Assessment, which requires a Terms of Reference followed by an Environmental Assessment.



## **Appendix B**

### ***IESO Assessment of OPG's Northern Ontario Hydroelectric Facilities Included via transmittal email***

**Ontario Power Generation Inc.**

Head Office

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Toronto, Ontario M5G 1X6

Telephone (416) 592-2555 or (877) 592-2555

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**AORS**  
PROMOTING KNOWLEDGE. PURSUING EXCELLENCE.

January 19, 2023

Municipality of Temagami  
Attn: Mayor Dan O'Mara  
7 Lakeshore Dr., PO Box 220  
Temagami, ON P0H 2H0

Attention: Mayor Dan O'Mara and Council

Re: Eli Serbina Assoc. R.S.

Dear Mayor and Council Members:

On behalf of the Association of Ontario Road Supervisors (AORS), I would like to congratulate your employee, **Eli Serbina** for his recent **Associate Road Supervisor** certification. As well, thank you for supporting your employee and we encourage you to publicly acknowledge this achievement.

AORS has been serving public works professionals since 1961. In 1996 AORS was granted – by Provincial Legislation – the exclusive right to use the designation 'Certified Road Supervisor' (CRS). The four levels of Certification – Associate, CRS, Intermediate and Senior – have mandatory experience and education criteria established by the AORS Education Committee and Certification Board. Certified individuals may publicize their credential by using initials after their names and we would certainly encourage your employee to do so.

Certification is important for your Municipality because it increases corporate 'professionalism', accountability and morale. Certified Road Supervisors use their broad base of knowledge to make confident decisions and therefore serve Council and public more effectively.

AORS is committed to the training and development of experienced, reliable and efficient personnel for the construction and maintenance of public roads in rural and urban municipalities across Ontario.

Thank you again for supporting AORS and for helping us meet our objectives.

Yours truly,

John Maheu, M.A.Sc., P.Eng.  
Executive Director

cc. Eli Serbina Assoc. R.S.



Branch #408

11 Parkwood Lane PO Box 16

Temagami ON P0H 2H0

Please be advised that the Temagami Canadian Legion Branch #408 will be Catering again this year at Temagami Shiver fest being held in Temagami on Saturday March 11, 2023. Our activities will be located at the Community Centre/Arena located at 100 A Spruce Drive in Temagami North. We will be running a bar at the dance on Saturday from 8pm to 1am. If you have any concerns please contact me Dan O'Mara at 1-705-237-8460..

Thank you

Dan O'Mara

Legion Member





**TEMAGAMI PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES**

**TUESDAY, January 17, 2023, 7:30 pm**

**Temagami Public Library Board Room**

**IN PERSON**

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**Present:** Carol Lowery (Chair), Carmen Koski, Bob Sykes, Victoria Winsor

**Absent with Notice:** John Shymko (Vice Chair)

**Staff:** Debra Kitts (Acting CEO)

**1. CALL TO ORDER AND ROLL CALL**

Carol Lowery called the meeting to order at 7:30 pm.

**2. ADOPTION OF THE AGENDA**

**23-001**

MOVED BY: Carmen Koski

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Temagami Public Library Regular Board Meeting Agenda dated January 17, 2023 be adopted as presented.

**CARRIED**

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

**4. REPORT FROM CLOSED SESSIONS**

**5. ADOPTION OF THE MINUTES OF PREVIOUS MEETING**

**Regular Board Meeting – November 14, 2022**

**23-002**

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Minutes of the Temagami Public Library Regular Board Meeting held on November 14, 2022 be adopted as presented.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

## **7. DELEGATIONS / PRESENTATIONS**

**Registered Delegations – With Presentations:**

**Invited Presentations:**

**Registered Delegations – Without Presentations:**

**Unregistered Delegations:**

## **8. CONSENT AGENDA ITEMS**

### **23-003**

MOVED BY: Victoria Winsor

SECONDED BY: Carmen Koski

**BE IT RESOLVED** THAT the Temagami Public Library Board adopt the consent agenda motions presented on the agenda.

**CARRIED**

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

*Hard copies of all staff items for information have been circulated to the Board prior to the meeting.*

### **23-004**

MOVED BY: Bob Sykes

SECONDED BY: Victoria Winsor

**BE IT RESOLVED THAT** staff items numbered 8.1.1 to 8.1.9 on this agenda be received by the Temagami Public Library Board for information and be noted, filed and recorded in the minutes of this meeting.

**CARRIED**

### **Acting CEO Report:**

**8.1.1 Grants - 2022-23 Public Library Operating, Pay Equity and First Nation Salary Supplement (PLOG/PE/FNSS) Grant**

**8.1.2 Grants - International Dyslexia Association Ontario - Mini Grant**

**8.1.3 Staff - Benefits**

**8.1.4 Staff – Christmas Bonuses**

**8.1.5 Staff – Salary Scale**

**8.1.6 Staff - Adoption of the Municipality of Temagami HR Policies**

**8.1.7 Staff - Training**

**8.1.8 Programs - Temagami Preschool Reading Club – Literacy**

**8.1.9 Technology Devices - iPads**

**8.2 Correspondence for Information:**

*Hard copies of all correspondence for information have been circulated to the Board prior to the meeting.*

**8.2.1**

**9. STAFF REPORTS**

**9.1 CEO Financial Report – Preliminary Year End Report**

**23-005**

MOVED BY: Carmen Koski

SECONDED BY: Victoria Winsor

**BE IT RESOLVED THAT** the Temagami Public Library Board accepts the report of the CEO dated January 12, 2023.

**CARRIED**

**9.2 2023-M-001 Temagami Public Library - Winter Hours**

**23-006**

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Temagami Public Library Board accepts Report 2023-M-001 and authorizes the Temagami Public Library to change to Winter Hours for the months of February, March and April 2023 as outlined in the Report.

**CARRIED**

**10. BOARD COMMITTEE REPORTS**

## **11. ANNOUNCEMENTS – CHAIR, VICE CHAIR AND BOARD**

## **12. CORRESPONDENCE**

### **12.1 Action Correspondence**

#### **12.1.1 Letter of Resignation – Sandra Firman**

**23-007**

MOVED BY: Carmen Koski

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Temagami Public Library Board accepts Sandra Firman’s letter of resignation from her position as a Head Librarian of the Temagami Public Library dated December 15, 2022.

**CARRIED**

## **13. POLICIES / PROCEDURES / JOB DESCRIPTIONS**

**The Corporation of the Municipality of Temagami – Policies:**

**13.1 Accessible Customer Service Policy (By-Law 16-1296)**

**13.2 Employment Policy and Procedure Manual (By-Law 09-887)**

**13.3 Purchasing Policy (By-Law 14-1170)**

**13.4 Social Media Policy (By-Law 14-1202)**

**13.5 Workplace Accommodation Policy (By-Law 15-1226)**

**13.6 Workplace Harassment Policy (By-Law 17-1337)**

**13.7 Workplace Violence Policy (By-Law 10-933)**

**23-008**

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Temagami Public Library Board adopts The Corporation of the Municipality of Temagami’s Accessible Customer Service Policy (By-Law 16-1296), Employment Policy and Procedure Manual (By-Law 09-887), Purchasing Policy (By-Law 14-1170), Social Media Policy (By-Law 14-1202), Workplace Accommodation Policy (By-Law 15-1226), Workplace Harassment Policy (By-Law 17-1337) and Workplace Violence Policy (By-Law 10-933).

**CARRIED**



#### **14. UNFINISHED BUSINESS**

**14.1 Library Board Training**

Revisit with the new Board.

**14.2 Tracy Gauvreau Scholarship Fund**

**14.3 Temagami Public Library Fines and Charges Comparison**

Report to be completed.

June 13, 2022 Library Board Minutes – Motion 22-009

**14.4 Review of the CEO Position**

Review to be done before December 31, 2022

September 12, 2022 Library Board Minutes – Motion 22-018

**23-009**

MOVED BY: Carmen Koski

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Temagami Public Library Board extends the Acting CEO Position for the next six months whereby it will be reviewed again at that time.

**CARRIED**

**14.5 Temagami First Nation supervised access of the Library's Archives and Digitalization of Materials.**

To commence after Christmas break.

September 12, 2022 Library Board Minutes – Motion 22-019

**14.6 Library Policies**

Review and update policies.

September 12, 2022 Library Board Minutes – Acting CEO Report

**14.7 Library Fines on Late Returns – List of Books not Returned**

Library Board to assist in providing contact information for those remaining on the list.

October 17, 2022 Library Board Minutes – Acting CEO Report

**14.8 Volunteers – Vulnerable Sector Checks**

#### **15. OTHER BUSINESS**

**15.1** John Shymko, Carmen Koski, Bob Sykes and Victoria Winsor have advised that they would be willing to continue as board members for the new term. The Council representative is Carol Lowery.

**23-010**

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

**BE IT RESOLVED THAT** the Temagami Public Library Board recommends that John Shymko, Carmen Koski, Bob Sykes and Victoria Winsor continue as Temagami Public Library Board members for the new term along with Carol Lowery (Council representative).

**AND FURTHER THAT** the Temagami Public Library Board By-Law be amended and sent to Council for approval.

**CARRIED**

**16. NOTICE OF MOTION**

**17. QUESTIONS FROM PUBLIC – ITEMS ON THE AGENDA**

**18. CLOSED SESSION**

**19. NEXT MEETING**

The next Regular Meeting will be on Monday, February 13, 2023 at 7:30 pm in person.

**20. ADJOURNMENT**

**23-011**

MOVED BY: Bob Sykes

SECONDED BY: Carmen Koski

**BE IT RESOLVED THAT** this meeting adjourn at 9:02 pm.

**CARRIED**

## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on November 16, 2022 at 6:30 P.M.

Microsoft Teams

---

1. The meeting was called to order at 6:32 pm.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Mike McArthur	Municipal Appointee for Temiskaming Shores
Casey Owens	Municipal Appointee for Town of Kirkland Lake
Paul Kelly	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Patrick Kiely	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman
Curtis Arthur	Provincial Appointee
Jesse Foley	Municipal Appointee for Temiskaming Shores

**Regrets**

Nina Wallace	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart
Vacant	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Vacant	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe

**Timiskaming Health Unit Staff Members**

Dr. Glenn Corneil	Acting Medical Officer of Health/CEO
Randy Winters	Director of Corporate and Protection Services
Kerry Schubert-Mackey	Director of Strategic Services and Health Promotion
Rachelle Cote	Executive Assistant

3. **APPROVAL OF AGENDA**

**MOTION #46R-2022**

Moved by: Sue Cote

Seconded by: Casey Owens

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on November 16, 2022, as presented.

CARRIED

4. **APPROVAL OF MINUTES**

**MOTION #47R-2022**

Moved by: Mike McArthur

Seconded by: Curtis Arthur

Be it resolved that the Board of Health approves the minutes of its regular meeting held on October 5, 2022, as presented.

CARRIED

5. **BUSINESS ARISING**

None

6. **REPORTS OF MOH/CEO**

Dr. Corneil provided a summary of the local COVID-19 situation and other related updates.

7. **HUMAN RESOURCES & FINANCE UPDATE**

A human resources and financial report were submitted for information purposes.

8. **NEW BUSINESS**

N/A

9. **CORRESPONDENCE**

**MOTION #48R-2022**

Moved by: Sue Cote

Seconded by: Paul Kelly

Be it resolved the Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

10. **IN-CAMERA**

N/A

11. **RISE AND REPORT**

N/A

12. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on January 25, 2023 at 6:30 pm in New Liskeard or Microsoft Teams.



13. **ADJOURNMENT**

**MOTION #49R-2022**

Moved by: Sue Cote

Seconded by: Jesse Foley

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 6:52 pm.

CARRIED

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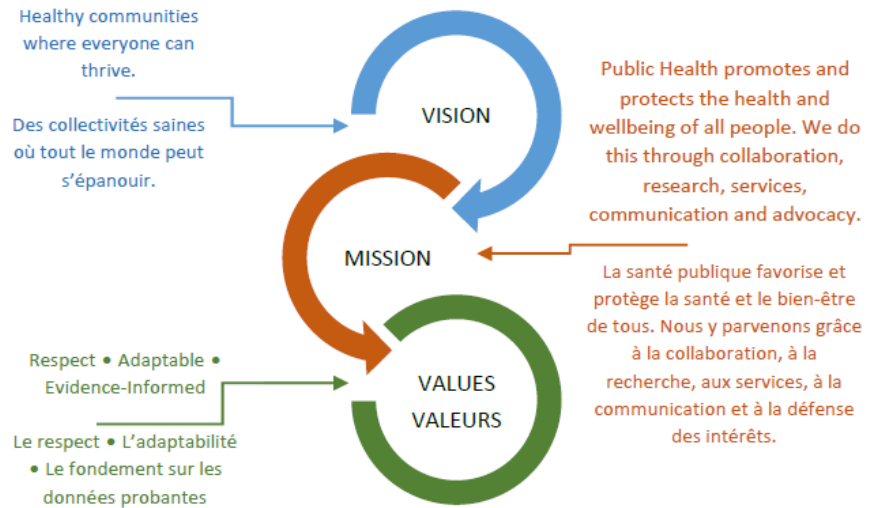
Carman Kidd, Board Chair

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Rachelle Cote, Recorder

### Report Content

- [Currently On Our Radar](#)
- [THU in Action - Our Stories](#)
- [Upcoming Events](#)
- [HR Update](#)



## Introduction

In 2022, Timiskaming Health Unit (THU) remained sharply focused on local COVID-19 response while also striving to implement essential and highest priority programs and services to achieve population health outcomes.

As revealed throughout the pandemic, local public health is much more than infectious disease prevention and control. Local public health also works to prevent illnesses from happening it also promotes healthy environments and public policies that create the conditions to support and enable health for all. Public health works with other sectors to address the broader social, economic, and ecological circumstances that influence whether people can reach their full health potential. Those communities that experience unfair disadvantages in relation to housing, education, income, employment, food security, and other daily living conditions, also experience worse health outcomes as evident with the COVID-19 pandemic.<sup>1</sup>

To the extent capacity permitted, THU moved forward on routinizing COVID-19 response work and recovery. These actions occurred within the broader contexts of the need for workforce recovery and a workplace transition to hybrid work model, a desire to learn lessons from our pandemic response, and unknowns about future interests and processes to transform Ontario's public health system. This year-end report to the Timiskaming Board of Health highlights the work of a dedicated, diverse and resilient THU workforce.

<sup>1</sup> Public Health Agency of Canada (2021). A Vision to Transform Canada's Public Health System. The Chief Public Health Officer of Canada's Report on the State of Public Health in Canada 2021. Retrieved from <https://www.canada.ca/en/public-health/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/state-public-health-canada-2021.html>

# In the Spotlight and On Our Radar

**Timiskaming Drug and Alcohol Strategy (TDAS):** The [launch of the finalized Strategy](#) occurred in December, 2022 with coverage from several media outlets:

- [Northern News - Timiskaming Drug and Alcohol Strategy releases plan for action](#)
- [CTV News Northern Ontario - Timiskaming Health Unit rolls out strategy to address substance abuse](#)
- CBC Sudbury Live Interview (Dec. 22)

To create a strategy that is truly *by* Timiskaming and *for* Timiskaming, advice, feedback, and recommendations were collected from stakeholders including the public. The results of the 2022 consultation are available [here](#) and a report to inform the consultation is [here](#).

THU has recently contracted, on behalf of TDAS, with VS Marketing to develop a dedicated website and branding strategy; this project will conclude by the end of March 2023. Members of TDAS are working now to implement the actions from the strategy and THU is supporting its monitoring and evaluation.

**Research Project: *Identifying enabling supports and structures that will strengthen response to future disruption:*** [This one-year research project](#) is funded by the Canadian Institutes of Health Research, to support municipalities in Northern Ontario with populations <10,000 and their associated local public health units in learning from the COVID-19 pandemic and identifying ways to strengthen and prepare for future emergencies. THU is a supporter of this project and will soon distribute the recruitment information to local municipalities.

**Canada's First Canadian Public Health Week** - In 2022, THU celebrated Canada's first inaugural [Canadian Public Health Week](#) (April). This included daily internal e-blasts and external social media posts recognizing our diverse local public health workforce and their contributions to THU's vision of *healthy communities where everyone can thrive*, addressing issues that are important to improving population health and well-being and reducing health inequities. This campaign illuminated how THU staff work through gathering and interpreting data, evaluation and research, collaboration, programs and services, communication and advocacy to fulfill our mandate, and how this work continued while responding to a global pandemic.

## Timiskaming Health Unit in Action

**Our people – our stories.**

### Foundational Standards

#### **Population Health Assessment and Surveillance Highlights**

Population health assessment and surveillance is an essential public health function to support local public health practice to respond effectively to current and evolving issues, and contribute to the health and well-being

of our population. In 2022 the majority of population health assessment work over and above COVID-19 and other essential surveillance continued to be paused. The list below highlights some of this work;

- Ongoing COVID-19 surveillance reporting data summaries, reports, public webpage on indicators such as cases, outbreaks, hospitalizations and deaths and local wastewater surveillance program as well as COVID-19 vaccine indicators. Vaccine data analysis was often stratified by various variables to support tailoring the program for greatest reach.
- Daily review of Acute Care Enhanced Surveillance (ACES) trends and alerts of potential increases in emergency department visits and admissions to identify any emerging outbreak, anomalies, issues or concerns regarding COVID-19, respiratory syndromes and opioids.
- Provided epidemiologic support for responding to 2 local community foodborne illness outbreaks and for increased syphilis rates.
- Provided data to THU program and external partners on a variety of topics including supporting our local in-development Ontario Health Team (Équipe Santé des régions du Timiskaming Area Health Team). Topics include SDoH (income, food insecurity), morbidity and mortality for older adults, substance use data, birth data.
- Continued local Infant Feeding Surveillance System (IFSS) during routine HBHC calls to new parents.
- Continued to work toward the development of a local surveillance system for opioid surveillance and early warning system.
- Continued analysis, interpretation and reporting of local Rapid Risk Factor Surveillance System module backlog.
- Conducted Nutritious Food Basket costing and analysis aiming for dissemination in 2023.

## Health Equity Highlights

The following section highlights local public health work in 2022 toward reducing health inequities such that everyone has equal opportunities for optimal health and can attain their full health potential without disadvantage due to social position or other socially determined circumstances.

- Consulted with First Nations community leaders and local Métis council for the development of THU's first iteration of a [land acknowledgement](#).
- Provided staff education on the impact of colonialism and of the social determinants of Indigenous health and the work of reconciliation and cultural public health practice during National Indigenous People's Day, National Indigenous History Month, National Day of Truth and Reconciliation, and Treaty Recognition Week and with the launch of THU's land acknowledgement through email blasts and a Grand Rounds. Developed a guidance document to support meaningful use of THU's land acknowledgement.
- Provided staff education on culture as a social determinant of health, as well as racism, gender identity and expression and sexual orientation through e-blasts recognizing Black History Month, International Women's Day, Day of Transgender Visibility, Pride Month, and St. Jean Baptiste Day. Staff also presented on Ramadan including "Fasting During Ramadan".
- Increased awareness of issues related to income and food security, paid sick days, housing, affordable oral health care, digital equity, and racism through communication campaigns related to the provincial and municipal election. Also implemented an awareness campaign focused on the issue of digital equity (traditional and social media, video).



Programs also embedded health equity strategies and approaches into their work in 2022, examples include:

- COVID-19: Continued implementation of the COVID-19 Timiskaming Connections Volunteer Line until April 2022 to connect volunteers with those experiencing barriers to isolating or following health measures, chaired and provided backbone support for the COVID-19 Timiskaming Collaborative whose aim was to prevent or mitigate health and well-being disparities due to COVID-19 and related response measures, supported the Temagami First Nation Control Group related to COVID-19 response, collaborated with Indigenous communities and health agencies re: access to vaccination, continued the [Closing the Digital Divide Project](#) with final distribution of devices and Internet services (reach of over 400 project applicants over 2 years) and a final microgrant component with 9 community organizations that serve individuals who experience low income and/or face significant barriers to accessing technology and whose projects enable Timiskaming residents to access internet services, develop digital literacy, and enhance digital skills.
- Substance Use Health: Supported the Timiskaming Drug and Alcohol Strategy to establish a People with Lived and Living Experience Committee.
- Healthy Growth and Development: Conducted health equity impact assessments for a HBHC prenatal screening project, healthy growth and development newsletter initiative and situation assessment for adverse childhood experiences.

## Effective Public Health Practice

Effective public health practice requires THU staff to apply skills in evidence-informed decision-making, research, knowledge exchange, program planning and evaluation, and communication, with a continued focus on quality and transparency. The section below captures 2022 activity highlights for program planning, evaluation and evidence-informed decision making as well as for knowledge exchange and continuous improvement.

### Program Planning, Evaluation and Evidence Informed Decision Making

Due to significant reallocation of resources to the local COVID-19 response, a regular systematic program planning cycle was not carried out for 2022. However, as COVID-19 response work became routinized at THU over the year, staff were able to focus more resources on recovery. This required using the best available evidence from research, context, and experience to inform decisions on continuing, adapting, developing or discontinuing the delivery of public health programs and services for a local public health system that is responsive to current and emerging population health needs.

- Staff created and applied guiding principles and prioritization matrix for planning programs and services in a COVID-19 response context. Later in 2022, staff created guiding principles to support programs with resuming a rapid regular planning cycle for 2023.
- Comprehensive iterative planning occurred for COVID-19 general and COVID-19 vaccine programs. Research evidence scans were conducted regularly, with ongoing regular sharing of quantitative and qualitative data to inform decisions through incident management and later work group meetings. Phone line data was regularly analyzed and shared and in-action reviews/debriefs were conducted for THU's COVID phone line and mass immunization clinics to inform any real-time adjustments.
- Evaluation work ranging from planning to full implementation and reporting was carried out in 2022 for a number of initiatives including the COVID-19 Timiskaming Connections Line, COVID-19 Municipal Call,

Digital Divide Project, Timiskaming Drug and Alcohol Strategy, THU's internal Not Myself Today Campaign, Stand-Up Facilitator Training, IPAC Hub, Board of Health Self-Evaluation, local workplace Mental Health, Northern Fruit and Vegetable Program curriculum, healthy growth and development newsletters and HBHC prenatal project as well as formative evaluation research to better understand local food insecurity.

### **Knowledge Exchange and Related Engagement**

To support mutual learning and the exchange of information on factors that determine the health of the population to foster decision making that is responsive to local needs as well as collaborative problem-solving among community partners, policy-makers, health system and municipal partners and the public, THU engaged with numerous sectors and partners and the public.

- THU staff participated in a panel at the [Northern Directions Conference](#) (North Bay), hosted by the Northern Policy Institute and the Canadian Rural Revitalization Foundation. THU staff co-authored and participated in a panel titled *[Re]Framing Healthy and Resilient Communities* and on the final day presented [Connexions Timiskaming Connections: Learning from COVID equity measures to increase community resilience](#), describing work done in Timiskaming to mitigate equity related impacts of the pandemic and foster learning to reduce the impact of future emergencies.
- THU staff authored briefing notes on healthy public policy recommendations as well as provincial and municipal election issues briefing notes and public campaign related to opioid and drug strategy response and decriminalization of drugs for personal use, mental health, paid sick days, income security, affordable oral health care, digital equity, housing, racism, Indigenous health and well-being, climate change, and healthy built environment.
- Health system engagement included
  - Issued 21 alerts and 2 Public Health Matters Newsletters (April and November)
  - Participated in local in-development Ontario Health Team (Équipe Santé des régions du Timiskaming Area Health Team)
  - Hosted regular COVID-19 health system call
- Municipal engagement included
  - Developed 1 e-newsletter ([Fall 2022 edition](#)) for municipal staff and council.
  - Developed a [primer](#) to inform municipal candidates and voters of locally relevant issues of public health importance that fall within the influence of municipal governments. The primer was accompanied by a district-wide communications campaign which also highlighted the importance of getting out to vote.
  - Hosted regular municipal sector call related to COVID-19 with additional topics as requested.
  - Developed and circulated [Evidence and Promising Practices for Lowering Speeds on Municipal Roadways](#)
- School and Childcare sector engagement included
  - Held regular school board meetings in collaboration with Porcupine Health Unit
  - Held meetings DTSSAB and regularly attended childcare supervisor meetings
  - Connected with school leaders to identify mutual health and well-being goals for collaboration or support
- Multiple sector engagement included chairing and participating in the following
  - Timiskaming Children's Services Planning Table
  - Timiskaming Drug and Alcohol Strategy Steering Committee and working groups
  - Timiskaming COVID-19 Collaborative for Mitigating health and well-being disparities

## Emergency Management

In June of 2022, THU deactivated its Incident Management System for COVID-19 response as we endeavoured to routinize this work. Many emergency response functions continued to be practiced in 2022 as part of our local COVID-19 response. A recovery framework was drafted and deliberate management discussions occur at regularly scheduled meetings to discuss restoring and resuming, rejuvenating and reimagining.

## Chronic Disease Prevention and Well-Being

As 2022 progressed, redeployment to the COVID-19 response decreased and staff were able to continue increasing their time spent in addressing important health promotion initiatives.

### Active Living

- Collaborated with community partners for “Road Safety Education for Kids” in Temiskaming Shores. THU set up a booth and promoted Cycling Safety and Share the Road resources at the family event. Over 120 people signed in at the event.
- Collaborative program delivery and relationship building with the new Active Transportation summer student at the City of Temiskaming Shores.
- Launched [Walk ‘N Roll Timiskaming website](#), developed with funding from [Ontario Active School Travel’s Innovate Fund](#) and launched a Walk ‘N Roll Communications Strategy, with monthly social media promoting safe and active travel including active school travel on the Walk ‘N Roll Timiskaming [Facebook](#) and [Instagram](#) pages. Developed and published bilingual video series on cycling and pedestrian safety starring local elementary school students. [Pedestrian Safety 101](#) (133 views) / [Introduction à la sécurité des piétons](#) (87 views). [Bike Safety 101](#) (33 views) / [Introduction à la sécurité en vélo](#) (11 views).
- Supported Community Bike Exchange volunteers to deliver high school bike maintenance program to students at ESCSM and TDSS. Watch this [video](#) to learn about student involvement.
- Coordinated Temiskaming Shores [Community Bike Festival](#). Event gave away 97 bicycles and helmets.
- Participated in Temiskaming Shores [Road Safety For Kids event](#) (176 attendees), had booth with active travel information and resources and helmet fit demonstrations.

### Healthy Eating

- Participated in the pilot testing of updated Nutritious Food Basket tools. Data was collected from 10 stores using a hybrid model (6 in-person and 4 online). Data analysis is underway including preparing local food affordability scenarios integrating housing data collected from local community partners.
- Supported a Community Fridge project in collaboration with the Community Food Action Network, including the City of Temiskaming Shores, Literacy council and Le Centre d’Education des Adultes and THU. This includes implementation support, promotion and the development of an evaluation plan to launch the project in early 2023.
- Planned social media and promotional materials to provide evidence-based and accurate nutrition information to promote the health and well-being of the Timiskaming population for [Timiskaming Talks Nutrition Facebook Page](#). Currently, the page has 75 followers and 60 likes.
- Adapted social media content from the Dietitians of Canada Nutrition Month Campaign Key “ingredients” needed to change our food systems for a healthier tomorrow.

- Collaborated with Ontario Dietitians of Public Health (ODPH) to develop advocacy letter for inclusion of weight as a protected ground in the Ontario Human Rights Code. Collaborated with ODPH on developing a position statement and scenarios document to reduce weight bias and stigma in the healthcare system.
- As part of [Healthy Eating in Recreation Settings Project](#), conducted monitoring tour of summer concession stand “Snack Shack” and offered resources to promote healthy eating.
- Provided resources to a community partner to support a children's cooking camp in Temiskaming Shores.
- Drafted a Request for Proposal (RFP) for the Town of Kirkland Lake using updated nutrition standards.
- Provided weight stigma/bias and Food Insecurity content for THU’s [Healthcare provider newsletter](#).
- Presented to a group of youth 15–29-year-olds from Youth Job Connection (YJC) on “how to eat healthy on a budget” via a Teams meeting.
- Participated in a [panel discussion](#) on food insecurity among rural seniors and shared insights on upstream work and the public health perspective on seniors' nutrition in rural areas.

**Mental Health Promotion**

- Promoted Five Ways to Wellbeing in Nature Mental Health Week; delivered a social media campaign, hosted an internal staff event on the topic and launched a local workplace wellness challenge to area.
- As part of focus on [workplace mental health](#), released and analyzed a district-wide workplace wellness survey to know needs of local workplaces. In response to the results, organized and sponsored [Mental Health First Aid](#) training for workplaces, sponsoring training for 31 people from 22 workplaces.
- Certified 2 THU staff in Psychological Health and Safety, helping move forward workplace wellness at THU and our community.
- Connected with farming community to apply for farmers’ mental health grant; exploring opportunities to build on [Ontario’s Farmer Wellness Initiative](#).

**Seniors Dental Care Program (OSDCP)**

The Ontario Seniors Dental Care Program continued to increase its capacity to provide free routine dental care as the pandemic response shifted during the first half of 2022. Partnerships were maintained with local oral health providers in the community and qualifying seniors from all areas of the district were able to receive care.

OSDCP	Q1 Total	Q2 Total	Q3 Total	Q4 Total	Year Total
Applied at THU	44	60	73	55	232
Applied Online	0	6	2	11	19
# of Unique Seniors Served THU	30	77	14	61	182
# of Total OSDCP Preventive Appointments at THU	35	83	14	65	197
# of Unique Seniors Served by Providers	132	160	138	124	554
# of Total OSDCP Appointments by Providers	159	185	170	172	686



## Substance Use and Injury Prevention

### Alcohol and Drug Use, Enhanced Harm Reduction Program and Ontario Naloxone Program

- THU successfully supported the Englehart Family Health Team in advocating for a publicly accessible sharps container in Englehart area in collaboration with community stakeholders.
- In addition to co-chairing and providing backbone support for the Timiskaming Drug and Alcohol Strategy, THU staff directly led planning and communication related to both the Prevention and Harm Reduction Pillars of TDAS, participated in the Communications Working Group and supported the Persons with Lived and Living Experience group.
- Submitted a Briefing Note [Decriminalization of Substance Use](#) to the Board of Health supporting several harm reduction actions at provincial and federal levels.
- Delivered a presentation on the [Icelandic Prevention Model](#) (Planet Youth) to the TDAS Prevention Pillar.
- Launched the [Timiskaming Drug and Alcohol Strategy](#). See the spotlight section above for more details.

### Needle Exchange and Harm Reduction Program

The Timiskaming Health Unit's Harm Reduction Distribution Program is designed to ensure that people who use drugs can have access to sterile injection equipment and safer inhalation kits to reduce the incidence and prevalence of HIV, Hepatitis B, Hepatitis C and other harms. An increase in encounters has been noted from the previous year as public health measures changed throughout the pandemic.

Client Services	Internal Program					External Program				
	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Total # Encounters NEP and Other HR Supplies	329	498	355	159	249	149	489	582	207	308
Total # of needles provided			24380	31638	37260			14447	8622	18057
Total # of bowl pipes provided			4620	12962	15366			5126	5429	8145
Total # of Naloxone kits provided			236	234	256			66	88	129
Total # of Naloxone refills provided			43	45	39			1	25	54

### Comprehensive Tobacco Control

- In 2022, 122 THU vouchers for Nicotine Replacement Therapy were redeemed by clients seeking support with tobacco cessation.
- Reduced [nicotine replacement therapy voucher provision](#) to community members while increasing referrals to provincial resources such as [Stop On the Net](#), Telehealth Ontario, Smoker's Helpline, and local STOP programs at local Family Health Teams.
- Engaged 4,412 people on Facebook with campaigns such as National Non-Smoking Week, World No Tobacco Day, Smoke Free Patio information, Stop on the Net cessation services, Best Gift Ever Holiday Campaign. Updated and renewed tobacco cessation advertising on Temiskaming Transit.

### **On- and Off-Road Safety**

- Met with concerned physicians and started a campaign to renew advocating for safer highway measures through Temiskaming Shores on Highway 11.
- Shared over 30 Letters of Support with MTO from various community partners and individuals who are supportive of the need for safety improvements on highway 11.
- Finalized and shared [Evidence and Promising Practices for Lowering Speeds on Municipal Roadways](#) - an evidence based report on safer systems approach to road safety, making our roads safer for all users.
- Delivered ATV safety messages via socials, lobby screens.

### **Injury Prevention -Other**

- THU participated on Steering and Advisory Committees to support the development of a Community Safety and Wellbeing plan for the district of Timiskaming and municipality of Temagami. This included participating in the identification of priorities and potential evidence-based actions.
- Hosted [Stand Up](#) training for 7 facilitators from Timiskaming Home Support, Centre de Sante Communautaire du Timiskaming and Temagami Family Health Team.
- Implemented a Fall Prevention Month campaign including print, radio, social media promoting staying active, social and strong. Delivered 2 [Fall Prevention Month](#) presentations at the Age Friendly Coffee House in Temiskaming Shores.
- Hosted a [Stay on Your Feet](#) booth at Age Friendly Fair reaching over 100 older adults.
- Supported [Timiskaming Rising Stars](#) troupe promotion and recruitment.

## **Healthy Growth and Development**

Throughout THU's sharp focus to on going COVID-19 response in 2022, most Healthy Growth and Development initiatives were prioritized over time to promote optimal preconception, pregnancy, newborn, child, youth, parental, and family health.

### **Breastfeeding and Infant Feeding**

- THU continued to support clients with the breast pump program. There was a total of 17 breast pump rentals in 2022.
- Maintained and supported the Timiskaming Breastfeeding Buddies Facebook group while the Breastfeeding Peer Program remained on pause in 2022.
- Baby-Friendly Initiative (BFI) monitoring and reporting remained on pause in 2022 and a process was undertaken to support a decision regarding re-designation for 2023.
- Lactation consulting support continued throughout 2022, with 15% of families having received at least one consultation.
- Implemented communication campaigns during World Breastfeeding Week and National Breastfeeding Week communicating the value of breastfeeding and local supports available.

### **Prenatal Education**

- Online bilingual courses continued for THU residents via Public Health Sudbury and Districts.
- THU partnered with Timiskaming Brighter Futures to complete 3 virtual prenatal sessions. A total of 31 mothers and 14 support persons attended either the Brighter Futures' classes or one-on-one prenatal/breastfeeding classes.

### **Well-baby Visits (WBV)**

THU offers WBV in our Temiskaming Shores, Kirkland Lake and Englehart offices. These visits reach children aged 0 to 6 years and offer services such as immunizations, weights and developmental screening. The clinics were held at least every 2 weeks throughout the year.

- In 2022, THU staff offered full components of WBV. There were 385 WBV in the New Liskeard office, 318 in the Kirkland Lake office and 11 WBV in the Englehart office.
- A healthy pregnancy and immunization campaign was launched in August to encourage families to get up-to-date on routine immunizations.

### **Mental Health**

- THU's HGD continued screening using the Edinburgh Postnatal Depression Scale prenatally, 48 hours after hospital discharge, and at 2-months and 6-months post-partum. These calls can be integrated with HBHC program calls. From Jan-Dec 2022 9 referrals for support services were made.
- Implemented a social media campaign highlighting local supports and information relevant to maternal mental health. This included awareness on pregnancy and infant loss and supports.

### **Parenting**

- Launched a positive parenting communications campaign adapted from KFL&A, encourages families to listen, respond and connect with their child using a conceptual model that presents four key constructs: Nurturing Relationships, Parental Wellbeing, Child's Emotional Safe and Stimulating Environments.

### **Road Safety and Car Seats**

- Delivered 26 car seat inspections occurred between January and December 2022.
- Training for new and existing inspectors was paused due to challenges with scheduling.
- A winter car seat communication campaign was launched in 2022 which highlights informing families of best practices in winter car seat use and bulky winter wear and promotion of inspection services.

### **Healthy Eating**

- Implemented communication initiatives on the Timiskaming Talks Nutrition Facebook page as well as on THU's website to promote food literacy and nutrition-related topics in 2022.
- Provided support to internal staff and external organizations as requested on a variety of topics to support families on topics such as picky eating, supplementation during lactation, infant feeding.
- Collaborated with Ontario Dietitians of Public Health (ODPH) to conduct an environmental scan of infant feeding resources to create a resource for the Ontario context.

### **Healthy Babies Health Children (HBHC) Program**

To achieve the MCSS funded HBHC program goal of optimizing newborn and child healthy growth and development and reduce health inequities for families receiving services in 2022, THU staff were prioritized to implement this program which includes the components of (1) Screening – prenatal, postpartum and early childhood (2) In-depth assessment (IDA) contact and assessment for families with risk (3) Postpartum Contact (4) Blended Home-Visiting and Family Service Plan

In 2022, there were 274 live births in the THU area (see graph in [Appendix A](#) for birth trend over time). The table below outlines the percentage of births that received a prenatal and postpartum

screen as well as the percentage of eligible children (6 weeks to 70 months) who received an early childhood screen.

Percent of births receiving a prenatal and postnatal HBHC screen and % of eligible children with an early childhood HBHC screen in Timiskaming Health Unit area.							Provincial Target
Screen	2017	2018	2019	2020	2021	2022 (% identified High Risk) *	
Prenatal	79%	71%	82%	65%	82%	75.4% (46.5%)	10%
Postpartum	102%	97%	96%	70%	84%	82.8% (69.8%)	80%
Early Childhood	7%	6%	3%	2%	0.7%	3.6% (68.4%)	5%

*\*Clients who are considered high-risk as defined by the Healthy Babies Healthy Children Screen*

**Blended Home-Visiting (BHV) Program:** Full components of the BHV program were offered in 2022. A second Family Home Visitor was added to our team (May) which has consequently increased our capacity.

Healthy Babies Healthy Children In-Depth Assessments (IDA), Home Visits and Family Service Plans							
		2017	2018	2019	2020	2021	2022
Number of individuals confirmed with moderate or high risk (eligible for home visit) through an IDA	Prenatal	-	-	16 (66.6%)	6 (54.5%)	11 (91.7%)	7 (87.5%)
	Postpartum	-	-	33 (53.2%)	16 (51.6%)	34 (73.9%)	30 (73.2%)
	Early Childhood	-	-	18 (72%)	9 (90%)	11 (78.6%)	21 (77.8%)
Number of families served with ≥ 2 home visits			-	41	26	29	46
Number of families who received an IDA.		-	-	111	52	72	76
Number of families with a family service plan initiated		-	-	-	10	9	30
Total # of Home Visits (with a FHV, PHN or both)		325	418	206	140	88	498

### HBHC Screening and Hospital Liaison

Daily liaison visits to Timiskaming Hospital were restarted at full capacity, 5 days a week, in August of 2022. These visits also allow the PHN's to complete a formal post-partum Healthy Babies Healthy Children screening as mandated by the ministry and assist families with breastfeeding and discuss services at THU and within the community.



## School and Childcare Health

### Oral Health Screening:

Oral Health - Dental Screenings								
	2015	2016	2017	2018	2019	2020	2021	2022
Pre-Kind/Kind & Grade 2 In-School Mandatory Program	555	937	800	624	925	279	0*	518
Pre-Kind/Kind, Grade 2, 4 & 7 In-School Mandatory Program	---**	---**	----**	985	1840	632	0*	751
Additional Grades In-School Screening	1043	2217	1350	654	915	0*	0*	53
Office Screenings	292	238	248	231	193	105	150	88

*\*This program was impacted by staff redeployment to the COVID-19 pandemic and the impact of COVID-19 measures on school partners.*

*\*\*Data for this section was not captured in the same fashion it was starting in 2018, therefore it is not specific to the grades required.*

### Vision Screening Program:

School Vision Screening Program					
Senior Kindergarten Students	2018	2019	2020	2021	2022
Number Screened	146	143	0*	0*	0*
Number Referred to Optometrist for Vision Exam	62	63	0*	0*	0*

*\*Similar to oral health, this program was impacted by resources being redeployed to the COVID-19 pandemic and the fact that schools were shut down at times and/or not allowing outside people in when they*

*were open.*

### School Health Immunization and Licensed Childcare

- School clinics were held for routine immunization in the fall of 2022 including offering catch-up.
- ISPA (Immunization School Pupils Act) virtual sessions for those requesting non-medical exemption.
- Ongoing support and collaboration with licensed childcare for immunization monitoring. In 2022 efforts to update and modernize the process initiated pre-covid were resumed.

### Comprehensive School and Childcare Health

School PHNs provided ongoing support to all Timiskaming area schools and childcare centres as needed, including private schools within our Anabaptist communities. THU continued to report monthly to the government of Ontario

- Developed and distributed biweekly school community eblasts to Principals with curriculum-linked health and education resources and updated THU website with curriculum linked resources for schools.
- Attended school council meetings at several local schools
- Collaborated with Porcupine Health Unit to develop and distribute [Ready, Set, Kindergarten! Junior Kindergarten Resource](#) and participated in one elementary school JK registration day

- Collaborated with school boards and Porcupine Health Unit to develop partnership agreements. Completed one of four partnership agreements.

### **Infectious Diseases and Infection Prevention and Control**

- THU continued to participate in regular meetings with the Porcupine Health Unit and with Directors of Education, school COVID-19 Leads and school transportation providers.
- THU continued to participate periodically in DTSSAB-hosted meetings with Timiskaming childcare providers to respond to questions related to COVID-19 measures
- Responded to questions and provided resource materials to schools and childcare related to infectious/reportable diseases

### **Healthy Eating and Active Living**

- Supported the implementation and coordination of the Northern Fruit and Vegetable Program in schools reaching students in Grades K to 8. Collaborated with Porcupine Health Unit to develop and evaluate [Northern Fruit and Vegetable Program Activity Calendar, Fact Sheets & Recipes](#) and [Implementation Guide](#).
- Provided nutrition content for school newsletters, body diversity content to share with schools, as well as regarding food policy consultation.
- Supported grant application resources and resources related to eating disorders
- Encouraged all schools to participate in Winter Walk Day (March) and Bike to School Week (May). Provided activity suggestions and participation incentives. Englehart elementary schools were supported with Winter Walk Day activities upon request.
- Supported a successful proposal to Temiskaming Foundation, in partnership with Town of Englehart, for new bicycle racks at 2 schools
- [Launched Walk n Roll Project in Town of Englehart](#), created and displayed outdoor banners in support of active school travel at three schools, thanks to funding the [Ontario Active School Travel Fund](#)
- Updated Bike Rodeo kit for grade 5/6 students, facilitated bike rodeos with 2 elementary schools
- Collaborated with Central Public School Parent Council to create [School Pick-up Planner](#)
- Teachers at the 6 schools in our [Active School Travel program](#) were provided with resources and activities to engage students in International Walk to School Month and Walk to School Day.
- Provided support to 6 schools to improve safety in their school zones as identified in their travel plans.
- Led the regional Active School Travel committee which includes school board representation
- Collaborated with four school boards, NEOFACS, CMHA and Porcupine Health Unit to plan Mental Health Week; facilitated regular meetings with School Mental Health Leads to support youth-led mental health initiatives.

### **Sexual Health and Healthy Sexuality**

- Created school curriculum kits to support healthy sexuality teaching in schools
- Held biweekly sexual health clinics at one secondary school, co-taught sexual health in 2 schools.

### **Mental Health Promotion and Substance Use Prevention and Harm Reduction**

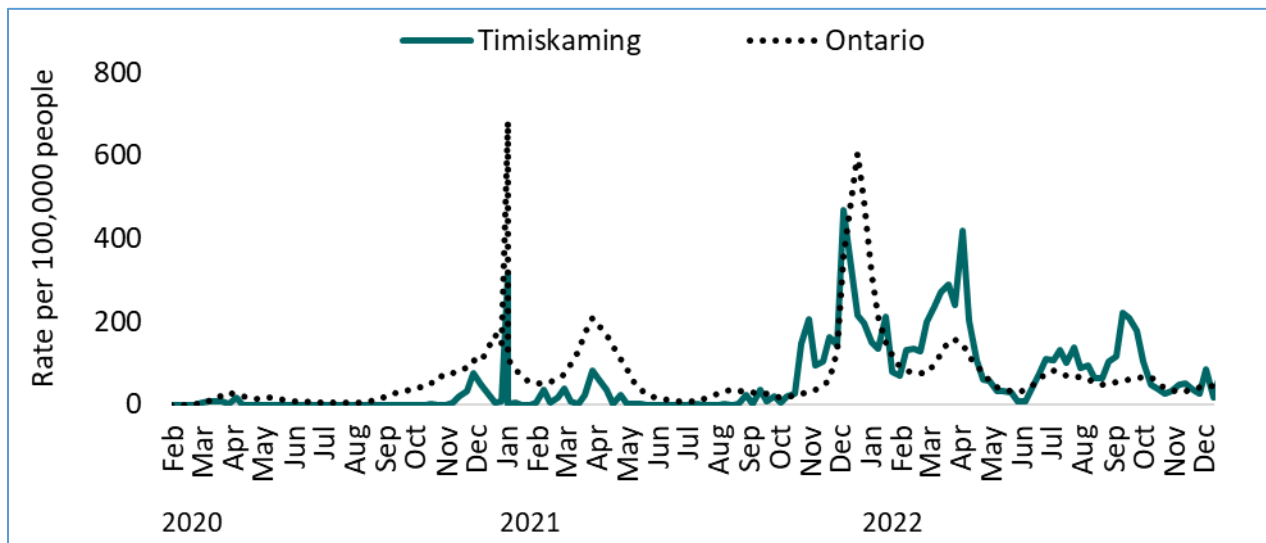
- Adapted and promoted [Prom Toolkit](#) with local secondary schools and parents/caregivers
- Supported 5 local secondary schools with implementing [Youth Mental Health and Addictions Champions program](#)

- Adapted an updated progressive enforcement toolkit for use in enforcing the [Smoke-Free Ontario Act](#), provided Schools with [resources to support tobacco use prevention](#).

## Infectious and Communicable Disease Prevention and Control

	Number of outbreaks	Number of cases			Number of deaths
		Staff	Resident /patient	Visitor	
Long-Term Care & nursing homes	10	95	275	5	13
Hospitals	3	11	65	0	5
Congregate living	2	5	29	0	1
<b>TOTAL</b>	<b>15</b>	<b>111</b>	<b>369</b>	<b>5</b>	<b>19</b>

### COVID-19 rates in Timiskaming and Ontario



Ministry of Ontario, Capacity Planning and Analytics Division, Visual Analytics Hub - COVID-19 Cases. Accessed February 8, 2023.

## **COVID-19 Communications**

Below are some highlighted areas of work addressing COVID communication needs.

### Public & external

- Webpages were maintained to keep information current regarding local and provincial guidance and recommendations for the public and various sectors including regulation changes. Master Schedule for vaccine opportunities was updated weekly and re-done monthly to reflect clinics for the month. This resulted in 280 website updates in 2022, 51 of which were in Q4 (Note: this number is English only. The same number of updates were made in French). This is in addition to social media updates and direct email letters. Letters were sent to local businesses triggered by a local or provincial change. 28 updates were made in 2022, 2 of which were in Q4. Letters are publicly available [here](#).
- Monthly social media plans were created regarding public health measures with an average of 16 social media posts each month. Clinic schedules, vaccine opportunities and recommendations, current case situation and vaccination by the numbers are posted to social media weekly.
- MOH videos were created regarding major updates, such as the worsening COVID-19 situation in our district and vaccine Q&A. Videos were uploaded to Facebook, YouTube, and the website.
- **30** alerts were issued to health care providers to support timely guidance and directive updates.
- Approximately **30** media interview responses with Dr. Corneil in the speaker.
- Approximately **30** COVID-19 related issues in the Speaker.
- Liaison supports included **31** health system meetings, **18** municipal partner meetings and **41** meetings with Directors of Education, DTSSAB Children's Services and community collaborative. were released in 2022. 7 additional video updates (COVID topics but did not feature the MOH) were uploaded in January-June, with the majority of these focused on families (for example, vaccine clinic tour for families, reminder to screen, etc.)

### Media relations

- Media releases were distributed to local media and media who requested to be on our media distribution email list. Media questions were fielded from media locally and across the province. 3 media releases were distributed in 2022; all three were about COVID-19 deaths and were released in January 2022.
- A weekly page in The Speaker ran in January-December 2022. All content was bilingual. The bottom half of this page is a calendar of upcoming COVID-19 vaccine clinics. The top half of the page consists of a short article, most often using the text from a recent social media post that has been deemed priority. The purpose of this page is to reach people, primarily seniors, who don't use social media.

### Internal

- Updates for our area and for the province were communicated internally via all-staff emails as well as virtual all-staff meetings 2 times in 2022.
- Social media pages from other Ontario health units are monitored for internal planning.



### **COVID-19 Support and Resources phone line**

The last half of the year saw a decrease in the number of public inquiries to the COVID-19 support and resources phone line. Changes in the provincial guidance and the shifting of the pandemic response to outbreak management in highest-risk settings only contributed to this decrease.

From July to December 2022, the phone line continued to be supported by a casual staff member and monitoring gradually decreased from daily to 2-3 times per week to accommodate the volume of calls received. The number of calls per week averaged 3-5. The public was encouraged to call the provincial COVID support line.

### **COVID-19 Booking phone line**

The COVID-19 booking phone line was maintained by a core team of THU staff for the first part of 2022. Our communication encouraged residents to book their COVID-19 vaccine appointment through the provincial booking site. During changes in eligibility, we would see an increase in calls, where we would see about 30+ calls per day. Throughout the summer, we moved to a few key THU staff and casual staff to return booking phone line questions. An increase in calls were noted in the fall as the bivalent booster and influenza vaccine became available. Since December, we are averaging 10 calls per day that are being monitored by 1 THU contract staff. We continue to promote and encourage clients to book their COVID-19 vaccine on-line, however, to ensure health equity, clients who do not have access to a computer and the internet can call the COVID-19 booking line for an appointment.

### **IPAC Hub**

Work continued through 2022 using the IPAC Hub model, with THU staff providing regular education and support to congregate care settings in the district (5 Long Term Care, 1 Retirement Home and 4 Community Living Sites). Meetings were held as requested, updates from the province were provided as available with the settings to ensure all IPAC measures were in place for the safety of the residents in those homes. Staff were dedicated to this project and we are hopeful that funding will be maintained for the 2023 fiscal year.

### **Other Diseases of Public Health Significance**

<b>Reportable Diseases and Infection Control</b>							
<b>Client Services</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Reportable Disease Investigations (non-STI)	73	65	111	91	154	652	1,342 (1314 of them were COVID)
Outbreaks - Institutional	14	29	33	18	25	16	18 (15 were COVID)
Outbreaks - Community	0	0	0	0	2	23	0
Animal Bite Reporting	29	85	77	72	64	62	74
Sexually Transmitted Infections (STI)	82	61	78	67	75	69	28
Personal Service Settings Inspections	47	50	52	49	31	10	14

(hair salons, tattoos, piercings, aesthetics)							
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### Sexual Health Program

Sexual health services at THU include:

- Information on sexually transmitted infections (STIs), free testing and treatment of STIs;
- Confidential and anonymous HIV testing;
- Pregnancy testing and information about Emergency Contraception Plan B, affordable contraception and free condoms. The OHIP+ program (2018) decreased the demand for THU contraceptives;
- Pap tests to those less than 25 years of age.

Sexual Health							
Client Services	2016	2017	2018	2019	2020	2021	2022
Male Clients	129	127	164	308	292	142	68
Female Clients	864	805	644	1014	690	295	137
% of clients between 12-24			66%	63%	56.3%	49.2%	46.8%
Contraceptives (sold)	929	846	198	195	72	38	29
Contraceptives (prescribed)					138	47	83
Plan B	41	25	23	25	16	3	13
STI Tests	215	201	257	329	241	102	111
Pregnancy Tests	28	36	37	39	20	12	19
Blood-Borne Infection Tests	124	97	140	148	58	27	42
Treatment Prescribed for STI						29	40
Pap tests						10	11

## Immunizations

### Immunization – Vaccine Safety and Vaccine Administration

#### COVID-19 Vaccine Program

**Communications:** Continued social and traditional media and building on partnerships with community organizations to reach specific populations. Throughout 2022, communications focused on eligibility and addressing hesitancy. The communications strategy was data-focused, using evidence related to vaccine hesitancy and confidence and adjusting according to local vaccine uptake by age group, geography and other factors. Accordingly, late spring saw an enhanced investment in targeted strategies to reach youth under aged 30 [including a youth Q&A video series with the Acting MOH](#).

Other COVID-19 vaccine program highlights:

- For the first part of 2022, the ministry reporting remained weekly on sharing COVID-19 vaccinations uptake and information. As of July 2022, ministry reporting on COVID-19 vaccinations information went to monthly.
- Weekly COVID-19 Vaccine Operational and Planning calls continued throughout 2022.
- The COVID-19 vaccine campaign opened booster doses for the 60+ population, including First Nation and Métis individuals, and their non-Indigenous household members 18 years of age and older (April 2022). We ramped up local clinics to help support vaccinating this group.
- Booster doses for 6- to 11-year-olds opened April 2022.
- COVID-19 vaccine clinics remained weekly throughout 2022 for New Liskeard and Kirkland Lake office. Mid-year they moved to monthly for Englehart. In July and August, we offered pop-up clinics in smaller locations (Cobalt, Virginiatown, Larder Lake, Elk Lake and Earlton).
- Vaccine uptake remained consistent throughout 2022.
- We continued to work and support our local pharmacies who helped continue to have COVID-19 vaccines available at local pharmacies throughout the district (New Liskeard, Kirkland Lake and Englehart).
- We worked and supported primary care providers who continue to offer the COVID-19 vaccines to their patients.
- COVAX Modernization happened in June, this brought updates to the COVID-19 provincial vaccination data system.
- We returned 3 times to Bear Island to offer COVID-19 vaccinations (May 26, August 30 and November 4). Influenza was also offered at the November 4 clinic.
- Moderna product became available as the first product for those under 5 in August. The Pfizer pediatric product was available, September 2022.
- The bivalent booster dose was available in October. We saw an increase in attendance at the fall COVID-19 vaccination clinics.
- The Pfizer pediatric COVID-19 vaccine was made available to 5- to 11-year-olds, December 20, 2022.

**Routine Immunizations**

Immunization Program				
Immunizations Administered in Office	NL	KL	ENG	Total 2022
# of clients receiving immunizations	876	391	116	1383
# of immunizations administered	1380	644	198	2222
<b>Note: These numbers do not include Influenza Vaccine</b> Generated from PANORAMA-R07090 Immunization Administered or Wasted at Health Unit				

- Maintained routine vaccines in office throughout 2022 through WBC, intake and in-office school vaccine clinics throughout the district.
- Travel vaccines resumed in KL, March 2022.
- Planning in December indicated that we would resume monthly evening clinics in-office, the first Tuesday of every month for NL, KL and Englehart offices.
- We were able to have 2 internal VPD meetings to share and update staff on vaccines.

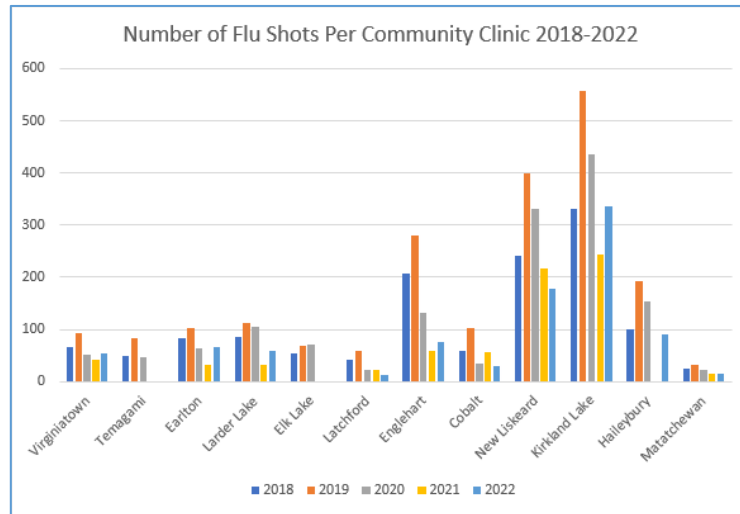
- New Publicly Funded Schedule came out in June 2022. Due to COVID-19 pandemic, eligibility has been extended on hepatitis B and HPV vaccines for school aged students.

### 2021-2022 Universal Influenza Immunization Program

Year	Vaccine Fridges - Cold Chain Inspections					
	KL		NL		ENG	
	Total inspections	Total failures	Total inspections	Total failures	Total inspections	Total failures
2017	12	10	28	7	5	2
2018	15	11	32	10	5	1
2019	15	7	30	12	10	2
2020	18	11	24	3	8	1
2021	19	4	28	3	9	0
2022	19	9	25	4	8	0

- Community flu clinics again this year were modified related to the COVID-19 pandemic and need to get the population vaccinated with the bivalent COVID-19 vaccine. We continued to offer influenza and COVID-19 vaccines at our regular venues, the first hour of the clinic offered COVID-19 vaccines and the latter part of the clinic offered influenza. Clients were encouraged to book their appointments on-line or call THU.
- Planning proved to be difficult as we remained busy with offering the COVID-19 vaccines as well. We were able to get communications out via social media as well as get posters posted throughout the district. We also relied on provincial and national media coverage to help promote the importance of the influenza vaccine this year.
- All our local pharmacies participated in the influenza campaign this year as well as our primary care partners which made accessing the vaccine easier for all. We also had our local paramedics offer influenza vaccines to homebound clients.
- This year we did not experience any delays in getting the regular influenza vaccine delivered. However, like all health units across the province, it was a challenge to secure the needed high-dose influenza vaccine. THU gave all high-dose vaccine to primary care providers to make sure those most high-risk get the high dose vaccine. Pharmacies throughout the district also had high dose supply.
- We offered in-office appointments for clients requesting this service.
- Community pharmacies continued to administer flu vaccines to individuals over the age of five. Pharmacies receive their influenza vaccines directly from their suppliers rather than through Health Units, however Health Units are required to track pharmacy influenza inventory in Panorama. Between October and December, local pharmacies provided over 2,900 vaccines.





Note: Missing data, Temagami & Elk lake ran their own clinics in 2021 & 2022 and there was no clinic venue for Haileybury in 2021)

### Travel Health Vaccine Program

Travel Health Consultations							
Office	2016	2017	2018	2019	2020	2021	2022 (Jan-June)
Kirkland Lake	272	259	210	208	109	0	78
New Liskeard	595	620	695	611	324	64	340
Englehart	<i>(included in New Liskeard Statistics)</i>						

Note: KL staff remained redeployed to COVID-19 work and did not see any tropical travellers between January and March 2022.

### Land Control

Septic Systems	2015	2016	2017	2018	2019	2020	2021	2022
<i>Permits Issued</i>	131	111	124	38	66	76	106	125
<i>File Searches</i>	60	60	66	28	55	65	54	53
<i>Severance/Subdivision</i>	15	15	29	10	13	8	13	14

## Tobacco Enforcement

Tobacco Enforcement						
	2017	2018	2019	2020	2021	2022
Inspections	355	336	357	220	163	267
Charges	6	9	7	1	8	5
Warnings	103	82	166	73	136	144

## Safe Water

Safe Water Inspections						
<i>Drinking Water</i>	2017	2018	2019	2020	2021	2022
Small Drinking Water Systems	19	13	48	2	3	36
<i>Recreational Water</i>						
Public Beaches ( <i>Seasonal Jul-Aug</i> )	16	17	17	19	0	0
Pools	25	18	28	8	13	8
Recreational Camps/Beachfront ( <i>Seasonal Jul-Aug</i> )	11	9	11	0	5	9

## Healthy Environments and Climate Change

The focus of this area of work continued to be the collaborative project the northeastern health units had been working on in regard to climate change and health for northeastern Ontario. This multi-year project ended in 2022 with the final [report](#) being created. The information in the report will bring general awareness to health risks related to climate change, specifically in northeastern Ontario. It will also help public health, partners, and stakeholders plan adaptation and mitigation strategies as we move forward.

Food Premises - Compliance Inspections								
	2015	2016	2017	2018	2019	2020	2021	2022
High Risk	165	184	109	93	88	47	29	29
Medium Risk	206	110	187	214	192	96	60	93
Low Risk	149	204	160	129	135	62	58	126
<b>Total</b>	<b>520</b>	<b>498</b>	<b>456</b>	<b>436</b>	<b>415</b>	<b>205</b>	<b>147</b>	<b>82</b>

Food Handler Certifications								
	2015	2016	2017	2018	2019	2020	2021	2022
Englehart	63	26	23	75	58	3	24	10
New Liskeard	90	68	144	351	182	19	55	29
Kirkland Lake	70	41	58	127	15	34	5	12
<b>Total</b>	<b>223</b>	<b>135</b>	<b>225</b>	<b>553</b>	<b>255</b>	<b>56</b>	<b>84</b>	



## Upcoming Events

The following list contains *some* of the upcoming events and opportunities that THU staff are participating in or supporting.

- [ROMA conference January 22-24](#). THU staff speaking on panel titled *Solutions for Healthy Rural Communities*
- In-person event: **An Introduction to the Icelandic Prevention Model**. As part of Timiskaming Drug and Alcohol Strategy, Jon Sigfusson, Chair of the Board at [Planet Youth](#) will present Iceland's successful model for substance use prevention. **Riverside Place, New Liskeard on February 22 from 9:00am -12:00pm.**
- [Moving on Mental Health Planning Table](#) quarterly meeting January 30. This initiative across Timiskaming and Cochrane districts works to address targeted prevention and treatment for youth mental health and substance use. Attended by THU staff who support School Health and Healthy Growth and Development programs.
- Nutrition Month - March
- Eating Disorders Awareness Week (EDAW)- February 1 to 7

# Human Resource Update

## The comings and goings of our colleagues



### New Staff:

- Public Health Promoter – Communications, New Liskeard, Temporary (Sept 26, 2022)
- Public Health Promoter, Remote, Temporary (Oct 24, 2022 – Oct 27, 2023)
- Manager of Infectious Diseases, New Liskeard, Temporary (Oct 31, 2022 – June 30, 2023)
- Epidemiologist, Remote, Temporary (Nov 21, 2022 – Jan 31, 2023)
- Program Assistant, New Liskeard, Permanent (Nov 14, 2022)
- Research, Planning, Policy Analyst, Remote, Temporary (Jan 7, 2023 – June 30, 2023)
- Public Health Promoter, Remote, Temporary (Jan 16 – Dec 31, 2023)

### Resignation:

- Program Assistant, District Wide, Temporary (November 14, 2022)
- Research, Planning, Policy Analyst, Kirkland Lake, Permanent (December 2022)

### Current Vacancies:

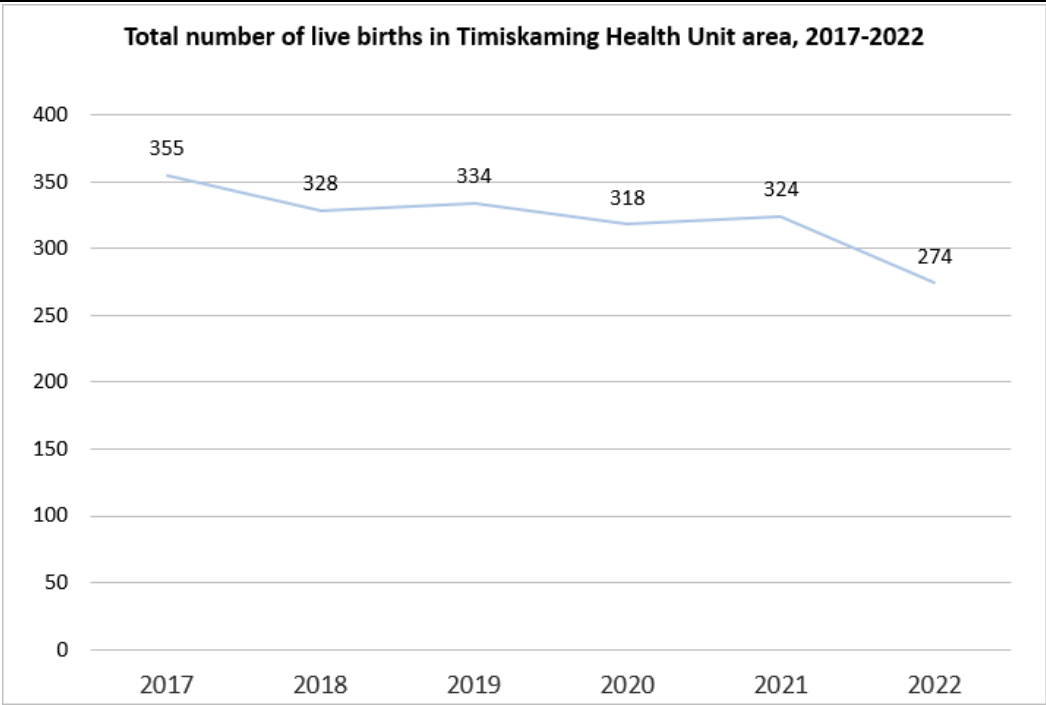
- Human Resources Officer, New Liskeard, Temporary
- Public Health Promoter-School Health, Kirkland Lake, Temporary
- Public Health Registered Dietitian, District Wide, Permanent
- Public Health Promoter, District Wide, Permanent

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**Report contributors:** Randy Winters –Director of Corporate & Health Protection Services, Kerry Schubert-Mackey –Director of Strategic Services & Health Promotion. Program Managers: Ryan Peters, Angie Manners, Amanda Mongeon, Jennifer Cardinal, Emily Reynolds, Kassandra Plante. Executive Assistant: Rachelle Cote.



Appendix A



## Board of Health Briefing Report for Information

**To:** Chair and Members of the Board of Health

**Date:** January 25, 2023

**Topic:** **Baby Friendly Initiative Designation Update**

**Submitted by:** Dr. Glenn Corneil, Medical Officer of Health/CEO (a)

**Prepared by:** Emily Reynolds, Manager Healthy Growth & Development

**Contributors and Reviewers:** Kerry Schubert-Mackey, Director of Strategic Services and Health Promotion; Rim Mouhaffel, Public Health Dietitian

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## RECOMMENDATIONS

It is recommended that the Timiskaming Board of Health receive this report '*Baby Friendly Initiative Designation Update*' for information.

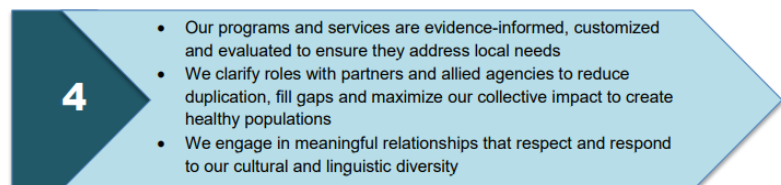
### Overview

- Breastfeeding is the optimal source of nutrition for infants from birth to six months of age to support healthy growth and cognitive development of infants. Breastfeeding gives a healthy start to life and provides short- and long-term health and neurodevelopmental benefits for the baby. Mothers who breastfeed may also experience health benefits.
- The Baby Friendly Initiative (BFI) is an internationally recognized strategy to promote, protect, and support breastfeeding initiation and duration.
- Organizations that receive BFI designation or accreditation status demonstrate compliance by implementing specific standards. Reassessment for designated status is required every 5 years.
- Achieving BFI designation was once a requirement for Ontario public health units. Currently, breastfeeding is a topic of consideration in the Ontario Public Health Standards, however BFI designation is not required.
- Timiskaming Health Unit achieved BFI designation in 2017 and is due to re-designate in 2023.
- After careful consideration, THU does not plan to seek BFI re-designation.
- THU is committed to maintaining policies and practices that are at the core of the Baby Friendly Initiative and to promote, protect and support breastfeeding.

### Ontario Public Health Standards (2018) and Timiskaming Health Unit Strategic Plan 2019-2023 Links

This work relates to meeting requirements and expected outcomes in the Ontario Public Health Standards (2021) and supports THU's 2019-2023 strategic plan (direction 4).

#### **We adapt to address the diverse and changing local needs**



### Background

'Breastfeeding is the optimal source of nutrition to support healthy growth and cognitive development of infants. Breastfeeding gives a healthy start to life and provides short- and long-term health and neurodevelopmental benefits for the baby'. Breastfeeding also confers preventative health benefits for lactating mothers.<sup>1,2</sup>

Experts recommend that babies are exclusively fed breast milk for the first 6 months of life with continued breast milk for 2 years or longer, along with other age-appropriate foods beginning at 6 months.<sup>3</sup>

As breastfeeding yields well-established health, social and economic advantages for mothers, children and society in general, breastfeeding is a significant public health initiative.

### **The Baby Friendly Initiative**

The Baby-Friendly Initiative (BFI), better known internationally as Baby-Friendly Hospital Initiative (BFHI), is a global strategy initiated in 1991 by World Health Organization (WHO) and the United Nation's Children's Fund (UNICEF) to protect, promote and support breastfeeding. Maternity facilities receive Baby-Friendly designation when they adhere to all Ten Steps to Successful Breastfeeding and comply with the WHO [International Code of the Marketing of Breast-Milk Substitutes](#) (the Code Appendix A).<sup>4,5</sup>

In Canada, the Breastfeeding Committee of Canada (BCC) is the accrediting body responsible for assessing designation status. BCC's 'BFI Integrated 10 Steps Practice Outcome Indicators for Hospitals and Community Health Services' describe international standards for the WHO/UNICEF global criteria within the Canadian context (Appendix B).<sup>5</sup>

BCC works closely with BFI Ontario to support BFI designation in Ontario. As the provincial authority for the Baby-Friendly Initiative, Baby-Friendly Initiative Ontario (BFION) supports organizations to achieve BFI designation or implement BFI principles as Best Practice standards.<sup>6</sup>

BFI designation requires organizations to stay accountable by reporting to the Breastfeeding Committee for Canada on a regular basis. BFI designated facilities are required to provide a self-monitoring report annually and a more comprehensive BFI interim report every two years to the BCC. Reassessment for designated status is required every 5 years.<sup>5</sup>

Implementing the Ten Steps to Successful Breastfeeding of the Baby Friendly Hospital Initiative (BFHI), without acquiring accreditation or designation status, are evidence-based interventions that have been shown to improve breastfeeding practices and breastfeeding outcomes, such as exclusivity and duration.<sup>4</sup>

### **Timiskaming Health Unit and Baby Friendly Initiative Designation**

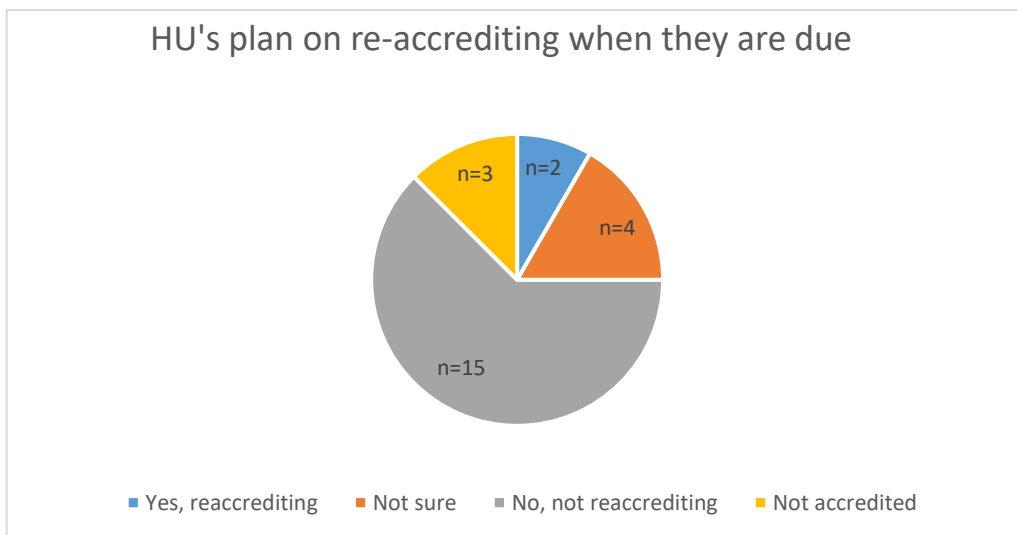
From 2011 to 2016, the Ministry of Health and Long-Term Care required local public health units to report on their BFI designation implementation status as part of Accountability Agreements. The Timiskaming Health Unit (THU) began work toward BFI designation in 2011 and was granted this status by the Breastfeeding Committee for Canada in 2017.

Prior to the pandemic, several local public health agencies in Ontario were conducting evidence reviews regarding concerns with respect to the return on investment and the effectiveness for public health units to go beyond implementing evidence informed practices to protect, promote and support breastfeeding and achieve designation as a BFI agency through BCC. In 2018, the requirement to achieve BFI designation was removed from Accountability Agreements between Public Health Units (PHUs) and the Ministry of Health and Long-Term Care. Current Ontario Public Health Standards (2021) require public health units to implement programming related to breastfeeding based on the assessment of local needs.<sup>1</sup>

As local public health agencies in Ontario resume and restore local public health programs after significant reallocation of resources to COVID-19 pandemic response, many are re-evaluating their decision to pursue BFI

designation. In the fall of 2022, Simcoe Muskoka District Health Unit surveyed health units in Ontario regarding their intentions with BFI designation. With 24 of 34 health units responding, the survey revealed that 79% of respondents are either not re-designating or are not designated with 17% indicating undecided (Figure 1). Rationale for opting not to seek re-designation included but is not limited to the process being time and resource-intensive, competing priorities, choosing to focus resources on supporting hospitals in BFI designation, evidence that applying the Ten Steps alone is effective and that BFI is no longer part of the Ministry of Health accountability agreement indicator. Of the 24 respondents, 16 shared that they could achieve the intended outcomes by committing to following BCC’s Ten Steps to Successful Breastfeeding in Canada.<sup>7</sup>

Figure 1: Simcoe Muskoka District Health Unit data collection on re-accreditation



THU is due for BFI re-assessment process in 2023 to confirm adequate implementation of the BFI standards and maintain BFI designation. With significant reallocation of resource for local COVID-19 response, THU had limited capacity for ongoing maintenance to implement and sustain all BFI practices.

Given limited resources and leveraging a rapid assessment of the current situation, THU staff applied the [National Collaborating Centre for Methods and Tools tool ‘ Assessing Applicability and Transferability of Evidence \(B: When considering stopping an existing program.\) ’<sup>8</sup>](#) to the possibility of not seeking BFI designation (stopping designation) but continuing with BFI practices.

**BFI Designation Decision and Next Steps**

THU will not seek BFI re-designation and will inform BCC of this decision.

As part of prioritizing programs and services during THU’s pandemic response and more recently within the recovery phase, there has been a commitment to ensure ongoing support to achieve board of health outcomes related to breastfeeding initiation, duration and exclusivity and to maintaining BFI practices as outlined in BCC’s Ten Steps to Successful Breastfeeding.

The Healthy Growth and Development team has increased staffing FTE from pre-pandemic levels spanning several disciplines (Public Health Promoter and Registered Dietitian, Public Health Nurse, Family Home Visitor). However, resources remain limited with many competing requirements and priorities. The work of the organization and this team related to breastfeeding and BFI practices will include:

- **Governance**



- Develop and maintain related policies and procedures
- **Accountability and transparency**
  - Reporting on deliverables to Board of Health through regular reporting mechanisms
  - Reporting to the Ministry through ASP and Budget
- **Population health assessment and surveillance**
  - Evaluate and maintain an effective and locally relevant infant feeding surveillance plan (informed by a recent related environmental scan of health units conducted by Durham Public Health). THU will not be collecting all data required for BFI designation.
  - Consider follow-up with parents at additional timeframes to ensure the continuous assessment of infant feeding and the provision of referrals to community-led child health programs and services, as needed.
- **Planning, monitoring and evaluation:**
  - Support for rigorous planning, inclusion of health equity lens to ensure equitable reach with programs and services, creation of a breastfeeding and BFI specific program logic model and work plan along with performance indicators
  - Identify opportunities for formative and summative evaluation for continuous improvement and to better understand the drivers of infant feeding decisions, practices and behaviours in the THU area.
- **Workforce development and professional practice training:**
  - Maintain policy of training of all THU staff upon onboarding (BFI policy (#02-c-54) sets out education requirements for all staff) which includes completion of Level 1 or Level 2 BFI competency checklist as appropriate.
  - Support staff to achieve/maintain certification as Lactation Consultants (goal 2 staff with certification to cover the district).
- **Implementing a comprehensive health promotion program** as per the Ottawa Charter, such as building healthy public policy (i.e., baby-friendly environments), advocacy, awareness and education (communication campaign and skill development (providing breastfeeding consultation services), creating supportive environments (breastfeeding in public, accessible breastfeeding and baby room), and strengthening community action. Including continuing to work with municipalities, organizations, businesses, workplaces, and community groups to strengthen policies and programs that support baby friendly practices.<sup>1</sup> Continue to offer support to health system partners including Temiskaming Hospital as our local birthing hospital to support their work related to BFI practices.

### **Budget Implications**

Not seeking designation results is cost-savings for THU. See Appendix C for more details.

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<sup>1</sup> Algoma Public Health. Infant Feeding Surveillance System. Sault Ste. Marie, Ontario. 2016-2019.

## References

1. Ministry of Health and Long-Term Care. Ontario Public Health Standards: Requirements for Programs, Services, and Accountability Toronto, Ontario: Queen's Printer for Ontario; 2021.
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## Appendix A International Code of Marketing of Breastmilk Substitutes

The WHO International Code of Marketing of Breastmilk Substitutes (1981), was approved to protect breastfeeding by ensuring the ethical marketing of breastmilk substitutes by industry.<sup>5</sup>

The Code includes these ten important provisions:

- No advertising of products under the scope of the Code to the public.
- No free samples to mothers.
- No promotion of products in health care facilities, including the distribution of free or low cost supplies.
- No company representatives to advise mothers.
- No gifts or personal samples to health workers.
- No words or pictures idealizing artificial feeding, including pictures of infants on the labels of products.
- Information to health workers should be scientific and factual.
- All information on use of breastmilk substitutes, including the labels, should explain the benefits of breastfeeding and all costs and hazards associated with artificial feeding.
- Unsuitable products such as sweetened condensed milk should not be promoted for babies.
- Products should be of a high quality and take into account the climatic and storage conditions of the country where they are used.<sup>5</sup>

**The code** - <https://breastfeedingcanada.ca/wp-content/uploads/2020/03/TheCode-En.pdf>

## Appendix B: The Ten Steps to Successful Breastfeeding in Canada

### The Ten Steps to Successful Breastfeeding in Canada

Critical Management Procedures
<ol style="list-style-type: none"><li>1.a. Comply with the International Code of Marketing of Breast-milk Substitutes and relevant World Health Assembly Resolutions.</li><li>1.b. Have a written Infant Feeding Policy that is routinely communicated to all staff, pregnant women/persons and parents.</li><li>1.c. Establish ongoing BFI monitoring and data-management systems.</li><li>2. Ensure that staff have the competencies (knowledge, attitudes and skills) necessary to support mothers/birthing parents to meet their infant feeding goals.</li></ol>
Key Clinical Practices
<ol style="list-style-type: none"><li>3. Discuss the importance and process of breastfeeding with pregnant women/persons and their families.</li><li>4. Facilitate immediate and uninterrupted skin-to-skin contact at birth. Support mothers/birthing parents to respond to the infant's cues to initiate breastfeeding as soon as possible after birth.</li><li>5. Support mothers/parents to initiate and maintain breastfeeding and manage common difficulties.</li><li>6. Support mothers/parents to exclusively breastfeed for the first six months, unless supplements are medically indicated.</li><li>7. Promote and support mother-infant togetherness.</li><li>8. Encourage responsive, cue-based feeding for infants. Encourage sustained breastfeeding beyond six months with appropriate introduction of complementary foods.</li><li>9. Discuss the use and effects of feeding bottles, artificial nipples and pacifiers with parents.</li><li>10. Provide a seamless transition between the services provided by the hospital, community health services and peer-support programs.</li></ol>

## Appendix C Costs Associated with BFI Re-Designation

The costs allocated to BFI re-designation are similar to those of the initial designation. A breakdown can be found in **Table 1**. For the fee distributions, THU is classified as a centre with *A Hospital or Birthing Centre with over 200 births per year or a Community Health Service with over 200 infants at entry into service*. The pre-assessment includes a document review and a site visit (virtual or in-person) by a BCC Lead Assessor. The External Assessment includes a facility visit from the Lead Assessor and usually 2 or more Assessors who will visit for 2 to 5 days, depending on the size of the facility. Assessment information can be found in Appendix D.

Not included in this analysis is the time required for THU staff to prepare and support these assessments which is time intensive; due to the recovery period public health is facing with COVID-19, there are many competing public health priorities at this time. Time required to support assessment specific activities can be reallocated to implementing interventions that protect, promote and support breastfeeding and BFI practices at THU and in our communities.

**Table 1:** Baby-Friendly Initiative Assessment Process and Costs for Hospitals, Birthing Centres and Community Health Services

<b>BFI Pre-Assessment fees</b>	
Administration fee	\$525
Document review fee	\$500
Site visit fee	\$500 per day honorarium for the Lead Assessor
<b>External assessment fees</b>	
Administration fee	\$1450
Assessor fees	\$500 per day honorarium for the Lead Assessor and \$350 per day honorarium for each additional Assessor
*A per diem rate consistent with the current rate of the National Joint Council for meals and incidentals for the Lead Assessor and each Assessor	



## **Appendix D The National Authority for the Baby-Friendly Initiative (BFI) Baby-Friendly Initiative Assessment Process and Costs for Hospitals, Birthing Centres and Community Health Services**

<https://breastfeedingcanada.ca/wp-content/uploads/2022/08/BCC-Process-and-Cost-doc-July-2022-clean-copy.pdf>

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The process for a hospital, birthing centre or community health service to achieve Baby-Friendly designation is a journey, the milestones of which are outlined below.

1. Facility establishes a Multidisciplinary Breastfeeding/BFI Committee
2. Facility conducts a BFI Self-Appraisal using the BCC's BFI Guideline Checklist and BFI Implementation Guideline
3. BFI Pre-Assessment: Document Review and Site Visit
4. BFI External Assessment
5. BFI Designation
6. Maintaining BFI Designation: self-monitoring and interim reports
7. BFI Re-Assessment every 5 years
8. BFI Re-Designation

Typically, most hospitals, birthing centres and community health services (referred to below as the Facility) can expect to spend several years on this journey.

### **Milestones for the BFI Journey**

#### **1. Certificate of Intent**

Some provinces/territories (i.e. Ontario, British Columbia and Manitoba) provide this to recognize facilities starting the BFI journey. Certificate of Intent is issued to the facility when the following requirements are met:

- The facility has made a decision to use the BFI Implementation Guideline and companion documents to guide and inform practice.
- The facility submits the name and contact information for a BFI lead to the P/T BFI contact person.
- The facility establishes a BFI workgroup within the facility.

#### **2. Certificate of Participation**

A facility can contact their P/T BFI member for a Certificate of Participation when the requirements listed below are met. When there is no P/T BFI committee, the facility can contact the BCC BFI Assessment Committee at [assessmentcommittee@breastfeedingcanada.ca](mailto:assessmentcommittee@breastfeedingcanada.ca). A Certificate of Participation is issued to the facility when the following requirements are met:

- Establish a Multidisciplinary BFI/Breastfeeding Committee including administrators, direct care staff from the facility, and members from the community.
- Perform a self-assessment using the BCC's BFI Guideline Checklist.
- Develop a work plan using the BCC's BFI Implementation Guideline.
- Review breastfeeding initiation and duration rates.
- Assign a contact person who will lead communication with the P/T BFI Committee or the BCC's Assessment Committee.

#### **3. Capacity Building Visit**

- A facility can request a capacity building visit by contacting their P/T BFI Committee or the BCC's Assessment Committee.
- The P/T BFI contact or Assessment Committee assigns an Assessor or Lead Assessor to visit the facility to provide guidance.
  - The Memorandum of Understanding for Capacity Building visits is completed by the Assessor and facility and submitted to the BCC's Assessment Committee.
  - The capacity building visit can be done virtually or in-person.
  - The cost of the visit includes an honorarium for the Assessor and travel, accommodation (if needed), and a per diem rate for in-

person visits. The facility will be invoiced by the BCC's Assessment Committee once the capacity building visit has been completed.

- A capacity building visit is optional.

#### 4. BFI Pre-Assessment

##### 4.1 Readiness for BFI Pre-Assessment

The following criteria must be met prior to the facility entering into Pre- Assessment:

- The facility's self-appraisal has been updated using the BCC's BFI Implementation Guideline and the BFI Guideline Checklist. [https://breastfeedingcanada.ca/wp-content/uploads/2021/04/BFI-Guideline-Checklist\\_April-26.pdf](https://breastfeedingcanada.ca/wp-content/uploads/2021/04/BFI-Guideline-Checklist_April-26.pdf)
  - The criteria for each Step are complete or very close to completion.
  - All documents that are submitted for review must be complete (documents under revision or in a draft state will not be reviewed).
  - Breastfeeding surveillance is provided in accordance with the requirements described in Step 1c of the BFI Guideline Checklist.
- 4.2 Pre-Assessment Process
  - Pre-Assessment is a two-part process: a review of the facility's documents followed by a facility site visit.
  - The BFI Pre-Assessment is conducted by a BCC certified BFI Lead Assessor, assigned by the BCC BFI Assessment Committee, in collaboration with the P/T BFI contact.
  - For educational purposes, additional BCC BFI Assessors and Assessor Candidates may participate in the BFI Pre-Assessment without additional cost to the facility.
- The BFI Pre-Assessment contract and guidelines are outlined in point 6 of this document.

##### Part 1: Pre-Assessment Document Review

The facility compiles documents to be reviewed and submits copies to assessors listed on the contract either online, by memory stick or paper. Electronic submissions should be sent as Word documents if possible. The facility should retain one copy as a master.

The following content should be included for the document review:

- Cover letter including demographics of the facility, prenatal and postpartum services provided, and demographics of the population served by the facility.
- Self- assessment using the BCC's BFI Guideline Checklist.
- Completed table 1 of BFI Implementation Guideline
- Written BFI/Infant Feeding Policy and any related policies such as International Code of Marketing of Breast-milk Substitutes (WHO Code) and relevant World Health Assembly (WHA) resolutions.
- Clinical protocols and standards related to infant feeding and BFI.
- Public BFI policy including translation into languages most commonly understood.
- Orientation to the BFI, the WHO Code and subsequent WHA resolutions, and the Infant Feeding Policy:
  - o information provided to staff (including management, direct care providers, indirect care providers, physicians, midwives, students, and volunteers)
  - o description of how the facility ensures that all staff receive orientation to BFI within 6 months of their start date.
- Protocol for ongoing monitoring and data-management systems for the eight key clinical practices.
- Meetings of the facility's quality improvement/BFI team showing that they take place regularly.
- Competency validation: procedure for staff (direct and indirect care providers) to review and ensure BFI standards are met within their role.
- Prenatal education materials:
  - o A written curriculum for prenatal classes (in person and/or on-line).
  - o A copy of all the educational materials provided to pregnant women/persons and their families prenatally.
- Postpartum education materials:
  - o A written curriculum for any parenting classes where infant feeding is discussed.
  - o A copy of all the educational materials provided to mothers/parents and their families regarding infant feeding and related issues (e.g., soothing babies, infant pain management, contraception).

##### BFI Pre-Assessment Document Review Report from the BCC

- The report will include feedback and recommendations to the facility. The report will not include detailed editing and revisions of documents.
- The written report is submitted by the Lead Assessor to the BCC's BFI Assessment Committee Co-Chairs within six weeks of receipt of the documents.
- The facility and the relevant P/T BFI Committee receive a copy of the report from the BCC's Assessment Committee.

- The facility is expected to carefully review the report and utilize the feedback to further facilitate the implementation of the BCC's BFI Implementation Guideline.
- Readiness for the Pre-Assessment site visit is mutually determined by the Lead Assessor and the facility. The Lead Assessor will liaise with the BCC's BFI Assessment Committee and the facility to arrange a BFI Pre-Assessment Site Visit date.

### **Part 2: Pre-Assessment Site Visit**

The site visit is an abbreviated evaluation of the facility and an opportunity for the facility and Lead Assessor to determine readiness for an External Assessment.

- The site visit usually requires one day but may be longer depending on the size of the facility.
- The site visit includes discussions with staff and clients and observation of practices within the facility.
- The site visit can be virtual or in-person.

### **BFI Pre-Assessment Site Visit Report from the BCC**

- A written report with feedback and recommendations is submitted by the Lead Assessor to the BCC BFI Assessment Committee within six weeks of the site visit. The facility and the relevant P/T BFI Committee also receive a copy of the report.
- The facility is expected to carefully review the report and utilize the feedback to enhance the implementation of the BCC's BFI Implementation Guideline.
- If the facility is not ready to move to External Assessment an action plan is requested from the facility. The action plan, including timelines, should be submitted to the Lead Assessor within 90 days of receipt of the report.
- The P/T BFI Committee will provide information and assistance in formulating a plan and making changes to meet the outstanding criteria whenever possible. In some situations, the Lead Assessor will provide guidance to the facility.
- Following the Pre-Assessment site visit, the Lead Assessor will liaise with the BCC BFI Assessment Committee and the facility to arrange the External Assessment once readiness has been determined.

## **5. External Assessment**

### **5.1 Readiness for BFI External Assessment**

The following criteria must be met prior to a facility entering into an External Assessment:

- Facility self-appraisal has been updated using the BCC's BFI Implementation Guideline and the BFI Guideline Checklist.
- All the Pre-Assessment criteria have been met.
- The facility has informed the Lead Assessor who completed the Pre-Assessment site visit of any changes in service provision.
- The Lead Assessor makes a recommendation for application for External Assessment to the BCC BFI Assessment Committee and the relevant P/T BFI Committee.

### **5.2 External Assessment Process**

External Assessment confirms that policies and practices ensure that the standards defined in the BCC's BFI Implementation Guideline are being met. The BFI External Assessment Contract and Guidelines are outlined in point 6 of this document. External Assessment involves:

- Interviews with staff (management, direct care providers, physicians, midwives, indirect care providers, nonclinical staff, students, volunteers etc.)
- Interviews with pregnant women/persons and mothers/birthing parents
- Observations of the facility and staff at work (e.g., births, clinic visits)
- Reviewing monitoring data
- May include reviewing patient/client records.

The External Assessment is conducted by an External Assessment Team assigned by the BCC BFI Assessment Committee in collaboration with the P/T BFI Committee. The team consists of:

- A BCC certified BFI Lead Assessor
- BCC certified Assessors
- BCC Assessor Candidates (optional)
- Where possible, the team will be led by the Lead Assessor who completed the Pre-Assessment site visit
- The total number of Assessors will depend on the size of the facility. The External Assessment requires two to five days depending on the size of the facility. If conditions prevent an in-person External Assessment, some components of the External Assessment can take place virtually and are followed by an in-person visit once conditions allow. The process is determined by the BCC Assessment Committee, the Lead Assessor, and the facility.

The facility BFI lead/delegate assists with the External Assessment by completing the following:

- Informs the administrators and staff in advance of the visit that staff and patients/clients will be selected by Assessors for interviews.

- Secures a private, locked meeting room for the External Assessment Team's exclusive use during the assessment visit and secures additional private spaces for interviews as requested.
- Remains available throughout the assessment process.
- Arranges internet access for the BFI Assessment Team to report to and confer with the BCC Board and BFI Assessment Committee on the final day of the BFI External Assessment.

#### BFI External Assessment Report by the BCC

- On the last day of the External Assessment, a verbal overview is given to the facility. The final decision of designation is not disclosed during the External Assessment Site Visit.
- A written report with feedback for the facility is submitted by the Lead Assessor to the BCC's BFI Assessment Committee within 6 weeks of the External Assessment. The facility and the relevant P/T BFI Committee will receive a copy of this report.

#### Outcome of the External Assessment

- When the facility meets all of the standards in the BCC's BFI Implementation Guideline, Baby-Friendly Designation is awarded by the BCC. Designation is valid for 5 years from the time of the External Assessment.
- When some standards have not been fully met and require additional work, one of two possible outcomes will occur at the discretion of the Lead Assessor and the BCC's BFI Assessment Committee.

o The facility will receive a Conditional Designation and must create an action plan outlining how they will fulfill the conditions outlined in the External Assessment report. This action plan is submitted to the BCC and the P/T BFI Committee within 90 days of receipt of the External Assessment Report. The Lead Assessor can provide guidance as requested when the facility is creating the action plan. When the action plan is implemented and required changes are documented, designation is awarded.

o The facility will receive a BCC Baby-Friendly Initiative Certificate of Commitment when the External Assessment shows there is evidence to support some, but not all of the BFI standards. The Baby-Friendly Certificate of Commitment is a formal recognition of progress made towards BFI designation and is awarded by the BCC, in conjunction with the relevant P/T BFI Committee. This certificate is valid for 1 year from the time of External Assessment and extensions may be granted by the BCC after discussion with the BCC's BFI Assessment Committee. When a Certificate of Commitment is awarded the facility must:

- Create an action plan with time lines addressing the standards not met by the facility.
- Submit the action plan to the BCC and the relevant P/T BFI Committee within 90 days of receipt of the External Assessment Report.

The P/T BFI Committee will provide information and assistance in formulating the action plan and making changes to meet the outstanding standards whenever possible. In some situations, the Lead Assessor will provide guidance to the facility.

o If a return site visit is needed, it is arranged when the necessary changes have been implemented. Additional fees may apply. The criteria that were not met during the External Assessment are reassessed by a lead assessor and additional assessors as required. This is determined by the BCC's BFI Assessment Committee.

#### Baby-Friendly Designation Celebration

- The facility provides staff with feedback from the External Assessment Report.
- The facility liaises with the media to notify the public.
- The facility arranges a date for the presentation of the framed BFI Designation award.
- The BCC and P/T BFI Committee will not share information about the facility until the facility makes the information known to the public.
- The BCC posts on its website and updates UNICEF Canada of BFI designated facilities in Canada after the information is made public.

### 6. Maintaining Baby-Friendly Status

- Following Baby-Friendly designation, monitoring is completed by the facility to confirm that the BFI standards continue to be met (see the BCC's BFI Implementation Guideline, Step 1c).
- Self-monitoring reports are submitted annually to the P/ T Committee and include the following information:
  - o Any change in the provision of service
  - o Breastfeeding surveillance information (see BFI Guideline Checklist, Step 1c).
- A BFI interim report is submitted every 2 years to the BCC and the P/T BFI Committee and includes the following information:
  - o Any change in the provision of service
  - o An update for each of the Ten Steps
  - o Breastfeeding surveillance information (see BFI Guideline Checklist, Step 1c)
  - o Evidence of collaboration with key partners to identify and address issues or barriers revealed in breastfeeding surveillance information.
- Facilities must be reassessed every five years in order to maintain their BFI designation status. Re-Assessment involves a subsequent contract and additional costs to the facility. A Pre-Assessment document review is required for Re-Assessment. A Pre-Assessment site visit is encouraged but optional.

## 7. Contract Details and Financial Guidelines

### 7.1 Pre-Assessment

- A BFI Pre-Assessment Contract is signed between the facility and the BCC.
- Pre-Assessment involves a document review and a site visit (virtual or in-person) by a BCC Lead Assessor.
- A Hospital or Birthing Centre with over 200 births per year or a Community Health Service with over 200 infants at entry into service pays the following fees to the BCC prior to the Pre-Assessment:

- o Administration fee: \$525

- o Document Review fee: \$500

- o Site Visit fee: \$500 per day honorarium for the Lead Assessor

o In-person site visit: A per diem rate consistent with the current rate of the National Joint Council for meals and incidentals for the Lead Assessor; travel and accommodation for the Lead Assessor are arranged and paid by the facility directly with travel companies and hotels prior to or at the time of the assessment or will be billed by the BCC.

- A Hospital or Birthing Centre with 200 or fewer births per year or a Community Health Service with 200 or fewer infants at entry into service pays the following fees to the BCC prior to the Pre-Assessment:

- o Administration fee: \$350

- o Document Review fee: \$500

- o Site Visit fee: \$500 per day honorarium for the Lead Assessor

- o In-person site visit: A per diem rate consistent with the current rate of the National Joint Council for meals and incidentals for the Lead Assessor; travel and accommodation for the Lead Assessor are arranged and paid by the facility directly with travel companies and hotels prior to or at the time of the assessment or will be billed by the BCC.

### 7.2 External Assessment

- A BFI External Assessment Contract is signed between the facility and the BCC.

- The External Assessment Team will consist of a Lead Assessor and usually 2 or more Assessors who will visit for 2 to 5 days, depending on the size of the facility.

- A Hospital or Birthing Centre with over 200 births per year or a Community Health Service with over 200 infants at entry into service pays the following fees to the BCC prior to the External Assessment:

- o Administration fee: \$1450

- o Assessor fees: \$500 per day honorarium for the Lead Assessor and \$350 per day honorarium for each additional Assessor

- o A per diem rate consistent with the current rate of the National Joint Council for meals and incidentals for the Lead Assessor and each Assessor.

- A Hospital or Birthing Centre with 200 or fewer births per year or a Community Health Service with 200 or fewer infants at entry into service pays the following fees to the BCC prior to the External Assessment:

- o Administration fee: \$975

- o Assessor fees: \$500 per day honorarium for the Lead Assessor and \$350 per day honorarium for each additional Assessor

- o A per diem rate consistent with the current rate of the National Joint Council for meals and incidentals for the Lead Assessor and each Assessor.

- Travel and accommodation for the Assessment Team are arranged and paid by the facility directly with travel companies and hotels prior to or at the time of the assessment or will be billed by the BCC.

- The facility is responsible for the additional costs (honoraria, travel, and accommodation) for one Lead Assessor and any additional Assessors should a return External Assessment visit be required.

### 7.3 Re-Assessment

- A Re-Assessment Contract is signed between the facility and the BCC.

- Costs are to be determined and are consistent with the Pre-Assessment and an External Assessment outlined above.

Please note: The BCC reserves the right to revise the assessment costs as necessary to cover expenses. Revisions will be posted on the BCC website



## Board of Health Briefing Report

**To:** Chair and Members of the Board of Health  
**Date:** January 24, 2023  
**Topic:** **Mandatory Labels on Alcohol Containers**  
**Submitted by:** Dr. Glenn Corneil, Acting Medical Officer of Health/CEO  
**Prepared by:** Walter Humeniuk  
**Reviewed by:** Amanda Mongeon, Kerry Schubert-Mackey

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### RECOMMENDATIONS

**It is recommended that the Timiskaming Health Unit (THU) Board of Health resolve to:**

Call on the Government of Canada to amend the Food and Drug Act to make mandatory that all alcohol beverage containers have enhanced alcohol labels affixed:

1. Indicating what constitutes a standard drink;
2. Illustrating the number of standard drinks in the beverage container; and
3. Displaying health messages regarding adverse health outcomes, including the cancer risks associated with the consumption of alcohol.

**AND FURTHER THAT**, the THU Board of Health endorse, in principle, [Bill S254](#) – An Act to Amend the Food and Drug Act (Warning Labels on Alcoholic Beverages) and [Motion M-61](#) A National Warning Label Strategy for Alcoholic Products.

**AND FURTHER THAT**, a copy of this endorsement be forwarded to:

- 1) Right Hon. Justin Trudeau, Prime Minister of Canada
- 2) Hon. Jean-Yves Duclos, Minister of Health
- 3) Dr. Theresa Tam, Chief Public Health Officer of Canada
- 4) Hon. Anthony Rota, MP Nipissing Timiskaming
- 5) Hon. Charlie Angus, MP Timmins-James Bay
- 6) Hon. Patrick Brazeau, Senator, Independent
- 7) Hon. Lisa Marie Barron, MP Nanaimo-Ladysmith
- 8) Loretta Ryan, Executive Director, Association of Local Public Health Agencies
- 9) Ontario Boards of Health
- 10) Canadian Public Health Association
- 11) Timiskaming Drug and Alcohol Strategy

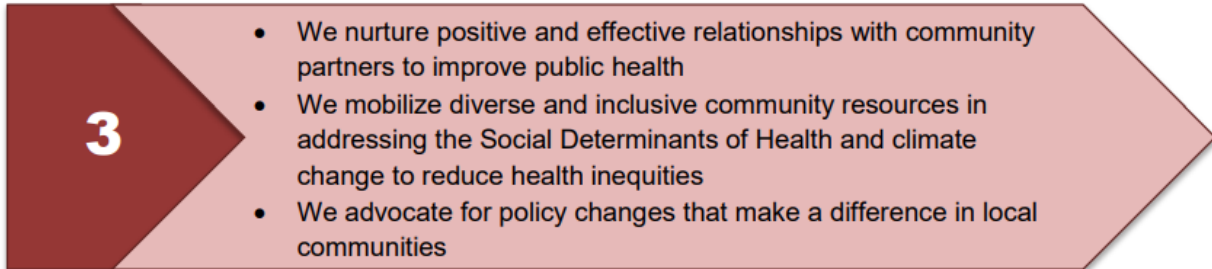
## Overview

- In January 2023, The Canadian Centre on Substance Use and Addiction released Canada's Guidance on Alcohol and Health: Final Report concluding that all levels of alcohol consumption pose some health risks.<sup>4</sup>
- Alcohol is the leading risk factor for death and disability among Canadians between the ages of 15 and 49 years.<sup>4,11</sup>
- Alcohol is the direct cause of over 60 chronic diseases,<sup>21</sup> including at least seven types of cancer.<sup>22-24</sup>
- Seven out of 10 Canadians are not aware that alcohol causes cancer.<sup>29</sup>
- Alcohol consumption at any level poses some risks, with as few as three standard drinks (SDs) per week posing a moderate risk for adverse health outcomes.<sup>4</sup>
- In 2018, alcohol use accounted for over 86,000 emergency department (ED) visits in Ontario,<sup>12</sup> and over 29,000 hospitalizations.<sup>13</sup>
- The rate of hospitalizations for conditions entirely attributable to alcohol in the district of Timiskaming (405.4 per 100,000) is more than double the provincial rate (199.8 per 100,000).<sup>13</sup>
- Before the pandemic, approximately 24% of Timiskaming residents 20 to 64 years of age reported engaging in heavy drinking.<sup>14</sup> Since the start of the pandemic, 40% of Timiskaming residents reported increasing their alcohol consumption.<sup>15</sup>
- Failure to adequately warn of the hazards of drinking places consumers at risk of alcohol-related harm.<sup>4</sup>
- Alcohol labels in the form of standard drink labels (SDLs) and health warning labels (HWLs) are effective at assisting consumers in monitoring their consumption, raising awareness about alcohol-related harm, and mitigating risks.<sup>32-38</sup>
- At least 20 countries require HWLs on alcoholic beverage containers, including the United States, Australia, and France.<sup>44</sup>
- [Bill S254](#) and [Motion M-61](#) in progress with the Senate, work towards the same goal of requiring through regulation, labels on all alcoholic containers stating standard drink volume, the number, of standard drinks in the container, alcohol-related health risks, and the link between alcohol consumption and cancer risk.

## Ontario Public Health Standards (2018) and THU Strategic Plan 2019-2023 Links

This work directly contributes to meeting requirements and expected outcomes in the Ontario Public Health Standards (2021) and supports the following THU 2019-2023 strategic direction 3.

### **We collaborate with partners to make a difference in our communities**



### **Background**

In 2011, Canada’s Low-Risk Alcohol Drinking Guidelines (LRADG) were established to help curb the harms associated with alcohol consumption.<sup>1</sup> Based on the premise that light to moderate alcohol consumption offered some health benefits, the recommended daily and weekly limits outlined in the LRADG were an attempt to achieve a balance between the alcohol-related harms and benefits.<sup>1</sup>

Since 2011, the accumulative evidence has cast serious doubt on alcohol’s health benefits while revealing increased health risks and prompting a review of the former LRADG.<sup>2,3</sup> Following an extensive review of the most current evidence, an updated alcohol and health guidance document has been released by the Canadian Centre on Substance Use and Addiction concluding that all levels of alcohol consumption pose some health risks and strongly urges governments, healthcare providers, and community stakeholders to enact alcohol policies that promote public health.<sup>4</sup> A policy recommendation includes providing Canadians with clear and consistent information about the health and safety of alcohol products and tools to help them monitor the amount they consume.<sup>4</sup>

Echoing the recommendations of the World Health Organization (WHO), the authors of the guidance document recommend that Health Canada require, through regulation, the mandatory labelling of all alcoholic beverages to include the number of standard drinks in a container, risk information, health warnings, and nutrition information.<sup>4,5</sup> Introduced by Senator Patrick Brazeau and supported by the Canadian Medical Association, if passed, [Bill S254](#) would require labels with the above information to be affixed to all alcohol containers. The bill recently received a second reading and is awaiting a third. [Motion M-61](#) was introduced to Parliament in June 2022 by Hon. Lisa Marie Barron, MP Nanaimo-Ladysmith. Both [Bill S254](#) and [Motion M-61](#) would require, through regulation, warning labels on all alcoholic containers.

## Considerations

Alcohol consumption is a normalized behaviour in North America with approximately 23.7 million Canadians having consumed it in the past year.<sup>6</sup> As a legal substance, its use is promoted as a personal choice with the onus placed on the individual to drink responsibly. The term “drink responsibly,” however, is poorly defined with interpretation often left to the consumer.<sup>7</sup> Factors in our social, economic, and physical environments influence our level of risk for experiencing alcohol-related harms. For example, despite consuming alcohol at lower levels, lower socioeconomic status groups have been shown to experience a far greater number of alcohol-related harms.<sup>8</sup> Colonial practices leading to intergenerational trauma and racist policies have left Indigenous people particularly vulnerable to the negative impacts of alcohol.<sup>9</sup> Addressing the social determinants of alcohol-related harms requires a commitment by governments at all levels. While associations between binge drinking and suicidality, homicides, intimate partner violence, child abuse, physical and sexual assaults, unintentional injuries, fetal alcohol spectrum disorders, and motor vehicle collisions have been promoted, there is less awareness about alcohol-related health risks.

Alcohol is a highly addictive psychoactive substance accounting for 67% of admissions to substance use treatment services in Ontario.<sup>10</sup> Alcohol costs the Canadian economy \$16.6 billion annually with \$5.4 billion attributed to health care costs.<sup>11</sup> It costs the Canadian economy more than all illicit substances combined.<sup>11</sup> Each year alcohol claims over 15,000 Canadian lives and is the leading risk factor for death and disability among Canadians between 15 and 49 years of age.<sup>4,11</sup> In 2018, alcohol use accounted for over 86,000 emergency department (ED) visits in Ontario,<sup>12</sup> and over 29,000 hospitalizations.<sup>13</sup> During the same time period, the rate of hospitalizations in Timiskaming for conditions entirely attributable to alcohol (405.4 per 100,000) was more than double the overall rate for Ontario (199.8 per 100,000).<sup>13</sup> Prior to the COVID-19 pandemic, approximately 24% of Timiskaming residents 20-64 years of age reported engaging in heavy drinking, defined as consuming five or more drinks in a single sitting.<sup>14</sup> Since the start of the pandemic, approximately 40% of Timiskaming residents reported increasing their alcohol consumption.<sup>15</sup> When consumed at higher levels, alcohol is a risk factor for most cardiovascular disease, including coronary artery disease,<sup>16</sup> heart failure,<sup>17</sup> elevated blood pressure,<sup>18</sup> atrial fibrillation,<sup>19</sup> and stroke.<sup>20</sup> However, there is a widely held misconception that alcohol must be consumed at high levels to have adverse health impacts. The most recent research demonstrates that as few as three to seven standard drinks per week pose a moderate to high risk for adverse health outcomes.<sup>4</sup>

Alcohol is the direct cause of over 60 chronic diseases,<sup>21</sup> including at least seven types of cancer consisting of cancers of the oral cavity, pharynx, larynx, esophagus, liver, colon, and female breast.<sup>22-24</sup> It is suspected to be associated with others including cancers of the pancreas and stomach.<sup>25,26</sup> The most recent data project that 1 in 2 Canadians will receive a cancer diagnosis in their lifetime.<sup>27</sup> Alcohol is the third most modifiable risk factor for cancer with approximately 6% of all cancers being attributed to its consumption and ranks only behind tobacco smoking and obesity.<sup>28</sup> Alcohol has a profound impact on the development of female breast cancer.<sup>3,28</sup> As much as 16% of all breast cancer cases can be attributed to alcohol with as little as one

standard drink per day resulting in a 13% increase in breast cancer risk.<sup>3,28</sup> In 2022, there were 12,531 diagnosed cases of female breast cancer in Ontario alone.<sup>27</sup> Over 2000 of these cases could have been prevented by avoiding alcohol consumption. Unfortunately, fewer than 30% of Canadians are aware that alcohol is a carcinogen and attempts to raise awareness to this effect have been met with extreme resistance from the alcohol industry.<sup>29,30</sup>

Given the health and safety harms associated with alcohol use and the related strain on a stretched healthcare system, evidence-based prevention and mitigation public policy considerations are critical.<sup>4</sup> Effective policy levers include socially responsible pricing, availability, and access controls, restricting marketing and promotion and mandating risk labels on alcoholic drinks.<sup>31</sup>

At present, the only mandated information on an alcohol container label is the percentage of alcohol by volume (%ABV) and the total beverage volume.<sup>32</sup> The limited information on Canadian alcoholic beverage containers forces consumers who wish to follow LRADG to calculate the number of standard drinks (SD) consumed mathematically. This calculation is challenging, given the varied %ABV and sizes of alcoholic beverage containers currently on the market.<sup>32</sup> Raising awareness about SD sizes, associated risks, and alcohol-related harm is the first step to changing behaviours.

Standard drink labels (SDLs) noting the number of standard drinks in a container raise awareness about SD sizes and assist drinkers in monitoring their alcohol consumption.<sup>32</sup> Labels with SD and risk-related information are more effective in facilitating accurate estimates of alcohol consumption and awareness of safer drinking limits than labels containing %ABV alone.<sup>33</sup> Drinkers solely exposed to the latter were more prone to underestimating their alcohol consumption.<sup>33</sup> Also, health warning labels (HWLs) are valuable tools for raising awareness and influencing alcohol-drinking behaviours when used with other interventions.<sup>32-38</sup> People who know alcohol causes cancer are more likely to support other alcohol policies.<sup>38</sup>

Prominent labels that contain SD size and risk-related information in a chart and pictogram form, as well as cancer messaging and warnings about alcohol consumption during pregnancy, are most effective and preferred by consumers.<sup>34</sup> While the HWLs alert consumers to why they should monitor their alcohol consumption, the SDLs and risk-related information provide consumers with the tools to do so. The labels should be visible, easy to read, and accurately relay the information.<sup>39</sup> Alcohol labels are a relatively inexpensive method of communicating messages to consumers while effectively targeting the heaviest drinkers without infringing upon consumers' freedoms.<sup>39</sup> Rotating the various health messages helps avoid overexposure to the same message.<sup>37</sup>

The alcohol industry tends to promote highly contested and unsubstantiated health benefits of alcohol while minimizing alcohol-related health risks.<sup>40</sup> Alcohol is often glamorized and depicted as necessary for a good time. As a result, Canadians, including youth, are exposed to a vast amount of alcohol marketing and misinformation without being fully informed about the health risks associated with alcohol use.<sup>41</sup> Public health, however, simply does not have sufficient resources to counter the misinformation disseminated by the multi-billion-dollar alcohol



industry driven by profits<sup>40,42</sup> and many provincial governments are deregulating alcohol sales to bolster tax revenues.<sup>43</sup> However, health warning labels can help offset this imbalance by providing access to information at the point of consumption. In addition, SDLs can support health-conscious Canadians in accurately monitoring the amount of alcohol they consume while assisting those who wish to drink less.

At least 20 countries require HWLs on alcoholic beverage containers, including the United States, Australia, and France.<sup>44</sup> Governments are obliged to protect the health of their citizens and enact policies that promote public health in the least intrusive manner. All Canadians have the right to be informed about the known health risks associated with alcohol consumption and should have access to tools to assist them in minimizing those risks.<sup>4,5</sup> A federal policy enacting mandatory alcohol labels, as described above, would ensure all Canadians can make informed decisions without interfering with their autonomy to make those decisions.

### **Related Work**

[Board of Health Briefing Report: \*Developing the Timiskaming Drug and Alcohol Strategy—A summary of local work.\*](#) October 5, 2022

Timiskaming Board of Health Motion<sub>46R-2017</sub> *Provincial Alcohol Strategy.* Sept 6, 2017

In addition to this advocacy work, THU staff work to promote awareness of health impacts of alcohol use, to support healthy public policy and supportive environments and to limit the impact of alcohol marketing at the local level. This includes supporting the Timiskaming Drug and Alcohol Strategy and local Community Safety and Wellbeing plan.

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# MARTEN RIVER VOLUNTEER FIRE DEPARTMENT



## ANNUAL REPORT 2022





# MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

## ANNUAL REPORT

2022

### FIRE CHIEF'S REMARKS

*On behalf of the dedicated men and women of the Marten River Volunteer Fire Department I am pleased to present the 2022 Annual Report. It has been a pleasure and privilege to serve as fire chief for the devoted members of this department, the Marten River community and the Municipality of Temagami.*

*With COVID 19 restrictions lifting, in person training has resumed and we are again hosting Community Fire Prevention events.*

*I acknowledge that the fire service needs to continuously evolve ... including this volunteer department. Our fire responses today have all become hazardous activations ranging from climate disasters, highway incidents involving hazardous materials, opioid addiction and social issues to emergency medical responses and structure fires with complex construction and toxic fast burning building materials.*

*It is with this knowledge that we welcome changes that enhance fire fighter safety, knowledge, confidence and professionalism.*

*Paul Elliott*

*mrfire@temagmi.ca.*



## SUMMARY OF RESPONSES

2022

THE MARTEN RIVER FIRE DEPARTMENT WAS ACTIVATED **39** TIMES

DURING THE PERIOD

January 1, 2022 to December 31, 2022

### HIGHWAY ACTIVATIONS 18

#### 14 SINGLE VEHICLE INCIDENTS

#### 5 MULTI VEHICLE INCIDENTS

- 7- Incidents that involved 12 Heavy Trucks
- 5- incidents involved vehicle fires
- 2- Incident that involved recreational vehicles (snowmobile/ATV)
- 1- Incidents that required extrication using the Jaws of Life
- 0- Incidents where there was a fatality
- 17-Persons suffering injuries as a result of these incidents and received medical assistance
- 1- Incidents that involved wildlife ( Moose)



### FIRES 7

- 2- Structure Personal property
- 2 Bush/ Grass/ Wildland
- 3 Utility ( Powerline)

### Tiered Response Medical 14

Marten River Fire Department provided aid to Temagami Fire Department **2** times and Temagami Fire Department assisted Marten River Fire Department **2** times

#### STANDARD RESPONSE COVER

Average # of fire fighters 7

Average Response Time **13.4 minutes**

Average Distance to incident **9.97 Kilometers**

2022 Marten River Fire Department  
Activations

MONTH	DAY	INCIDENT TYPE	EST KMS	RESPONSE TIME IN MINUTES	PROPERTY CLASS	LOCATION	#FF'S	EST FIRE LOSS	#PERSONS INJURED/FATALITIES	COMMENTS
Jan.	4	Fire	50	15	Structure	Bayview Dr Temagami	9			Assist TFD Stood Down
	6	Medical	10	20		Marten Lake Rd	5			Monitor until EMS arrive
	12	MVC	5	7	Vehicles	Hwy11 @ Hwy 64	6		1 Injury	3 Tractor-trailers
Feb.	2	Medical	6	14		McLaren Rd	7			Stroke symptoms. Monitored patient
	16	MVC	15	20	Vehicle	Hwy 11 at Tonomo Lake Rd	11			Tractor trailer leaking fuel & blocking Hwy
	17	MVC	9	17	Vehicle	Hwy 11 at Richfield Rd	9		1 Injury	Tractor trailer leaking fuel & left the Hwy
	18	MVC	9	21	Vehicle	Marten Lake Rd	4		1 Injury	snowmobile driver head and facial injuries
	22	MVC	11	11	Vehicle	Hwy 11 at Richfield Rd	7			Vehicle left the road
Mar	6	MVC	28	20	Vehicle	Hwy 64 at McLaren Rd	6		1 Injury	Vehicle roll over in ditch
	12	MVC	5	4	Vehicle	2372 Hwy11	7			Snowmobile thru the ice
April	12	MVC	10	20	Vehicles	Hwy 11 at Marten Lake Rd	10		2 injured	3 Tractor-trailers with hazards & fire
	19	MVC	10	18	Vehicles	Hwy 11 at Bidwell Rd	5		3 injured	Emergency 1st Aid. Control scene
May	13	Fire	10	12	Grass	Hwy11 KM marker 390	5			
	17	Fire	2	7	Utility	Hwy 11 South of Marten River	8			Hydro Pole fire
	17	Medical	4	13		Residence Hwy 11	6			Patient fell down stairs
	21	Medical	8	10		Wolfe Lake	6			Assist Air Ambulance & EMS
June	18	Fire	10	10	Utility	Hwy 64 at McLaren Rd	9			monitor until power disconnected
July	4	Medical	5	11		Marten River Lodge	4			Emergency first aid to hand
	20	Medical	1	12		Marten River Provincial Park	5			Monitor patients seizures until EMS arrive
	23	Medical	7	8		Beaverland Camp	5			Patient with chest pains
	23	Medical	4	5		Pozniak Rd	5			3yr old recovering from COVID19
	25	Medical	6	8		Hwy 11 Opeechee Lk Rd	9			driver with chest pains
	28	Fire	16	24	Vehicle	Hwy 11 at Rattler Rd	9			Tractor trailer on fire Extinguish/control the scene
Aug.	1	Medical	1	4		Land O Lakes Lodge	6			Male with chest pains
	5	Medical	10	11		Morrison Road	4			Male disoriented/ nauseous
	18	Fire	20	20	Bush	McLaren Rd	6			Fire Department could not access
	21	Medical	4	12		Hwy 11 Residence	6			Monitor patient that had fallen
	29	Medical	5	10		Hwy 11 Residence	6		1 fatality	Patient VSA on arrival
Sept.	2	Medical	1	10		Marten River Provincial Park	7			Emergency 1st aid to patient fell off e bike
	14	MVC	7	5	Vehicle	Hwy 11 at Marten Lake Rd	6		1 injury	Emergency 1st aid and control the scene
	16	MVC	13	21	Vehicle	Hwy11 at Tonomo Lake Rd	4		4 injured	Pickup /trailer and Moose
Oct	5	Fire	5	18	Vehicle	Pozniak Rd	6		1 injured	RV/Trailerwith ATV and hazards and exposures to bush



2022 Marten River Fire Department  
Activations

MONTH	DAY	INCIDENT TYPE	EST KMS	RESPONSE TIME IN MINUTES	PROPERTY CLASS	LOCATION	#FF'S	EST FIRE LOSS	#PERSONS INJURED/FATALITIES	COMMENTS
Oct.	10	Fire	47	33	Structure	Poplar Drive Temagami	7			Automatic Aid TFD
	28	Fire	19	21	Vehicle	Hwy 11 at Angus Lake	8			Tractor Trailer overturned & on fire ,load spilled
Nov	5	Fire	10	21	Utility	Hwy 11 at Tonomo Lake Rd	4			Alert Hydro One and monitor
	21	MVC	1	14	Vehicle	Hwy 11 at Handly Road	7		1 Injury	vehicle rollover in the ditch
Dec.	15	MVC	1	4	Vehicles	Hwy 11 South of Marten River	6		1 Injury	2 tractor trailer and a car driver trapped
	16	MVC	1	5	Vehicle	Hwy 11 South of Marten River	9			False alarm
	23	Fire	3	6	Utility	Hwy11 at Flying Squirrel Rd	9			monitor and alert Hydro one

# MEMBERSHIP

## The Marten River Fire Department

### Roster as at December 31, 2022

Position	Name	Years of Service
• Fire Chief	Paul Elliott	25
• Deputy Chief/Trainer	Anne Siegner	20
• Captain	Mary Jane Elliott	23
• Captain	Charles McDougal	9
• Captain	David Smetana	6
• Captain	Rachel Cantin	6
• Fire Fighter	Raymond DesRoches	17
• Fire Fighter	Marg Bryan	8
• Fire Fighter	Norm Malbrecht	8
• Fire Fighter	Tina Malbrecht	8
• Fire Fighter	Jackie Devost	6
• Fire Fighter	Peter Christie	6
• Fire Fighter	Ron Brandow	6
• Fire Fighter	Nicole Bedard	6
• Fire Fighter	Roderick Bossert	4
• Fire Fighter	Ronda Nichols	4



Fire Chief Paul Elliott and Captain Mary Jane Elliott were recognized by Mayor Dan O'Mara for their over 20 years of Service.



Marten River Fire Fighters were recognized for their contributions by Temagami Municipal Council.

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

A sincere thanks to the Officers that make my life easier by taking on extra duties, Deputy Chief Siegner (training) Captain Elliott (Office management) Captain Cantin ( Persons Protective Equipment inventory and maintenance and Peer Support ) and Captain Smetana and Captain McDougal( Apparatus inventory and maintenance).

A big thanks to Fire fighter M. Bryan for taking care of the fire department's payroll entry.



## **TRAINING.**

In the pursuit of compliance with legacy certification, fire fighters continue their training on the first and third Monday of each month. Deputy Chief/Trainer Siegner uses the Essentials of Firefighting Pumping Apparatus Driver Operator Training Program workbook, power-point presentations Quizzes and Test. Training in Emergency medical certification course were completed and Work Hub online training programs were finished.

The following topics have been studied in 2022:

### **Essentials of Fire Fighting**

#### ***Pumping Apparatus Driver/Operator Training 15 Chapters***

1. Types of Apparatus Equipped With a Pump
2. Apparatus Inspection and Maintenance
3. Apparatus Safety and Operating Emergency Vehicles
4. Positioning Apparatus
5. Principles of Water
6. Hose Nozzles and Flow Rates
7. Theoretical Pressure Calculations
8. Fire ground Hydraulic Calculations
9. Fire Pump Theory
10. Operating Fire Pumps
11. Static Water Supply Sources
12. Relay Pumping Operations
13. Water Shuttle Operations
14. Foam Equipment and Systems
15. Apparatus Testing



### **Rescue and Medical Training**

- Canadian Red Cross CPR and AED certification
- Oxygen Administration Certification
- Rapid Antigen Screening Test for COVID19 use and safety precautions

### **Other Training**

Work hub online training certificates

- Accessibility for Ontarians with Disabilities
- Respectful Work Place in Canada
- Workplace Harassment and Violence
- Occupation Health and Safety
- Workplace Wellbeing
- Personal Protective Equipment

## **BUDGET**

Municipality of Temagami council approved an operating budget of **\$101,750.00** for the 2022 Marten River Fire Department/Community Center operations. The actual expenditures for the year amounted to \$ 89,404.77.

### **SMALL EQUIPMENT PURCHASED INCLUDED:**

- 15 Kenwood NX3220 Portable Radios
- 4 Ton Floor Jack
- 2 Battery Tenders
- Battery Tester
- Dell 3520 BTX Laptop
- Training Materials Pumping Apparatus Driver/Operator Instructor Kit and 11 Handbooks

### **EQUIPMENT INSPECTIONS INCLUDE:**

- A.J. Stone completed the annual inspection for eight SCBA unit and eight SCBA face masks
- Annual Safety inspections were completed for Rescue 3 ( Stockfish Ford), and Rescue5 ( True Center Auto Service)
- Firechek Protection Services completed the inspection for the department/s breathable air compressor.

**A Capital Budget** in the amount of **\$40,953.00** was allocated to the department. Along with a reserve amount of \$50,000.00 set aside for the purchase of a new Pumper. Capital items purchased included:

- Sommers Diesel Generator Purchased from Val Equipment Services.
- Used 20 foot Storage Container which was purchased with a funding grant from the Temagami Community Foundation.



## **REVENUE**

The municipality anticipated that the Marten River Fire Department would generate \$24,808.49 of revenue in 2022. The actual income produced during the period was \$70,441.44. Revenues include \$15,143.60 in emergency and fire response contracts, and \$ 47,970.09 for user fees and highway activations recovery, Miscellaneous revenue of \$1,733.06 and \$5,594.69 in donations.

## FIRE PREVENTION AND COMMUNITY AWARENESS

As COVID 19 restrictions lifted the Marten River Fire Department this July hosted the community at our Breakfast With Sparky, Annual Pork Barbecue and Community Yard and Bake Sale.

Fire prevention literature (Tips and Activities for Fire Safety in your Home) and Summer Smart Magazines were set with each placemat and flying discs, beach balls, coloring and activity books were available for the children.

Sparky distributed his own special tattoos. Smoke, Carbon monoxide Alarms and Escape Ladders were sold at our cost.



The department continues to use the illuminated sign outside the fire hall and Facebook to get out fire prevention and safety messages.

## DONATIONS

- Rapid antigen test
- 20ft Storage Container for training from The Temagami Community Foundation
- Donation from the Fire Marshals Public Safety Council for training materials



## **Bill Edwards Memorial Awards**

Awards for 2020, 2021 and 2022 were presented by Kim, Joe, Michael, Nicholas and Amanda Totti (Bill's Family) at this year's Pork Barbecue .

2020's worthy recipients were **Keith and Louise Livingston**. Both were very involved in all of Marten River's community Events. We remember Louise donating paintings for the Winterfest and other events and Keith on the microphone keeping all informed of the activities. Louise was not only a talented artist she was willing to give her time to whomever wanted to try their hand at painting giving group and individual classes. She also was a member of the Sisters by Choice group and an avid gardener. These kind and loving people moved from our community in 2020 and unfortunately Keith has since passed. As we were helping them pack to move Keith (with tears in his eyes) said that their best years were here in Marten River.

2021's award winner was our own **Deputy Chief Anne Siegner**. Anne joined the MRFD in April of 2003 and because of her impressive resume as a trainer in medical response and her experience as owner of Lakeside Training Services, she was a perfect fit for a training officer for our department. Because of her skills Marten River Fire-fighters are trained in Emergency First Aid, CPR, Automatic External Defibrillation and Oxygen Administration and are able to attend tiered response medical calls with confidence and professionalism. Using the Essential of Fire-fighting Program Anne has trained our fire fighters to confidently respond to structure fire and highway activations. She also keeps our certifications up to date for MOL and MTO programs. Anne has worked with the MRVFFTA, serving as Vice President since 2010. She participates in fundraising and fire prevention events. Along with her husband Todd and Trapper Trading Post she donates generously to the association's fund raising events. The entire Siegner family (Todd, Patrick and Brooklyn) have a great love for the beautiful area we live in and enjoy the outdoors in every season. Anne is always a friendly face in the store and post office and is always willing to help out her neighbors.

2022's successful candidate is **Joyce MacKenzie**. She displays all of the criteria for this award (leadership, integrity, courage, humor, thoughtfulness, empathy and giving and forgiving). Joyce has been a member of the volunteer fire department for over ten years and has served as treasurer for the MRVFFTA. She participates fully in all of the community events and is usually the first to greet our guest at the door. She is a friend and thoughtful with her surroundings with a love of gardening and the outdoors. Captain Bill would be very happy with the choice of Joyce for this award.

A big thank you to the committee (Marg, Jackie, Rachel & Joyce) for all your hard work and for keeping this going throughout the pandemic.



## **CONCERNS AND FOCUS**

- **Pumper Truck .** Quotes for a new pumper/tanker are being submitted by our suppliers. It is our hope that by using reserve funds enough can be added to the MRFD capital budget to replace the 1992 Spartan Pumper by the end of 2023.
- **Rescue 5.** As a result of the annual inspection we have been put on notice that deterioration of the vehicles main frame has made continued service of it questionable. We feel that an looking for a retired ambulance from Nippissing Social Service or other ambulance service could be converted to a rescue/command unit. Conversion could possibly be completed through grants and/or donations.
- **Fire Fighter Certification.** New provincial fire fighter certification regulations requiring all fire fighters in Ontario to achieve a level of certification specified in the municipal bylaws. A bylaw needs to be established and training programs set accordingly as certification must be completed for all current members by 2026. Considerable amount of money will need to be added to the budget to allow for fire fighter training, accommodations and travel. We are working diligently to ensure that our fire fighters are qualified for pumper apparatus driver/operator legacy standards. Completing this training is important to insure fire apparatus can leave the hall and continue to offer services to our community and other stakeholders.
- **Helipad.** We hope to begin work on this project soon as moving the helipad and receiving the ability to light it for night time landing is important to the Marten River Community.
- **Accessible bathrooms.** This is an item that the community has deemed important and that we would like very much to move ahead with. All possible avenues for funding should be researched. Moving ahead with a separate recreation center for the area would take this item off our plate.
- **Fire Prevention** initiatives for smoke and carbon monoxide alarms must continue especially due to the distances citizens are from the fire hall and the fact that this department does no interior attach or rescue.( see: standard response cover) This fire department is currently using some social media platforms to articulate fire prevention and education messages.
- **Wildland Fires.** All indicators are that climate change is creating a new normal in wildland fires. We are concerned that residents have become complacent about keeping the area's around their buildings clear of leaves and debris, removing dead trees and junk. Creating a barrier around cottage properties ,improving road accesses and access to a water source greatly improves the fire department's ability to aid in a wild fire situation. This departments members have completed the Wildland Fire Fighting training and plans for more Community Education Programs( Fire Smart) should be worked into our fire prevention education.
- **SOP/SOG** We continue to work to complete, update and maintain operating guidelines.





## MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

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[mrfire@ontera.net](mailto:mrfire@ontera.net)

### FEBRUARY 2023 MONTHLY REPORT

#### **TRAINING**

- Feb. 6<sup>th</sup> Fire fighters worked on skills testing for pumping apparatus driver operator including 2-7 preform daily inspections for apparatus equipped with a fire pump , 2-8 preform weekly inspections for apparatus equipped with a fire pump and 2-9 preform a hard intake hose service test. New battery tenders were installed on Rescue 2 (ATV with pump) and Rescue 1 (Snowmobile with totem rescue ambulance)
- Feb. 13<sup>th</sup> The training meeting was moved to 1pm to allow for the completing on skills testing in daylight hours for chapter 2 pump operator
- Feb. 27<sup>th</sup> Inventory used at medical call was replaced on Rescue 5. Expiry dates were checked on medical items including naloxone and expired items listed for replacement. Maintenance checks were completed.

Fire fighters continued to completed pumper apparatus driver operator chapter PowerPoints, tests and quizzes through home study.

#### **INCIDENTS**

- Feb.7<sup>th</sup> Fire fighters responded to a medical on Marten River Road involving a drug overdose. Members provided blankets to warm patient and prevent shock and monitor patient until EMS and OPP arrived.

#### **NEWS**

- Fire Chief Elliott and Captain Elliott attended the February 1<sup>st</sup> Nipissing East Parry Sound Mutual Aid Association Meeting. The guest speaker was OFM assistant Deputy Fire Marshal for Training and Certification, John Snider. He gave the group an overview of the legacy process, training and certification issues.

- Safe Electrical Contracting Inc. has installed new LED lighting in the fire hall garage area.
- A big THANK YOU to Captain Cantin and Firefighter Devost for monitoring the fire hall while the electrician was working and for the extra office work that you preformed at that time.
- The Marten River Fire Department's annual report was submitted to the municipal council.
- 15 IFSTA Essentials of Firefighting 7 student manuals were ordered. 8 were paid for using the grant received for the fire Marshal's Public Safety Council.
- Fire Chief Elliott attended the, February 23, 2023 Municipality of Temagami working council meeting.
- On Feb 28<sup>th</sup> The OFM all chiefs town hall was attended by Fire Chief Elliott via Zoom.

Town Hall Agenda: Town Hall Agenda:

1. Ontario Fire Code development update and upcoming public consultation/posting on Ontario's Regulatory Registry
2. SIR data
3. Municipal profiles
4. Directive on notification of fires and explosions and Major Incident Response Team deployment pilot
5. Fire protection services in unincorporated Ontario - reimbursement program
6. Firefighter certification - legacy

- Marten River's 19<sup>th</sup> Winterfest Celebration is planned for March 18<sup>th</sup> and we will be revisiting the Roaring 20' Theme. Poster attached.

# MARTEN RIVER 19TH WINTERFEST MARCH 18, 2023

**\$10.00 PASSPORT GETS YOU A HOT BREAKFAST (all you can eat) & ENTRY TO ALL EVENTS plus 20 -\$20's Fun Money to Play!**

Children 10 and under **FREE!**

Activities for all ages throughout the day!

**WIN A PRIZE FOR BEST COSTUME CONTEST**



**JOIN US FOR SOME GREAT FUN!!**

CHILDREN activities are outdoors **WEAR WARM CLOTHING**

**CASH IN YOUR FUN MONEY FOR DRAW AT 4:30 P.M.**

Outdoor Photo Booth

**FACE PAINTING FREE!**

**ELIMINATION DRAW**

Only 200 tickets to be sold - \$10.00 each

PRIZES - Draw (1st) \$50.00, (50th) \$100.00, (100th) \$50.00, (150th) \$100.00  
(199th) \$200.00, (200th) \$500.00 License M783434

SOLD AT: TRAPPER'S POST, GRAMP'S, THE TOMIKO, DRIFTERS General Store and PHARMASAVE

**SCHEDULE OF EVENTS**

**LISTEN FOR ANNOUNCEMENTS THROUGHOUT THE DAY!**

8:30 a.m-10:30 a.m **BREAKFAST** - Pancakes, Sausages & Wedges  
9:30 a.m-11:30 a.m **CHILDREN'S PROGRAMS** (outdoor, dress warm)

**"Parents are responsible for their children at all time, please make sure they are safe, thank you!"**

11:30 a.m **DONUT EATING CONTEST**

11:45 a.m **TEA BOIL COMPETITION** (approx. time)

12:00 p.m **LUNCH** - Beef on a Bun, Hot Dogs, French Fries, Pop

12:00 p.m - 6:00p.m **"Mugg's Club 20/20 Speakeasy"** bar open

1:00 p.m **LOG SAWING Competition**

1:00 p.m **HORSE RACES STARTS**

1:00 p.m **ELIMINATION DRAW STARTS** - Grand Prize \$500.00

1:15 p.m - 4:30 p.m **LIVE AUCTIONS** throughout the day

3:30 p.m **SILENT AUCTION CLOSES**

5:00 p.m **PICK UP SILENT AUCTION ITEMS**

**AUCTION ITEMS**

Gifts  
Certificates  
Sportswear  
Art & Crafts  
Home Improvement  
Lawn & Garden  
Electronics  
Handcrafted items

**WHERE?**

36 minutes from North Bay & West Nipissing.  
20 minutes from Temagami

**COME BY SLED  
WE ARE CLOSE TO**

**ALL ACTIVITIES ARE AT THE MARTEN RIVER FIRE HALL  
2877 HWY 11**



(

*Temagami Fire Department*  
*Monthly Report of Activities*  
*January 27 – February 27, 2023*

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**2 Activations**

- January 30<sup>th</sup> @ 4:08 pm – Motor Vehicle Collision Hwy 11, 2 Km north of lake Temagami Access Road – 2 vehicle collision with the south bound passing lanes blocked - performed traffic until released – 2 trucks and 5 firefighters responded
- January 31<sup>st</sup> @ 9:06 am – Chimney fire at 6131 Hwy 11 north – fire out on arrival – verify fire out, investigate cause – follow-up with Wood Energy Technician (WET-certified) regarding installation – 2 trucks & 5 firefighters responded

**Training:**

- Four practices – Fire cause determination/evidence protection, rescue lifts & drags, equipment mtnce, Loss Control. Focus continues on training subject & skills to assist members wanting to apply through Legacy for Exterior Firefighter with Auto-X; as well as Interior Firefighter Ontario Seal for those that can qualify (September deadline).
- 3 firefighters names submitted under Legacy for Ontario Seal Exterior Firefighter with Auto Extrication; training records submitted for member selected for verification by OFMEM
- 1 member completed Fire College “NFPA 1031 Fire Inspector 1” online training course

**Fire Prevention:**

- Request regarding daytime burning requirements received

**Fire Education:**

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter

**Other:**

- Enbridge presentation of Project Assist / \$5,000 Grant for training materials(Feb.17<sup>th</sup>)
- Spare Suits (circa 2014) issued to new recruits; sent for NFPA cleaning & inspection
- Two new members started mandatory recruit training program (required before authorized to respond to incidents), with anticipated completion by mid-March
- Firefighter recruitment strategy, draft recruit information package in the review stage
- Municipality moving forward on VFIS Employee Assistance Program for firefighters;
- Working on determining if sufficient interest by all firefighters (minimum 50% enrollment required) to purchase “off-duty” accidental insurance coverage through VFIS(at their cost)
- Chief attended 2 Council meetings; Nipissing East Parry Sound Mutual Aid meeting
- Draft Capital & Operating Budget revised & re-submitted

*Jim Sanderson*

Fire Chief, Temagami Fire Department

Date: *February 27, 2023*



**PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT FOR  
February 2023**

<b>ROADS</b>	<ul style="list-style-type: none"> <li>• Plowed and sanded all roads as needed</li> <li>• Hauled snow from troubled areas</li> <li>• Public Works was informed that Wilson and Tonomo lake road were being plowed past where are winter maintenance ends, Spoke to Staff about it and signs were made to notify residents that plowing beyond snow plow turn arounds was prohibited. One sign went missing from Tonomo Road between Friday when it was installed to Tuesday morning when we noticed it missing</li> <li>• Clear snow from hydrants in Temagami North and Temagami South</li> <li>• Frost Heave sign posted on Lake Temagami Access Road and on other roads as needed</li> <li>• Clean Mine Landing parking stalls and back parking lots as needed</li> <li>• Step banks back on roads that needed it with the grader</li> </ul>
<b>WATER &amp; SEWER</b>	<ul style="list-style-type: none"> <li>• Ordered parts for Grinder pumps</li> <li>• Public Works was informed by OCWA that there was a water leak in Temagami North somewhere and that some water was going into our sewers. Public Works checked manholes and found with the help of Ray and Sons camera work that a couple of houses were letting water run to prevent freezing in Temagami North. Process of elimination on Water Valves was used and found that the water was coming from arena. I went and checked and a float in the compressor room was stuck open. It was replaced by Cimco and water usage was down 2 litres a second.</li> <li>• Ontario Clean Water Association provided a tour with Mayor and Councilors of the Water and Sewer Treatment plants in Temagami North and Temagami South, a lot of information was given to Councilors</li> </ul>

<p><b>EQUIPMENT</b></p>	<ul style="list-style-type: none"> <li>• Ordered parts for grader ( bolts and wear plates )</li> <li>• Maintenance of Equipment wa completed</li> <li>• T-17 F-350 had New Power cables installed for Boss plow</li> </ul>
<p><b>WASTE MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Pushed Strathy Landfill</li> <li>• Propane Tanks were filled at Strathy and Sisk</li> <li>• Revisited the Solid Waste Master Plan for information</li> </ul>
<p><b>BUILDINGS</b></p>	<ul style="list-style-type: none"> <li>• Helped with Getting New Water Well drilled at Chalet, along with installing NEW Water Line to Building</li> <li>• Took 2 Propane tanks from Arena and had them revalved in New Liskeard</li> <li>• Reorganized Supplies and Parts at Public Works</li> <li>• Had contractor replace Hot Water Tank in the Temagami South Water Treatment Plant</li> </ul>
<p><b>CAPITAL PROJECTS</b></p>	<ul style="list-style-type: none"> <li>• Worked with Petrowski and Hydro One for Hydro upgrades at the Temagami North Lagoon, this install is for the NEW UV system being installed</li> </ul>



Corporation of the Municipality of Temagami

Memo No.  
2023-M-037

**Memorandum to Council**

**Subject:** Taxes Receivable Summary, 2022

**Agenda Date:** **March 9, 2023**

**Attachments:** Summary

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the taxes receivable summary for 2022.

**INFORMATION**

At December 31, taxes receivable were:

2021	\$307,513.13
2020	149,023.91
2019	96,453.40
2018 and prior	277,242.44
Penalty and Interest	213,772.05

For a total of \$1,044,004.93. This compares to balances at the end of 2021 of \$ 972,184.27 and 2020 of \$1,102,984.67. In addition to these amounts, we do have an allowance for doubtful accounts of \$150,000. Taxes receivable (including the allowance), as a percentage of taxes levied is 13.4% for 2022 compared to 12.6% in 2021 and 14.0% in 2019.

The total owed by the Province is \$90,725.66, which is a decrease from \$76,186.98 last year. This value has decreased significantly in the past few years after a high of about \$130k. We will continue to work on the properties especially those with a current balance. There is about \$58,500 related to properties that no longer have a current grant value. These will be investigated further for a future report.

This year we separated mining claims and found 23 properties where there are significant arrears. The total of these properties is \$76,660.05. There was a little paid by the province for some of these properties in the last part of 2022. We will continue to highlight these with the Ministry of Mining, Municipal Affairs and Housing, and the Ministry of Northern Development.

There are presently three properties that are proceeding to tax sale in the spring. The total taxes owing for these properties total \$221,146.59. In addition there are two properties that are presently registered that are not yet ready to proceed to tax sale. These properties owe a combined \$89,472.18. There are four properties that are being sent for registration this year with a total receivable balance of \$47,073.10 and we are working with 9 property owners on payment plans to reduce the combined amount owing of \$179,903.29.

There was a brief pause for continuing tax registration procedures during the pandemic. We are now back to business as usual and can continue our work in collections.

One interesting email received from a colleague from another municipality was that they were impressed with the tone of our initial letter encouraging payment plans and they asked if they could put it into use. Overall, most accept the offer of a payment plan and they do good work in meeting their obligations. This is the preferred method of collection rather than registration and potentially tax sale as it does not add extra charges that is the case with the registration process. Those ratepayers who are making a continued effort to clear their arrears balance are to be thanked and commended.

**Respectfully Submitted:**

**Craig Davidson**

**Treasurer/Administrator and Acting Clerk**

Municipality of Temagami											
Summary of Taxes Receivable											
December 31, 2022											
2022		2021		2020		2019 and prior		Total			
Taxes	P&I	Taxes	P&I	Taxes	P&I	Taxes	P&I				
\$ 307,513.13	\$ 15,965.01	\$ 149,023.91	\$ 20,208.06	\$ 96,453.40	\$ 21,093.91	\$ 277,242.44	\$ 156,505.07	\$ 1,044,004.93	100.00%	13.40%	Total
\$ 12,354.45	\$ -	\$ 5,075.10	\$ -	\$ 2,584.87	\$ -	\$ 47,491.42	\$ -	\$ 69,789.76	6.68%	1.05%	MNR
\$ 3,478.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,965.69	\$ -	\$ 20,935.90	2.01%	0.31%	Other Province
\$ 7,964.88	\$ 546.73	\$ 7,207.54	\$ 1,521.78	\$ 8,287.46	\$ 2,703.57	\$ 26,558.16	\$ 21,869.93	\$ 76,660.05	7.34%	1.15%	Mining
\$ 283,715.22	\$ 15,418.28	\$ 136,741.27	\$ 18,686.28	\$ 85,581.07	\$ 18,390.34	\$ 192,227.17	\$ 134,635.14	\$ 876,619.22	83.97%	13.14%	Subtotal
\$ 17,294.79	\$ 1,488.37	\$ 37,749.14	\$ 8,341.69	\$ 32,951.63	\$ 11,000.74	\$ 94,655.49	\$ 107,136.92	\$ 310,618.77	29.75%	4.66%	Registered
\$ 13,937.99	\$ 1,033.87	\$ 12,516.10	\$ 2,140.85	\$ 8,155.29	\$ 1,164.92	\$ 7,104.04	\$ 1,020.04	\$ 47,073.10	4.51%	0.71%	Being Registered
\$ 22,858.41	\$ 1,007.93	\$ 21,021.17	\$ 2,684.91	\$ 15,095.78	\$ 3,788.98	\$ 87,019.77	\$ 26,426.34	\$ 179,903.29	17.23%	2.70%	Working with
\$ 96,562.32	\$ 5,724.65	\$ 61,275.75	\$ 5,431.37	\$ 29,378.37	\$ 2,435.70	\$ 3,447.87	\$ 51.84	\$ 204,307.87	19.57%	3.06%	Watching
\$ 133,061.71	\$ 6,163.46	\$ 4,179.11	\$ 87.46	\$ -	\$ -	\$ (0.00)	\$ 0.00	\$ 134,716.19	12.90%	2.07%	Total



Corporation of the Municipality of Temagami

Memo No.  
2022-M-036

## Memorandum to Council

**Subject:** 2022 Remuneration and Expenses Paid

**Agenda Date:** **March 9, 2023**

**Attachments:** Statement from Treasurer

### **RECOMMENDATION**

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

### **INFORMATION**

Section 284 of the Municipal Act requires the Treasurer to provide an itemized statement of remuneration and expenses paid to Members of Council and individual appointed by Council to Local Boards.

Amounts paid by associated boards such as the Nipissing DSSAB are also included in this statement.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator and Acting Clerk**



Statement of Treasurer				
2022 Remuneration and Expenses Paid				
Name	Source	Honorarium	Other	Total
Dan O'Mara	Total All Sources	\$ 24,460.73	\$ 9,076.11	\$ 33,536.84
Cathy Dwyer	Municipality	\$ 10,729.64		\$ 10,729.64
Wendell Gustavson	Municipality	\$ 1,399.50		\$ 1,399.50
John Harding	Municipality	\$ 10,729.64	\$ -	\$ 10,729.64
Jamie Koistinen	Municipality	\$ 12,129.13		\$ 12,129.13
Barret Leudke	Municipality	\$ 12,129.13		\$ 12,129.13
Carol Lowery	Municipality	\$ 1,347.21	\$ -	\$ 1,347.21
Jo-Anne Platts	Municipality	\$ 4,665.03	\$ -	\$ 4,665.03
John Shymko	Municipality	\$ 5,379.23	\$ -	\$ 5,379.23
Margaret Youngs	Municipality	\$ 11,675.83	\$ -	\$ 11,675.83
Penny St. Germain	Police Services Board	\$ 100.00		\$ 100.00
Gerry Stroud	Police Services Board	\$ 100.00		\$ 100.00
Total All Sources		\$ 94,845.07	\$ 9,076.11	\$ 103,921.18

\_\_\_\_\_  
Craig Davidson, Treasurer

\_\_\_\_\_  
Date

**Note:** Amounts above including amounts from other sources are summarized as:

D O'Mara	Municipality	\$ 20,827.85	\$ 8,905.33	\$ 29,733.18
	DSSAB	\$ 3,532.88	\$ 170.78	\$ 3,703.66
	Police Services Board	\$ 100.00		\$ 100.00



Corporation of the Municipality of Temagami

Memo No.  
2023-M-043

**Memorandum to Council**

**Subject:** Procedural By-Law Changes

**Agenda Date:** **March 9, 2023**

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receives Memorandum 2023-M-043 for information.

**INFORMATION**

The Procedural By-Law is being included in this agenda for Council's consideration. Similar to the Integrity Commissioner Protocol reviewed at the last Regular Session of Council, additional work was completed to remove proprietary formatting. As such, rather than including a 'tracked changes' report with this Memorandum, the following is a summary of the changes made to the Procedural By-Law.

General

His or Her was changed to They or Their, as appropriate. This maintains the gender neutrality of the document.

Definitions

Removed definition for Committee of the Whole. This term is not referred to elsewhere in the document.

Section 1.11 – Removed from the definition “Such Member does not count for Quorum” and “The Member participating electronically may not participate in a Closed Meeting”. With the changes made to Section 238 of the Municipal Act, 2001, as amended (the Act) these restrictions no longer are required as the Act now states that it is acceptable for the Procedural By-Law to permit Members participating electronically to be included in the Quorum calculation and to participate in either open or closed sessions of Council (paraphrased Section 238(3.3)).

Section 1.14 – Removed “Public Utilities Commission” and “Health Services Board” from the definition and added “ and other such Boards as may be established by Council”. We do not have a Public Utilities Commission and the Public Health Board, being the Timiskaming Public Health Unit has their own procedures.

Section 6.4 – Changed curfew from “10:00pm” to “Three hours after commencement unless otherwise determined by Resolution passed by a majority of the Members present and then may be extended for one hour” to reflect current practices. This also establishes a three hour limit for meetings regardless when they start rather than having a curfew of 10:00pm for all meetings regardless when they are started.

Section 6.8 – Changed the mandatory review from “one year following the date of approval” to “Once per term of Council”.

Schedule B – Agenda Schedule

- Added “Announcements/Statements” by Members to “Call to Order/Roll Call”
- Removed “Committee Minutes” as these are already included in the “Consent Agenda Items”
- Combined “Council Committee Reports” with “Staff Reports”

Removed Schedule H and Schedule I as they both deal with electronic participation which is included in Schedule E. Schedule H was replaced with notice of motion provisions as contained in By-Law 22-1608.

Also, there have been questions regarding the appropriate action by a Member when a declaration of interest has been made. This is included in Section 2.12 of the Procedural By-Law. This section has been in the Procedural By-Law since By-Law 19-1478 was considered and enacted by Council in August 2019.

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



Corporation of the Municipality of Temagami

Memo No.  
2023-M-045

**Memorandum to Council**

**Subject:** 2021 Ambulance Schedule

**Agenda Date:** **March 9, 2023**

**Attachments:** 2021 Ambulance Schedule

**RECOMMENDATION**

BE IT RESOLVED THAT Council approved the 2021 Ambulance Schedule.

**INFORMATION**

For the 2021 fiscal year, the District of Nipissing Social Services Administration Board (DNSSAB) informed us that they no longer required a separate audit for the Temagami Ambulance Service. When the 2021 financial audit and corresponding financial statements were completed there was no additional reporting completed based on this. Later, DNSSAB informed us that while they did not require a separate audit they did require a schedule of activity. We worked with our auditors to have this schedule completed. The amounts from the schedule agree, in total, to the ambulance amounts contained in the audited financial statements for the Municipality of Temagami for 2021.

The schedule is now being presented for Council's approval.

The schedule for the 11 months until DNSSAB assumed the direct delivery model will be included for the 2022 financial audit and corresponding financial statements.

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

Schedule of Revenue and Expenses of

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**  
**Land Ambulance Services**

And Independent Auditor's Report thereon  
Year ended December 31, 2021





KPMG LLP  
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1760 Regent Street, Unit 4  
Sudbury ON P3E 3Z8  
Canada  
Tel 705-675-8500  
Fax 705-675-7586

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of The Corporation of the Municipality of Temagami

### ***Opinion***

We have audited the accompanying schedule of revenue and expenses of the Land Ambulance Services of The Corporation of the Municipality of Temagami (the Entity) for the year ended December 31, 2021, and notes to the schedule, including a summary of significant accounting policies (hereinafter referred to as the "schedule").

In our opinion, the accompanying schedule for the year ended December 31, 2021, is prepared, in all material respects, in accordance with the basis of accounting described in note 1 to the schedule.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Schedule***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the schedule in Canada and we have fulfilled our other ethical 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.

### ***Emphasis of Matter – Financial Reporting Framework***

We draw attention to the note in the schedule, which describes the applicable financial reporting framework and the purpose of the schedule.

As a result, the schedule may not be suitable for another purpose.

Our opinion is not modified in respect of this matter.

### ***Responsibilities of Management and Those Charged with Governance for the Schedule***

Management is responsible for the preparation of the schedule in accordance with the basis of accounting as described in note 1 to the financial statements, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

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

### ***Auditor's Responsibilities for the Audit of the Schedule***

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is 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 schedule.

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 risks of material misstatement of the schedule, 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, intentional 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 purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- 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.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

January 23, 2023

# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

## Land Ambulance Services

### Schedule of Revenue and Expenses

For the year ended December 31, 2021, with comparative information for 2020

	2021 Budget (unaudited)	2021 Actual	2020 Actual
Revenue:			
Funding from DNSSAB - operations	\$ 708,150	\$ 708,150	\$ 700,300
Funding from DNSSAB - administration fees	12,750	12,750	12,500
Other revenue	-	1,272	20,255
	<u>720,900</u>	<u>722,172</u>	<u>733,055</u>
Expenses:			
Salaries and wages	468,700	462,969	465,942
Employee benefits	130,200	98,430	94,680
Services and rentals	74,300	70,193	50,833
Supplies and consumables	19,050	19,324	18,427
Administration fees	12,750	12,750	12,500
Transportation and communication	15,900	7,989	5,811
	<u>720,900</u>	<u>671,655</u>	<u>648,193</u>
Excess of revenue over expenses for the year	\$ -	\$ 50,517	\$ 84,862

See accompanying note to schedule of revenue and expenses.

# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

## Land Ambulance Services

Notes to Schedule of Revenue and Expenses

Year ended December 31, 2021

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### 1. Basis of accounting:

This schedule of revenue and expenses has been prepared in a manner consistent with the measurement and recognition principles but not the disclosure requirements of the Canadian Public Sector Accounting Standards ("PSAS") as described below.

### 2. Significant accounting policy:

#### (a) Accrual basis of accounting:

Expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes expenses 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) Revenue recognition:

Operating grants are recorded as revenue in the period to which they relate. Grants approved but not received at the end of an accounting period are accrued. Where a portion of a grant relates to a future period, it is deferred and recognized in the subsequent period.





Corporation of the Municipality of Temagami

2023-M-046

Memorandum to Council

**Subject:** Report from Deputy Treasurer

**Agenda Date:** March 9, 2023

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the Deputy Treasurers Report dated March 9, 2023.

**INFORMATION**

Municipal Modernization Funding 3

Through this project we were able to purchase a map scanner/printer, large format laminator, records intern, Council hybrid meeting equipment, replace the flooring, purchase new software and upgrade our telephone system. We have been working on completing the customer portal for taxes and A/R. Project Budget 146,000 – Funded 109,463 – 90% complete – No overages expected

ICIP Municipal Stream

Through this funding we purchased new air exchangers for the Community Centre, insulated the ceiling of the ice surface, and are finishing up with additional energy efficient upgrades. This project has been completed. The Grant reporting will be completed in March 2023. Project Budget 100,000 – Funded 100,000 – 100% complete – \$424.25 over budget

NOHFC Track Rehabilitation

This Funding allowed us to upgrade the drainage on our sports fields, level out our sports fields, pave the pathway, basketball court and walking track at the Community Centre. The final funding report has been submitted. Hydro seed on the baseball field is scheduled to commence in the spring. Project Budget 200,000 – Funded 180,000 – 99% Completed – \$474.64 over budget

Net Lake Beach Rehabilitation – Not funded by Grants

The Net Lake Beach is being rehabilitated. New Cribbed docks have been installed. This spring there will be a peacock building installed and stocked with life jackets and floatation devices available to anyone using the beach (shed and floatation devices funded through TCF lottery funds - applied for by Sarah Goodyear). A buoy line will be installed and signage will be put in place to prohibit any boaters from driving up into the beach/swim area. We will be working towards getting another floating dock to extend the dock to deeper water.

FedNor Chalet Restoration

The Chalet Project is coming along nicely and are expecting to meet the tight deadline. Some of the work completed to date includes: structural issues have been fixed, new windows and doors, new roof, new insulation, new electrical is almost complete (including a backup generator), a new well has been drilled, a propane tank has been installed, heating/cooling/HVAC is almost complete, the rough in plumbing is complete, drywall/mudding/painting is being completed, flooring has been purchased and install is expected to commence within the week, kitchen equipment has been ordered, sporting equipment has been ordered, and replacement siding has been ordered. We expect to have any programming/rentals start in the spring/summer of 2023. We would like to have a grand opening in April or May and invite MP Anthony Rota and the FedNor representatives. Project Budget: 482,880.83 – Funded 434,593 – 65% Completed – No overages expected

#### FedNor Economic Development Officer

We have been approved for a 3-year grant to hire an Economic Development Officer. The job advertisement and description have been completed and the job ad has been posted (closes on March 27, 2023).

Project Budget: 300,000 – Funded 270,000 – No overages expected

#### Forestry Island House Update

The Ministry of Natural Resources and Forestry have been working through the steps required for the demolition of the forestry Island house. They are expecting that this will be completed in 2024.

#### Industrial Park Road Update

We continue to work towards a solution for the Temagami Industrial Park road and have been in contact with the property owners. A new solution has been proposed to all owners and we are waiting to hear back from 2 of them. We are hopeful that this new proposed solution can be agreed upon before the snow melts, allowing us to complete the road construction and surveying before the summer months.

#### Temagami Community Foundation – Sports & Recreation

Sarah Goodyear has successfully completed an application to the Temagami Community Foundation for some sporting equipment. A skate sharpening machine and hockey skills supplies were purchased with this funding.

#### Payroll and HR Update

T4s have been completed and sent out to all staff/ volunteers/Council via email. If anyone would like a printed copy, they are encouraged to request one at the office. We continue to work on updates to our Employment policy and procedures manual, along with many other interrelated policies. We have successfully hired a new Public Works operator, welcome Shane Mills, who brings 20+ years of experience in a Municipal Public Works setting. As directed at the February 23, 2023 Council working session, a job advertisement has been posted for Landfill Operators. Interviews we be commencing soon for the casual/on-call arena attendant, to cover events when our recreation coordinator is away or requires assistance.

#### Civil Marriage and Solemnization

Municipal staff officiated 5 weddings in 2022 and already have 4 bookings for 2023. Nicole Claveau will be trained as an officiant before the end of March. Marketing materials are being developed to highlight our facilities and availability to perform wedding ceremonies.

**Respectfully Submitted:**  
**Sabrina Pandolfo, Deputy Treasurer**



Corporation of the Municipality of Temagami

Memo No.  
2023-M-055

## Memorandum to Council

**Subject:** Recreation Report

**Agenda Date:** March 9, 2023

**Attachments:**

### RECOMMENDATION

For Council Information

### INFORMATION

**December 7 and each Monday and Wednesday Evening** Public Skate and Pickup Hockey

**December 8 – Bear Island School Skate**

**December 9 – Curling meeting and schedule setting**

**December 10 – Memorial Tree Lighting,**

**December 11 - Breakfast with Santa**

**December 17 - Rental**

Hockey Tournament – approximately 200 expected  
Six games, Concession Open

**Online Contests - Elf on a shelf, Grinch with a Winch**

**December 28 – Christmas / New Year’s Eve community Jam / Open Skate / Human Bowling**

**January 1 – New Year’s Day event - Open Skate**

**January 2 and each Monday and Wednesday Evening** Public Skate and Pickup Hockey

**January 6 and each Friday** Afternoon and evening public skate

**January 15 Arena Rental**

**January 20 - Arena - Rental**

**January 21 - Arena - Rental**

Hockey Tournament – approximately 200 total  
Six games, Concession Opening

**January 22 - Theatre – Rental**

**February 1 and each Monday and Wednesday Evening** Public Skate and Pickup Hockey –  
Wednesday Skates sponsored by EARLYON

**February 2 - Shiverfest Meeting**

**February 3 and each Friday** Evening public skate

**February 3** Afternoon public skate

**February 3** Arena Hall Rental

**February 5** Curling Open House

**February 12** Arena Rental

**February 12** Curling

**February 16 - Shiverfest Meeting**

**February 18 - Arena - Rental**

Hockey Tournament – approximately 200 total

Six games, Concession Opening

**February 19 - Arena - Rental**

**February 19 - 2<sup>nd</sup> Arena – Rental**

**February 20 - Family Day – Curling, Human Bowling, Public Skating – sponsored by Timiskaming Health unit**

**February 22 - Shiverfest Meeting**

**February 22 and Forward – Free Skate Sharpening**

**February 23 – Seniors’ Programming Meetings with community**

**February 24 - Arena Rental**

**February 26 - Curling – Human Bowling**

Upcoming:

**(note – the time of writing this report is February 28. Following items are SCHEDULED)**

**March 1 and each Monday and Wednesday Evening** Public Skate and Pickup Hockey – Wednesday Skates sponsored by EARLYON

**March 3 and each Friday** Evening public skate

**March 3 and each Friday** Seniors’ Programming - Movies

**March 10 – 13 – Shiverfest**

**March 18 – Winterfest – Ling Fling**

**March 19 - Curling – Human Bowling**

**March 25 - 26 - - Arena - Rental**

Hockey Tournament –  
Twelve games, Concession Opening

**Respectfully Submitted:**  
**John Shymko**  
**Recreation Coordinator and Facility Coordinator**





Corporation of the Municipality of Temagami

2023-M-041

**Memorandum to Council**

**Subject:** Report from Treasurer/Administrator

**Agenda Date:** March, 2023

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the Treasurer/Administrator's Report dated March 9, 2023.

**INFORMATION**

Report Files

Related to 2022, report with the Information Privacy Commissioner related to Freedom of Information Requests under the Municipal Freedom of Information and Protection of Privacy Act has been submitted.

Related to 2022, Public Sector Salary Disclosure as required.

Related to 2022, Ontario Community Infrastructure Fund – Formula Based Funding.

The Federal Gas Tax report will be completed as the capitalization entries are completed for the 2022 audit. This will be filed ahead of the deadline. The 2022 Financial Information Return (FIR) will be filed as soon as possible after the audit process has been completed. For Council's information, we complete the FIR in house. The audit procedures are anticipated to start the week of March 20<sup>th</sup>.

Enbridge

We are encountering anomalies with Enbridge Billing. Recently, they have adjusted amounts owing based on adjustments to a July 2021 payment. We have no record of why any such adjustment should be made. In addition, one of our accounts that had a total bill in the neighbourhood of \$2,100 in 2021 and \$4,200 for 2022, has been adjusted for the 2022 year by an additional \$4,200, representing a 400% increase in one year. We have spoken to Enbridge about these with no further clarity and are now turning to the Ombudsman for consumer concerns to raise the issues there. We will keep Council apprised as this moves through the system.

Temiskaming District Secondary School (TDSS) Job Fair

TDSS held a job fair on February 23<sup>rd</sup>. Sarah Goodyear represented our Municipality explaining opportunities for summer employment, volunteering and possibilities of municipal careers after schooling has been completed.

Upcoming Sessions

March 23, 2023 working session is expected to include a review of user charges, accountability and transparency policies including the procurement policy and the draft 2023 Municipal Budget.

For the April Regular Session, we have representatives from the District of Nipissing Social Services Administration Board scheduled to appear as a delegation. The tender process being managed by our engineers, Tulloch, should be finished at this point.

Presently, the working session scheduled for April 27<sup>th</sup> is expected to include reviewing timelines for updating policies, identification and scheduling for RFP's .

**Respectfully Submitted:**

**Craig Davidson**

**Treasurer/Administrator and Acting Clerk**



Corporation of the Municipality of Temagami

Memo No.  
2023-M-047

**Memorandum to Council**

<b>Subject:</b>	TCF Lottery Sponsorship Request
<b>Agenda Date:</b>	<b>March 9, 2023</b>
<b>Attachments:</b>	Letter from Temagami Community Foundation

**RECOMMENDATION**

BE IT RESOLVED THAT Council approves the request of the Temagami Community Foundation for sponsorship for the 4<sup>th</sup> Annual Truck n Boat Lottery in the amount of \$2,000;

AND FURTHER THAT Council directs Staff to include this amount in the 2023 budget.

**INFORMATION**

Attached to this report is a letter from the Temagami Community Foundation requesting Council consider sponsoring the 4<sup>th</sup> annual truck n boat lottery in the amount of \$2,000.

The Municipality as well as community groups have been the benefactors of grants supported by the proceeds of previous lotteries.

With our donation policy, as this would be the fourth year of such a donation, for budget purposes, if Council approves this request, the amount will be shown in the community development area and not in the miscellaneous donation line. This would then be included in subsequent budgets for Council's consideration.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator and Acting Clerk**



February 23, 2023

Municipality of Temagami  
7 Lakeshore Drive  
Temagami, ON P0H 2H0

Hi Craig,

Would you kindly include this request to Mayor Dan and council at their next meeting for consideration.

## Sponsors of our Annual Truck N Boat Lottery

The Temagami Community Foundation once again would like to thank you for your Sponsorship of our 3<sup>rd</sup> Annual Lottery! It was an amazing success! Due to this success, we have been able to grant back to our community approximately \$64,000.00.

The Temagami Community Foundation (TCF) has begun the process of applying for our 4th Lottery licence and are hoping that we can count on your sponsorship for this lottery.

Sponsorships will be displayed on our 50+ A-Frame signs, decaling on the truck, boat, and cargo trailer that will be proudly distributed around Temagami and other Northern Ontario locations. We are planning to expand our vendor locations further north, south, east and west for our 4th Annual Truck N Boat Lottery.

We ask that you consider continuing your level of sponsorship for the 4th Lottery at \$2,000.00.

Please contact Alice Tempest at 705- 569- 3737 or email: [info@temagamicommunityfoundation.com](mailto:info@temagamicommunityfoundation.com)  
Bill Kitts at [billkitts49@gmail.com](mailto:billkitts49@gmail.com), Jack Tuomi at 416-708-7299, to confirm for your space.

Thank you for your continued support and hope to hear from you soon.

Sincerely,

Bill Kitts  
Co-Chair

Jack Tuomi  
Co-Chair



Corporation of the Municipality of Temagami

Memo No.  
2023-M-051

**Memorandum to Council**

**Subject:** Correspondence – Ling Fling

**Agenda Date:** **March 9, 2023**

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council approve the request to host the Ling Fling at the Lake Temagami Access point on the Municipal Land Use Permit.

AND FURTHER THAT the organizers understand that public access will not be blocked to any Municipal facilities or amenities during this time.

**INFORMATION**

Correspondence was received from the organizers of the Ling Fling asking the Municipality to cover the insurance for this event. Council reviewed the request at the February 9, 2023 regular Council meeting and passed a resolution to donate up to \$500 towards insurance for the event.

The request was made to the Municipalities Insurance provider under the Third-Party Liability Program, to which we were informed that insurance cannot be provided because the event was taking place on the lake and not on municipal owned or controlled property.

We informed the organizers and asked if they had another provider that the Municipality could contribute towards the cost of insurance.

The organizers are now requesting to host the Ling fling at the mine landing within the Municipal Land use permit, making them eligible to be insured through the Municipality's Third-Party Liability Program.

**Respectfully Submitted:**  
**Sabrina Pandolfo**

**From:** [Joseph & Penny St. Germain](#)  
**To:** [Sabrina Pandolfo](#)  
**Subject:** Re: Ling Fling  
**Date:** February 27, 2023 3:10:46 PM

---

Sabrina:

As per our conversation, the committee has decided to move the Ling Fling. As in 2020, we are asking for approval from council to host it at the Lake Temagami Access Road, Mine Landing Parking Lot. We will be in the area between the dumpsters and the recycling bins. Trying to keep well out of the way of any traffic.

Although we are disappointed, the need to have insurance is greater than the few who are disappointed by it.

I have sent the revised application to Sarah.

Thank you for your assistance with this matter.

Penny

On Mon, Feb 27, 2023 at 3:06 PM Joseph & Penny St. Germain

<[joepennystgermain@gmail.com](mailto:joepennystgermain@gmail.com)> wrote:

Sarah:

The committee has decided to move the Ling Fling to mainland, I just spoke with Sabrina and she directed me to send you the revised special event application so that you can look into it.

Penny

On Fri, Feb 24, 2023 at 5:27 PM Joseph & Penny St. Germain

<[joepennystgermain@gmail.com](mailto:joepennystgermain@gmail.com)> wrote:

We will have to have a discussion on this, we really want it on the lake.

Thank you for the offer of the donation, we will advise.

Penny

On Fri, Feb 24, 2023 at 2:54 PM Sabrina Pandolfo <[projects@temagami.ca](mailto:projects@temagami.ca)> wrote:

Good Afternoon Penny,

I hope you are keeping well.

Sarah has been working on obtaining insurance, through the municipalities third party liability policy, for the ling fling.

She has just been informed that because the event is on the lake and not on municipal property, we are not able to facilitate this request.

Council has agreed to a donation in the amount of up to \$500 for insurance for this event, but unfortunately it can not be through the municipalities provider.

Are you able to obtain your own insurance through another provider that we can provide a donation towards?

Sincerely,

Sabrina Pandolfo  
Deputy Treasurer  
Municipality of Temagami



705-569-3421 ext.207

--

The St Germain's  
On Beautiful Lake Temagami



Corporation of the Municipality of Temagami

Memo No.  
2023-M-056

## Memorandum to Council

**Subject:** Temagami Community Foundation Lottery Licence Support

**Agenda Date:** March 9, 2023

**Attachments:**

### **RECOMMENDATION**

BE IT RESOLVED THAT Council direct staff to provide a letter indicating that the Municipality is aware of and supports the Temagami Community Foundations Annual Lottery.

### **INFORMATION**

The Temagami Community Foundation (TCF) is applying to the Alcohol and Gaming Commission of Ontario (AGCO) for their annual Truck and Boat Lottery. The AGCO has requested that the TCF submit a letter of support from the Municipality, stating that Mayor and Council are aware of the lottery and support their endeavor.

The draft letter is attached.

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

# The Corporation of the Municipality of Temagami

7 Lakeshore Drive  
P.O. Box 220  
Temagami, Ontario  
POH 2H0

E-MAIL: [communicate@temagami.ca](mailto:communicate@temagami.ca)  
WEBSITE: [www.temagami.ca](http://www.temagami.ca)

PHONE: (705) 569-3421  
FAX: (705) 569-2834



March 9, 2023

Temagami Community Foundation  
C/O Alice Tempest  
P.O. 338  
Temagami, ON  
POH 2H0

Dear Alice,

RE: SUPPORT FOR THE TEMAGAMI COMMUNITY FOUNDATION ANNUAL LOTTERY APPLICATION TO THE ALCOHOL AND GAMING COMMISSION OF ONTARIO.

Mayor and Council of the Municipality of Temagami would like to express our support for the Temagami Community Foundations Annual Lottery Licence Application to the Alcohol and Gaming Commission of Ontario.

The Temagami Community Foundation has been a tremendous supporter of our community. They have supported our school, fire departments, special interest groups, community service clubs, recreational activities, Family Health Team, and more.

We value the work the Community Foundation does within our community and look forward to them continuing these operations for years to come.

Please be advised that we are aware of and support this application.

Kind regards

Dan O'Mara  
Temagami Mayor



Corporation of the Municipality of Temagami

Memo No.  
2023-M-048

**Memorandum to Council**

<b>Subject:</b>	Correspondence from the County of Huron
<b>Agenda Date:</b>	<b>March 9, 2023</b>
<b>Attachments:</b>	Warden's Letter, Council report

**RECOMMENDATION**

BE IT RESOLVED THAT Council receives correspondence from the County of Huron regarding zoning compliance for cannabis grow operations.

**INFORMATION**

We received a report and a letter from the County of Huron. In essence, they are asking that grow operations for cannabis, whether for commercial use or for medical use, comply with municipal zoning regulations especially as it relates to odours from the operations.

The recommendation to receive is based on the previous direction of the Provincial government that cannabis operations, especially retail, are beyond the control of municipal planning and zoning regulations.

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

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;  
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.



To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in cursive script, appearing to read "Glen McNeil".

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

# Report for Council: Cannabis Act Information

Prepared: January 2023

# Contents

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<b>7</b>	<b>Correspondence Received by Council</b>
7	Correspondence to Council, January 2023: Bonnie Shackelton
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<b>7</b>	<b>Appendix B</b>

## Background

On January 18, 2023, Huron County Council passed the following motion:

**THAT:**

The Council of the County of Huron request staff to prepare a report for Council on the Federal Cannabis Legislation Review with recommendations on options for Huron County to address their concerns with this legislation.

## Cannabis Act: Information For Municipalities

According to The Government of Canada's *Information for Municipalities - Medical Use of Cannabis* there are two approved ways medical cannabis can be grown: *Licensed Producers* and *Personal and Designate Production*

### 1. Licensed Producers

Licensed producers are individuals or companies licensed by Health Canada to produce and sell cannabis for medical purposes. Licensed producers must meet stringent health and safety security requirements before producing and selling cannabis.

When applying to be a licensed producer under the Access to Cannabis for Medical Purposes Regulations (ACMPR), or when applying to amend a licence, an applicant must notify:

- The municipality
- Local fire officials
- Local law enforcement

Licensed producers must also notify these local authorities, within 30 days, after the issuance of a licence or the renewal, amendment, suspension, reinstatement, or revocation of their licence. These notification requirements are intended to provide local authorities with information about activities with cannabis conducted in their jurisdiction to allow them to take appropriate measures, as applicable.

Licensed producers are expected to obey all relevant federal, provincial and municipal laws and by-laws, including municipal zoning by-laws.



## 2. Personal and Designated Production

If a person wants to produce a limited amount of cannabis for his/her own medical purposes, he/she needs to register with Health Canada. He/she can also choose to designate another person to produce a limited amount of cannabis for him/her. A person can produce a limited number of marijuana plants under a maximum of two registrations (for one other person and him/herself, or two other people). Marijuana plants may be produced under a maximum of four registrations at one address.

A registered or designated person is permitted to produce marijuana plants indoors and/or outdoors, but not both at the same time. If a person wishes to produce marijuana plants outdoors, the boundary of the land on which the production site is located cannot have any points in common with the boundary of the land on which a school, public playground, day care facility or other public place frequented mainly by persons under 18 years of age.

The number of plants a person can grow is determined by the daily amount recommended by their health care practitioner and a set of formulas in the regulations.

Health Canada also recommends that registered and designated persons be discreet with their production.

Individuals who are registered with Health Canada to produce a limited amount of cannabis for medical purposes are expected to obey all federal, provincial and municipal laws and by-laws.

## Community Expressed Concerns

Recently, some concerns regarding the Cannabis Act and local growing practices have been expressed by community members. Some of the topics of concern expressed have included:

- Excessive noise produced by ventilation units
- Serious odour impacts from production
- Health concerns from neighbouring property owners
- Questions regarding zoning requirements for Cannabis operations, particularly in regards to areas zoned residential
- The current lack of a Minimum Distance Separation (MDS) between licensed facilities/designate growers, and homes, public facilities

## Impact to the Municipality

Community concerns regarding the Cannabis Act have an impact on the municipality. These impacts include the costs associated with Council and staff time and legal fees. There is also a potential for community disruption pertaining to licenses issued under the Federal Medical Cannabis Registration process.

It is important to note that the municipality's concerns expressed in this report are not against or opposed to cannabis. The County of Huron appreciates the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to other levels of government so that continual improvements can be made over time.

## Advocacy Efforts to Date

On October 5, 2022 a letter was sent to the Cannabis Act Legislative Review Secretariat of Health Canada. The letter offered requested feedback on the Cannabis Act and a recommendation for a Minimum Distance Separation to protect residential areas.

See Appendix A.

## Recommendations for Further Advocacy

### **Report for Council: Cannabis Act Information (this report)**

Further advocacy could be accomplished by sending this report, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration.

A Call to Action Letter could be sent on behalf of WOWC, and all WOWC member municipalities could be invited to send similar letters to the agencies and individuals outlined below.

### **Call to Action Letter**

A sample Call to Action Letter for Huron County can be found in Appendix B. Once approved by Council, letters could be sent to:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario: Doug Ford
- Provincial Minister of the Environment, Conservation and Parks: David Piccini
- Provincial Minister of Agriculture: Lisa Thompson
- Provincial Minister of Municipal Affairs and Housing: Steve Clark
- Member of Parliament: Ben Lobb
- Federal Minister of Agriculture and Agri-Food: Marie-Claude Bibeau
- Federal Minister of Health: Jean-Yves Duclos

## Further Resources

### **The Cannabis Act: The Facts**

<https://www.canada.ca/en/health-canada/news/2018/06/backgrounder-the-cannabis-act-the-facts.html>

### **The Cannabis Act**

[https://laws-lois.justice.gc.ca/eng/annualstatutes/2018\\_16/FullText.html#:~:text=The%20objectives%20of%20the%20Act,operating%20outside%20the%20legal%20framework](https://laws-lois.justice.gc.ca/eng/annualstatutes/2018_16/FullText.html#:~:text=The%20objectives%20of%20the%20Act,operating%20outside%20the%20legal%20framework)

### **Cannabis Information for Municipalities**

<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/information-municipalities.html>

### **Ontario: Cannabis Control Act**

<https://www.ontario.ca/laws/statute/17c26>

## Correspondence Received by Council

### **Correspondence to Council, January 2023: Bonnie Shackelton**

<https://agendas.huroncounty.ca/agendapublic/AttachmentViewer.ashx?AttachmentID=7134&ItemID=5394>

## Appendix A

Copy of the letter sent to the Cannabis Act Legislative Review Secretariat of Health Canada on October 5, 2022

## Appendix B

Sample Call to Action Letter

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



October, 5, 2022

**To:** Cannabis Act Legislative Review Secretariat  
Health Canada  
Address locator 03021  
Ottawa, Ontario  
K1A 0K9

On October 5, 2022, Huron County Council passed the following motion:

**THAT:**

The Council of the County of Huron send correspondence to Health Canada requesting consultation when implementing legislation on cannabis regulation as there is a direct impact on municipal operations and sometimes non compliance to municipal by-laws;

**AND FURTHER THAT:**

The Council of the County of Huron recommends the inclusion of a system of Minimum Distance Separation to protect residential areas;

**AND FURTHER THAT:**

This correspondence be circulated to Huron County local municipalities for support.

Thank you for requesting feedback on the Cannabis Act and the current legislative framework for cannabis in Canada. As a municipal government for one of Canada's most agriculturally productive regions, and a popular tourism destination, we have been in the position to observe areas for improvement during the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds



of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost fifty years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend enhanced consultation with municipal governments and request further notice and consultation with the County of Huron when drafting and implementing legislation and regulations dealing with matters related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases serious issues of non-compliance with local municipal by-laws.

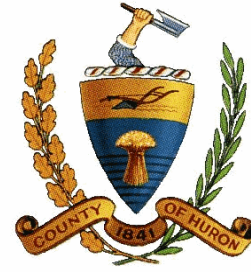
Sincerely,



Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



{insert date}

**To:** {insert recipient}

**Re:** Call to Action: Review of the Cannabis Act

On {insert date}, Huron County Council passed the following motion:

**THAT:**

{insert motion}

**AND FURTHER THAT:**

{insert motion}

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,



Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council



Corporation of the Municipality of Temagami

**Memo No.**  
2023-M-049

**Memorandum to Council**

<b>Subject:</b>	Correspondence from City of Thunder Bay
<b>Agenda Date:</b>	<b>March 9, 2023</b>
<b>Attachments:</b>	Resolution of City of Thunder Bay – January 23, 2023

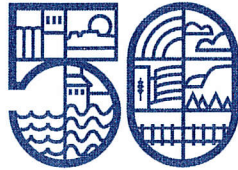
**RECOMMENDATION**

BE IT RESOLVED THAT Council receives the resolution from the City of Thunder Bay regarding the passing of Bill 42.

**INFORMATION**

At present the recommendation is to receive. Should Council want a summary of Bill 42, this could be deferred to a future meeting to provide Staff time to review and report on this piece of legislation.

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



OFFICE OF THE CITY CLERK  
500 Donald Street East  
Thunder Bay, ON P7E 5V3

Tel: (807) 625-2230  
Fax: (807) 623-5468

Tuesday, January 24, 2023

Hon. Doug Ford, Premier  
Hon. Sylvia Jones, Health Minister

**Re: Bill 42 - Gender Affirming Healthcare Act**

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on January 16, 2023 and subsequently ratified by City Council on January 23, 2023.

“WITH RESPECT to the Memorandum from Councillor Kristen Oliver, Chair – Inter-Governmental Affairs Committee, dated January 3, 2023, we recommend that Council support the passing of Bill 42 – Gender Affirming Health Care Act;

AND THAT a copy of this resolution be sent to Premier Doug Ford, Health Minister Sylvia Jones, MPP Kevin Holland, MPP Lise Vaugeois, Rainbow Collective, MPP Kristen Wong-Tam, all Ontario Municipalities and Thunder Pride;

AND THAT any necessary by-laws be presented to Council for ratification.”

CARRIED

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.

Yours very truly,

Dana Earle  
Deputy City Clerk

/gs

Cc:

MPP Kevin Holland  
MPP Lise Vaugeois  
Rainbow Collective  
MPP Kristen Wong-Tam  
All Ontario Municipalities  
Thunder Pride





Corporation of the Municipality of Temagami

**Memo No.**  
2023-M-050

## Memorandum to Council

**Subject:** Correspondence from the City of Brantford

**Agenda Date:** **March 9, 2023**

**Attachments:** Resolution 12.2.8 – City of Brantford

### **RECOMMENDATION**

BE IT RESOLVED THAT Council supports the resolution of the City of Brantford calling on the Government of Canada to resume investigations into opportunities to enhance passenger rail services in southwestern Ontario.

### **INFORMATION**

Recommended support. Although this is a federal agency supporting this may possibly be translated to the expected reinstatement of the Ontario Northland which is provincially madated.

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



February 3, 2023

The Honourable Omar Alghabra  
Federal Minister of Transportation

Sent via email: [omar.alghabra@parl.gc.ca](mailto:omar.alghabra@parl.gc.ca)

Dear County Honourable Omar Alghabra:

Please be advised that Brantford City Council at its meeting held January 31, 2023 adopted the following:

**12.2.8 VIA Rail Cancellations**

WHEREAS residents in the City of Brantford may choose to live in Brantford because of its convenient location in Southwestern Ontario; and

WHEREAS many residents commute to their places of employment outside of The City of Brantford, many of them relying on rail transit; and

WHEREAS in August 2021 the federal Minister of Transportation visited Brantford Via station and announced that the federal government would be pursuing opportunities to enhance passenger rail services in southwestern Ontario; and

WHEREAS in August 2022 the federal government announced they would be exploring options to improve passenger rail frequencies, on-time performance, and shorten travel times in Southwestern Ontario; and

WHEREAS since 2020 a number of passenger rail lines have been suspended or cancelled leaving residents of Brantford with fewer commuting options; and

WHEREAS there is a need for commuter rail travel options for City residents that depart from the downtown Brantford rail station; and

WHEREAS pre-pandemic line 82 served residents in Southwestern Ontario commuting to employment in downtown Toronto. Line 82 began in London at 6:30 am, stopped in Brantford at 7:30 and arrived at Toronto's union station at 8:30 making it very popular with commuters residing in London, Woodstock and Brantford; and

WHEREAS Via Rail has reinstated a number of Ontario rail lines that were suspending during the pandemic, not including Line 82; and

WHEREAS the announcement reinstating Line 82 has been unreasonably delayed, causing a great deal of angst and anxiety for rail line commuters; and

WHEREAS line 82 is an important transportation link for many residents in Southwestern Ontario and also for builders considering residential developments in the northern section of Brantford's downtown area, which developments are an important component of the downtown renewal action plan.

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Council of The Corporation of The City of Brantford respectfully CALLS UPON the Government of Canada to resume, in good faith, investigations into opportunities to enhance passenger rail services in southwestern Ontario; and
- B. THAT the Council of The Corporation of The City of Brantford respectfully CALLS UPON Via Rail to reinstate line number 82 immediately; and
- C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of Transportation, The Honourable Omar Alghabra, The City of Brantford Member of Parliament, The Honourable Larry Brock, Via Rail Canada and to each municipality impacted by the route cancellations, namely The City of London and The City of Woodstock.

I trust this information is of assistance.

Yours truly,



Chris Gauthier  
Acting Clerk, [cgauthier@brantford.ca](mailto:cgauthier@brantford.ca)

cc MP Larry Brock  
VIA Rail Canada  
Ontario Municipalities



Corporation of the Municipality of Temagami

Memo No.  
2023-M-051

**Memorandum to Council**

<b>Subject:</b>	Correspondence from the Municipality of Trent Lakes
<b>Agenda Date:</b>	<b>March 9, 2023</b>
<b>Attachments:</b>	Resolution R2023-119 Trent Lakes; Present Oath of Office; Present Oath of Office option for Indigenous Persons

**RECOMMENDATION**

BE IT RESOLVED THAT Council receives Resolution R2023-119 from the Municipality of Trent Lakes regarding changes to the Oath of Office.

**INFORMATION**

Included with this report is the correspondence from the Municipality of Trent Lakes and the present Oath of Office (including the option for Indigenous Persons).

The recommendation notes 'receives' as it would be most relevant for Council to notes what changes, if any, you would like to see with the Oath of Office.

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



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

February 28, 2023

**Via email only**

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Doug Ford, Premier of Ontario  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
The Honourable Dave Smith, MPP Peterborough-Kawartha  
[dave.smithco@pc.ola.org](mailto:dave.smithco@pc.ola.org)  
The Honourable Michelle Ferreri, MP Peterborough-Kawartha  
[michelle.ferreri@parl.gc.ca](mailto:michelle.ferreri@parl.gc.ca)  
Curve Lake First Nation  
[audreyp@curvelake.ca](mailto:audreyp@curvelake.ca)  
The Association of Municipalities Ontario  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

**Re: Oath of Office**

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen  
Seconded by Deputy Mayor  
Armstrong

**Whereas** most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

**Whereas** a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

**Whereas** Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

**Whereas** on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and



**Whereas** the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

**Therefore be it resolved that** Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

**That** this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities

**DECLARATION OF OFFICE**

**(Section 232 of the *Municipal Act, 2001*)**

I \_\_\_\_\_, having been elected or appointed to the office  
(name of person)

of \_\_\_\_\_  
(name of office)

in the municipality of \_\_\_\_\_  
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.

---

2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to His Majesty King Charles the Third.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the \_\_\_\_\_ )  
 at the..... ) signature of declarant  
 ..... )  
 ..... )  
 on ..... )  
 \_\_\_\_\_ )

Commissioner for taking Affidavits

**DECLARATION OF OFFICE  
ALTERNATE OPTION FOR INDIGENOUS PERSONS  
(Section 232 of the *Municipal Act, 2001*)**

I \_\_\_\_\_, having been elected or appointed to the office

*(name of person)*

of \_\_\_\_\_

*(name of office)*

in the municipality of \_\_\_\_\_

*(name of municipality)*

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.

I identify as an Indigenous person and I assert that making the declaration of allegiance to His Majesty King Charles the Third would be inconsistent with my views regarding the relationship between the Crown and Indigenous peoples.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me	)	
at the.....	)	signature of declarant
.....	)	
.....	)	
on .....	)	
_____	)	

Commissioner for taking Affidavits

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 23-1658**

---

**Being a By-Law to Rescind and Replace By-Law 21-1586  
Temagami Public Library Board Membership**

---

**WHEREAS** on the 9<sup>th</sup> day of December, 2021, the Council of the Municipality of Temagami passed By-law 21-1586 to establish a public library under Part I of the Public Libraries Act, 1984, c.57, S.O. 1984;

**AND WHEREAS** the composition of the Municipality of Temagami Public Library Board, as approved by Council By-Law 21-1586, has had some changes since the time of passing.

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami hereby rescinds By-Law 21-1586 and replaces it with By-Law 23-1658 and enacts as follows:

1. That the Board shall be composed of Five (5) members appointed by the Municipal Council plus the Mayor of the Municipality of Temagami as an ex officio board member, and that the appointment of and qualification for Board membership shall be in accordance with the Act.
2. That Carol Lowery (Council Representative), Victoria Winsor, Carmen Koski, Bob Sykes and John Shymko be appointed to the Library Board.
3. That the Mayor's in ex officio status:
  - a. shall automatically be a member of the board, by virtue of the office of Mayor;
  - b. shall have full board member privileges, including the right to vote and shall be subject to all the duties and obligations of a board member unless otherwise restricted by way of the corporate articles or by-laws or by an applicable statute;
  - c. shall not have their membership on the board or attendance considered for the purpose of determining a quorum at meetings; and
  - d. shall have their membership included when determining the maximum number of members of the Municipal Council permitted on the Board by the Act.
4. In the event of a conflict between any provision of this By-Law and any provision of the Act, the provision of the Act prevails.
5. That this by-law shall come into force upon the final passing thereof.
6. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first time this 9<sup>th</sup> day of March, 2023.

Read a second and third time and finally passed this 9<sup>th</sup> day of March, 2023.

---

Mayor

---

Clerk

**THE CORPORATION OF THE MUNICIPALITY OF  
TEMAGAMI  
BY-LAW 23-1659**

---

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

---

SHORT TITLE – This By-Law may be commonly referred to as the “Procedural By-Law.”

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

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

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

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

**Preamble**

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

*Municipal Act, 2001*

*Municipal Conflict of Interest Act*

Municipal Code of Conduct, By-Law 19-1472

*Municipal Elections Act*

*Municipal Freedom of Information and Protection of Privacy Act*

*Accessibility for Ontarians with Disabilities Act*

*Occupational Health and Safety Act*

Workplace Harassment/Workplace Violence Policy, By-Law No. 15-1226

Staff Council Relations Policy

Social Media Policy, By-Law No. 14-1202

*Planning Act*

Accountability and Transparency By-Law, No. 10-939

Travel Expenses Policy, By-Law 141215

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



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## 1. Definitions

In this By-Law:

### 1.1 Ad-Hoc Committee.

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

### 1.2 Agenda.

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

### 1.3 Chair.

“Chair” means the person presiding at a Meeting.

### 1.4 Clerk.

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

### 1.5 Consent Agenda.

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

### 1.6 Council.

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

### 1.7 Council Package.

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

### 1.8 Closed Meeting.

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

### 1.9 Deputy Mayor.

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

### 1.10 Electronic Meeting.

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. The Member participating electronically can vote.

### 1.11 Emergency Meeting.

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

### 1.12 Ex Officio.

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

### 1.13 Head of Council.

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

### 1.14 Local Board.

“Local Board” means a Local Board as defined in the Municipal Act, and shall include the Police Services Board, the Public Library Board and any such Board that may be established by Council.

### 1.15 Meeting.

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

### 1.16 Member.

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

**1.17 Motion.**

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

**1.18 Motion to Amend.**

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

**1.19 Municipal Act.**

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

**1.20 Municipality.**

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

**1.21 Notice of Motion**

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

**1.22 Officers.**

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

**1.23 Order of Business.**

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

**1.24 Point of Procedure.**

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

**1.25 Presentation.**

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

**1.26 Quorum.**

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

**1.27 Recorded Vote.**

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

**1.28 Regular Meeting.**

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

**1.29 Report.**

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

**1.30 Resolution.**

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

**1.31 Special Meeting.**

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

**1.32 Standing Committee.**

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

**1.33 Treasurer/Administrator**

“Treasurer/Administrator” means the person appointed by the Municipality pursuant to Section 229 and Section 286 of the Municipal Act.

**1.34 Unfinished Business.**

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

### 1.35 Urgent.

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

- A. Danger to the life, health or safety of individuals;
- B. Damage to property;
- C. An interruption of the essential services provided by the Municipality;
- D. Immediate and significant loss of revenue by the Municipality;
- E. Legal Issue and/or
- F. Prejudice to the Municipality.

## 2. General Meeting Rules

### 2.1 Rules – to be observed at all times

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

### 2.2 Suspending Procedural By-Law

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

### 2.3 Mayor

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

### 2.4 Absence of Mayor

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

### 2.5 Absence of Deputy Mayor

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

## 2.6 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be hosted in the Municipal Building, located at 7 Lakeshore Drive, Temagami, Ontario, Canada in addition to being hosted virtually through the appropriate virtual meeting site.

The access to Members of Council, Staff, and the Public to attend the meeting virtually shall be included with the published notice/agenda for the meeting.

## 2.7 Clerk

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

## 2.8 Quorum

Quorum must be present at all Meetings.

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

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

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

## 2.9 Minutes

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

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

## 2.10 Arriving Late/Leaving Early

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



### 2.11 Staff Attendance

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

### 2.12 Declarations of Conflicts of Interest

Where a Member has a pecuniary interest and discloses that interest in accordance with:

Section 5 of the Municipal Conflict of Interest Act, the Member will:

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

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

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

### 2.13 Rules of Debate

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

All Agenda items to be discussed are to proceed by Motion.

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

The Chair or the Clerk will read the Motion or question.

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

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

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

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

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

- A. With permission of Council,
- B. If questioned by another Member;
- C. To explain comments which the Member believes have been misunderstood; or,
- D. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.

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

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

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

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

- A. to refer the matter to a certain body;
- B. to amend the Motion;
- C. to defer the Motion;
- D. to adjourn the Meeting;
- E. that the vote be taken.

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

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

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

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

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

## 2.14 Conduct

Members are required to follow the Municipality's Code of Conduct during all Meetings. No Member shall:

- A. Speak disrespectfully of the Mayor, Deputy Mayor, another Member, Staff, or any

- B. Member of the Public;
- C. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- D. Speak on any subject other than the subject in debate unless raising a point of privilege or procedure;
- E. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- F. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- G. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At a Meeting, no person shall:

- A. Speak disrespectfully of the Mayor, Deputy Mayor, another Member, any Staff person, or any Member of the Public;
- B. Use offensive words;
- C. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- D. Leave their seat while a vote is being taken and until the results of the vote are declared;
- E. Make any disruptive noise or disturbance;
- F. Enter the Meeting while a vote is being taken;
- G. Walk between a Member who is speaking and the Chair; and
- H. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate.

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

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

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

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

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

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

## 2.15 Questions during Debate

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

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

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

### 2.16 Points of Procedure

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

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

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

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

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

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

If the appeal is upheld by the majority of voting Members, the Chair shall change their ruling accordingly; if the appeal is rejected then the ruling stands.

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

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

If the person engaging in misconduct is a Member and the Member apologizes, they may, by vote of the majority Council, be permitted to retake their seat.

### 2.17 Voting - General

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

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

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

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

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

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

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

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

## 2.18 Corrections

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

## 2.19 Amendments

The following rules shall apply to amendments to Motions:

- A. A "Motion Amendment" is a change to the question asked in the Motion;
- B. an "amendment to an amendment" is a change to the proposed Motion Amendment;
- C. only one amendment (whether a Motion Amendment or an amendment to an amendment) can presented at a time;
- D. when an amendment has been decided upon, another may be introduced;
- E. the order of voting shall be:
  - i. an amendment to an amendment shall be voted upon;
  - ii. A Motion Amendment shall be voted upon next, and
  - iii. the Motion, as amended, shall finally be voted upon. An amendment which is simply a rejection of the Motion will not be permitted.

## 2.20 Voting - Reconsideration

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

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

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

#### 2.20.1

A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;

#### 2.20.2

The Chair shall ask the Member to affirm that they voted with the majority;

#### 2.20.3

The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to reconsider to be added to the Agenda;

#### 2.20.4

When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to reconsider to the Agenda;

#### 2.20.5

Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda.

#### 2.20.6

Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions;

#### 2.20.7

No Motion shall be reconsidered more than twice in the same calendar year;

#### 2.20.8

A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter;

#### 2.20.9

Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion;

#### 2.20.10

No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.



### 3. Roles and Responsibilities

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

It is the role of the Head of Council to:

- A. Act as Chief Executive Officer (“CEO”) of the Municipality;
- B. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- C. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- D. Provide leadership to Council;
- E. Provide information and recommendations to Council with respect to the role of Council;
- F. Represent the Municipality at official functions;
- G. Uphold and promote the purposes of the Municipality;
- H. Promote public involvement in the Municipality’s activities;
- I. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- J. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- K. Carry out duties prescribed by the Municipal Act;

#### 3.2 Chair

It is the role of the Chair to:

- A. Open Meetings by calling the Meeting to order;
- B. Address the business listed on the Agenda;
- C. Receive and have read to Council all Motions presented by Members;
- D. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- E. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- F. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- G. When, in the Chair’s opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- H. Provide information to Members on any matter relating to the business of the Municipality;
- I. Authenticate by signature all By-Laws, Resolutions and Minutes;
- J. Rule on any points of order raised by Members;

- K. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- L. Call for the adjournment of the Meeting when business is concluded.

### 3.3 Deputy Head of Council. (Municipal Act s.242)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in their absence and shall have all the rights, powers, and authority as the Head of Council.

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting.

### 3.4 Council. (Municipal Act, s.224)

It is the role of Council to:

- A. Represent the public and to consider the well-being and interests of the Municipality;
- B. Develop and evaluate the policies and programs of the Municipality;
- C. Determine which services the Municipality provides;
- D. Ensure that administrative policies, practices, and procedures and controllership polices, practices and procedures are in place to implement the decisions of council;
- E. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- F. Maintain the financial integrity of the Municipality; and,
  - a. Carry out duties of council prescribed by the Municipal Act.

### 3.5 Clerk. (Municipal Act, s. 228)

It is the duty of the Clerk to:

- A. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- B. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- C. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- D. Perform other duties required under the Municipal Act or any other Act; and
- E. Prepare and circulate Council Packages to all Members.
  - a. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the Municipal Act.

### 3.6 Staff. (Municipal Act, s. 227)

It is the duty of Staff to:

- A. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- B. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- C. Carry out other duties required under the Act and other duties assigned by the Municipality.

### 3.7 Treasurer/Administrator (as Chief Administrative Officer. (Municipal Act, s. 229)

It is the duty of the Treasurer/Administrator to:

- A. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- B. Perform such other duties as are assigned by the Municipality.

### 3.8 Members of the Public.

It is the role of Members of the Public to:

- A. Attend Meetings which are open to the public;
- B. Follow the rules of order, polite conduct and decorum;
- C. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

## 4. Meetings

### 4.1 First Meeting

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held within the first 31 days of the term and preferably on the second Thursday in December.

At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members.

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

## 4.2 Regular Meetings

### 4.2.1

Time and Place. Regular Meetings shall be held every second Thursday of each month at 6:30 P.M., Regular Meetings shall be preceded, when required, by a Closed session starting no earlier than 3:00 P.M. A report of the Closed Session will be made at the appropriate time during the Regular Meeting.

### 4.2.2

Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

## 4.3 Working Sessions

Working Sessions of Council shall be held on the fourth Thursday of each month, except for July, August and December. Working Sessions shall start at 6:30 P.M.

## 4.4 Special Meetings

### 4.4.1

A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

### 4.4.2

The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

### 4.4.3

Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

### 4.4.4

The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

### 4.4.5

Once called to order, Special Meetings may move into closed, subject to the same rules contained herein, as provided in the Municipal Act.

## 4.5 Emergency Meetings

### 4.5.1

An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter (This is not to be confused with Meetings of the Emergency Control Group as established through the Municipal Emergency Plan).

#### 4.5.2

The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate Staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

#### 4.5.3.

Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

#### 4.5.4

Quorum is still required at an Emergency Meeting.

#### 4.5.5

These provisions shall apply, with necessary modifications, to Committees and Local Boards.

### 4.6 Closed Meetings

#### 4.6.1

A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

#### 4.6.2

No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

#### 4.6.3

After the Closed Meeting is adjourned the Chair shall report to the Public:

- A. That the Meeting has resumed open session; and,
- B. The general nature of the matters dealt with in the Closed Meeting.
- C. This report shall be provided no later than at the next Regular Meeting of Council.

#### 4.6.4

Permissive Closed Meetings. A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the Municipal Act, as follows:

- A. The security of the property of the Municipality or Local Board;
- B. Personal matters about an identifiable individual, including municipal or Local Board employees;
- C. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- D. Labour relations or employee negotiations;
- E. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- F. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- G. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;

- H. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
- I. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- J. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- K. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

#### 4.6.5

**Mandatory Closed Meeting.** A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the Municipal Act, as follows:

- A. A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act;
- B. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in Subsection 223.13(1) of the Municipal Act, or the Investigator referred to in Subsection 239.2(1) of the Municipal Act.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the Occupational Health and Safety Act.

## 4.7 Cancelled Meetings

### 4.7.1

A Meeting may be cancelled by the Head of Council, in consultation with the Treasurer/Administrator and/or Clerk, in the following instances:

- A. Quorum cannot be achieved;
- B. By Council Resolution;
- C. In the event of an unforeseen, significant event; or,
- D. The Meeting is no longer required.



#### 4.7.2

For the purposes of section 4.7.1, an unforeseen, significant event includes, but is not limited to, the following:

- A. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- B. Loss of heat/electricity or water;
- C. Clerk/Deputy Clerk's inability to attend;
- D. A state of emergency; and/or
- E. The inability of a required participant to attend.

#### 4.7.3

The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate Staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

## 5. Notice of Meetings

### 5.1 Annual Schedule of Meetings

#### 5.1.1

The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

#### 5.1.2.

The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

#### 5.1.3

The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

#### 5.1.4

The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings.

#### 5.1.5

Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

#### 5.1.6

Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

### 5.1.7

Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

## 6. Agenda

### 6.1 Agenda

#### 6.1.1

It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor and Treasurer/Administrator. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

#### 6.1.2

All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached Schedule B.

#### 6.1.3

The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

#### 6.1.4

Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the Members present.

#### 6.1.5

All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than ten (8) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

#### 6.1.6

Reports to Council shall be in the standard form set out in Schedule C.

#### 6.1.7

Members wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

#### 6.1.8

Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

### 6.1.9

The Clerk, Mayor and Treasurer/Administrator may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- A. More time is required to prepare Staff Reports for Council;
- B. The Delegation Request Form was not submitted by the deadline;
- C. The Delegation Request Form is incomplete;
- D. The subject matter of the Delegation is outside of the jurisdiction of Council;
- E. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- F. The Meeting Agenda is already too lengthy;
- G. The subject matter is set to be discussed on another Agenda;
- H. The issue is frivolous or vexatious;
- I. The issue has been or is to be considered by the Committee of Adjustment;
- J. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- K. Council previously indicated that it will not hear further from this Delegation; or
- L. The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

## 6.2 Closed Meeting Agenda

### 6.2.1

In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

## 6.3 Adjournment

### 6.3.1

A Motion to adjourn does not need a seconding Member.

### 6.3.2

A Motion to adjourn a Meeting will be considered at any time except the following:

- A. When another Member has been recognized by the Chair and is speaking on a matter,  
or
- B. During the taking of a vote.

### 6.3.3

If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

#### 6.4 Curfew

Meetings shall be automatically adjourned three hours after commencement unless otherwise determined by Resolution passed by a majority of the Members present and then may be extended for one hour.

#### 6.5 Committees/Appointments

##### 6.5.1

Committees and Appointments will be governed as per Policy/Schedule D.

#### 6.6 Electronic Participation

##### 6.6.1

Policy/Schedule E

#### 6.7. Amendment

##### 6.7.1.

Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

#### 6.8. Mandatory Review

##### 6.8.1

This By-Law shall have a mandatory review once per term of Council.

#### 6.9. Repeal – Enactment

##### 6.9.1

That By-Law 20-1522, By-Law 22-1608, and amendments thereto be and are hereby repealed.

##### 6.9.2

This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this 9th day of March, 2023.

Read a third and final time and enacted and passed this 9th day of March, 2023.

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**Mayor**

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**Clerk**

## 7. Schedules to the By-Law

Schedule A – Conflict of Interest

Schedule B – Agenda and Consent Agenda Schedule C – Reports

Schedule D – List of Committees/Appointments Schedule E – Electronic Participation

Schedule F – Delegations/Presentation Schedule G – Audio Recording Policy

Schedule H – Notice of Motion



Schedules A – Conflict of Interest

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

**DECLARATION OF CONFLICT OR PECUNIARY INTEREST FORM**

*The declaration is to be read aloud in the meeting and then forwarded to the Clerk*

**I declare that I have a pecuniary interest in item(s) \_\_\_\_\_ on this agenda, which is (are)**

\_\_\_\_\_  
*(description of the item(s) on the agenda)*

**because** \_\_\_\_\_  
*(general nature of that interest – MUST be included EXCEPT for Closed Session items)*

\_\_\_\_\_  
*Name of Member \_\_\_\_\_ Date of Meeting \_\_\_\_\_*

**Note:** When a declaration of interest is made in closed session, for an item on the closed session agenda, the declaration, not including the general nature, shall be recorded in the minutes of the next meeting that is open to the public.

Excerpt from the **Municipal Conflict of Interest Act**, R.S.O. 1990, Chapter M.50

**Duty of Member**

*When present at meeting at which matter considered*

**5. (1)** Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,  
 (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;  
 (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and  
 (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

*Where member to leave closed meeting*

**(2)** Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

*When absent from meeting at which matter considered*


**(3)** Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

## Schedule B – Agenda and Conflict agenda

The Agenda shall be prepared by the Clerk using the following headings:

1. Call to Order and Roll Call, including announcements/statements by Members, if any
2. Adoption of the Agenda
3. Declaration of Conflict of Pecuniary Interest and the General Nature thereof
4. Report from Closed Session
5. Adoption of the Minutes of previous meeting
6. Business Arising from Minutes
7. Delegations/Presentations
  - 7.1 Registered Delegations – With Presentations
  - 7.2 Invited Presentations
  - 7.3 Registered Delegations – Without Presentation
  - 7.4 Unregistered Delegations
8. Consent Agenda Items
  - 8.1 Staff Reports for Information
  - 8.2 Correspondence for Information
  - 8.3 Minutes of Local Boards & Committees
9. Staff and Committee Reports
10. Correspondence
  - 10.1 Action Correspondence
  - 10.2 Resolutions from Other Municipalities
11. Bylaws
12. Unfinished Business
13. New Business
14. Notice of Motion
15. Questions from the Public – Items on the Agenda
16. Confirmation By-Law
17. Adjournment

Schedule C – Administrative Report & Memo Template to Council

	<h2 style="margin: 0;">Corporation of the Municipality of Temagami</h2>	<p>Report No.</p> <hr/> <p>File No.</p>
<b>Subject:</b>		
<b>Agenda Date:</b>		
<b>Attachments:</b>		
<p><b><u>RECOMMENDATION</u></b></p> <p><b><u>BACKGROUND</u></b></p> <p><b><u>ANALYSIS</u></b></p> <p><b><u>FINANCIAL/STAFFING IMPLICATIONS</u></b></p> <p>This item has been approved in the current budget:    Yes <input type="checkbox"/>    No <input type="checkbox"/>    N/A <input type="checkbox"/></p> <p>This item is within the approved budgeted amount:    Yes <input type="checkbox"/>    No <input type="checkbox"/>    N/A <input type="checkbox"/></p> <p><b><u>ALTERNATIVES</u></b></p>   <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>Prepared By:</b></p>    <p>_____</p> <p><b>Name</b> <b>Position</b></p> </div> <div style="width: 30%;"> <p><b>Reviewed and submitted by:</b></p>    <p>_____</p> <p><b>Name</b> <b>Position</b></p> </div> <div style="width: 30%;"> <p><b>Accepted for Council consideration by:</b></p>    <p>_____</p> <p><b>Name</b> <b>Position</b></p> </div> </div>   <p><b>Note:</b> The Report should not exceed 2 pages in length. It should contain enough information for Council to base their decision. Additional information should be presented as required in the Attachments and referenced in the report.</p>		



## Schedule D – List of Committees/Appointments

As Adopted by Council Resolution, the following appointments have been made.

Dan O'Mara	District of Nipissing Social Services Administration Board Memorandum of Understanding Committee
Jamie (N.E.) Koistinen	Deputy Mayor Temagami Non-Profit Housing Committee Committee of Adjustment
Margaret Youngs	Temagami Family Health Team Recreation Event Planning Committee Committee of Adjustment
Wendell Gustavson	Cemetery Board Recreation Event Planning Committee Emergency Management Program Committee
Barret Leudke	Committee of Adjustment Memorandum of Understanding Committee Emergency Management Program Committee Community Emergency Management Coordinator
Jo-Anne Platts	Temagami Police Services Board Memorandum of Understanding Committee Administrator Review Committee
Carol Lowery	Temagami Public Library Board Timiskaming Public Health Unit

## Schedule E – Electronic Participation

The Municipal Act, under Section 238(2)(3.1), permits electronic participation. Municipalities are able to permit and provide the extent and manner of this participation.

- Members may participate electronically by phone or internet. Other forms of electronic communication may be permitted from time to time by Council resolution. The Municipality shall pay costs associated with conference calling required for electronic participation. In the event there is a service interruption, the Chair may call on recess for ten (10) minutes to rectify the situation.
- Members participating through electronic means shall declare any Conflicts as may arise through notice filed with the Clerk's office.
- There is no restriction to the number of meetings that an individual Member of Council may participate through electronic means.
- Electronic participation is permitted for any Session of Council whether it being Open or Closed.
- Members participating electronically in the meeting are included when determining quorum.
- The Chair of the meeting may be physically present or participating electronically. The Chair may make meeting specific requirements to maintain order in the meeting based on the mix of physically and electronically present participants.
- The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each questions as they would have been given if present in Council Chambers.
- All other privileges, rights and obligations contained in the Procedural By-law apply whether a Member is physically present in Council Chambers or is participating through electronic means.



## Schedule F – Delegations/Presentation

### Delegations/ Presentations

The general rules of conduct shall apply to all delegations and presentations received by Council.

#### Registered Delegations – With Presentations

1. Council may hear a maximum of two registered delegations at each Regular Council Meeting. Staff may schedule delegations for later meetings with respect to this guideline.
2. Any person wishing to register as a delegation shall submit to the Clerk a written request including their name and contact information by Wednesday at 4:30 p.m., eight days prior to the regular meeting at which the person wishes to be heard. This request should include the full content of the delegation. Staff will respond in the appropriate format to advise if Council will hear the presentation and outline details that may be necessary.
3. Delegations are not allowed to appear on an issue that has already been heard by Council unless there is new information.
4. Prior to delegation being heard at Council, Staff shall prepare reports that may be necessary.
5. Those addressing Council shall confine their remarks to the business stated in their request.
6. Delegations shall limit their presentations to not more than ten (10) minutes except where delegations consisting of more than two (2) people, delegations shall be limited to two (2) speakers and limited to speaking not more than fifteen (15) minutes in total.
7. Council shall receive the delegation by resolution.
8. Council shall, as a matter of course, defer decisions arising from the delegation until the next regular session of Council.

#### Registered Delegations – No Presentation

1. Delegations wishing to appear before Council but without a formal presentation shall, within the time prescribed above, make a request to appeal with the Clerk.
2. The request shall include the person's name and the general nature of the topic they wish to discuss.
3. The guidelines for Delegations stated above apply.

#### Invited Presentations

1. Persons or group invited by Council to make a special presentation on a specific subject shall not be constrained by the time limits set out for other delegations. Sufficient time will be

allowed as required to present their information and respond to questions from Council as necessary. In consultation with the Mayor and the Treasurer/Administrator, the Clerk shall determine whether invited presentations will count towards the maximum delegations permitted at any meeting.

2. Council may choose to receive invited presentations at a Special meeting called for that purpose or to alter the start time of the regular session based on the needs and nature of the presentation.

#### Unregistered Delegations

1. At regular sessions of Council, following Registered Delegations and Invited Presentations, Council shall allow a further fifteen (15) minutes (maximum) to hear unregistered delegations.
2. Unregistered delegations shall confine their remarks to items on the current agenda adopted by Council.
3. The Minutes of the meeting shall list only the name of the presenter and the agenda topic they spoke to.
4. Each presenter shall be limited to a maximum of five (5) minutes and shall be heard in order designated by the Chair.
5. Once the maximum of fifteen (15) minutes in total has been reached, no further unregistered delegations shall be heard.
6. Unregistered delegations shall not be permitted to address matters related to statutory public meetings or items related to hearing or tribunals that may be on the agenda. Those wishing to comment relative to a statutory public meeting will be asked to save their remarks for the appropriate time during the statutory public meeting.

## Schedule G – Audio Recording Policy

### 1. PURPOSE

As stated in the Municipality of Temagami’s Accountability and Transparency Policy: “The Council of the Corporation of the Municipality of Temagami acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner...Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholder.”

A high percentage of Temagami’s taxpaying population outside the physical land base of Temagami, making attendance at council meetings difficult for the majority, therefore Council has decided to provide audio recordings of the public sessions of Council meetings to enhance transparency and accountability by providing an additional means for its residents to be fully aware of council proceedings.

This document is to specify the policy for creating, storing, accessing and disposing of audio recordings of Council meetings.

### 2. SCOPE

This policy will apply to the recording of both open and closed sessions Council meetings.

### 3. DEFINITIONS

For the purpose of this Policy:

- 3.1 Council meeting – means a regular or special meeting of Council as provided for in the Procedural By-law.
- 3.2 Audio recording – means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by digital audio files and stored on a computer, or in any other format.
- 3.3 Official Record of a Meeting – means the written minutes of the proceedings of the meeting as prepared by the Municipal Clerk.
- 3.4 Transitory Record – for the purpose of this policy means a record, that has only a temporary value and is not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt, or provide evidence of legal, financial, operational or other official decisions.

### 4. OFFICIAL RECORD

In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded by the Clerk and approved minutes are the official record of the Municipality of Temagami meetings. The keeping of

audio recordings of meetings in no way detracts or undermines the position of approved minutes as the official record of decisions and are considered to be transitory records.

## **5. PURPOSE OF RECORDINGS**

Audio recordings of open sessions of Council meetings shall be for the primary purpose of making the recordings available to the public through the municipal website, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

Audio recordings of Closed session meeting of Council shall be for the primary purpose of making the recordings available to an investigator from the Ombudsman's office (or other official closed meeting investigator appointed by Council in accordance with the Municipal Act) in the event of a formal investigation of a closed meeting complaint, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

## **6. TECHNICAL DIFFICULTIES**

The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing.

The Municipality shall not be liable for failing to publish or produce audio recordings of any meeting where recording the meeting was not viable due to technical difficulties.

Due to the nature of technical equipment, it is not guaranteed that audio recordings will be continuous or fault-free.

## **7. NOTICE**

Notice shall be provided to ensure that presenters and members of the public are aware that the meeting proceedings are being audio recorded and made available through the municipal website.

The wording of the notice shall be as follows:

"An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government."

"As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting".

The Notice shall be displayed/expressed in the following manner:

- On the agenda for the relevant meeting of Council
- On the municipal website
- On the information sheet for delegations
- Verbally to phone-in delegations

## **8. TERMINATION OR SUSPENSION OF RECORDING**

The recoding of Council meetings shall begin at the commencement of the meeting and conclude at the adjournment of the meeting. The Chair has the authority to request termination or suspension of the recording of a meeting if continuing the recoding would prejudice the proceedings of the meeting. This would include:

- Public disturbance or other suspension of the meeting
- Exclusion of the public and press
- Any other reason as agreed by Council.

## **9. RESPONSIBILITY**

### **1. Municipal Clerk and/or Designate**

Shall be responsible for:

- Audio recordings of all open sessions and closed sessions of Council.
- Ensuring that closed sessions are recorded in separate files from open session recordings.
- Publishing the audio recordings of all open sessions so that they are accessible through the municipal website (by means of storage on the municipal website or a link to an outside provider such as SoundCloud) without alterations to the original recording.
- Archiving and storing the audio recordings of Council meetings electronically.
- Ensuring the confidential storage of closed session recordings.

### **2. Chair**

Shall be responsible for:

- Clearly announcing all business before Council
- Maintaining order as outlined within the Procedural By-law, and acknowledging each member by name prior to him or her speaking.

### **3. Members of Council**

Shall be responsible for:

- Ensuring that his or her microphone at the council table is turned on any and every time they have the floor to speak.
- Speaking directly into their microphone at the Council table to ensure that their words are recorded.
- Refraining from speaking at the same time as another member is speaking to ensure that the member who has the floor is clearly recorded.

## **10. STORAGE AND RETENTION**

Storage of audio recordings of Council meetings will be maintained by the Municipal Clerk. Archived audio meeting files will be maintained and disposed of in accordance with the Municipal Record Retention Schedule.

**11. ACCESS TO RECORDINGS**

Audio recordings of Open Council meetings can be accessed through the municipal website.

Audio recordings of Closed Council meetings can be accessed by Members of Council through a request filed with the Clerk. Once requested, a time to attend the Municipal Office and listen to the session will be arranged through mutual agreement between the Member and the Clerk. Copies of Closed Council meeting recordings shall not be made.

Any costs for reproduction of audio recordings, including the cost of the medium they are recorded on and staff time involved shall be the responsibility of the requester and must be paid before an audio recording is released. These cost shall be included in the annual Municipal User Fees By-law.

Copyright to the records of council meetings made available on the Municipal website is owned by the Municipality. No part of the recorded materials posted on the Municipal Website may be reproduced except in accordance with the provisions of the Copyright Act, as may be amended or replaced from time to time or without the express written permission of the Municipality.

**12. POLICY REVIEW**

This policy shall be reviewed a minimum once per Council term to ensure its effectiveness.



### Schedule H – Notice of Motion Procedures

1. To ensure Members of Council have the ability to place items of interest on Council Meeting Agendas and that the notice provisions contained within the Procedural By-Law and Municipal Policy are respected, a 'Notice of Motion' system will be used;
2. At any Regular Meeting, at the appropriate time in the agenda, the Chair shall ask if there are any Notices of Motion to be made;
3. Any Member of Council may, when asked by the Chair, state their intention to bring a motion forward by stating the topic and providing a brief synopsis of their reasoning;
4. After the Regular Meeting of Council, Staff will draft a resolution. This resolution will be shared with the Member providing the Notice of Motion to ensure the wording is acceptable;
5. The draft resolution will be placed on the next Regular Meeting Agenda for Council's consideration;
6. Based on the results of Council's consideration, Staff will either start the necessary research to prepare a report or will not proceed further with the matter;
7. While every effort will be made to ensure Notices of Motion are tended to in a timely matter, there may be occasions when additional time will be required to complete the process.

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 23-1660**

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**Being a By-law to adopt an Integrity Commissioner Inquiry Protocol**

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**WHEREAS** Section 223.3 of the Municipal Act, 2001, as amended, requires a municipality to appoint an Integrity Commissioner;

**AND WHEREAS** Council deems it appropriate to establish a protocol for inquiries by the Integrity Commissioner to ensure a consistent approach to such matters;

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

1. THAT the Municipality of Temagami adopts the Integrity Commissioner Protocol attached hereto as Schedule "A" which forms part of this By-Law;
2. THAT By-Law 19-1446 is hereby repealed;
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.
4. That this By-Law shall come into full force and effect upon final passing thereof.

READ A FIRST time this 9<sup>th</sup> day of March, 2023.

READ A SECOND AND THIRD time and finally passed this 9<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



MUNICIPALITY OF TEMAGAMI POLICY MANUAL  
SECTION: COUNCIL  
SUB-SECTION:  
POLICY TITLE: **INTEGRITY COMMISSIONER INQUIRY  
PROTOCOL**  
SCHEDULE A TO BY-LAW:  
POLICY NO:

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## 1.0 PURPOSE

The Municipality has, as required by section 223.2 of the Municipal Act, 2001, established a Code of Conduct for Members of Council of the Municipality and Members of its Local Boards.

The Municipality has, as required by section 223.3 of the Municipal Act, appointed an Integrity Commissioner whose duties include, among other things, conducting inquiries in respect to the alleged allegations noted in the Municipal Act.

The purpose of this protocol is to set out a framework for the Integrity Commissioner's inquiries conducted under the authority of the Municipal Act, 2001.

## 2.0 DEFINITIONS

**Applicant:** means the person who has submitted an application to the Integrity Commissioner for an inquiry to be carried out concerning an alleged contravention by a Member. (MCIA)

**Code of Conduct:** means a code of conduct established by Municipal Council as required by Section 232.2 of the Municipal Act, 2001.

**Elector:** means a person entitled to vote at a municipal election in the Municipality of Temagami.

**Integrity Commissioner:** means the individual or firm appointed by the Municipality including those individuals acting under powers delegated to them in writing by the Integrity Commissioner.

**Local Board:** means a Local Board of the Municipality other than:

- a. A society as defined in section 2.(1) of the Child, Youth and Family Services Act, 2017;
- b. A board of health as defined in section 1(1) of the Health Protection and Promotion Act;
- c. A committee of management established under the Long-Term Care Homes Act, 2007;
- d. A police service board established under the Police Services Act, 2018;
- e. A board as defined in section 1 of the Public Libraries Act; and
- f. A corporation established under the authority of section 203 of the Municipal Act, 2001.

**Member:** means a member of the Municipal Council and/or a member of a Local Board or a Committee of the Municipality including any members of their staff, if they have any.

**Requestor:** means the person who has submitted a request to the Integrity Commissioner for an inquiry concerning an alleged contravention of the applicable Code of Conduct.

**Respondent:** means the person who is alleged to have violated the Code of Conduct or named sections of the Municipal Conflict of Interest Act and whom an Integrity Commissioner inquiry application has been submitted.

### 3.0 INTEGRITY COMMISSIONER

#### 3.1 Functions

The Integrity Commissioner reports to Council and is responsible for performing in an independent manner, the functions assigned by the Municipality with respect to any of the following:

1. The application of the Code of Conduct for Members;
2. The application of any procedures, rules, and policies of the Municipality and Local Boards governing ethical behaviour of Members;
3. The application of section 5, 5.1, and 5.2 of the MCI to Members;
4. Requests from Members for advice respecting their obligations under the Code of Conduct applicable to the Member;
5. Requests from Members for advice respecting their obligations under a procedure, rule or policy of the Municipality or of the Local Board, as the case may be, governing the ethical behaviour of Members;
6. Requests from Members for advice respecting their obligations under MCI;
7. The provision of educational information to Members, the Municipality and the Public about the Municipality's Code of Conduct for Members and about the MCI.

#### 3.2 Powers and Duties

In carrying out the responsibilities described in section 3.1, the Integrity Commissioner may exercise such powers and shall perform such duties as may be assigned by the Municipality.

#### 3.3 Delegation

After satisfying themselves that a person is fully capable of carrying out the Integrity Commissioner's powers or duties, the Integrity Commissioner may, in writing, delegate to any person any such duties or powers. The delegation of such duties or powers shall not be made to a Member of Council, a Member of a Local Board, or a Staff Member of the Municipal Corporation. For greater certainty, if the Integrity Commissioner delegates any duties or powers, the Integrity Commissioner may continue to exercise the delegated powers and duties despite the delegation.

#### 3.4 Outside Assistance

In performing any of their duties, the Integrity Commissioner may engage outside assistance or consult with the Municipality's legal counsel. When the Municipality's legal counsel is assisting the Integrity Commissioner their role is solely to assist the Integrity Commissioner and not any particular individual.

### 4. REQUESTS FOR ADVICE

#### 4.1 Requests for advice shall be in writing

A request by a Member for advice from the Integrity Commissioner under paragraphs 4, 5, or 6 of Section 3.1, above, shall be made in writing.

#### 4.2 Advice shall be in writing

If the Integrity Commissioner provides advice to a Member under paragraphs 4, 5, or 6 of Section 3.1, above, the advice shall be in writing.

#### 4.3 Release of advice

Advice provided by the Integrity Commissioner to a Member under paragraphs 4, 5, or 6 of Section

3.1, above, may be released by the Integrity Commissioner:

1. With the Member's written consent; or
2. Without the Member's written consent if the Member releases part of the advice.

## 5. Inquiry by Integrity Commissioner re Code of Conduct

### 5.1 Request for inquiry

A request for inquiry may be made in writing to the Integrity Commissioner by a Member, Staff, or Member of the Public about whether a Member has contravened the Code of Conduct.

### 5.2 Request contents

A request for inquiry under Section 5.1, above, may be in the form set out in Schedule "A" or, otherwise, shall include sufficient information to set out a prima facie contravention of the applicable Code of Conduct, including, but not necessarily limited to, all of the following:

1. The Requestor's name and contact information;
2. What happened – a description of the events or situation;
3. When it happened – dates and times of the events or incidents;
4. Where it happened, the location (s) where the events or incidents occurred; and
5. Who saw it happen – the names of witnesses, if any.

### 5.3 Jurisdiction re workplace violence, harassment, and sexual harassment

Request made under this section must specifically refer to alleged contraventions of the Code of Conduct by a Member. Allegations of workplace violence, harassment and sexual harassment by a Member must be reported in the manner set out in the Municipality of Temagami Workplace Anti-Violence, Harassment and Sexual Harassment Policy and must be reported as provided thereunder and that policy shall exclusively apply in respect of any such report.

### 5.4 Request review

The Integrity Commissioner will conduct an initial review of the request to ensure that it is a proper allegation of a breach of the Code of Conduct. If, after the initial review, the Integrity Commissioner determines the request is not properly an allegation of a breach of the Code of Conduct, there are insufficient grounds to believe that there has been a contravention of the Code of Conduct, or the Integrity Commissioner determines that the inquiry is not appropriate for any other reason in the Integrity Commissioner's reasonable discretions, the Integrity Commissioner will dismiss the request. When determining if an inquiry is appropriate, the Integrity Commissioner may, among other things, take into account the date of the alleged breach.

### 5.5 Request for further information

If, upon initial review, the Integrity Commissioner determines that the Requestor has not supplied the information as mentioned in Section 5.2, the Integrity Commissioner will advise the requestor that they must supply additional information and shall take no further action until the information is provided.

### 5.6 Powers on Inquiry

The Integrity Commissioner may elect to exercise the powers under Sections 33 and 34 of the Public Inquiries Act, 2009, in which case, notwithstanding anything to the contrary herein, those sections apply to the inquiry.

### 5.7 Information

The Municipality, its Local Boards and Committees shall give the Integrity Commissioner such

information as the Integrity Commissioner believes to be necessary for an inquiry including free access to all books, accounts, financial records, electronic data processing records, reports, files and other papers, things or property belonging to or used by the Municipality, Committee, or a Local Board. For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

#### 5.8 Penalties the Municipality may impose

Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Municipality that the Member has contravened the Code of Conduct:

1. A reprimand;
2. Suspension of the remuneration paid to the Member for a period of up to 30 days;
3. Other penalties, including, but not necessarily limited to:
  - a. Removal from membership of a Committee or Local Board;
  - b. Removal as Chair of a Committee or Local Board;
  - c. Require repayment of reimbursement of moneys received;
  - d. Return of property or reimbursement of moneys received;
  - e. Return of property or reimbursement of its value;
  - f. Request for an apology to Council, the Requestor or other relevant party;
  - g. Revocation of travel or other budget;
  - h. Request for resignation;
  - i. Trespass Order restricting access except for Council Meeting.

#### 5.9 Penalties the Local Board may impose

A Local Board may impose any of the penalties described in Section 5.8, above, on a Member of the Local Board if the Integrity Commissioner reports to the Local Board that, in their opinion, the Member of the Local Board has contravened the Code of Conduct applicable to the Member of the Local Board, and if the Municipality has not imposed a penalty on the Member of the Local Board under Section 5.8, above, in respect of the contravention.

#### 5.10 Termination of inquiry when regular election begins

If the Integrity Commissioner has not completed an inquiry before nomination day for a regular election, as set out in Section 31 of the Municipal Elections Act, 1996, the Integrity Commissioner shall terminate the inquiry on that date. If an inquiry is so terminated, the Integrity Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election, as set out in Section 5 of the Municipal Elections Act, 1996, the person or entity who made the request, or the Member or former Member whose conduct is concerned makes a written request to the Integrity Commissioner that the inquiry be opened.

#### 5.11 Other rules that apply during regular election

The following rules apply during the period of time starting on nomination day for a regular election, as set out in Section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in Section 5 of that Act:

1. There shall be no requests for an inquiry about whether a Member of Council or of a Local Board has contravened the Code of Conduct applicable to the Member;
2. The Integrity Commissioner shall not report to the Municipality or Local Board about whether, in their opinion, a Member of Council or of a Local Board has contravened the Code of Conduct applicable to the Member;
3. The Municipality or Local Board shall not consider whether to impose the penalties referred to in Section 5.8 and 5.9, above, on a Member of Council or Local Board.



## 6. Inquiry by Integrity Commissioner regarding section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act

### 6.1 Application

An Elector, or a person demonstrably acting in the public interest, may apply in writing to the Integrity Commissioner for an inquiry to be carried out concerning an alleged contravention of Sections 5, 5.1, or 5.2 of the MCI Act by a Member.

### 6.2 Content of application

An application may be in the form set out in Schedule “B” or, otherwise, shall set out the reasons for believing that the Member has contravened Sections 5, 5.1, or 5.2 of the MCI Act and include the Applicant’s name, and contact information and the statutory declaration attesting to the fact that the Applicant became aware of the contravention not more than six weeks before the date of the application or, in the case where the Applicant became aware of the alleged contravention during the period of time described in paragraph 1 of Section 6.6, below, a statutory declaration attesting to the fact that the Applicant became aware of the alleged contravention during that time period.

### 6.3 Review of application

The Integrity Commissioner will conduct an initial review of the application to ensure that it complies with this section. If the application does not comply with this section, the Integrity Commissioner will advise the Applicant about the non-compliance in writing and the Integrity Commissioner shall take no further action unless or until the Applicant submits a compliant application. If upon initial review, the Integrity Commissioner determines that the application is not properly an application alleging contravention of Sections 5, 5.1, or 5.2 of the MCI Act or there are no reasonable grounds to support the application, the Integrity Commissioner shall dismiss the application.

### 6.4 No application for inquiry during regular election

No application for an inquiry under this section may be made to the Integrity Commissioner during the period of time starting on nomination day for a regular election, as set out in Section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election as set out in Section 5 of that Act.

### 6.5 Application timing

An application under this section may only be made within six weeks after the Applicant became aware of the alleged contravention. No application shall be brought after the expiration of six years from the time at which the contravention is alleged to have occurred.

### 6.6 Exception

Despite Section 6.5, above, an application may be made more than six weeks after the Applicant became aware of the alleged contravention if both of the following are satisfied:

1. The Applicant became aware of the alleged contravention six weeks before nomination day for a regular election, as set out in Section 31 of the Municipal Elections Act 1996, and ending on voting day in the regular election, as set out in Section 5 of that Act;
2. The Applicant applies to the Integrity Commissioner under Section 6.1 within six weeks after the day after voting day in a regular election, as set out in Section 5 of the Municipal Elections Act, 1996.

### 6.7 Public meeting

If the Integrity Commissioner decides to conduct an inquiry, the Integrity Commissioner may have

a public meeting to discuss the inquiry.

#### 6.8 Powers on Inquiry

The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the Public Inquiries Act, 2009, in which case, notwithstanding anything to the contrary herein, those sections apply to the inquiry.

#### 6.9 Information

The Municipality and its Local Boards shall give the Integrity Commissioner such information as the Integrity Commissioner believes to be necessary for an inquiry including free access to all books, accounts, financial records, electronic data processing records, reports, files and other papers, things or property belonging to or used by the Municipality for a Local Board. For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

#### 6.10 Termination of inquiry when regular election begins

If the Integrity Commissioner has not completed an inquiry before nomination day for a regular election, as set out in Section 31 of the Municipal Elections Act, 1996, the Integrity Commissioner shall terminate the inquiry on that day.

#### 6.11 No other inquiry in respect of the matter to commence without application

If an inquiry is terminated under section 6.10, the Integrity Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election as set out in section 5 of the Municipal Elections Act 1996, the person who made the application, or the Member or former Member whose conduct is concerned applies in writing to the Integrity Commissioner for the inquiry to be carried out.

#### 6.12 Timing for completion of inquiry

The Integrity Commissioner shall complete the inquiry within 180 days after receiving the completed compliant application under section 6.1, above, unless the inquiry is terminated under section 6.10, above.

#### 6.13 Decision to apply to a judge upon completion of inquiry

Upon completion of the inquiry, the Integrity Commissioner may, if they consider it appropriate, apply to a judge for a determination as to whether the Member has contravened sections 5, 5.1, or 5.2 of the MVCIA.

#### 6.14 Notice to Applicant re decision not to apply to judge

The Integrity Commissioner shall advise the Applicant if the Integrity Commissioner will not be making an application to a judge.

#### 6.15 Reasons re decision to apply to a judge

After deciding whether or not to apply to a judge, the Integrity Commissioner shall make public written reasons for the decision.

#### 6.16 Costs

The Integrity Commissioner's costs of applying to a judge shall be paid by:

1. The Municipality, if the Member is alleged to have contravened sections 5, 5.1, or 5.2 of the MCVIA as a Member of Council of the Municipality; or
2. The Local Board, if the Member is alleged to have contravened sections 5, 5.1, or 5.2 of the MCVIA as a Member of the Local Board.

## 7. Conduct of Inquiry

The Integrity Commissioner may conduct such inquiry as they consider necessary in response to the complaint request or application under section 5 or 6 above and such inquiry may include all or some of the following:

1. Informing the Respondent of the application;
2. Interviewing the Applicant, the Respondent, any person involved in the incident, and any identified witnesses;
3. Interviewing any other person who may have knowledge of the incidents related to the application or any other similar incidents; and
4. Reviewing any information the Integrity Commissioner believes necessary and document such review.

## 8. Reference to appropriate authorities

### 8.1 Referral of matter by Integrity Commissioner

If the Integrity Commissioner, when conducting an inquiry, determined that there are reasonable grounds to believe that there has been a contravention of the Criminal Code of Canada or any other Act, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting investigation, including, but not limited to, police investigations and/or the charges have been finally disposed of, and shall report the suspension to Council. Contravention of any other Act includes, but is not limited to, contravention of the Occupational Health and Safety Act.

### 8.2 No derogation of rights

The provisions of this protocol in no way affect the right of anyone to:

1. Contact the police, other law enforcement agencies, or any other appropriate authority on their own initiative;
2. Exercise their rights under any legislation; or
3. Take any other available legal action.

## 9. Confidentiality

### 9.1 Integrity Commissioner's duty of confidentiality

The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality with respect to all matters that come to his or her knowledge in the course of performing their duties. This section prevails over the Municipal Freedom of Information and Protection of Privacy Act.

### 9.2 Confidentiality of those involved in inquiry

Out of respect for the relevant individuals, it is essential that the Applicant, Respondent, witnesses and anyone else involved in an inquiry conducted by the Integrity Commissioner hereunder maintain confidentiality throughout the inquiry and afterwards.

### 9.3 Disclosure required by law

Notwithstanding sections 9.1 or 9.2 above, information may be disclosed in a criminal proceeding or as required by law.

### 9.4 Retention of records

The Integrity Commissioner and person(s) providing outside assistance to the Integrity

Commissioner pursuant to section 3.4, above, shall retain all records related to any application and any inquiry indefinitely.

## 10. Reports

### 10.1 Periodic report to Council

If the Integrity Commissioner provides a periodic report to the Municipality on their activities, the Integrity Commissioner may summarize advice they have given, but shall not disclose confidential information that could identify a person concerned.

Regardless, the Integrity Commissioner shall report bi-monthly to Council with the following information:

1. Number of complaints received;
2. Number of complaints proceeding to investigation;
3. Number of complaints (aggregate) at the investigation stage; and
4. Number of complaints finalized and/or closed.

### 10.2 Report about conduct

After completing an inquiry, the Integrity Commissioner shall provide a written report to the Municipality or Local Board (the "Report").

The Integrity Commissioner may disclose in the Report, such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the Report. Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report may, at the Integrity Commissioner's discretion, contain the following:

1. An outline of the Integrity Commissioner's findings; and
2. The terms of any recommended corrective action.

Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report must contain sufficient information for the Municipality or Local Board to determine whether or not to impose corrective action under section 5.7.

### 10.3 Recommendation regarding costs

Where, after an investigation by the Integrity Commissioner, there is no finding of a contravention of the Code of Conduct, the Integrity Commissioner may recommend to the Municipality, or the Local Board, that these costs be recovered from the Applicant.

### 10.4 Report to Council or Local Board

Upon receipt of the Report, the Clerk shall indicate on the regular agenda of Council or the Local Board, notice of intent from the Integrity Commissioner to submit a Report for consideration at the following regular meeting.

The Respondent shall have the right of reply when the Report is considered by the Municipality or the Local Board.

Upon review of the Report, Council, or the Board, shall pass a resolution stating whether or not it intends to take action in response to the Report, and if so, what action will be taken.

### 10.5 Publication of reports

The Municipality and each local Board shall ensure that the reports received from the Integrity

Commissioner by the Municipality or by the Local Board, as the case may be, are made available to the public upon request.

#### 11 Bad faith Applications or Requests

If a person or entity makes a request or application for an inquiry hereunder and the Integrity Commissioner determines such a request or application is made in bad faith or is vexatious or frivolous in nature, notwithstanding anything to the contrary in the protocol, the Integrity Commissioner may disclose all relevant information concerning the request or application to the Municipality such that the Municipality may pursue any recourse available against the individual or entity. Examples of bad faith include, but are not limited to, making a report knowing the allegations therein are untrue or making a report for an improper purpose.

#### 12. Indemnity

The Municipality shall indemnify and save harmless the Integrity Commissioner, or any person acting under the instructions of the Integrity Commissioner, for costs reasonably incurred by either of them in connection with the defence of a proceeding if the proceeding relates to an act done in good faith and in performance of intended performance of a duty or authority hereunder or an alleged neglect or default in the performance in good faith of such duty or a by-law passed under Part V.I of the Municipal Act, 2001. For greater certainty, nothing in this section affects the application of section 228 of the Municipal Act, 2001 with respect to a proceeding referred to in this section.

#### 13. Protocol Review

The Municipality shall review this Protocol as often as it deems reasonably necessary but at minimum once per term of Council. The most current version of this protocol will be available for viewing on the municipal website.

Unsuccessful consultants will receive written notification of the decision.



Corporation of the Municipality of Temagami

Memo No.  
2023-M-042

**Memorandum to Council**

<b>Subject:</b>	OCWA Final Reports - 2022
<b>Agenda Date:</b>	<b>March 9, 2023</b>
<b>Attachments:</b>	Temagami North Drinking Water System Annual Report; Temagami South Drinking Water System Annual Report

**RECOMMENDATION**

BE IT RESOLVED THAT Council receives the Annual Reports from the Ontario Clean Water Agency for the Temagami North Drinking Water system and the Temagami South Drinking Water system for the year 2022;

AND FURTHER THAT Council direct Staff to file these reports in the appropriate water system binder that is available for public viewing during normal office hours.

**INFORMATION**

The 2022 Annual Summary Reports for the Temagami North & South Drinking Water systems have been received from the Ontario Clean Water Agency (OCWA). These reports have been prepared to satisfy the requirement of Ontario's Drinking Water Systems Regulation (O. Reg. 170/03) made under the *Safe Drinking Water Act in 2002*. This regulation requires the owner of a drinking water system prepare an Annual Compliance Report and an Annual Summary Report which describes the operation of the system and the quality of its water.

From the reports, there was an elevated sodium level in both systems. On inquiry, OCWA informed that they followed the acceptable protocol of advising Public Health who would then inform area doctors who, in turn, would inform patients on sodium reduced diets.

These reports have been placed in the appropriate system binder and is available for public viewing in accordance with the regulations.

As part of the reporting, the information below was received and is included in this report for Council's consideration.

**Annual Compliance Report**

*The annual report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than February 28<sup>th</sup> of the following year.*

*In accordance with Section 11 (6), the annual report must:*

- (a) contain a brief description of the drinking-water system, including a list of water treatment chemicals used by the system during the period covered by the report;*
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;*
- (c) summarize the results of tests required under the Regulation, the system's approval, drinking water works permit, municipal drinking water licence, or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;*

- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) if the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4) O. Reg. 170/03, s. 11 (6).

*In addition, Section 11 (7) gives the direction that a copy of an annual report for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports are to be made available at the Municipal office, or at a location that is accessible to the users of the water system.*

### **Annual Summary Report**

*The annual summary report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than March 31<sup>st</sup> of the following year.*

*As required in Schedule 22, Summary Reports for Municipalities, the annual summary must:*

*(2) (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and*

*(b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.*

*(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:*

*1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.*

*2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.*

*In addition, Section 12 (1) – 4 – gives the direction that a copy of the annual summary for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports are to be made available at the municipal office, or at a location that is accessible to the users of the water system.*

*These reports have been combined as the Temagami North Drinking Water System 2022 Annual Summary Report and the Temagami South Drinking Water System 2022 Annual Summary Report*

*Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the Ministry of the Environment (MOE) should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2022 Annual Summary Reports, then we recommend that this information be added to the report.*

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





Temagami North Drinking Water System

# 2022 ANNUAL SUMMARY REPORT



Prepared by the Ontario Clean Water Agency  
on behalf of the Municipality of Temagami



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## OVERVIEW

Municipalities throughout Ontario are required to comply with Ontario Regulation 170/03 made under the *Safe Drinking Water Act, 2002*. The Act was passed following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking-water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

O. Reg. 170/03 requires the owner to produce an Annual Report, under Section 11. This report must include the following:

- Description of system and chemical(s) used
- Summary of any adverse water quality reports and corrective actions
- Summary of all required testing
- Description of any major expenses incurred to install, repair or replace equipment

This Annual Report must be completed by February 28 of each year.

The regulation also requires a Summary Report which must be presented and accepted by Council by March 31 of each year for the preceding calendar year reporting period.

The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The *Safe Drinking Water Act, 2002* and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

- A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The Ontario Clean Water Agency prepares the reports on behalf of the Municipality of Temagami by February 28 of each year. The two reports have been combined and presented to council as the Temagami North Drinking Water System 2022 Annual Summary Report.



## 1.0 INTRODUCTION

<b>Drinking-Water System Name:</b>	<b>TEMAGAMI NORTH DRINKING WATER SYSTEM</b>
<b>Drinking-Water System Number:</b>	220000433
<b>Drinking-Water System Owner:</b>	The Corporation of the Municipality of Temagami
<b>Drinking-Water System Category:</b>	Large Municipal, Residential System
<b>Municipal Drinking Water Licence No.:</b>	201-102 (issued July 10, 2021)
<b>Drinking Water Works Permit No.:</b>	201-202 (issued July 10, 2021)
<b>Permit to Take Water No.:</b>	4505-AS3NUQ (issued October 26, 2017)
<b>Reporting Period:</b>	January 1, 2022 to December 31, 2022

**Does your Drinking-Water System serve more than 10,000 people?** No

**Is your annual report available to the public at no charge on a web site on the Internet?** No

**Location where Report is required under O. Reg. 170/03 Schedule 22 will be available for inspection:**

Temagami Municipal Office  
7 Lakeshore Drive  
Temagami, ON POH 2H0

### ***Other Drinking-Water Systems that receive drinking water from this System***

The Temagami North Drinking Water System provides all of its drinking water to the community of Temagami North within the Municipality of Temagami.

### ***The Annual Report was not provided to any other Drinking Water System owners***

The Ontario Clean Water Agency prepared the 2022 Annual Report for the Temagami North Drinking Water System and provided a copy to the system owner; the Municipality of Temagami. The Temagami North Drinking Water System is a stand-alone system that does not receive water from or send water to another system.

### ***System users are notified that the Annual Report is available through:***

- Public access/notice via the web
- Public access/notice via Municipal Office



## 2.0 DESCRIPTION OF THE DRINKING WATER SYSTEM

The Temagami North Drinking Water System is owned by The Corporation of the Municipality of Temagami. OCWA is the Operating Authority of the Water Treatment and Distribution Systems. This subject system is not interconnected to any other drinking water systems owned by different owners.

The intake pipe for the Temagami North water treatment plant is located approximately 165 m off the west shore of Net Lake at 10 m below the low water level of the lake. The raw water is directed by gravity via a 222 m long, 250 mm diameter intake pipe to a low lift pumping station consisting of a wet well and two submersible low lift pumps, each rated at 3.8 L/s (328 m<sup>3</sup>/day). These pumps are controlled by the systems PLC (programmable logic controller) and discharge to the two BCA Pre-Fabricated package treatment plants.

The BCA plants each consist of a flash mixing chamber, flocculation tank, two clarification chambers, and two deep dual media filters (sand/anthracite). Aluminum sulphate and polymer are added for the coagulation/flocculation process, sodium carbonate for pH adjustment and sodium hypochlorite for disinfection. All chemicals are added using metering pumps. The plant is equipped with an automated monitoring system that records various components of the process including system flows and chemical dosages.

The treated water is directed to two of the three clearwells, which have a combined capacity of 268.9 m<sup>3</sup>. The two high lift pumps direct the treated water into the distribution system, which is equipped with a standpipe known as the North Tower. The standpipe has a total storage capacity of 732 m<sup>3</sup> and helps to maintain water pressure within the system. The standpipe is also equipped with a chlorine booster system. Alarmed chlorine and turbidity monitoring systems are in place to ensure the water is of acceptable quality before entering the distribution system.

Filter backwashes are initiated by head loss, turbidity levels and time and manually by the operator. The backwash wastewater and sedimentation sludge is directed to a drainage system that leads to the Municipal sanitary sewer system for disposal.

A back up 80 kW diesel generator with automatic start is located in a nearby sewage pumping station and is available to provide emergency power for the entire facility in the event of a power interruption.

Classified as a Large Municipal Residential Drinking Water System, Temagami North has approximately 218 service connections serving an estimated population of 300 residents.

## 3.0 WATER TREATMENT CHEMICALS USED

The following chemicals were used in the Temagami North treatment process:

- Aluminum Sulphate (Alum) - Coagulation/Flocculation
- Polyelectrolyte (Polymer) - Coagulant Aid
- Sodium Carbonate (Soda Ash) – pH and Alkalinity Adjustment
- Sodium Hypochlorite - Primary Disinfection

All treatment chemicals are NSF/ANSI approved.

## 4.0 SIGNIFICANT EXPENSES INCURRED

- New battery and power supply for the PLC
- New auto dialer for alarms
- New turbidity analyzers for raw and treated water
- Operations and maintenance costs



## 5.0 NOTICES REPORTED TO THE SPILLS ACTION CENTER

### Incident #1 – Treated Water Sodium Exceeded 20 mg/L (AWQI # 160396)

<b>Date</b>	October 17, 2022
<b>Details</b>	Sodium result of 29.2 mg/L for treated (POE) sample collected on October 17, 2022.
<b>Corrective Action</b>	Re-sample collected at the Point of Entry on October 24, 2022; Sodium result was 29.6 mg/L.

## 6.0 MICROBIOLOGICAL TESTING

Sample Type	Number of Samples	<i>E. coli</i> Results (min to max)	Total Coliform (min to max)	Number of HPC Samples	HPC Results (min to max)
Raw	52	2 to NDOGN	2 to NDOGN	N/A	N/A
Treated	52	0 to 0	0 to 0	52	<10 to 60
Distribution	104	0 to 0	0 to 0	52	<10 to 140

Maximum Acceptable Concentration (MAC) for *E. coli* = 0 Counts/100 mL      MAC for Total Coliforms = 0 Counts/100 mL  
 “<” denotes less than the laboratory’s method detection limit.

NDOGN = No Data, Overgrown with Non-Target

**Note:** One microbiological sample is collected and tested each week from the raw and treated water supply. A total of two microbiological samples are collected and tested each week from the distribution system.

## 7.0 OPERATIONAL TESTING

### Continuous Flow Analyzers in Treatment Process

Parameter	Number of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Filter 1)	8760	0 to 0.68	NTU
Turbidity (Filter 2)	8760	0 to 0.93	NTU
Free Chlorine	8760	0.78 to 2.21	mg/L

Note: For continuous monitors use 8760 as the number samples for one year.

Effective backwash procedures, including filter to waste are in place to ensure that the effluent turbidity requirements are met all times.

### Free Chlorine Residual in the Distribution System

Number of Samples	Free Chlorine (min to max)	Unit of Measure	Standard
376	0.21 to 1.94	mg/L	≥ 0.05

Note: Four (4) chlorine residual samples are collected one day and three (3) on a second day of each week (364 samples/year). The sample sets must be collected at least 48-hours apart.

### Nitrate & Nitrite at the Water Treatment Plant

Date of Sample	Nitrate Result	Nitrite Result	Unit of Measure	Exceedance
January 11	0.1	< 0.01	mg/L	No
April 12	0.2	< 0.01	mg/L	No
July 12	0.2	< 0.01	mg/L	No
October 25	0.2	< 0.01	mg/L	No

MAC for Nitrate = 10 mg/L

MAC for Nitrite = 1.0 mg/L

### Total Trihalomethane in the Distribution System

Date of Sample	THM Result	Running Average	Unit of Measure	Exceedance
January 10	28	37.93	ug/L	No
April 11	26.9	40.60	ug/L	No
July 11	35.4	36.33	ug/L	No
October 17	43.4	33.43	ug/L	No

MAC for Trihalomethanes = 100 ug/L (Four Quarter Running Average)

### Total Haloacetic Acids in the Distribution System

Date of Sample	HAA Result	Running Average	Unit of Measure	Exceedance
January 10	45	36.6	ug/L	NA
April 11	16	39.25	ug/L	NA
July 11	59	48.5	ug/L	NA
October 17	53	43.25	ug/L	NA

MAC for Haloacetic Acids = 80 ug/L (Four Quarter Running Average)

### Most Recent Lead, pH & Alkalinity in the Distribution System

Sample Date	# of Samples	pH	Alkalinity (mg/L)	Lead (ug/L)	Exceedance
March 15, 2022	1	7.64	39	<0.1 (March 10, 2021)	No
September 13, 2022	1	6.8	40	0.3 (March 10, 2021)	No

MAC for Lead = 10 ug/L

Note: The system is required to test for total alkalinity and pH in one distribution sample collected during the period of December 15 to April 15 and one distribution sample during the period of June 15 to October 15. This testing is required in every 12-month period with lead testing in every third 12-month period. Next round of lead sample scheduled for 2024.

### Schedule 23 Inorganics at the Water Treatment Plant

Sample Date: October 17, 2022

Parameter	Result Value	Unit of Measure	MAC	Exceedance
Antimony	< 0.5	ug/L	6	No
Arsenic	< 1.0	ug/L	25	No
Barium	6.0	ug/L	1000	No
Boron	< 2.0	ug/L	5000	No
Cadmium	< 0.1	ug/L	5	No
Chromium	< 1.0	ug/L	50	No
Mercury	< 0.1	ug/L	1	No
Selenium	< 0.2	ug/L	10	No
Uranium	< 1.0	ug/L	20	No

Note: Sample required every 12 months.





**Schedule 24 Organics at the Water Treatment Plant**

Sample Date: October 17, 2022

Parameter	Result Value	Unit of Measure	MAC	Exceedance
1,1-Dichloroethylene	< 0.3	ug/L	14	No
1,2-Dichlorobenzene	< 0.2	ug/L	200	No
1,2-Dichloroethane	< 0.2	ug/L	5	No
1,4-Dichlorobenzene	< 0.3	ug/L	5	No
2,3,4,6-Tetrachlorophenol	< 0.3	ug/L	100	No
2,4,6-Trichlorophenol	< 0.2	ug/L	5	No
2,4-D (Dichlorophenoxy acetic acid)	< 0.45	ug/L	100	No
2,4-Dichlorophenol	< 0.2	ug/L	900	No
Alachlor	< 0.23	ug/L	5	No
Atrazine + N-dealkylated metabolites	< 0.5	ug/L	5	No
Azinphos-methyl (Guthion)	< 0.173	ug/L	20	No
Benzene	< 0.1	ug/L	1	No
Benzo(a)pyrene	< 0.01	ug/L	0	No
Bromoxynil	< 0.12	ug/L	5	No
Carbaryl	< 2	ug/L	90	No
Carbofuran	< 3	ug/L	90	No
Carbon tetrachloride	< 0.2	ug/L	2	No
Chlorobenzene	< 0.5	ug/L	80	No
Chlorpyrifos (Dursban)	< 0.173	ug/L	90	No
Diazinon	< 0.173	ug/L	20	No
Dicamba	< 0.105	ug/L	120	No
Dichloromethane	< 1	ug/L	50	No
Diclofop-methyl	< 0.15	ug/L	9	No
Dimethoate	< 0.173	ug/L	20	No
Diquat	< 0.2	ug/L	70	No
Diuron	< 10	ug/L	150	No
Glyphosate	< 20	ug/L	280	No
Malathion	< 0.173	ug/L	190	No
MCPA	< 7.51	ug/L	100	No
Metolachlor	< 0.115	ug/L	50	No
Metribuzin (Sencor)	< 0.115	ug/L	80	No
Paraquat	< 0.2	ug/L	10	No
Pentachlorophenol	< 0.3	ug/L	60	No
Phorate	< 0.115	ug/L	2	No
Picloram	< 0.105	ug/L	190	No
Prometryne	< 0.0576	ug/L	1	No
Simazine	< 0.173	ug/L	10	No
Terbufos	< 0.115	ug/L	1	No
Tetrachloroethylene	< 0.3	ug/L	10	No
Total PCBs	< 0.09	ug/L	3	No
Triallate	< 0.115	ug/L	230	No
Trichloroethylene	< 0.2	ug/L	5	No
Trifluralin	< 0.115	ug/L	45	No
Vinyl chloride	< 0.1	ug/L	1	No

Note: Sample required every 12 months.



***Inorganic or Organic Parameter(s) that Exceeded Half the Standard***

No inorganic or organic parameter(s) listed in Schedule 23 and 24 of Ontario Regulation 170/03 exceeded half the standard found in Schedule 2 of the Ontario Drinking Water Standard (O. Reg.169/03) during the reporting period.

***Most Recent Sodium at the Water Treatment Plant***

Date of Sample	Number of Samples	Result Value	Unit of Measure	MAC	Exceedance
October 17, 2022	1	29.2	mg/L	20	Yes
October 24, 2022	1	29.6	mg/L	20	Yes

Note: Sample required every 60 months. Next sampling scheduled for October 2027.

***Most Recent Fluoride at the Water Treatment Plant***

Date of Sample	Number of Samples	Result Value	Unit of Measure	MAC	Exceedance
October 17, 2022	1	< 0.05	mg/L	1.5	No

Note: Sample required every 60 months. Next sampling scheduled for October 2027.

***Additional Testing Performed in Accordance with a Legal Instrument***

No additional sampling and testing was required for the Temagami North Drinking Water System during the 2022 reporting year.

**8.0 REQUIREMENTS THE SYSTEM FAILED TO MEET**

The system met all requirements in 2022.

*For Adverse Water Quality Incidents please see section 5.0*

## 9.0 SUMMARY OF QUANTITIES & FLOW RATES

The following Water Usage Tables summarize the quantities and flow rates of water taken and produced during the 2022 reporting period, including average monthly volumes, maximum monthly volumes, total monthly volumes and maximum flow rates.

### 2022 - Monthly Summary of Water Takings from the Source (Net Lake)

Governed by Permit to Take Water (PTTW) #4505-AS3NUQ (Oct. 26, 2017)

Raw Water Usage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Total Volume (m <sup>3</sup> )	5870	5882	5774	5547	4801	4454	5312	4972	3910	4476	4278	5058	60334
Average Volume (m <sup>3</sup> /day)	189	210	186	185	155	148	171	160	130	144	143	163	165
Maximum Volume (m <sup>3</sup> /day)	264	246	222	243	218	341	249	227	176	300	235	531	531
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	460	460	460	460	460	460	460	460	460	460	460	460	460
Maximum Flow Rate (L/min)	440.4	431.4	432.6	429.0	412.2	430.2	417.6	388.2	444.6	482.4*	420.6	395.4	482
PTTW - Maximum Allowable Flow Rate (L/min)	456	456	456	456	456	456	456	456	456	456	456	456	456

\*Exceedance on October 3 permitted due to flushing.

### 2022 - Monthly Summary of Treated Water Supplied to the Distribution System

Governed by Municipal Drinking Water Licence #201-102

Treated Water Usage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Total Volume (m <sup>3</sup> )	5319	5345	5644	5162	4483	4164	5186	4363	3659	4134	4270	4346	56075
Average Volume (m <sup>3</sup> /day)	172	191	182	172	145	139	167	141	122	133	142	140	154
Maximum Volume (m <sup>3</sup> /day)	217	209	209	218	205	303	257	205	160	273	206	213	303
MDWL - Rated Capacity (m <sup>3</sup> /day)	328	328	328	328	328	328	328	328	328	328	328	328	328



### ***Flow Monitoring***

Municipal Drinking Water Licence (MDWL) #201-102 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

- the flow rate and daily volume of water conveyed from the treatment system to the distribution system, and
- the flow rate and daily volume of water conveyed into the treatment system.

The Temagami North drinking water system has three flow meters as listed in the MDWL; two installed to monitor raw water entering each package treatment plant and one installed to monitor treated water entering the distribution system. Flow metering devices were calibrated in accordance to manufacturers' specifications on an annual basis and are operating as required.

### ***Comparison of the Rated Capacity & Flow Rates***

Temagami North Drinking Water Systems' Permit to Take Water (PTTW) #4505-issued October 26, 2017 allows the Municipality of Temagami to withdraw water at a maximum flow rate of 456 L/minute and a maximum total daily volume of 460 m<sup>3</sup>/day from Net Lake. PTTW #4505-AS3NUQ also allows flow rate exceedances to occur during pump start up if they last less than five minutes.

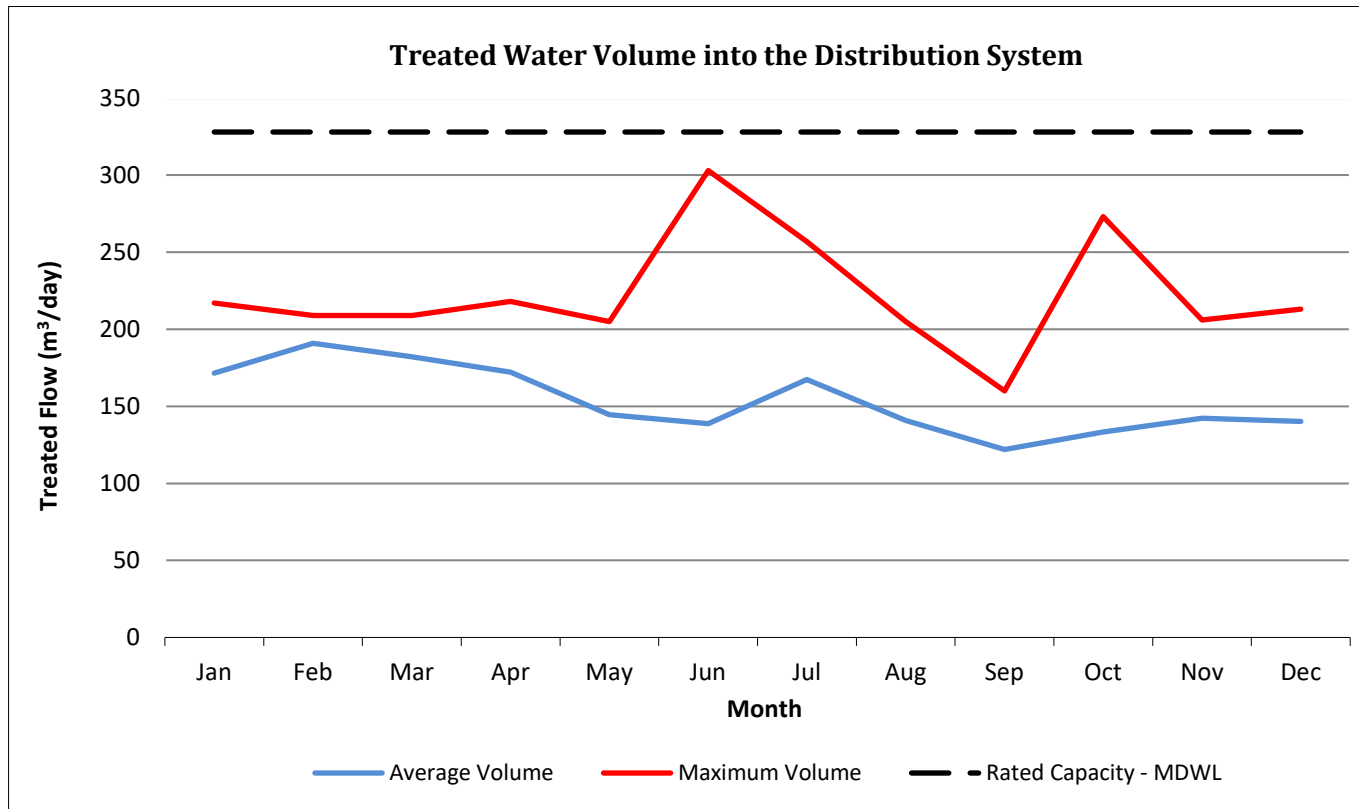
The maximum raw volume and flow rate was exceeded once on October 3<sup>rd</sup> due to flushing, however, this exceedance is permitted.

Schedule C, Section 1.1 of the Municipal Drinking Water License requires that the maximum daily volume of treated water that flows to the distribution system not exceed 328 m<sup>3</sup>/day. This limit was not exceeded.

The following table and graph compare the average and maximum flow rates into the distribution system to the approved rated capacity of the system as identified in the MDWL.

### 2022 - Daily Volume of Treated Water into the Distribution System

Treated Flow	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average Volume (m <sup>3</sup> /day)	172	191	182	172	145	139	167	141	122	133	142	140
Maximum Volume (m <sup>3</sup> /day)	217	209	209	218	205	303	257	205	160	273	206	213
Rated Capacity - MDWL	328	328	328	328	328	328	328	328	328	328	328	328
% Rated Capacity	66	64	64	66	63	92	78	63	49	83	63	65





### ***Summary of System Performance***

The following information is provided to enable the Owner to assess the capability of the system to meet existing and future water usage needs:

Rated Capacity of the Plant (MDWL)	328 m <sup>3</sup> /day	
Average Daily Flow for 2022	154 m <sup>3</sup> /day	47 % of the rated capacity
Maximum Daily Flow for 2022	303 m <sup>3</sup> /day	92 % of the rated capacity
Total Treated Water Produced in 2022	56,075 m <sup>3</sup>	

### **10.0 CONCLUSION**

The Temagami North Drinking Water System operated within the requirements of the Safe Drinking Water Act and its Regulations and the terms and conditions outlined in its drinking water works permit and municipal drinking water licence as required during the reporting period.

The system was able to operate in accordance with the terms and conditions of the Municipal Drinking Water License and the Permit to Take Water except for the one occasion on October 3<sup>rd</sup> due to flushing.



Temagami South Drinking Water System

# 2022 ANNUAL SUMMARY REPORT



Prepared by the Ontario Clean Water Agency  
on behalf of the Municipality of Temagami





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## OVERVIEW

Municipalities throughout Ontario are required to comply with Ontario Regulation 170/03 made under the *Safe Drinking Water Act, 2002*. The Act was passed following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking-water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

O. Reg. 170/03 requires the owner to produce an Annual Report, under Section 11. This report must include the following:

- Description of system and chemical(s) used
- Summary of any adverse water quality reports and corrective actions
- Summary of all required testing
- Description of any major expenses incurred to install, repair or replace equipment

This Annual Report must be completed by February 28 of each year.

The regulation also requires a Summary Report which must be presented and accepted by Council by March 31 of each year for the preceding calendar year reporting period.

The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The *Safe Drinking Water Act, 2002* and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

- A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The Ontario Clean Water Agency prepares the reports on behalf of the Municipality of Temagami by February 28 of each year. The two reports have been combined and presented to council as the 2022 Annual Summary Report.



## 1.0 INTRODUCTION

<b>Drinking-Water System Name:</b>	<b>TEMAGAMI SOUTH DRINKING WATER SYSTEM</b>
<b>Drinking-Water System Number:</b>	220000424
<b>Drinking-Water System Owner:</b>	The Corporation of the Municipality of Temagami
<b>Drinking-Water System Category:</b>	Large Municipal, Residential System
<b>Municipal Drinking Water Licence No.:</b>	201-101 (issued July 10, 2021)
<b>Drinking Water Works Permit No.:</b>	201-201 (issued July 10, 2021)
<b>Permit to Take Water No.:</b>	4505-AS3NUQ (issued October 26, 2017)
<b>Reporting Period</b>	January 1, 2022 to December 31, 2022

**Does your Drinking-Water System serve more than 10,000 people?** No

**Is your annual report available to the public at no charge on a web site on the Internet?** No

**Location where Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:**

Temagami Municipal Office  
7 Lakeshore Drive  
Temagami, ON P0H 2H0

### ***Other Drinking-Water Systems that receive drinking water from this system***

The Temagami South Drinking Water System provides all drinking water to the Municipality of Temagami South.

### ***The Annual Report was not provided to any other Drinking Water System owners***

The Ontario Clean Water Agency prepared the 2022 Annual Report for the Temagami South Drinking Water System and provided a copy to the system owner; the Municipality of Temagami. The Temagami South Drinking Water System is a stand-alone system that does not receive water from or send water to another system.

### ***System users are notified that the Annual Report is available through:***

Public access/notice via the web  
Public access/notice via Municipal Office



## 2.0 DESCRIPTION OF THE DRINKING WATER SYSTEM

The Temagami South Drinking Water System is owned by The Corporation of the Municipality of Temagami. The Ontario Clean Water Agency is the Operating Authority of the Water Treatment and Distribution systems. This subject system is not interconnected to any other drinking water systems owned by different owners.

Located on Lakeshore Road, the Temagami South treatment plant obtains its source water from Lake Temagami. The water is drawn through a 20 m long, 200 mm diameter intake pipe that extends from a submerged intake structure 5.7 m below the average water level. The intake pipe directs water by gravity to a low lift pumping station consisting of a wet well and two submersible low lift pumps, each rated at 11 L/s (950 m<sup>3</sup>/day). These pumps are controlled by the treatment systems' PLC and discharge to the two package plants located within the WTP.

The treatment systems are two different package plants. One is a BCA Pre-Fabricated package treatment plant which operates automatically and the other is a Neptune Microfloc "Trident" package treatment plant which operates manually. Each plant provides chemically assisted filtration through coagulation, flocculation, sedimentation and filtration operations. Aluminum sulphate and polymer are added to the raw water upstream of the static mixer for the coagulation/flocculation process. Sodium carbonate is injected for pH adjustment and sodium hypochlorite is used for disinfection. All chemicals are added using two metering pumps. The plant is equipped with an automated monitoring system that records various components of the process.

The filtered water is then directed to two clearwells having a total capacity of 280.68 m<sup>3</sup>. Two high lift pumps rated at 916 m<sup>3</sup>/day direct finished water to the distribution system and an elevated tower, which maintains pressure to the distribution system. Alarmed chlorine and turbidity monitoring systems are in place to monitor water quality leaving the treatment facility.

Filter backwashes are initiated by head loss, turbidity levels, and timer or manually by the operator. Filter backwash and clarifier waste are stored in a wastewater holding tank before being pumped to the Municipal sewer system for disposal.

For emergency purposes, a 60 kW diesel generator set is available to provide emergency power to the entire facility in the event of a power outage.

Temagami South is classified as a Large Municipal Residential Drinking Water System and has 182 service connections serving a nominal population of 350 residents. The distribution system is equipped with an elevated storage reservoir known as the "South Tower" which has a working storage capacity of 570 m<sup>3</sup> and assists with maintaining water pressure in the system.

## 3.0 WATER TREATMENT CHEMICALS USED

The following chemicals were used in the Temagami South Drinking Water System treatment process:

- Aluminum Sulphate (Alum) – Coagulation/Flocculation
- Polyelectrolyte (Polymer) - Coagulant Aid
- Sodium Carbonate (Soda Ash) – pH and Alkalinity Adjustment
- Sodium Hypochlorite – Disinfection

All treatment chemicals are NSF/ANSI approved.



#### 4.0 SIGNIFICANT EXPENSES INCURRED

- Replace power supply for PLC
- Replace UPS
- New turbidity meters for raw and treated water
- Hydrant repairs
- New portable (hand held) turbidity meter
- Replaced auto dialer for alarms

#### 5.0 NOTICES REPORTED TO THE SPILLS ACTION CENTER

##### Incident #1 – Treated Water Sodium Exceeded 20 mg/L (AWQI # 160395)

<b>Date</b>	October 17, 2022
<b>Details</b>	Sodium result of 23.5 mg/L for treated (POE) sample collected on October 17, 2022.
<b>Corrective Action</b>	Re-sample collected at the Point of Entry on October 24, 2022; Sodium result was 25.6 mg/L.

#### 6.0 MICROBIOLOGICAL TESTING

Sample Type	Number of Samples	<i>E.coli</i> Results (min to max)	Total Coliforms (min to max)	Number of HPC Samples	HPC Results (min to max)
Raw	52	<2 to NDOGT	<2 to NDOGT	N/A	N/A
Treated	52	0 to 0	0 to 0	52	<10 to 60
Distribution	104	0 to 0	0 to 0	52	<10 to 110

Maximum Acceptable Concentration (MAC) for *E. coli* = 0 Counts/100 mL

MAC for Total Coliforms = 0 Counts/100 mL

NDOGT = No Data, Overgrown with Target

NDOGHPC = No Data, Overgrown with HPC

#### 7.0 OPERATIONAL TESTING PERFORMED DURING THE REPORTING PERIOD

##### *Continuous Flow Analyzers in the Treatment Process*

Parameter	Number of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Filter 1)	-	-	NTU
Turbidity (Filter 2)	8760	0 to 0.70	NTU
Free Chlorine	8760	0.82 to 2.67	mg/L

Note: For continuous monitors use 8760 as the number samples for one year.

Filter 1 was not in use in 2021. The Neptune Plant only operates manually.

Effective backwash procedures, including filter to waste are in place to ensure that the effluent turbidity requirements are met all times.

##### *Free Chlorine Residual in the Distribution System*

Number of Samples	Free Chlorine (min to max)	Unit of Measure	Standard
369	0.73 to 2.0	mg/L	≥ 0.05

Note: Four (4) chlorine residual samples are collected one day and three (3) on a second day of each week. The sample sets must be collected at least 48-hours apart.



**Nitrate & Nitrite at the Water Treatment Plant**

Date of Sample	Nitrate Result	Nitrite Result	Unit of Measure	Exceedance
January 10	0.1	<0.01	mg/L	No
April 11	0.2	<0.01	mg/L	No
July 11	<0.1	<0.01	mg/L	No
October 17	<0.1	<0.01	mg/L	No

MAC for Nitrate = 10 mg/L      MAC for Nitrite = 1.0 mg/L

**Total Trihalomethane in the Distribution System**

Date of Sample	THM Result	Running Average	Unit of Measure	Exceedance
January 10	28	33.63	ug/L	No
April 11	22.8	31.60	ug/L	No
July 11	45.6	31.6	ug/L	No
October 17	32.5	32.225	ug/L	No

MAC for Trihalomethanes = 100 ug/L (Four Quarter Running Average)

**Total Haloacetic Acids in the Distribution System**

Date of Sample	HAA Result	Running Average	Unit of Measure	Exceedance
January 10	23	42.75	ug/L	NA
April 11	8	34.25	ug/L	NA
July 11	63	40	ug/L	NA
October 17	49	35.75	ug/L	NA

MAC for Haloacetic Acids = 80 ug/L (Four Quarter Running Average)

**Most Recent Lead, pH & Alkalinity in the Distribution System**

Sample Date	# of Samples	pH	Alkalinity (mg/L)	Lead (ug/L)	Exceedance
March 15, 2022	1	7.15	42	0.1 (March 10, 2021)	No
September 13, 2022	1	7.2	47	0.2 (March 10, 2021)	No

MAC for Lead - 10 ug/L

*Note: The system is required to test for total alkalinity and pH in one distribution sample collected during the period of December 15 to April 15 and one distribution sample during the period of June 15 to October 15. This testing is required in every 12-month period with lead testing in every third 12-month period. Next round of lead sampling is scheduled for 2024.*

**Schedule 23 Inorganic Parameters at the Water Treatment Plant**

Sample Date: October 17, 2022

Parameter	Result Value	Unit of Measure	MAC	Exceedance
Antimony	< 0.5	ug/L	6	No
Arsenic	< 1.0	ug/L	25	No
Barium	5.0	ug/L	1000	No
Boron	< 2.0	ug/L	5000	No
Cadmium	< 0.1	ug/L	5	No



Parameter	Result Value	Unit of Measure	MAC	Exceedance
Chromium	< 1.0	ug/L	50	No
Mercury	< 0.1	ug/L	1	No
Selenium	< 0.2	ug/L	10	No
Uranium	< 1.0	ug/L	20	No

Note: Sample required every 12 months.

**Schedule 24 Organic Parameters at the Water Treatment Plant**

Sample Date: October 17, 2022

Parameter	Result Value	Unit of Measure	MAC	Exceedance
1,1-Dichloroethylene	< 0.3	ug/L	14	No
1,2-Dichlorobenzene	< 0.2	ug/L	200	No
1,2-Dichloroethane	< 0.2	ug/L	5	No
1,4-Dichlorobenzene	< 0.3	ug/L	5	No
2,3,4,6-Tetrachlorophenol	< 0.3	ug/L	100	No
2,4,6-Trichlorophenol	< 0.3	ug/L	5	No
2,4-Dichlorophenoxy acetic acid (24-D)	< 0.352	ug/L	100	No
2,4-Dichlorophenol	< 0.3	ug/L	900	No
Alachlor	< 0.243	ug/L	5	No
Atrazine + N-dealkylated metabolites	< 0.5	ug/L	5	No
Azinphos-methyl (Guthion)	< 0.182	ug/L	20	No
Benzene	< 0.1	ug/L	1	No
Benzo(a)pyrene	< 0.01	ug/L	0	No
Bromoxynil	< 0.0938	ug/L	5	No
Carbaryl	< 2	ug/L	90	No
Carbofuran	< 3	ug/L	90	No
Carbon tetrachloride	< 0.2	ug/L	2	No
Chlorobenzene	< 0.5	ug/L	80	No
Chlorpyrifos (Dursban)	< 0.182	ug/L	90	No
Diazinon	< 0.182	ug/L	20	No
Dicamba	< 0.082	ug/L	120	No
Dichloromethane	< 1	ug/L	50	No
Diclofop-methyl	< 0.117	ug/L	9	No
Dimethoate	< 0.182	ug/L	20	No
Diquat	< 0.2	ug/L	70	No
Diuron	< 10	ug/L	150	No
Glyphosate	< 20	ug/L	280	No
Malathion	< 0.182	ug/L	190	No
MCPA	< 5.86	ug/L	100	No
Metolachlor	< 0.121	ug/L	50	No
Metribuzin (Sencor)	< 0.121	ug/L	80	No
Paraquat	< 0.2	ug/L	10	No
Pentachlorophenol	< 0.4	ug/L	60	No
Phorate	< 0.121	ug/L	2	No
Picloram	< 0.082	ug/L	190	No
Prometryne	< 0.0607	ug/L	1	No
Simazine	< 0.182	ug/L	10	No
Terbufos	< 0.121	ug/L	1	No





Parameter	Result Value	Unit of Measure	MAC	Exceedance
Tetrachloroethylene	< 0.3	ug/L	10	No
Total PCBs	< 0.06	ug/L	3	No
Triallate	< 0.121	ug/L	230	No
Trichloroethylene	< 0.2	ug/L	5	No
Trifluralin	< 0.121	ug/L	45	No
Vinyl chloride	< 0.1	ug/L	1	No

Note: Sample required every 12 months.

***Inorganic or Organic Parameter(s) that Exceeded Half the Standard***

No inorganic or organic parameter(s) listed in Schedule 23 and 24 of Ontario Regulation 170/03 exceeded half the standard found in Schedule 2 of the Ontario Drinking Water Standard (O. Reg.169/03) during the reporting period.

***Most Recent Sodium at the Water Treatment Plant***

Date of Sample	Number of Samples	Result Value	Unit of Measure	MAC	Exceedance
October 17, 2022	1	23.5	mg/L	20	Yes
October 24, 2022	1	25.6	mg/L	20	Yes

Note: Sample required every 60 months. Next sampling scheduled for October 2027.

***Most Recent Fluoride at the Water Treatment Plant***

Date of Sample	Number of Samples	Result Value	Unit of Measure	MAC	Exceedance
October 17, 2022	1	< 0.05	mg/L	1.5	No

Note: Sample required every 60 months. Next sampling scheduled for October 2027.

***Summary of Additional Testing Performed in Accordance with a Legal Instrument***

No additional sampling or testing was required for the Temagami South Drinking Water System during the 2022 reporting year.

**8.0 REQUIREMENTS THE SYSTEM FAILED TO MEET**

The system met all requirements in 2022.

*Adverse Water Quality Incidents are listed under section 5.0*

**9.0 SUMMARY OF QUANTITIES & FLOW RATES**

The following Water Usage Tables summarize the quantities and flow rates of water taken and produced during the 2022 reporting period, including average monthly volumes, maximum monthly volumes, total monthly volumes and maximum flow rates.

### 2022 - Monthly Summary of Water Takings from the Source (Lake Temagami)

Governed by Permit to Take Water (PTTW) # 4505-AS3NUQ, issued October 26, 2017

Raw Water Usage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Total Volume (m <sup>3</sup> )	6442	7265	8271	6671	5775	6096	6059	5614	3585	3835	2924	3795	66332
Average Volume (m <sup>3</sup> /day)	208	259	267	222	186	203	195	181	120	124	97	122	182
Maximum Volume (m <sup>3</sup> /day)	304	343	315	294	298	288	333	273	189	225	156	277	343
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	1006	1006	1006	1006	1006	1006	1006	1006	1006	1006	1006	1006	1006
Maximum Flow Rate (L/min)	627	620	664	591	647	628	662	686	635	665	647	620	686
PTTW - Maximum Allowable Flow Rate (L/min)	700	700	700	700	700	700	700	700	700	700	700	700	700

### 2022 - Monthly Summary of Treated Water Supplied to the Distribution System

Governed by Municipal Drinking Water Licence #201-101, issued July 25, 2016

Treated Water Usage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Total Volume (m <sup>3</sup> )	5688	6390	7320	5886	5036	5369	5304	4949	3012	3132	2486	3258	57830
Average Volume (m <sup>3</sup> /day)	183	228	236	196	162	179	171	160	100	101	83	105	158
Maximum Volume (m <sup>3</sup> /day)	289	287	270	268	262	263	277	230	150	198	127	145	289
MDWL - Rated Capacity (m <sup>3</sup> /day)	950	950	950	950	950	950	950	950	950	950	950	950	950



### ***Flow Monitoring***

Municipal Drinking Water Licence (MDWL) #201-101 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

- the flow rate and daily volume of water conveyed from the treatment system to the distribution system, and
- the flow rate and daily volume of water conveyed into the treatment system.

The Temagami South drinking water system has a total of four flow meters as listed in the MDWL; two installed to monitor raw water entering the treatment plant and one installed to monitor treated water entering the distribution system, the fourth one is to measure backwashes. Flow metering devices were calibrated in accordance to manufacturers' specifications on an annual basis and are operating as required.

### ***Comparison & Summary of the Rated Capacity & Flow Rates***

Temagami South DWS' Permit to Take Water (PTTW) #4505-AS3NUQ issued October 26, 2017 allows the Municipality of Temagami to withdraw water at a maximum flow rate of 700 L/minute and a maximum total daily volume of 1006 m<sup>3</sup>/day from Lake Temagami. PTTW #4505-AS3NUQ allows flow rate exceedances to occur during pump start up if they last less than five minutes.

The system stayed below both limits; the maximum volume taken from Lake Temagami was 343 m<sup>3</sup>/day and the maximum flow rate was 686 L/minute.

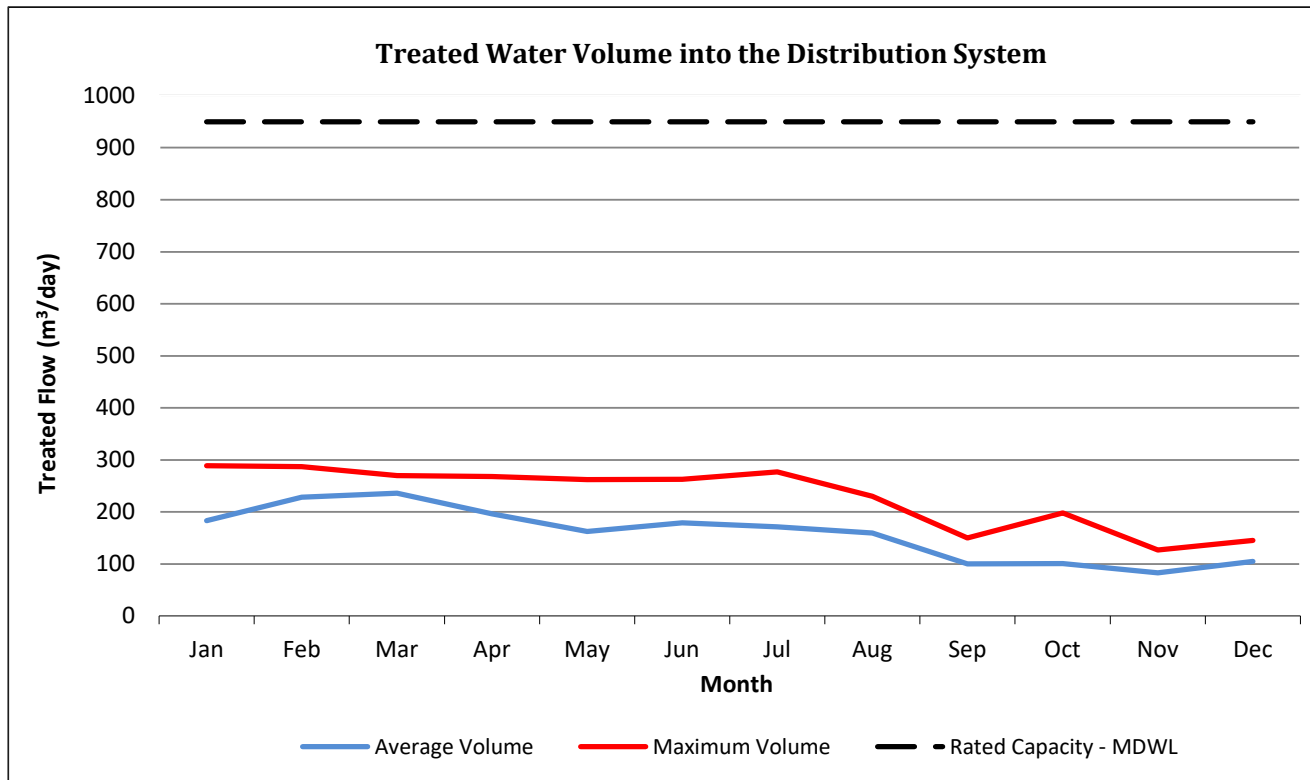
Schedule C, Section 1.1 of the MDWL requires that the maximum daily volume of treated water that flows to the distribution system shall not exceed 950 m<sup>3</sup>/day. This rate was not exceeded during the reporting period. The maximum recorded volume was 289 m<sup>3</sup>/day which represents 30% of the rated capacity.

The following table and graph compare the average and maximum flow rates into the distribution system to the approved rated capacity of the system as identified in the MDWL.



### 2022 - Daily Volume of Treated Water into the Distribution System

Treated Flow	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average Volume (m <sup>3</sup> /day)	183	228	236	196	162	179	171	160	100	101	83	105
Maximum Volume (m <sup>3</sup> /day)	289	287	270	268	262	263	277	230	150	198	127	145
Rated Capacity - MDWL	950	950	950	950	950	950	950	950	950	950	950	950
% Rated Capacity	30	30	28	28	28	28	29	24	16	21	13	15





### ***Summary of System Performance***

The following information is provided to enable the Owner to assess the capability of the system to meet existing and future water usage needs:

Rated Capacity of the Plant (MDWL)	950 m <sup>3</sup> /day	
Average Daily Flow for 2022	158 m <sup>3</sup> /day	17 % of the rated capacity
Maximum Daily Flow for 2022	289 m <sup>3</sup> /day	30 % of the rated capacity
Total Treated Water Produced in 2022	57,830 m <sup>3</sup>	

### **10.0 CONCLUSION**

The Temagami South Drinking Water System was able to operate in accordance with the Safe Drinking Water Act and its Regulations as well as the terms and conditions of the systems Permit to Take Water and Municipal Drinking Water License while meeting the community's demand for water use.



Corporation of the Municipality of Temagami

Memo No.  
2023-M-054

**Memorandum to Council**

<b>Subject:</b>	2023 OCWA Capital Letter
<b>Agenda Date:</b>	<b>March 9, 2023</b>
<b>Attachments:</b>	2023 OCWA Capital Letter; 2023 OCWA Maintenance Letter; OCWA 6 year review

**RECOMMENDATION**

BE IT RESOLVED THAT Council approves the 2023 OCWA Capital Letter;  
AND FURTHER THAT Council directs Staff to include this in the 2023 Muncpal Budget.

**INFORMATION**

Attached to this report are two letters received from the Ontario Clean Water Agency (OCWA) as well as a schedule reviewing expected needs over the next 6 years.

The letters split costs outside of the contract for services we have with OCWA between operating costs (annual tests, misc battery replacement) and capital, typically of a larger value and related to replacing or significantly repairing equipment used in either the water treatment or wastewater processes.

The capital recommendations for 2023 total:

Category	Amount
Temagami North Water	\$ 65,000
Temagami North Wastewater	\$ 18,500
Temagami South Water	\$ 24,000
Temagami South Wastewater	\$ 9,000
Marten River Fire Hall	\$ 3,250
Total	\$172,750

In the past few years, we have used the federal gas tax allocation in addition to amounts raised through service billing for water and wastewater to fund the improvements to the water and wastewater systems. We also have a reserve for capital needs that has been slowly building and is presently \$260,000.

It is interesting to note when reviewing the 6 year plan that the future amounts appear to be significantly reduced. This is a result of addressing capital needs annually and, while we have just been through four years of higher than normal OCWA capital billings, we are now to the point where critical items are being tended to and the operation can become more normal as water and wastewater systems go.

In addition to these reports, there is the UV Filtration system being planned for Temagami North Lagoon and work completed on the Temagami South Water Treatment and Distribution System.

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

Ontario Clean Water Agency  
 Northeastern Ontario Hub  
 P.O. Box 513  
 1 Browning Street  
 Haileybury, ON P0J 1K0  
 Tel: 705-672-5549  
 Fax: 705-672-2534

November 30 2022

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 2023. 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.

A proactive approach to repair and renewal in the end, saves the municipality higher costs 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 2023 are as follows:*

**Temagami North Water Plants**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Replacement of Clear well Level Indicator (LIT)	\$8,000.00	The existing LIT failed and was temporarily repaired and needs replacement
Treated Flow Meter	\$15,000.00	The flow meter is failing, the display SC200 no longer works and we are



		relying on the OUTPUT to the PLC for accuracy. Continuous monitoring is a requirement by MECP.
Chemical Pump Panel	\$42,000.00	The existing chemical pumps and panels have reached life expectancy and parts are unavailable. As per the North Plant, a plan for renewal is existing.

### Temagami North Sewage Treatment Facilities

Proposed Expenditure	Estimated Cost	Rational
Ferric tote LEVEL indicator	\$2,000.00	Accurate usage measurements will optimize chemical usage and phosphorous removal. Less chemical usage.
New Effluent Sampler	16,500.00	Replace failing Sampler. The current unit is failing, continuously

### Temagami North Sewage Pumping Stations

Proposed Expenditure	Estimated Cost	Rational
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### Temagami South Water Treatment Plant

Proposed Expenditure	Estimated Cost	Rational
Filter Turbidity Meter	\$ 12,000.00	Existing unit is barely passing calibrations and needs replacement before failure.
CL17 Replacement	\$ 12,000.00	Failing treated Chlorine, analyzer needs replacement. This is a critical control point.

### Temagami South Sewage Treatment Facility1

Proposed Expenditure	Estimated Cost	Rational
Ferric Feed Pump	\$ 5,000.00	Ferric dosing using a pump will allow for more harmonious mixing and dosing to optimize chemical usage
Ferric Tank Level Indicator (LIT)	\$ 4,000.00	Accurately monitoring Ferric level and usage will optimize

		the dosage thus optimizing usage.
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**Marten River Fire Hall**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
UV System	\$3,250.00	The existing unit is a residential unit and showing signs of fatigue. Plan

**Temagami North and South Water treatment plants**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Spare Level Indicating transmitter (LIT)	\$ 8,000.00	One spare for both plants will allow for quick turnaround for repair.
Spare PLC Cards. (Digital IO, Analog IO, Network Cards and power Supplies)	\$ 45,000.00	Existing plants have no spares. If we lose any cards, we would no longer be able to make water. Some cards are two years away.

**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 2022. 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

## Town of Temagami

### (6-Year Recommended Capital/Major Maintenance from 2023 to 2028)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome *	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2023	2024	2025	2026	2027	2028									
<b>Temagami South Water Treatment Plant</b>																
1	Treated Chlorine CL17	\$12,000						X				X	X		Existing unit is failing. Need to replace	
2	Filter Turbidity on-line meter needs to be replaced	\$12,000										X	X		Existing meters were damaged by town electricians during heater repair. Need replacement	
3	Reporting Package		\$15,000					X					X		The existing reporting Package is full. Need to renew to capture additional data	
<b>Total Estimate - Recommended Capital</b>		<b>\$24,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
<b>Temagami North Water Treatment Plant</b>																
1	Reporting Package		\$15,000					X					X		The existing reporting Package is full. Need to renew to capture additional data	
2	Clear well Llevel Indicator (LIT)	\$8,000							X			X	X		Failing units need to be replaced	
3	Treated Flow Meter	\$15,000						X	X			X	X		Existing Unit is failing and display no longer displays	
4	Replacement Chemical Panel	\$42,000		\$42,000		\$42,000						X	X		the existing pump panels are obsolete and need to be renewed including pumps	
<b>Total Estimate - Recommended Capital</b>		<b>\$65,000</b>	<b>\$15,000</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$0</b>									
<b>Temagami North Wastewater Lagoon</b>																
1	Ferric tanks level indicator	\$2,000.00											X		No unit currently. Accurate measurement of dosage could reduce chemical usage	
2	Effluent Sampler	\$16,500.00						X			X	X	X		Existing unit is failing	
3	Sludge Maintenance (Major Maintenance)				\$75,000.00					X		X			Sludge maintainance should be regularly for optimizing lagoon for expansion	
<b>Total Estimate - Recommended Capital</b>		<b>\$18,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>									
<b>Temagami North Pumping Stations</b>																
1																
<b>Total Estimate - Recommended Capital</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
<b>Temagami South Wastewater Lagoon</b>																
1	Chemical feed pump. FERRIC	\$5,000											X		At present, we feed ferric using gravity. A pump would optimize the process	
2	Sludge Maintenance (Major Maintenance)				\$60,000					X					Annual sludge removal	
3	Ferric Tank Level Indicator (LIT)	\$4,000											X		No unit currently. Accurate measurement of dosage could reduce chemical usage	
<b>Total Estimate - Recommended Capital</b>		<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>									
<b>Marten River Fire Hall</b>																
1	UV System	\$3,250						X		X	X				The existing unit is a residential unit an showing signs of fatigue. Plan to replace	

## Town of Temagami

**(6-Year Recommended Capital/Major Maintenance from 2023 to 2028)**

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DQ/QMS RA Outcome *	Health & Safety	Repair/Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2023	2024	2025	2026	2027	2028									
<b>Total Estimate - Recommended Capital</b>		<b>\$3,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
<b>Temagami North and South Water treatment Plants</b>																
1	Spare Level Indicating Transmitter (LIT)	\$8,000														
2	PLC Cards	\$45,000														
<b>Total Estimate - Recommended Capital</b>		<b>\$53,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
<b>Total Capital Estimate</b>		<b>\$172,750</b>	<b>\$30,000</b>	<b>\$42,000</b>	<b>\$135,000</b>	<b>\$42,000</b>	<b>\$0</b>									

2023 Recommended Capital Presented by: Victor Legault

Legend:  
CR = Compliance Risk H&SR = Health & Safety Risk R/M = Repair/Maintenance LR = Lifecycle Replacement I = Improvement SPI = Spare Parts Inventory

Ontario Clean Water Agency  
 Northeastern Ontario Hub  
 P.O. Box 513  
 1 Browning Street  
 Haileybury, ON P0J 1K0  
 Tel: 705-672-5549  
 Fax: 705-672-2534

November 29 2022

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 annual maintenance expenditures for 2023. 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 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 “Annual Maintenance” for 2023 are as follows:*

**Temagami North Water Plants**

Proposed Expenditure	Estimated Cost	Rational
Tempered Water system	\$ 650.00	The Tempered water system should be serviced on a regular interval

Chemical Pump Parts	\$ 1,250.00	Chemical pump parts for existing pumps.
External Audit	\$ 1,300.00	SAI annual 3 <sup>rd</sup> party audit on the QMS system. Desktop only
Backup Generator Service	\$ 700.00	Annual 3 <sup>rd</sup> Party service

### Temagami North Sewage Treatment Facilities

Proposed Expenditure	Estimated Cost	Rational
Ferric feed line	\$ 250.00	Ferric feed line should be replaced on an annual basis
Ferric pump head and chemical Tubing	\$ 800.00	Due to the nature of the chemical, the head needs replacing at least once/yr. The chemical feed lines also need replacing once per year.

### Temagami North Sewage Pumping Systems

Proposed Expenditure	Estimated Cost	Rational
Back-up generator service	\$ 700.00	Annual 3 <sup>rd</sup> Party service
Spruce drive wet well clean out	\$ 3,500.00	The wet well needs a cleanout on a regular basis to save pump wear and failure from grit.
Auto dialer	\$ 1,000.00	Dialers are an integral part of operations. There should be spare units to change out when there is a complete failure.

### Temagami South Water Treatment Plant

Proposed Expenditure	Estimated Cost	Rational
Tempered Water system	\$ 650.00	The Tempered water system should be serviced annually
Chemical Pump Parts	\$ 1,250.00	Chemical pump parts for existing pumps.
Annual Backup Generator Service	\$ 700.00	Annual 3 <sup>rd</sup> party Service
External 3 <sup>rd</sup> party QMS Audit	\$ 1,300.00	SAI annual 3 <sup>rd</sup> party audit on the QMS system. Desktop only

## Marten River Fire Hall

Proposed Expenditure	Estimated Cost	Rational
Spare UV bulbs	\$ 650.00	Spare bulbs should be on hand to save labor costs and ease of return to normal operations when a bulb burns out.

### 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 2023. 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





Corporation of the Municipality of Temagami

Memo No.  
2023-M-053

**Memorandum to Council**

**Subject:** Notice of Motion

**Agenda Date:** **March 9, 2023**

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council refer the review of accountability and transparency policies, especially in the area of cash disbursements, to the Working Session of Council scheduled for March 23, 2023 for further discussion.

**INFORMATION**

At the February 9<sup>th</sup> regular session of Council, Deputy Mayor Koistinen provided a notice of motion regarding the information contained in Council agendas related to cash disbursements.

If this recommendation is approved, there would be a full discussion of accountability and transparency measures at the next working session.

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

# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

## BY-LAW NO. 23-1661

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### Being a By-Law to confirm the proceedings of Council of the Corporation of the Municipality of Temagami

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**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by By-Law.

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

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the March 9, 2023 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 9<sup>th</sup> day of March, 2023.

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Mayor

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Clerk