



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

**Thursday, January 10, 2019, 6:30 P.M.  
Main Level Chambers**

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

**Pages**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. ADOPTION OF THE AGENDA**  
Draft Motion:  
BE IT RESOLVED THAT the Regular Council Meeting Agenda dated December January 10, 2019 be adopted as presented/amended.
- 3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 4. CLOSED SESSION**
- 5. ADOPTION OF MINUTES**
  - 5.1 Regular Council Meeting December 13, 2018 - DRAFT Minutes**  
Draft Motion:  
BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on December 13, 2018 be adopted as presented/amended.
- 6. BUSINESS ARISING FROM THE MINUTES**
- 7. DELEGATIONS/ PRESENTATIONS**
  - 7.1 Registered Delegations/ Presentations**
    - 1. George Leger Presentation regarding "A Place to Heal Temagami"**  
Draft Motion:  
BE IT RESOLVED THAT Council receive the presentation from George Leger regarding "A Place to Heal Temagami".
    - 2. Staff Recognition**
  - 7.2 Unregistered Presentations (Maximum 15 Minutes in Total- in accordance with rules in By-law)**
- 8. CONSENT AGENDA ITEMS**  
Draft Motion:  
BE IT RESOLVED THAT Council adopt the consent agenda motions as presented on the agenda.

1

## **8.1 Staff Reports Information Items:**

- |    |  |    |
|----|--|----|
| 1. | <b>Memo 2019-M-026 - Treasurer/Administrator Report</b>  | 13 |
|    | Draft Motion:  |    |
|    | BE IT RESOLVED THAT the Council of the Municipality of Temagami receive Memo 2019-M-26 Treasurer/Administrator Report for information. |    |

## **8.2 Correspondence Information Items:**

Draft Motion:

BE IT RESOLVED THAT items numbered: 8.1.1 to 8.1.15 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting.

- |     |   |    |
|-----|---|----|
| 1.  | 11754A - Ministry of Government and Consumer Services Celebrating Animals in the Archives                       | 15 |
| 2.  | 11760 - Timiskaming Health Unit Board of Health appointments for 2019-2022                                      | 17 |
| 3.  | 11761 - Timiskaming Health Unit Health for All Newsletter Bridging Municipal Action and Public Health           | 20 |
| 4.  | 11762 - Federation of Canadian Municipalities New Telecommunication and Rights of Way Handbook                  | 24 |
| 5.  | 11763 - Frog's Breath Foundation Temagami and Area Food Bank Donation   | 26 |
| 6.  | 11764 - Union Gas Amalgamation of Enbridge Gas and Union Gas  | 27 |
| 7.  | 11766 - Ministry of Environment Conservation and Parks Watermain Disinfection Procedure Draft October 2018      | 28 |
| 8.  | 11767 - Northern Policy Institute Setting the Table Food Insecurity and Costs in Ontario's North                | 65 |
| 9.  | 11768 - Municipality of Calvin Resolution of Support for Representative on FONOM Board of Directors             | 68 |
| 10. | 11769 - Ministry of Environment Conservation and Parks Annual Report on Drinking Water 2018                     | 69 |
| 11. | 11770 - Federation of Canadian Municipalities Annual Conference and Trade Show May 30 to June 2 2019            | 81 |
| 12. | 11771 - Hydro One Collectors and Repeaters Update   | 83 |
| 13. | 11774 - Temagami and District Chamber of Commerce Thank you for donation to Wild Game Dinner                    | 87 |
| 14. | 11775 - Ontario Provincial Police Ransomware Alert for Municipalities   | 88 |
| 15. | 11776 - Association of Municipalities of Ontario LAS Natural Gas Program - 2016-2017 Period Reserve Fund Rebate | 91 |

## **8.3 Minutes of Local Boards & Committees:**

Draft Motion:

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

- |    |  |     |
|----|--|-----|
| 1. | 11757 - Timiskaming Health Unit (THU) Board of Health Minutes held on June 6, 2018 | 92  |
| 2. | 11758 - THU Board of Health Minutes September 5 2018                               | 108 |



3.	11759 - THU Board of Health Minutes Oct 3 and Nov 7 2018 Quarter 3 Report Youth Tobacco Healthy Kids	129
4.	LTAPP Minutes June 22, 2018 - DRAFT	157
5.	Committee of Adjustment held on November 22, 2018 - DRAFT Minutes	160
6.	Temagami Police Services Board - September 19, 2018 Minutes	164
9.	<b><u>STAFF REPORTS</u></b>	
9.1	<b>Items to be Considered Separately from Consent Agenda:</b>	
1.	<b>Memo 2019-M-019 - Request to remove 3m Reserve White Bear properties</b>	169
	Draft Motion: BE IT RESOLVED THAT Council receive Memo 2019-M-019 regarding correspondence received from George Leger dated December 31, 2018; AND FUTURE THAT Council approve the request to remove the 3 metre reserve, in order to complete a condition of fulfillment for consent application No. C-17-04; AND FURTHER THAT Council direct Staff to proceed with the removal of the reserve.	
2.	<b>Memo 2019-M-020 - Non-Tax Allowance</b>	173
	Draft Motion: BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-020; AND FURTHER THAT Council authorizes a 1.75% increase in Council honorariums, effective January 1, 2019, to counter the effect of the change in federal policy regarding the non-taxable allowance for elected officials.	
3.	<b>Memo 2019-M-021 - PowerTel</b>	174
	Draft Motion: BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-021; AND FURTHER THAT Council authorizes Power Tel to use our trails for access to the transmission corridor subject to the site remediation commitment provided.	
4.	<b>Memo 2019-M-022 - Request from Living Temagami Correspondence #11783</b>	182
	Draft Motion: BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-022 and correspondence from Living Temagami concerning inserts for tax bills; AND FURTHER THAT Council directs Staff to include, where possible, information supplied by Living Temagami and other Community Groups in communication included with the tax billing while ensuring the cost of postage remains the same.	
5.	<b>Memo 2019-M-023 - Request from Living Temagami Correspondence # 11784</b>	183
	Draft Motion: BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-023 and correspondence from Living Temagami concerning future funding applications; AND FURTHER THAT Council confirms the direction provided to Staff in resolution 18-035 and ask for further details to ensure this proposal does not conflict with Municipal initiatives in this area; AND FURTHER THAT Council encourages Living Temagami to take the necessary steps to enable them to apply for funding directly and directs Staff to assist where possible to achieve this.	
6.	<b>Memo 2019-M-024 - Cannabis Retail Stores</b>	184
	Draft Motion: BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo	

2019-M-024 and related correspondence; AND FURTHER THAT Council ‘Opts-out’ of the Cannabis Retail operation licenced and controlled by the Province of Ontario; AND FURTHER THAT Council directs Staff to coordinate public consultation during the month of July prior to Council revisiting this issue in August, 2019.

**7. Memo 2019-025 - Backhoe**

188

Draft Motion:

BE IT RESOLVED THAT the Council of the Municipality of Temagami receives Memo 2019-M-025; AND FURTHER THAT Council directs Staff to finalize the quote received from CASE as it relates to options presented and extended warranty; AND FURTHER THAT this purchase be added to the 2019 Capital Budget with funding to come from reserves.

**10. COUNCIL COMMITTEE REPORTS**

**10.1 Items to be Considered Separately from Consent Agenda:**

**11. ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS**

**12. CORRESPONDENCE**

**12.1 Action Items to be Considered Separately from Consent Agenda:**

1. 11772 - Town of Kirkland Lake Resolution Natural Resources Revenue Sharing 226

2. 11779 - Ontario Clean Water Agency Newsletter December 2018 228

3. 11781 - Temagami Public Library Request to increase the number of members on the Library Board 233

Draft Motion:

BE IT RESOLVED THAT Council of the Municipality of Temagami receive correspondence from the Temagami Public Library Board dated December 28, 2018, AND FURTHER THAT Council approves the increase in the number of Library Board Members to seven (7) and direct Staff to prepare the necessary By-Laws to effect this change.

4. 11783 - Living Temagami - Heritage and Culture Centre Request for letter to be inserted in first tax bill mail out 236

5. 11784 - Living Temagami - Heritage and Culture Centre Request to collaborate on upcoming Ontario Trillium Foundation SEED Grant submission 237

**13. BY-LAWS**

**13.1 Items to be Considered Separately from Consent Agenda:**

1. By-Law 19-1431 - Annual Borrowing Bylaw for 2019 238

Draft Motion:

BE IT RESOLVED THAT By-law 19-1431, being a by-law to provide for annual borrowing from the Bank of Nova Scotia, be taken as read a first, second and third time and finally passed this 10th day of January, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

2. By-Law 19-1432 - Interim Tax By-law for 2019 241

Draft Motion:

BE IT RESOLVED THAT By-law 19-1432, being a by-law to provide for an interim tax levy, be taken as read a first, second and third time and finally passed this 10th day of January, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and

Clerk and recorded in the by-law book.

**3. By-Law 19-1433 - To Amend By-Law 09-829 Schedules "Parking"**

243

Draft Motion:

BE IT RESOLVED THAT By-law 19-1433, being a by-law to amend Schedules L, M and R of By-law 09-829, be taken as read a first, second and third time and finally passed this 10th day of January, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**14. APPROVED MINUTES OF COMMITTEE MEETINGS**

**15. UNFINISHED BUSINESS**

**15.1 Home Occupation Matters**

246

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2019-M-017 regarding Home Occupation; AND FURTHER THAT this item be received as an information item.

**15.2 Second Units**

313

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2019-M-018 regarding Second Units; AND FURTHER THAT Council adopt the proposed Official Plan Amendment as provided by MHBC; NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to prepare the Notice of Open House & Public Meeting; AND FURTHER THAT the notices shall be posted on the Municipal Website, Office Bulletin Board, Temiskaming Speaker, Sun Media (North Bay Nugget), Temagami Lakes Association (TLA) and Cassel's Lake Association (CALA).

**16. NEW BUSINESS**

**16.1 Resolution for Highway 11, two plus one pilot project**

416

Draft Motion:

WHEREAS a resolution was circulated on October 6, 2015 requesting support for the Four (4) Laning of Highway 11 from North Bay to Cochrane, which was supported by 34 municipalities from Northeastern Ontario; AND WHEREAS after meetings with MTO and O.P.P. officials to review traffic counts and other statistics, and being informed that we did not meet the requirements for MTO to consider four (4) Laning of this portion of Highway 11; AND WHEREAS O.P.P. findings showed that accidents were spread out over the entire length of the highway and not just in certain high risk areas, with 15% involving Commercial Motor Vehicles, causing death or injuries; AND WHEREAS Highway 11 is the preferred truck route connecting Ontario to Manitoba and Western Canada, and almost all goods and services travel by truck through the Nipissing, Timiskaming, and Cochrane Districts; AND WHEREAS the amount of transports and tourist traffic has been steadily increasing over the last few years, raising safety issues for those using this two (2) Lane highway; AND WHEREAS when major accident investigations occur, the road is closed down for periods of 8 to 10 hours, with no detours being available in many areas, resulting in isolation of our residents; AND WHEREAS the two plus one roads program has been successful in many European countries; NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Temagami firmly endorses and petitions the Government of Canada, the Government of Ontario and the Ministry of Transportation to develop a pilot project involving a two plus one roads program, somewhere between North Bay and Cochrane; AND FURTHER THAT this resolution be sent to the Temiskaming Municipal Association (TMA), the Northeastern Ontario Municipal Association (NEOMA), and all municipalities in the Nipissing, Timiskaming and Cochrane Districts for their support; AND FURTHER

THAT all resolutions of support be copied to the City of Temiskaming Shores, care of Carman Kidd, for submission to the Member of Parliament of Nipissing-Timiskaming and Cochrane-James Bay; the Member of Provincial Parliament for Nipissing, Timiskaming-Cochrane and Timmins-James Bay; the Premier of Ontario; and the Minister of Transportation.

**16.2 Economic Development Discussion** 417

**17. NOTICES OF MOTION**

**18. CONFIRMATION BY-LAW** 492

Draft Motion:

BE IT RESOLVED THAT By-law 19-1434, 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 10th day of January, 2019; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**19. ADJOURNMENT**

Draft Motion:

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



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

**Thursday, December 13, 2018, 6:30 P.M.  
Marten River Fire Hall**

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

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 6:30 pm. There were 22 people in the audience.

The Mayor called the Roll.

During opening remarks the Mayor asked Staff to provide an update on the Helipad at the next meeting of Council in January.

**ADOPTION OF THE AGENDA**

19-05

MOVED BY: J. Harding

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Regular Council Meeting Agenda dated December 13, 2018 be adopted as amended.

**CARRIED**

Amended

Added 1 item under New Business being a resolution for Council's consideration regarding Christmas

Deleted Memo 2019-M-008 – Non Grid Positions

Item 12.1.1 DNSSAB request for appointment to Board

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

None were made at this time. Later in the meeting Councillor Harding made a declaration related to the Waste Management Master Plan as he is the Contractor at Briggs Landfill and two transfer stations.

**CLOSED SESSION**

None.

**ADOPTION OF MINUTES**

**18-11-22 - Regular Council Meeting November 22, 2018 - DRAFT Minutes**

19-06

MOVED BY: C. Dwyer

SECONDED BY: J. Harding

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on November 22, 2018 be adopted as presented.

**CARRIED**

**18-12-05 - Inaugural Council Meeting December 5, 2018 - DRAFT Minutes**

19-07

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED THAT the Minutes of the Inaugural Council Meeting held on December 5, 2018 be adopted as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATIONS/ PRESENTATIONS**

**Registered Delegations/ Presentations**

None.

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

- Presenter: Judy Gouin; Subject: to inform Council on the Carbon Climate Changes.
- Presenter: Suzanne Prefasi for next meeting in January due to technical issues.

**CONSENT AGENDA ITEMS**

None.

**STAFF REPORTS**

**Items to be Considered Separately from Consent Agenda:**

**Memo 2019-M-001 - Governance Structure**

19-08

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED that the Council of the Municipality of Temagami directs Staff to amend the Procedural By-Law establishing two meetings of Council each month, being the second and fourth Thursdays with no Committee of the Whole meetings; AND FURTHER THAT included in the agenda for each meeting would be a Question Period with guidelines established to respect the notice provisions requirements; AND FURTHER THAT the January meetings of Council be set as January 10<sup>th</sup> and January 24<sup>th</sup>.

**CARRIED**

**Memo 2019-M-002 - Strategic Plan**

19-09

MOVED BY: B. Leudke

SECONDED BY: J. Harding

BE IT RESOLVED that the Council of the Municipality of Temagami directs Staff to request proposals from firms and or individuals to facilitate the formation of strategic priorities and the development of a strategic plan for this term of Council.

**CARRIED**

**Memo 2019-M-003 - Budget Guidance**

19-10

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED that the Council of the Municipality of Temagami approve the 2019 Budget Guideline; AND FURTHER THAT Council directs Staff to use a maximum increase in taxation revenue, and a guide for COLA adjustments of 2.5% as the 2019 budget is being developed for consideration.

**CARRIED**

**Memo 2019-M-004 - Streetlight**

19-11

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED that the Council of the Municipality of Temagami directs Staff to work with LAS representatives to develop and issue a request for proposal for a streetlight audit and retrofit program to move from the High Pressure Sodium bulbs to the more efficient LED bulbs; AND FURTHER THAT the \$60,000 included in the 2018 budget for this project be placed in reserve to be used in 2019.

**CARRIED**

**Memo 2019-M-005 - Integrity Commissioner**

19-12

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED that the Council of the Municipality of Temagami accept the proposal from E4M made to the Temiskaming Municipal Association for Integrity Commissioner Services; AND FURTHER THAT Council directs Staff to work with E4M to develop a Temagami specific agreement for this purpose.

**DEFEATED**

19-13

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council of the Municipality of Temagami directs Staff to issue an RFP for an Integrity Commissioner.

**CARRIED**

**Memo 2019-M-006 - Fire Smart**

19-14

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Memo 2019-M-006 regarding Fire Smart; AND FURTHER THAT the Temagami Council request a presentation by the Ministry of Natural Resources and Forestry, Fire and Aviation, on the benefits of becoming a Fire Smart community; AND FURTHER THAT members of the Planning Advisory Committee and the Emergency Management Program Committee be encouraged to attend the presentation.

**CARRIED**

**Memo 2019-M-007 - Parking Bylaw Schedule changes**

19-15

MOVED BY: M. Youngs

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council receive Memo 2019-M-007; AND FURTHER THAT Council direct Staff to update schedules “L”, “M” and “R” of the Parking By Law to allow overnight parking in certain day use only lots within the Municipality for Ontarians with Disabilities; AND FURTHER THAT Council directs Staff to make changes to allow paid parking in the Municipal parking lot at the corner of Wildflower Avenue and Lakeshore Drive for residents and cottagers on the Northeast arm.

**CARRIED**

**Memo 2019-M-008 - Non-Grid Position**

This item was removed.

**Memo 2019-M-009 - Temagami Non-Profit Housing**

19-16

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED that the Council of the Municipality of Temagami appoint Jamie Koistinen as Council’s representative to the Temagami Non-Profit Housing Corporation.

**CARRIED**

**Memo 2019-M-010 - ONR Parking Stevens Road**

19-17

MOVED BY: J. Harding

SECONDED BY: C. Dwyer

BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-010 – ONR Lease – Parking Lot Stevens Road.

**CARRIED**

**Memo 2019-M-011 - Emergency Management Program committee Terms of refere....pdf**



19-18

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo 2019-M-011 regarding the need for a Terms of Reference for the Temagami Emergency Management Program Committee; AND FURTHER THAT Council approve the Emergency Management Program Committee Terms of Reference as a schedule under the Emergency Management Program/Plan.

**CARRIED**

**Memo 2019-M-012 - OGRA Board of Directors**

19-19

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED that the Council of the Municipality of Temagami support the nomination of Craig Davidson to the Board of Directors for the Ontario Good Roads Association; AND FURTHER THAT the Mayor and the Deputy Mayor be authorized to sign the nomination paper in this regard.

**CARRIED**

**Memo 2019-M-014 - Waste Management Master Plan**

*Councillor Harding had declared a conflict on this item as he is a contractor and moved away from the council table.*

19-20

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED that the Council of the Municipality of Temagami direct Staff to issue an RFP for a qualified individual or firm to complete a Waste Management Master Plan; AND FURTHER THAT the \$30,000 included in the 2018 budget be placed in reserve to complete this project in 2019.

**CARRIED**

*Councillor Harding returned to the council table.*

**Memo 2019-M-015 - Capital Projects**

19-21

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED that the Council of the Municipality of Temagami transfer to reserves budgeted funds for capital projects not completed in 2018; AND FURTHER THAT any surplus funds at the end of the year be transferred to reserves with reserve account allocations to be reviewed as part of the budget process in 2019.

**CARRIED**

**MHBC - Memo RE Cannabis Licence Act - Opportunity to prohibit Cannabis Retail Stores  
- 28 Nov 18 - Temagami**

This item was deferred until the next meeting held on January 10, 2018.

### **Items for Information**

This motion for Council to receive staff Reports item No. 9.2.1 and 9.2.2 be split into two separate motions.

19-22

MOVED BY: J. Harding

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive staff Report Item No 9.2.1 be received for information.

**AMENDED**

### **Amendment:**

19-23

MOVED BY: J. Harding

SECONDED BY: M. Youngs

BE IT RESOLVED THAT the motion be amended to add “AND FURTHER THAT Staff be directed to report to Council at the January 10th meeting on the different leasing and purchasing options; including warranty information to replace the backhoe/loader.”

**CARRIED**

### **Motion as Amended:**

19-22

MOVED BY: J. Harding

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive staff Report item No. 9.2.1 be received for information; AND FURTHER THAT Staff be directed to report to Council at the January 10th meeting on the different leasing and purchasing options; including warranty information to replace the backhoe/loader.

**CARRIED**

### **Memo 2019-016 - Backhoe**

Barry Turcotte spoke to this matter and answered questions from Council.

### **Memo 2019-M-013 - Treasurer Administrator Report**

19-24

MOVED BY: J. Harding

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Staff Report item no. 9.2.2 be received for information.

**CARRIED**

### **COUNCIL COMMITTEE REPORTS**

#### **Items to be Considered Separately from Consent Agenda:**

None.

### **ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS**

Mayor O'Mara gave a verbal announcement of the meeting with the CAO of the Local Health Immigration, and informed Council of an upcoming meeting the District Nipissing Social Services Administration Board (DNSSAB)

## **CORRESPONDENCE**

### **Items to be Considered Separately from Consent Agenda:**

#### **11729 - DNSSAB Request for appointment to the Administration Board for four year term 2019-2022**

This item was removed.

#### **11732A - Dave MacDonald Offer to work with Council to improve cell service in Municipality**

19-25

MOVED BY: C. Dwyer

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council directs Staff to invite Mr. Dave MacDonald to make a presentation at the January 10, 2019 meeting of Council to expand Council's interest.

**CARRIED**

#### **11755 - ROMA Board of Directors Call for Nomination**

19-26

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive correspondence from Rural Ontario Municipal Association (ROMA) dated December 7, 2018 regarding the 2019-2023 ROMA Board of Directors Call for Nominations; AND FURTHER THAT Council confirm support for Mayor, Dan O'Mara to be the ROMA representative in Zone 9.

**CARRIED**

#### **Items for Information:**

19-27

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT correspondence items numbered: 12.2.1 to 12.2.18 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

**CARRIED**

The following items were received for information:

- 11719 - Federation of Northern Ontario Municipalities Representative on the FONOM Board of Directors Nomination
- 11720 - Mun. of East Ferris Req. for Support for Reappointment of Councillor Terry Kelly to FONOM Board
- 11730 - John Vanthof MPP Congratulations to the newly elected Mayor and Council
- 11740 - Ontario Good Roads Association (OGRA) Board of Directors Nominations for 2019-2020
- 11741 - Ministry of Finance Funding for implementation costs for recreational cannabis legalization
- 11742 - Corporation of the Town of Chisholm Representative on FONOM Board of Directors
- 11743 - Union Gas Congratulations and Greetings to the newly elected Mayor and Council

- 11744 - Northern Cancer Foundation Thank you for donation towards the Positron Emission Tomography Scanner
- 11745 - Kimmy and Tracy Memorial Tournament Thank you for the support and donation
- 11746 - Lieutenant Governor of Ontario Invitation to the Lieutenant Governor's 2019 New Year's Levee
- 11748 - Ministry of the Environment, Conservation and Parks 2017-2018 Chief Drinking Water Inspector Annual Report
- 11749 - Federation of Canadian Municipalities Reaffirms Commitment to Serving Francophone Members
- 11750 - Federation of Canadian Municipalities Report from Advocacy Days 2018
- 11751 - Ministry of Municipal Affairs and Housing Congratulations and Greetings to the newly elected Mayor and Council
- 11752 - Ministry of Municipal Affairs and Housing Municipal Councillors Guide online
- 11753 - Ministry of Municipal Affairs and Housing Reporting Burden Review
- 11754 - Ministry of Municipal Affairs and Housing Streamlining Development Approvals
- 11756 - Federation of Canadian Municipalities Reliable Internet for Everyone Campaign and Report on Advocacy Days 2018

## **BY-LAWS**

### **Items to be Considered Separately from Consent Agenda:**

#### **By-Law 19-1425 - To Appoint head of Council for Emergency Purposes**

19-28

MOVED BY: M. Youngs

SECONDED BY: J. Harding

BE IT RESOLVED THAT By-law 19-1425, being a by-law to appoint head of Council for Emergency Purposes be taken as read a first, second and third time and finally passed this 13th day of December, 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

#### **By-Law 19-1426 - To designate an acting head of Council**

19-29

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 19-1426, being a by-law to appoint an acting head of Council be taken as read a first, second and third time and finally passed this 13th day of December, 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

#### **By-Law 19-1427- To Appoint a CEMC**

Direction given to Staff to draft a letter of thanks to Brian Koski for his service.

19-30

MOVED BY: B. Leudke

SECONDED BY: J. Harding

BE IT RESOLVED THAT By-law 19-1427, being a by-law to appoint CEMC be taken as read a first, second and third time and finally passed this 13th day of December, 2018; AND

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

**CARRIED**

**By-Law 19-1428 - To Amend By-Law 09-887 - Appendix G of the Human Resources Policies and Procedures**

19-31

MOVED BY: J. Shymko

SECONDED BY: J. Harding

BE IT RESOLVED THAT By-law 19-1428, being a by-law to amend "Appendix G" of the Human Resources Policies and Procedures be taken as read a first, second and third time and finally passed this 13th day of December, 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**By-Law 19-1429 - To Sign a Lease with ONR for Parking Lot on Stevens Road**

19-32

MOVED BY: J. Harding

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT By-law 19-1429, being a by-law to sign a Lease with ONR for Parking Lot at Stevens Road be taken as read a first, second and third time and finally passed this 13th day of December, 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**APPROVED MINUTES OF COMMITTEE MEETINGS**

19-33

MOVED BY: M. Youngs

SECONDED BY: J. Shymko

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

**CARRIED**

The following were received for information:

- Temagami Police Services Board held on September 19, 2018
- Temagami Public Library Board held on June 26, 2018
- Temagami Public Library Board held on October 9, 2018
- Temagami Public Library Board held on October 30, 2018
- Community Emergency Management Program Committee held on November 20, 2018

**UNFINISHED BUSINESS**

**Attendees for OGRA and ROMA Conferences.**

19-34

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council authorize up to 3 members to attend the 2019 Ontario Good Roads Association (OGRA) Conference and the 2019 Rural Ontario Municipal Association (ROMA) Conference.

**CARRIED**

**Notice of Reconsideration for Home Occupation**

If motion to reconsider is passed that the item will be placed on the January agenda  
19-35

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council reconsider motion 18-431 regarding Home Occupation Matters.

**CARRIED**

**Second Units**

19-36

MOVED BY: B. Leudke

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to include in the agenda for the January 10th meeting information regarding second units and where the project presently sits.

**CARRIED**

**NEW BUSINESS**

**Staff Direction**

19-37

MOVED BY: B. Leudke

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to issue RFP for Engineering Services.

**CARRIED**

19-38

MOVED BY: M. Youngs

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to issue RFP for Legal Services.

**CARRIED**

19-39

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to issue RFP for General Planning Services.

**CARRIED**



19-40

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to issue RFP for Planning support for the Official Plan Review.

**CARRIED**

19-41

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to invite the English Public School Board Representatives to a meeting in early 2019.

**CARRIED**

19-42

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to coordinate a meeting with Temagami First Nation (TFN) and Teme-Augama Anishnabai (TAA).

**CARRIED**

19-43

MOVED BY: J. Harding

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to coordinate a meeting with the Ministry of Natural Resources and Forestry (MNRF) regarding the Land Use permit at the Mine Access Point, once information from the meeting held in June 2018 has been received.

**CARRIED**

19-44

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council for the Municipality of Temagami directs Staff to include in the agenda for the January 10th meeting a discussion about the Economic Development and Tourism and how best to structure these areas to ensure objectives can be set and reached.

**CARRIED**

19-45

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT due to time sensitivity, Council set aside their procedures to allow a motion related to Christmas activities be considered.

**CARRIED**

19-46

MOVED BY: J. Shymko

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council of the Municipality of Temagami, in the Spirit of the Season, give to all full time employees a \$50.00 Christmas bonus cheque, a small gift (James Faubert Art Print), a Christmas card, and in addition to the time where the office is closed in accordance to our Human Resources policy, a further half day be taken either on Christmas Eve or New Year's Eve; AND FURTHER THAT all part-time employees, volunteers and Board members be given a small gift.

**CARRIED**

**NOTICES OF MOTION**

None.

**CONFIRMATION BY-LAW**

19-47

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT By-law 19-1430, 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 13th day of December, 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**ADJOURNMENT**

19-48

MOVED BY: B. Leudke

SECONDED BY: J. Harding

BE IT RESOLVED THAT this meeting adjourn at 9:13 p.m.

**CARRIED**

---

Mayor

---

Clerk





Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2019 -M- 026

☒ Staff  
☐ Committee

**Subject:** Report from Treasurer/Administrator

**Agenda Date:** January 10, 2019

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT the Council of the Municipality of Temagami receive Memo 2019-M-26 for information.

**INFORMATION**

Updates

Vadim Installation

This week is scheduled to have the last of our information loaded into the new system and the last of the training from Vadim. We are working through some system security issues with our Computer Consultant and Vadim and once resolved we will train individuals for their functions and be fully operational next week.

Once all have been trained for their position specific function we will start cross training to ensure we are operational when there are some absent from work.

Asset Management

We have been informed that we have been matched with Hemson Consulting as part of the Asset Management 2.0 program. While we have not yet had a conversation with them this is expected to happen before the end of this month.

Tourism and Special Project Intern

We have been notified that our present Intern has accepted another position and will be leaving at the end of this week. We wish her the best of fortunes.

We had a conversation with our program manager and as we have had this position filled for less than nine months we may be eligible to restart the project. Paperwork can start to be filed early next week and then the Ministry estimates we will have our decision four to six weeks after that. With the timing required to fill this position we should have a new intern hired and ready to start work during the first week or two of May.

Marten River Fire Expansion and Heliport

We have had some discussions with the Marten River Fire Chief regarding hall expansion and relocation of the Heliport. I have also asked our Chief Building Official to work with Chief Elliott to develop a concept sketch so there something tangible to be reviewed at a minimal cost.

Public Works Building

I have asked our Chief Building Official and our Public Works Superintendent to work on the development of a concept sketch so this project can be discussed with a visual aid.

#### Procedural By-Law

In November there was a workshop attended by the Deputy Mayor and our two Deputy Clerks. Part of this workshop is the development of a Procedural By-Law by the host, E4M. The changes to our By-Law from Council resolutions at our last meeting are presently being incorporated as part of that process and will then be presented for Council's consideration.

#### Committee Members

We have advertised for interested people to fill vacancies on the Police Services Board, the Planning Advisory Board and the Committee of Adjustment as well as to have a roster of potential members for ad hoc committees that may be struck by Council. Presently, we do not have a sufficient number to present to Council. If we do not have these as the agenda is being prepared for the next meeting we will readvertise.

#### Request for Proposals

Proposals for and Integrity Commissioner and for a Strategic Plan Facilitator are ready to be released. Other Proposals approved by Council at the December 13<sup>th</sup> meeting will be issued as prepared.

#### Potential Climate Change Committee

At the last meeting of Council an unregistered presentation requested that Council consider establishing a Climate Change Committee. My intention is to have this request considered as part of the strategic plan development.

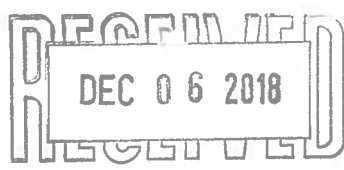
**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**

**From:** john shymko <shymkojohn@gmail.com>  
**Sent:** Thursday, December 6, 2018 2:56 PM  
**To:** Roxanne St. Germain  
**Subject:** Fwd: Celebrating Animals in the Archives

File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ I ☐ A  
 CAO ☐  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



----- Forwarded message -----  
**From:** Ontario News <newsroom@ontario.ca>  
**Date:** Thu, Dec 6, 2018 at 1:14 PM  
**Subject:** Celebrating Animals in the Archives  
**To:** <shymkojohn@gmail.com>



*News Release*

**Celebrating Animals in the Archives**

December 6, 2018

**New exhibit to commemorate the importance of animals to the history of Ontario**

Today, Ontario's Government for the People opened the new Archives of Ontario's *ANIMALIA: Animals in the Archives* exhibit, demonstrating the important role animals have played in the lives of Ontarians.

"Animals have always been a key part of Ontario's history, helping to shape our past. From pets, to farming and hunting, to service animals, they hold a special place in our hearts and in our province. This exhibit will enrich the lives of audiences and create a better understanding of our history," said Bill Walker, Minister of Government and Consumer Services.

The exhibit explores five distinct animal groups and their significance to Ontario's history: bears, birds, dogs, fish and horses.

Each animal's section will feature:

- A summary of the animal's changing role in Ontario
- A selection of records demonstrating the animal's importance in Ontario's past
- A spotlight on the work of an external institution to document, study, and/or maintain the animal's role in Ontario
- An interactive moment to engage visitors in the exhibit content.

"This free exhibit will also feature new curriculum-linked educational lesson kits and a workshop, making it fun and engaging for learners of all ages", said Walker.

The exhibit is free and open during regular business hours. Learn more: <http://www.archives.gov.on.ca/en/explore/gallery/gallery.aspx>

## QUICK FACTS

- The Archives of Ontario's exhibit programme makes archival records accessible to the public and tells important stories from the province's past.
- Thousands of visitors engage with the Archives of Ontario's onsite exhibits each year.
- ANIMALIA: Animals in the Archives features more than one hundred archival records documenting different species across Ontario as far back as the late 18th century.
- The Archives of Ontario is the largest provincial archives in Canada and is located on the Keele Street Campus of York University.
- The Archives of Ontario offers many services to the public, including research guidance on genealogy and other records holdings. Learn more: <http://www.archives.gov.on.ca/en/public/public.aspx>

## CONTACTS

Jessica Georgakopoulos  
Minister's Office  
416-845-0344

Harry Malhi,  
Ministry of Government and Consumer Services  
416-575-0773

Ministry of Government and Consumer Services  
<http://www.ontario.ca/mgcs>

Questions about your subscription? Contact us.

Edit your subscription preferences.

Unsubscribe from News on Demand.



Follow Us On Twitter.

Visit the Newsroom.

Disponible en français.

© Queen's Printer for Ontario, 2008 - 2018

99 Wellesley Street West 4th floor, Room 4620 Toronto ON M7A 1A1

**From:** Rachelle Cote <coter@timiskaminghu.com>  
**Sent:** Monday, November 5, 2018 2:05 PM  
**To:** City of Temiskaming Shores; Town of Cobalt; Town of Englehart; Town of Latchford; Township of Armstrong & Thornloe; Township of Brethour; Township of Casey/Hudson/Harley/Kerns; Township of Chamberlain; Township of Coleman; Township of Evanturel; Township of Gauthier; Township of Harris; Township of Hilliard; Township of James; Township of KL; Township of Larder Lake; Township of Matachewan; Township of McGarry; Vacant Clerk; Township of Charlton & Dack  
**Cc:** Carman Kidd (TS Mayor); Dr. Monika Dutt  
**Subject:** THU - Board of Health Appointments  
**Attachments:** Municipal Appointment Letter (Nov.2018).pdf

Good afternoon,

See attached letter regarding the **Board of Health Appointments** for term 2019-2022.

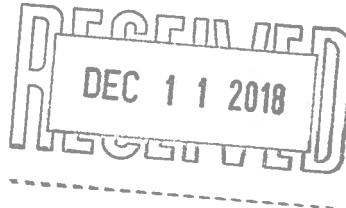
If you have any questions, please do not hesitate to let us know!

**Rachelle Côté**

Executive Assistant  
 Secretary to the Board of Health  
**Timiskaming Health Unit**  
 247 Whitewood Avenue, Unit 43  
 P.O. Box 1090  
 New Liskeard, ON P0J 1P0  
 Tel: 705-647-4305 ext: 2254  
 Fax: 705-647-5779



Service de santé du  
**TIMISKAMING**  
 Health Unit



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ I ☐ A  
 CAO ☒  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



Services de santé du  
**TIMISKAMING**  
Health Unit  
*Enhancing your health in so many ways.*

**Head Office:**  
247 Whitewood Avenue, Unit 43  
PO Box 1090  
New Liskeard, ON P0J 1P0  
Tel.: 705-647-4305 Fax: 705-647-5779

**Branch Offices:**  
Dymond Tel.: 705-647-8305 Fax: 705-647-8315  
Englehart Tel.: 705-544-2221 Fax: 705-544-8698  
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476  
[www.timiskaminghu.com](http://www.timiskaminghu.com)

November 5, 2018

Dear Reeves,

Due to recent municipal elections, we expect there have been changes in your Council. As you are aware under the Health Promotion and Protection Act (HPPA 1990), you are entitled to representation on the Board of Health for Timiskaming Health Unit. This individual may be an elected member of council or a member of the community residing in the area represented.

Being on the Board of Health is an exciting opportunity to better understand and influence the health of residents in all Timiskaming district communities.

We refer you to the attached document for a summary of relevant legislation relating to this appointment. We are requesting that you provide us with a copy of a Council motion confirming the name of the individual (s) that you will be appointing for the upcoming 4-year term. If you have a shared appointment with other municipalities, it will be necessary for each Council to provide a motion confirming their agreement with the shared appointment. We do not co-ordinate this function so we are asking that you discuss this with your neighbouring municipalities prior to submitting your appointment. Please submit the name of the individual(s) and their contact information including phone and email to the Board Secretary, Rachelle Cote at your earliest convenience. This may be done via fax 705-647-5779 or by email to [coter@timiskaminghu.com](mailto:coter@timiskaminghu.com).

For the information of your potential appointments, the Board of Health meets 8 times per year (excluding February, May, July and August), generally on the first Wednesday of the month, with a duration of 1-2 hours. Meetings rotate through Kirkland Lake, Englehart, and New Liskeard offices. The January meeting, during which the Chair, Vice-Chair and Committee appointments are made, will occur at the end of January or early February.

If you have further questions about this process, please contact the Board Secretary at [coter@timiskaminghu.com](mailto:coter@timiskaminghu.com) or at 705-647-4305 x 2254.

Yours sincerely,

Dr. Monika Dutt  
Medical Officer of Health (A)/Chief Executive Officer

## **From HPPA**

---

### ***“Term of office***

*48 (7) The term of office of a municipal member of a board of health continues during the pleasure of the council that appointed the municipal member but, unless ended sooner, ends with the ending of the term of office of the council. R.S.O. 1990, c. H.7, s. 49 (7).”*

## **From Regulation 559 - Designation of Municipal Members of Boards of Health**

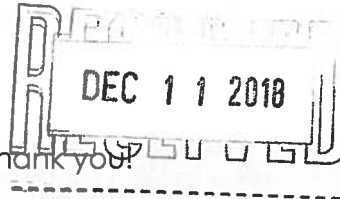
---

### ***“Timiskaming Health Unit***

***28.*** *The Board of Health of the Timiskaming Health Unit shall have ten municipal members as follows:*

- 1. One member to be appointed jointly by the Municipal Councils of the towns of Cobalt and Latchford, the Municipal Council of the Municipality of Temagami and the Municipal Council of the Township of Coleman.*
- 2. One member to be appointed jointly by the Municipal Councils of the townships of Larder Lake, Gauthier and McGarry.*
- 3. One member to be appointed jointly by the Municipal Councils of the townships of Brethour, Casey, Harley and Harris, and the Municipal Council of the Village of Thornloe.*
- 4. One member to be appointed jointly by the Municipal Councils of the townships of Armstrong, Hudson, James, Kerns and Matachewan.*
- 5. Two members to be appointed by the Municipal Council of the Town of Kirkland Lake.*
- 6. One member to be appointed jointly by the Municipal Council of the Municipality of Charlton and Dack, the Municipal Council of the Town of Englehart, the Municipal Council of the Township of Chamberlain, the Municipal Council of the Township of Eanturel and the Municipal Council of the Township of Hilliard.*
- 7. Three members to be appointed by the Municipal Council of the City of Temiskaming Shores. O. Reg. 387/05, s. 2.”*

**From:** Rachelle Cote <coter@timiskaminghu.com>  
**Sent:** Tuesday, December 11, 2018 3:58 PM  
**To:** City of Temiskaming Shores; Town of Cobalt; Town of Englehart; Town of Latchford; Township of Armstrong & Thornloe; Township of Brethour; Township of Casey/Hudson/Harley/Kerns; Township of Chamberlain; Township of Coleman; Township of Evanturel; Township of Gauthier; Township of Harris; Township of Hilliard; Township of James; Township of KL; Township of Larder Lake; Township of Matachewan; Township of McGarry; Roxanne St. Germain; Township of Charlton & Dack  
**Subject:** Health for All Newsletter: Bridging Municipal Action and Public Health  
**Importance:** High



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ ☐ A  
 CAO ☒  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☒ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐

Good afternoon, see information below for distribution, thank you!

# HEALTH FOR ALL: BRIDGING MUNICIPAL ACTION AND PUBLIC HEALTH

## WINTER 2018

Timiskaming Health Unit is pleased to introduce our first edition of our email newsletter for municipalities.

Written for elected officials and municipal staff, we will highlight local opportunities for municipalities to affect the health of their communities through their decision-making. We appreciate any feedback and at any time invite questions, comments or conversations about ways that Timiskaming Health Unit can support your work.

### In this issue:

#### Cannabis Retail: Opt in or Opt out?

Much remains unknown about municipalities' ability to apply restrictions to cannabis retailers, funding available to municipalities and implications for the broader community of this decision required by January 22.

#### Smoke-Free Ontario Act 2017: what does it mean for municipalities?

October 17 saw the new SFOA come into effect, with a number of changes applicable to municipalities.

#### Resources

Presentations and evidence briefs are two examples of supports available from Public Health to support municipalities in considering how decisions may impact the health of the community.

#### Health in All Policies: Example

Walking has benefits for everyone in a community. Municipalities can support residents' ability to walk by considering the effect of plowing schedules and routes and keeping popular walking routes clear of snow and ice. We all have a role in promoting health.

#### For Your Community Members



Information that is relevant to your ratepayers: local telephone data collection taking place in 2019 as Timiskaming participates in the Rapid Risk Factor Surveillance System.

#### CANNABIS RETAIL: OPT IN OR OPT OUT?

The Ontario Government is providing municipalities with the opportunity to decide whether or not to allow cannabis retail outlets within their municipality. The deadline to opt-out is January 22, 2019. Municipalities are automatically opted in if no resolution is passed and submitted to the Alcohol Gaming Commission of Ontario by this date. For more information on the process for opting out, as well as reasons for and against, please visit: [Cannabis Retail Outlet Considerations for Municipalities in the District of Timiskaming](#).

#### SMOKE-FREE ONTARIO ACT 2017: WHAT DOES IT MEAN FOR MUNICIPALITIES?

Municipalities have been leaders in protecting and promoting health with respect to tobacco. Given that tobacco is still a leading cause of death, with one of Ontario's highest smoking rates in Timiskaming, and the emerging issue of e-cigarettes, action at multiple levels is still needed. For information on the new SFOA and how to get your free new signs read on.

The Smoke Free Ontario Act (SFOA) 2017 prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour.

Of interest to municipalities:

- Smoking and vaping of *any substance* are not permitted: on the outdoor grounds of community recreational facilities or in public spaces within 20 metres of the perimeter of the facility grounds, on or within 20 metres of playgrounds, sporting areas and in public areas within 20 metres of the perimeter of schools. [Learn more](#).
- Signage is available from the Timiskaming Health Unit. [Contact Joel Tessier, Tobacco Enforcement Officer](#), with questions or to arrange for pick-up of signs.
- Municipalities can restrict smoking and vaping of tobacco and cannabis beyond what is in the SFOA on property that is owned by the municipality and beyond into public areas within the municipality. To learn more, [contact Laurel Beardmore, Tobacco Control Coordinator](#).
- Municipalities are the employers and the proprietors of those areas and have obligations under the SFOA 2017 to ensure that:
  - No one smokes/vapes in any of those areas;
  - They give notice to all persons that smoking is prohibited in those areas;
  - They post required signs throughout these areas, in a conspicuous manner, and not be obstructed from view;
  - There are no ashtrays or similar equipment in those areas;
  - A person who refuses to comply does not remain in any of those areas. If a person still refuses to leave, the police can then be called, and the person could be arrested and also charged under the Trespass to Property Act.

Thanks for all you do to protect and promote health.

## RESOURCES

**Presentations from public health.** If your council or staff would like a meeting with or presentation from public health on any of these topics or other areas related to municipalities' ability to promote health, please contact Rachelle Côté. Public health can offer evidence briefs, examples from other communities, and data about various aspect of a community's health to help municipal decision-makers promote health.

## HEALTH IN ALL POLICIES: EXAMPLE

Walking is a healthy, inclusive, affordable and sustainable mode of transportation for children, youth, families and seniors. *Walkability* is a measure of how easy, safe, and enjoyable it is to walk in a neighbourhood and can have a large impact on walking behaviour and willingness to use walking for transport and recreation. By considering and promoting walkability, municipalities play an important part in boosting this healthy behaviour.

Help make your community walkable this winter for all residents by ensuring snow and ice are removed from sidewalks. For more information on walkable communities contact Crystal Gorman at [gormanc@timiskaminghu.com](mailto:gormanc@timiskaminghu.com) or visit Canada Walks at [www.canadawalks.ca/about/walkability](http://www.canadawalks.ca/about/walkability)



## FOR YOUR COMMUNITY MEMBERS

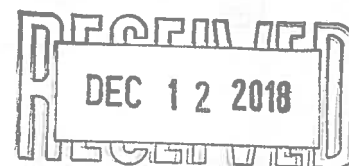
The **Rapid Risk Factor Surveillance System**—also known as RRFSS—is an ongoing local health telephone survey conducted by numerous Ontario health units and the Institute for Social Research at York University. Timiskaming is taking part for the first time in 2019, to gather local population health data that can help us all better serve our communities. Some of your residents may be getting a survey call starting in the new year (Jan to August) from a research firm to collect data on a range of topics that will help inform local decisions for healthy spaces and people. [Learn more.](#)

"The information in this e-mail is intended for the addressee(s) named, and is confidential. Any other distribution, disclosure or copying is strictly prohibited. If you have received this communication in error, please reply by e-mail to the sender and delete or destroy all copies of this message.

Ce courriel et toutes pièces-jointes sont transmises à titre confidentiel et ne sont destinés qu'à la personne ou à l'entité à qui ils sont adressés et pourraient bénéficier du secret professionnel. Un tel privilège est réclamé de façon expresse. Si vous avez reçu ce courriel par erreur vous êtes prié de contacter l'auteur immédiatement et d'effacer la version originale ainsi que toutes pièces-jointes. Veuillez ne pas diffuser, distribuer ou copier."

11762

**From:** FCM Communiqué <communiqué@fcm.ca>  
**Sent:** Wednesday, December 12, 2018 11:21 AM  
**To:** Roxanne St. Germain  
**Subject:** NEW: Telecommunications and rights-of-way handbook



[View email in your browser](#)



December 12, 2018



**NEW**

## Telecommunications and rights-of-way handbook

Municipalities champion access to modern telecommunications services as a key to local and national prosperity. But working with private carriers presents complex challenges when it comes to managing rights-of-way while keeping residents safe and taxpayers protected.

To support your local efforts, we are pleased to present the second edition of FCM's *Telecommunications and rights-of-way: A handbook for municipalities*.

This is a significant update to the handbook that FCM first released in 2009. As the telecommunications industry continues to evolve, so must our municipal toolbox.

This tool is grounded in 25 years of frontline experience. Countless municipal staff and elected officials have shared their expertise through FCM's Technical Committee of Telecommunications and Rights-of-Way. And by supporting the Legal Defence Fund, FCM members have empowered FCM to intervene directly in important legal cases.

Those interventions have helped set key precedents—including the principle that municipalities have the right to recover all incremental costs related to telecommunications activity on their land. These interventions also form a foundation for the guidance and insight that we are pleased to share through the handbook.

Within your municipality, we encourage you to share this tool with your engineers, technical experts and lawyers—especially those working in the areas of rights-of-way, utilities, land or transportation.

**Download:** *Telecommunications and rights-of-way: A handbook for municipalities*

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



This newsletter was sent to  
visit@temagami.ca.  
To opt-out, follow this  
link: [Unsubscribe](#)

24 Clarence Street  
Ottawa, Ontario  
K1N 5P3

T. 613-241-5221  
F. 613-241-7440

[Privacy Policy](#)  
[View email in your browser](#)

[fcm.ca](http://fcm.ca)



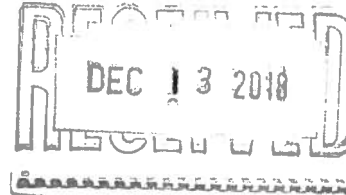
© 2018 Federation of Canadian Municipalities

# FROG'S BREATH FOUNDATION



11763

December 4, 2018



The Municipality of Temagami  
PO Box 220  
Temagami, ON.  
P0H 2H0

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

## RE: Temagami & Area Food Bank Donation

Congratulations! Your organization has been selected by the Frog's Breath Foundation to receive a grant in the amount \$5,000.00. This grant is time sensitive and **must be utilized within one year** from the date of this letter.

The Selection Committee prioritizes projects that have the greatest impact on the District of Timiskaming residents. These being based on leadership, committed volunteer groups, and a shared commitment to our Founder's mission of "...supporting the causes that bring communities, individuals, families and children together." It is with great pride that our Foundation can offer you support to shine hope and goodwill within the community.

We congratulate you on your hard work and wish you much success on your pursuit to making a difference in your community.

Sincerely yours,

*Bridget Grant*

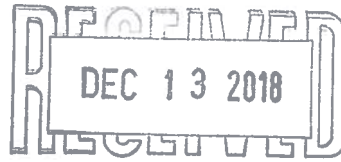
Bridget Grant  
President

PS – Please forward a charitable tax receipt at you earliest convenience.

FORWARDED  
FUNDS TO  
FOOD BANK  
TEMAGAMI  
LIDRS

December 7, 2018

Dan O'Mara  
Mayor, Municipality of Temagami  
P.O. Box 220  
Welcome Centre, Lakeshore Dr.  
Temagami, Ontario P0H 2H0



File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ I ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

Dear Mayor Dan O'Mara,

On October 15, 2018 we announced that Enbridge Gas Distribution and Union Gas would amalgamate into one single utility effective January 1, 2019.

I am writing to let you know that the legal name of the newly combined utility will be Enbridge Gas Inc., and we will transition to the Enbridge brand over time.

What does this mean for you? Starting Jan. 1, 2019, any new financial or legal transactions with Union Gas will reflect our new legal name. Over the course of 2019 we will transition to the Enbridge Inc. brand, so around the second quarter of the year you will start to see visual changes to branded items such as building signs, service trucks and utility bills.

In all other aspects, it's business as usual. I want to assure you that our customers can continue to count on the same great level of safe and reliable service we've always provided and there will be no immediate change to our existing services. Please continue to engage with your existing local Union Gas contacts.

Both utilities have been leaders in delivering exceptional energy value for consumers through an unrelenting focus on safety, operational efficiency and reliability of service. Combining and leveraging our strengths strongly positions us continue to deliver what's important our 3.7 million customers - the safe and reliable delivery of the affordable energy they use every day.

We are committed to keeping you and our customers informed of any future changes and if you are interested to know more about Enbridge, I encourage you to visit [www.enbridge.com](http://www.enbridge.com).

Thank you for your support.



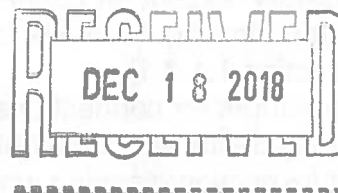
Chris Minor  
Northeast District Manager  
[cminor@uniongas.com](mailto:cminor@uniongas.com)  
705-475-7914

**From:** Municipal Drinking Water Licensing Program (MECP) <MDWLP@ontario.ca>  
**Sent:** Tuesday, December 18, 2018 11:42 AM  
**To:** trenaude@petawawa.ca; susan-nwi@telus.blackberry.net; NKodousek@regionofwaterloo.ca; Flinfante@regionofwaterloo.ca; wjaques@westperth.com; gsandhu@georgina.ca; mharris@strathroy-caradoc.ca; caroline.rigutto@uclg.on.ca; Chris.Morrison@uclg.on.ca; Erin.Mulder@uclg.on.ca; pmclennan@gamsby.com; Roxanne St. Germain; Barry Turcotte; adecast@toronto.ca; gwillia4@toronto.ca; ccameron@townshipofsevern.com; publicworks@muskoka.on.ca; cevans@muskoka.on.ca; eodonnell@townofbwg.com; bfreeland@villageofwestport.ca; nbresee@villageofwestport.ca; sbryce@villageofwestport.ca; jane.dupuis@greatersudbury.ca; Kirk.Albert@tpsgc-pwgsc.gc.ca; Daniel.Lamothe@tpsgc-pwgsc.gc.ca  
**Subject:** FW: Request for Comments: Proposed Revisions to the MECP Watermain Disinfection Procedure (November 2015)  
**Attachments:** Watermain Disinfection Procedure - Draft October 2018.docx

File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ ☐ A  
 CAO ☒  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☒ S ☐ C  
 PPP ☐  
 Social Services ☐

Hi,  
 Please see the email below and confirm receipt.

Thanks,  
 Maxwin

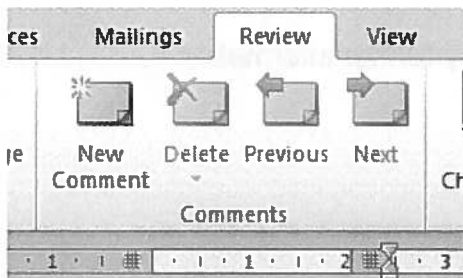


**From:** Ahmed, Aziz (MECP)  
**Sent:** December-07-18 2:36 PM  
**Cc:** 'MacDougald, Clayton'; Waller, Monique/KWO <Monique.Waller@jacobs.com> (Monique.Waller@jacobs.com); Meteer, Laura; Sonya Semanuk; 'Brittany.Hallam@greatersudbury.ca'; 'Ben Percy - GM BluePlan'; 'Latorre, Sandra/TOR'; 'Koc, Oya'; giovanni.cautillo@gtswca.org; amy.martin@guelph.ca; Hetherington, Stephen (MECP); Mark Knight; Smith, Jim (MECP); Dumancic, Robert (MECP); Wilson, Penny; Fletcher, Tim (MECP); Mahmood, Mansoor (MECP); Cressman, Charlene (MECP)  
**Subject:** Request for Comments: Proposed Revisions to the MECP Watermain Disinfection Procedure (November 2015)

I am pleased to provide you with proposed amendments to the ministry's Watermain Disinfection Procedure (WDP, 2015), for your comment. Please submit all comments in accordance with the instructions below, by inserting using Microsoft Word into the draft document, and submitting to [mdwlp@ontario.ca](mailto:mdwlp@ontario.ca), by **January 24<sup>th</sup>, 2019**.

#### For Office 2010 & 2016

- Highlight the text over which you would like to insert your comment
- Select the "Review" tab on the overhead menu on Word, and select "New Comment"



The amendments were developed with a large stakeholder group composed of municipal representatives, the OWWA/OMWA, OCWA and ministry staff, and their contributions were essential to revising the WDP. The 2015 WDP focussed on addressing procedures for watermain breaks/emergency repairs, while retaining most of ANSI/AWWA C651 (Standard For Disinfecting Watermains) for new watermain



construction. The need for amendments to the 2015 WDP were identified through a number of requests for clarification and relief related to new/planned watermain construction and replacement, which is the primary focus of the proposed changes summarized below:

- WDP applies to temporary watermains and service pipes greater than 100 mm dia. (both breaks and new mains) (refer to Preface)
- Flushing requirements for temporary sources of water supply, and lead sampling requirements for non-NSF/ANSI 61/372 hydrants used as temporary source of water supply to a new watermain. (Refer to Section 1.1)
- Requirements for certified operator and use of certified chemicals (Refer to Preface)
- Backflow prevention shall be accomplished by an air gap or CSA-approved reduced pressure (RP) backflow preventer (DCVA are not acceptable). Testing requirements for RPs. (refer to Section 1.1.1)
- Alternative flushing allowance when scouring velocity not practical (refer to Section 1.1.2)
- Clarification on slug disinfection test requirements (refer to Section 1.1.2, example 3)
- Requirement for chlorine residual testing for new watermains during microbial sampling (refer to Section 1.1.3)
- Backflow prevention mandatory, except for connections (refer to section 1.1.4)
- Exceptions from certified operator requirements for installation/disinfection of connections less than one pipe length (refer to Section 1.1.4.1)
- Expedited disinfection procedures for connections greater than one pipe length if connection crosses transportation corridor or may destabilize thrust block (refer to Section 1.1.4.2)
- Requirements for planned inspection/cleaning when watermain remains in service (refer to Section 1.3)
- Requirement for certified operator/supervision during live tapping (refer to Section 1.5)
- New section for re-commissioning watermains isolated from distribution systems (refer to Section 1.7)
- For watermain emergency repairs, all breaks classified as Category 2 (evident or suspected contamination) unless OIC classifies as Category 1 (no evident or suspected contamination) (refer to Section 2.1)
- Documentation requirements – separate requirements for new watermains and watermain breaks (refer to Section 3.1 and 3.2)
- New Appendix A – pictures relevant to new watermain.
- Definitions have been moved to Appendix G and defined words are in italics throughout the document. New definitions for acceptable disinfectant concentration, connection, directly supervised, and water quality analyst. Updated definitions for backflow prevention and flushing.

The goal of the amendments is to provide clarity regarding disinfection procedures, and workable options to address issues of constructability, traffic obstruction and worker safety. Once the comment period passes, the working group will meet to consider all submissions, prior to finalization of the document. Until such time, the version referenced in your drinking water works permit will continue to be in effect for compliance purposes.

We look forward to your comments, and please contact me if you need any further information.

Aziz

Aziz S. Ahmed, P.Eng. | Manager

Licensing and Approvals Section, Environmental Assessment and Permissions Branch | Environmental Assessment and Permissions Division

Ministry of the Environment, Conservation and Parks | 40 St. Clair Ave. West, 2<sup>nd</sup> Floor, Toronto, ON M4V 1M2

Tel: 416.314.4625 | Cell: 416.712.7427 | Toll Free: 1-888-999-1305 | Fax: 416.314.1037 ✉: [Aziz.Ahmed@ontario.ca](mailto:Aziz.Ahmed@ontario.ca)

**If you have any accommodation needs or require communication supports or alternate formats, please let me know.**

**Si vous avez des besoins en matière d'adaptation, ou si vous nécessitez des aides à la communication ou des médias substitués, veuillez me le faire savoir.**



## **Watermain Disinfection Procedure Draft (October 1, 2018)**

**FOR DISCUSSION PURPOSES ONLY**

Ministry of the Environment, Conservation and Parks  
Environmental Assessment and Permissions Division  
201X

1	<b>TABLE OF CONTENTS</b>	
2		Page
3	<b>Preface</b>	<b>1</b>
4	<b>1. Addition, Modification, Replacement, Extension and Planned Maintenance</b>	<b>2</b>
5		
6	<b>1.1. New Watermains</b>	<b>2</b>
7	<b>1.1.1. Backflow Prevention Requirements for New Watermains</b>	<b>2</b>
8	<b>1.1.2. Disinfection of New Watermains</b>	<b>2</b>
9	<b>1.1.3. Microbiological Samples for New Watermains</b>	<b>4</b>
10	<b>1.1.4. Connecting New Watermains</b>	<b>4</b>
11	1.1.4.1. Connections equal to or less than one pipe length (generally $\leq 6$ m)	<b>5</b>
12	1.1.4.2. Connections greater than one pipe length (generally $> 6$ m)	<b>5</b>
13	1.1.4.3. Placing New Watermains into Service	<b>5</b>
14	<b>1.2. Relining of Watermains</b>	<b>6</b>
15	<b>1.3. Planned Watermain Inspection and Cleaning</b>	<b>6</b>
16	<b>1.4. Planned Maintenance of Appurtenances and Fittings</b>	<b>6</b>
17	<b>1.5. Tapping of Watermains</b>	<b>7</b>
18	<b>1.6. Service Pipes</b>	<b>7</b>
19	<b>1.7. Re-commissioning Watermains Isolated from Distribution System</b>	<b>7</b>
20		
21	<b>2. Watermain Disinfection Procedures for Emergency Repairs</b>	<b>8</b>
22		
23	<b>2.1. Categorization and Public Agency Notification of Watermain Breaks</b>	<b>8</b>
24	<b>2.1.1. Category 1</b>	<b>8</b>
25	<b>2.1.2. Category 2</b>	<b>8</b>
26	<b>2.1.3. Public Agency Notification</b>	<b>8</b>
27	2.1.3.1. Category 1	<b>8</b>
28	2.1.3.2. Category 2	<b>9</b>
29	<b>2.2. Watermain Break Common Disinfection Procedure</b>	<b>9</b>
30	<b>2.2.1. Maintenance of Flow</b>	<b>10</b>
31	<b>2.2.2. Excavation Dewatering</b>	<b>10</b>
32	<b>2.2.3. Disinfection of Pipe and Repair Parts</b>	<b>10</b>
33	<b>2.2.4. Installation of Repair Parts</b>	<b>10</b>
34	<b>2.2.5. Post Repair Flushing</b>	<b>10</b>
35	<b>2.2.6. Restoration of Acceptable Disinfectant Concentration and Return to Normal Service</b>	<b>11</b>
36		
37	<b>2.3. Additional Information for Category 1 Watermain Break Repairs</b>	<b>11</b>
38	<b>2.3.1. Microbiological Samples (Optional)</b>	<b>11</b>
39	<b>2.4. Additional Requirements for Category 2 Watermain Break Repairs</b>	<b>11</b>

1		Page
2	2.4.1. Removal of <i>Contaminants</i> from Watermain	11
3	2.4.2. Additional Disinfection Procedures	11
4	2.4.3. <i>Microbiological Samples</i> (Mandatory)	12
5	2.4.4. Special Case - Sewage <i>Contamination</i>	12
6	2.4.5. Special Case – Chemical <i>Contamination</i>	12
7		
8	<b>3. Documentation</b>	13
9		
10	3.1. Documentation for New Watermains	13
11	3.2. Documentation for Watermain Maintenance and Repairs	14
12		
13	<b>Appendix A - Tools to Determine Compliance with New Watermain Requirements – Pictures</b>	16
14		
15	<b>Appendix B - Tools to Help Determine the Category of Watermain Break - Flowchart</b>	17
16		
17	<b>Appendix C - Tools to Help Determine the Category of Watermain Break - Pictures</b>	18
18		
19	<b>Appendix D – Category 1 Flowchart</b>	20
20		
21	<b>Appendix E – Category 2 Flowchart</b>	21
22		
23	<b>Appendix F – Category 2 – Special Cases Flowchart</b>	23
24		
25	<b>Appendix G - Definitions</b>	24
26		

## 1 Preface

2 This watermain disinfection procedure is a supporting document for Ontario legislation and regulations  
3 related to drinking water. The Drinking Water Works Permit (DWWP) Schedule B, Condition 2.3 ("DWWP  
4 Condition 2.3") adopts this procedure by reference. Where this procedure makes reference to  
5 ANSI/AWWA Standard C651 "Disinfecting Water Mains", the most current version of the standard shall  
6 be used. Definitions listed in Appendix G are capitalized and italicized throughout this procedure.

7 *Service Pipes* of 100 mm diameter and greater shall be considered as watermains for the purposes of  
8 this procedure. The requirements in this procedure also apply to temporary watermains.

9 Operating authorities shall use *Certified Operators* for activities that must be performed by a *Certified*  
10 *Operator* or may use a *Water Quality Analyst* for sampling and testing if permitted through regulation.  
11 Watermains that form part of a drinking water system can only be *Isolated* and placed into service by  
12 *Certified Operators*. Activities performed on *Isolated* watermains are not required to be performed by  
13 *Certified Operators*.

14 Chemicals used for disinfection shall meet the requirements of Schedule B, Condition 14.1 of the current  
15 Municipal Drinking Water Licence.

16 Operating authorities may use best management practices that exceed the minimum requirements in  
17 this procedure.

1 **1. Addition, Modification, Replacement, Extension and Planned Maintenance**

2  
3 **1.1. New Watermains**

4 For watermains, including temporary watermains, which are added to, modified, re-aligned,  
5 replaced or extended within a drinking water system, operating authorities shall ensure that the  
6 requirements of ANSI/AWWA Standard C651 are followed as modified by this procedure.

7 Any temporary source of water supply to a new watermain shall be *Flushed* prior to use as water  
8 source. When an operating authority is considering using a hydrant which is not NSF 61/372  
9 certified to supply water to a new watermain, the operating authority shall ensure, prior to using  
10 the hydrant, that a lead sample is obtained from the hydrant after it has been *Flushed* and that the  
11 lead sample results are below the standard from Schedule 2 of Ontario Regulation 169/03. The  
12 reporting and corrective actions of Schedule 16 and the applicable Schedule 17 or 18 of O. Reg.  
13 170/03 shall apply. If the results of the resample exceed the standard, another source of the  
14 drinking water will have to be used.

15 **1.1.1. Backflow Prevention Requirements for New Watermains**

16 The *Backflow Prevention* provisions within Section 4.8.9 of ANSI/AWWA Standard C651-14 shall  
17 be mandatory for the installation of new watermains.

18 Where required, *Backflow Prevention* for new watermains shall be accomplished by:

- 19
- an air gap as defined in CSA Standard B64.10 "Selection and Installation of Backflow Preventers"; or
  - a CSA-approved reduced pressure (RP) backflow preventer which has been selected,  
22 installed, and tested in accordance with CSA Standard B64.10. Backflow preventers shall  
23 be field tested according to CSA Standard B64.10. Examples of RP backflow preventer  
24 installations are shown in Figures A-1 and A-2, while schematic representations are shown  
25 in Figures A-3 and A-4, respectively, of Appendix A.
- 26

27 **Exception:** If a backflow preventer is relocated within the same day, testing is only required for  
28 the first installation of the day.

29  
30 For the purposes of CSA Standard B64.10, a backflow prevention tester's licence shall be an  
31 Ontario Water Works Association (OWWA) Certified Cross Connection Control Specialist  
32 Certificate or a *Ministry*-approved equivalent. In addition to the list of professionals in Table 1 of  
33 Figure E.1. of CSA Standard B64.10, a *Certified Operator* or a Water Quality Analyst with a  
34 backflow prevention tester's licence shall also be authorized to test, install, relocate, or replace  
35 backflow preventers used in the installation and commissioning of new watermains.  
36

### 1.1.2. Disinfection of New Watermains

For preliminary flushing prior to disinfection, if the requirements of ANSI/AWWA Standard C651 for a scouring velocity of 3.0 ft/sec (0.91 m/sec) are not practical, alternative cleaning consisting of swabbing or flushing 2-3 pipe volumes can be used at the discretion of the operating authority.

Where a watermain is disinfected using the tablet, continuous feed, slug, or spray chlorination method for disinfecting newly constructed watermains as per the procedures in ANSI/AWWA Standard C651, the minimum contact times, initial chlorine concentrations, and maximum allowable decreases in chlorine concentration as listed in Table 1 shall be used. The disinfection method used is at the discretion of the operating authority.

**Exception:** Where copper pipe is used for smaller diameter watermains, disinfection shall be performed using the continuous feed method, with an initial chlorine concentration of  $\geq 50$  mg/L and a minimum 24-hour contact time. Due to the chlorine demand exerted by the copper, the maximum allowable decrease requirement in Table 1 does not apply, and the effectiveness of the disinfection process shall be demonstrated by the *Microbiological Sampling* referred to in Section 1.1.3.

**Table 1: Chlorine Concentrations\* and Contact Times for Disinfecting New Watermains**

Disinfection Method	Minimum Contact Time	Initial Chlorine Concentration	Maximum Allowable Decrease in Chlorine Concentration
Tablet or Continuous Feed	24 hours	$\geq 25$ mg/L	40% of the Initial Chlorine Concentration to a maximum of 50 mg/L
Slug	3 hours	$\geq 100$ mg/L	25 mg/L
Spray	30 minutes	$\geq 200$ mg/L	Measurement Not Required

\* At concentrations over 10 mg/L, measurements of total chlorine and free chlorine shall be deemed equivalent.

The following examples are provided to demonstrate the proper use of Table 1.

#### Example 1



When using the continuous feed method of chlorination with an initial chlorine concentration of 50 mg/L, the maximum allowable decrease in chlorine concentration is 40% of 50 mg/L, or 20 mg/L. Therefore, at least 30 mg/L of chlorine must be present after 24 hours.

#### **Example 2**

When using the continuous feed method of chlorination with an initial chlorine concentration of 150 mg/L, the maximum allowable decrease in chlorine concentration is 50 mg/L, because 40% of 150 mg/L is greater than the maximum allowable decrease of 50 mg/L. Therefore, at least 100 mg/L of chlorine must be present after 24 hours.

#### **Example 3**

When using the slug method of chlorination, with a minimum contact time of 3 hours, the chlorine concentration shall be measured in the slug at the beginning of the disinfection process, as the slug moves through the watermain, and at the point of discharge. If at any point the chlorine concentration has decreased by more than 25 mg/L, the flow shall be stopped and additional chlorine shall be added to restore the chlorine concentration in the slug to not less than its original concentration. For example, if the initial chlorine concentration in the slug is 150 mg/L, then the chlorine concentration must not decrease below 125 mg/L. If the chlorine concentration were to fall below 125 mg/L (a decrease of > 25 mg/L), the flow shall be stopped and chlorine added to restore the chlorine concentration to 150 mg/L.

#### **1.1.3. Microbiological Samples for New Watermains**

The operating authority shall ensure that the *Microbiological Samples* taken in accordance with ANSI/AWWA Standard C651 include as a minimum *Escherichia coli* and Total Coliforms and are tested by a licensed and accredited laboratory. When *Microbiological Samples* are taken from new watermains (including *Connections*) that have not been placed into service, operating authorities shall ensure that additional samples are taken at the same time from the same location and are tested immediately for,

(a) free chlorine residual, if the system provides chlorination and does not provide chloramination; or

(b) combined chlorine residual, if the system provides chloramination.

These *Microbiological Samples* and disinfectant residual tests are not considered drinking water tests for the purpose of the SDWA, and are therefore not reportable. Any person authorized by the owner or operating authority can collect these *Microbiological Samples* and perform the associated disinfectant residual tests.



For new watermains with limited sampling points available, an alternative method of taking *Microbiological Samples* is called staged sampling. Staged sampling shall be performed as follows:

- A flow meter shall be installed to measure flow through the new watermain;
- A sampling point shall be installed at the end of the new watermain (additional sampling points may also be installed along the length of the watermain); and
- Flow shall be established and samples shall be taken from the sampling point(s) at intervals that are calculated to represent the lengths of the watermain as required by ANSI/AWWA C651, based on the pipe size and the measured flow rate.

#### **1.1.4 Connecting New Watermains**

The provisions outlined in Section 4.10 of ANSI/AWWA Standard C651-14 are mandatory, along with the additional requirements prescribed below. The *Backflow Prevention* provisions within Section 4.8.9 of ANSI/AWWA Standard C651-14 are not mandatory for *Connections*.

##### **1.1.4.1 Connections Equal to or Less than One Pipe Length (Generally $\leq 6$ m)**

*Connections* equal to or less than one pipe length (generally  $\leq 6$  m) shall be undertaken in accordance with Section 4.10.1 of ANSI/AWWA Standard C651-14, however a *Certified Operator* is required to witness the installation of the *Connection* to ensure that sanitary construction practices are followed and proper disinfection is performed.

**Exception:** If a *Certified Operator* is not present during the installation and disinfection of the *Connection*, the *Connection* shall remain *Isolated* from the existing drinking water system, except while being flushed or sampled by a *Certified Operator*, until satisfactory results are received from one *Microbiological Sample* taken in accordance with Section 1.1.3 of this procedure from water that has been directed through the *Connection*.

##### **1.1.4.2 Connections Greater than One Pipe Length (Generally $> 6$ m)**

*Connections* greater than one pipe length (generally  $> 6$  m) shall be undertaken in accordance with Section 4.10.2 of ANSI/AWWA Standard C651-14.

**Exception:** If the *Connection*:

- Crosses a transportation corridor, the extended closure of which could result in significant community impacts (e.g., traffic congestion, loss of emergency vehicle access, safety concerns, etc.), or
- Cannot be constructed to within one pipe length of the existing watermain due to the potential for destabilizing an existing thrust block,

The following procedure may be used at the discretion of the operating authority for the installation and disinfection of *Connections* greater than one pipe length and up to a total length of 40 m. Figure A-5 in Appendix A shows a diagram of an example” to help understand this exception.

- The new watermain and *Appurtenances* forming the *Connection* shall be spray disinfected or swabbed with a minimum 1% sodium hypochlorite solution immediately prior to installation.
- A *Certified Operator* is required to witness the installation of the *Connection* to ensure that sanitary construction practices are followed and proper disinfection is performed.
- The *Connection* shall remain *Isolated* from the existing drinking water system, except while being flushed or sampled by a *Certified Operator*, until satisfactory results are received from two *Microbiological Samples* taken in accordance with Section 1.1.3 of this procedure and Section 5.1.1.1 of ANSI/AWWA Standard C651-14.
- Where required by the operating authority, hydrostatic testing of the *Connection* shall not be undertaken against the Isolating valve until satisfactory results from the *Microbiological Samples* referred to above are received. Potable water shall be used for hydrostatic testing.

#### 1.1.4.3 Placing New Watermains into Service

Valves opened to place a new watermain into service shall, in all cases, be operated by a *Certified Operator*. Prior to *Connection*, a *Certified Operator* shall verify an *Acceptable Disinfectant Concentration* in the new watermain. When a watermain is placed into service, *Flushing* through the *Connection* shall continue until an *Acceptable Disinfectant Concentration* is achieved. *Microbiological Samples* taken and disinfectant residual tests performed after a watermain is placed into service are drinking water tests for the purpose of the SDWA and adverse test results are reportable.

#### 1.2. Relining of Watermains

For relining of existing watermains, the conditions of Sections 1.1.2, 1.1.3 and 1.1.4 of this procedure will apply.

**Exception:** The operating authority may allow return to service prior to receiving satisfactory *Microbiological Sample* results if all of the following conditions are met:

- The local Medical Officer of Health is consulted prior to the commencement of the project and their advice is documented and followed; and
- The watermain is physically *Isolated* from the remainder of the drinking water system through *Backflow Prevention*; and
- *Flushing* of the watermain has been completed and an *Acceptable Disinfectant Concentration* has been restored.

### 1.3. Planned Watermain Inspection and Cleaning

All equipment used for the inspection of watermain shall be dedicated for that purpose only, and shall be suitable for disinfection. Sanitary practices shall be followed to prevent the introduction of *Contaminants* into the watermain. All inspection equipment inserted into a watermain (e.g. electromagnetic, acoustic, or video inspection equipment) shall be cleaned and disinfected using a minimum 1% sodium hypochlorite solution immediately prior to insertion. Potable water shall be used for equipment cleaning and/or preparation of hypochlorite solutions. Disinfectant residual testing shall be performed upon removal of the inspection equipment. *Flushing* shall be performed if an *Acceptable Disinfectant Concentration* was not maintained.

For planned watermain cleaning by swabbing or *Higher Velocity Flushing*, the system can be returned to normal service, defined as having all valves returned to normal operating position, after an *Acceptable Disinfectant Concentration* is achieved at the point of flushing.

For all other types of cleaning (e.g. air scouring, ice pigging, etc.), the operating authority shall develop and implement a site-specific plan for cleaning, disinfection, and sampling in agreement with the local *Ministry* office in consultation with the local Medical Officer of Health.

### 1.4. Planned Maintenance of Appurtenances and Fittings

Section 2 of this procedure for Category 1 watermain breaks shall apply to the installation/replacement/repair of *Appurtenances* and/or fittings. If *Contamination* is evident or suspected, the procedures prescribed under Section 2 of this procedure for Category 2 watermain breaks shall apply.

### 1.5. Tapping of Watermain

Where existing watermain are tapped, the pipe surface at the location of the tap shall be cleaned and disinfected using a minimum 1% sodium hypochlorite solution. Where applicable, the drill/cutting/tapping bits and all surfaces of mainstops, service saddles, tapping sleeves and valves which will come into contact with drinking water shall likewise be cleaned and disinfected using a minimum 1% sodium hypochlorite solution immediately prior to installation. If any of the disinfected surfaces come into contact with the soil and/or water in the excavation prior to use, the cleaning and disinfection procedure shall be repeated.

The live tapping (i.e. "wet" tapping) of a watermain that is part of the drinking water system must be performed by a *Certified Operator*; however a person or contractor not certified as a drinking water operator can perform wet taps provided they are being *Directly Supervised* by a *Certified Operator*.

### 1.6. Service Pipes

1 *Service Pipes* of 100 mm diameter and greater shall be considered as watermains for the purposes of  
2 this procedure, and shall be disinfected and tested in accordance with the requirements of  
3 ANSI/AWWA C651 as modified by this procedure. For *Service Pipes* of diameter less than 100 mm,  
4 operating authorities shall ensure that sanitary conditions are maintained during installation/repair,  
5 and that *Flushing* is conducted prior to placing into service.

## 6 7 **1.7 Re-commissioning Watermains *Isolated* from the Distribution System**

8  
9 Where a section of watermain has been *Isolated* from a drinking water system and an *Acceptable*  
10 *Disinfectant Concentration* within the *Isolated* section was not maintained (e.g., a valved-off stub),  
11 the operating authority shall develop and implement a re-commissioning plan that reflects the time  
12 period of isolation and the associated risks. The plan may include the implementation of Sections  
13 1.1.2 and 1.1.3 of this procedure. At a minimum, the plan must include:

- 14  
15 • *Flushing* through the *Isolated* section of watermain; and
- 16 • Satisfactory test results to be received from at least one *Microbiological Sample* prior to the  
17 *Isolated* watermain being placed into service.

## 18 19 **2. Watermain Disinfection Procedures for Emergency Repairs**

20 This procedure uses a risk management approach to categorize watermain breaks based on the  
21 potential for *Contamination*. The objective of this procedure is to set minimum disinfection  
22 requirements to minimize the potential for drinking water health hazards during emergency/unplanned  
23 repairs resulting from the physical failure of a watermain or *Appurtenance* (a “break”).

### 24 **2.1. Categorization and Public Agency Notification of Watermain Breaks**

25  
26 All breaks shall be classified as Category 2 as per Section 2.1.2 of this procedure unless the *Operator-*  
27 *in-Charge* (OIC) conducts a visual inspection upon completion of the excavation to determine the  
28 nature of the break and classifies it as a Category 1 as per Section 2.1.1. The OIC shall assess the  
29 evidence of *Contamination* or potential *Contamination* of the watermain throughout the repair  
30 procedure and shall reclassify if required.

31  
32 Refer to Appendices B and C for a flowchart and pictures to better understand the criteria to  
33 determine the categories of watermain breaks.

#### 34 35 **2.1.1. Category 1**

36  
37 An OIC may classify watermain breaks with no evident or suspected *Contamination* as Category  
38 1. The steps described in Sections 2.2 and 2.3 of this procedure shall be followed for Category 1  
39 watermain break repairs.  
40

1 *Contamination* is typically not suspected for circumferential breaks or small leaks where flow is  
2 maintained from the break until an *Air Gap* is established and where the *Air Gap* is maintained  
3 during the repair procedure. If, at any time, *Contamination* is evident or suspected, the break  
4 shall be reclassified as Category 2.

#### 5 6 **2.1.2. Category 2** 7

8 Watermain breaks with evident or suspected *Contamination* are classified as Category 2.  
9 Watermain repairs involving more than one pipe length (generally  $\geq 6$  m) of replaced pipe are  
10 also classified as Category 2. The steps described in Sections 2.2 and 2.4 of this procedure shall  
11 be followed for Category 2 watermain break repairs.

#### 12 13 **2.1.3. Public Agency Notification** 14

##### 15 **2.1.3.1. Category 1**

16 Category 1 watermain breaks are not deemed to be observations of improper disinfection in  
17 accordance with Section 16-4 of Schedule 16 of O. Reg. 170, and are not reportable to the  
18 Spills Action Centre.

19 This procedure does not require that the local Medical Officer of Health be notified of  
20 Category 1 watermain break repairs; however, the local Medical Officer of Health may  
21 exercise his/her option to require such notification. Operating Authorities may choose to  
22 provide notification to, or seek advice from, the local Medical Officer of Health at any time.

##### 23 **2.1.3.2. Category 2**

24 Category 2 watermain breaks are not reportable to the Spills Action Centre unless an  
25 operating authority believes that contaminated water was directed to users. If an operating  
26 authority believes that contaminated water was directed to users, this will constitute an  
27 observation of improper disinfection in accordance with Section 16-4 of Schedule 16 of O.  
28 Reg. 170/03, and the reporting and corrective actions of Schedule 16 and the applicable  
29 Schedule 17 or 18 of O. Reg. 170/03 shall apply.

30 This procedure does not require that the local Medical Officer of Health be notified of  
31 Category 2 watermain break repairs unless an observation of improper disinfection has been  
32 reported as noted above; however, the local Medical Officer of Health may exercise his/her  
33 option to require such notification. Operating authorities may choose to provide notification  
34 to, or seek advice from, the local Medical Officer of Health at any time.

35 Notification to the local *Ministry* office is not required for Category 2 watermain breaks  
36 unless:

- A *Water Advisory* is declared. The local *Ministry* office shall be notified as soon as reasonably possible during business hours. After business hours, the operating authority shall send an e-mail to the e-mail address specified by local *Ministry* office no later than 10 AM the next business day; or
- In the Special Cases described in Sections 2.4.4 and 2.4.5 of this procedure. The local *Ministry* office shall be notified as soon as reasonably possible during business hours. After business hours, the operating authority shall contact the Spills Action Centre as soon as reasonably possible.

## **2.2. Watermain Break Common Disinfection Procedure**

The following steps must be performed for all emergency watermain repairs (Category 1 and Category 2). Examples of typical steps for Category 1, 2 and for special cases are provided in Appendices D, E and F of this procedure respectively. The excavation and dewatering requirements from this section may not apply to repairs of portions of temporary watermain which are above ground.

### **2.2.1. Maintenance of Flow**

The operating authority shall determine if flow can be maintained to the break site until the watermain is excavated. This determination shall be based on risks to worker and public safety, the possibility of property damage, and/or adverse impact to the natural environment.

The operating authority will attempt to maintain flow from the break, where possible, until an *Air Gap* is established. Flow may be reduced by throttling valves while maintaining sufficient flow from the break to minimize the potential for *Contamination*. Flow may be discontinued after an *Air Gap* has been created.

If flow from the break is not maintained before an *Air Gap* is established, the break shall be classified as Category 2.

### **2.2.2. Excavation Dewatering**

Excavation dewatering shall be continued for the duration of the repairs such that the *Air Gap* between the location of the break in the watermain and the water in the excavation is maintained. If the water level in the excavation rises such that the *Air Gap* is not maintained after flow from the break has been discontinued, then the watermain break shall be classified as Category 2.

### **2.2.3. Disinfection of Pipe and Repair Parts**

All surfaces of pipe and repair parts which will come into contact with drinking water shall be disinfected using a minimum 1% sodium hypochlorite solution immediately prior to installation. If any of the disinfected surfaces come into contact with the water and/or soil in the excavation



1 prior to installation, the surfaces shall be cleaned and the disinfection procedure shall be  
2 repeated.

3  
4 If cutting out a section of pipe, the interior surfaces of the cut ends of the existing watermain  
5 shall be disinfected as well, using a minimum 1% sodium hypochlorite solution, swabbed or  
6 sprayed as far as can be practically reached.  
7

#### 8 **2.2.4. Installation of Repair Parts**

9  
10 The repair parts shall be installed while ensuring that *Contaminants* do not enter the watermain.  
11

#### 12 **2.2.5. Post Repair Flushing**

13  
14 *Flushing* shall be conducted following repairs by creating a temporary dead end downstream of  
15 the break through valve operation, and *Flushing* through the location of the repair to a  
16 discharge point. Flushed water may be discharged from a hydrant, plumbing or *Appurtenances*.  
17 Where there is no discharge point to allow for *Flushing*, the operating authority shall tap the  
18 watermain on the downstream side of the break and discharge from that point.  
19

20 *Flushing* shall continue until the discharged water is free from discoloration, and an *Acceptable*  
21 *Disinfectant Concentration* has been restored. Where the repair was performed using a repair  
22 sleeve, and flow was maintained from the break, *Flushing* is not required.  
23

24 Dechlorination of discharged water is required for any water that is directed into surface water  
25 or if the discharge into the natural environment causes or is likely to cause an adverse effect, as  
26 per Condition 10 of Schedule B of the Municipal Drinking Water Licence. The discharged water  
27 is deemed to be a Class II spill for the purposes of O. Reg. 675/98 (Classification and Exemption  
28 of Spills and Reporting of Discharges) made under the Environmental Protection Act. Discharges  
29 of flushed water are also regulated under Condition 4.5 of Schedule C of the Municipal Drinking  
30 Water Licence.  
31

#### 32 **2.2.6. Restoration of Acceptable Disinfectant Concentration and Return to Normal Service**

33  
34 After an *Acceptable Disinfectant Concentration* has been achieved at the point of flushing, the  
35 system can be returned to normal service, defined as having all valves returned to normal  
36 operating position.  
37

### 38 **2.3. Additional Information for Category 1 Watermain Break Repairs**

#### 39 **2.3.1. Microbiological Samples (Optional)**

40  
41 There is no requirement for *Microbiological Samples* to be taken following Category 1  
42 watermain break repairs. Where the operating authority chooses to perform *Microbiological*  
43 *Sampling*, the samples shall be deemed drinking water samples within the meaning of O. Reg.  
44

170/03, and the reporting/corrective actions of Schedule 16 and the applicable Schedule 17 or 18 of O. Reg. 170/03 shall apply.

#### 2.4. Additional Requirements for Category 2 Watermain Break Repairs

In addition to the requirements described in Section 2.2 of this procedure, the following steps are required for Category 2 watermain break repairs.

##### 2.4.1. Removal of *Contaminants* from Watermain

Appropriate additional steps shall be undertaken to remove *Contaminants* from the watermain, such as:

- Physical removal of *Contaminants*;
- *Flushing* into the excavation;
- *Higher Velocity Flushing* after repairs where practical and feasible.

##### 2.4.2. Additional Disinfection Procedures

In addition to the steps in Section 2.2.3 of this procedure, site specific disinfection procedures may also be used depending on the severity or nature of the *Contamination*. The steps may include the disinfection procedures for new watermains as per ANSI/AWWA Standard C651.

##### 2.4.3. *Microbiological Samples* (Mandatory)

After the completion of *Flushing* and restoration of an *Acceptable Disinfectant Concentration*, at least one *Microbiological Sample* shall be taken and submitted as soon as reasonably possible, taking into consideration laboratory working hours and transportation timeframes.

The flow shall be directed to ensure that the sample represents water that has passed through the location of the repair. The sampling will typically occur at the point of *Flushing*, and may take place from sampling ports, hydrants, blow-offs, or premise plumbing. All samples shall be considered drinking water samples, taken and tested in accordance with O. Reg. 170/03 requirements. The reporting and corrective actions of Schedule 16 and the applicable Schedule 17 or 18 of O. Reg. 170/03 shall apply.

The watermain may be returned to normal service, defined as having all valves returned to normal operating position, prior to receipt of *Microbiological Sample* results.

##### 2.4.4. Special Case - Sewage *Contamination*

If there is evident or suspected sewage *Contamination* of a watermain, in addition to the steps in Sections 2.2 and 2.4 of this procedure, the operating authority shall develop and implement a plan with site specific procedures for disinfection and sampling. The sampling plan shall include as a minimum taking two sets of *Microbiological Samples* at least 24 hours apart.



Return to normal service is contingent upon the corrective actions and sampling plan being completed to the satisfaction of the local *Ministry* office (in consultation with local Medical Officer of Health). The affected watermain(s) may not be placed into service before the corrective actions and sampling plan are completed unless a *Water Advisory* is declared.

The disinfection requirements for new watermain(s) as per Section 1.1.1 of this procedure may be used based on agreement between the operating authority and the local *Ministry* office (in consultation with the local Medical Officer of Health).

#### **2.4.5. Special Case – Chemical Contamination**

If there is evident or suspected chemical *Contamination* of a watermain, in addition to the steps in Sections 2.2 and 2.4 of this procedure, the operating authority shall develop and implement a plan with site specific procedures for disinfection and/or decontamination and sampling. The operating authority shall finalize the plan in agreement with the local *Ministry* office (in consultation with the local Medical Officer of Health).

Return to normal service is contingent upon the corrective actions and sampling plan being completed to the satisfaction of the local *Ministry* office (in consultation with the local Medical Officer of Health). The affected watermain(s) may not be put back in service before the corrective actions and sampling plan are completed unless a *Water Advisory* is declared.

### **3. Documentation**

#### **3.1. Documentation for New Watermain(s)**

When installing new watermain(s) as per Section 1.1 of this procedure, the operating authority shall maintain records of the following information as a minimum. The information shall be retained as per the record keeping requirements of Section 27 of O. Reg. 128/04. This section does not require that all of the information be recorded on a single form:

- **Backflow Prevention:**
  - *Air Gap* or Reduced Pressure Backflow Preventer installed by section 4.8.9 of AWWA C651-14.
  - Backflow preventer tested as per Section 1.1.1. of this procedure.
- Swabbing and/or flushing have been completed.
- **Disinfection Process:**
  - Method of disinfection;
  - Disinfection chemical meets AWWA/ANSI safety criteria standard NSF-60;
  - Disinfection: Date and time started and ended;
  - Chlorine residual at start and end of contact time at each sampling point;
  - Decrease in chlorine concentration in mg/L and/or percentage as required; and
  - For slug chlorination: all chlorine residual test results at each sampling point.
- **Microbiological Sampling** referred to in Section 1.1.3:

- Schematic or drawing showing approximate location where *Microbiological Samples* were taken;
- *Microbiological* and disinfectant residual sample results; and
- For staged sampling: flow rate, time each sample was taken and calculated length.
- *Connections* referred to in Section 1.1.4:
  - Date watermain was placed into service.
  - Length of *Connection*.
  - Sanitary conditions and proper disinfection completed.
  - *Connections* less than one pipe length with *Certified Operator* present:
    - Name of *Certified Operator* present for *Connection*.
  - *Connections* less than one pipe length with no *Certified Operator* present:
    - Results of *Microbiological* and disinfectant residual samples.
  - *Connections* under the 40 m exception:
    - Reason why the exception was used.
    - Name of *Certified Operator* present and statement of proper disinfection and sanitary conditions.
    - Results of *Microbiological* and disinfectant residual samples.
  - Disinfectant residual after watermain is flushed and put in service.

### 3.2. Documentation for Watermain Maintenance and Repair

When performing maintenance and repair activities as per Sections 1.4 and 2 of this procedure, the operating authority shall maintain records of the following information as a minimum. The information shall be retained as per the record keeping requirements of Section 27 of O. Reg. 128/04. This section does not require that all of the information be recorded on a single form:

- Date.
- Location (e.g. a municipal address).
- Flow maintained at the site until *Air Gap* created.
- Watermain size and material (e.g. 150 mm cast iron).
- No evident or suspected *Contamination* of the watermain was observed before or during the repair process.
- If watermain break, indicate type of watermain break (e.g. circumferential, longitudinal, split bell, spiral, rupture, blow-out, hole, leak at main stops/tapping valves, etc.).
- If planned maintenance, indicate type of planned maintenance (e.g. valve replacement)
- *Air Gap* maintained, once established, throughout the repair process.
- Name of *Operator-in-Charge* who classified the watermain break as Category 1 (if applicable).
- Type of Repair (e.g. clamp, cut out, etc.).
- Pipe and Repair Parts disinfected.
- Post-repair *Flushing* undertaken.
- For Category 2, where additional steps were required under 2.4.1 and 2.4.2, describe these steps.

- For Category 2 – Special Cases, include site specific plan. If chlorine disinfection was used, indicate initial concentration, contact time, final concentration and final concentration as percentage of initial concentration.
- Disinfectant residual on final post repair *Flushing*. If final disinfectant residual is less than 0.2 mg/L free chlorine in a chlorinated system or 1.0 mg/L combined chlorine in a chloraminated system, then provide the location and results of upstream disinfectant residual(s) or by using documented benchmarks for the area.
- *Microbiological Samples* taken (If applicable).
  - Date and location(s) of sample(s) (if applicable, e.g. Chain of custody).
- Date and time of return to normal service.
- *Water Advisory* declared (if applicable): Date and Time.
- Public Agency Notification (if applicable): local *Ministry* office (Date and Time).
- Public Agency Notification (if applicable): Spills Action Centre (Date and Time).
- Public Agency Notification/Direction (if applicable): local Medical Officer of Health (Date and Time).

## APPENDIX A

### Tools to determine compliance with New Watermain requirements - Pictures

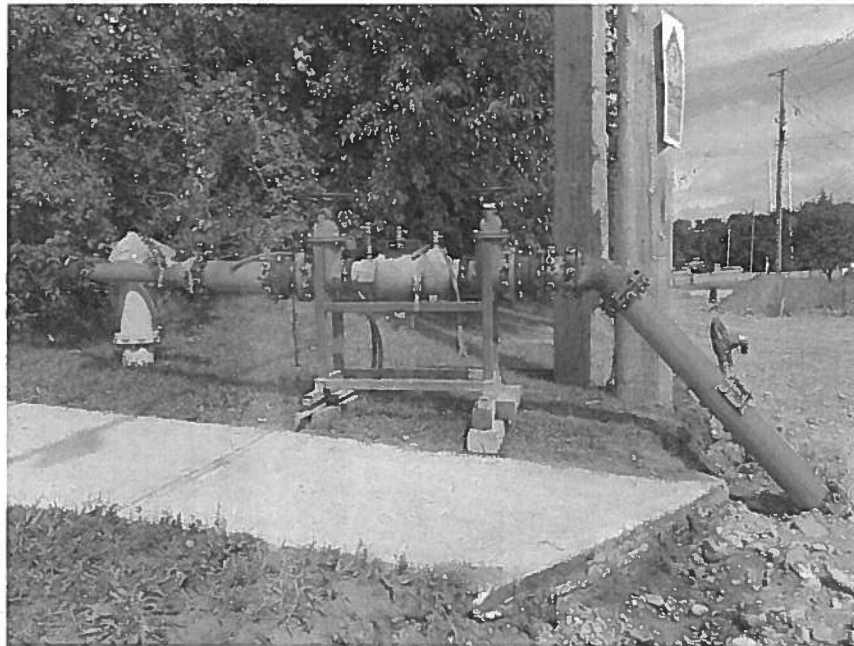


Figure A-1: Temporary connection from hydrant with *Backflow Prevention* with a CSA approved reduced pressure backflow preventer.



Figure A-2: Temporary connection from watermain with *Backflow Prevention* with a CSA approved reduced pressure backflow preventer

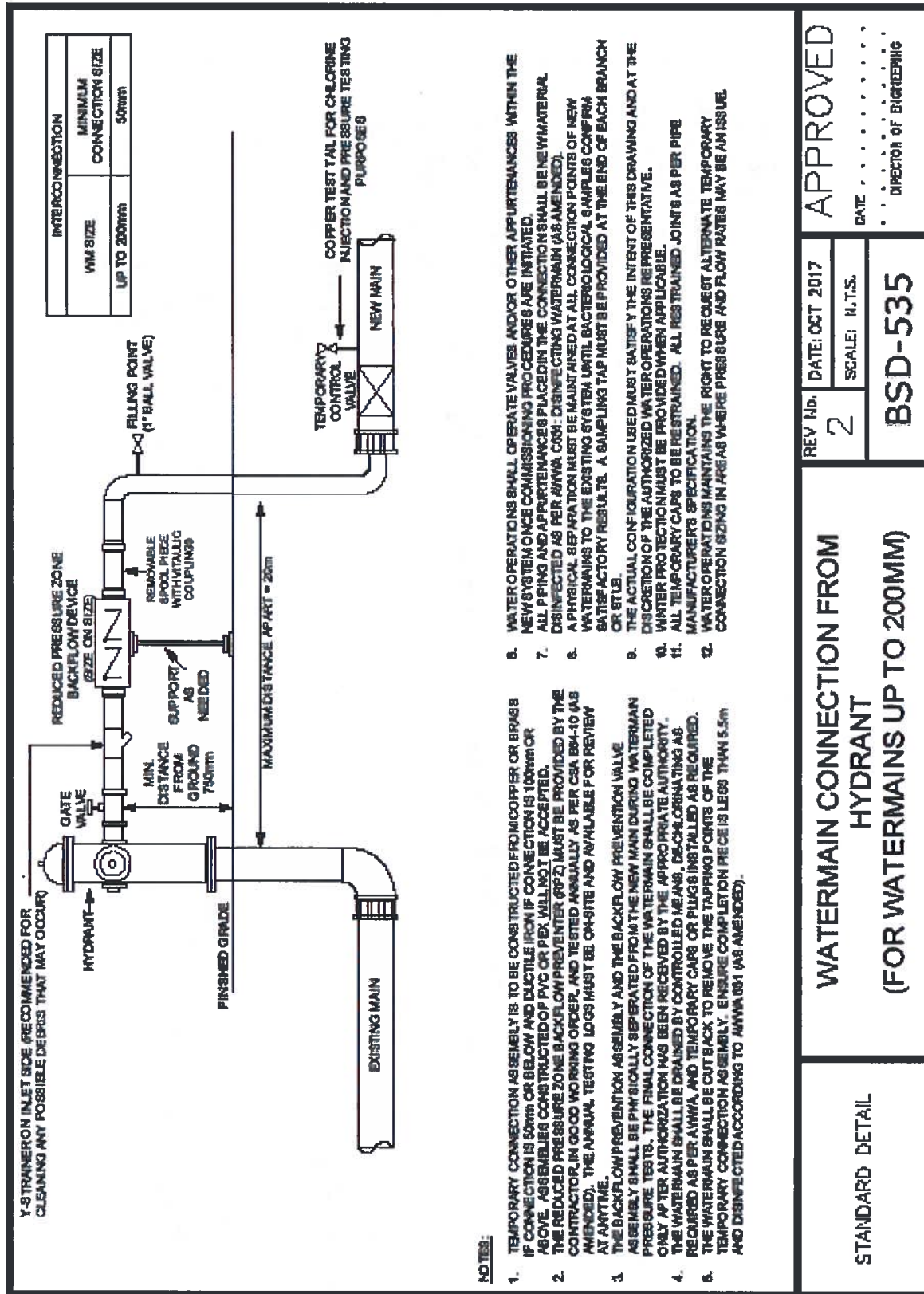


Figure A-3: Schematic of temporary connection from hydrant with Backflow Prevention with a CSA approved reduced pressure backflow preventer.

Draft, For Discussion Only



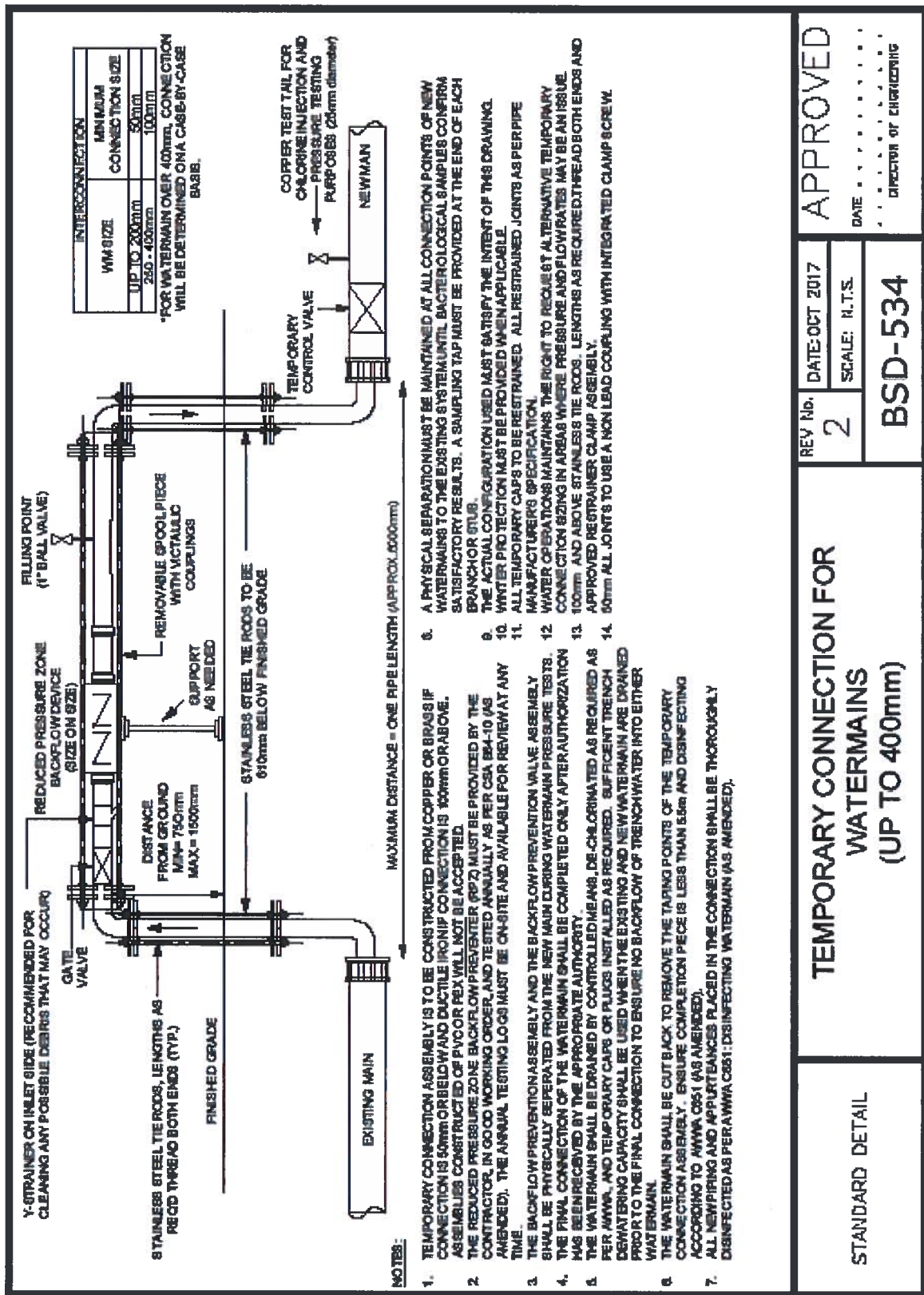


Figure A-4: Schematic of temporary connection from watermain with Backflow Prevention with a CSA approved reduced pressure backflow preventer.

Draft, For Discussion Only



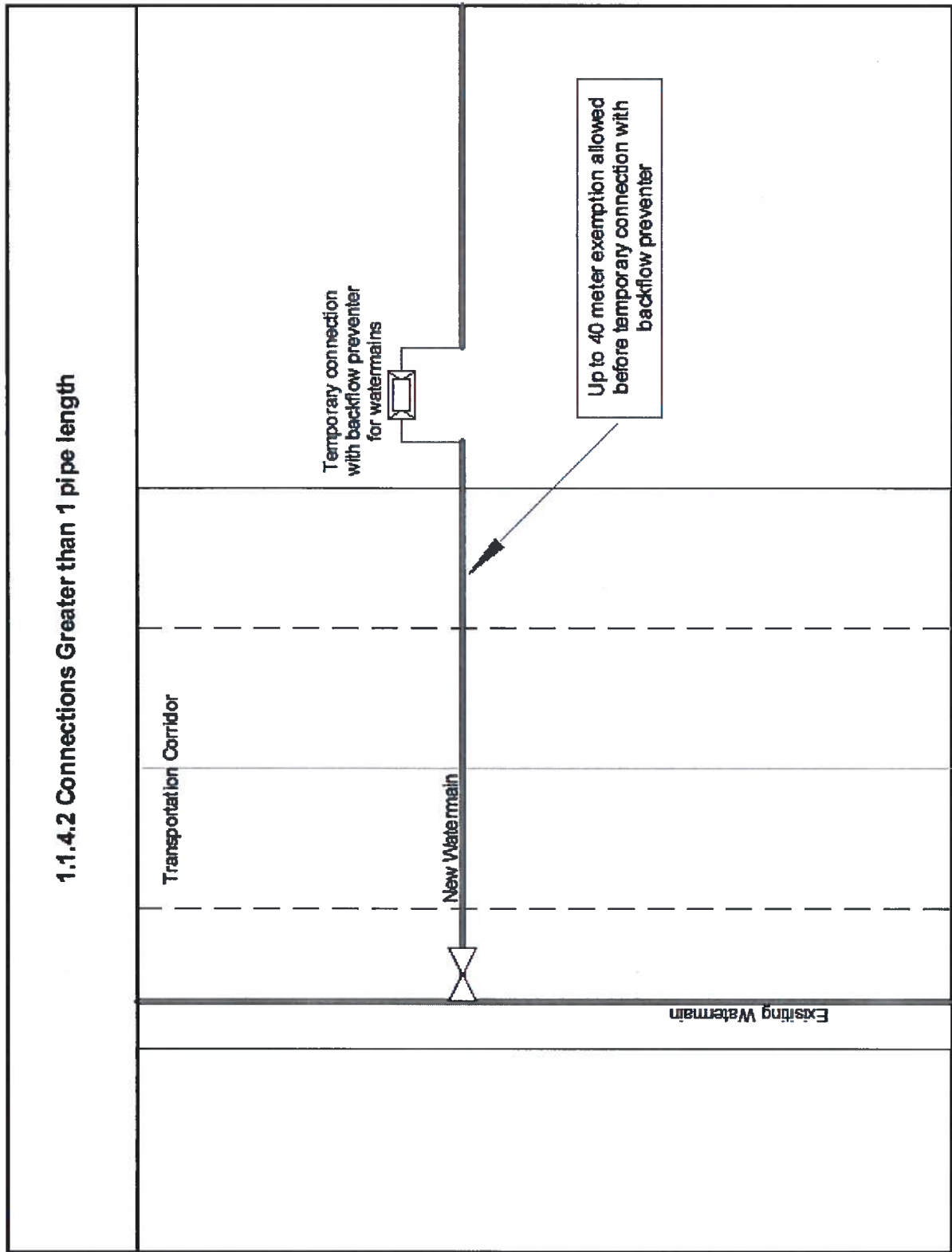


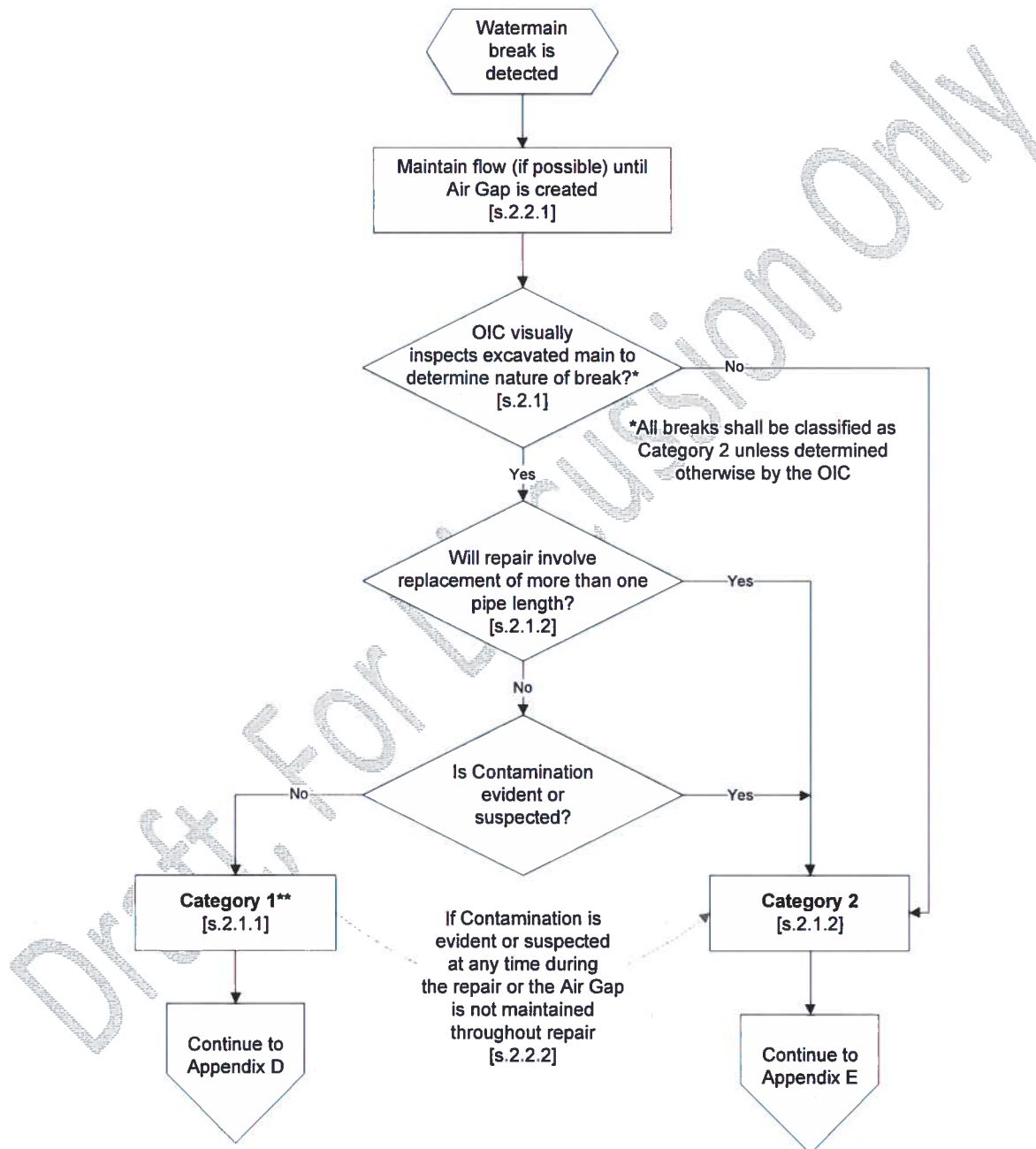
Figure A-5: Example of Exception in Section 1.1.4.2.

Draft, For Discussion Only

## APPENDIX B

### Tools to Help Determine the Category of Watermain Break - Flowchart

The following flowchart will help determine the categories of watermain breaks.



**\*\*An OIC must remain on-site throughout a Category 1 repair to assess the evidence of Contamination or potential Contamination. If an OIC cannot be present for the duration of the repair, the break shall be reclassified as a Category 2.**

## APPENDIX C

### Tools to Help Determine the Category of Watermain Break - Pictures

Examples of watermain breaks that are typical of Category 1 are included below for illustrative purposes only:



Figure C-1: Circumferential watermain break with flow maintained until after an *Air Gap* was created.



Figure C-2: Corrosion hole leak in a watermain with flow maintained until after an *Air Gap* was created.

Examples of watermain breaks that are typical of Category 2 are included below for illustrative purposes only:



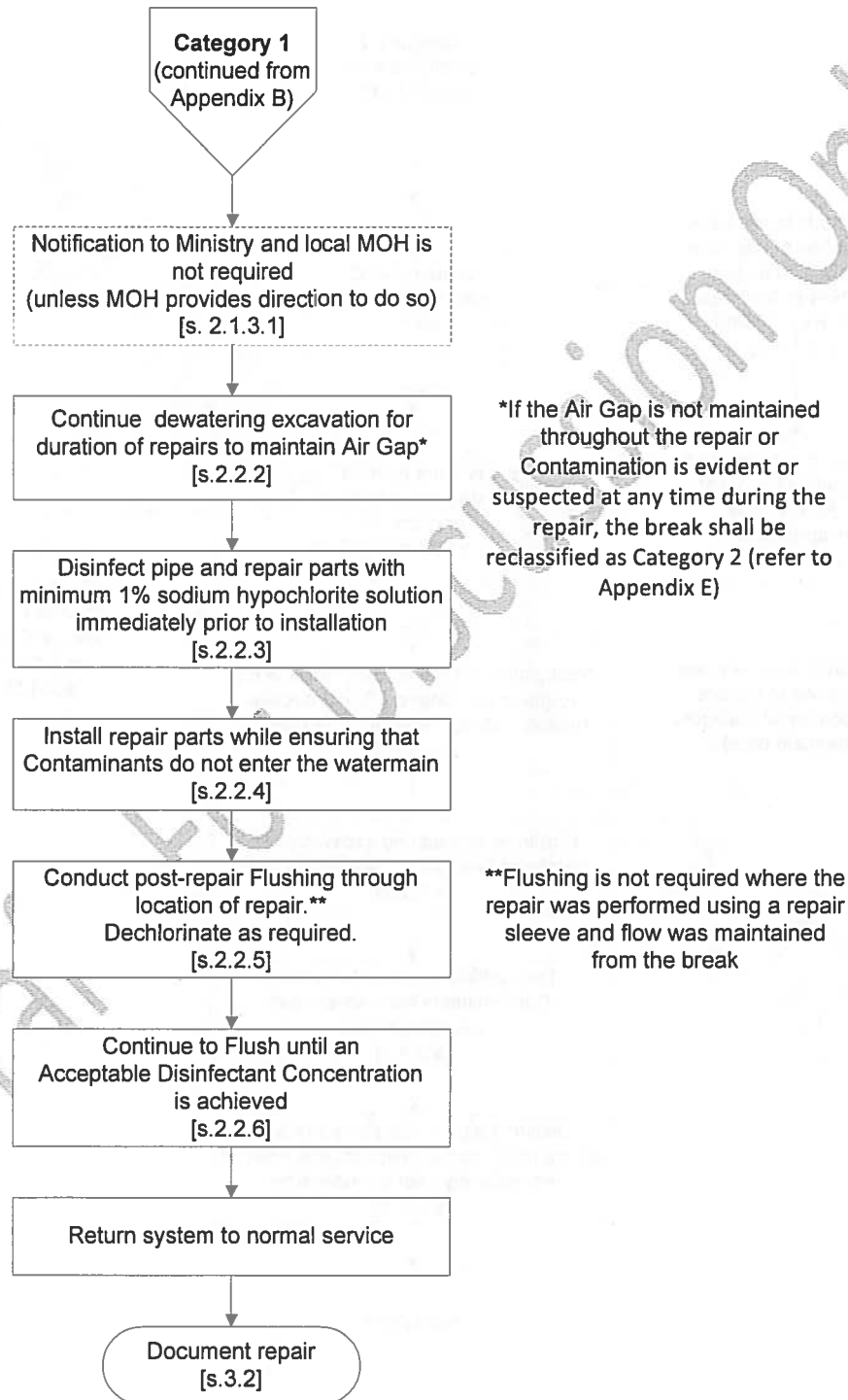
Figure C-3: Longitudinal watermain break with evident *Contamination*.



Figure C-4: Spiral watermain break with evident *Contamination*.

## APPENDIX D – CATEGORY 1 FLOWCHART

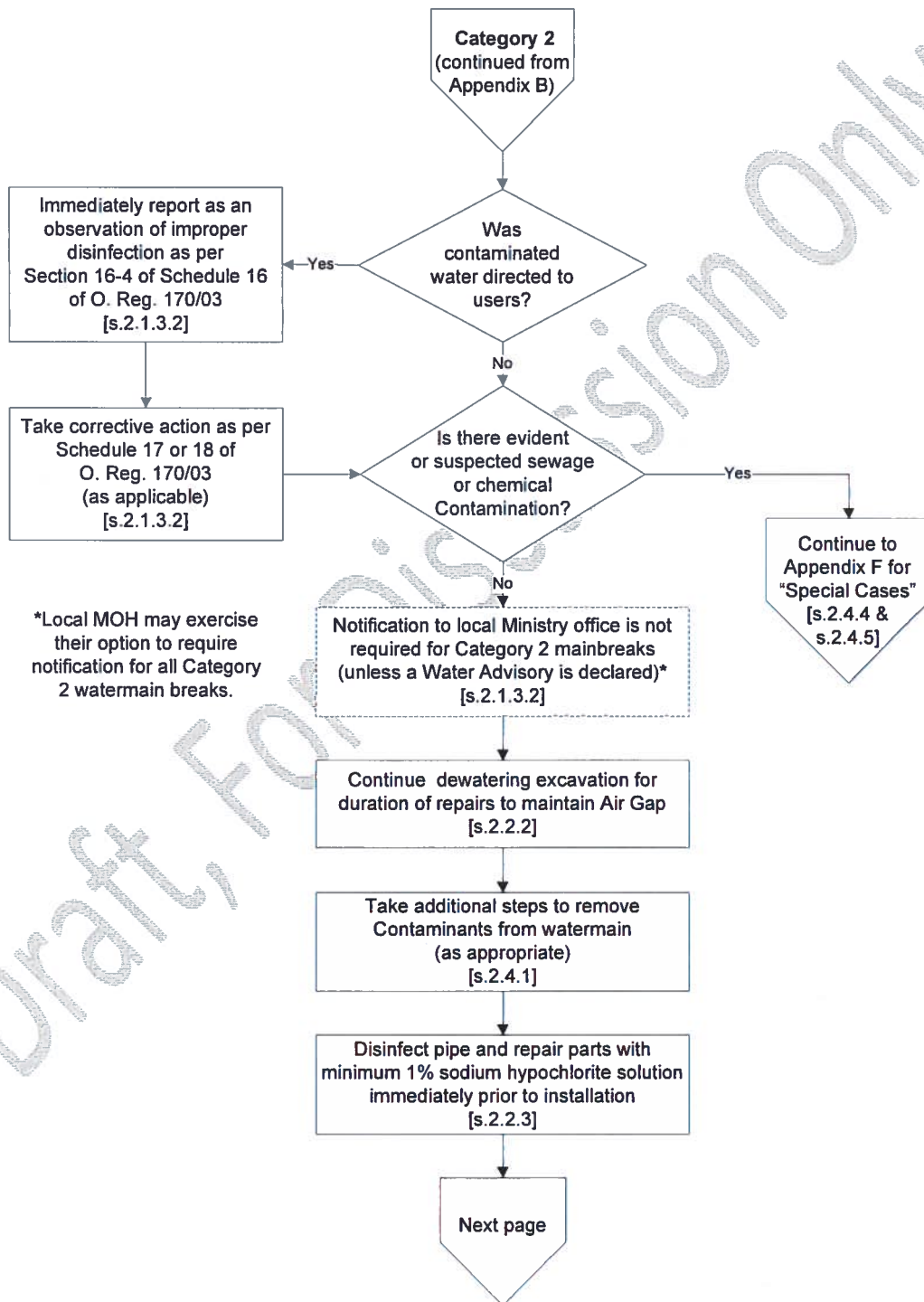
The following flowchart is an example of the typical steps required for **Category 1** watermain breaks  
**Note:** These steps also apply to the planned maintenance of watermain *Appurtenances* and fittings (refer to Section 1.4). Any additional directions given by the *Ministry* and/or the local Medical Officer of Health must be followed.



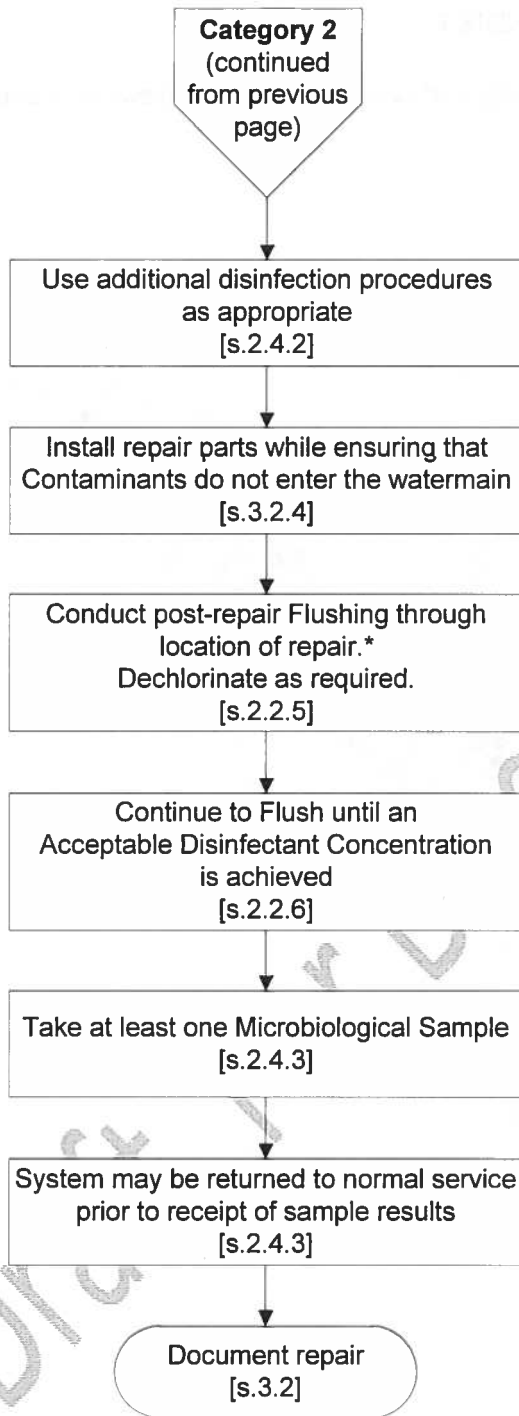
## APPENDIX E

The following flowchart is an example of the typical steps required for **Category 2** watermain breaks.

**Note:** The sequence of actions may be varied as appropriate for the specific situation. Any additional directions given by the *Ministry* and/or the local Medical Officer of Health must be followed.







\*Flushing is not required where the repair was performed using a repair sleeve and flow was maintained from the break

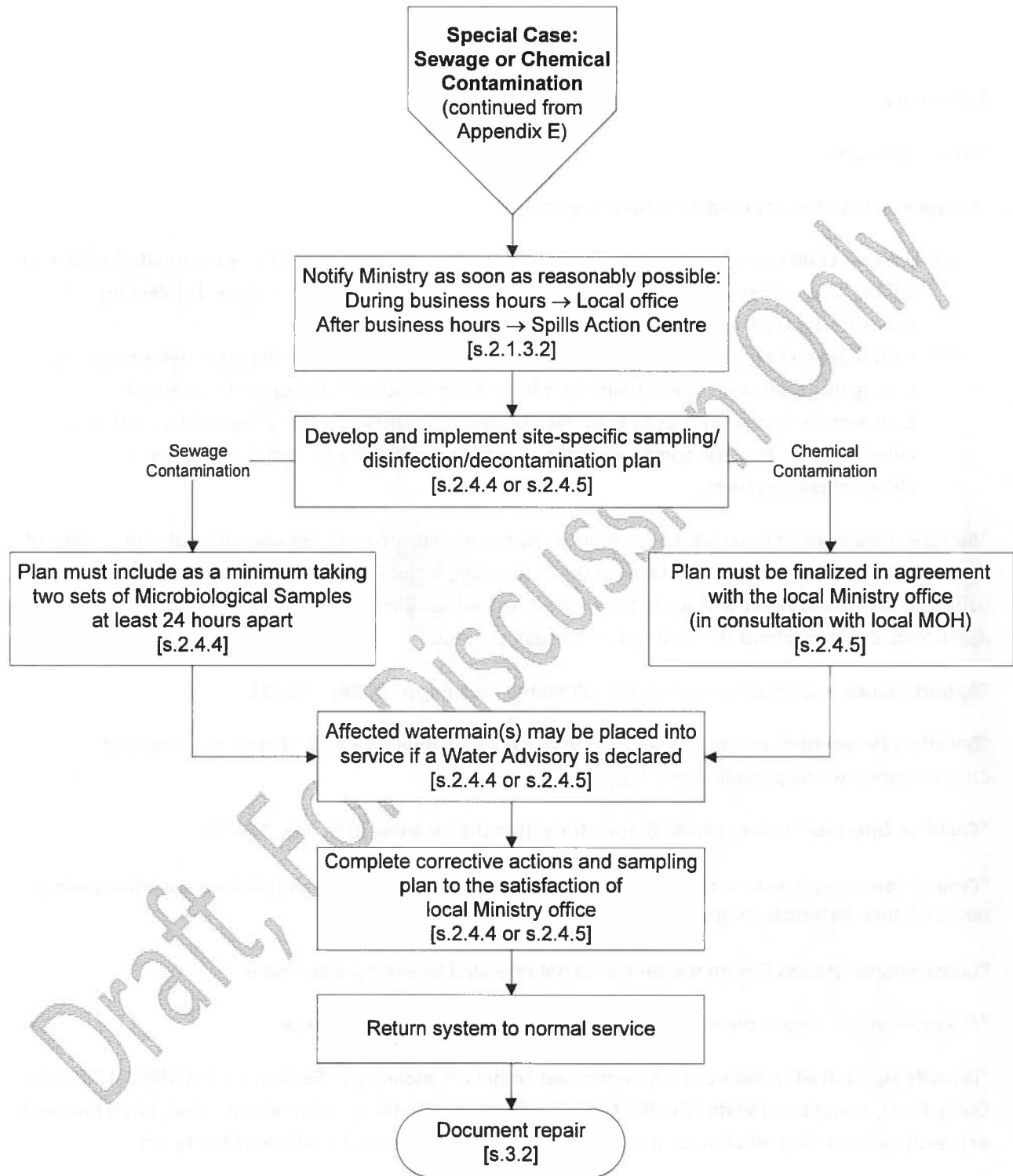


## APPENDIX F

1  
2  
3  
4

The following flowchart depicts the requirements for special case *Contamination* (sewage or chemical) as a result of a watermain break.

Draft, For Discussion Only



## APPENDIX G

### Definitions

In this procedure,

**"Acceptable Disinfectant Concentration"** means:

- a) a disinfectant concentration of at least 0.2 mg/L free chlorine residual in a chlorinated system or 1.0 mg/L combined chlorine residual in a chloraminated system; or, if these disinfectant concentrations cannot be achieved,
- b) a disinfectant concentration that is representative of the residual in the area, determined by testing upstream and downstream from the testing location or by using documented benchmarks for the area, as long as free chlorine concentrations are at least 0.05 mg/L in a chlorinated system and combined chlorine concentrations are at least 0.25 mg/L in a chloraminated system.

**"Air Gap"** means an air space at the location of the maintenance/repair between the exterior surface of the watermain and the interior surfaces of the excavation, including the water in the excavation, sufficient to prevent water and soil in the excavation from contacting the watermain, fittings, or *Appurtenances* throughout the maintenance/repair process.

**"Appurtenance"** means an appurtenance within the meaning of O. Reg. 170/03.

**"Backflow Prevention"** means the prevention of a reversal of normal flow that could introduce *Contamination* to the potable water supply.

**"Certified Operator"** means certified operator within the meaning of O. Reg. 170/03.

**"Connection"** means all watermain and *Appurtenances* installed between an existing watermain and a new or future watermain/*Appurtenance*.

**"Contaminant"** means foreign matter that is not intended to enter a watermain.

**"Contamination"** means the introduction of a *Contaminant* into a watermain.

**"Directly Supervised"** means directly supervised within the meaning of Section 5.1.1 of the Certification Guide for Operators and Water Quality Analysts of Drinking Water Systems, as amended, but it does not expressly refer to the definition of supervisor under the Occupational Health and Safety Act.

**"Flushing"** means valve operation to restore an *Acceptable Disinfectant Concentration* and discharge suspended materials until the water appears clear by flowing water through a section of watermain and out of the system. This definition does not include recharging the watermain or a requirement to achieve scouring velocity within the watermain.

1 **"Higher Velocity Flushing"** means flushing of a watermain with sufficient velocity to discharge settled  
2 materials.

3 **"Isolate"** means operate valves to ensure that there is no flow of water to or from the isolated  
4 watermain section.

5 **"Microbiological Samples"** means water samples taken and tested for *Escherichia coli* and Total  
6 Coliforms by a licensed and accredited laboratory.

7 **"Ministry"** means the Ministry of the Environment, Conservation and Parks.

8 **"Operator-in-Charge"** means an operator-in-charge within the meaning of O. Reg. 128/04.

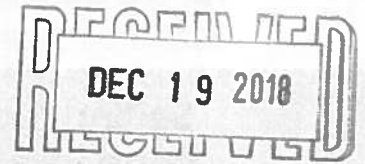
9 **"Service Pipe"** means a service pipe within the meaning of O. Reg. 170/03.

10 **"Water Advisory"** means a boil or drinking water advisory for the area being serviced by the affected  
11 watermain declared by the local Medical Officer of Health.

12 **"Water Quality Analyst"** means a water quality analyst within the meaning of O. Reg. 170/03.

Draft, For Discussion Only

**From:** Northern Policy Institute <subscribe@northernpolicy.ca>  
**Sent:** Wednesday, December 19, 2018 9:51 AM  
**To:** Roxanne St. Germain  
**Subject:** Northern Policy Institute - New Commentary: Food Insecurity and Costs in Ontario's North



[View this email in your browser](#)

**NORTHERN**  
POLICY INSTITUTE

INSTITUT DES POLITIQUES  
**DU NORD**

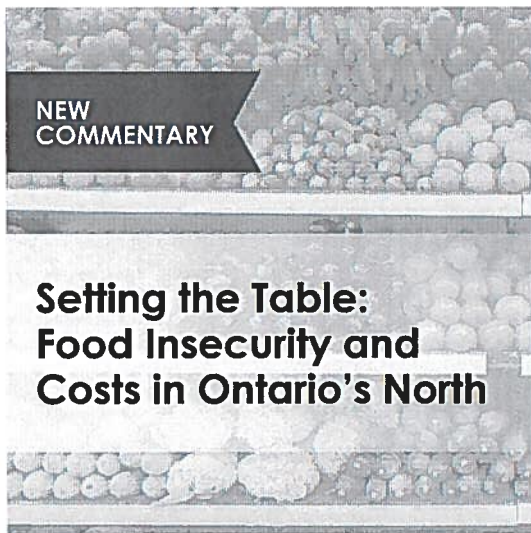
**NEW**  
COMMENTARY

## Setting the Table: Food Insecurity and Costs in Ontario's North

The high cost of healthy eating is an ongoing concern for many families and individuals in Ontario's northern communities. It often leads to food insecurity, a situation in which people are unable to obtain a nutritionally adequate and culturally appropriate diet due to financial restrictions and other barriers.

This paper looks at the issue of high food costs across Northern Ontario and the resulting food insecurity. It explores the causes of higher food prices in this region, as well as other underlying social concerns that contribute to food insecurity, and proposes potential solutions to address this issue.

File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ I ☐ A  
 CAO ☐  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



**PREPARED BY:** Eric Melillo

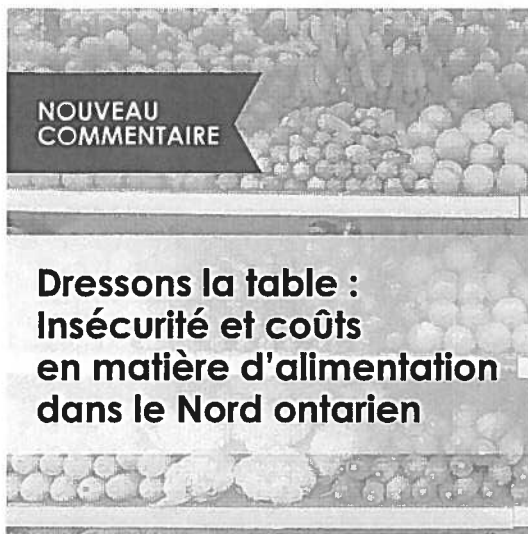
**RELEASE DATE:** December 11, 2018

**READ IT NOW**

## Dressons la table – Insécurité et coûts en matière d'alimentation dans le Nord ontarien

Le coût élevé des aliments sains est une préoccupation constante pour de nombreuses familles de collectivités du Nord ontarien. Cela conduit souvent à de l'insécurité alimentaire, situation dans laquelle les gens sont incapables d'avoir un régime alimentaire adéquat sur les plans nutritionnel et culturel, à cause de restrictions financières et d'autres obstacles.

Dans le présent document, nous nous pencherons sur le problème des coûts élevés des aliments dans le Nord ontarien et sur l'insécurité alimentaire qui en découle. Les causes des prix supérieurs des aliments dans cette région seront explorées ainsi que d'autres préoccupations sociales sous-jacentes qui contribuent à l'insécurité alimentaire; des solutions potentielles seront proposées afin de s'attaquer à ce problème.



**PRÉPARÉ PAR :** Eric Melillo

**DATE DE PUBLICATION :** 11,  
décembre, 2018

**LISEZ-LE MAINTENANT**



Northern Policy Institute is Northern Ontario's independent think tank. We develop and promote research, evidence and policy opportunities to support the growth of sustainable northern Ontario communities.

**Our mailing address is:**

Northern Policy Institute  
P.O. Box 10117  
Thunder Bay, Ontario P7B 6T6  
Canada

[Add us to your address book](#)

Copyright © 2018 Northern Policy Institute, All rights reserved.

This email was sent to [frontdesk@temagami.ca](mailto:frontdesk@temagami.ca)  
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

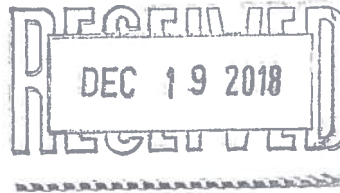
CORPORATION OF THE MUNICIPALITY OF CALVIN

11768

1355 Peddlers Drive, RR #2  
Mattawa, Ontario P0H 1V0

Phone: 705-744-2700  
Fax: 705-744-0309  
Email: clerk@calvintownship.ca

December 12, 2018



Municipality of East Ferris  
390 Hwy 94  
Corbeil, Ontario  
P0H 1K0

ATTN: Monica Hawkins, Clerk

Dear Monica;

Re: Representative on FONOM Board of Directors

COPY

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ I ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

The Council of the Corporation of the Municipality of Calvin, at its inaugural meeting held on Tuesday, December 11, 2018, passed Resolution No. 2018-166, supporting the resolution put forward by the Municipality of East Ferris for the reappointment of Councillor Terry Kelly to the Board of Directors of FONOM for the next Board Term (2019/2020) representing the Municipality of Calvin, The Township of Bonfield, the Municipality of East Ferris, The Township of Chisholm, the Municipality of Temagami, the Township of Mattawan, the Municipality of West Nipissing, The Township of Papineau-Cameron, the Town of Mattawa and the Township of South Algonquin in the District of Nipissing.

Yours truly;

Lynda Kovacs  
Clerk & Treasurer

Encl.

c.c. Township of Chisholm  
Municipality of Temagami  
Township of Mattawan  
Municipality of West Nipissing  
Township of Papineau-Cameron  
Town of Mattawa  
Township of South Algonquin  
Township of Bonfield

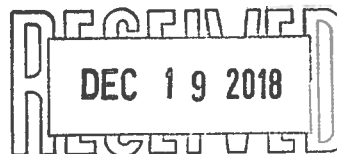


**From:** Sabrina Pandolfo  
**Sent:** Wednesday, December 19, 2018 9:45 AM  
**To:** Roxanne St. Germain  
**Subject:** Fwd: Minister's Annual Report on Drinking Water 2018 / Rapport annuel 2018 du ministre sur l'eau potable

For incoming

Sent from my iPhone

Begin forwarded message:



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ ☐ A  
 CAO ☒  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☒ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**From:** "Water, Drinking (MECP)" <Drinking.Water@ontario.ca>  
**Date:** December 18, 2018 at 4:12:55 PM EST  
**To:** "projects@temagami.ca" <projects@temagami.ca>  
**Subject:** Minister's Annual Report on Drinking Water 2018 / Rapport annuel 2018 du ministre sur l'eau potable

Today, the Ministry of the Environment, Conservation and Parks released the Minister's Annual Report on Drinking Water 2018.

It showcases how Ontario is taking action to protect drinking water and water resources.

Supporting data on Drinking Water Quality and Enforcement is available on the Open Data Catalogue.

---

Le ministère de l'Environnement, de la Protection de la nature et des Parcs a publié aujourd'hui le Rapport annuel 2018 du ministre sur l'eau potable.

Ce rapport souligne les mesures prises par l'Ontario pour protéger l'eau potable et les ressources hydriques.

On trouve des données à l'appui sur la qualité de l'eau potable et l'application des règlements dans le catalogue des données ouvertes.



# Minister's Annual Report on Drinking Water 2018

Read an overview of our programs, policies and initiatives to protect drinking water in Ontario.

---

## Minister's message

As the Minister of the Environment, Conservation and Parks, I am proud to share my first annual report on the state of Ontario's drinking water. This year's report highlights the key actions we're taking to protect our drinking water and how we'll continue to ensure it remains among the best protected in the world.

Our key actions to protect and manage our water resources are outlined in our newly released [made-in-Ontario environment plan \(https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf\)](https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf) to help protect and conserve our air, land and water, address urban litter and waste, increase our resilience to climate change and help all of us do our part to reduce greenhouse gas emissions.

In Ontario, our water is protected by strict health-based drinking water standards, comprehensive legislation and strong monitoring, reporting and enforcement that ensure the quality, safety and quantity of our drinking water is held to the highest standard. I'm proud to share that in the last year, 99.8 per cent of more than 518,000 test results from municipal residential drinking water systems met Ontario's strict drinking water quality standards.

At the same time, we know that there is room for improvement and we know that there are challenges ahead.

Water resources in Ontario face many pressures, including population growth, rapid development, aging infrastructure and invasive species. The changing climate is compounding the situation, with droughts and floods, extreme storms and declining ice cover causing shoreline erosion, warmer water and harmful algae. Litter, plastics and micro-plastics found in the Great Lakes and inland waterways are a growing problem.

Our Great Lakes, inland waterways and groundwater are the foundation of Ontario's economic prosperity and wellbeing – supplying water to our communities, sustaining traditional activities of Indigenous peoples, supporting Ontario's economy, and providing healthy ecosystems for recreation and tourism.

That's why we're working together with partners, stakeholders and communities to conserve and manage our water and water resources.

For example, we are implementing the Lake Simcoe Protection Plan to reduce excessive phosphorus that

can cause toxic blue-green algae, and target new and emerging stressors. We are also supporting the Muskoka Watershed Conservation and Management Initiative to identify risks and issues facing this watershed and contribute to the development of a broader approach on watershed management.

We are proposing to extend the moratorium on new and increasing permits to take groundwater to produce bottled water. This will allow enough time to complete the review of policies, programs and science to ensure they protect vital water resources while keeping Ontario open for business. We're also continuing to work with the federal government and other provinces and territories to manage plastic waste and pollution of our water sources in a way that's good both for the economy and environment.

While the federal government and First Nations share primary responsibility for ensuring there is safe drinking water on First Nation reserves, the province is continuing to provide support to Indigenous communities and organizations to help address their local challenges, when asked.

Thanks to local source protection committees and conservation authorities Ontario has source protection plans being implemented across 38 watershed based areas. These locally developed plans identify and protect areas where drinking water is vulnerable to contamination and depletion.

Working together, we can help protect water resources. Through our environment plan, we're collaborating with Ontarians, our partners and stakeholders to tackle tough challenges and make real, tangible progress toward ensuring water use and water security for future generations.

Sincerely,

**The Honourable Rod Phillips**  
**Minister of the Environment, Conservation and Parks**

## Ontario's drinking water standards

Ontario has 150 strict, health-based drinking water standards (<https://www.ontario.ca/laws/regulation/030169?search=e+laws>) that help ensure high quality drinking water is delivered from source to consumer. These standards help protect Ontarians from bacteria, chemicals and radiation and ensure our drinking water is safe and reliable.

Drinking water science is constantly evolving so it is important that Ontario's drinking water standards reflect the best scientific findings and advice available. Ontario works with Health Canada (<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality.html>) to ensure that its drinking water protection framework is effective, our drinking water is safe, and we base changes to standards on evidence, research and in consultation with the Ontario Advisory Council on Drinking Water Quality and Testing Standards (<http://www.odwac.gov.on.ca/>).

In 2018, there was one revision to Ontario's drinking water standards which updated the standard for arsenic from 0.025 mg/L to a more stringent value of 0.010 mg/L. The ministry provided a two year phase-in period for this amendment, which came into effect on January 1, 2018, to provide drinking water system owners with enough time to make any system upgrades to address the updated standard.

More information about this amendment is available on the Environmental Registry (<http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI1MDg0&statusId=MTkxMzU2&language=en>).

## Emerging Issues

The province tracks issues that may affect water quality to ensure our evidence-based standards are effective. The province is working hard to address emerging issues, including blue-green algae, the impacts of climate change and the presence of plastics in water. The province monitors these issues and assesses how they may have an impact on drinking water so we can plan and take the correct protective action.

### Blue-green algae

Ontarians across the province are frustrated by algae that fouls our waterfront and can affect the quality of the water we drink.

Blue-green algae, also called cyanobacteria, occur in a wide variety of environments including lakes, ponds and rivers. When conditions are conducive, blue-green algae can increase to form a large mass or scum in the water called a bloom. These blooms can produce toxins that may be harmful to people and wildlife. Blue-green algae thrives where there is calm water, warm temperatures, and available nutrients such as nitrogen and phosphorus.

The amount of blue-green algae reported in Ontario has increased over the last year. As of November 9, 2018, there were 66 confirmed reports of blue-green algae compared to 54 in 2017.

Ontario has a comprehensive protocol in place for responding to harmful algae. This protocol ensures collaboration with local health units (<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>) and local medical officers of health to manage incidents, including quick screening of algae samples to identify potential toxins.

In 2018, we used new technology to detect algae in surface water samples at a rate faster than before. This technology takes pictures of microscopic particles in water samples at a rapid rate, allowing us to measure thousands of particles in minutes.

In addition to the work done by public health units (<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>) to screen for blooms and toxins, Ontario responds to public questions and reported sightings of algae. If you think you see blue-green algae, stay out of the water (that includes your pets and livestock) and call the Spills Action Centre (<https://www.ontario.ca/page/report-pollution-and-spills>) (1-800-268-6060) and your local public health unit (<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>).

Find more information (<https://www.ontario.ca/page/ministers-annual-report-drinking-water-2018#section-6>) below about our actions to address blue-green algae.

### Resilience to climate impacts

While naturally occurring blue-green algae can be harmful there are additional risks to our water resources associated with climate change.

Our government's environment plan (<https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf>) includes more information on how we're working to reduce harmful algae and make water more resilient to other climate impacts.

## Plastics

Concentrations of various sizes plastic have been found to be particularly high near-shore around densely populated areas in the Great Lakes, and there is increasing public and scientific concern. Plastic pollution (food packaging, cigarette butts, plastic bags and plastic bottles) can break down into "micro-plastics". Micro-plastics are pieces of plastic ranging in size from 100 nanometres (or a tenth of the width of a human hair) to 5 millimetres (length of a red ant). Micro-plastics can come in the form of fragments, microbeads, line/fibres, foam, film and production pellets. In addition to the breakdown of litter, micro-plastics may come from personal care products, clothing fibers and building materials.

Monitoring and collaborative research in Lake Ontario and Lake Erie have found a variety of micro-plastics in lakes, streams, wastewater, sand and fish.

In 2017 the province began collaborating with academic partners to examine sources of micro-plastics in Lake Simcoe and Lake Ontario to examine how micro-plastics may affect the safety of fish that people eat. We expect to complete the study by 2020 and it will contribute to better management of micro-plastics in freshwater to protect fish and human health.

The ministry is following Health Canada's initiatives on micro-plastics in the environment and will monitor research aimed at methods to analyze micro-plastics in drinking water as well as the effectiveness of treatment methods to remove micro-plastics in drinking water systems. Although the understanding of the human health impacts of exposure to micro-plastics via food and water is in its early stages, the ministry is following the work of agencies such as the World Health Organization and research reports in academic journals aimed at improving our understanding of micro-plastics.

Through the [environment plan \(https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf\)](https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf), our government is committed to reduce plastic waste in Ontario. We will work with other provinces, territories and the federal government to develop a plastics strategy to reduce plastic waste and limit micro-plastics that can end up in our lakes and rivers. We will seek federal commitment to implement national standards to address recyclability and labelling for plastic products and packaging, to improve recycling and to reduce costs of recycling in Ontario. We will also work to ensure the Great Lakes and other inland waters are included in national and international agreements, charters and strategies that deal with plastic waste and have implications for Ontario.

## Key findings from the Chief Drinking Water Inspector's Annual Report 2017-2018

Ontario's Chief Drinking Water Inspector reports annually on the performance of Ontario's regulated drinking water systems. Data associated with the 2017-2018 Chief Drinking Water Inspector's report (<https://www.ontario.ca/page/2017-2018-chief-drinking-water-inspector-annual-report>) is available on Ontario's [Data Catalogue \(https://www.ontario.ca/data/drinking-water-quality-and-enforcement\)](https://www.ontario.ca/data/drinking-water-quality-and-enforcement).

This year's results show that Ontario's drinking water continues to be among the best protected in the world.

### Municipal and laboratory results

More than 80 per cent of Ontario residents get drinking water from the city or town they live in through a municipal residential drinking water system. These systems are inspected each year to make sure they



are following Ontario drinking water regulations. All laboratories licensed by the province to perform drinking water testing are inspected twice annually. These laboratories must send the province all drinking water test results for which they are licensed.

Test and inspection results for 2017-18 show that Ontario's municipal residential drinking water systems and licensed laboratories follow the rules to protect people's health.

- Drinking water supplied by municipalities was tested over 518,000 times and 99.8 per cent of tests met Ontario's drinking water quality standards.
- All municipal drinking water systems were inspected once and laboratories that test drinking water were inspected twice.
- Seventy-five per cent of municipal systems scored 100 per cent on their inspection.
- Sixty-six per cent of laboratory inspections scored 100 per cent.

## Compliance and enforcement activities

Inspectors help make sure the regulated community follows Ontario's drinking water laws. Where that is not the case, they may issue orders to ensure compliance with the applicable legislation.

- Nine orders were issued to owners and operators of private systems that supply water to residences such as trailer parks. As an example, one of these orders directed the owner of a trailer park to hire a qualified person to run the system.
- Four orders were issued to systems serving four designated facilities. A designated facility serves people who can be especially vulnerable to illness, such as children or the elderly.
- Five orders were issued to four licensed laboratories.

Charges were laid for more serious violations:

- Eight systems that supply drinking water to residences such as trailer parks and retirement homes and two drinking water testing laboratories were convicted and fined for a total of \$314,500.

## Lead testing

Ontario has the most stringent testing regime in the entire country and is the only province that requires lead testing in drinking water from all schools and child care centres.

Work has been done over decades to reduce children's exposure to lead, however, lead enters water through contact with plumbing that contains lead or was constructed using lead solder. Ongoing diligence is required to protect the health of the children who attend these facilities.

On July 1, 2017, the province made changes to the [regulation \(https://www.ontario.ca/laws/regulation/070243\)](https://www.ontario.ca/laws/regulation/070243) that help better protect children from lead in drinking water by expanding testing requirements. Every tap or fountain used for drinking water or to prepare food or drink for children in schools and child care centres must be tested for lead.

The test results from drinking water samples show that the vast majority of schools and child care centres do not have issues with lead in their drinking water. Nearly 96 per cent of more than 87,000 test results in 2017-18 met Ontario's standard for lead in drinking water at schools and child care centres. Test results improved when water was flushed through the pipes before the sample was taken. Over 97 per cent of flushed samples met Ontario's standard for lead. The fact that fewer flushed test results exceeded

the standard than standing test results is consistent with previous years and demonstrates that flushing works.

## **Actions to protect water sources**

Ontario's lakes, rivers, streams and groundwater are drinking water sources. Protecting these water sources helps preserve drinking water and the environment for future generations.

Ontario has a comprehensive drinking water source protection program to protect these water sources. There are source water protection plans for nearly 450 municipal drinking water systems that cover an area where 95 per cent of Ontario's population live. Source protection plans contain locally developed policies to help protect sources of municipal drinking water.

Eighteen source protection regions have reached the stage where they provide an annual report on their progress. All source protection regions are moving forward with implementation of their local plans to protect drinking water sources. Municipalities updated their official plans to show where drinking water areas that need protection are located. On average, 89 per cent of policies that address significant risks are being implemented or are completed.

Our government's [environment plan](https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf>) commits to ensuring the knowledge gained through the drinking water source protection program helps inform our water management programs.

Find more information on [local source protection plans](https://www.ontario.ca/page/source-protection) (<https://www.ontario.ca/page/source-protection>) and their associated annual reports.

## **Updates to regulations**

A new regulation and changes to a regulation came into effect on July 1, 2018 that improve the protection of drinking water sources and reduce burden.

The new [regulation](https://www.ontario.ca/laws/regulation/180205) (<https://www.ontario.ca/laws/regulation/180205>) helps ensure sources of drinking water for new or expanding municipal drinking water systems are protected before treated water is provided to the public.

Complimentary amendments were also made to another [regulation](https://www.ontario.ca/laws/regulation/070287) (<https://www.ontario.ca/laws/regulation/070287>) to make it easier to remove areas from source protection plans if they are no longer relevant, for example when a well is decommissioned. This change ensures that landowners, businesses, municipalities and others are not required to implement policies in areas where they should not apply.

You can read [additional information](https://ero.ontario.ca/notice/013-1839) (<https://ero.ontario.ca/notice/013-1839>) about the regulatory changes.

## **Better access to information**

In addition to regulatory changes, updates were made to the [Source Protection Information Atlas](https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-US) (<https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-US>). The atlas is an online



interactive map accessible to anyone that shows if and how a property is impacted by a source protection plan. Ontarians can go online, read the annual report for their source protection region and know how their drinking water sources are being protected. We estimate that the [atlas](https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-US) (<https://www.gisapplication.lrc.gov.on.ca/SourceWaterProtection/Index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-US>) will save taxpayers \$2.4 million a year versus doing a paper search for the same information.

## **Actions to protect the Great Lakes and inland waters, including Lake Simcoe**

Building on previous successes, our government will continue efforts to protect water quality and ecosystems of the Great Lakes. This includes keeping coastlines and beaches clean, protecting native species and safeguarding against invasive species such as Asian carp or Phragmites, and reducing harmful algae by continuing partnerships and negotiations with the federal government under agreements and plans such as the Canada-Ontario Great Lakes Agreement (COA) and the Canada-Ontario Lake Erie Action Plan. Since signing the eighth COA in 2014, Ontario has directly invested \$15.3 million per year in programs.

Our government's environment plan commits us to review and update Ontario's Great Lakes Strategy to continue to protect fish, parks, beaches, coastal wetlands and water by reducing plastic litter, excess algae and contaminants along our shorelines, and reducing salt entering waterways to protect our aquatic ecosystems.

We will also work with municipalities and other partners to increase transparency through real-time monitoring of the sewage overflows from municipal wastewater systems, which too often flow into Ontario's lakes and rivers. We must step up efforts to ensure the public is aware and that proper monitoring occurs.

As part of the implementation of the [Lake Simcoe Protection Plan](https://www.ontario.ca/page/lake-simcoe-protection-plan) (<https://www.ontario.ca/page/lake-simcoe-protection-plan>), the Ontario government funded academic research to better understand how groundwater can impact surface water in Lake Simcoe. Researchers mapped and identified key areas where groundwater flowed into and out of the lake. They found evidence to suggest that sand, and water trapped within it, can hold onto E.coli and then transfer the bacteria to surface water and affect water quality.

In addition to this research, the province supported work to reduce the amount of road salt entering Lake Simcoe from melting ice and snow. The province provided funding for the [Smart About Salt Council](http://www.smartaboutsalt.com/) (<http://www.smartaboutsalt.com/>) to train industrial, commercial and institutional property owners to use less road salt. The [Smart About Salt Council](http://www.smartaboutsalt.com/) (<http://www.smartaboutsalt.com/>) also developed an online training program to reach more property owners, and did further follow up to ensure the skills learned are being used.

In addition, our government's [environment plan](https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf>) commits to building on the ministry's monitoring and drinking water source water protection activities to ensure that environmental impacts from road salt use are minimized. We will work with municipalities, conservation authorities and other partners to promote best management practices, certification and road salt alternatives.

Excess phosphorus has long been known to put significant stress on the water quality of Lake Simcoe. It

has led to lower levels of oxygen in the lake that is essential for coldwater fish such as lake trout and lake whitefish.

The government will continue to implement the Lake Simcoe Protection Plan to protect and restore important natural areas and features of the lake, and initiate review of the plan before June 2019.

## **Actions to address blue-green algae**

Phosphorus is a key contributor to blue-green algae, which can impact water quality and threaten drinking water and people's health. Phosphorus enters our waterways from many sources, including runoff from agricultural lands, urban centres, sewage treatment plants and septic systems. Actions by the agricultural sector, municipalities and conservation authorities are helping to reduce phosphorus loadings and potential impacts from algae on our drinking and recreational waters.

In particular, the Great Lakes, including Lake Erie, are vitally important for our drinking water, quality of life and prosperity. We are working to restore them so that we can continue to enjoy their benefits for this and future generations. The action plan to reduce phosphorus loadings to Lake Erie released by Canada and Ontario in February 2018 identifies more than 120 federal, provincial and partner actions using mandatory and voluntary approaches, to help achieve the goal of reducing phosphorus entering Lake Erie by 40 per cent.

Actions in the Canada-Ontario Lake Erie Action Plan (<https://www.ontario.ca/page/canada-ontario-lake-erie-action-plan>) include encouraging effective techniques to keep phosphorus on farmland and out of the waterways, improving wetland conservation, and upgrading municipal wastewater treatment and collection systems. The action plan will be reviewed and revised as needed over time to ensure continued progress towards achievement of targets.

The area around Lake Erie has the largest concentration of commercial greenhouses in all of North America, with nearly 2,000 acres of greenhouse vegetable production in the region. This enormous agricultural success increases the need to manage phosphorus to preserve the Lake Erie watershed and economy.

Ontario is supporting best management practices and a whole-farm approach to reduce phosphorus entering bodies of water. In 2018, the province worked with greenhouse growers to encourage nutrient recycling and reduce phosphorus going into major lakes, with a priority on the Leamington and Thames River areas.

Nutrient recycling involves collecting unused fertilizer and water and re-applying it to plants so that it is absorbed and does not enter waterways. The province is working with greenhouse growers to apply this recycling principle to their businesses, helping them meet regulatory requirements while saving money on fertilizers.

To further ensure regulatory compliance and help reduce phosphorus discharges into bodies of water, the Ontario government conducted inspections of greenhouse facilities. The province is using a risk-based approach to inspections, and addresses non-compliance that is identified during an inspection. Over 383 inspections have occurred since 2010.

Beyond inspections, the province implemented a compliance strategy to inform growers of the requirement to obtain approval from the ministry to discharge wastewater. These approvals help prevent excess wastewater, including phosphorus, from discharging into the lake. By the end of August 2018, the

province received 182, and approved 136 Environmental Compliance Approval applications for greenhouse stormwater management facilities.

Education is also an effective way to encourage compliance. The province continued to provide factsheets and postcards at greenhouse grower conferences to help inform growers of their regulatory obligations and direct them to information on how to reduce the impact of their greenhouses on local watersheds.

Conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs (<http://www.omafr.gov.on.ca/english/>) also assisted by providing water sampling, on-farm technical assistance and funding for growers to apply best management practices and reduce soil and nutrient loss.

Our scientists monitored water quality as part of the Great Lakes Surveillance Program (<https://www.ec.gc.ca/scitech/default.asp?lang=en&n=3F61CB56->), sharing water quality data and observations with local municipalities, water treatment plant operators, health units and conservation authorities. This water sampling helps identify water quality trends, such as potential blue-green algae, emerging issues, and where there may be non-compliance by growers in the area.

Ontario also works with municipalities, local medical officers of health and other partners to respond to blue-green algae in the Great Lakes and other drinking water sources. As part of that collaboration, municipal drinking water systems conduct rigorous, proactive and frequent monitoring of raw water to help ensure early detection. A procedure is also in place to respond to surface water blooms.

Read more in our environment plan (<https://prod-environmental-registry.s3.amazonaws.com/2018-11/EnvironmentPlan.pdf>) about how we're working to improve the management of wastewater and storm water and reduce blue-green algae.

## Further actions to support watershed management

In addition to our work to address blue-green algae in the Great Lakes and inland lakes, the province moved forward on its broader support for watersheds throughout Ontario.

In February 2018, draft watershed planning guidance was posted to the Environmental Registry (<http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMzOTI3&statusId=MjAzNzEw&language=en>). It provides direction to municipalities and other planning authorities about watershed and subwatershed planning to inform land use planning and infrastructure decision making.

Ontario is also investing \$5 million in a Watershed Conservation and Management Initiative (<https://news.ontario.ca/ene/en/2018/8/ontario-helping-protect-the-muskoka-watershed.html>) to better identify risks and issues facing the Muskoka Region. This initiative allows the community and province to work together to protect this area as a vibrant hub of Ontario's tourism industry. In addition, the government will match tax-deductible donations from people and businesses to the Muskoka initiative, and any funding from other levels of government, up to a total of another \$5 million.

Effective watershed management is important to the people in our communities, especially at times when watersheds are facing stresses such as increased development and flooding caused by severe weather events.

This initiative will also help us develop a more comprehensive approach to watershed management,

which can inform current actions and future development.

## **Actions for First Nation communities**

Ontarians often see clean drinking water as an integral part of living in our province. However, many people in First Nation communities do not have the benefit of safe drinking water and instead live with long-term drinking water advisories.

The federal government and First Nations share primary responsibility for ensuring there is safe drinking water on First Nation reserves. When asked, Ontario provides its expertise to support safe, sustainable water infrastructure in these communities.

The province continues to work with First Nation communities to provide technical advice and help resolve long-term drinking water advisories. As of November 2018, there were 46 long-term drinking water advisories impacting 25 First Nation communities in Ontario and progress is being made on advisories still in effect.

The province collaborated with Political-Territorial Organizations, Tribal Councils and their member communities to assess existing water infrastructure against Ontario standards and support the development of long-term community water infrastructure plans.

As of November 2018, we completed 47 water and six wastewater assessments.

The province worked with Tribal Councils to develop strategies for sustainable operations and maintenance to help First Nation communities identify what they need to operate and maintain their drinking water system.

When people have suffered for a long time without safe drinking water they can lose confidence that water from the tap is safe to use. We've worked on a strategy to promote awareness of, and confidence in new community drinking water infrastructure so that once people have access to clean drinking water they will use it.

The Walkerton Clean Water Centre (<https://www.wcwc.ca/en/training/first-nations-zone/>) also helped by working with First Nation partners to develop training programs for drinking water operators in First Nation communities, managers, and community leaders.

Forty-six people completed an entry-level course for operators of First Nation drinking water systems since November 2017. The course is the first step to becoming certified as a drinking water operator. We developed a practical, on-site exam option for the entry-level course with the Aboriginal Water and Wastewater Association of Ontario (<http://www.awwao.org/>). It is now available for operators who may not be able to leave their community.

With support from the province and the government of Canada, the Ontario First Nations Technical Services Corporation (<http://ofntsc.org/>) piloted a training program with 16 First Nation communities to support the development of source water protection plans on reserve.

## **Conclusion**

All Ontarians, from First Nation communities to large urban municipalities, expect and deserve safe

drinking water. Protecting drinking water not only protects people's health, it also supports Ontario businesses that depend on a healthy environment to succeed, and is helping foster made-in-Ontario innovation.

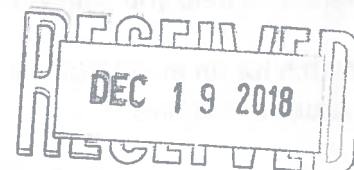
Working together, we can help conserve and manage our water resources. Protecting the environment is a responsibility of all of us who call Ontario home. We will continue to work in partnership with other provinces, neighbouring jurisdictions, the federal government, municipalities, Indigenous communities, business and local partners to help protect our environment and ensure we pass on a cleaner environment to future generations.

Updated: December 18, 2018

Published: December 18, 2018



**From:** FCM Conference <communiqu@fcm.ca>  
**Sent:** Wednesday, December 19, 2018 12:23 PM  
**To:** Roxanne St. Germain  
**Subject:** 2019 Annual Conference: Check out the Québec City Tours!



[View email in your browser](#)

**FCM** December 19, 2018



## FCM's Annual Conference and Trade Show

Quebec City, QC • May 30 – June 2, 2019

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ I ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

### Study Tour and Companion Tour details are now available

Registration will open in January for Canada's largest gathering of municipal leaders: FCM's 2019 Annual Conference and Trade Show.

In preparation for registration launch, we invite you to peruse the full lists of **Study Tours** and **Companion Tours** organized by our host, Québec City. Study Tours fill up quickly when registration launches, so take note of those you want to sign up for when registration opens!

Each conference delegate can register for a maximum of two Study Tours. All Study Tour seats will be available at time of registration, whereas on-site availability will be on a first-come, first-served basis.

For 2019, we are expecting more than 2,000 people will head to majestic Québec City with its old-world European charm and francophone joie-de-vivre. The conference will be held in the state-of-the-art Québec City Convention Centre, May 30 to June 2—four days of can't-miss plenaries, workshops, industry-led seminars and networking opportunities.

Check out our **conference web page** to review the preliminary conference program, the list of registration fees, and details to help you plan your trip to Québec.

Watch for an email from us in early January announcing the opening date for conference registration and hotel accommodations.

We hope to see you in Québec City next year!



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

This newsletter was sent to [visit@temagami.ca](mailto:visit@temagami.ca).  
To opt-out, follow this link: [Unsubscribe](#)

24 Clarence Street  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

[Privacy Policy](#)  
[View email in your browser](#)

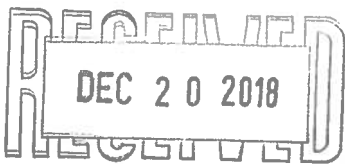
[fcm.ca](http://fcm.ca)



© 2018 Federation of Canadian Municipalities



**From:** caroline.Coathup@hydroone.com  
**Sent:** Thursday, December 20, 2018 12:09 PM  
**Subject:** Hydro One Collectors and Repeaters Update  
**Attachments:** Hydro\_One\_Collectors\_and\_Repeaters-Update.pdf



Good afternoon,

Please find attached updated memo regarding Hydro one Collectors and Repeaters.

**Caroline Coathup**  
Asset Optimization  
Strategy and Integrated Planning  
Hydro One Networks Inc.  
Tel: (888) 332-2249 ext.3246  
Fax: (613) 267-5406  
Email: [caroline.coathup@HydroOne.com](mailto:caroline.coathup@HydroOne.com)

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ I ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☒ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

This email and any attached files are privileged and may contain confidential information intended only for the person or persons named above. Any other distribution, reproduction, copying, disclosure, or other dissemination is strictly prohibited. If you have received this email in error, please notify the sender immediately by reply email and delete the transmission received by you. This statement applies to the initial email as well as any and all copies (replies and/or forwards) of the initial email

# Memorandum

December 10, 2018

To: All Joint Use Partners (Licensees and Pole Owners)  
From: Hydro One Networks Inc.

**Subject: Placement of Attachments and Working on Attachments on Poles containing Collectors and Repeaters/Routers - Update**

**This memo updates and replaces the Hydro One Memorandum dated January 20, 2017.**  
The updated change is to include additional collectors and repeaters/routers to the existing Hydro One Networks Inc (“HONI”) network.

HONI is issuing this letter due to Health Canada's radiofrequency exposure guidelines, commonly known as Safety Code 6 (2015) and work to be carried out near HONI collectors and repeaters/routers which are used to wirelessly collect data.

In keeping with Safety Code 6 (2015), and the recommended best practices for ensuring compliance with the maximum exposure levels for controlled and uncontrolled environments, HONI requires all of its joint use partners to follow the procedures noted in this letter. If you need to carry out any work on any of your existing attachments **within 20 or 32cm** of HONI collectors and repeaters/routers, you must first contact HONI to request disconnection of the relevant collectors and repeaters/routers at least **48 hours** prior to carrying out the work. See Appendix B to this letter for HONI's applicable contact information, or after regular business hours call 1-800-434-1235 (option 4) and advise an emergency disconnect is required. HONI will disconnect the relevant collectors and repeaters/routers at no cost.

If you are installing new attachments on HONI poles or on poles owned by others **within 20 or 32cm** of a HONI collectors and repeaters/routers, HONI will disconnect the relevant collectors and repeaters/routers and the cost of such disconnection will constitute make-ready work.

For your information, HONI's collectors and repeaters/routers are specifically illustrated on the attached Appendix A.

If you wish to discuss this further, please contact us at [ExternalJointUse@HydroOne.com](mailto:ExternalJointUse@HydroOne.com) or at the numbers provided below.

Yours truly,

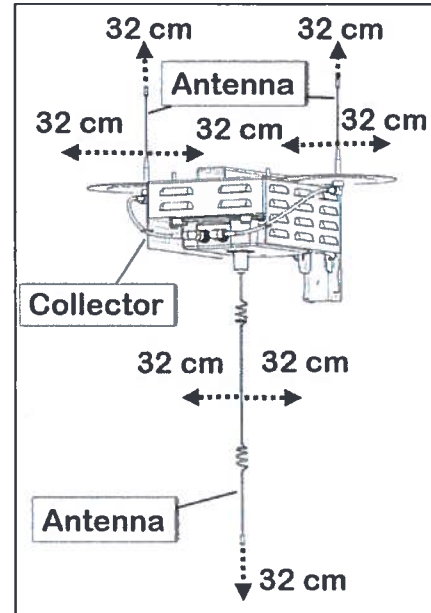
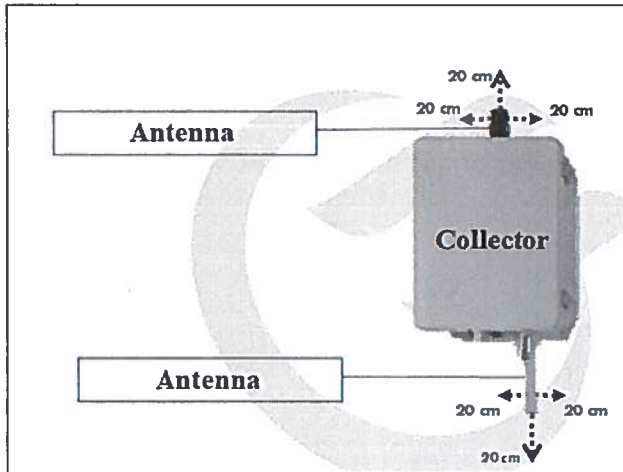
**Rossella Fazio**  
**Manager – Asset Optimization**  
(416) 345-6411  
[Rossella.Fazio@HydroOne.com](mailto:Rossella.Fazio@HydroOne.com)

**Reg Walker**  
**Joint Use Officer**  
(877) 647-2872 Ext. 2035  
[Reginald.Walker@HydroOne.com](mailto:Reginald.Walker@HydroOne.com)

## Appendix A

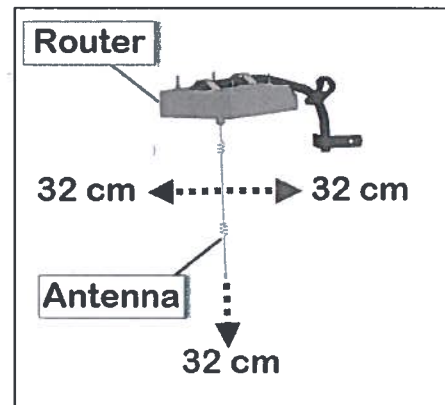
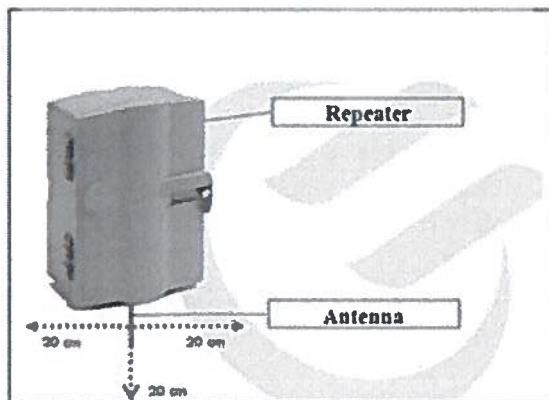
### Collectors

#### Required Clearances For Working Near Collectors



### Repeater/Router

#### Required Clearances For Working Near Repeaters/Routers

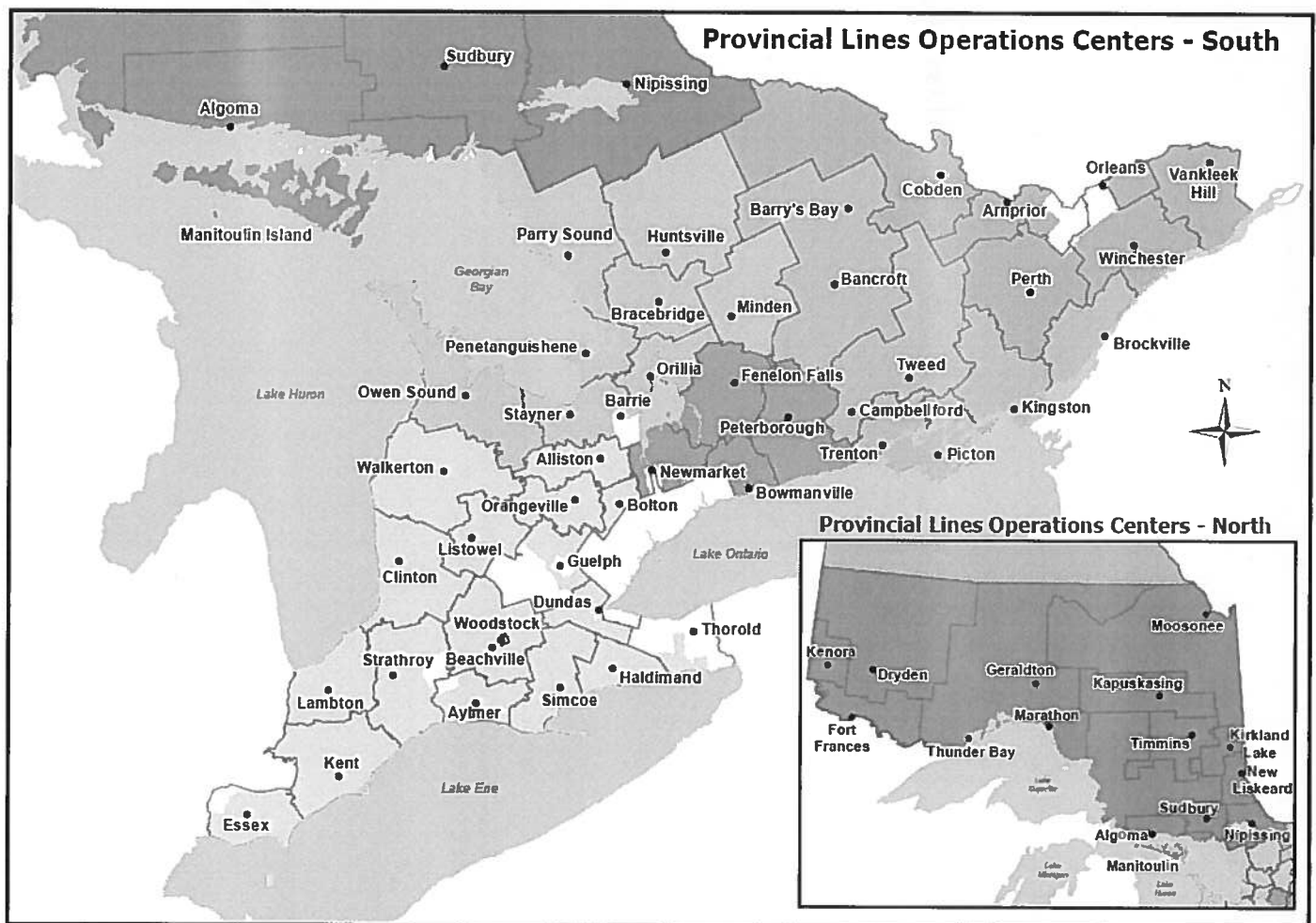


## Appendix B



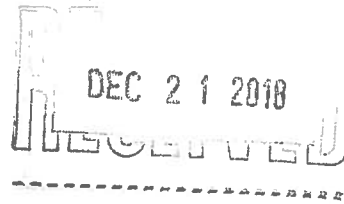
### Distribution - Provincial Lines Contact List

Region	Telephone No.	Fax No.	E-Mail Address
South	519-537-7172 & press 2	519-537-5081	<a href="mailto:WesternFBCPlanning@hydroone.com">WesternFBCPlanning@hydroone.com</a>
Central	1-888-238-2398 & press 3	705-727-4803	<a href="mailto:Zone5Scheduling@hydroone.com">Zone5Scheduling@hydroone.com</a>
Central	1-888-871-3514	705-743-0471	<a href="mailto:Zone3aScheduling@hydroone.com">Zone3aScheduling@hydroone.com</a>
Eastern	1-866-646-4619	613-967-3589	<a href="mailto:FBC.Belleville@hydroone.com">FBC.Belleville@hydroone.com</a>
Eastern	1-888-332-2249 or 613-267-2154	613-267-5406	<a href="mailto:EastZoneScheduling@hydroone.com">EastZoneScheduling@hydroone.com</a>
Northern	1-888-835-9444 or 705-566-8955	1-866-269-6897	<a href="mailto:Zone6Scheduling@hydroone.com">Zone6Scheduling@hydroone.com</a>





11774



File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ 1 ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☒ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☒ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

December 19, 2018

**THANK YOU SO MUCH!**

*Municipality of Temagami:*

*The Temagami & District Chamber of Commerce would like to thank you for your donations to our Silent Auction for Our Annual Wild Game Dinner.*

*You personally helped to make this yearly event another success.*

*The proceeds from this event help assist the Chamber in promoting our local businesses and donate to other service groups.*

*We wish you and your family Happy Holidays and prosperity in 2019.*

*Regards,*

*The Board of Directors  
Temagami & District Chamber of Commerce*

**Temagami & District Chamber of Commerce**

P.O. Box 57, Temagami, Ontario P0H 2H0

Tel: (705) 569-3344

[www.temagamiinformation.com](http://www.temagamiinformation.com) [info@temagamiinformation.com](mailto:info@temagamiinformation.com)

Page 87 of 492

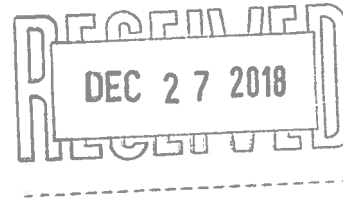
**From:** Whelan, Jennifer (OPP) <Jennifer.WheLAN@opp.ca>  
**Sent:** Thursday, December 27, 2018 11:35 AM  
**To:** Roxanne St. Germain  
**Subject:** Ransomware Alert  
**Attachments:** OPP Ransomware Alert for Municipalities - English.pdf; OPP Ransomware Alert for Municipalities - French.pdf

Good Day

Attached is an alert for your information.

*Best Regards*

Jennifer Whelan  
D.A.C.  
Temiskaming Detachment  
705-647-8400



File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ I ☐ A  
CAO ☒  
Building ☐  
Finance ☒ S ☐ C  
Ec Dev ☒ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☒ S ☐ C  
Public Wks ☒ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



## **ISSUE**

In recent months there have been several ransomware (hack/virus) attacks on businesses and municipal government offices within Ontario. The purpose of this alert is to inform Ontario municipalities of this recent trend, providing background details and information on handling ransomware incidents.

## **WHAT IS A RANSOMWARE ATTACK?**

A ransomware attack occurs when a cybercriminal infects a victim's computer systems with malware that encrypts the data on those systems making them inaccessible and unusable without a decryption key. The cybercriminals will then demand some sort of ransom (usually in Bitcoin) in exchange for the decryption key. There are many types of ransomware that are distributed in various ways. The most common methods of infection begin with a phishing email or direct hacking of a vulnerable computer system.

## **WHO IS BEING TARGETED?**

Everyone is a target, but individuals tend to be targeted by mass-market ransomware campaigns, while businesses and government offices tend to be the victims of more targeted attacks. Recently in Ontario, there has been a number of attacks on businesses and municipal government offices.

## **WHO SHOULD I CONTACT FOR ASSISTANCE?**

- Victims of ransomware attacks should contact the police of jurisdiction.

## **WHAT INFORMATION SHOULD BE PROVIDED?**

Information provided to your local police service can then be provided to the O.P.P. Cybercrime Investigations Team to assist in identifying the particular family and versions of ransomware impacting Ontario. This information should include:

- A screenshot/photograph of the ransomware demand
- A screenshot/photograph of the encrypted files including full file name and extension
- Any contact email address provided by the attackers
- Any bitcoin wallet addresses provided by the attackers

## **WHAT SHOULD BE DONE TO PREVENT A RANSOMWARE ATTACK?**

IT technicians of private and public entities should constantly assess and invest in the security of their computer systems. An integral part of prevention is to ensure proper offline backups of computer system data, strong password policies, and cyber security education and awareness for their employees.





## Ontario Provincial Police

Cyber Operations Section  
Investigations and Support Bureau

### CYBERCRIME ALERT

#### Ransomware (Hack/Virus)

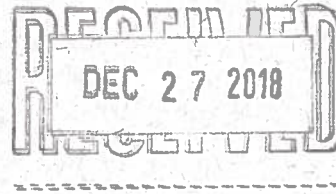
#### DOES THE OPP SUPPORT PAYING THE RANSOM?

Individuals or businesses that receive a security or financial threat must determine for themselves whether a ransom should be paid. The OPP does not support paying ransomware attackers, as it only encourages further criminal activity, and there is no guarantee that payment will restore the encrypted data. That being said, companies and individual victims should address threats based upon the nature and severity of the threat and only after carefully considering the best interests of the individual or company's employees, stakeholders and shareholders. Regardless of the decision made by the municipality, business, or individual, the OPP strongly encourages reporting ransomware incidents to your local police service.



11776

December 17, 2018



File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☒ ☐ A  
CAO ☐  
Building ☐  
Finance ☒ ☐ C  
Ec Dev ☐ ☐ C  
Parks & Rec ☒ ☐ C  
Planning ☐ ☐ C  
Public Works ☒ ☐ C  
PPP ☐  
Social Services ☐  
\_\_\_\_\_  
\_\_\_\_\_

Dan O'Mara  
Mayor  
Municipality of Temagami  
P.O. Box 220, Lakeshore Drive,  
Temagami, ON P0H 2H0

Dear Mayor O'Mara:

**RE: LAS Natural Gas Program – 2016-17 Period Reserve Fund Rebate**

LAS is pleased to announce a rebate to all LAS Natural Gas Program members. The amount being rebated back to your municipality is **\$1,125.27**.

This amount represents your municipality's proportionate share of the \$1.5 million reserve fund surplus that is being returned to program members that had accounts enrolled in the LAS Natural Gas Program during the 2016-17 program year (November 1, 2016 - October 31, 2017).

A copy of this letter and the cheque for your municipality has been sent to the designated LAS program contact (see CC below).

Your municipality's share of the program reserve fund was calculated using actual consumption data for all accounts enrolled in the LAS program for the period. The consumption data was aggregated at the organizational level and the payment amount is based on your proportionate share of the total LAS program volume.

We look forward to your continued involvement in this valuable program. Should you have any questions please contact Eleonore Schneider, LAS Program Manager at ext. 320 or at [eschneider@amo.on.ca](mailto:eschneider@amo.on.ca).

Sincerely,

Judy Dezell  
Director

CC: Craig Davidson, Treasurer-Administrator



**From:** Rachelle Cote <coter@timiskaminghu.com>  
**Sent:** Tuesday, December 11, 2018 11:13 AM  
**To:** Roxanne St. Germain  
**Subject:** RE: THU Board Correspondence  
**Attachments:** THU Board Correspondence; THU Board Correspondence; THU - Board of Health Appointments

Hello Roxanne, I have added your contact info to our distribution list.

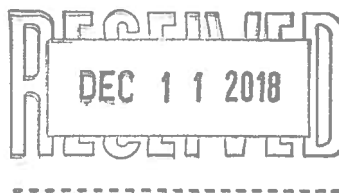
See attached, the last emails that were sent.

Another will follow shortly.

Best regards,

*Rachelle Côté*

Executive Assistant  
 Secretary to the Board of Health  
**Timiskaming Health Unit**  
 247 Whitewood Avenue, Unit 43  
 P.O. Box 1090  
 New Liskeard, ON P0J 1P0  
 Tel: 705-647-4305 ext: 2254  
 Fax: 705-647-5779



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ I ☐ A  
 CAO ☐  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

---

**From:** Roxanne St. Germain [mailto:frontdesk@temagami.ca]  
**Sent:** December-11-18 10:30 AM  
**To:** Rachelle Cote <coter@timiskaminghu.com>  
**Subject:** THU Board Correspondence

Hello Rachelle,

The last Board Minutes I have are from April 25, 2018. Have there been any since then and if so can you please send them to me, thanks!

Regards,

*Roxanne St. Germain*

Roxanne St. Germain, Dipl, BA Hon.  
 Administrative Assistant  
 Municipality of Temagami  
 7 Lakeshore Drive, P.O. Box 220  
 Temagami, Ontario, P0H 2H0

T: 705-569-3421 x 200  
 F: 705-569-2834  
[frontdesk@temagami.ca](mailto:frontdesk@temagami.ca)  
[www.temagami.ca](http://www.temagami.ca)

**From:** Rachelle Cote <coter@timiskaminghu.com>  
**Sent:** Thursday, September 13, 2018 3:05 PM  
**To:** City of Temiskaming Shores; Town of Cobalt; Town of Englehart; Town of Latchford; Township of Armstrong & Thornloe; Township of Brethour; Township of Casey/Hudson/Harley/Kerns; Township of Chamberlain; Township of Coleman; Township of Evanturel; Township of Gauthier; Township of Harris; Township of Hilliard; Township of James; Township of KL; Township of Larder Lake; Township of Matachewan; Township of McGarry; Vacant Clerk; Township of Charlton & Dack  
**Subject:** THU Board Correspondence  
**Attachments:** Board Minutes-Jun.6.18.pdf; BOH Report Q2 - 2018.pdf

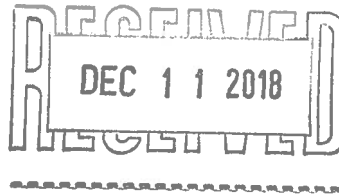
Good afternoon, the following correspondence is attached for information:

- Board of Health Minutes (June 6, 2018)
- Q2 Board Report

For distribution as appropriate. Thank you!

***Rachelle Côté***

Executive Assistant  
Secretary to the Board of Health  
**Timiskaming Health Unit**  
247 Whitewood Avenue, Unit 43  
P.O. Box 1090  
New Liskeard, ON P0J 1P0  
Tel: 705-647-4305 ext: 2254  
Fax: 705-647-5779



File ☐ Incoming ☐ Other  
Mayor ☐  
Council ☐ I ☐ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on June 6, 2018 at 6:30 P.M.

Englehart Medical Centre Boardroom

---

1. The meeting was called to order at 6:38 p.m.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Tony Antoniazzi	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jesse Foley	Municipal Appointee for Temiskaming Shores
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart
Jean-Guy Chamaillard	Municipal Appointee for Town of Kirkland Lake

**Regrets**

Vacant	Provincial Appointee
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe
Kathleen Bougie	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Maria Overton	Provincial Appointee
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman

**Timiskaming Health Unit Staff Members**

Dr. Glenn Corneil	Medical Officer of Health (A) <i>(Teleconference)</i>
Randy Winters	Director of Corporate Services, CEO (A)
Kerry Schubert-Mackey	Director of Community Health
Rachelle Cote	Executive Assistant

3. Presentation: **2017 Audited Financial Statements – March Year-End/Land Control**  
*By Steve Acland*

Mr. Acland left the meeting at 6:50 p.m.

**4. APPROVAL OF AGENDA****MOTION #28R-2018**

Moved by: Merrill Bond

Seconded by: Jesse Foley

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on June 6, 2018, as presented.

CARRIED

**5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

None.

**6. 2017 AUDITED FINANCIAL STATEMENTS – MARCH YEAR-END/LAND CONTROL****MOTION #29R-2018**

Moved by: Tony Antoniazzi

Seconded by: Jean-Guy Chamaillard

Be it resolved that the Board of Health approve the 2017 Audited Financial Statements for the March Year-End and Land Control as presented.

CARRIED

**7. APPROVAL OF MINUTES****MOTION #30R-2018**

Moved by: Mike McArthur

Seconded by: Kim Gauthier

Be it resolved that the Board of Health approves the minutes of its regular meeting held on April 25, 2018, as presented.

CARRIED

**8. BUSINESS ARISING**

None

**9. REPORT OF THE CHIEF EXECUTIVE OFFICER (A)**

Mr. Winters updated the Board on recent program and financial activities.

**10. NEW BUSINESS****a. SIGNING AUTHORITIES****MOTION #31R-2018**

Moved by: Merrill Bond

Seconded by: Mike McArthur

Be it resolved that the Board of Health agrees to add Dr. Glenn Corneil as a signing authority for the Timiskaming Health Unit Board of Health, effective immediately.

CARRIED

b. **PLAQUE OF APPRECIATION – AUDREY LACARTE**

**MOTION #32R-2018**

Moved by: Tony Antoniazzi

Seconded by: Kim Gauthier

Be it resolved that the Board of Health approves the remittance of a plaque of appreciation to Audrey Lacarte for her 11 years of service.

CARRIED

c. **TOBACCO AND SMOKE-FREE CAMPUSES**

**MOTION #33R-2018**

Moved by: Merrill Bond

Seconded by: Jesse Foley

***BE IT RESOLVED THAT*** the Board of Health receive the briefing re: Tobacco and Smoke-Free Campuses; and

***FURTHER THAT*** the Timiskaming Board of Health support the call from Public Health Sudbury and Districts to urge local post-secondary institutions to enhance existing policies to achieve 100% tobacco and smoke-free campuses; and

***FURTHER THAT*** this motion be forwarded to local post-secondary leadership, the MOHLTC, Chief Medical Officer of Health, Ministry of Advanced Education and Skills Development, all Ontario Boards of Health and local MP's and MPP's.

CARRIED

11. **CORRESPONDENCE**

**MOTION #34R-2018**

Moved by: Mike McArthur

Seconded by: Kim Gauthier

The Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

Dr. Glenn Corneil disconnected from the teleconference line at 7:00 p.m.

12. **IN-CAMERA**

**MOTION #35R-2018**

Moved by: Jesse Foley

Seconded by: Kim Gauthier

Be it resolved that the Board of Health agrees to move in-camera at 7:02 p.m. to discuss the following matters under section 239 (2):

- a. In-Camera Minutes (April 25, 2018)

CARRIED



13. **RISE AND REPORT**

**MOTION #36R-2018**

Moved by: Jesse Foley

Seconded by: Tony Antoniazzi

Be it resolved that the Board of Health agrees to rise with report at 7:12 p.m.

**In-Camera Minutes**

**MOTION #37R-2018**

Moved by: Merrill Bond

Seconded by: Kim Gauthier

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on April 25, 2018 as presented.

CARRIED

14. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on September 5, 2018 at 6:30 p.m. in New Liskeard.

15. **ADJOURNMENT**

**MOTION #38R-2018**

Moved by: Tony Antoniazzi

Seconded by: Kim Gauthier

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:13 p.m.

CARRIED

---

Carman Kidd, Board Chair

---

Rachelle Cote, Recorder

# Report to the Board of Health

## Quarter two (Q2) 2018

### Report Content

- Mid-Year Program Highlights
- In The Spotlight
- Upcoming Events
- HR Update

## Mid-Year Program Highlights

### Population Health Assessment, Health Equity

**Goals:** To increase the use of population health information to inform the planning and delivery of programs and services; and to reduce the negative impact of social determinants of health that contribute to health inequities.

These program goals are achieved through all staff efforts and effective delivery of all program and services.

**Provide and use population health information:** Several information products were produced integrating the most recent data available e.g. Demographic Report, Infant Feeding Report, Births by Municipality, Reportable Diseases and a Priority Population Report resulting from a custom Census data order. Data packages were provided on numerous health behaviours, outcomes and health status topics, including social determinants of health for use by staff and partners across many sectors.

**Addressing local data gaps:** As a result of one-time Ministry funding, THU is joining other PHU's in gathering local data to address some of the many identified gaps. Internal planning has commenced to determine which data gaps to address through the Ontario Rapid Risk Factor Surveillance System. THU also supported our local DTSSAB in planning and conducting a homelessness count.

**Health Equity (HE) Analysis and Advancing Policies that Decrease Health Inequities:** Work continues to develop an organizational HE assessment and to continuously improve our capacity to conduct health equity impact assessments (HEIA). For example, a HEIA tool was employed during the planning of a local cannabis forum in Q2. THU also continues to leverage opportunities to work with partners to influence or implement strategies to reduce health inequities. For example in Q2, staff engaged partners and the public through a campaign that called for income solutions to address the root cause of food insecurity.

## Effective Public Health Practice - Research & Knowledge Exchange & Communication – Quality & Transparency

**Goals:** THU is responsive to current and emerging evidence, emphasizes continuous quality improvement and supports a culture of transparency.

**Program Planning and Monitoring:** All teams have embraced continuous quality improvement for systematic planning of programs and services. As part of our annual planning cycle, numerous topic level situational assessments have been refreshed with the latest available evidence. Furthermore, additional assessments have been initiated for emerging topics. Currently, teams are using this information along with intervention research to inform annual work plans and identify resource needs.

Establishing indicators and routine monitoring of program and service activities to improve implementation and effectiveness is ongoing. Highlights of these efforts are described in program updates below and in reporting to various Ministries. The new Annual Service Plan activity reporting to the Ministry of Health and Long-Term Care is yet to be initiated. THU has completed 100% of all required activity reporting.

**Evaluations:** Additional efforts to assist in evidence-informed decision making and continuous improvement include several evaluation initiatives. Current evaluation highlights include a survey of mothers regarding breastfeeding practices and prenatal education, outcome evaluation of the Northern Fruit and Vegetable Project as well as a local diabetes prevention behaviour program and Food Skills for Families. Some of these are in the gathering and analysis phase and some in the report development phase. THU has also begun participation in *CDP-EvaLL* which is a two-year project led by the Propel Centre for Population Health Impact at the University of Waterloo. Project aims include to strengthen the design, conduct, use and sharing of chronic disease prevention evaluations in Ontario.

**Research:** To support effective public health practice on emerging or challenging issues, THU staff are involved in several research initiatives. Current research highlights include participating in the University of Waterloo's investigation into factors that facilitate or impeded chronic disease prevention policies and programs in rural Ontario Public Health Units. THU is also joining several other public health units to support lead investigators evaluate outcomes related to the Ministry's new vision screening protocol. Lastly, staff at THU are planning local research to enhance understanding of lived experience with opioid use in Timiskaming.

## Emergency Preparedness & Health Hazards

With the hot, dry summer our area was hit with many forest fires. When this happens, most people focus on the obvious risk of the fire itself and what potential danger it can bring. In our role at public health, we were active in two areas. First, smoke exposure. While the fires burn they produce an enormous amount of particle carrying smoke that can be harmful to your health. We worked to increase the awareness of this, and gave the public recommendations on how to avoid the risk.

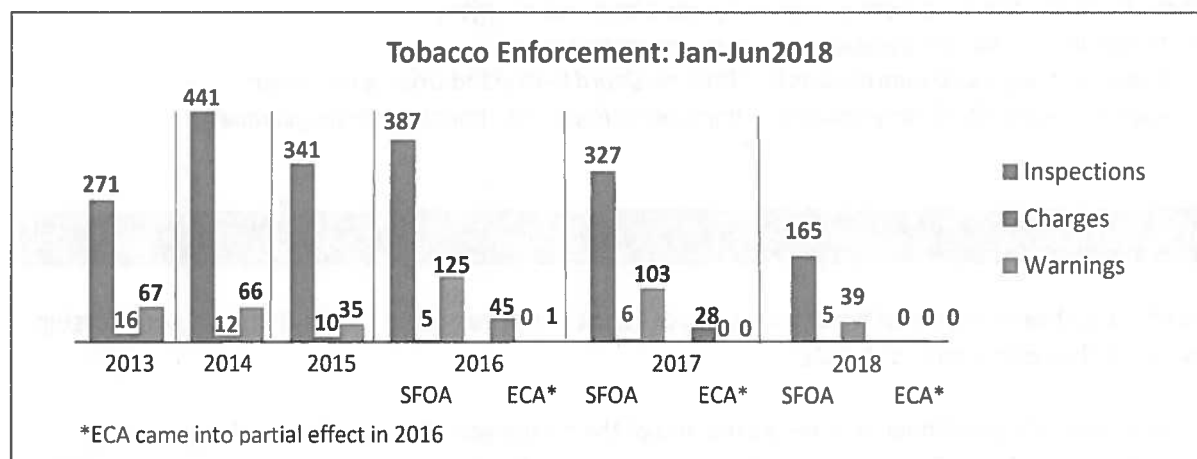
We also worked with municipalities on the emergency preparedness side of things. Being involved in the planning of potential evacuations is key in an emergency situation. Our role is to ensure any evacuation site is set up in a way that it avoids any additional health hazards or illnesses. In an emergency situation, you certainly do not need any more issues, such as an outbreak unrelated to the emergency. We work with municipalities at the front end to ensure this doesn't happen.

## Chronic Disease, Injury & Substance Use Prevention and Well-Being

The team is on target with what was planned for the first half of the year. Any year-to-date variances are largely timeline variances which are expected due to the influence of partnerships and unanticipated opportunities and needs. The school health section reports additional interventions.

### Goal: Reduce Tobacco use and exposure (Smoke-Free Ontario & NRT funding)

- Cessation: 1 Stop on the Road tobacco cessation workshop (Englehart, 5 participants); 267 NRT vouchers redeemed by 46 clients
- Prevention: Held Northern College one day stand, THU Board of Health passed resolution in support of tobacco-free campuses in Temiskaming
- Protection & Enforcement: 95% completion rate for Tobacco Vendor Inspections in Jan-June 2018; 5 charges (2: *supply tobacco to person under 19*, 1: *hinder, obstruct, interfere or refuse to answer questions or provide false or misleading info with an inspector during the course of their duties*, 2: *hold lighted tobacco in enclosed workplace*)



### Goal: Improve population eating habits and make health eating easier in our communities:

- Delivered 3 workplace healthy eating sessions at NEOFACS offices
- Completed *Healthy Eating in Recreation Settings* pilot project in 2 arenas in Temiskaming Shores
- Promoted community learning and engagement in food insecurity: communications campaign with FB posts reaching >10,000 people
- 3 new supportive food environments (Kirkland Lake complex, 2 summer concessions in Haileybury)
- 3 people engaged in advocacy related to food insecurity (new community food action group)

- Partnered with the Healthy Kids Community Challenge to deliver an after-school food skills program to 11 youth in Grades 5 and 6.
- 5 community partners engaged in skill-building for older adult nutrition (meal provider workshop and education sessions)

**Goal: Help community partners to deliver diabetes prevention behaviour change programming (100% funded)**

- 17 community organizations participating in Diabetes prevention programming and implementation
- 53 participants in behaviour change programming
- 20 employees affected by workplace health promotion work

**Goal: Promote healthy aging and reduce the number and impact of falls for those aged 65 years plus (funded 50% by NE LHIN)**

- Over 200 older adults participating in free group exercise classes
- Focus groups held with 55 older adults in 3 communities to help guide local program planning
- 300+ *Guide to Exercise Opportunities for Older Adults in Timiskaming* shared
- 500+ seniors reached with important messages through peer performance troupes the Rising Stars
- 25 Personal Support Worker students (Northern College) trained to deliver the Home Support Exercise Program to homebound seniors
- 24 local health care providers participated in the RNAO Best Practice Champions Workshop focusing on the newly released fall prevention guideline
- Approximately 146 older adults 65 years + have been screened for fall risk through their primary care provider at 3 Family Health Teams: Temagami, Great Northern and Englehart

**Goal: Reduce the frequency, severity and impact of injury**

- 15 community partners engaged in injury prevention work
- Approximately 2,000 impressions for *Brain on Board* Distracted Driving campaign
- Approximately 18,000 impressions in *Impaired is Impaired* - impaired driving campaign

## School Health

**Goal: to achieve optimal health of school-aged children and youth through partnership and collaboration with schools.**

The mid-term of the calendar year marks the end of the school year. THU staff are in the process of completing school-year final reports to share with partners. From January to June there were over 925 interactions with schools in the district. Highlights of some of the work are included below.

**Tobacco Prevention – Youth Champions:**

- Numerous youth champions across secondary school sites were engaged in tobacco prevention activities including World No Tobacco Day. Staff are preparing a report of the many activities for the school-year.

**Active Living - Healthy Eating and Food Security:**

- 6 schools are supported with PALS program implementation (increase physical activity & decrease conflict on the playground).
- 4 schools were supported with initiatives inspired by Nutrition Month with one school reporting activities linking to their poverty and equity initiative.
- 8 of 24 Northern Fruit and Vegetable Program schools were supported with participating in the post implementation student survey. 4 parent newsletters were published.

**Mental Health Promotion**

- 2 Roots of Empathy programs were delivered meeting 100% of our target.
- 1 secondary school Jack chapter was supported and consultation offered to others.

**Sexual Health**

- 19 healthy relationship clinics were held across 3 secondary schools as anticipated.

**Injury Prevention**

- 100 grade 10 students participated in *Preventing Alcohol Related Trauma among Youth* program.

**Immunization:**

- 16 school clinics were held (100% of our target) reaching students in Grades 7 and up.
- 100% of student immunization records were reviewed and through partnership efforts with schools as of June we are working with 20 students at risk of suspension per the Immunization School Pupils Act.

**Oral Health Screening:**

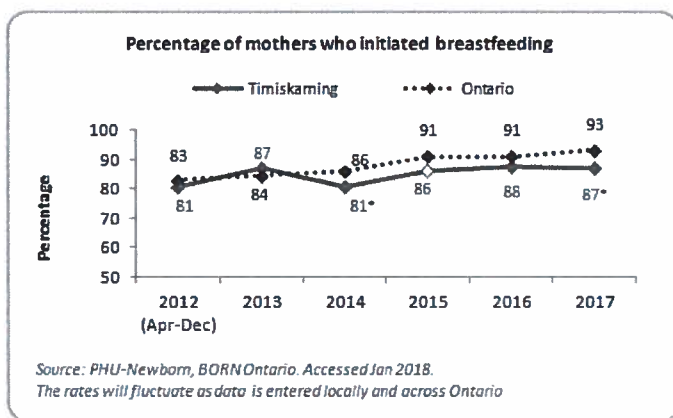
Oral Health - Dental Screenings					
	2014	2015	2016	2017	2018
<i>Pre-Kind/Kind &amp; Grade 2 In-School Program</i>	822	555	937	800	479
<i>Additional Grades In-School Screening</i>	1153	1043	2217	1350	612
<i>Office Screenings</i>	345	292	238	248	105

## Healthy Growth and Development

Collaborated with partners on Bear Island to facilitate car seat inspection training. Five members of the Bear Island community participated.

THU Car Seat Inspections	2016	2017	2018
Kirkland Lake	36	26	4
New Liskeard	36	47	15

A new breastfeeding working group was initiated with representatives from Temiskaming hospital, midwives and delivering physicians with the aim of increasing initiation, exclusivity and duration of breastfeeding by enhancing services offered to families.



Number of newborns	
Years	Total
2013	337
2014	338
2015	345
2016	368
2018 (YTD)	159

Source: PHU-Newborn, BORN Ontario. Accessed Aug 2018.

### Healthy Babies – Healthy Children Home Visiting Program

Visits	2017	2018 (YTD)
Total # of Home Visits	325	196
Family Resource Worker Visits (FRW)	158	122
Public Health Nurses (PHNs) Visits	167	74

### Healthy Beginnings Clinic - Pre and Postnatal Nurse Practitioner Program

	<u>Q1</u>	<u>Q2</u>
Number of new clients	19	11
Number of visits	260	260
*of total visits, Total # of visits 0-6 years	124	127
Number of preconception and reproductive health visits	1	16

## Immunizations, Infectious & Communicable Diseases Prevention & Control

Immunization Program (Source Panorama)			
Immunizations Administered	2016	2017	2018 (Jan-June)
# of clients receiving immunizations	4780	1808	1434
# of immunizations administered	7446	2493	2548

Flu vaccines were not entered into Panorama in the 2017-2018 flu season.



**Child Care Immunization Program:** Immunization records for attendees at 18 licensed child care facilities were maintained and assessed achieving 100% of our target. This includes the Timiskaming Child Care's Home Child Care Program which includes 2 Rural Early Learning Programs (during the school year) and 22 homes across the district – an increase of 7 homes since last year.

Travel Health Consultations				
Office	2015	2016	2017	2018 (Jan-June)
Kirkland Lake	317	272	259	140
New Liskeard	682	595	620	345
Englehart	81	n/a	n/a	n/a

Popular travel destinations include: Dominican Republic, Mexico, Cuba, Thailand, Vietnam, and Peru

Sexual Health				
Client Services	2015	2016	2017	2018 (Jan-Jun)
Male Clients	81	129	127	61
Female Clients	602	864	805	281
Median Age				22
Contraceptives	812	929	846	118
Plan B	48	41	25	8
STI Tests	208	215	201	113
Pregnancy Tests	33	28	36	15
Blood-Borne Infection Tests	79	124	97	61

OHIP+ launched January 1<sup>st</sup>, 2018, dramatically shifting where the majority of youth under the age of 25 obtain their contraceptives and Plan B.

Harm Reduction Program				
Client Services	2015	2016	2017	2018 (Jan-Jun)
Male Clients	45	121	189	105
Female Clients	10	68	108	59
Needles Distributed	10,424	12,906	20,953	13,775
Naloxone Kits Dispensed	n/a	n/a	n/a	18

**Harm Reduction:**

- 2 community sharps disposals were installed in Q2 and have been well utilized.
- Meth pipes were added to the safer drug use supplies program in addition to safe snorting kits.

- The Harm Reduction Distribution Program expanded to 2 new satellite sites: Northern Treatment Centre in Kirkland Lake and the Pavilion Women's Centre.
- 3 fire departments were outfitted for Naloxone distribution in Q2.

Infection Control				
Client Services	2015	2016	2017	2018 (Jan-Jun)
Reportable Disease Investigations (non-STI)	81	69	59	77
Outbreaks - Institutional	24	14	36	23
Outbreaks - Community	1	0	0	0
Animal Bite Reporting	77	29	85	54
Sexually Transmitted Infections	89	80	61	45
Personal Service Settings Inspections (hair salons, tattoos, piercings, aesthetics)	33	47	50	51

Year	Vaccine Fridge - Cold Chain Inspection					
	KL		NL		ENG	
	Total inspections	Total failures	Total inspections	Total failures	Total inspections	Total failures
2014	22	7	30	14	7	3
2015	14	4	26	12	6	6
2016	13	2	24	5	5	0
2017	12	10	28	7	5	2
2018 (Jan-Jun)	0	2	7	4	0	0

The majority of cold chain inspections are completed during the summer months.

## Safe Water

Safe Water Inspections		
Drinking Water	2017	2018
Small Drinking Water Systems	19	13
Recreational Water		
Public Beaches	16	17
Pools	25	18
Recreational Camps/Beachfront	11	9

In the spring of 2018, we created and distributed our Small Drinking Water System newsletter to owners/operators. This document encourages review of Ontario Regulation 319 requirements and assists them in doing so through the information provided.

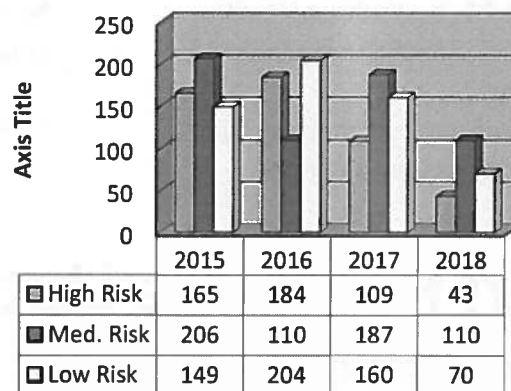
The goal of each newsletter is to highlight aspects of the regulation and describe how an owner/operator can meet these regulatory requirements. The complete newsletter can be accessed by clicking the image.



## Food Safety

In 2018, numerous regulation and protocol changes were brought in by the province. One specific change was the requirement surrounding certified food handlers in a food premise. In the past, each food premise only required one certified food handler. Now, each premise is required to have at least one certified food handler per shift, every hour. With this change in mind, we were proactive in planning additional food handler courses and communicating that to our food premise operators. In turn, we have seen an increase in people taking the course, which is a good thing for food safety. For comparison, at the end of June in 2017, we had 225 people who had become certified, for the same period in 2018, we have had 359.

### Compliance Inspections



## Land Control

Septic Systems	2014	2015	2016	2017	2018
<i>Permits Issued</i>	137	131	111	124	38
<i>File Searches</i>	57	60	60	66	28
<i>Severance/Subdivision</i>	20	15	15	29	10

# In the Spotlight Local & Beyond

## Public Health Items of Interest



Northern Ontario Health Equity Strategy (2018) - A plan for achieving health equity in the North, by the North, for the North - Health Quality Ontario

Ontario's 2017 Poverty Reduction Strategy Report April 2018 .



## Upcoming Events

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

- **SEPTEMBER 8** – Launch of Healthy Eating in Recreation Settings project, Kirkland Lake
- **TBD:** Ontario government consultations with municipalities re: cannabis retail

**November 27** Ottawa Model for Smoking Cessation Timiskaming Workshop coming

**November** Fall Prevention Month

## Human Resource Update

The comings and goings of our colleagues



### New Staff:

- Dietitian – New Liskeard - Permanent (*August 2018*)

### Return from Maternity Leave

- Community Health Worker/RPN – New Liskeard - Permanent (*June 2018*)

### Resignation:

- Public Health Nurse – Kirkland Lake (*May 2018*)
- Nurse Practitioner – Elk Lake Nursing Station (*June 2018*)
- *Secretary I – New Liskeard (June 2018)*

### Current Vacancies:

- Test Shoppers – New Liskeard-Kirkland Lake – Casual

**Report contributors:** Randy Winters –Acting Chief Executive Officer/Director of Corporate Services , Kerry Schubert-Mackey – Director of Community Health, Program Managers; Ryan Peters , Angie Manners, Erin Cowan (CNO), Amanda Mongeon. Executive Assistant: Rachelle Cote.

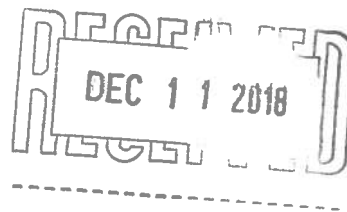
**From:** Rachelle Cote <coter@timiskaminghu.com>  
**Sent:** Tuesday, October 9, 2018 3:31 PM  
**To:** City of Temiskaming Shores; Town of Cobalt; Town of Englehart; Town of Latchford; Township of Armstrong & Thornloe; Township of Brethour; Township of Casey/Hudson/Harley/Kerns; Township of Chamberlain; Township of Coleman; Township of Evanturel; Township of Gauthier; Township of Harris; Township of Hilliard; Township of James; Township of KL; Township of Larder Lake; Township of Matachewan; Township of McGarry; Vacant Clerk; Township of Charlton & Dack  
**Subject:** THU Board Correspondence  
**Attachments:** Board Minutes-Set.5.18.pdf; Item 9a - Community Influenza Vaccine Program 2018-2019.pdf; Item 9b - Active Outdoor Play Position.pdf; Item 9c - Diabetes Prevention Project.pdf

Good afternoon, the following correspondence is attached for information:

- Board of Health Minutes (September 5, 2018)

Other items of interest:

- Community Influenza Vaccine Program 2018-2019
- Active Outdoor Play Position
- Diabetes Prevention Project



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ I ☐ A  
 CAO ☒  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

For distribution as appropriate. Thank you!

**Rachelle Côté**

Executive Assistant

Secretary to the Board of Health

**Timiskaming Health Unit**

247 Whitewood Avenue, Unit 43

P.O. Box 1090

New Liskeard, ON P0J 1P0

Tel: 705-647-4305 ext: 2254

Fax: 705-647-5779





## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on September 5, 2018 at 6:30 P.M.

New Liskeard – Timiskaming Health Unit Boardroom

---

1. The meeting was called to order at 6:40 p.m.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Tony Antoniazzi	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jesse Foley	Municipal Appointee for Temiskaming Shores ( <i>teleconference</i> )
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart
Jean-Guy Chamaillard	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
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe

**Regrets**

Vacant	Provincial Appointee
Kathleen Bougie	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Maria Overton	Provincial Appointee
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Dr. Glenn Corneil	Medical Officer of Health (A)

**Timiskaming Health Unit Staff Members**

Randy Winters	Director of Corporate Services, CEO (A)
Kerry Schubert-Mackey	Director of Community Health
Rachelle Cote	Executive Assistant

**Guest**

Dr. Monika Dutt

3. Presentation: **Public Health Policy Priorities for Consideration - 2018 Municipal Election Candidates** by Kerry Schubert-Mackey & Amanda Mongeon

Mrs. Mongeon left the meeting at 7:25 p.m.

**4. APPROVAL OF AGENDA****MOTION #39R-2018**

Moved by: Merrill Bond

Seconded by: Sue Cote

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on September 5, 2018, as amended:

- 9a – Grown Your Own – Nurse Practitioner Certification
- 9b - Leases – Policies/Procedures
- 11c – Identifiable Individual

CARRIED

**5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

None.

**6. APPROVAL OF MINUTES****MOTION #40R-2018**

Moved by: Mike McArthur

Seconded by: Jesse Foley

Be it resolved that the Board of Health approves the minutes of its regular meeting held on June 6, 2018 as amended. Minutes of July 11, 2018 (Personnel Sub-Committee) and July 11, 2018 (Special Meeting) were approved as presented.

CARRIED

**7. BUSINESS ARISING**

None

**8. MANAGEMENT REPORTS**

The Q2 Board Report, Staff List and the Immunization Coverage Report (2016-2017) were all received for review and for information purposes.

Jesse Foley arrived at the meeting at 7:10 p.m.

**9. NEW BUSINESS****a. GROW YOUR OWN – NURSE PRACTITIONER PROGRAM**

Discussed employee retention strategies for future employee training opportunities such as the Grown Your Own program. Many leave or move on to other employment opportunities. It was expressed that it is difficult to retain nurse practitioners due the continued shortage in the area.



b. **LEASES – POLICIES AND PROCEDURES**

Discussed engaging legal advice when signing future leases. It is important to include a termination clause when agreeing to a long-term lease and negotiate a shorter reasonable length of years when possible.

9. **CORRESPONDENCE**

**MOTION #41R-2018**

Moved by: Audrey Lacarte

Seconded by: Tony Antoniazzi

The Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

Dr. Monika Dutt left the meeting at 7:40 p.m.

10. **IN-CAMERA**

**MOTION #42R-2018**

Moved by: Merrill Bond

Seconded by: Sue Cote

Be it resolved that the Board of Health agrees to move in-camera at 7:42 p.m. to discuss the following matters under section 239 (2):

- a. In-Camera Minutes (June 6, 2018)
- b. MOH-CEO Update
- c. Identifiable Individual

CARRIED

11. **RISE AND REPORT**

**MOTION #43R-2018**

Moved by: Tony Antoniazzi

Seconded by: Jesse Foley

Be it resolved that the Board of Health agrees to rise with report at 7:55 p.m.

CARRIED

**In-Camera Minutes**

**MOTION #44R-2018**

Moved by: Mike McArthur

Seconded by: Merrill Bond

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on June 6, 2018 as presented.

CARRIED

**Hire of MOH/CEO**

**MOTION #45R-2018**

Moved by: Merrill Bond

Seconded by: Tony Antoniazzi

Be it resolved that the Board of Health agrees to hire Dr. Monika Dutt as MOH (A) – CEO, and direct staff, upon her registration with the College of Physicians & Surgeons of Ontario being approved, to submit the required documentation to the Ministry for appointment as MOH/CEO.

CARRIED

**MOH/CEO Moving Expenses**

**MOTION #46R-2018**

Moved by: Sue Cote

Seconded by: Jean-Guy Chamaillard

Be it resolved that the Board of Health agrees to cover the moving expenses of Dr. Monika Dutt to a maximum of \$3,000.00.

CARRIED

12. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on October 3, 2018 at 6:30 p.m. in Kirkland Lake.

13. **ADJOURNMENT**

**MOTION #47R-2018**

Moved by: Audrey Lacarate

Seconded by: Sue Cote

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:56 p.m.

CARRIED

---

Carman Kidd, Board Chair

---

Rachelle Cote, Recorder

## Board of Health Briefing Note

To: Chair and Members of the Board of Health

Date: October 3, 2018

Topic: **Community Influenza Vaccine Program 2018-2019**

**Recommendation:** That this report be received for information.

### Background

The goal of the Universal Influenza Immunization Program is to provide individual protection against influenza, to reduce the number and severity of influenza cases, to reduce the impact on the health care system, and to decrease the overall economic impact (health care and societal costs). Influenza is one of the most burdensome vaccine-preventable diseases in Canada and disproportionately afflicts high-risk populations such as the elderly, infants, and health care workers.

The publically-funded products available this season are: a quadrivalent vaccine offering protection against four strains of influenza available to everyone six months of age and older, a high-dose tetravalent vaccine offering potentially superior protection against three strains of influenza which is available to those 65 years and older, and a nasal spray form of the quadrivalent vaccine available to those 2-17 years of age. Older adults have choice between two vaccine products and can make a decision based on the level of protection they would prefer against the circulating influenza strains.

### Local Action

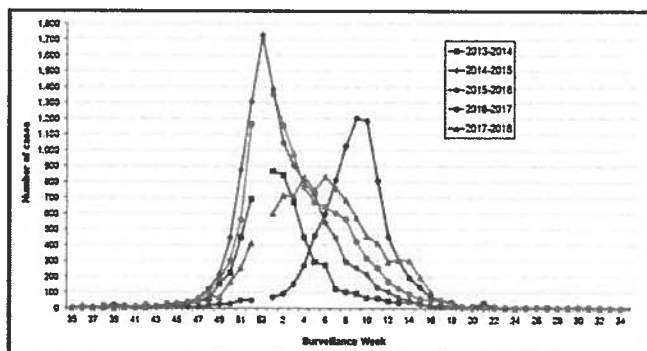
All influenza products will be available at the health unit, community health centres, and family health teams. Pharmacies will have only the quadrivalent vaccine available and can only immunize those 5 years of age and older.

Influenza Administration by Provider			
Provider	2012-13	2015-16	2017-18
	%	%	%
Health Units	9.8	3.5	2.2
Pharmacies	8.8	31.4	42.6
Physician	73.1	60.5	53.8
Other	8.3	4.6	1.5

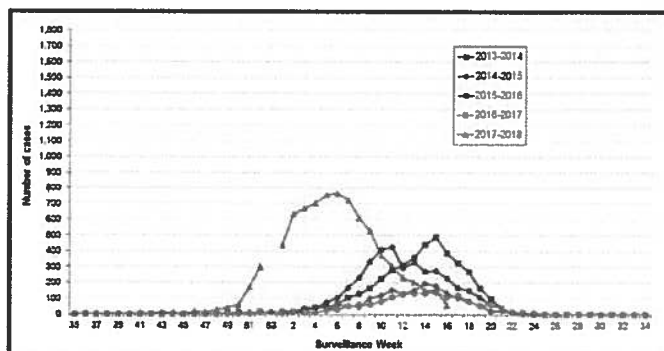
Once again, THU will be hosting community flu shot clinics and additional office visits by appointment during daytime and evening hours (*after our community clinics have ended*) in our Kirkland Lake and New Liskeard offices. For the community immunization clinics schedule, please see down below.

Influenza A peaks between December and March every year and Influenza B typically peaks in the spring with the exception of last year, which saw an early peak in February.

*Influenza A cases*



*Influenza B Cases*



## Board of Health Briefing Report

To: Chair and Members of the Board of Health

Date: October 3, 2018

Topic: **Active Outdoor Play**

---

### Recommendation

It is recommended that the Board of Health;

1. Adopt the position statement on active outdoor play: *"Access to active play in nature and outdoors-with its risks-is essential for healthy child development. We recommend increasing children's opportunities for self-directed play outdoors in all settings- at home, at school, in child care, the community and nature."* ; and
2. Forward this report to relevant local partners such as municipal government, children services, education.

### **Key Points**

- Active play outdoors supports healthy child development across many domains and over the lifespan.
- Play is an antidote to declining physical activity rates among children and youth.
- The Timiskaming Health Unit will continue to work on strategies to increase children's active play outdoors.
- Public Health is well aligned to provide education on the topic and enhance outdoor play opportunities through communication strategies and community partnership initiatives.

### **Issue**

Outdoor play includes the concepts of unstructured, child-led play and nature play. Children who spend time outdoors are more active and are three times more likely to meet the physical activity guidelines. Not only is this a cost-free way to get families moving, outdoor active play benefits children's physical health, mental health and helps to develop social skills and build resiliency. It also increases sunlight exposure, which helps with sleep regulation.

Data show the amount of time children spend outdoors and time spent participating in unstructured play are decreasing. Parental support is a strong influencer on a child's level of outdoor play. Perceived risks with regard to injury and safety are some of the contributing barriers. Most injuries from physical activity are minor and the benefits of the activity outweigh the risks of minor injuries.

### **Background**

Outdoor play is essential to healthy child development. Not only does it support children in meeting the physical activity guidelines<sup>1</sup>, it also increases mental health, cognitive development, and social and emotional health<sup>2</sup>. Furthermore, these benefits can be achieved in a fun way that has no monetary cost, making it a universally accessible activity.

Risky play has been defined as "thrilling and exciting play that can include the possibility of physical injury"<sup>3</sup>. This can include great heights, high speeds, dangerous elements, dangerous tools, get lost/disappear and rough and tumble play<sup>3</sup>. Many professionals recognize and support the need for play to have some element of risk.

Although there has been media coverage on the concept of risky outdoor play, in an effort to re-normalize the idea of play that involves some risk and to make it sound less intimidating, the word "risky" is being used less in this context. It's being referred to more as just "play" or "active outdoor play". Assessing and managing risk is an important life skill. Children need to be given opportunities to recognize and evaluate challenges according to their own ability. In other words, children should be given the freedom to decide how high to climb, to explore the woods, and get dirty, among other opportunities. In this context, there is a need to recognize the difference between danger and risk. All risky play opportunities should be

age and stage appropriate and considered from the child's perspective. For example, one can see that a great height for a 5 year old is not typically the same height for an adult.

One of the challenges of promoting active outdoor play is the need to balance risk and safety. Many researchers in this area will highlight that play does not need to be as safe as possible, but as safe as necessary<sup>4</sup>. A child should never be put in a situation that they are not developmentally ready to manage. It's important to highlight that the concept of outdoor active play is not reckless or neglectful; it's allowing children to play freely and interact with the world around them. Adults are responsible to remove or take care of basic hazards, without negating the potential for challenge, growth and imagination<sup>5</sup>. The developmental benefits of children playing outdoors are far greater than the risk of a potential injury.

The Position Statement on Active Outdoor Play encourages play in nature and the outdoors in all settings- home, schools, child care and the community<sup>6</sup>. It provides evidence in favour of children getting outside to engage in self-directed play as much as possible as well as recommendations for every level of society that impacts this, from parents, educators, and caregivers to health and injury professionals to governments and society as a whole.

There are currently 345 supporters of the Position Statement<sup>7</sup>. On June 1, 2018, the Council of Chief Medical Officers of Health released a statement that supported and endorsed the Position Statement<sup>8</sup>. While a number of public health professionals are listed as having endorsed the document, there are currently no public health units within the list. Endorsing the Position Statement sends a clear message about THU's position on the promotion of active outdoor play.

#### **Current Status**

Local data on the physical activity rates of young Timiskaming children is limited, but consider that the foundation of physical activity behaviours are laid in childhood and the behaviours tend to persist as we get older. Sedentary lifestyles do not simply develop overnight. Nearly half (43.8%) of residents aged 12 and over are inactive<sup>9</sup> and 17.4% of Timiskaming youth spent fifteen or more hours per week doing sedentary activities such as watching television, playing video games and using the computer<sup>10</sup>. Both sedentary lifestyles and screen use have additional adverse health implications. Children who spend time playing outdoors have less time to engage in sedentary behaviours and screen time while also enjoying the benefits that are associated with active outdoor play.

At the national level, there is clear trend to stay indoors and inactive. 37% of Canadian 11-15 year olds report playing outdoors for more than 2 hours outside of school hours<sup>4</sup>. At the same time, 76% of 5-19 year olds in Canada report watching television, playing computer or video games, or reading during the school period<sup>4</sup>.

#### **Timiskaming Health Unit Action**

Outdoor play with elements of risk supports healthy child development and leads to long-term health and social outcomes in children. THU will continue to work in the following areas:

- Promote the importance of getting children outside to all stakeholders, including families, child care centres and schools. Encourage prioritization of outdoor play and engaged learning by connecting with the outdoors whenever possible.
- Examine existing policies and by laws related to outdoor play spaces and advocate for changes to those that pose a barrier to active outdoor play.
- Support development of a district-wide playground community of practice.
- Continue working with partners to enhance affordable access to recreation opportunities in the district.
- Work with stakeholders working with children in developing or updating site policies that enhance outdoor play opportunities for children.

#### Submitted by

Crystal Gorman, Public Health Promoter

#### Reviewed by

Amanda Mongeon, CDPW & ISUP Program Manager  
Kerry Schubert-Mackey, Director of Community Health -

#### References

- <sup>1</sup> CPHA (2015). Canadian 24-hour movement guidelines for children and youth: An integration of physical activity, sedentary behaviour , and sleep.
- <sup>2</sup> Janssen, I. & Leblanc A. (2010). Systemic review of the health benefits of physical activity and fitness in school-aged children and youth. *Int J. Behav Nutr Phys Act* 7; 40.
- <sup>3</sup> Brussoni, M., et al. What is the relationship between risky outdoor play and health in children? A systemic review. *Int J. Environ. Res. Public Health* 2015; 12(6), 6423-6454.
- <sup>4</sup> Dubois, N. (2012). *Healthy Eating and Active Living In the District of Timiskaming A Situational Assessment Report*.
- <sup>5</sup> CPHA (2018). Retrieved 19, March, 2018, from <https://cpha.ca/risk-hazard-and-play-what-are-risks-and-hazards>
- <sup>6</sup> Tremblay, M.S., Gray, C., Babcock, S., et al (2015). *Position statement on active outdoor play*. *Int. J. Environ. Res. Public Health*, 12(6), 6475-6505.
- <sup>7</sup> CHEO (2018). Accessed 7, August, 2018, <http://www.haloresearch.ca/outdoorplay/>.
- <sup>8</sup> CCMOH (2018). *Active outdoor play statement from the Council of Chief Medical Officers of Health*. From Pan-Canadian Public Health Network <http://www.phn-rsp.ca/aop-position-iae/index-eng.php> .
- <sup>9</sup> Public Health Ontario. (2015). Snapshots: Timiskaming Health Unit: Self-reported rate of being active, moderately active, and inactive during leisure time, 2013-14. Toronto, ON: Ontario Agency for Health Protection and Promotion. Retrieved June 28, 2016 from <http://www.publichealthontario.ca/en/DataAndAnalytics/Snapshots/Pages/Health-Behaviours---Physical-Activity.aspx>
- <sup>10</sup> Timiskaming Health Unit (2017). Timiskaming health stats: Screen time in the Timiskaming Health Unit. Internal report: accessed on Mindoka.

## POSITION STATEMENT ON ACTIVE OUTDOOR PLAY

# Position



**Access to active play in nature and outdoors—with its risks—is essential for healthy child development. We recommend increasing children's opportunities for self-directed play outdoors in all settings—at home, at school, in child care, the community and nature.**

## PREAMBLE

We conducted two systematic reviews to examine the best available scientific evidence on the net effect (i.e., balance of benefits vs. harms) of outdoor and risky active play. Other research and reviews were also consulted. The Position Statement applies to girls and boys (aged 3-12 years) regardless of ethnicity, race, or family socioeconomic status. Children who have a disability or a medical condition should also enjoy active outdoor play in compliance with guidance from a health professional.

## CONTEXT

In an era of schoolyard ball bans and debates about safe tobogganing, have we as a society lost the appropriate balance between keeping children healthy and active and protecting them from serious harm? If we make too many rules about what they can and can't do, will we hinder their natural ability to develop and learn? If we make injury prevention the ultimate goal of outdoor play spaces, will they be any fun? Are children safer sitting on the couch instead of playing actively outside? **We need to recognize the difference between danger and risk. And we need to value long-term health and fun as much as we value safety.**

Risk is often seen as a bad word—by parents, neighbours, care providers, insurance providers, schools and municipalities. But in play, risk doesn't mean courting danger—like skating on a half-frozen lake or sending a preschooler to the park alone. It means the types of play children see as thrilling and exciting, where the possibility of physical injury may exist, but they can recognize and evaluate challenges according to their own ability.<sup>12</sup> It means giving children the freedom to decide how high to climb, to explore the woods, get dirty, play hide 'n seek, wander in their neighbourhoods, balance, tumble and rough-house, especially outdoors, so they can be active, build confidence, autonomy and resilience, develop skills, solve problems and learn their own limits. It's letting kids be kids—healthier, more active kids.

## EVIDENCE

» **When children are outside they move more, sit less and play longer<sup>3-12</sup> — behaviours associated with improved cholesterol levels, blood pressure, body composition, bone density, cardiorespiratory and musculoskeletal fitness and aspects of mental, social and environmental health.<sup>13-22</sup>**

» **Outdoor play is safer than you think!**

- o The odds of total stranger abduction are about 1 in 14 million based on RCMP reports.<sup>23</sup> Being with friends outdoors may further reduce this number.
- o Broken bones and head injuries unfortunately do happen, but major trauma is uncommon. Most injuries associated with outdoor play are minor.<sup>24-31</sup>
- o Canadian children are eight times more likely to die as a passenger in a motor vehicle than from being hit by a vehicle when outside on foot or on a bike.<sup>32-34</sup>

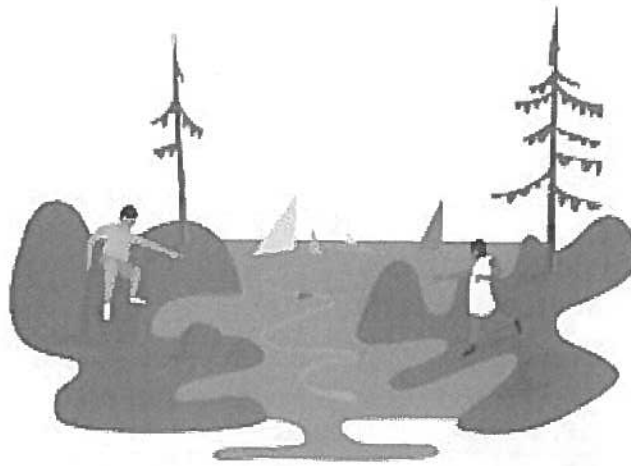
» **There are consequences to keeping kids indoors—is it really safer?**

- o When children spend more time in front of screens they are more likely to be exposed to cyber-predators and violence, and eat unhealthy snacks.<sup>35-39</sup>





- o Air quality indoors is often worse than outdoors, increasing exposure to common allergens (e.g., dust, mould, pet dander), infectious diseases, and potentially leading to chronic conditions.<sup>40-43</sup>
- o In the long-term, sedentary behaviour and inactivity elevate odds of developing chronic diseases, including heart disease, type-2 diabetes, some forms of cancer and mental health problems.<sup>44-53</sup>



- » **Hyper-parenting limits physical activity and can harm mental health.**<sup>54-57</sup>
- » **When children are closely supervised outside, they are less active.**<sup>4,58-68</sup>
- » **Children are more curious about, and interested in, natural spaces than pre-fabricated play structures.**<sup>69-79</sup> Children who engage in active outdoor play in natural environments demonstrate resilience, self-regulation and develop skills for dealing with stress later in life.<sup>80-98</sup>
- » **Outdoor play that occurs in minimally structured, free and accessible environments facilitates socialization with peers, the community and the environment, reduces feelings of isolation, builds inter-personal skills and facilitates healthy development.**<sup>4,59,70,76,83,99-103</sup>

## RECOMMENDATIONS

- » **Parents:** Encourage your children to engage more fully with their outdoor environments in a variety of weather conditions. When children are supported to take risks, they have more fun and learn how to assess and manage risk in all areas of their lives.<sup>2,82,104</sup>
- » **Educators and Caregivers:** Regularly embrace the outdoors for learning, socialization and physical activity opportunities, in various weather conditions—including rain and snow. Risky active play is an important part of childhood and should not be eliminated from the school yard or childcare centre.
- » **Health Professionals:** Be influential! Promote every child's connection with nature and the outdoors—identify outdoor play resources and partner with municipalities, parks, nature-related organizations, parent groups and children to support this process.
- » **Injury Prevention Professionals:** Find a balanced approach to health promotion and protection that considers the long-term dangers of a sedentary lifestyle along with the acute potential for injury.
- » **School and Child Care Administrators:** Choose natural elements over pre-fabricated playgrounds and paved areas—and encourage children to play in, and help design, these environments.
- » **Media:** Provide balanced reporting—sensationalizing stories about predators and danger elevates fear; cover success stories related to outdoor and risky active play.
- » **Attorneys General:** Establish reasonable liability limits for municipal governments—this means Joint and Several Liability Reform.
- » **Provincial and Municipal Governments:** Work together to create an environment where Public Entities are protected from frivolous lawsuits over minor injuries related to normal and healthy outdoor risky active play. This protection would no longer

- restrict Public Entities to using the Canadian Standards Association CAN/CSA Z614 “Children’s Playspaces and Equipment” as a guide for the design of outdoor play spaces and as a requirement for the funding of these spaces. An increased investment in natural play spaces in all neighbourhoods is encouraged.
- » **Schools and Municipalities:** Examine existing policies and by-laws and reconsider those that pose a barrier to active outdoor play.
- » **Federal and Provincial/Territorial Governments:** Collaborate across sectors to find ways to improve children’s access to risky active play in nature and the outdoors.
- » **Society:** Recognize that children are competent and capable. Respect parents’ assessments of their children’s abilities and their decisions to encourage self-directed play in nature and the outdoors. Allow all children to play with and form a lasting relationship with nature on their own terms.

This Position Statement was informed by the best available evidence, interpreted by a group of Canadian experts representing 14 organizations, and reviewed and edited by more than 1,600 stakeholders. Details of the process are published in the *International Journal of Environmental Research and Public Health* [[www.mdpi.com/journal/ijerph](http://www.mdpi.com/journal/ijerph)].

## ACKNOWLEDGMENTS

Funding for the development of the Position Statement was provided by:



The Position Statement was developed and is supported by Professor Susan Herrington, MLA, University of British Columbia; Dr. William Pickett, Queen's University, and:



## REFERENCES

- Ball et al. Managing risk in play provision: Implementation guide. Play England: London, 2012. p 120.
- Sandseter et al. Children's risky play from an evolutionary perspective: The anti-phobic effects of thrilling experiences. *Evol Psychol* 2011;9:257-84.
- Gray et al. What is the relationship between outdoor time and physical activity, sedentary behaviour, and physical fitness in children? A systematic review. *Int J Environ Res Public Health*. In press.
- Brussoni et al. What is the relationship between risky outdoor play and health in children? A systematic review. *Int J Environ Res Public Health*. In press.
- Cooper et al. Patterns of GPS measured time outdoors after school and objective physical activity in English children: the PEACH project. *Int J Behav Nutr Phys Act* 2010;7:31.
- Dunton et al. Physical and social contextual influences on children's leisure-time physical activity: an ecological momentary assessment study. *J Phys Act Health* 2011;8(Suppl. 1): 2011.
- Klinker et al. Context-specific outdoor time and physical activity among school-children across gender and age: using accelerometers and GPS to advance methods. *Front Public Health* 2014;2:20.
- Raustorp et al. Accelerometer measured level of physical activity indoors and outdoors during preschool time in Sweden and the United States. *J Phys Act Health* 2012;9:801-808.
- Smith et al. Assessment of physical activity levels of 3rd and 4th grade children using pedometers during physical education class. *J Res* 2009;4:73-9.
- Skala et al. Environmental characteristics and student physical activity in PE class. findings from two large urban areas of Texas. *J Phys Act Health* 2012;9:481-91.
- Vanderloo et al. Physical activity among preschoolers during indoor and outdoor childcare play periods. *Appl Physiol Nutr Metab* 2013;38:1173-5.
- Wheeler et al. Greenspace and children's physical activity: a GPS/GIS analysis of the PEACH project. *Prev Med* 2010;51:148-52.
- Andersen et al. Physical activity and clustered cardiovascular risk in children: a cross-sectional study (the European Youth Heart Study). *Lancet* 2006;368:299-304.
- Ekelund et al. Moderate to vigorous physical activity and sedentary time and cardiometabolic risk factors in children and adolescents. *JAMA* 2012;307(7):704-12.
- Janssen I, LeBlanc A. Systematic review of the health benefits of physical activity and fitness in school-aged children and youth. *Int J Behav Nutr Phys Act* 2010;7:40.
- Strong et al. Evidence-based physical activity for school-aged youth. *J Pediatr* 2005;146:732-7.
- Duncan et al. The effect of green exercise on blood pressure, heart rate and mood state in primary school children. *Int J Environ Res Public Health* 2014;11:3678-88.
- Kemper et al. A fifteen-year longitudinal study in young adults on the relation of physical activity and fitness with the development of the bone mass: the Amsterdam Growth and Health Longitudinal Study. *Bone* 2000;27:847-53.
- Hind K, Burrows M. Weight-bearing exercise and bone mineral accrual in children and adolescents: a review of controlled trials. *Bone* 2007;40:14-27.
- Tremblay et al. Systematic review of sedentary behaviour and health indicators in school-aged children and youth. *Int J Behav Nutr Phys Act* 2011;8:98.
- Larouche R. The environmental and population health benefits of active transport: A review. In G. Liu (Ed) Greenhouse Gases - Emissions, Measurement and Management. InTech: Rijeka, Croatia, 2012. p 413-40.
- Friedman et al. Impact of changes in transportation and commuting behaviors during the 1996 Summer Olympic Games in Atlanta on air quality and childhood asthma. *JAMA* 2001;285:897-905.
- Dalley ML, Ruscoe J. The abduction of children by strangers in Canada: Nature and scope. Royal Canadian Mounted Police. 2003. <http://www.rcmp-grc.gc.ca/pubs/omc-ned/abd-rap-eng.htm>
- Fuselli P, Yancher NL. Preventing playground injuries. *Paediatr Child Health* 2012;17:328.
- Canadian Institute for Health Information. National Trauma Registry Minimum Data Set, 1994-1995 to 2012-2013. <http://tinyurl.com/py3p2k4>
- Rubie-Davies CM, Townsend MAR. Fractures in New Zealand elementary school settings. *J Sch Health* 2007;77:36-40.
- Nauta et al. Injury risk during different physical activity behaviours in children: A systematic review with bias assessment. *Sport Med* 2015;45:327-36.
- Public Health Agency of Canada Child and youth injury in review, 2009 edition: Spotlight on consumer product safety. Public Health Agency of Canada: Ottawa, 2009.
- Belechri et al. Sports injuries among children in six European Union countries. *Eur J Epidemiol* 2001;17:1005-12.
- Sahai et al. Quantifying the iceberg effect for injury: using comprehensive community health data. *Can J Public Health* 2005;96:328-32.
- Howard et al. School playground surfacing and arm fractures in children: a cluster randomized trial comparing sand to wood chip surfaces. *PLoS Med* 2009;6(12):e1000195.
- Public Health Agency of Canada. Injury in Review, 2012 Edition: Spotlight on Road and Transport Safety. Public Health Agency of Canada: Ottawa, 2012.
- Rothman et al. Motor vehicle-pedestrian collisions and walking to school: the role of the built environment. *Pediatrics* 2014;133:776-84.
- DiMaggio C, Li G. Effectiveness of a safe routes to school program in preventing school-aged pedestrian injury. *Pediatrics* 2013;131:290-6.
- Dombrowski et al. Protecting children from online sexual predators: technological, psychoeducational, and legal considerations. *Prof Psychol Res Proc* 2004;35:65-73.
- Mazowitz B, Vézina M. Police-reported cybercrime in Canada 2012. Juristat Catalogue no. 85-002-X. Statistics Canada, 2014.
- Litwiller BJ, Brausch AM. Cyber bullying and physical bullying in adolescent suicide: the role of violent behavior and substance use. *J Youth Adolesc* 2013;42:675-84.
- Browne KD, Hamilton-Giachritsis C. The influence of violent media on children and adolescents: a public-health approach. *Lancet* 2005;365:702-10.
- Borghese et al. Independent and combined associations of total sedentary time and television viewing time with food intake patterns of 9- to 11-year-old Canadian children. *Appl Physiol Nutr Metab* 2014;39:937-43.
- Spengler JD, Sexton K. Indoor air pollution: a public health perspective. *Science* 1983;221:9-17.
- Jones, AP. Asthma and domestic air quality. *SocSci Med* 1991;47:755-64.
- DellaValle et al. Effects of ambient pollen concentrations on frequency and severity of asthma symptoms among asthmatic children. *Epidemiol* 2012;23:55-63.
- World Health Organization. Burden of disease from household air pollution for 2012. Available at [http://www.who.int/phe/health\\_topics/outdoorair/databases/HAP\\_BoD\\_results\\_March2014.pdf](http://www.who.int/phe/health_topics/outdoorair/databases/HAP_BoD_results_March2014.pdf) [Cited Mar 24, 2015].
- Lee et al. Effect of physical activity on major non-communicable diseases worldwide: an analysis of burden of disease and life expectancy. *Lancet* 2012;380:219-29.
- Pahkala et al. Association of physical activity with vascular endothelial function and intima-media thickness. *Circulation* 2011;124:1956-63.
- Raitakari et al. Effects of persistent physical activity and inactivity on coronary risk factors in children and young adults: the Cardiovascular Risk in Young Finns Study. *Am J Epidemiol* 1994;140:195-205.
- Tuomilehto et al. Prevention of type 2 diabetes mellitus by changes in lifestyle among subjects with impaired glucose tolerance. *N Engl J Med* 2001;344:1343-50.
- Knowler et al. Reduction in the incidence of type 2 diabetes with lifestyle intervention or metformin. *N Engl J Med* 2002;346:393-403.
- Mammen G, Faulkner G. Physical activity and the prevention of depression: a systematic review of prospective studies. *Am J Prev Med* 2013;45:649-57.
- Paffenbarger et al. Physical activity, all-cause mortality, and longevity of college alumni. *N Engl J Med* 1986;314:605-23.
- Paffenbarger et al. The association of changes in physical activity

- level and other lifestyle characteristics with mortality among men. *N Engl J Med* 1993;328:538-45.
52. U.S. Department of Health and Human Services. Physical Activity Guidelines Advisory Committee Report, 2008. Washington, DC: U.S. Department of Health and Human Services, 2008.
53. Biswas et al. Sedentary time and its association with risk for disease incidence, mortality, and hospitalization in adults: a systematic review and meta-analysis. *Ann Intern Med* 2015;162:123-32.
54. Janssen I. Hyper-parenting is negatively associated with physical activity among 7-12 year olds. *Prev Med* 2015;73:55-9.
55. Ginsburg KR. The importance of play in promoting healthy child development and maintaining strong parent-child bonds. *Pediatrics* 2007;119:182-91.
56. Schiffrin et al. Helping or hovering? The effects of helicopter parenting on college students' well-being. *J Child Fam Stud* 2014;23:548-57.
57. LeMoyne T, Buchanan T. Does "hovering" matter? Helicopter parenting and its effect on well-being. *Sociological Spectrum* 2011;31:399-418.
58. Gester S. Urban children's access to their neighborhoods: Changes over three generations. *Environ Behav* 1991;23:70-85.
59. Hillman et al. One false move: A study of children's independent mobility. London: PSI Publishing, 1990.
60. O'Brien et al. Children's independent spatial mobility in the urban public realm. *Childhood* 2001;7:257-77.
61. Shaw et al. Children's independent mobility: a comparative study in England and Germany (1971-2010). London: Policy Studies Institute, 2013.
62. Kirby et al. Parental and peer influences on physical activity among Scottish adolescents: a longitudinal study. *J Phys Act Health* 2011;8:785-93.
63. Page et al. Independent mobility in relation to weekday and weekend physical activity in children aged 10-11 years: The PEACH Project. *Int J Behav Nutr Phys Act* 2009;6:2.
64. Page et al. Independent mobility, perceptions of the built environment and children's participation in play, active travel and structured exercise and sport: the PEACH Project. *Int J Behav Nutr Phys Act* 2010;7:17.
65. Stone et al. The freedom to explore: examining the influence of independent mobility on weekday, weekend and after-school physical activity behaviour in children living in urban and inner-suburban neighbourhoods of varying socioeconomic status. *Int J Behav Nutr Phys Act* 2014;11:5.
66. Schoeppe et al. Associations between children's independent mobility and physical activity. *BMC Public Health* 2014;14:91.
67. Mitra et al. Do parental perceptions of the neighbourhood environment influence children's independent mobility? Evidence from Toronto, Canada. *Urban Studies* 2014;51(16):3401-19.
68. Floyd et al. Park-based physical activity among children and adolescents. *Am J Prev Med* 2011;41:258-65.
69. Jones O. True geography quickly forgotten, giving away to an adult-imagined universe. Approaching the otherness of childhood. *Child Geogr* 2008;6:195-212.
70. Aasen et al. The outdoor environment as a site for children's participation, meaning making and democratic learning: examples from Norwegian kindergartens. *Education* 2009;37:5-13.
71. Dymont J, O'Connell TS. The impact of playground design on play choices and behaviors of pre-school children. *Child Geogr* 2013;11:263-80.
72. Mahidin AMM, Maulan S. Understanding children preferences of natural environment as a start for environmental sustainability. *Procedia - Soc Behav Sci* 2012;38:324-33.
73. Fjortoft I, Sageie J. The natural environment as a playground for children: Landscape description and analyses of a natural playscape. *Landscape Urban Plan* 2000;48:83-97.
74. Luchs A, Fikus M. A comparative study of active play on differently designed playgrounds. *J Adventure Educ Outdoor Learn* 2013;13:206-22.
75. Cloward Drown KK, Christensen KM. Dramatic play affordances of natural and manufactured outdoor settings for preschool-aged children. *Children Youth Environ* 2014;24:53-77.
76. Dowdell et al. Nature and its influence on children's outdoor play. *Aust J Outdoor Ed* 2011;15(2):12.
77. Reed et al. A repeated measures experiment of green exercise to improve self-esteem in UK school children. *PLoS ONE*. 2013;8:7.
78. Herrington S, Studtmann K. Landscape interventions: New directions for the design of children's outdoor play environments. *Landscape Urban Plan* 1998;42:191-205.
79. Herrington S. The received view of play and the subculture of infants. *Landsc J* 1997;16:149-60.
80. Veitch et al. Where do children usually play? A qualitative study of parents' perceptions of influences on children's active free-play. *Health Place* 2006;12:383-93.
81. Brussoni et al. Risky play and children's safety: Balancing priorities for optimal child development. *Int J Environ Res Public Health* 2012;9:3134-8.
82. Hüttenmoser M. Children and their living surroundings: Empirical investigation into the significance of living surroundings for the everyday life and development of children. *Child Environ* 1995;12:403-13.
83. Prezza et al. The influence of psychosocial and environmental factors on children's independent mobility and relationship to peer frequentation. *J Community Appl Soc Psychol* 2001;11:435-50.
84. Becker et al. Physical activity, self-regulation, and early academic achievement in preschool children. *Early Educ Dev* 2014;25:56-70.
85. Kahn P, Kellert S. Children and Nature: Psychological, Socio-cultural, and Evolutionary Investigations. Boston, MA: MIT Press, 2002.
86. Bingley A, Milligan C. Climbing trees and building dens: Mental health and well-being in young adults and the long-term experience of childhood play experience. London, UK: Lancaster University, Institute for Health Research, 2004. Available at <http://escalate.ac.uk/downloads/4725.pdf>.
87. Greffrath et al. Centre-based and expedition-based (wilderness) adventure experiential learning personal effectiveness: an explorative enquiry. *Leisure Studies* 2011;30:345-64.
88. Korpela et al. Restorative experience, self-regulation, and children's special place preferences. *J Environ Psychol* 2002;22:387-98.
89. Sandseter. Risky play and risk management in Norwegian preschools - A qualitative observational study. *Saf Sci Monit* 2009;13:1-12.
90. Mikkelsen MR, Christensen P. Is children's independent mobility really independent? A study of children's mobility combining ethnography and GPS/mobile phone technologies. *Mobilities* 2009;4:37-58.
91. Lavrysen et al. Risky-play at school. Facilitating risk perception and competence in young children. *Eur Early Child Educ* 2015; (in press).
92. Ungar M. Too safe for their own good. Toronto: McClelland & Stewart, 2007.
93. Gray P. The decline of play and the rise of psychopathology in children and adolescents. *Am J Play* 2011;3:443-63.
94. Twenge et al. Birth cohort increases in psychopathology among young Americans, 1938-2007: A cross-temporal meta-analysis of the MMPI. *Clin Psychol Rev* 2010;30:145-54.
95. Twenge JM. The age of anxiety? Birth cohort change in anxiety and neuroticism, 1952-1993. *J Pers Soc Psychol* 2000;79:1007-21.
96. Kochanowski L, Carr V. Nature playscapes as contexts for fostering self-determination. *Child Youth Environ* 2014;24(2):146-67.
97. McArdle et al. Does a nurturing approach that uses an outdoor play environment build resilience in children from a challenging background? *J Adventure Ed Outdoor Learn* 2013;13(3):238-54.
98. Canning N. 'Where's the bear? Over there!' - creative thinking and imagination in den making. *Early Child Dev Care* 2013;183:1042-53.
99. Malone K, Rudner J. Global perspectives on children's independent mobility: a socio-cultural comparison and theoretical discussion of children's lives in four countries in Asia and Africa. *Global Studies Childhood* 2011;1:243-59.
100. Joshi et al. Children's journey to school: spatial skills, knowledge and perceptions of the environment. *Br J Dev Psychol* 1999;19:125-39.
101. Rissotto A, Tonucci F. Freedom of movement and environmental knowledge in elementary school children. *J Environ Psychol* 2002;22:65-77.
102. Bixler et al. Environmental socialization: quantitative tests of the childhood play hypothesis. *Environ Behav* 2002;34:795-818.
103. Pacilli et al. Children and the public realm: antecedents and consequences of independent mobility in a group of 11 - 13-year-old Italian children. *Child Geogr* 2013;11:377-93.
104. Gill T. No fear: growing up in a risk averse society. London: Calouste Gulbenkian Foundation, 2007.

## Board of Health Briefing Note

To: Chair and Members of the Board of Health

Date: October 3, 2018

Topic: **Diabetes Prevention Project – Timiskaming Program Evaluation Results**

---

**Recommendation:** That this report be received for information.

**Background:** THU receives \$150,000 annually for community-based initiatives that support high risk populations in adopting healthy behaviours to prevent of type 2 diabetes. Funding requirements specify that interventions:

- Are evidence-based
- Focus on/prioritize populations as higher risk
- Are tailored to meet the needs of communities identified
- Are outcome-focused
- Apply a health equity lens
- Do not duplicate or offset any existing services

After review of possible interventions, and in collaboration with partners\*, THU staff adopted two programs that have been evaluated and whose design seemed transferable to the Timiskaming context.

These programs are Fresh Start (elsewhere known as the Primary Care Diabetes Prevention Project) and Food Skills for Families. Both began in Timiskaming with a train-the-trainer component that has now evolved into THU supporting a network of community partners in delivering programming to a variety of target audiences. The programs have also been evaluated locally.

**Key Evaluation findings:** Both programs demonstrated success in meeting their stated goals (e.g. reduced risk factors related to type 2 diabetes). For Fresh Start, we learned that the participants were not as well-matched with our target audience as we would like. Additional evaluation finding details are included below.

**Action taken:** Both programs showed promise and are being implemented a second time. For Fresh Start, the delivery is being modified to address lessons learned and for Food Skills for Families, work is being done first to support program partners in being able to pay for program implementation. We will also work to identify and link follow program “graduates” of both programs with maintenance programming.

After the second year of implementation, THU and the Diabetes Prevention Project partnership will review the two years’ findings in considering whether, and how, to proceed across the district.

**\*current partners in Diabetes Prevention include:**

- |  |  |
|--|--|
| • Temiskaming Native Women’s Support Group | • Centre de santé communautaire du Temiskaming |
| • Matachewan First Nation                  | • DTSSAB                                       |
| • Timiskaming Diabetes Program (KL, NL)    | • Kirkland District Hospital                   |
| • Beaverhouse First Nation                 | • Northern College                             |
| • Temiskaming Métis Community Council      | • NEOFACS                                      |
| • Great Northern Family Health Team        | • Town of Kirkland Lake                        |
| • Temagami Family Health Team              |  |



# Fresh Start

...a lifestyle balance program

2017  
-  
2018

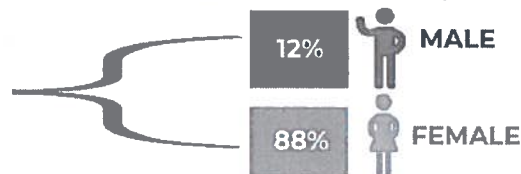
## NUMBERS

**11**  
COMMUNITY  
PARTNERS

- Timiskaming Diabetes Program (NL & KL)
- Canadian Mental Health Association
- Great Northern Family Health Team
- Haileybury Family Health Team
- Temagami Family Health Team
- Town of Kirkland Lake
- Temiskaming Hospital
- Kirkland Lake Hospital
- Shardul Kara Physiotherapy & Massage Therapy
- Balanced in Motion
- King Street Fitness
- Temiskaming Shores Pool and Fitness Centre

**22** 1-hr WEEKLY SESSIONS (over a 6 month period)

**33** PARTICIPANTS



Group age average:  
66 years

15% drop-out rate

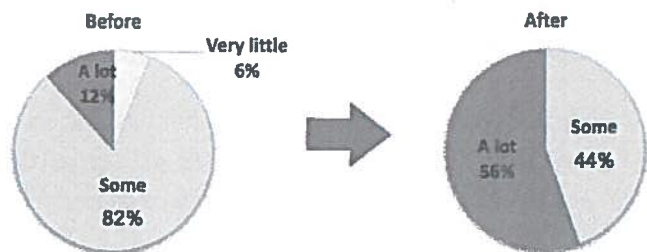
## GOALS

- G1. Increase knowledge of type 2 diabetes risk factors and how to reduce risk.
- G2. Increase food literacy and improve healthy eating.
- G3. Increase physical literacy and moderate physical activity to >150 mins/week.
- G4. Decrease body weight by 5-7%.
- G5. Increase knowledge and motivation to make healthy lifestyle changes.
- G6. Improve quality of life indicators.

## RESULTS

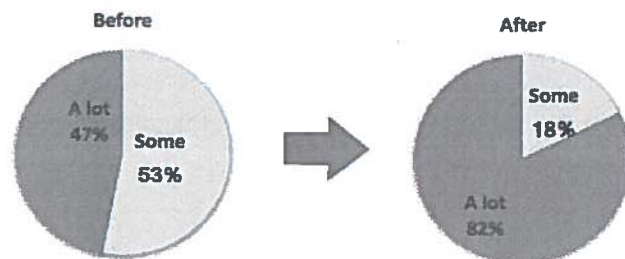
G1

**27% more people know "a lot"**  
about diabetes risk factors



G2

**35% more people know "a lot"** about healthy eating principles



**70%**  
improved their  
eating habits



G3

**38% more people know "a lot"** about physical activity recommendations



**80%**  
changed their  
attitude/beliefs  
about physical activity.



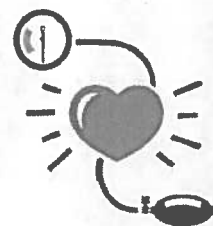
# RESULTS

## Improvement Towards Healthy Weight\*

G4

Lost 5-7% of body weight (31%)	62%
Lost <5% of body weight (31%)	
Maintained weight	15%
Gained weight	23%

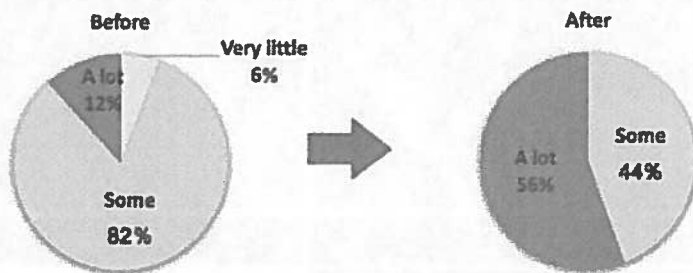
**67%**  
decreased their  
blood pressure.



\*Different lifestyle goals among participants (lose, maintain or gain weight; records of personal goals were not kept)

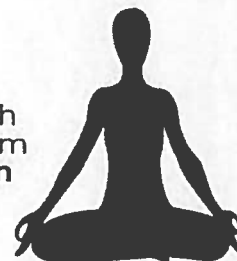
## 44% more people know "a lot" about stress management

G5



**100%**

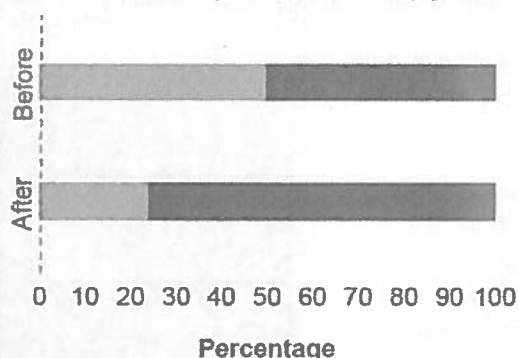
indicated that Fresh Start motivated them to make **changes in their lifestyle.**



## Better Perceived General Health

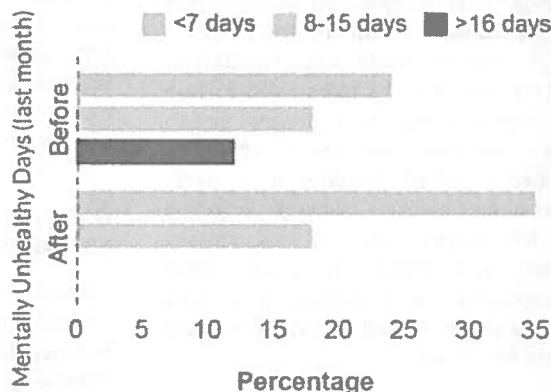
Fair/good Good/very good

G6



## More Days of Good Mental Health

<7 days 8-15 days >16 days



# FEEDBACK

"I became more aware of how good nutrition can have a positive effect on the body & reduces chances of chronic illness."

"Great group of staff and great group of clients!"

"I am more aware of my health and believe I am going to the future with much more knowledge."

Over 85% agreed that facilitators were: well prepared, stimulated learning, related content to real-life situations and held attention.



# TO IMPROVE

- Improve tracking and evaluation methods.
- Recruit the target population for the program.
- Ensure the venue is conducive to learning.

For more information contact:

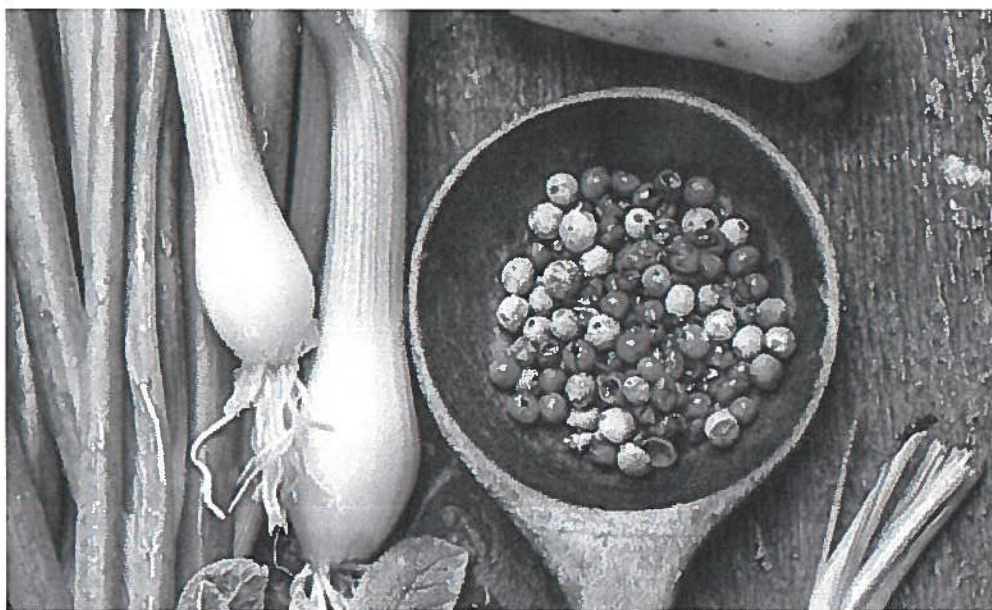
Susan Hall  
halls@timiskaminghu.com  
705-647-4305 ext. 2242

Laura Dias  
diasl@timiskaminghu.com  
705-647-4305 ext. 2265



Services de santé du  
**TIMISKAMING**  
Health Unit





## FOOD SKILLS FOR FAMILIES 2017 EXPANSION ONTARIO

## Food Skills for Families report on program implementation

In spring 2017, 13 individuals from the Timiskaming area participated in the Food Skills for Families (FSF) Train-The-Trainer (TTT) program to become Community Facilitators. This TTT was the first in Ontario in the Food Skills for Families expansion beyond British Columbia. The new Community Facilitators were trained to deliver the program to at-risk populations for chronic diseases including seniors, low income families, low literacy populations, and Indigenous groups. Each target population is supported by a best practice curriculum with facilitator and participant handbooks.

In 2008, with the support of the Ministry of Health in B.C., Diabetes Canada developed and launched the program. The annual evaluations demonstrate that the Food Skills for Families program continues to achieve each of its stated goals and to have a positive impact on participants. Most significantly, the program has positively influenced healthier eating behaviour.

**Program specifics:**

- Is led by trained and certified community facilitators in kitchens within host community organizations
- Encourages participation and social interaction
- Includes six 3-hour sessions on a weekly basis, for 12 participants

Addresses topics based on Canada's Food Guide, such as food label reading, portion size, ingredient substitutions and a grocery tour

Inspires and empowers participants to eat well while creating fast, easy meals using fresh, whole ingredients

**Organizations represented in the FSF Northern Ontario Expansion**

- Timiskaming Health Unit
- Timiskaming Diabetes Program
- Northeastern Ontario Family and Children's Services
- Temiskaming Native Women's Support Group
- Northeastern Ontario Family and Children's Services
- Literacy Council of South Temiskaming
- Temagami First Nation - Doreen Potts Health Center
- Temagami First Nation - Family Healing & Wellness Centre
- Canadian Mental Health Agency - Northern Star
- Timiskaming Child Care Early Years Center
- Métis Nation of Ontario

# FOOD SKILLS FOR FAMILIES

## Timiskaming 2017

## PROGRAM OVERVIEW

FOOD SKILLS FOR FAMILIES is a hands-on, curriculum-based program that connects people in the kitchen and demonstrates that healthy eating can be easy, enjoyable and affordable.



Creamy Kale Salad featured in Session 6.

**PROGRAM HIGHLIGHTS:**

- A community-based program for chronic disease prevention targeting high risk populations.
- Education around healthy eating and wellness helps to reduce the impact of barriers such as income, food access, necessary skills, food knowledge and cultural norms.
- Evidence-based, best practice curriculum with sustainable program delivery, featuring centralized administration.

## TIMISKAMING PROGRAM DELIVERY IN 2017

Following the TTT in spring of 2017, the Timiskaming Community Facilitators delivered six Food Sense, Healthy Cooking on a Budget programs to Northern Ontario communities in fall 2017. The following is a report on the outcomes of those six programs.

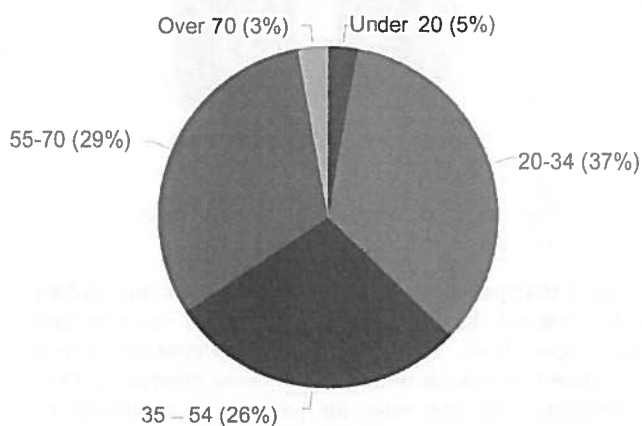
### METHODS

Each participant in the FSF program was administered a paper survey at the beginning of the six week session (Session 1) and again at the end (Session 6). The comparison of the aggregated data for each survey highlights the correlation in behaviour and skill change through the completion of the program.

### SURVEY RESULTS: PARTICIPANT DEMOGRAPHICS

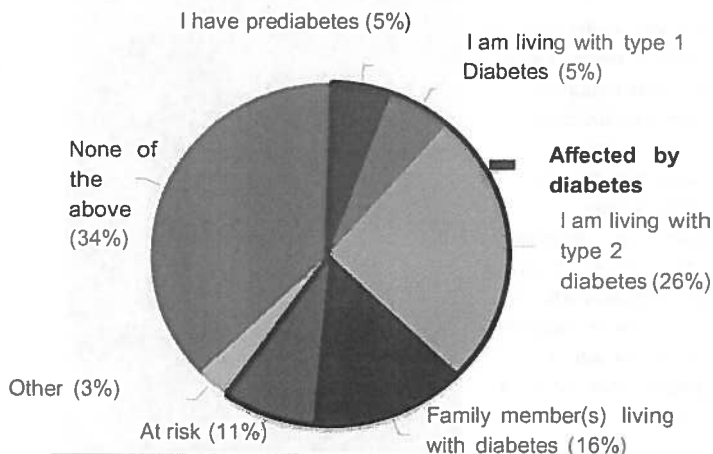
Approximately 50 people participated in the FSF program in the Timiskaming area. 94% were female. The largest age group to participate in the program was the group from 20 to 34 years (37%). Age distribution of all participants is below.

Figure 1: 2017 Timiskaming FSF participant age distribution.



As the FSF program is intended to prevent chronic disease, including diabetes, FSF participants were asked about their association to diabetes. 63% of participants indicated that they are affected by diabetes.

Figure 2: How FSF participants are affected by diabetes.



### INDIRECT IMPACT

Learnings gained from the FSF program extend beyond those who were directly involved in the program. On average, FSF participants in Timiskaming reported being responsible for preparing food for at least 2 others, at least once per day. Therefore, the indirect impact of the healthy behaviour encouraged and taught through the FSF program, by the 50 participants, is extended to approximately 150 individuals. 37% of FSF participants identified children (those under 18) as those they were preparing the food for.

### SURVEY RESULTS: PROGRAM EVALUATION

FSF was created to improve healthy eating behaviours, in part through reducing barriers to sustaining a healthy diet. Primary objectives of the FSF program for participants include eating more fruits and vegetables per day, increasing knowledge of healthy foods, cooking more meals from scratch and increasing confidence in the kitchen. The program evaluation is designed around these objectives to evaluate FSF's ability to meet them.

#### Objective #1: Eating more fruits and vegetables per day

There was a 16% jump from session 1 to session 6 in participants saying their fruit and vegetable consumption will increase over the 6 to 12 months following the program.



#### Objective #2: Increasing knowledge of healthy foods

We observed an increase in knowledge around healthy foods for questions related to Canada's Food Guide. When asked how many portions of fruit and vegetables participants thought health experts recommended eating every day, there was a

33% increase in the number of individuals who answered the question correctly at the end of the six-week program.

We also observed an increase in healthy food knowledge through looking at barriers to buying, preparing and eating more healthy foods. In the table below, barriers with the most significant reductions are highlighted below.

*"[I'm now] making healthy food choices"*  
- Participant



**Table 1:** Perceived barriers of participants to buying, preparing and eating more healthy foods from session 1 to session 6 of the FSF program.

Barrier	Pre Survey	Post Survey	% Change
I don't know which foods are healthy.	10.5%	0.0%	-100%
I don't know which methods of cooking are healthy.	7.9%	7.7%	-3%
I don't have healthy recipes.	15.8%	7.7%	-51%
I cannot buy fresh fruits and vegetables locally.	2.6%	3.9%	46%
Healthy foods cost too much.	31.6%	23.0%	-27%
I don't have the right equipment or utensils.	7.9%	7.7%	-3%
I don't like the taste of healthy foods.	7.9%	0.0%	-100%
Other	21.0%	23.0%	10%

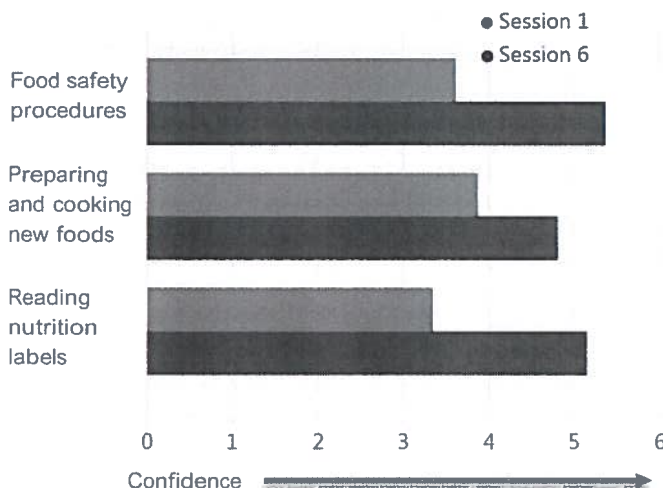
**Objective #3:** Cooking more meals from scratch

When asked how many times participants prepared and cooked a meal from basic ingredients, there was an increase of 46% of those who identified a frequency of one to three times per day.

*"I am more aware in the grocery store of labels and cooking more healthy at home"*  
- Participant

**Objective #4:** Increasing confidence in the kitchen

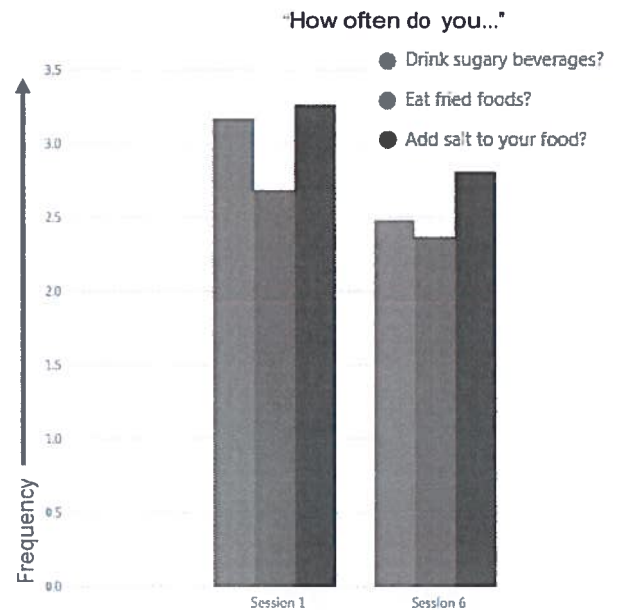
Confidence increased in each of the three areas measured. The largest shift was seen with following basic food safety procedures (40% improvement).



**Figure 3:** Self-rated confidence for skills used in healthy cooking.

**Objective #5:** Reduction of negative eating behaviours

Following the program, participants reported a decrease in the consumption of sugary beverages and fried foods, and a decrease in the frequency of adding salt to food.

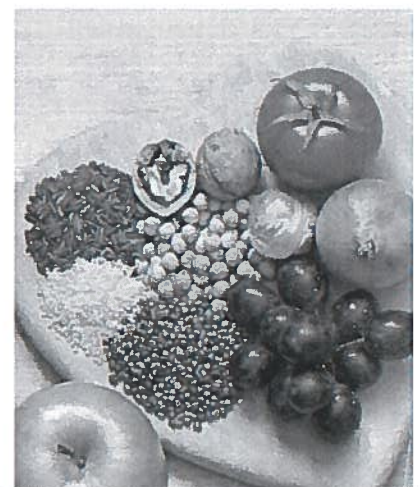


**Figure 4:** Frequency of unhealthy eating behaviours at session 1 and following the program, at session 6.

The biggest change indicated by participants, and coincidentally what they enjoyed most, was trying new recipes, new food and eating healthier food. They cited new skill development and grocery store savviness as outcomes they liked most about FSF. Also mentioned was how much the program was motivation to "do something for [themselves]". This qualitative feedback speaks to increased confidence in the kitchen as well as prioritizing personal health day-to-day.

**DISCUSSION**

Survey results indicate shifts in eating trends towards healthier eating behaviours. This includes increasing healthy habits while decreasing unhealthy habits. These findings are aligned with outcomes of program implementation across other parts of Canada.



Healthier eating behaviours are associated with lower rates of chronic disease which is an overall goal of FSF. Given these survey outcomes, FSF supports the prevention of chronic disease and associated risk factors, including prediabetes and type 2 diabetes, cardiovascular disease, among other non-communicable diseases.

The six-week longevity of the FSF program reinforces behaviour change by building and encouraging healthy behaviours among the participants each week. Although the six weeks is instrumental for behaviour change, it does represent a significant commitment for participants, and therefore, some attrition occurs from the number of participants in session 1 compared to session 6.

The Timiskaming pre-evaluation results identify knowledge and understanding related to healthy eating as a barrier to a healthy diet. At the program's completion, these barriers were significantly reduced. As a result, individuals are more confident in applying the knowledge, understanding and skills learned through FSF beyond the six-week program.

In the post-evaluation of the FSF program, a few individuals identified barriers around access and affordability of healthy foods, and, while key to improving issues of food security, lie outside the scope of this program.

Qualitative data indicates that FSF participants enjoyed the classes and the participant handbook. These two resources created a learning environment for several different types of learners. These resources, in combination with the different facilitation activities, provide several opportunities for participants to access the information. The classes also help focus on topics, cultural intricacies or community issues which are not possible to capture in the handbook. The facilitator leading the classes, then, is fundamental to the success of the programs.

Limitations to our evaluation validity is based on the survey methodology. Surveys are susceptible to response bias where respondents may answer questions to appear more socially acceptable or to align with what might be perceived as desired outcomes. FSF participants are asked to respond as honestly as possible to mitigate this limitation.

## CONCLUSION

Confidence and feelings of self-efficacy are important to making and maintaining healthy lifestyle changes. FSF enables participants to find this confidence while meeting new people, trying new foods, learning new skills and gaining healthy food knowledge.

In this Ontario expansion, FSF continues to build capacity in Northern communities, and impact high risk populations to ultimately build healthier communities and prevent chronic disease.

## FEEDBACK

FROM THE PARTICIPANTS

What is the biggest change you made because of taking the program?

*"I [now] take time to plan, prepare and cook"*

*"I am not afraid to try different foods"*

*"Willing to try different recipes"*

*"I'm eating more healthy"*

What did you like most about the Food Skills for Families Program?

*"[It's] social – meeting new people, try new recipes, no judgement"*

*"Tast[ing] new food"*

*"Trying and learning new recipes and food, making a new friend"*

*"How to cut properly"*

*"Reading labels and understanding them"*

### FOR MORE INFORMATION

PHONE

1-800-BANTING

EMAIL

foodskills@diabetes.ca



**From:** Rachelle Cote <coter@timiskaminghu.com>  
**Sent:** Tuesday, December 11, 2018 11:14 AM  
**To:** City of Temiskaming Shores; Town of Cobalt; Town of Englehart; Town of Latchford; Township of Armstrong & Thornloe; Township of Brethour; Township of Casey/Hudson/Harley/Kerns; Township of Chamberlain; Township of Coleman; Township of Evanturel; Township of Gauthier; Township of Harris; Township of Hilliard; Township of James; Township of KL; Township of Larder Lake; Township of Matachewan; Township of McGarry; Roxanne St. Germain; Township of Charlton & Dack  
**Subject:** THU Board Correspondence  
**Attachments:** Board Minutes-Oct.3.18.pdf; Board Minutes-Nov.7.18.pdf; Q3 BOH Report - 2018.pdf; Youth Tobacco Prevention - Briefing Report.pdf; HERS Briefing Report.pdf

Good morning, the following correspondence is attached for information:

- Board of Health Minutes (October 3, 2018)
- Board of Health Minutes (November 7, 2018)
- Q3 – Board of Health Report

Other items of interest:

- Youth Tobacco Use Prevention Activity Report
- Evaluation Reports: *Healthy Kids Community Challenge* and *Healthy Eating in Recreation Settings*

For distribution as appropriate. Thank you!

**Rachelle Côté**

Executive Assistant

Secretary to the Board of Health

**Timiskaming Health Unit**

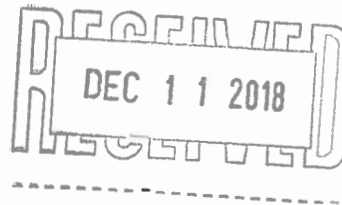
247 Whitewood Avenue, Unit 43

P.O. Box 1090

New Liskeard, ON P0J 1P0

Tel: 705-647-4305 ext: 2254

Fax: 705-647-5779



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ ☐ ☐ ☐  
 CAO ☒  
 Building ☐  
 Finance ☐ ☐ ☐ ☐  
 Ec Dev ☐ ☐ ☐ ☐  
 Parks & Rec ☐ ☐ ☐ ☐  
 Planning ☐ ☐ ☐ ☐  
 Public Wks ☐ ☐ ☐ ☐  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

"The information in this e-mail is intended for the addressee(s) named, and is confidential. Any other distribution, disclosure or copying is strictly prohibited. If you have received this communication in error, please reply by e-mail to the sender and delete or destroy all copies of this message.

Ce courriel et toutes pièces-jointes sont transmises à titre confidentiel et ne sont destinés qu'à la personne ou à l'entité à qui ils sont adressés et pourraient bénéficier du secret professionnel. Un tel privilège est réclaté de façon expresse. Si vous avez reçu ce courriel par erreur vous êtes prié de contacter l'auteur immédiatement et d'effacer la version originale ainsi que toutes pièces-jointes. Veuillez ne pas diffuser, distribuer ou copier."



## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on October 3, 2018 at 6:30 P.M.

New Liskeard – Timiskaming Health Unit Boardroom

---

1. The meeting was called to order at 6:38 p.m.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Tony Antoniazzi	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jesse Foley	Municipal Appointee for Temiskaming Shores
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Ewanturel, Hilliard, Dack & Town of Englehart
Jean-Guy Chamaillard	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
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe ( <i>teleconference</i> )
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan

**Regrets**

Vacant	Provincial Appointee
Kathleen Bougie	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Maria Overton	Provincial Appointee

**Timiskaming Health Unit Staff Members**

Dr. Monika Dutt	Medical Officer of Health (A)/CEO ( <i>teleconference</i> )
Randy Winters	Director of Corporate Services
Kerry Schubert-Mackey	Director of Community Health
Rachelle Cote	Executive Assistant

3. **APPROVAL OF AGENDA**

**MOTION #48R-2018**

Moved by: Sue Cote

Seconded by: Merrill Bond

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on October 3, 2018, as presented.

CARRIED

**4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

None.

**5. APPROVAL OF MINUTES****MOTION #48R-2018**

Moved by: Tony Antoniazzi

Seconded by: Jesse Foley

Be it resolved that the Board of Health approves the minutes of its regular meeting held on September 5, 2018 as presented.

CARRIED

**6. BUSINESS ARISING**

None

**7. FINANCE SUB-COMMITTEE UPDATE**

The committee met on September 27, 2018, to review the financial overview and variance reports. Chair Kidd informed that management is currently working on the budget process. The draft 2019 budget proposal will be presented to the Finance Sub-Committee on November 29, 2018, and recommended for Board approval on December 5, 2018. Management will be meeting in the next month to discuss FTE and operational expenditures.

**8. MOH-CEO REPORT**

Dr. Dutt updated the Board on recent program highlights and latest activities. Spent the last month gathering information, meeting community partners and introducing herself to staff in all three offices.

Will be attending some of the candidates nights across the district.

In the next month, Dr. Dutt will be working on the assessment of priorities and begin the discussions around strategic planning with management and staff. Will report and discuss further with the Board at the following upcoming meetings for input on proposed vision/direction.

Will be sending a response to alPha's consultation process by October 8, 2018, in regards to Bill 36, which amends several Ontario statutes, including the SFOA, 2017 and Cannabis Act, 2017, use, promotion, display and sale of cannabis and vaping products.

**9. NEW BUSINESS****a. COMMUNITY INFLUENZA VACCINE PROGRAM 2018-2019**

Report distributed for information, including a list of the 2018 Influenza clinics across the district. As of November, THU will continue to offer the vaccine by appointment and on the first Tuesday of the month immunization clinic.



b. **ACTIVE OUTDOOR PLAY POSITION**

**MOTION #49R-2018**

Moved by: Sue Cote

Seconded by: Kim Gauthier

**WHEREAS**, the Board of Health acknowledges that active outdoor play supports healthy child development across many domains and over the lifespan, *and*  
**WHEREAS**, the Board of Health agrees that increasing children's active outdoor play can support in changing the declining physical activity rates among children and youth; *therefore*,

**BE IT RESOLVED THAT** the Timiskaming Health Unit Board of Health receive the briefing on Active Outdoor Play; *and*

**FURTHER**, the Board of Health publicly endorses the Position Statement on Active Outdoor Play; *and*

**FURTHER**, *that the Board of Health direct staff to forward this report to relevant local partners such as municipal government, children's services, education.*

**FURTHER**, that staff continue efforts that encourage local families and those involved in working with children- at home, at school, in child care and the community- to increase children's opportunities for self-directed active outdoor play.

CARRIED

c. **DIABETES PREVENTION PROJECT**

Report distributed for information.

10. **CORRESPONDENCE**

**MOTION #50R-2018**

Moved by: Jesse Foley

Seconded by: Jean-Guy Chamaillard

The Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

Dr. Monika Dutt and Audrey Lacarte left the meeting at 6:55 p.m.

11. **IN-CAMERA**

**MOTION #51R-2018**

Moved by: Sue Cote

Seconded by: Kim Gauthier

Be it resolved that the Board of Health agrees to move in-camera at 6:56 p.m. to discuss the following matters under section 239 (2):

- a. In-Camera Minutes (September 5, 2018)

CARRIED

12. **RISE AND REPORT**

**MOTION #52R-2018**

Moved by: Mike McArthur

Seconded by: Jean-Guy Chamaillard

Be it resolved that the Board of Health agrees to rise with report at 7:04 p.m.

CARRIED

**In-Camera Minutes**

**MOTION #53R-2018**

Moved by: Jesse Foley

Seconded by: Merrill Bond

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on September 5, 2018 as presented.

CARRIED

13. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on November 7, 2018 at 6:30 p.m. in Englehart.

14. **ADJOURNMENT**

**MOTION #54R-2018**

Moved by: Kim Gauthier

Seconded by: Merrill Bond

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:05 p.m.

CARRIED

---

Carman Kidd, Board Chair

---

Rachelle Cote, Recorder



## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on November 7, 2018 at 6:30 P.M.

Englehart – Medical Centre Boardroom

---

1. The meeting was called to order at 6:38 p.m.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jesse Foley	Municipal Appointee for Temiskaming Shores
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Ewanturel, Hilliard, Dack & Town of Englehart
Jean-Guy Chamaillard	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
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Kathleen Bougie	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Maria Overton	Provincial Appointee ( <i>teleconference</i> )

**Regrets**

Vacant	Provincial Appointee
Tony Antoniazzi	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe

**Timiskaming Health Unit Staff Members**

Dr. Monika Dutt	Medical Officer of Health (A)/CEO
Randy Winters	Director of Corporate Services
Kerry Schubert-Mackey	Director of Community Health
Rachelle Cote	Executive Assistant

**3. APPROVAL OF AGENDA****MOTION #55R-2018**

Moved by: Jesse Foley

Seconded by: Sue Cote

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on November 7, 2018, as presented.

CARRIED

**4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

None.

**5. APPROVAL OF MINUTES****MOTION #56R-2018**

Moved by: Mike McArthur

Seconded by: Kim Gauthier

Be it resolved that the Board of Health approves the minutes of its regular meeting held on October 3, 2018 as presented.

CARRIED

**6. BUSINESS ARISING**

None

**7. FINANCE SUB-COMMITTEE UPDATE**

The Management team is currently meeting weekly to prepare the draft 2019 budget. As per previous years, the budget will be balanced at a 0% increase from the ministry and the municipalities. The draft proposal will be presented to the Finance Sub-Committee on November 29, 2018, and recommended for Board approval on December 5, 2018.

**8. MANAGEMENT REPORTS**

ab. The Q3 Board Report and Staff List were distributed for information purposes.

**Vision Screening**

Discussed the vision screening clinical research study program developed by the McMaster University. Feedback is currently being collected by health units in regards to the process, effectiveness and delivery of the program. There is no present funding to implement this program and no significant resources to complete the study. Equipment had to be purchased and training was provided. THU will be responding to the inquiry to assist in determining the usefulness of the clinical study.

**Exit Interviews**

It was inquired if staff are given an exit interview upon their resignation. Mr. Winters confirmed that a process is in place.

- c. Youth Tobacco Use Prevention Activity Reports  
Report distributed for information purposes. Staff sharing their work done regarding tobacco prevention with youth champions in secondary schools.
  - d. Evaluation Reports: *Healthy Kids Community Challenge* and *Healthy Eating in Recreation Settings*  
Report distributed for information purposes. Public local evaluations were completed to collect findings to assist in understanding the impacts and the importance of healthy food options where kids are active. Received great participation rates from schools across the district.
9. **MOH-CEO REPORT**  
Dr. Dutt updated the Board on recent program highlights and latest activities. Met the Medical Officers of Health across the province at the ALPHA conference on October 30, 2018, in Toronto.
- A faculty appointment application has been submitted to offer medical students and residents the opportunity to receive a public health placement/training in the north.
- In the process of developing a strategic plan for year 2019-2023. The previous consultant, Clearlogic will be assisting with the process and next steps. Will be holding a Strategic Planning Day for staff on November 28 in Kirkland Lake. The Board will be involved at a later date in January 2019.
- Influenza Immunization clinics are ongoing. Immunizations are also available at the physician's office or local pharmacies approved by the Ministry. The tracking of immunization records is more difficult for health units however the goal is to get as many individuals vaccinated as possible to reduce the risk of influenza. A higher dose of the vaccine is available for seniors over 65 years old.
- Discussed the climate change project with northern health units. THU is participating into a comprehensive assessment to determine how it is impacting the communities across the north.
10. **NEW BUSINESS**
- a. **PROVINCIAL APPOINTEE**  
**MOTION #57R-2018**  
Moved by: Merrill Bond  
Seconded by: Jesse Foley  
The Board of Health recommends to have Kim Gauthier appointed as a provincial appointee and to have the BOH secretary forward the application.

CARRIED

**11. CORRESPONDENCE****MOTION #58R-2018**

Moved by: Sue Cote

Seconded by: Kathleen Bougie

The Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

Discussed the current issue of the reverted requirement to provide a medical note for sick days. alpha and OPHA are planning to submit a joint letter regarding the negative impacts and the benefits to have the obligation taken away. Dr. Dutt to follow up with the proposed letter for the Board to support or recommend a different approach.

Maria Overton left the meeting at 7:06 p.m.

**12. IN-CAMERA****MOTION #59R-2018**

Moved by: Merrill Bond

Seconded by: Mike McArthur

Be it resolved that the Board of Health agrees to move in-camera at 7:07 p.m. to discuss the following matters under section 239 (2):

- a. In-Camera Minutes (October 3, 2018)
- b. Expense Reimbursement

CARRIED

Dr. Dutt, Randy Winters and Kerry Schubert-Mackey left the meeting at 7:10 pm.

**13. RISE AND REPORT****MOTION #60R-2018**

Moved by: Kim Gauthier

Seconded by: Jesse Foley

Be it resolved that the Board of Health agrees to rise with report at 7:37 p.m.

CARRIED

**In-Camera Minutes****MOTION #61R-2018**

Moved by: Sue Cote

Seconded by: Merrill Bond

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on October 3, 2018 as presented.

CARRIED

14. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on December 5, 2018 at 6:30 p.m. in New Liskeard. A Board of Health dinner will follow at Ali's Bar & Grill at 7:00 p.m.

15. **ADJOURNMENT**

**MOTION #62R-2018**

Moved by: Mike McArthur

Seconded by: Kathleen Bougie

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:41 p.m.

CARRIED

---

Carman Kidd, Board Chair

---

Rachelle Cote, Recorder



### Report Content

- On Our Radar
- THU in Action - Our Stories
- General & Program Highlights
- Upcoming Events
- HR Update

## On Our Radar

The Smoke-Free Ontario Act (SFOA) 2017 came into effect on October 17. THU is working with stakeholders across Timiskaming to support understanding of the new legislation, changes where needed and encourage those who would like to take further initiative to reduce harm related to exposure of smoke and vapour from tobacco or cannabis. Staff are updating the THU website with resources and reaching out to key stakeholders with related information.

## Timiskaming Health Unit in Action

**Our people – our stories.**

We know the food that is around us has a large impact on what we eat. Timiskaming Health Unit staff are partnering with local recreation centres to enhance healthy food options available through the Healthy Eating in Recreation Settings initiative. With active support from municipal councils, staff and concession operators, arena users have greater opportunity to eat well where they play.

Everyone has a role to play in helping our communities be healthy. Leading up to the recent municipal elections and leveraging work done by the Association of Local Health Units, THU staff supported a district-wide awareness campaign about the role that local governments play in affecting the health of their communities, and to encourage community members to *Make Health a Priority* and vote in the election.

### General Highlights

The third quarter report highlights some of the many programs and service activities of the Timiskaming Health Unit. In addition to these activities staff are significantly invested in ongoing assessment, planning and evaluation to ensure that local public health is responsive to current and emerging needs and that our practices emphasize continuous quality improvement.

## Foundational Standards

### Population Health Assessment

In Q3 staff began the process of determining which of the many health data information gaps THU should address with our one-time funding to conduct local data surveillance. A local population health survey will be conducted by the Rapid Risk Factor Surveillance System beginning in January 2019.

### Health Equity

Staff prepared a letter from the Timiskaming Board of Health to the premier, ministers of children, community, social services and health and long-term care advocating for them to reconsider cancelling the basic income pilot, maintaining the planned social assistance rate increases, and act on the recommendations from the Income Security Roadmap.

### Research, Knowledge Exchange, Communication, Quality and Transparency

Staff worked with Public Health Ontario and an Ethics Review Board for ethics approval for local research on *Lived Experience of Opioid Use in Timiskaming*. The process for ethics approval for such research is significant and staff were pleased to receive final approval in Q3.

### Emergency Preparedness – Health Hazards

It is never known when an emergency situation or a health hazard may occur. Unfortunately, in September a transport crash in the Temagami area caused an emergency response, and put local residents and cottage owners at potential risk. Diesel fuel leaking from the transport prompted a call to the Ministry of Environment and Climate Change (MOECC). In this process, the local public health system is also notified and works in partnership with the MOECC to determine if there are any potential human health hazards. In this situation, some of the diesel fuel had spilled into a local water body. Although undetermined initially, if there were people who used the water source as drinking water, a notification was given to all home and cottage owners in regards to the situation and the Timiskaming Health Unit issued a “Do Not Drink” advisory. As further investigation took place, it was verified that fortunately nobody had used the water for drinking. The MOECC took water samples and continued to do so until the situation was clear and the “Do Not Drink” order was lifted.

## Chronic Disease Prevention and Well-Being

This quarter saw promotion of Active Outdoor Play for children and youth. The campaign includes messaging for both warm and wintry weather, earned media and social media, as well as direct supports to childcare centres, parents and schools. The campaign continues into fall and winter this year.

The Fresh Start lifestyle balance program is being implemented for the second time in partnership with local family health teams, CMHA, municipalities, and hospitals as part of our work to prevent type 2 diabetes and lower risk for heart disease.

After its success in Temiskaming Shores, Q3 saw the launch of the Healthy Eating in Recreation Settings project in partnership with the Town of Kirkland Lake and Carter’s Canteen. They will be working

together through the fall and winter to promote healthy options at the canteen and explore the feasibility of making them a permanent feature.

In collaboration with “Le Centre des petits explorateurs” childcare agency and the Healthy Kids Community Challenge, THU supported the delivery of *You’re the Chef!* During the month of August 15 childcare attendees participated in this 6 session food literacy program. The aim of the program is to help develop the skills and confidence necessary for children, youth and adults to prepare healthy and tasty recipes emphasizing vegetables and fruit.

## Substance Use and Injury Prevention

Now that cannabis has been legalized in Canada, THU staff continue their work to promote awareness of Canada’s Lower Risk Cannabis Use Guidelines and to support parents in talking to children and youth about cannabis and other substance use. Work will continue into Q4 to support community partners in doing their part to minimize harms related to all substance use.

Road safety continues to be an important area of collaborative work that focused in Q3 on school bus safety with the annual implementation of Young Rider Day in Kirkland Lake and Temiskaming Shores. Work also continues in the area of highway safety with social media sharing of highway closures and delays, learning and discussion about highway safety issues. THU staff have joined the St. Michel School’s traffic committee to provide public health support to discussions about road safety around the school.

## Healthy Growth and Development

Staff have been working on planning to ensure effective local interventions related to family health which includes work on communication campaigns for topics within reproductive health, child health and Healthy Babies Healthy Children. Other Q3 highlights for this program area include the following:

In September, staff participated in the **Fetal Alcohol Spectrum Disorder (FASD)** day in collaboration with Brighter Futures and North Eastern Ontario Family and Children Services to raise awareness about alcohol during pregnancy. On the ninth day of the ninth month of the year, the world remembers that during the nine months of pregnancy a woman should abstain from alcohol.

THU staff have been working with EarlyON centres and will be participating in the **Baby Bump parties** across the district. These celebrations are a great opportunity for expectant mothers and their supports to learn about THU services.

Preparations are underway with local partners in planning **National Child Day** interactive activities across the district. Since its inception in 1993, National Child Day (November 20<sup>th</sup>) has made a commitment to ensure that all children are treated with respect and dignity and that children have every opportunity to reach their full potential.

As part of a community initiative, local partnership work has been underway between **Healthy Babies Healthy Children (HBHC)** program staff, the Temiskaming Hospital, the Temiskaming Midwifery practice as well as local physicians to improve breastfeeding initiation, duration and exclusivity rates. The group is working together to ensure that information is provided to families so that they can make informed decisions related to infant feeding.

## School Health

### General School Health

Q3 marks a phase of rapid assessment and planning for the 2018-19 school year and the 2019 calendar year for the Ministry. Staff worked to gather and review best available evidence toward establishing local priority areas for student health and wellbeing and interventions for a school setting. During this time, staff also created a discussion guide to implement with local school communities. The aim of the discussion is to identify opportunities for mutual benefit considering alignment of the Ministry of Education and Ministry of Health and Long-Term Care health and wellbeing goals. Two school discussions were held in Q3. Staff also monitored for the impact of the Ontario government pause on the revised school health and physical education curriculum. Many sectors and organizations were calling for this to be reinstated considering the evidence behind the revisions.

In September, initiatives resumed in schools with THU staff as lead or support. Initiatives include Roots of Empathy Program, Youth Mental Health Program (Jack Chapters), Playground Activity Leaders in Schools (PALS) Healthy Relationship Clinics, Healthy Eating programs and readiness for the Northern Fruit and Vegetable Program.

### Youth Tobacco Prevention Program

In Q3 and linking with the regional tobacco area network plan, the youth tobacco team worked on the development of a contest to engage youth in understanding marketing tactics targeting youth used by the tobacco, cannabis and alcohol industry. This contest aims to increase youth media literacy skills to contribute to preventing or delaying substance (tobacco) use. Staff also worked to create a report outlining many of the local youth tobacco champion initiatives over the 2017-18 school year.

### School Immunization Program

In Q3 staff prepared for implementation of the grade 7 school immunization program with clinics to be held in all schools in October. To help increase immunization consent response and positive consent for the 3 vaccines offered in Grade 7, school nurses delivered presentations to grade 7 classes. Also over Q3, staff worked to implement the Ministries' mobile immunization clinic model which supports nursing staff to utilize iPads for efficient and effective assessment and recording of immunizations given in school clinics. Staff also promoted awareness of student immunization requirements and provide sources for credible immunization information through print and social media.

### School Oral Health Screening

As a new school year approached, THU's oral health team was busy planning for oral health screening which is supported by the Ontario Healthy Smiles Program. Coordinating with school partners and communicating with parents prior to implementation is a key program success factor. The new Ministry protocol changed the

screening target standard of JK, SK, and grade 2 students, to a method based on the intensity or need of a given school. As per protocol, the screening intensity level of a school is calculated by using the grade 2 screening results (decay rates) for the current school year. If it is not possible to use the current year, the previous year is used. The breakdown is shown in the chart below.

THU will also be doing more to reach students who may have limited access to community oral health services. For example when we are in a rural or remote area of our district where oral health services are not available, the screening program might be extended to more students irrespective of the school intensity level.

STUDENT SCREENINGS	SCHOOL INTENSITY LEVEL
JK, SK, grade 2	Low intensity school
JK, SK, grade 2, 7	Medium intensity schools
JK, SK, grade 2, 4, 7	High intensity schools

### School Vision Screening

New in 2018 is the implementation of a school vision screening program as required in the modernized Ontario Public Health Standards (OPHS). Public health is to ensure vision screening of all SK students to identify risk factors for amblyopia, stereopsis and/or strabismus, and refractive vision disorder. If risks are identified, staff will follow up with parents recommending a comprehensive eye examination with an optometrist.

The vision screening protocol, process and system supports are very similar to the oral health screening program. Staff have been planning for full implementation of this new program in 100% of local SK schools in the 2018-19 school year. In Q3 this involved planning for training, communications, and scheduling to begin implementation in Q4. THU has advantage of school-based vision screening experience due to our recent support of a vision screening research project conducted by McMaster University and The Hospital for Sick Children in Kirkland Lake school.

## Infectious and Communicable Disease Prevention and Control

### Harm Reduction

The harm reduction program enhancement team had a busy summer! Our community sharps disposals are seeing frequent use from individuals safely disposing of their needles. We have also expanded the availability of naloxone in the community to two additional fire departments (Cobalt and Earltan) and are soon going to be training Kirkland Lake, Englehart, and Harley fire departments. Clients continue to receive naloxone kits from our sexual health team at our health unit offices. We have also expanded the availability of Naloxone to Bear Island, which now has 12 Naloxone kits in their health centre. We have also expanded the availability of harm reduction supplies in the community by providing training and supplies to both of the Pavilion locations and to Northern Treatment Centre in Kirkland Lake.

Another exciting project undertaken by the harm reduction team was the implementation of Naloxone availability in all DSBONE schools. We were approached to support the development of training materials, communications, and stakeholder presentations in conjunction with Porcupine

Health Unit. This has been a valuable collaborative opportunity and will come to a head in October, when train-the-trainer sessions will take place in Kirkland Lake.

#### **Infection Prevention and Control (IPAC)**

During Q3, the THU IPAC team was busy planning for the local Infection Prevention and Control Conference which is organized jointly with Public Health Ontario's North East office. The event has a robust agenda including presentations delivered by Public Health Ontario, Work Safety North, and Clorox. Infection Control Practitioners are expected to attend from Parry Sound to Kirkland Lake to network and discuss shared challenges, and to deepen their understanding of infection prevention and control practices in health care facilities. Local hospitals, long-term care homes, health unit staff, EMS, and retirement homes are invited to attend this local workshop.

The IPAC team has also been busy implementing the Designated Officer training program. Health unit staff will be training select EMS, OPP, and firefighters on basic infection prevention and control practices to ensure that any exposures are properly managed. Public Health is mandated to provide 24/7 availability to support Designated Officers in managing reported exposures. EMS, OPP, and firefighters are also mandated to instate selected staff to be Designated Officers. We look forward to this continued collaboration with these community partners.

#### **Sexual Health**

It has been a busy summer in our sexual health clinic with staff undergoing continuing professional development in harm reduction and women's health. Staff took part in courses lead by the Society of Obstetricians and Gynecologists of Canada, the Ontario Harm Reduction Distribution Program, the Centre for Addictions and Mental Health, and CATIE.

## **Immunization**

#### **Seasonal Influenza Immunization Program Planning**

The third quarter involves significant planning at THU for the 2018-2019 Influenza season to prepare for promoting and delivering community clinics in November. This year, there are 3 publically-funded products available. A new product, called Fluzone High-Dose, has received some media attention recently. Our allocation and inventory are limited and the health unit has been instructed to prioritize this product for hospitals, long-term care homes, retirement homes, and physicians' offices. Pharmacies will not be provided with this product this year but continue to deliver vaccines to anyone in the general public over five years of age. Pharmacies will have FluMist available this year, which is the flu vaccine in a nasal spray form for those from 2-17 years of age.

Our community clinics will continue to be offered with some staffing and time adjustments based on demand trends. Some health units have stopped administering flu vaccine due to the impact and reach of pharmacies and other providers. THU continues to monitor flu clinic visits and will be conducting a survey on our clinic accessibility this year. Flu shots are still available by appointment in our offices after community clinics are over.

#### **Immunization Update**

The Timiskaming Health Unit is pleased to now offer Shingrix. Shingrix is a Herpes Zoster vaccine similar to Zostavax, which is publicly-funded for those 65-70 years of age. Shingrix is not publicly-funded at this time but can be

purchased at the health unit (two doses are required for full immunity). Shingrix is thought to be superior to Zostavax as the efficacy of Zostavax wanes over time at a much faster rate than Shingrix. Shingrix is recommended for anyone over the age of 50.

## Safe Water and Food Safety

### Safe Water

The highlights of our Safe Water Program are often focused around the safe drinking water portion of our mandate. In Q3, there were two items from our Recreational Water Program that deserve mention. First, our annual beach surveillance and monitoring work came to a close for the season. Although this program is not new, the highlight this year was that we only had one beach posting in our district. This means that our routine beach water testing only showed bacteria levels unsuited for beach water use only one time. While this does not necessarily mean this trend will continue in the future, it was great to have our beaches available almost continuously during this past summer's hot weather.

Other work completed in Q3 was unique in the sense that it does not occur very often. The opening of a brand new swimming pool, in the municipality of Kirkland Lake, took place. Working with them, our role was to ensure they comply not only from a water safety point of view in regards to water chemistry, but also with respect to health hazards, proper signage, and other requirements set out in the Ontario public pools regulation. A Public Health Inspector worked closely with the municipality as the project moved along through to completion. Residents can now access this new facility and enjoy it as a routine physical activity.

### Food Safety

There are many different aspects to our Food Safety Program. A large portion is of course focused on the inspection of our public food premises (restaurants) throughout the district. During the summer months there is also a unique seasonal inspection requirement that takes place. Public Health Inspectors visit remote lodges and camps to conduct various inspections, including food safety within their kitchen facilities. Although similar to food premise inspections that take place in more urban areas, the uniqueness of this part of the program is the logistics. Most of these remote locations are accessed by boat only, making planning and travel more of a challenge. Working with local companies to arrange boat transportation, and the lodge/camp owners for scheduling details, we were able to visit and complete all necessary inspections of these remote areas.

## Healthy Environments

With the launch of the new Healthy Environments and Climate Change Guideline from the ministry in 2018, public health units in Ontario began to review how they could best approach this work. In Northern Ontario, it was found that much of the work that would need to be done would be similar for the seven northern health units, although each would have some local interests to address.

With this in mind, the seven northern agencies formed a partnership which began with a goal of developing a letter of intent (LOI) for resource funding from Health Canada's *Climate Change and Health Adaptation Capacity*



*Building Contribution Program.* If the LOI is accepted, a full proposal will be submitted. This collaborative work would bring efficiencies to the efforts that all public health units need to address, while capturing the unique requirements that Northern Ontario has.

**Note:** *As of the time of writing this report the collaborative group had just been informed that their LOI has been accepted. Work will now continue on a complete proposal.*

## Other Programs

### Land Control

Our Land Control Program was in full swing during the last quarter with the July-September period being one of the busiest times of year. A highlight came when a large scale project came to completion. Working with the owners of a multi cottage, shared ownership property, we set out a plan to upgrade their septic systems for each unit on the site. This plan was to be done over a set period of time and last quarter it was completed. Working with the owners to ensure compliance, while offering them guidance throughout the process proved to be a successful approach.

### Nursing Stations

The Manager of the Nursing Stations, the Nurse Practitioner of the Elk Lake Nursing Station and the Executive Director of Englehart Family Health Team attended an Elk Lake council meeting in September to review the services and potential divestment plan and to discuss opportunities for collaboration. The opportunity was welcomed as there is a need to provide awareness to the community of Elk Lake regarding the nursing station services and programs. There are no further updates regarding timelines or confirmation of the divestment.



## Upcoming Events

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

- **November 15:** Food Handler Course
- **November 27:** Ottawa Model for Smoking Cessation Workshop for primary care providers

# Human Resource Update

## The comings and goings of our colleagues



### New Staff:

- Public Health Nurse – Kirkland Lake – Permanent (July 2018)
- Research, Planning, Policy Analyst – New Liskeard – Mat. Leave Contract (July 2018)
- Public Health Nurse – New Liskeard – Permanent (August 2018)
- MOH(A)/CEO – New Liskeard (September 2018)

### Resignation:

- Public Health Nurse – New Liskeard (September 2018)
- Public Health Nurse – New Liskeard (October 2018)

### Retirement:

- Registered Nurse – Matachewan Nursing Station (September 2018)

### Current Vacancies:

- Public Health Nurse (2) – New Liskeard - Permanent



**Report contributors:** Randy Winters –Acting Chief Executive Officer/Director of Corporate Services , Kerry Schubert-Mackey –Director of Community Health, Program Managers; Ryan Peters , Angie Manners, Erin Cowan (CNO), Amanda Mongeon. Executive Assistant: Rachelle Cote.

## BOARD OF HEALTH REPORT

**Date:** November 7, 2018

**Purpose:** For Information

**Topic:** *Youth Tobacco Prevention*

### Key Points

- Local youth, school communities and public health are working in partnership toward youth tobacco use prevention.

### Issue

Every day tobacco kills more Ontarians than alcohol, cannabis, and other substances combined (Smoke Free Ontario 2018). Tobacco use kills 16,000 Ontarians every year and costs the province \$2.25 billion annually in direct health care costs (Minister of Health and Long-Term Care, 2018).

In Timiskaming, just over 1 in 4 (26%) residents aged 12 and older reported smoking either daily or occasionally. This is higher than the Ontario rate of 17% (CCHS 2015-16). Combatting commercial tobacco use remains a challenge in Timiskaming.

Preventing the initiation and escalation of tobacco use continues to be an important tobacco control strategy. Youth are particularly susceptible to starting to smoke and becoming regular smokers.

### Background

The Ministry provides funding to Boards of Health and regional Tobacco Area Networks (TCAN) to implement evidence-informed tobacco control activities. One of the funding streams is for youth tobacco use prevention.

The Ontario Public Health Standards also require Boards of Health to address tobacco through the Substance Use and Injury Prevention and School Health Programs.

### Timiskaming Health Unit Action

One of THU's youth tobacco use prevention programs is the Tobacco Youth Champion initiative. Applying youth engagement principles and evidence-informed approaches, Timiskaming Health Unit staff support youth in secondary school settings to impact youth tobacco use outcomes. Staff activities include:

- Youth champion recruitment
- Lead or support training for health promotion and leadership skills
- Support implementation and evaluation of youth tobacco use prevention activities
- Report and share

The attached report highlights some of the activities of local youth tobacco champions. The report will be translated and shared with local youth and school community members.

### Submitted by

*Kerry Schubert-Mackey, Director of Community Health*

Stephanie Gagnon, Community Health Work, RPN

Sarah Clarke, Community Health Worker, RPN

School Health – Youth Tobacco Prevention

# YOUTH CHAMPIONS

## Tobacco Prevention in Timiskaming

Supported by public health staff, local Tobacco Youth Champions (YC) work to support their peers to be smoke-free.

Every day tobacco kills more Ontarians than alcohol, cannabis, and other substances combined. Tobacco use kills 16,000 Ontarians every year. In Timiskaming, just over 1 in 4 (26%) residents aged 12 and older reported smoking either daily or occasionally. This is higher than the Ontario rate of 17%. Combatting commercial tobacco use remains a challenge in Timiskaming. Preventing the initiation and escalation of tobacco use is an important strategy. Youth are susceptible to starting to smoke and becoming regular smokers.

### TOBACCO YC BY THE NUMBERS:

Youth champions are from 5 local high schools and includes over 35 students. Average age 14.5

### WHAT DO TOBACCO YC DO?

74 meetings were held over an 8 month period to plan and deliver tobacco prevention activities over the 2017-18 school year. Their activities reach youth peers and some adult allies – school staff, parents, and community partners.

### ACTIVITY HIGHLIGHTS INCLUDE:

**Walking the Good Life:** 5 indigenous youth from Timiskaming District Secondary School (TDSS) attended a northeast tobacco prevention summit "Walking the Good Life". The focus was on understanding the difference between commercial tobacco and sacred tobacco. After this summit youth were inspired! With support from local partners including Timiskaming First Nation, they gained approval to have a medicine garden featuring sacred tobacco in the courtyard of TDSS.



**TDSS Powwow:** TDSS YC hosted a booth during the annual powwow to teach the differences between commercial and sacred tobacco. The booth featured tobacco plants grown from 1,000 year old tobacco seeds



found at an ancient burial site. Reach: 500 students & allies.

**Media Literacy Training:** 9 YC were trained to deliver Media Smarts "Thinking Like a Tobacco Company" lesson plan to Gr. 7 students. The goal was to increase awareness of how and why the tobacco industry targets young people. Reach: 52 students at KLDCS.



**Awareness + Recruitment:** Students at ESCSM set up a booth to demonstrate the health impact of tobacco and to encourage their peers to become a Tobacco Youth Champion!



**One Day Stand Against Tobacco:** YC encouraged KLDCS students to take a break from using tobacco products to promote smoke-free schools and policies. Reach: 500 students.



Services de santé du  
**TIMISKAMING**  
Health Unit

YC hosted **Drop Dead Day** at ECJV whereby **110** students dropped to the ground all at once to mimic the significant impact of commercial tobacco on disease and death.



**World No Tobacco Day: 35** YC led approximately **1,200** students in a chalk walk at 4 secondary schools. Topics to 'walk and chalk' about included cessation encouragement, strategies to avoid peer pressure, and anti-commercial tobacco messaging. YC prepared hand-outs on each topic.

**Mental Health Week- Addressing Peer Pressure:** YC handed out approximately 100 cards that provided tips on refusing tobacco products and other substances when faced with peer pressure. The YC also addressed the myth that smoking reduces stress and held group discussions about healthy ways to reduce stress. Reach: **120** EHS students.



**Youth-4-Action: Exposing Big Tobacco Lies (Canadian Cancer Society):** Local YC joined a movement to expose the ways that the tobacco industry markets their products to youth. The YC designed a contest in which students created commercials that educated their peers about big tobacco's lies.



Supporting plain and standardized packaging of tobacco products.

**Smoke Free Movies- Media Literacy Education**



### What made YC efforts difficult\*:

"Lack of youth friendly space in which to work."

- 50% of youth surveyed

"Lack of transportation." - 25% of youth

"I had no time." - 10% of youth

### YC Quotes\*:

"I loved learning about the different laws and how they could be changed slightly to make them more strict and helpful to the environment and people around us."

"I enjoyed helping other people understand and spread awareness around our school about tobacco."

"I enjoyed speaking out about smoking at our booths, I also liked talking about how to prevent and say no to smoking in societal situations."

"Feeling like I belong part of the group, and making a difference. Being part of a team and working together."

### Supporting School Boards:

Conseil scolaire catholique de district des Grandes Rivières:  
École Catholique Jean-Vanier (ECJV)  
École Secondaire Catholique Sainte-Marie (ESCSM)

District School Board Ontario North East:  
Timiskaming District Secondary School (TDSS)  
Kirkland Lake District Composite School (KLDCS)  
Englehart High School (EHS)

The majority of the activities above are from the 2017-18 school year. References available upon request.

\*Year end YC Survey. For more information contact the Timiskaming Health Unit.



---

## BOARD OF HEALTH REPORT

**Date:** November 7, 2018

**Purpose:** For Information

**Topic:** Evaluation Reports: *Healthy Kids Community Challenge and Healthy Eating in Recreation Settings*

### Key Points

- Working in partnership with municipal governments can lead to effective and sustainable improvements in factors affecting the health of children and youth;
- Healthy Kids Community Challenge and Healthy Eating in Recreation Settings are two examples of initiatives that involve municipal partnership;
- Evaluation is an important and valuable way to understand results and inform next steps.

## 1. Evaluation of Health Kids Community Challenge: Phases 1-3

### Issue

Everyone in a community has a unique role to play in supporting health. *Healthy Kids Community Challenge: Community Needs Assessment for the City of Temiskaming Shores* (2015) describes the socio-cultural, socio-economic and environmental characteristics of our community; these can heavily influence the health of children and youth. For example, 36% of Timiskaming Health Unit area's youth aged 12 to 18 years were overweight or obese from 2011-2014, statistically higher than Ontario's rate of 21.7 per cent.

### Background

In 2014 Ontario launched the Healthy Kids Community Challenge (HKCC) in 45 Ontario communities to support the health and wellbeing of children by creating communities where it's easier for children to lead healthier lives. Community partners were to work together on common themes, each 9 months long, to develop programs, policies, environmental supports and events. Timiskaming Health Unit was one of several partners involved in Temiskaming Shores and area's HKCC, led by the City of Temiskaming Shores. While Public Health Ontario was charged with evaluating the HKCC project at the provincial level, individual HKCC communities were encouraged to consider local evaluation.

### Local Evaluation Findings

The HKCC evaluation work is being reported in stages. Attached to this brief is a summary from the commissioned evaluation of phases 1-3; phase 4 evaluation will follow. This evaluation determined that HKCC demonstrated good program management skills in terms of its Steering Committee expertise, partner engagement, use of research, communication efforts and appropriate activities. Areas for improvement include a need for greater rigor in project planning, more detailed pre-intervention planning, setting clear goals for interventions and more attention to project documentation. The evaluation concluded that HKCC has created partnerships and activities across the district, however determining the extent to which HKCC programming succeeded is difficult.

### Timiskaming Health Unit Action

With HKCC at its conclusion, THU continues to work in partnership as much as possible and is exploring with some of the HKCC partners, including the municipality, how to continue working together to address factors affecting the wellbeing of children and youth.



## 2. Evaluation of Healthy Eating in Recreation Settings (HERS) Pilot Project

### Issue

Eating habits impact health status and many food environments do not support healthy eating. This includes arena concession stands, where the menu includes many foods and beverages high in calories, fat, sugar and sodium and of poor nutritional quality. This is a contradiction in a public setting that is meant to promote a healthy lifestyle for its community. Children are particularly exposed and vulnerable to this food environment; in Timiskaming, self-reported rates indicate that only 55% of children aged 12 to 19 years old eat vegetables and fruit the recommended five or more times daily (2013-2014).

### Background

One project within the HKCC was the Healthy Eating in Recreation Settings (HERS) pilot, under the provincial theme 3 *Choose to Boost Veggies and Fruits*. The goal was to encourage the adoption of healthier eating habits by shaping the food environment at the arena concession stands in New Liskeard and Haileybury. This aligns with the goal of the HKCC, making it easier for children to lead healthy lives. After community consultation, two nutritious options (fresh fruit and fruit smoothies) branded as *Freggie Fuel* were introduced to the menus and promoted.

### Evaluation Findings

The HERS evaluation indicates that the pilot was successful: a total of 593 smoothies and 192 pieces of fruit were sold over 71 days, showing arena users' demand for nutritious options. It was also demonstrated that having nutritious options available is financially feasible for concession operators. Those who answered the community survey suggested that the menu should include at least 50% nutritious options, and indicated that promotional events and social media were important in increasing their awareness of the project.

### Timiskaming Health Unit Action

Since the HERS pilot project wrapped up, the City of Temiskaming Shores and THU have incorporated healthy eating guidelines into the Request for Proposals for all concession stands. *Freggie Fuel* is back at the local arenas for the 2018-2019 season with even more options and the support of THU Registered Dietitian. A municipal policy for HERS is also being considered (policy turns a successful practice into business-as-usual, and demonstrates the municipality's leadership and commitment to healthy environments). THU has begun replicating the project at the Kirkland Lake Community Complex for the 2018-2019 season. The HERS work is part of improving our food environment (especially where children live, study and play), one of the key recommendations of Ontario's Healthy Kids Strategy which aims to improve children's health and well-being. In addition to sustaining the work done in Temiskaming Shores and Kirkland Lake, THU will look next to expand the HERS project to the town of Englehart and to reach other settings such as checkout lanes at grocery stores.

### Submitted by

Laura Dias, Public Health Dietitian  
Amanda Mongeon, CDPW & ISUP Program Manager

### Reviewed by

Valerie Haboucha, RPPA  
Kerry Schubert-Mackey, Director of Community Health



## Executive Summary

This document reports on the process and outcome evaluations of the Temiskaming Shores Healthy Kids Community Challenge (HKCC) program at the end of its first three Themes. Its intent is to provide the Steering Committee, community partners, staff and other HKCCs with insights on how effectively the program has addressed key outcomes from its logic model and to suggest opportunities for improving programming.

The Temiskaming Shores HKCC is one of 45 HKCCs that received funding from the province of Ontario's Ministry of Health and Long Term Care. The broad goal of the HKCC program is to "develop and implement programs, policies and supports that promote healthy and active lifestyles among children through community-led planning and action"<sup>1</sup>.

In 2015 the Temiskaming Shores HKCC received funding, established a Steering Committee to guide the program and undertook a Community Needs Assessment to understand the local context, assets and gaps to consider when planning the HKCC interventions. The HKCC's first of two Coordinators was also hired in 2015.

The Temiskaming Shores HKCC program launched in 2016 without an evaluation framework or logic model to guide its programming (neither was suggested by the Ministry at the outset of the program). In 2017 this HKCC voluntarily opted to undertake an evaluation of its program and developed a Logic Model (See Appendix A) and an evaluation framework (see Appendix B) specifically for the evaluation for Themes 1, 2 and 3.

At the request of the HKCC, a third party evaluator began work in Fall 2017 and proposed an evaluation method that included both a process evaluation and an outcome evaluation; the HKCC approved the approach prior to the start of the evaluation.

A process evaluation assesses whether program activities were appropriate and completed as per the program plan. In general, the HKCC demonstrated good program management skills, especially in terms of its Steering Committee expertise, partner engagement, use of research, communication efforts and appropriate activities. Areas for improvement include a need for greater methodological rigor in establishing a focused Logic Model, more detailed pre-intervention planning, setting SMART goals for interventions and more attention to project documentation. This section is discussed in detail in Section 4.0.

---






<sup>1</sup> Ministry of Health and Long-Term Care, Healthy Kids Community Challenge Guidelines.

**Evaluation of Themes 1,2, & 3: Temiskaming Shores Healthy Kids Community Challenge Executive Summary.**  
**Full report available upon request.**

An outcome evaluation identifies the extent to which the program met its planned outcomes. We found that, HKCC has created partnerships and activities across the district; however its Logic Model and Evaluation Framework were not expressed in measurable terms and determining the extent to which HKCC programming succeeded is, thus, open to interpretation. Table 1.1. summarizes the extent to which we feel that the HKCC achieved its evaluation outcomes by the end of theme 3:

Table Legend					
	Fully achieved	Mostly achieved	Partly achieved	Marginally achieved	Not achieved

**Table 1.1 Extent to which the Outcomes Associated with the Evaluation Question were Achieved**

Evaluation Framework Questions	Associated Outcome from Logic Model	Extent Achieved
1. Did the HKCC increase access for priority populations	All populations have access to pro-grams/activities	
2. Did HKCC create environments where the healthy choice is the easy choice?	Supportive environments were created to enable healthy behaviors in children.	
3. Are organizations more proactive in creating and maintaining partnerships?	Improved community collaboration and coordination to promote childhood weights	
4. Was there an impact on policy creation or readiness for change?	Policy tool created to improve physical activity and healthy eating.	
5. Will the project continue in some capacity?	Create capacity for the community to plan and implement programs	

Although this report indicates that the HKCC program varied in its achievement of the evaluation outcomes, if HKCC sets measurable outcomes and SMART goals for its programming it will be better able to measure the impact of its many community-wide efforts and better demonstrate how the HKCC has helped to create healthy behavior changes in the Temiskaming Shores area. Based on the results of the process and outcome evaluation portions of this report we suggest five recommendations be considered for future HKCC programming:

1. Leverage the evaluation experiences with skilled partners in themes 1, 2 and 3 to inform future intervention planning and evaluation.
2. Refine the HKCC logic model/evaluative framework at the beginning of future themes.
3. Build internal and partner evaluation capacity to support future interventions.
4. Work with partners to refine project plans including a realistic evaluation for each intervention that contributes to the HKCC outcomes in the logic model.
5. Standardize documentation (including data collection) to help evaluate and learn from future interventions.

# HEALTHY EATING *IN* RECREATION SETTINGS



## NUMBERS BACKGROUND

As part of Healthy Kids Community Challenge Temiskaming Shores Theme 3 (Choose to Boost Veggies and Fruit), a pilot project introduced new healthier food items at the municipal arenas concessions. Smoothies (\$3) and fresh fruit (\$1) were the 2 main options, branded as *Freggie Fuel*.

**Project goals:** make it easier for patrons to make healthier choices at the concessions; work towards a lasting policy support for healthy eating in the Temiskaming Shores recreation settings.

**Timelines & locations:** November 2017 - April 2018 (New Liskeard and Haileybury) A survey was conducted (online and New Liskeard arena) to assess patrons feedback on the project. 101 people answered the survey.



**593**  
smoothies  
sold



**192**  
pieces of  
fruit



**71**  
total operation  
days

## WHAT DID WE FIND OUT?



Selling healthy items was **FINANCIALLY FEASIBLE** for concession operators.

There was demand for healthy items at arena concessions. 75% of respondents suggested the concession menu to include, **AT LEAST, 50% HEALTHIER OPTIONS.**



The **COST** of the healthy items was **AVERAGE**, but not affordable for everyone (1 in 10 respondents).

Many people were **SATISFIED** with the **TASTE** of the healthy items.

smoothies **58%**

fruit **67%**



**46%** survey respondents more likely **TO BUY FOOD** at the arenas when healthier items are available.

**56%** more likely to **EAT HEALTHIER** when healthier items available.

Promotion at the **ARENAS** (50% of respondents) and on **SOCIAL MEDIA** (20%) worked best.



FEEDBACK

"I think over time people will choose the healthier items more & more but it will just take time to change."



"I am extremely happy that my family and I have the option to make healthier choices at the arena. Also, knowing that hockey players, etc., have access to healthier options makes me happy! Keep up the great work."

GOOD TO KNOW



- January, February and March were the busiest months.
- Offering healthier items meant increased food waste with minimal financial impact.
- **STRAWBERRY- BANANA** was the most popular smoothie flavour at both arenas.
- Patrons enjoyed being able to see **REAL FRUIT** being used for the smoothies' preparation.
- Patrons would still like **ADDITIONAL HEALTHIER OPTIONS** available.

RECOMMENDATIONS

- **CONTINUE PROMOTING** healthy items when the arenas are busiest (January - March )
- Consider additional strategies to **PROMOTE FRUIT** sales.
- **ALLOW TIME** for healthy menu items to catch on.
- To make the healthy choice the easy choice for people **AT EVERY INCOME LEVEL**, concession operators may wish to consider setting the cost of the healthy items at or below the cost of similar, less healthy items.



WHAT IS NEXT?

**FREGGIE FUEL** is now officially part of Temiskaming Shores arena!

The City of Temiskaming Shores **INCORPORATED THE Freggie Fuel GUIDELINES** in the contracts for the concession stands at municipal recreation settings.

Concession operators have access to all the materials needed **TO CONTINUE OFFERING HEALTHIER OPTIONS**, as well as technical support.

This means this project will have a **LASTING IMPACT** on Temiskaming Shores recreation settings!

Don't forget to visit me at the arena this season! I will be there with my **Freggie Fuel** options to give you all the energy you need to win!



**WANT TO LEARN MORE** about healthy eating in recreation settings in Timiskaming?

Contact the Timiskaming Health Unit at 705-647-4305  
or [diasl@timiskaminghu.com](mailto:diasl@timiskaminghu.com)



## **Lake Temagami Access Point Plan Ad Hoc Committee Meeting Municipal Office Old Chamber Space – June 22, 2018**

**These minutes of this meeting represent ideas or advice to Council. They do not represent decisions of Council and may require further study.**

Adoption of agenda: possible additions by members

Meeting came to order at approximately 1:50 pm

June 22, 2018 LTAPP meeting – non-public meeting per Ministry of Natural Resources request per transition government in process.

Attendance: Chair Ron Prefasi, Dan O'Mara, Barry Turcotte, Julian Davies, Allan Eustis

Staff Support: Roxanne St. Germain

Ministry of Natural Resources: Randy MacLaren, Trish Moussa, Julie Robinson

Temagami First Nation - Robin Koistinen, Jamie Koistinen, Chief Arnold Paul

Agenda adopted by consensus.

Priorities for this meeting: Land Tenure, contractor's yard, parking fees, and signage.

Contractors Yard – What needs to be done to function properly including trees being cut which need permits to cut and will be discussed with MNRF after meeting. Parking fees are attached to tenure and expanded parking fee plan will not happen in 2018. Present parking fees can remain. No signs have been put up.

At the January 29 meeting we reviewed the survey mining claims and the Copperfield's/Tech Corp claims.

Suggested to extend present land tenure for a year to allow time to decide what is best way to proceed.

Some consultation regarding renewal of access area and accommodation will need to be done. Over the next year the Ministry of Natural Resources and Forestry is committed to work with the Municipality of Temagami and the Temagami First Nation to come to an agreement. Environmental assessment will likely need to be done.

Temagami First Nations spoke and stated there are government process to follow and the MNRF are responsible for accommodation concerning the TFN.

Priorities and needs of the TFN:

- Want the present TFN parking lot given to TFN. The TFN helps maintain the area and also contributed money and labour to the creation of the parking area. Doug McKenzie will have the information on TFN costs.
- TFN does not want to be under government or Municipal control.
- TFN present capital projects will require access to barge ramp and laydown area of 19,000 square feet plus 10,000 square feet and a 50 x 20 laydown area and 2 c-cans in the contractors parking lot.
- Temagami First Nation want to expand parking area but will need an environmental assessment to be done. TFN are looking to keep the present TFN parking lot as TFN designation.
- TFN require a new barge landing asap.

TFN spoke regarding Tech Corporation leases/claims to let the Municipality have tenure. Copperfield's leases are in limbo. TFN must be accommodated.

### Questions arising from discussion:

How does the Temagami First Nations having interest in the land dictate the price?

MNR - Policy states it must be market value.

Could we pay a percentage of market value?

MNRF - Depends on tenure as to percentage of value. Lease is normally for 21 years. A Land Use Permit is the lowest form of tenure. Policy regards what type of tenure is best for what is being done with the area in use. The MNRF is to look at what different tenure options are more suitable than the present LUP. This process will require several meetings and it may be best to break the items down into sections and discuss at separate meetings. Investment in infrastructure from the public and perhaps do a joint agreement with TFN and purchase land and have a reduced price. Joint ownership is an option and has easements. Long term use best option is a sale of the property. Will have to be investigated. Will have to work this out. Policy is there for disposal of property at less than market value, but is difficult to do. Temagami First Nation presence takes the process to a different level and will include other levels of government and will take more time. Not sure how it would turn out.

What would we do to bring the road into the process?

Other options on table as an addition to the reserve and the TFN can take over that space with guaranteed 3<sup>rd</sup> party access. Need to find an agreement area. Must keep communication moving forward.

How do you determine if it is a minor amendment?

- Input from public or indigenous reaction, environmental impact.

Order of preference for required tasks:

#### Barge Landing

- Barge Landing First. Barge landing has turning radius. There are rocks in the water and barges are riding on rocks and damaging them. Trees need to be cut in this area for trucks to turn around.
- Original plan from 2007 did not contain a further large barge landing, would require MNRF and possible Engineers involvement. MNRF says could be quickly doable. Barry Jamie, Dan, Tom Matias and MNR rep to meet and discuss.

#### Tree Cutting

- Tree cutting and clean out – Trish has been talking with Barry. Need forest resource license to cut trees that are marketable. Email has been sent regarding sizes of trees. Marketable size is 10 cm plus, marketable.
- Does any tree cutting need a permit? Any development in LUP must have MNRF permission. Count and sizes are to be provided. Environmental Assessment provides authorization. If changing the 2007 Official Plan we must amend the Environmental Assessment and it could be a major or could be minor processes.
- Any modifications must have a plan submitted to MNRF. The MNRF is open to doing what we need. They need to know exactly what we would like to do and when and then will advise on assessments needed. If Municipality and TFN agree it will speed the process up.
- Tree cutting to be reviewed would include development of barge area between landings, expansion of TFN parking area, the barge area turn around, swath of contractor laydown to lake, brush out contractor area, the trail to contractor area to lake area, and pull through trailer areas in old parking lots. View scape to be preserved.

## Land Use Tenure

MNRF question – The present LUP expires on June 30, 2018 can we agree to a 1 year extension on present tenure? Legal issues and insurance issues would be an issue and is why the MNRF does not do joint LUPs.

MNRF acknowledge TFN want LUP looked at. A separate LUP is possible, but there is a process, different cost for LUP. Original LUP unknown established price. Renewal needs revisiting regarding costs for LUP. Example of cost are service marina, docking etc..... LUP is 4% of market value to be paid every year. Lease no purchase option 7% purchase at market value paid per year. ATR –Addition to Reserve, users will have access and so will the Municipality. Province of Ontario to transfer to Federal Government and is a negotiated acquisition. What would allowed development be if the TFN had control of the area?

Roads can be transferred with an administration fee there is an option. Need a survey done to transfer the road. The Temagami Lakes Association recently paid \$2,900.00 for half acre with their LUP.

Direct purchase could be a joint purchase.

Expansion of footprint, expansion of services.

Separate 2<sup>nd</sup> LUP will require fee. LUP fee has to be reviewed as to how it was determined. Looking for creative solution. Over next year work on solution. Cannot transfer or extend and LUP. Should be able to try and use existing fee structure MNRF will investigate. Renew as existing to get done in 1 week. Letter will be sent to TFN and Municipality from the MNRF to commit to long term dialogue and investigation to solutions. MNRF will determine level of public consultation if needed and will scope out the process required. Will do a 1 year LUP. Who will be at table for LUP negotiations? Council will be involved and Council will decide on a smaller committee.

Cannot sublet land use permit. Reserved spots are a service so present process is allowable re parking fees.

Ontario Federation of Snowmobile Clubs land use permit have been cancelled. Snowmobile trails are under Ministry of Transportation control.

Contact info will be shared by Roxanne.

Adjourned meeting at 3:30 pm



**The Corporation of the Municipality of Temagami  
COMMITTEE OF ADJUSTMENT  
The Municipality of Temagami Theatre  
November 22, 2018 at 1:00 pm  
DRAFT MINUTES**

An audio recording of this meeting has been made and is available through the Municipal Website.
--

**Committee of Adjustment Members:** Jim Hasler, Cathy Dwyer, Claire Rannie, and Barry Graham.

**Staff:** Secretary-Treasurer: Tammy Lepage; Planner: Jamie Robinson (by phone);

**Absent:** Nicole Brooker (With Notice) Ron Prefasi (With Notice), Barret Leudke (With Notice), Bruce Rice (With Notice) & Gary Cline (With Notice),

**Members of the Public: 2**

**Call to Order**

The Secretary Treasurer called the meeting to order at 1:00 pm.

In the absence of the Chair, the consensus of the Committee passed the following motion:

18-23

MOVED BY: C. Dwyer

SECONDED BY: J. Hasler

BE IT RESOLVED THAT the Committee of Adjustment appoint Barry Graham as Chair for this meeting.

CARRIED

The Chair introduced the Committee members.

The Secretary-Treasurer read out the meeting procedures.

**Adoption of Agenda**

18-24

MOVED BY: C. Rannie

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the agenda dated November 22, 2018 be adopted as presented.

CARRIED

**Approval of Minutes**

18-25

MOVED BY: C. Dwyer

SECONDED BY: C. Rannie

BE IT RESOLVED THAT the minutes of the Committee of Adjustment meeting held October 25, 2018 be adopted presented.

CARRIED

**Declarations of Conflict of Interest**

Cathy Dwyer declared as she is the contractor for the applicant.

**Deferred Application**

None.

*P. Townes joined the meeting by phone at 1:08 p.m.*

## **New Applications**

### **1) Application No. MV-18-06**

Applicant: Duff Ryan on behalf of Tarik Muzaffar and Annette Niebuhr

Property Location: 20 Lake Temagami Island 1119

**THE PURPOSE** of the Application is: to permit the construction of multiple additions to an existing cottage that is located within the Shoreline Activity Area and to permit additions that do not meet the minimum required setback from the shore. The proposed additions are located to the side and to the rear of the existing cottage.

**THE EFFECT** of the Application is: to vary the following sections of the Zoning By-law: **Section 6.28** – To permit an expansion of a legal non-complying dwelling that is located partially within the Shoreline Activity Area. The existing cottage is 103.5 square metres (1,114 square feet) in size and the proposed additions total 110.5 square metres (1,189 square feet) in size; **Section 6.40** – To permit an increase in the maximum area of structures within the Shoreline Activity Area of 135 square metres where 100 square metres is permitted; **Section 7.4.2** Any dwelling unit a) – To permit an addition to the existing cottage that is located 6.0 metres from the shore; and to permit a covered deck that is located 4.0 metres from the shore, where 15.0 metres is required; **Section 7.4.2** The lot g) – To permit a maximum lot coverage 10.5% where a maximum lot coverage of 8% is permitted.

### **Presentation of the Applications**

The Committee had received a copy of the application and the Planning Report from MHBC Planning dated November 13, 2018, with the meeting package. Patrick Townes of MHBC attended by telephone and summarized the application with a power point presentation for the Committee. He explained the four test of the minor variance as per s. 45 of the *Planning Act*, and that the intent of the Official Plan and zoning by-law has not been met with the proposed addition to the north side of the cottage. The proposed development did not meet the minimum distance of 15 metres from the shore, the 100 square metres of maximum area of structures permitted within the Shoreline Activity Area (SAA) and the expansion of an existing legal non-complying dwelling would require a variance to the above noted sections of the zoning by-law. He further explained that based on the updated materials provided by the Agent, which was submitted after the planning report was compiled. His review of the application, the application does not satisfy the four tests for the proposed development on the north side of the cottage and recommends the variance be deferred.

### **Correspondence Included in the Packages**

- Correspondence from Timiskaming Health Unit dated November 8, 2018 – no objections subject to no increase of bedrooms as the Class 4 sewage system was installed in 2015 can service a maximum of four bedrooms.

### **Correspondence Received After Packages Were Compiled**

The Secretary-Treasurer read out the correspondence below:

- Temagami Lakes Association received November 15, 2018 – objections subject to the request for further encroaching into the SAA. Request a condition be imposed to restrict the removal of vegetation and enter into a site plan agreement with the Municipality.
- Joe Wood received November 20, 2018 – no objections
- David Grannary dated November 22, 2018 – no objections

### **Presentation of the Application by the Applicant/Agent:**

*B. Graham moved away from the table at 1:33p.m to view the presentation from the applicant.*

The Agent Duff Ryan and owner Tarik Muzaffar presented a PPT presentation including videos of the proposed development to the Committee. He spoke to the application and informed the Committee the reason for the proposed development in the location. Duff Ryan further explained that the viewscape will not change with the proposed development. He addressed the Timiskaming

Health Unit concerns regarding the maximum number of bedrooms that the Septic system could sustain. He confirmed that the cottage only has two bedrooms at this time. He advised the committee that in order to meet conformity with the by-law, the naturel trees surrounding the cottage would need to be cut down and the main importance of the applicant and agent is to preserve the trees and natural viewscapes. The owner Tarik Muzaffar spoke to the application, and informed the Committee that the proposed development is to meet the needs of the expanding family.

*Barry Graham returned to the table at 1:44p.m.*

Questions/Comments by other Property Owners:

- None.

Questions/Comments by Committee of Adjustment Members:

The Committee of Adjustment Members had the following questions/comments:

- Concerns that the corridor is to be widen as demonstrated in the model it appears to be expanded. The applicant addressed the concerns and the corridor will not be widened.
- Concerns with the colours of the chimney and the applicant informed the committee that the colours are to match the natural setting of the surroundings.
- Comment regarding that the cottage is legal non-conforming, and they are requiring is 1 metre closer than the existing cottage. P. Townes would like an opportunity to review all of the information that was provided at the meeting and would like to defer the applications.
- Concerns with continuation of the non-compliance.
- Comment majority of boat traffic is to the east of Rabbit Nose.
- Comment that the application be deferred until the larger scale maps are provided and the planner had an opportunity to review the materials provided by the applicants.

*The Secretary-Treasurer went to seek guidance from the Treasurer/Administrator on procedure matter when quorum began with four members & one declaration of conflict was declared. (2:15 and returned at 2:20) The Secretary-Treasurer read from the Committee of Adjustment By-law that no decision of the Committee is valid unless the majority of the members that heard the application whether it being to grant, refuse or defer. .*

*A brief recess took place 2:20 and reconvened at 2:25 p.m.*

*Craig Davidson joined the meeting to provide advice to the Committee on the procedures for the Chair voting on a decision. Craig Davidson informed the Committee that the Chair can vacate his seat and as the Committee has not chosen a Vice Chair they can appoint another.*

18-26

MOVEDBY: C. Rannie

SECONDED BY: B. Graham

BE IT RESOLVED THAT the Committee appoint Jim Hasler while Barry Graham vacates his Seat as Chair

CARRRIED

Discussion/Decision by Committee Members

*J. Hasler did not concur with the decision of granting the application.*

The Committee members discussed the application and the following resolution was passed:

**Application: MV-18-06**

18-27

MOVED BY: B. Graham

SECONDED BY: C. Rannie

BE IT RESOLVED THAT

The Committee of Adjustment: Grants

Minor Variance Application: MV-18-06

Applicant: Duff Ryan on behalf of Tarik Muzaffar and Annette Niebuhr

Subject to the attached Notice of Decision.

CARRIED

*B. Graham resumed his seat as Chair.*

The notice of decision shall reflect that the variance shall be granted subject to: the variance only apply to the proposed addition as shown in the application sketch and that the applicant enter a site plan agreement amendment with the Municipality of Temagami.

The reason cited for this decision was that the application did not satisfy the four test for a minor variance established in Section 45 of the Planning Act. The committee considered the comments made in coming to their decision.

*P. Townes was excused from the meeting at 2:29 p.m.*

**Adjourned Applications**

None.

**New Business**

None.

**Adjournment**

18-28

MOVED BY: J. Hasler

SECONDED BY: C. Rannie

BE IT RESOLVED THAT the November 22, 2018 Committee of Adjustment meeting be adjourned at 2:35 p.m.

CARRIED

---

Prepared by Tammy Lepage  
Secretary-Treasurer Committee of Adjustment

**TEMAGAMI POLICE SERVICES BOARD**  
**MEETING MINUTES**  
**Wednesday, September 19, 2018 at 1:00 pm**  
**Boardroom-Temagami Municipal Office**

---

Present:	Don Johnson Dan O'Mara	Inspector Hlady Debbie Morrow-Secretary
	Absent: Penny St Germain	Guest: Sgt Morgan

---

**1 Call to Order**

Meeting called to order at 12:58 pm

**2 Adoption of Agenda**

Agenda for September 19, 2018 Meeting accepted as presented.

*Moved by Dan O'Mara*

*Seconded by Don Johnson*

*BE IT RESOLVED THAT: the September 19, 2018 Agenda be accepted as presented.*

*Carried*

**3 Conflict of Interest / Pecuniary Interest disclosure**

None.

**4 Presentations and Delegations**

None.

**5 Acceptance of minutes of the previous meeting**

Minutes for Temagami Police Service Board Meeting held on June 13, 2018 are accepted as presented.

*Moved by Dan O'Mara*

*Seconded by Don Johnson*

*BE IT RESOLVED THAT: the Temagami Police Services Board Minutes from June 13, 2018 be accepted as presented.*

*Carried*

**6 Business arising from the minutes**

6.1 Lake Temagami Watch Update from Dan O'Mara:

6.1a Court date is upcoming for one of the persons charged for the break-ins on Lake Temagami.

- 6.1bi Lake Temagami Watch Picnic held in August was very well attended. (Approximately 50 in attendance)
- 6.1bii OPP Safe Guard Program made a presentation but did not include any information on Trace Pen as part of keeping your property safe.
- 6.1biii Inspector Hlady stated that Safe Guard Program is provincially mandated and not all areas the Trace Pen works.
- 6.1biv TRACE PEN is a brand.
- 6.1c New sign put up on Temagami Marine building for the Lake Temagami Watch Program highly visible from Temagami Marine Road,
- 6.1ci Trying to arrange with OPP for Photo with the sign.
- 6.1d No recent break-ins on the lake; quiet summer.
- 6.1e Trace Pen – promo code for 10% off to buy online.
- 6.1fi Inspector Hlady asked how many people have residences on Lake Temagami: approximately 50 permanent residents on Lake Temagami and approximately 840 cottages.
- 6fii Inspector Hlady asked the possibility of Cottagers removing valuable items? It is not a feasible prospect.
- 6.fiii Cottagers have been advised to leave gas and booze outside so that thief's would not have a reason to due structural damage.
- 6. g Inspector Hlady commented that the OPP plane has been newly equipped with high tech cameras and they will be able to do several aerial surveillances.
- 6.h Snowmobile patrols with the OPP and Cottage Watch for this winter are a really good working relationship.

## **7 Ratification / Consent items**

- 7.1a&b Ratification for payment of Penny St. Germain's OAPSB conference expense \$80.00 and retirement gift purchased for Brent Cecchini \$45.20 totalling \$125.20.

*Moved by Dan O'Mara*

*Seconded by Don Johnson*

*BE IT RESOLVED THAT: the payment of \$125.20 to Penny St. Germain was ratified.*

*Carried*

- 7.2a&b Consent to pay Memo and Invoice for Secretary's wages totalling \$166.50

*Moved by Don Johnson*

*Seconded by Dan O'Mara*

*BE IT RESOLVED THAT: consent to pay Secretary's wages totalling \$166.50 was received.*

*Carried*

## **8 Items for discussion**

- 8.1a Zone 1A conference held in Sturgeon Falls on September 6&7 did not have any Temagami Police Services Board members in attendance.
- 8.1b No minutes received as of today's meeting.
- 8.2a Engraved Beer Steins were purchased for Brent Cecchini's retirement gift.
- 8.2b His retirement party was held in August; it was last minute party.

- 8.2ci To organize a lunch or dinner with Brent; before or after our next Police Board Meeting in November at Temagami Shores.
- 8.2cii Debbie to contact Brent; his cell phone number given by Sgt Morgan.
- 8.3 OAPSB Board of Directors has Doug Jelly as Zone 1A representative.
- 8.4a Review of the Spring OAPSB Conference has been prepared by Penny St. Germain.

*Moved by Don Johnson*  
*Seconded by Dan O'Mara*

*BE IT RESOLVED THAT: OAPSB Spring Conference review be presented to Mayor and Council.*  
*Carried*

## **9 Items for General Information**

Items 9.1 to 9.19 forwarded to board members ahead of meeting when retrieved from the OAPSB website.

- \* Majority of the All Chief's Memos are directly rated to changes due to the new Legalization of Cannabis Legislation.
- \* Inspector Hlady commented that there is still a lack of direction.

## **10 Detachment Commander's Report**

10.1 Detachment Commander's Report

All Stats represent May to July 2018 (Unless otherwise noted)

10.1ai Criminal Code and Provincial Statute Charges down by 32% year to date in comparison to previous year to date.

10.1aii Main reason for the decline is due to redeployment of officers during the Forest Fire situations in various other communities.

10.1aii Traffic Related Charges dropped by a significant amount due to the same reasons.

10.1aiii OPP are very aware of the substantial Hwy Closures; a Grass Roots Blitz is going to be done from Hwy 64 to Kirkland Lake along the Hwy 11 corridor.

10.1aiv Plan on using aerial surveillance as well.

10.1av October 8 meeting to be held with the OPP and MTO about the Pan Lake corner to investigate if it is an engineering design problem or distracted drivers and speed problem.

10.1avi Suggestion to form a Team 11 Committee with MTO, OPP and Community Representatives.

10.1bi Violent Crimes dropped by 33%

10.1bii Significant Property Crime drop- 52% from year to date comparison too 2017- largely due to jail time for involved party/parties.

10.1biii Drug Crime no change.

10.1biv Clearance Rate is up overall by 24% year to date comparison to 2017 (largely to do with solving of Property Crime cases)

10.1ci Calls for Service Year To Date Weighted Average 698.6 down from 823.0 same period of time last year.

10.1di No CAOC Report produced that contains Public Complaint, Patrol Hours and Officer Changes.

10.1dii Inspector Hlady stated they were not aware of how the report and will look into for next meeting.



- 10.1diii Temiskaming Shores Police Services Board requested the same report.
- 10.2 Calls for Service did not increase due State of Emergency called in Temagami as it was treated as one call.
- 10.3a Inspector Hlady attached an information bulletin about changes in Ontario to the Ontario Cannabis Act.
- 10.3b It will be submitted to council with the minutes.
- 10.3ci Inspector Hlady inquired if the Municipality was going to Opt in or out of allowing Retail Outlet in Temagami.
- 10.3cii Dan O'Mara was unaware of any Outlets being opened in Temagami.

## **11 Next Meeting: Wednesday, November 14, 2018 at 1:00 pm at the Temagami Municipal Office Boardroom**

\* If Dinner is arranged for Brent the meeting might be delayed until 2:00.

## **12 In Camera Agenda**

*None*

## **13 Adjournment**

*BE IT RESOLVED THAT: The meeting is adjourned at 2:11 pm.*

*Moved by Don Johnson*

*Second by Dan O'Mara*

*Carried*

## What Changes in Ontario?

According to the Ontario Cannabis Act, 2017, Ontario Cannabis Retail Corporation Act, 2017 and the Smoke-free Ontario Act, 2017 (legislation is currently on hold) on Oct 17:

- Cannabis will only be sold online by the Ontario Cannabis Store until the private retail model is established.
- The age for an adult to purchase, possess or cultivate cannabis is 19 or older.
- Individuals under the age of 19 cannot attempt to purchase or purchase, possess, consume, or distribute cannabis or engage in home cultivation.
- An individual 19 years of age or older can possess and share up to 30 grams of cannabis or its equivalent in public.
- An individual 19 years of age or older can have/cultivate up to four plants per residence (where they ordinarily reside), inside or outside of his/her property (not per person).
- Cannabis can be consumed in a private residence including the outdoor space of a home (e.g. a porch or backyard), in a unit or on a balcony of a multi-unit residence (subject to a building's rules or lease) but not in public places, workplaces, or inside a vehicle unless an exemption is provided for in the legislation.
- When transporting cannabis in a vehicle or boat, unless otherwise exempt, the cannabis must be packaged in a way that it is fastened closed or is not otherwise readily available to any person in the vehicle or boat.
- There is no limit to the amount of cannabis that can be possessed in the home.

When cannabis is legal, individuals who act outside of the law can still face criminal charges.



**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
**2019-M-019**

☒ **Staff**  
☐ **Committee**

<b>Subject:</b>	3 Metre reserve Request for Removal
<b>Agenda Date:</b>	<b>January 10, 2019</b>
<b>Attachments:</b>	<ul style="list-style-type: none"><li>• Correspondence from George Leger</li><li>• C-17-04 Notice of Decision</li></ul>

**RECOMMENDATION**

This memorandum is:

BE IT RESOLVED THAT Council receive Memo 2019-M-019 regarding correspondence received from George Leger dated December 31, 2018; AND FUTHER THAT Council approve the request to remove the 3 metre reserve, in order to complete a condition of fulfillment for consent application No. C-17-04; AND FURTHER THAT Council direct Staff to proceed with the removal of the reserve.

**INFORMATION**

During the original plan of subdivision a 3 metre (1 foot) reserve was registered as a condition until the road was completed. In the review of the subdivision Plan 36-M-610 the removal of the reserve hasn't been completed. In order for the creation of the three new lots, to be complete the removal of the 3 metre must be completed.

At the Committee of Adjustment meeting held on March 22, 2018 the committee granted Consent application No. C-17-04 Applicant: Leo Deloyde, Deloyde Development Solutions on behalf of Geormaer Inc. c/o George Leger. This application was to create three new rural residential lots and one retained lot, each capable of supporting a detached dwelling.

As per the attached correspondence from Mr. Leger, the reserve is still in place, according to the Land Registry Office. This reserve blocks the registration of the three severed lots, and one retained.

**Prepared by:**

**Reviewed by:**

**Tammy Lepage, Planning Clerk/Deputy Clerk**  
Name, Position

**Craig Davidson, Treasurer/Administrator**  
Name, Position

11782



December 31, 2018

Ms. Tammy Lepage  
Planning Assistant,  
Town of Temagami  
7 Lakeshore Drive  
PO Box 220  
Temagami ON  
P0H 2H0

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☐ ☒  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☒ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

Dear Ms. Lepage:

**RE: Request for Transfer of .3 m Reserve Blocks 53, 54, 56 and 57 RP 36M-610 and HS 2183 - White Bear Estates – Fox Run Drive**

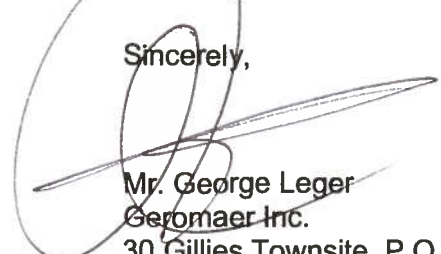
Schedule D Condition 1 (b) in the subdivision agreement signed by me on August 25, 1995 required that Geromaer Inc. dedicate .3 m reserves in the form of Blocks 53, 54, 56 and 57 Plan 36M-610 as a condition of subdivision approval. Geromaer Inc. fully complied with this condition. However, we have now run into a significant road block in registering the lots approved by the Temagami Committee of Adjustment in early 2018 associated with the .3 m reserves despite having cleared all conditions of approval.

We are requesting the immediate conveyance of the identified .3 m reserve blocks to Geromaer Inc. for the following reasons:

1. The .3 m reserves essentially landlock the lots in the Geromaer Inc. subdivision.
2. We are unable to register the three severed lots and one retained lot without first having Temagami return the .03m reserve to give the affected lands full access to Fox Run Drive. Sales are pending final approval.
3. Geromaer Inc. constructed Fox Run Drive to full municipal standards at its expense and requires unencumbered access to this open municipal road.
4. There is no municipal purpose to retaining the .3 m reserves that effectively land lock our lands.

We ask that the Town authorize the return of the .3 m reserves immediately so that we may proceed with the registration of the approved lots pursuant to the Committee of Adjustment approval. We plan to proceed with a Phase 2 development further to the east and require full access to Fox Run Drive.

Sincerely,

  
Mr. George Leger  
Geromaer Inc.  
30 Gillies Townsite, P.O. Box 280  
Temagami, ON  
P0H 2H0



THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI  
P.O. BOX 220  
TEMAGAMI, ONTARIO P0H 2H0  
(705) 569-3421  
FAX: (705) 569-2834  
E-MAIL: [visit@temagami.ca](mailto:visit@temagami.ca)  
WEBSITE: [www.temagami.ca](http://www.temagami.ca)



**Municipality of Temagami  
Committee of Adjustment  
Notice of Decision**

1. Application No.: C-17-04
2. Applicant: **Leo Deloyde, Deloyde Development Solutions on behalf of**
3. Owners: **Geromaer Inc. c/o George Leger**
4. Date of Hearing: **March 22, 2018**
5. Date of Decision: **March 22, 2018**
6. Date of Notice of Application: **March 8, 2018**
7. Location and Legal Description of Property: 292 Fox Run Legally described as: PART SAW  
MILL SITE HS2183; CASSELS; MUNICIPALITY OF TEMAGAMI

**8. Decision**

This is an application made under section 50(3) or 50(5) of the Planning Act RSO 1990, to:

1. Permit the creation of three new rural residential lots and one retained rural residential lot, each capable of supporting a detached dwelling and containing the following characteristics:

Lot	Lot Area	Lot Frontage
Lot 1	6.0 ha (14.9 ac)	300 m
Lot 2	6.2 ha (15.3 ac)	200 m
Lot 3	6.1 ha (15.0 ac)	225 m
Retained Lot	24.6 ha (60.8 ac)	470 m

**Consent**

The request is:

☐ Granted subject to no conditions

☐ Refused

☐ Deferred

☐ Adjourned

☒ Granted subject to the following conditions:

1. Preparation of an updated Reference Plan, in substantial compliance with the application and prepared to the satisfaction of the Municipality.

2. The completion of a Zoning By-law Amendment to bring the proposed lots into compliance.
3. Confirmation from the Health Unit that an individual sewage system can be accommodated on each lot.
4. Confirmation from a well driller be provided that a water well can be established on each of the lots to service a dwelling; and
5. That the standard conditions of the Municipality be met.

**9. Reasons:**

The Committee of Adjustment has reviewed this application in accordance with the Planning Act and has made its decisions for the following reasons:

That the Committee of Adjustment concurs that the application for consent is consistent with the Provincial Policy Statement, and conforms to the Municipality of Temagami Official Plan, as explained in the Planning Report dated March 13, 2018.

**10.** Comments received in writing and heard related to the application were factored into the Committees decision pertaining to the application.

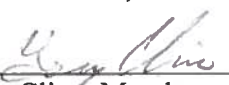
Concur in the decision:

  
\_\_\_\_\_  
Ron Prefasi, Chair


  
\_\_\_\_\_  
Jim Hasler, Member

Absent  
\_\_\_\_\_  
Claire Rannie, Member

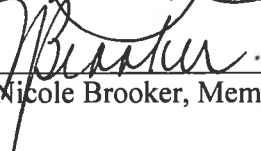
Absent  
\_\_\_\_\_  
Barret Leudke, Member

  
\_\_\_\_\_  
Gary Cline, Member

  
\_\_\_\_\_  
Cathy Dwyer, Members

  
\_\_\_\_\_  
Bruce Rice, Member

  
\_\_\_\_\_  
Barry Graham, Member

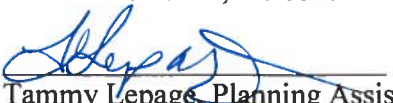
  
\_\_\_\_\_  
Nicole Brooker, Member

**11. Notice for Last Day of Appeal**

The last day for appealing this decision to the Ontario Municipal Board is **April 16, 2018 (20 DAYS FROM THE DATE OF THE GIVING OF NOTICE OF THE DECISION)**. The notice of appeal should be sent to the Municipality of Temagami. It must, (1) set out the reasons for the appeal, and (2) be accompanied by the fee prescribed under the Ontario Municipal Board Act in the amount of **\$300.00** payable to the Minister of Finance, Province of Ontario.

Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

If there is no appeal to the OMB and the conditions are not fulfilled within one year from the date of this notice, the consent is deemed to be refused (section 53(41) of the Planning Act).

  
\_\_\_\_\_  
Tammy Lepage, Planning Assistant and  
Secretary-Treasurer, Committee of Adjustment



**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-020

**Memorandum to Council**

☒ **Staff**  
☐ **Committee**

**Subject:** Non-Tax Allowance

**Agenda Date:** January 10, 2019

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-020;

AND FURTHER THAT Council authorizes a 1.75% increase in Council honorariums, effective January 1, 2019, to counter the effect the change in federal policy regarding the non-taxable allowance for elected officials.

**INFORMATION**

Due to a change made by the Government of Canada, there is no longer a non-taxable portion to Council remuneration. Prior to the start of 2019, one-third of the honorarium paid to Council was not subject to income taxes while now all of the honorarium paid is considered to be taxable income.

For illustration purposes, in 2018, for every \$300 paid as an honorarium, \$200 was considered to be taxable income and the remaining \$100 was considered to be a non-taxed allowance for elected officials. In theory, this allowance provided remuneration for out of pocket expenses such as travel within the municipality, home office costs etc. Travel outside of the municipality was, and continues, to be reimbursed in accordance with municipal travel expense policies.

The effect to Members of Council is the tax paid on what used to be non-taxed. The honorarium is not being reduced but rather the whole amount is now being considered as taxable income. While each Member of Council may be effected differently dependent on their own personal tax situation, in general terms, this change has the effect of lowering the net honorarium by 1.75% or about \$165 per year based on Council honorariums with income taxes withheld at the standard rates.

While Council may have different thoughts, the options as I see them are: (no particular order)

1. Do nothing – the effect is that the after tax amount received as an honorarium would be lower after the change in federal policy;
2. Increase honorariums paid, in addition to any cost of living adjustment applied in normal course, by 1.75% - this would, in essence, negate the effect of the federal policy change for standard deductions.
3. Provide a budget for out of pocket expenses – this option would not adjust the honorariums but rather allow Council with a budget amount to be claimed for mileage and operation of a home office. If these are reimbursed with the provision of receipts or claims for mileage, this would be considered to be a non-taxable expense reimbursement. If this option is selected, the budget amount can be discussed through the municipal budget process.

As noted above, there may be different options that Council may wish to consider. The recommendation made is an attempt to ensure the standard after-tax amount received by Council remains the same.

**Prepared by: Craig Davidson,**  
**Treasurer/Administrator**

**Reviewed by:**





**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2019-M-021

☒ **Staff**  
☐ **Committee**

**Subject:** Request from PowerTel

**Agenda Date:**

**Attachments:** Correspondence from PowerTel

**RECOMMENDATION**

BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-021;

AND FURTHER THAT Council authorizes Power Tel to use our trails for access to the transmission corridor subject to the site remediation commitment provided.

**INFORMATION**

PowerTel has been contracted by Hydro One to refurbish the D2L Line that travels through parts of our Municipality. In order to access the transmission line, they have requested the use of our trails.

There may be some ground damage and trail widening caused with this. Staff met with a representative of PowerTel to discuss this request and to ensure the importance of returning the trails to their present condition should access be granted. They have responded to this request and have provided assurance and details of remediation in other areas.

**Prepared by: Craig Davidson,**  
**Treasurer/Administrator**

**Reviewed by:**

## Tammy Lepage

---

**From:** craig.d  
**Sent:** January 7, 2019 1:06 PM  
**To:** Tammy Lepage  
**Subject:** FW: Temagami Fire Tower Access - Powertel  
**Attachments:** IMG\_0122.JPG; IMG\_0125.JPG; IMG\_0126.JPG; D2L Line Refurbishment Hydro One - 100-104.docx

I. Craig Davidson  
Treasurer/Administrator  
Municipality of Temagami  
7 Lakeshore Dr, PO Box 220  
Temagami, ON P0H 2H0  
705-569-3421 x204  
[craig.d@temagami.ca](mailto:craig.d@temagami.ca)

---

**From:** Sabrina Pandolfo  
**Sent:** Friday, January 4, 2019 10:33 AM  
**To:** craig.d <[craig.d@temagami.ca](mailto:craig.d@temagami.ca)>  
**Subject:** FW: Temagami Fire Tower Access - Powertel

Sabrina Pandolfo  
Special Projects Coordinator  
Municipality of Temagami

705-569-3421 ext. 207

---

**From:** Sarah Bencic [<mailto:sbencic@powertel.ca>]  
**Sent:** Friday, December 14, 2018 12:12 PM  
**To:** Sabrina Pandolfo <[projects@temagami.ca](mailto:projects@temagami.ca)>; craig.d <[craig.d@temagami.ca](mailto:craig.d@temagami.ca)>; Monty Cummings <[building@temagami.ca](mailto:building@temagami.ca)>; Barry Turcotte <[pwsuper@temagami.ca](mailto:pwsuper@temagami.ca)>  
**Subject:** Temagami Fire Tower Access - Powertel

Good morning everyone!

As per our meeting yesterday I have put together some of our documentation from the site specific environmental plan. In addition, I did pass along your concerns regarding the trees on this access to our Project Manager. He is very much on board with having trees planted along the edges of where we would widen that trail to help keep it more naturalized looking for the tourists and hikers like myself who utilize the trail.

Because the Transmission line belongs to Hydro One our reclamation and rehabilitation of sites and access will be determinant on their outlined expectations. So far for the current portion of the project we have been asked in the spring to mimic their work on the sections further south of Highway 64, I have attached some photos of their access to

give you an idea of what their regular rehabilitation for their right of way would look like. On top of these measures we will be adding the trees as requested.

Sarah Bencic

**Sarah Bencic**

***Environmental Monitor***

Electrical Contractor Licence #700292926

Temagami – D2L Project

(705) 309-6742

[sbencic@powertel.ca](mailto:sbencic@powertel.ca)





## **1 Introduction**

PowerTel Utilities Contractors Limited has been contracted by Hydro One to refurbish the D2L Line. This Site Specific Environmental Plan has been created to outline PowerTel Contractor's plan to safely and effectively handle all environmental issues and access on site for this project.

### **1.1 Environmental Commitment**

PowerTel Utilities Contractors Limited is committed to environmental excellence in the performance of our business. We plan all work activities to mitigate the effects on the ground we work on and the waterways we work near. PowerTel works closely with all agencies to ensure our operations comply with the many regulations that may apply to the work being performed.

All employees and subcontractors are made aware of the specific requirements or restrictions of each individual project prior to starting. Our employees have the experience to make the right decisions in the field. Our supervision ensures all activities are carried out in a responsible manner.

#### **1.2.5 Environmental Monitoring**

The environmental monitoring will observe the following:

- Ensuring the SSEP is followed accordingly
- Employee training in completed through risk identification and PPE selection
- Ensuring applicable regulations are followed
- Completing monthly inspections of the environmental controls
- Investigating environmental incidents and recommending corrective actions

### **1.2.6 All Site Employees**

All Employees will participate in the Environmental Site Orientation prior to commencing any work to ensure all field markings, precautions and restrictions of the project are communicated.

All site employees are responsible for the following:

- 1 Following all environmental risk mitigation techniques, practices and procedures
- 2 Wear the appropriate PPE for the task
- 3 Reporting all environmental incidents

## **2 Specific Access and Environmental Concerns**

With this being an existing line access trails leading to the right of way have been previously established but have grown in requiring varying amounts of brushing out for access. It should be assumed that any shuffy areas or trails leading to the right of way will require some form of brushing and or excavation work to improve the trail for our purposes.

There are many wetland areas to be crossed, for this access review it has been assumed that travel will be during months of little to no snow cover. Some shallow wetlands particularly with sufficient snowfall can be crossed safely with no damage to the wetlands, this will be determined on site using probes taking during this access review.

All stream crossings excepting one will be bridged using 1.2 meter by 4.9 meter swamp mats for both the abutments and bridge deck. One stream between structures 146 and 147 will have the bridge deck constructed of 9.1 mats to accommodate the wider stream width.

## **3 Hydro One Expectations for Right of Way Remediation**

Seeding mixture required by Hydro one for access right of way for transmission towers is made of a seed mixture in below ratio:

40% Creeping Red Fescue  
25% Tall Fescue  
20% Perennial Rye grass  
15% Champ Timothy

Any rutting, soil displacement, or tracking of sediment into other locations will be dealt with; either smoothed out or filled in and seeded bring to the hand over back to Hydro One for the project. Photos will be attached to this document for reference of the Hydro One expectation for right of way clean up.

















**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2019-M-022

☒ **Staff**  
☐ **Committee**

**Subject:** Request from Living Temagami

**Agenda Date:**

**Attachments:** Correspondence from Living Temagami (11783)

**RECOMMENDATION**

BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-022 and correspondence from Living Temagami concerning inserts for tax bills;

AND FURTHER THAT Council directs Staff to include, where possible, information supplied by Living Temagami and other Community Groups in communication included with the tax billing while ensuring the cost of postage remains the same.

**INFORMATION**

Correspondence dated January 1, 2019 was received from Living Temagami and is attached to and forms part of this report. Living Temagami is asking to be able to include a letter in our upcoming tax mailing.

Tax mailing is a good time to communicate with our ratepayers. Included in the communication should be updates from the various municipal departments as well as items of interest from our community. The one consideration that needs to be front and centre is the volume of paper to ensure that we are not increasing our cost of postage. If the weight of the tax mailing increases to the next level of postage, it would cost approximately \$2,000 more in postage.

Information can be provided in a format that would allow its inclusion in any communication included with the tax billing and Staff can manage the production of this communication.

**Prepared by: Craig Davidson,**  
**Treasurer/Administrator**

**Reviewed by:**



**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2019-M-023

☒ **Staff**  
☐ **Committee**

**Subject:** Request from Living Temagami

**Agenda Date:**

**Attachments:** Correspondence from Living Temagami (11784)

**RECOMMENDATION**

BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-023 and correspondence from Living Temagami concerning future funding applications;

AND FURTHER THAT Council confirms the direction provided to Staff in resolution 18-035 and ask for further details to ensure this proposal does not conflict with Municipal initiatives in this area;

AND FURTHER THAT Council encourages Living Temagami to take the necessary steps to enable them to apply for funding directly and directs Staff to assist where possible to achieve this.

**INFORMATION**

Correspondence dated January 1, 2019 was received from Living Temagami and is attached to and forms part of this report. Living Temagami is asking for municipal support for another grant proposal.

Previous Council had passed resolution 18-035 which reads:

BE IT RESOLVED THAT Council receive correspondence from Living Temagami dated January 10, 2018 regarding the Municipality of Temagami being the qualified donee for Living Temagami funding applications; AND FURTHER THAT any applications for grants be brought to the Municipality first to be vetted to ensure that they would not conflict with any applications the Municipality is submitting.

The subject matter of the grant proposal may conflict with municipal work being developed with the community parkette and our trails. Presently, there is not sufficient information received from Living Temagami to determine if their proposal conflicts with municipal concepts in this area. As well, as the items included in their proposal are included in our municipal insurance policy, there may be other requirements necessary before a group not answerable to Council alters municipal facilities.

In order for a group to be able to access funding directly there are certain requirements including being incorporated in the appropriate fashion for a period of time. As a year has passed since resolution 18-035 was considered and passed by Council, Living Temagami should be well on their way to becoming incorporated for the time frame required by the funders. If this is not the case Staff may be able to assist in this regard.

**Prepared by: Craig Davidson,**  
**Treasurer/Administrator**

**Reviewed by:**



**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2019-M-024

☒ **Staff**  
☐ **Committee**

**Subject:** Cannabis Retail Stores

**Agenda Date:**

**Attachments:** Memo from MHBC, Letter from Minister of Finance

**RECOMMENDATION**

BE IT RESOLVED that the Council of the Municipality of Temagami receives Memo 2019-M-024 and related correspondence;

AND FURTHER THAT Council 'Opts-out' of the Cannabis Retail operation licenced and controlled by the Province of Ontario;

AND FURTHER THAT Council directs Staff to coordinate public consultation during the month of July prior to Council revisiting this issue in August, 2019.

**INFORMATION**

The Province of Ontario is in the process of establishing Retail Stores under the Cannabis Licence Act. Presently, the Province has determined that 25 locations will begin operations on April 1, 2019 with further locations possible in the future. Licencing of these retail stores is the responsibility of the Alcohol Gaming and Control Commission of Ontario (AGCO).

Municipalities presently have the option of 'opting-out' which would have the effect of prohibiting retail stores from being located within the municipality. In order to do this, a Council resolution must be passed by January 22, 2019. Should a resolution not be passed the Province will take it to mean that licences can be issued for retail location within the municipality. Should Council resolve to 'opt-out' they can, at a later date, decide to 'opt-in'. There presently is no deadline for this. Also, once it is determined that Council has 'opted-in' there is no opportunity to then 'opt-out'.

In an attempt to simplify, the decision before Council is "If an application is received by AGCO from a potential cannabis retail location within our boundaries do you want the application to be considered in the normal course of AGCO's operations or do you want it to be automatically refused?" While the decision may be based on other factors, this in essence is the question.

If Council does not restrict the ability of retail locations to apply for licencing, other than the regulated distance of 150m from a school, there are no other restrictions other than those that apply to all retail operations (cannabis or otherwise) that can be imposed by a Municipality on the location of such a retail location.

The letter from the Minister of Finance highlights some of the funding being provided by the Province.

Regardless of the opt in/opt out status, the Province is providing funding of at least two payments valued at least \$5,000 to address costs directly related to the legalization of recreational cannabis. There is also a fund being established of \$10 million to address unforeseen circumstances related to cannabis legalization. Priority for this fund will be given to municipalities who have not opted-out. As well, there is a commitment from the Province to share Ontario's portion of federal excise duty on recreational cannabis once if it exceeds \$100 million over the first two years. This would only be available to municipalities that

have not opted out. There is no indication that if you opt-out and then opt-back in if this has any bearing on eligibility for this funding.

While there are many issues that could be considered as this decision is being made it should be remembered what Council is being asked and what is beyond Council's scope of authority. Items such as consumer protection, public safety, and regulatory obligations are at the Provincial level and the question of legality is at the Federal level. Given the hierarchy of decision making, municipalities cannot enact laws that are contrary to Provincial and Federal legislation and therefore this is not within the municipal domain.

The options available to Council are:

1. Council can receive the report with no other action. This would, in essence, amount to Council opting-in which would allow applications for retail cannabis locations to be received and processed by the AGCO.
2. Council can receive the report and opt-out. This would send instructions to the AGCO to refuse applications for retail cannabis locations in the Municipality of Temagami.

If Council chooses Option 2, Council has the ability to reverse this decision at a later point in time. The recommendation made is to select Option 2 until public consultation can occur at a time when the majority of our residents are in the Municipality.

**Prepared by: Craig Davidson,  
Treasurer/Administrator**

**Reviewed by:**

<b>To:</b>	<b>Tammy Lepage, Planning Assistant Craig Davidson, CAO MUNICIPALITY OF TEMAGAMI</b>
<b>From:</b>	<b>Jamie Robinson</b>
<b>Date:</b>	<b>November 28, 2018</b>
<b>Subject:</b>	<b>Cannabis Retail Stores under the Cannabis Licence Act</b>

Recreational cannabis was legalized by the Federal Government on October 17, 2018. The Cannabis Act creates the legal framework for controlling the production, distribution, sale and possession of cannabis across Canada.

On October 17, 2018, the Ontario Government passed Bill 36, the Cannabis Statute Law Amendment Act, 2018 and this legislation also enacted the Cannabis Licence Act, 2018.

The purpose of this memorandum is to provide information to the Municipality of Temagami, highlighting a specific deadline under the Cannabis Licence Act relating to a local municipality's ability to opt out of permitting cannabis retail stores in their communities; the deadline being January 22, 2019.

For your consideration, we provide the following information regarding the licensing of Cannabis Retail Stores under the Cannabis Licence Act, 2018:

- Cannabis Retail Facilities are regulated and licensed by the Alcohol and Gaming Commission of Ontario (AGCO).
- Currently only online sales of cannabis are permitted through the Ontario Cannabis Retail Corporation. As of April 1, 2019 brick and mortar retail stores will be permitted in Ontario to purchase products.
- Municipalities do not have the authority to pass by-laws that:
  - Regulate business licensing of Cannabis Retail Stores (Cannabis Licence Act, 2018 s.42 (1)). This is handled by the Province.
  - Regulate the location of retail stores (Cannabis Licence Act, 2018 s.42 (2)). Furthermore, any by-law that has been passed to regulate the location of a retail store, has no effect to the extent that it conflicts with s. 42(2).

- There is currently no cap on the number of physical retail stores to be permitted in a municipality.
- **Municipalities have a 'one-time' opportunity to prohibit cannabis retail stores from being located within the municipality. This is known as 'opting-out' and must be passed by Council resolution no later than January 22, 2019.**
- If a Council resolution is not passed by January 22, 2019, it will be assumed by the Province that the Municipality does not prohibit cannabis retail stores from being located within the municipality.
- Furthermore, municipalities that have chosen to prohibit cannabis retail stores from being located within the municipality, are permitted to later lift the prohibition and permit cannabis retail stores to be located within the municipality. This is known as 'opting-in' and must be passed by Council resolution. At this time, there is no deadline to opt back in, however, once passed, this decision cannot be reversed.
- ACGO automatically refuses any licence applications for proposed cannabis retail stores in municipalities that have opted-out.
- Municipalities that have not 'opted-out' will receive notice from the AGCO of an application for a licence for a cannabis retail store. Municipalities and residents then have 15 days to make written submissions to the AGCO about whether issuance of the retail store authorization is in the public interest.

We would suggest that staff bring a report for Council's consideration providing information about whether there is a desire to opt-out. Given the January 22, 2019 cut-off date, we would recommend that this be brought to Council as soon as possible.

Should you have any questions or if we can provide any further assistance, please do not hesitate to call.

I can be reached at 705-728-0045 x 222





## Corporation of the Municipality of Temagami

**Memo No.**  
2019 -M- 025

### Memorandum to Council

☒ **Staff**  
☐ **Committee**

**Subject:** Backhoe/Loader

**Agenda Date:** January 10, 2019

**Attachments:**

#### **RECOMMENDATION**

BE IT RESOLVED THAT the Council of the Municipality of Temagami receives Memo 2019-M-25;

AND FURTHER THAT Council directs Staff to finalize the quote received from CASE as it relates to options presented and extended warranty;

AND FURTHER THAT this purchase be added to the 2019 Capital Budget with funding to come from reserves.

#### **INFORMATION**

At the December meeting of Council, Council was informed of the breakdown of the Backhoe/Loader. Additional, readily comparable information was requested and this report is intended to supply this information.

From the previous report, there is work that is required on the front pins of the present backhoe/loader that is estimated at \$10,000 and was to be a 2019 budget item. With the operational change of renting an excavator for work at the dumps prior to the winter season there should be less damage to the pins moving forward whether the present piece of equipment is retained or a new piece purchased.

An up-to-date quote for replacing the engine has been received from CAT. As per their quote number 171364-1, the cost to install the new engine, net of HST rebate is \$31,786.87. When this is considered along with the planned replacement of the front pins, the 2019 budget for major backhoe/loader repairs would be \$42,000.

Quotes were requested for the purchase of a new unit.

Type/Unit	Purchase Price	Trade-In Allowance	Net
CAT*	154,611.02	30,000.00	124,611.02
CASE**	145,300.00	31,000.00	114,300.00
JCB 3CX-15	139,950.00	15,000.00	124,950.00
JCB 4CX-15	169,950.00	15,000.00	154,950.00

\*CAT also offered an additional \$3,000 trade in for the 30"HD and 48" 'wrist a twist' buckets if we wish to trade them.

CAT stated that the cost of diagnosing the issue (travel and staff cost) of \$2,713.75 plus HST would be waived if we purchase a new unit

CAT's quote states that extended warranty is included although no comparisons between the various full or extended warranties has been made.

\*\*CASE has included full warranty in the amount quoted and have provided a price of \$9,525 to the price for extended warranty.

CASE has also reviewed the optional equipment and has made suggestions on how to lower the price by \$5,925 but these have not been considered in the amounts above to ensure the quotes received are as close being on the same equipment and options as possible.

As part of the quotes we asked for lease rates. Leases with a 60 month (5 year) term with the residual value being \$1 range are:

CAT	5.50%
CASE	6.55%
JCB	6.30%

We also requested information for a residual lease with the following results

Type/Unit	Rate	Residual	Payment	Base Hours
CAT	5.50%	66,000.00	1,395.50	750
CASE		55,000.00	2,065.00	
JCB 3CX-15	6.55%	44,784.00	2,125.00	
JCB 4CX-15	6.55%	54,384.00	2,580.00	

All payments are subject to HST.

With either lease option, the cost of the unit would increase roughly \$25,000 over a 5 year period. If the replacement of the equipment option is selected then utilizing capital reserves to fund the purchase would be the better alternative as the lower cost option and then at the end of the warranty period the unit would have a trade in value or be maintained in the fleet at no additional costs. As noted above, with this piece of equipment no longer being used in waste disposal operations the expectation is that there would be less abnormal wear and tear on a new machine which would translate into a greater expected useful life.

Presently there is sufficient funds in our reserves for this purchase.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2019 -M- 016



Staff



Committee

<b>Subject:</b>	2011 Backhoe/loader
<b>Agenda Date:</b>	<b>December 13, 2018</b>
<b>Attachments:</b>	Email- Field Service Technician , Toromont Cat Quote, Case Quote

This memorandum is for information purposes only



To be received for information

**INFORMATION**

The Public Works Department was clearing snow with our 2011 backhoe/loader on Friday November 16, 2018 when it made a loud noise and the engine started knocking and smoking. We shut the engine down immediately and checked all fluids and everything was good. I contacted Cat promptly.

The mechanic from Cat arrived on Monday November 19, 2018 at 8: 00 am. After taking apart the top part of the engine, it was discovered that the turbo shaft broke and pieces of it went through the intake of the engine and into all four pistons. In speaking with the mechanic it was recommended that we put a new engine in it due to the cost of rebuilding the old one. The cylinder heads, valves and valve guides have not been evaluated yet. Currently our loader has 5, 870 hours.

Public Works was hoping to allocate money in our 2019 budget to rebuild the front pins on the loader because of wear at a cost of \$10,000.

The Public Works Department uses this piece of equipment every day for various jobs. This unit is a very crucial to the daily operation for the municipality such as clearing sidewalks, parking lots, loading sand, snow, materials for all construction jobs, water and sewer breaks etc.

For now, we have rented a backhoe/loader from a local contractor for a few weeks until Council makes a decision on what we are going to doing with our backhoe/loader.

Repair Cost:

Engine rebuild	\$17,567.19
Engine core (should the core be damaged not yet determined)	\$3,944.23
Total estimate	\$21,511.42

- \* This estimate does not include labour and installation.
- \* This estimate does not include the \$10,000 for the front-end work.
- \* Should Council decide to have this work completed we would still have a backhoe/loader with no warranty.

Quotes for a new Backhoe/Loader:

<b>Toromont Cat</b> - 420F2/420F2 IT backhoe/loader	\$154,611.02
Snow Plow Blade	\$12,500.00
Trade Allowance	(\$30,000.00)
Warranty included	
Total – does not include HST	\$137,111.02

<b>Case</b> - 580 SN WT 4WD backhoe/loader - does not include HST	\$ 138,540.00
*Does not include trade in (needs to be evaluated)	

**FINANCIAL/STAFFING IMPLICATIONS**

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

This item is within the approved budgeted amount:      Yes ☐      No ☒      N/A ☐

**Prepared by:**

**Reviewed by:**

**Barry Turcotte, Public Works Superintendent**

# 420F2/420F2 IT

Backhoe Loaders



**Engine**

Engine Model	Cat® C4.4 ACERT™	
Rated Net Power – SAE J1349	69 kW	93 hp
Rated Net Power – ISO 9249	70 kW	94 hp

**Weights**

Operating Weight – Minimum	7726 kg	17,033 lb
Operating Weight – Maximum (ROPS Capacity)	11 000 kg	24,251 lb

**Backhoe**

Dig Depth – Standard	4360 mm	14'4"
Dig Depth – E-Stick Extended	5441 mm	17'11"



Features

All New Operator Station

Built with the operator in mind, the new F2 Backhoe Loader cab provides additional machine control at the operator's fingertips, with differential lock and auxiliary functions on the loader joystick. Adjustable steering column as well as adjustable seat and hoe pod controls provide additional operator comfort.

Industry Leading Hydraulic Technology

Electronically controlled load sensing piston pump provides optimum response for loader and hoe productivity. New programmable auxiliary flow allows the machine to work more efficiently with work tool attachments.

Economy Mode

New technology allows the F2 Backhoe Loader to save fuel while maintaining performance in applications such as trenching, lifting and truck loading. Zero reduction in performance means increased efficiency on the job site.

Greater Versatility

Quick and easy attachment changing provides increased versatility and the ability to match the correct tool to the job application. The hydraulic backhoe coupler allows for a tool change without exiting the operation station. The loader hydraulic coupler, standard on the Integrated Toolcarrier (IT) Backhoe Loader, provides additional options for loader applications.

Superior Power and Performance

Industry leading structural design and hydraulics mean greater lifting power and breakout forces. Machine aggressiveness delivers outstanding productivity in the toughest applications.

Contents

Operator Station.....4

Power Train.....6

Advanced Hydraulics.....7

Backhoe Performance.....8

Loader Performance.....8

Work Tools.....9

Serviceability.....10

Customer Support.....10

Specifications.....11

Standard Equipment.....23

Optional Equipment.....24

Notes.....25







**Experience the Backhoe Loader designed around customer feedback. The Cat 420F2 Backhoe Loader puts all the machine controls at the operator's fingertips. Operate all auxiliary controls with thumb rollers. Move from job site to job site quickly and smoothly with the additional 6th gear on the autoshift transmission and optional lock-up torque converter.**



# Operator Station

A cab designed for maximum comfort and productivity.



## Joystick Controls

Cat Backhoe Loader joysticks are economically designed to provide precise control with low effort. Loader control levers on both the Single Tilt and Integrated Toolcarrier models offer a thumb roller for any 3rd function auxiliary. The differential lock control is newly located on the loader control to bring controllability to the operator's fingertips. New on the IT model is the forward, neutral, reverse control switch.



## Unmatched Comfort

The ergonomic, automotive style operator station helps you work comfortably and productively all day long. Choose the configuration that meets your needs – Canopy, Cab Deluxe or Cab Deluxe with Air Conditioning. Other features include:

- Adjustable air suspension seat
- Tilt and telescoping steering column
- Excellent visibility over hood and up to bucket dump
- Pantograph windshield wiper
- Large front windshield screen
- Large LCD gauge cluster screen
- Ample legroom
- Optional heated seat
- Differential lock button on loader lever
- Large opening windows
- Solid roof cab
- LED brake lights
- Heated seat (optional)

## Ride Control

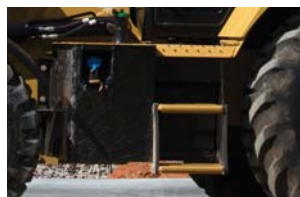
The optional Ride Control System smoothes the ride in all conditions, including load and carry, highway roading or simply moving around the job site. The result can be increased operator comfort, potentially reducing operator fatigue, and improved material retention.

## Pattern Selector

The pattern selector switch, located in the cab, lets you change from an excavator to a backhoe control pattern simply by pressing a button. This lets you use the pattern you are most comfortable with so you can be more productive.

## Premium Gauge Cluster

Bright and large LCD screen makes it easy to monitor machine operation and settings. LED indicator lights and audible alarms allow the machine to clearly communicate with the operator.



## Safety Getting in and out of the Cab

New longer grab handles and ergonomic step placement makes it easy to maintain three points of contact when getting in and out of the cab.





## Power Train

Always built for performance, power and efficiency.

### Cat Engine

The Cat C4.4 ACERT engine operates quietly while delivering performance and durability. The engine meets U.S. EPA Tier 4 Final emission standards. Engine features includes:

- Selective catalytic reduction
- Diesel oxidation catalyst
- Diesel exhaust fluid with system purge
- Limited operator interaction

### Transmission

The standard power shuttle transmission provides four speeds forward and reverse. Hydraulically shifted clutches allow on-the-go direction and travel speed shifts. The optional auto-shift transmission matches gear with grade and load conditions. Now with six forward and reverse speeds, the machine can reach top speeds smoothly and quickly.

- The new optional lock-up torque converter, offered on the autoshift transmission, improves fuel efficiency up to 20% over the standard six gear autoshift. The lock-up torque converter also improves roading for long distances and with uphill climbs.
- Hydraulic proportional control valves deliver smooth speed and directional shifts.
- Four Wheel Drive option improves mobility and loader performance in poor underfoot conditions and can be activated on-the-go.
- Maximum roading speed of 40 km/h (25 mph) improves travel time between job sites.

### Brake Mode Selector

Brake mode selector switch has three positions: two wheel drive, two wheel drive with all wheel braking and four wheel drive. Two wheel drive with all wheel braking provides better tire life while roading and engages the front axle when brakes are applied for improved braking performance. Brake mode selector is included in the 4WD package.



# Advanced Hydraulics

Matching system power to job site demands.

## Load Sensing Hydraulics

Closed center hydraulic system matches pressure and flow to application demand. Whether you're in full trenching mode or digging around delicate services, you remain in control. In applications such as production trenching where speed is important, the system will provide the flow needed to get the job done quickly and efficiently. The load sensing hydraulic system provides:

- Better fuel efficiency
- Electronically controlled
- Quieter operation
- Reduced component wear
- Cooler hydraulic temperatures
- Full forces at any engine speed

## Flow Sharing Valves

Specifically tuned hydraulic valves allows for the multifunction of hydraulic components, without machine manipulation. Hydraulic fluid is shared between implements so that operation isn't interrupted.

## Hydraulic Lines

Combination two way and one way flow hydraulic lines add versatility to the machine. By simply changing the lever position, the machine can efficiently run either style hydro mechanical tool.

## Economy Mode

Cat Backhoe Loaders are able to reduce engine speed to 1,900 rpm while maintaining superior hydraulic power and performance.





# Loader Performance

## Powerful front loader.

Front loader arms deliver more reach, dump height and breakout. Choose the loader linkage that suits your application:

### Powerful Single Tilt Loader Linkage

- Delivers strong lift and breakout forces for a solid performance in backfilling and truck loading applications with pin-on buckets.
- Optional third function hydraulics are now operated by an ergonomically designed thumb roller.
- The operator can now engage the differential lock with a press of a button on the loader lever for added machine control.

**Integrated Toolcarrier (IT)** loader linkage (optional) provides high breakout forces with parallel lift for efficient loading and material handling:

- The versatile integrated toolcarrier comes with a standard hydraulic quick coupler and can use a wide range of Cat Work Tools for a variety of applications.
- The single lever IT loader control provides fine modulation of hydraulic work tools. A thumb roller operates auxiliary hydraulic functions on work tools such as multi purpose buckets, brooms and other attachments.
- The IT loader lever provides additional machine control by offering the Forward, Neutral and Reverse control switch at the operator's fingertips.

# Backhoe Performance

## Superior digging forces.

### Boom

The excavator-style boom is built for optimum performance and durability. The curved design provides added clearance when digging over obstacles or loading trucks. The narrow boom enhances the viewing area to the bucket and the trench throughout the operating range. More robust swing casting and double clevis design improves durability and reliability.

### Stick

Serrated edges on the stick provide improved material clamping for clearing and demolition applications. The optional extendible stick (E-stick) increases reach and dig depth by approximately 1.2 m (4 ft).

### Programmable Auxiliary Flow Control

- Three auxiliary settings for two auxiliary functions
- Accessed through the gauge cluster, operators can match the hydraulic flow of the machine to a work tool attachment

### Thumbs

Thumb mounting provisions are standard on every Cat Backhoe Loader for added machine versatility. Cat hydraulic thumbs are available for even greater versatility. Mechanical thumbs are also available through your Cat dealer.



# Work Tools

Do more jobs with one machine.



## Backhoe Work Tools

Increase the versatility of your machine with the large selection of backhoe attachments:

- Buckets – Standard Duty, Heavy Duty, Heavy Duty Rock, Soil Excavation, Coral and Ditch Cleaning
- Cold Planers
- Hammers
- Augers
- Rippers
- Thumbs (mechanical and hydraulic)
- Vibratory Plate Compactors
- Quick Couplers



## Loader Work Tools

A wide range of loader attachments is available including:

- Buckets – General Purpose, Multi Purpose, Side Dump and Light Material
- Angle Blades
- Brooms
- Rakes
- Forks
- Material Handling Arms
- Snow Plows



## IT Loader Quick Coupler

The quick coupler allows fast and easy connection to work tools. Mechanical work tools can be changed in less than 30 seconds from the comfort of the operator station.

## Backhoe Quick Coupler

Manual or hydraulic backhoe couplers make rear tool exchange quick and easy. New Cat dual lock coupler has a self-adjusting wedge design to ensure a tight fit. It also features a safety lock that automatically engages.



# Serviceability

Easy maintenance helps keep your machine working.



## Minimize Your Downtime

Convenient service features make maintenance easy, reducing your downtime:

- Hinged cooling pack provides easy access
- Tilt up hood provides easy, convenient access to all engine check points
- Engine side panels remove easily without the use of tools
- Cat Product Link™ system (optional) provides remote reporting of machine location and operating system parameters

# Customer Support

Unmatched support makes the difference.

## Renowned Dealer Support

From helping you choose the right machine to knowledgeable ongoing support, Cat dealers provide the best in sales and service.

- Preventive maintenance programs and guaranteed maintenance contracts
- Best-in-class parts availability
- Operator training to help boost your profits
- Genuine Cat Remanufactured parts



## Engine

Engine Model	Cat C4.4 ACERT	
Gross Power		
SAE J1995	76 kW	102 hp
ISO 14396	74 kW	100 hp
Rated Net Power @ 2,200 rpm		
SAE J1349	69 kW	93 hp
ISO 9249	70 kW	94 hp
EEC 80/1269	70 kW	94 hp
Net Peak Power @ 1,800 rpm		
SAE J1349	78 kW	105 hp
ISO 9249	79 kW	106 hp
EEC 80/1269	79 kW	106 hp
Bore	105 mm	4.13 in
Stroke	127 mm	5 in
Displacement	4.4 L	268 in <sup>3</sup>
Net Torque Rise @ 1,400 rpm – SAE J1349	46%	
Net Peak Torque @ 1,400 rpm	436 N·m	322 lb-ft

- Engine meets Tier 4 Final emission standards.
- Net power ratings apply at 2,200 rpm when tested under the specified conditions for the specified standard.
- Net power advertised is the power available at the flywheel when the engine is equipped with fan, air cleaner, muffler and alternator.
- Based on standard air conditions of 25° C (77° F) and 99 kPa (29.32 in) in dry barometer.
- Used 35° API gravity fuel having an LHV of 42 780 kJ/kg (18,390 BTU/lb) when used at 30° C (89° F) (reference a fuel density of 838.9 g/L [7.001 lb/gal]).
- No derating required up to 3000 m (9,843 ft).
- Net torque rise meets SAE J1349.
- Net peak power ratings apply at conditions specified above.

## Transmission

### Power Shuttle Transmission – Standard

Forward – 1st	5.4 km/h	3.4 mph
Forward – 2nd	9.0 km/h	5.6 mph
Forward – 3rd	21 km/h	13 mph
Forward – 4th	40 km/h	25 mph
Reverse – 1st	5.4 km/h	3.4 mph
Reverse – 2nd	9.0 km/h	5.6 mph
Reverse – 3rd	21 km/h	13 mph
Reverse – 4th	40 km/h	25 mph

### AutoShift Transmission – Optional

Forward – 1st	5.8 km/h	3.6 mph
Forward – 2nd	9.3 km/h	5.7 mph
Forward – 3rd	12 km/h	7 mph
Forward – 4th	19 km/h	12 mph
Forward – 5th	26 km/h	16 mph
Forward – 6th	40 km/h	25 mph
Reverse – 1st	5.8 km/h	3.6 mph
Reverse – 2nd	12 km/h	7.6 mph
Reverse – 3rd	28 km/h	17 mph

### AutoShift Transmission with Lock-up Torque Converter – Optional

Forward – 1st	5.8 km/h	3.6 mph
Forward – 2nd	9.3 km/h	5.7 mph
Forward – 3rd	12 km/h	7 mph
Forward – 4th	19 km/h	12 mph
Forward – 5th	23 km/h	14 mph
Forward – 5th LUC	25 km/h	15 mph
Forward – 6th	40 km/h	25 mph
Forward – 6th LUC	40 km/h	25 mph
Reverse – 1st	5.8 km/h	3.6 mph
Reverse – 2nd	12 km/h	7.6 mph
Reverse – 3rd	28 km/h	17 mph

- AutoShift automatically shifts between second gear and highest selected gear.
- Forward/reverse electric power shuttle is controlled by a conveniently placed, hand operated lever that provides instant direction changes between forward and reverse through power hydraulic clutches.
- Torque converter free-wheel clutch allows the converter stator to free-wheel during high speed, low torque conditions such as roading.
- Single-stage, 2.63:1 stall ratio.
- Travel speeds of two wheel drive backhoe loader at full throttle when equipped with 19.5 × 24 rear tires.



# 420F2/420F2 IT Specifications

## Weights\*

Operating Weight – Minimum	7726 kg	17,033 lb
Operating Weight – Maximum (ROPS Capacity)	11 000 kg	24,251 lb
Cab, ROPS/FOPS	163 kg	359 lb
AutoShift Transmission	238 kg	525 lb
Ride Control	14 kg	31 lb
Air Conditioning	42 kg	93 lb
Four Wheel Drive	165 kg	364 lb
MP Bucket (1.0 m³/1.3 yd³) (no forks or teeth)	745 kg	1,642 lb
Loader, IT with Quick Coupler	317 kg	699 lb
Extendible Stick	305 kg	672 lb
Counterweights (Option 1)	115 kg	255 lb
Counterweights (Option 2)	240 kg	530 lb
Counterweights (Option 3)	460 kg	1,015 lb

\* Specifications shown are for machine equipped with 0.96 m³ (1.25 yd³) general purpose loader bucket, 610 mm (24 in) heavy duty backhoe bucket, 115 kg (255 lb) counterweight, 80 kg (176 lb) operator and full fuel tank.

## Steering

Type	Front Wheel	
Power Steering	Hydrostatic	
Bore	65 mm	2.6 in
Stroke	120 mm	4.7 in
Rod Diameter	36 mm	1.4 in
Axle Oscillation	11°	
Turning Circle – 2WD/4WD (inner wheel not braked)		
Outside, Front Wheels	8.18 m	26'10"
Outside, Widest Loading Bucket	10.97 m	36'0"

## Axle Ratings

Front Axle, 2WD		
Static	22 964 kg	50,582 lb
Dynamic	9186 kg	20,233 lb
Front Axle, 4WD		
Static	22 964 kg	50,582 lb
Dynamic	9186 kg	20,233 lb
Rear Axle		
Static	22 964 kg	50,582 lb
Dynamic	9186 kg	20,233 lb
Axle Oscillation	10 Degrees	

• 4WD and 2WD axles are pendulum mounted and permanently sealed and lubricated, requiring no daily maintenance. Also features double-acting steering cylinder with 52° steering angle for increased maneuverability.

## Hydraulic System

Type	Closed Center	
Pump Type	Variable Flow, Axial Piston	
Pump Capacity @ 2,200 rpm	163 L/min	43 gal/min
System Pressure – Backhoe	25 000 kPa	3,600 psi
System Pressure – Loader	25 000 kPa	3,600 psi

## Service Refill Capacities

Cooling System with Air Conditioning	22.5 L	5.9 gal
Fuel Tank	160 L	42 gal
Diesel Exhaust Fluid*	19 L	5.0 gal
Engine Oil with Filter	8.8 L	2.3 gal
Transmission – Power Shuttle		
2WD	15.0 L	4.0 gal
4WD	15.0 L	4.0 gal
Transmission – AutoShift		
4WD	19.0 L	5.0 gal
Rear Axle	16.5 L	4.4 gal
Planetaries	1.7 L	0.4 gal
Front Axle (4WD)	11.0 L	2.9 gal
Planetaries	0.7 L	0.2 gal
Hydraulic System	95.0 L	25.1 gal
Hydraulic Tank	40.0 L	10.6 gal

\* Must meet the requirements outlined in ISO 22241.  
• Requires ultra-low sulfur fuel <= 15 ppm fuel sulfur.

## Tires

Choices listed as combination of front/rear tires:

- Front: 11L-16 (12 ply) F-3/Rear: 19.5L-24 (12 ply) R4 ATU
- Front: 12.5/80-18 (12 ply) 1-3/Rear: 19.5L-24 (12 ply) ATU
- Front: 12.5/80-18 NHS (12 ply) 1-3/Rear: 21L-24 (16 ply) R4 ATU
- Front: 340/80R 18/Rear: 19.5L-24 (12 ply) R4 ATU
- Front: 340/80R 18/Rear: 500/70R 24 RT

## Standards

Brakes	SAE J/ISO 3450; ISO 3450 1996
Cab – ROPS	SAE J1040 MAY94; ISO 3741 1994
Cab – FOPS	SAE J/ISO 3449 APR98 LEVEL II and ISO 3449: 1992 LEVEL II
Cab – Sound	ANSI/SAE J1166 OCT98 is 79 dB(A)
Exterior Sound	SAE J188 JUN86 is 76 dB(A)

## Engine Features

- Regeneration is passive and does not require any input from the operator or disrupt work.
- Three-ring pistons made of lightweight, silicon/aluminum alloy for strength and maximum thermal conductivity.
- Forged chrome/molybdenum-steel crankshaft with crankshaft with either induction hardened or nitrocarburized journals.
- Front and rear crankshaft oil seals are “lip” type Viton and PTFE designs featuring an integral dust lip.
- Heat resistant, silicone-chrome steel intake and STELLITE-faced exhaust valves provide long life.
- Cylinder block is high strength, cast iron alloy of deep skirt, monobloc design for increased strength and long life.
- Cylinder head is high strength, cast iron alloy construction with extra duty wall and deck thickness. Intake and exhaust ports are precision cast to promote optimum gas flow.
- Direct injection fuel system provides accurate fuel delivery; remote mounted electric lift pump improves serviceability.
- Dry-type axial seal air cleaner with integral precleaner, automatic dust ejection system, and filter condition indicator.
- Direct electric, 12-volt starting and charging system with 880 CCA Group 31 maintenance free battery.
- Standard glow plug starting aid system for efficient cold weather starting.
- High contact ratio/gear train, peripheral fixed isolation top cover and open deck block design reduce bare engine noise.
- Higher low end torque for better engine/machine performance.
- Engine is equipped with electric fuel priming pump.

## Brakes

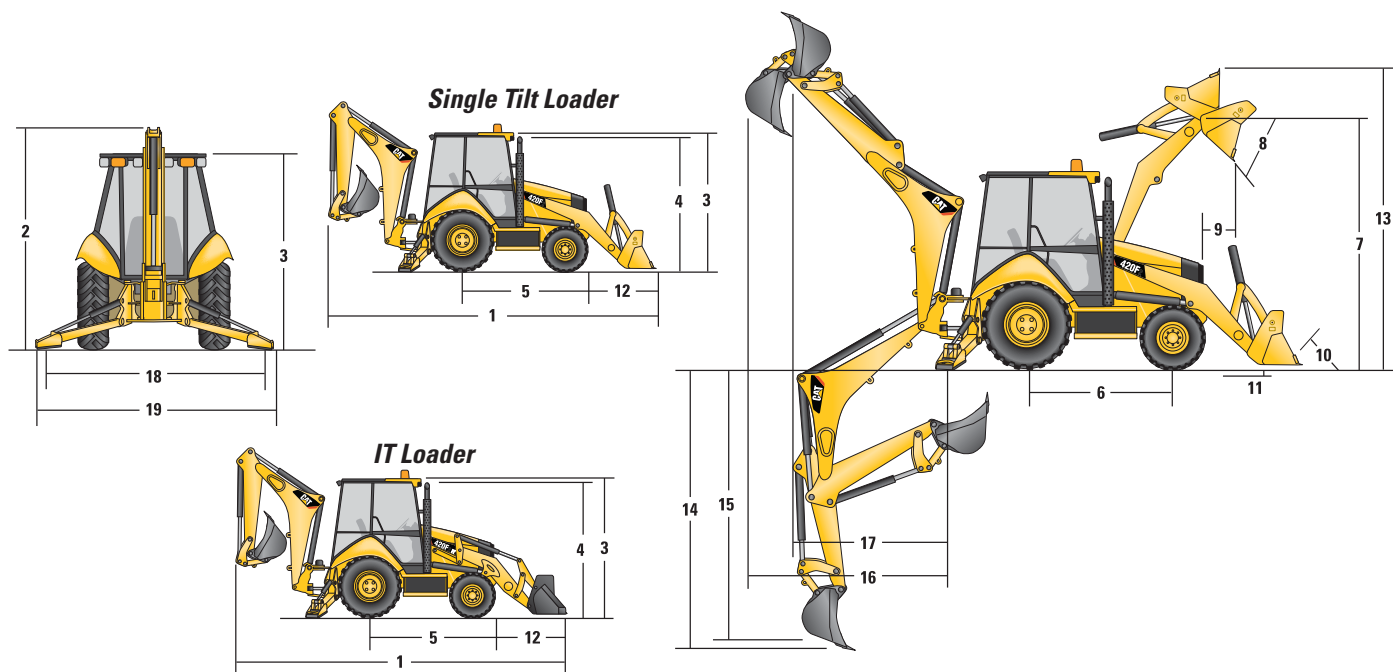
Features:

- Brakes meet the following standards: SAE J1473 and ISO 3450 requirements.
- Self-adjusting, completely enclosed and sealed.
- Foot operated brake pedals can be interlocked for roading.
- Parking/secondary brakes are independent of the service brake system. Parking brake is mechanically applied through an adjustable hand lever located on the right console.



# 420F2/420F2 IT Specifications

## Machine Dimensions

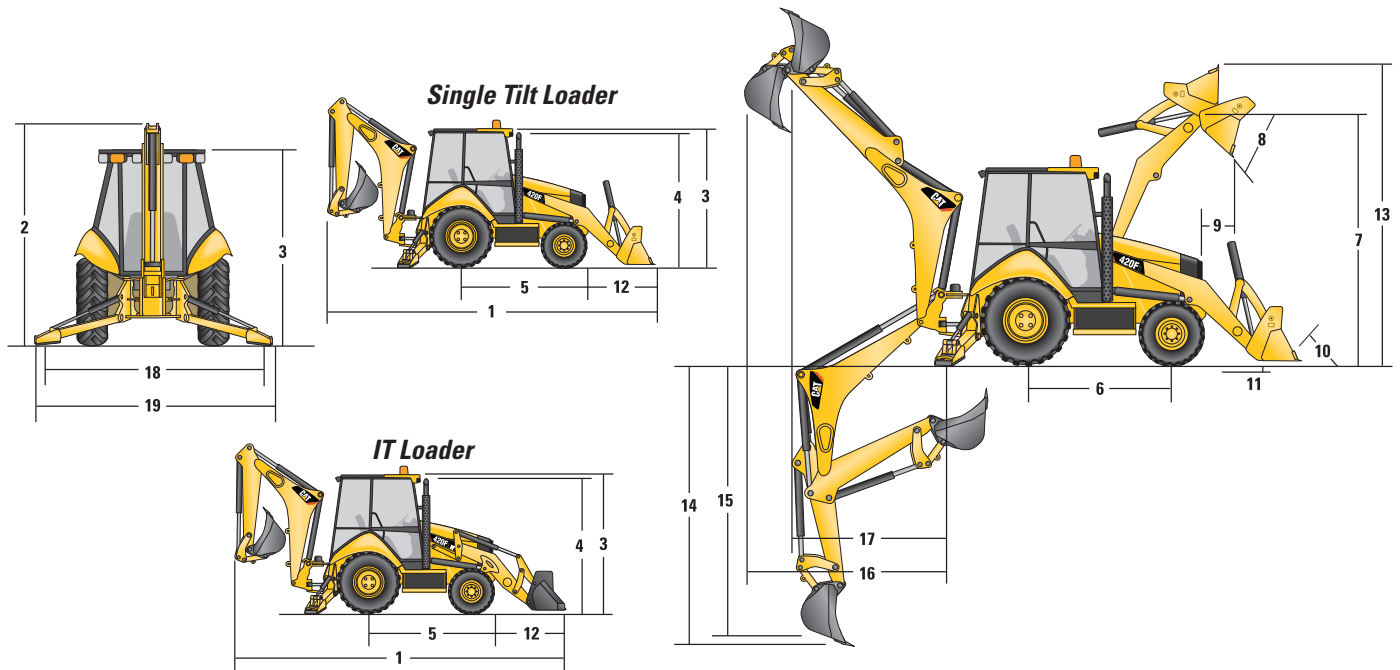


Single Tilt Loader

	General Purpose (0.96 m <sup>3</sup> /1.25 yd <sup>3</sup> )		General Purpose (1.0 m <sup>3</sup> /1.31 yd <sup>3</sup> )		General Purpose (1.1 m <sup>3</sup> /1.4 yd <sup>3</sup> )		Multi Purpose (1.0 m <sup>3</sup> /1.31 yd <sup>3</sup> )		Multi Purpose (1.1 m <sup>3</sup> /1.4 yd <sup>3</sup> )	
<b>1</b> Overall Transport Length	7169 mm	23'6"	7136 mm	23'5"	7208 mm	23'8"	7133 mm	23'5"	7133 mm	23'5"
Overall Length (loader on ground)	7141 mm	23'5"	7096 mm	23'3"	7161 mm	23'6"	7059 mm	23'2"	7059 mm	23'2"
<b>2</b> Overall Transport Height – Standard Stick	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"
Overall Transport Height – Extendible Stick	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"
Overall Width	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"
<b>3</b> Height to Top of Cab/Canopy	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"
<b>4</b> Height to Top of Exhaust Stack	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"
Height to Loader Hinge Pin (transport)	381 mm	1'3"	381 mm	1'3"	297 mm	1'0"	432 mm	1'5"	432 mm	1'5"
Ground Clearance (minimum)	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"
<b>5</b> Rear Axle Centerline to Front Grill	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"
Front Wheel Tread Gauge	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"
Rear Wheel Tread Gauge	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"
<b>6</b> Wheelbase 2WD/AWD	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m<sup>3</sup> (1.25 yd<sup>3</sup>) loader bucket and standard equipment unless otherwise specified.

## Machine Dimensions



IT Loader with Quick Coupler

	General Purpose (0.96 m <sup>3</sup> /1.25 yd <sup>3</sup> )		General Purpose (1.15 m <sup>3</sup> /1.5 yd <sup>3</sup> )		Multi Purpose (1.0 m <sup>3</sup> /1.31 yd <sup>3</sup> )	
<b>1</b> Overall Transport Length	7282 mm	23'11"	7279 mm	23'11"	7211 mm	23'8"
Overall Length (loader on ground)	7289 mm	23'11"	7287 mm	23'11"	7197 mm	23'7"
<b>2</b> Overall Transport Height – Standard Stick	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"
Overall Transport Height – Extendible Stick	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"
Overall Width	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"
<b>3</b> Height to Top of Cab/Canopy	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"
<b>4</b> Height to Top of Exhaust Stack	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"
Height to Loader Hinge Pin (transport)	396 mm	1'4"	391 mm	1'3"	386 mm	1'3"
Ground Clearance (minimum)	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"
<b>5</b> Rear Axle Centerline to Front Grill	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"
Front Wheel Tread Gauge	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"
Rear Wheel Tread Gauge	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"
<b>6</b> Wheelbase 2WD/AWD	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m<sup>3</sup> (1.25 yd<sup>3</sup>) loader bucket and standard equipment unless otherwise specified.



## Loader Bucket Dimensions and Performance

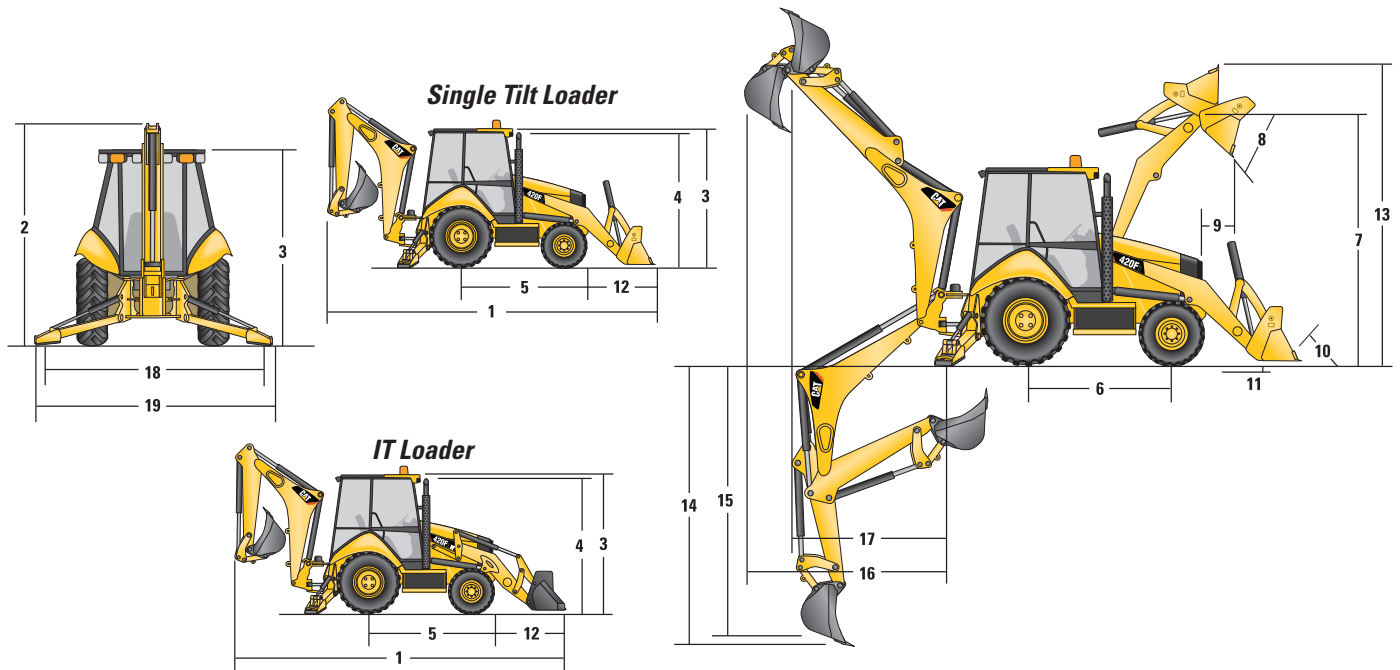
	Single Tilt Loader									
	General Purpose (0.96 m³/1.25 yd³)		General Purpose (1.1 m³/1.4 yd³)		General Purpose (1.15 m³/1.5 yd³)		Multi Purpose (1.0 m³/1.3 yd³)		Multi Purpose (1.1 m³/1.4 yd³)	
Capacity (SAE rated)	0.96 m³	1.25 yd³	1.1 m³	1.4 yd³	1.15 m³	1.5 yd³	1.0 m³	1.3 yd³	1.1 m³	1.4 yd³
Overall Bucket Width	2262 mm	89"	2262 mm	89"	2406 mm	95"	2279 mm	90"	2425 mm	95"
Lift Capacity at Maximum Height	3283 kg	7,237 lb	3216 kg	7,090 lb	3196 kg	7,046 lb	3097 kg	6,828 lb	3068 kg	6,764 lb
Lift Breakout Force	49 809 N	11,197 lbf	49 275 N	11,077 lbf	49 099 N	11,037 lbf	49 019 N	11,020 lbf	48 771 N	10,964 lbf
Tilt Breakout Force	50 190 N	11,283 lbf	51 236 N	11,518 lbf	51 128 N	11,494 lbf	57 555 N	12,938 lbf	57 408 N	12,905 lbf
7 Maximum Hinge Pin Height	3474 mm	11'5"	3474 mm	11'5"	3474 mm	11'5"	3474 mm	11'5"	3474 mm	11'5"
8 Dump Angle at Full Height	44°		44°		44°		44°		44°	
Dump Height at Maximum Angle	2746 mm	9'0"	2723 mm	8'11"	2723 mm	8'11"	2798 mm	9'2"	2798 mm	9'2"
9 Dump Reach at Maximum Angle	808 mm	2'8"	773 mm	2'6"	773 mm	2'6"	716 mm	2'4"	716 mm	2'4"
10 Maximum Bucket Rollback at Ground Level	37°		38°		38°		38°		38°	
11 Digging Depth	83 mm	3"	123 mm	5"	123 mm	5"	110 mm	4"	110 mm	4"
Maximum Grading Angle	112°		113°		113°		116°		116°	
Width of Dozer Cutting Edge	N/A		N/A		N/A		2262 mm	7'5"	2406 mm	7'11"
12 Grill to Bucket Cutting Edge, Carry Position	1487 mm	4'11"	1525 mm	5'0"	1525 mm	5'1"	1451 mm	4'9"	1451 mm	4'9"
13 Maximum Operating Height	4355 mm	14'3"	4395 mm	14'5"	4395 mm	14'5"	4404 mm	14'5"	4404 mm	14'5"
Jaw Opening Maximum	N/A		N/A		N/A		790 mm	2'7"	790 mm	2'7"
Bucket Jaw Clamping Force	N/A		N/A		N/A		55 700 N	12,521 lbf	55 700 N	12,521 lbf
Weight (does not include teeth or forks)	451 kg	994 lb	473 kg	1,043 lb	493 kg	1,087 lb	745 kg	1,642 lb	774 kg	1,706 lb

	IT Loader with Quick Coupler					
	General Purpose (0.96 m³/1.25 yd³)		General Purpose (1.15 m³/1.5 yd³)		Multi Purpose (1.0 m³/1.31 yd³)	
Capacity (SAE rated)	0.96 m³	1.25 yd³	1.15 m³	1.5 yd³	1.0 m³	1.31 yd³
Overall Bucket Width	2262 mm	89"	2406 mm	95"	2279 mm	90"
Lift Capacity at Maximum Height	3716 kg	8,193 lb	3655 kg	8,050 lb	3448 kg	7,601 lb
Lift Breakout Force	51 085 N	11,484 lbf	50 555 N	11,365 lbf	49 678 N	11,168 lbf
Tilt Breakout Force	46 314 N	10,411 lbf	46 106 N	10,365 lbf	50 380 N	11,325 lbf
7 Maximum Hinge Pin Height	3490 mm	11'5"	3490 mm	11'5"	3490 mm	11'5"
8 Dump Angle at Full Height	44°		44°		44°	
Dump Height at Maximum Angle	2679 mm	8'9"	2680 mm	8'10"	2745 mm	9'0"
9 Dump Reach at Maximum Angle	869 mm	2'10"	868 mm	2'10"	814 mm	2'8"
10 Maximum Bucket Rollback at Ground Level	40°		40°		39°	
11 Digging Depth	105 mm	4"	105 mm	4"	95 mm	4"
Maximum Grading Angle	110°		110°		112°	
Width of Dozer Cutting Edge	N/A		N/A		2262 mm	7'5"
12 Grill to Bucket Cutting Edge, Carry Position	1600 mm	5'3"	1597 mm	5'3"	1529 mm	5'0"
13 Maximum Operating Height	4407 mm	14'6"	4477 mm	14'8"	4480 mm	14'8"
Jaw Opening Maximum	N/A		N/A		790 mm	2'7"
Bucket Jaw Clamping Force	N/A		N/A		55 700 N	12,521 lbf
Weight (does not include teeth or forks)	447 kg	985 lb	481 kg	1,060 lb	724 kg	1,596 lb

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

## Backhoe Dimensions and Performance

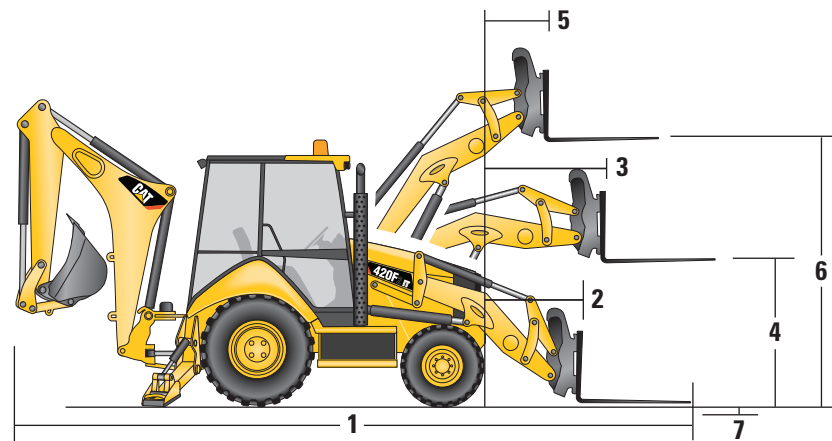


	Standard Stick		E-Stick Retracted		E-Stick Extended	
<b>14</b> Digging Depth, SAE (maximum)	4360 mm	14'4"	4390 mm	14'5"	5442 mm	17'11"
<b>15</b> Digging Depth, 610 mm (2 ft) Flat Bottom	4311 mm	14'2"	4351 mm	14'4"	5405 mm	17'9"
Reach from Rear Axle Centerline at Ground Line	6702 mm	22'1"	6737 mm	22'2"	7742 mm	25'6"
<b>16</b> Reach from Swing Pivot at Ground Line	5612 mm	18'5"	5647 mm	18'7"	6652 mm	21'10"
Maximum Operating Height	5522 mm	18'1"	5546 mm	18'3"	6282 mm	20'8"
Loading Height	3642 mm	11'11"	3599 mm	11'10"	4169 mm	13'8"
<b>17</b> Loading Reach	1842 mm	6'1"	1929 mm	6'4"	2844 mm	9'4"
Swing Arc	180°		180°		180°	
Bucket Rotation	205°		205°		205°	
<b>18</b> Stabilizer Spread, Operating Position (center)	3310 mm	10'10"	3310 mm	10'10"	3310 mm	10'10"
Stabilizer Spread, Operating Position (outside)	3770 mm	12'4"	3770 mm	12'4"	3770 mm	12'4"
Stabilizer Spread, Transport Position	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"
Bucket Dig Force	64 191 N	14,431 lbf	63 290 N	14,228 lbf	63 290 N	14,228 lbf
Stick Dig Force	43 510 N	9,781 lb	43 402 N	9,757 lb	31 682 N	7,122 lb

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m<sup>3</sup> (1.25 yd<sup>3</sup>) loader bucket and standard equipment unless otherwise specified.



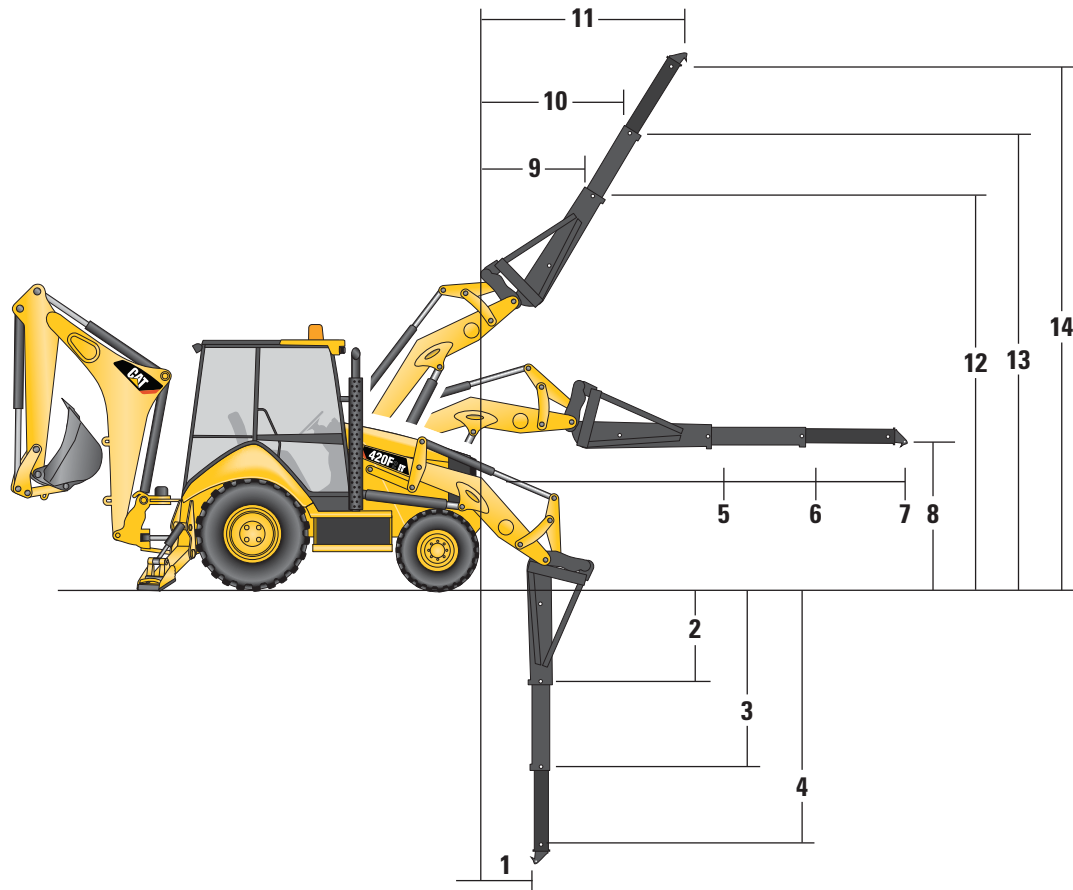
Dimensions with Forks



Fork Tine Length	1070 mm/3'6"		1220 mm/4'0"		1370 mm/4'10"	
Operating Load (SAE J1197)	2340 kg	5,159 lb	2263 kg	4,990 lb	2191 kg	4,829 lb
SAE Load Center	535 mm	1'9"	610 mm	2'0"	685 mm	2'3"
Operating Load (CEN 474-4)	2772 kg	6,111 lb	2749 kg	6,062 lb	2726 kg	6,009 lb
CEN Load Center	500 mm	1'8"	500 mm	1'8"	500 mm	1'8"
1 Overall Length (forks on ground)	7681 mm	25'2"	7832 mm	25'8"	7980 mm	26'2"
2 Reach at Ground (from grill to heel of fork)†	938 mm	3'1"	939 mm	3'1"	937 mm	3'1"
3 Maximum Reach (from grill to heel of fork)†	1475 mm	4'10"	1475 mm	4'10"	1475 mm	4'10"
4 Fork Height at Maximum Reach	1588 mm	5'3"	1588 mm	5'3"	1587 mm	5'2"
5 Reach at Maximum Height (from grill to heel of fork)†	696 mm	2'3"	696 mm	2'3"	696 mm	2'3"
6 Maximum Fork Height	3410 mm	11'2"	3409 mm	11'2"	3408 mm	11'2"
7 Maximum Fork Depth (below ground level)	-6 mm	0'0"	-5 mm	0'0"	-8 mm	0'0"

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 inch) standard duty bucket, and 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

## Dimensions with Material Handling Arm



Material Handling Arm Position	Retracted		Mid-Position		Extended	
Operating Load (SAE J1197 and CEN 474-4)*	1056 kg	2,328 lb	674 kg	1,487 lb	495 kg	1,092 lb
Overall Length, Maximum	8867 mm	29'1"	9864 mm	32'4"	10 864 mm	35'8"
<b>1</b> Reach at Maximum Depth (from machine nose)	589 mm	1'11"	592 mm	1'11"	595 mm	1'11"
<b>2, 3, 4</b> Maximum Depth	2532 mm	8'4"	3530 mm	11'7"	4530 mm	14'10"
<b>5, 6, 7</b> Maximum Reach (from machine nose)	3184 mm	10'5"	4182 mm	13'9"	5182 mm	17'0"
<b>8</b> Height at Maximum Reach	1101 mm	3'7"	1103 mm	3'7"	1106 mm	3'8"
<b>9, 10, 11</b> Reach at Maximum Height (from machine nose)	1577 mm	5'2"	2164 mm	7'1"	2755 mm	9'0"
<b>12, 13, 14</b> Maximum Height	4570 mm	15'0"	5377 mm	17'8"	6183 mm	20'3"

\*Hydraulically limited.

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 inch) standard duty bucket, and 0.96 m<sup>3</sup> (1.25 yd<sup>3</sup>) loader bucket and standard equipment unless otherwise specified.

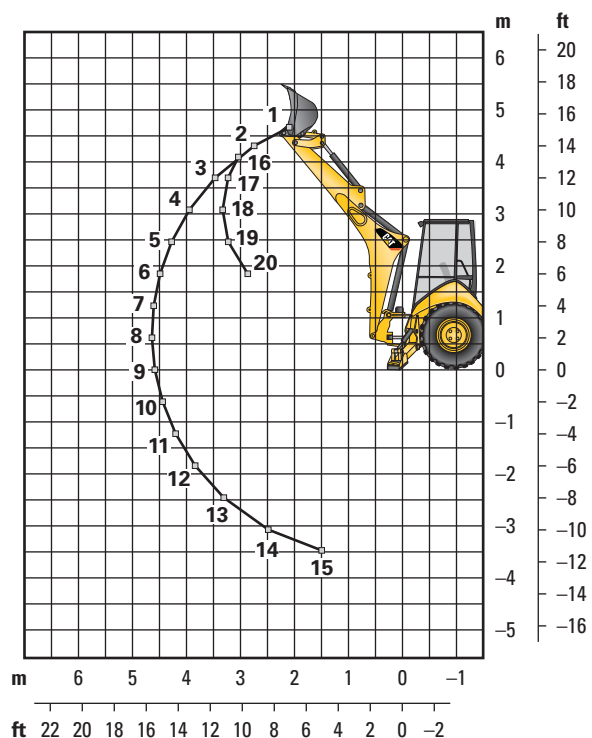


# 420F2/420F2 IT Specifications

## Backhoe Lift Capacity

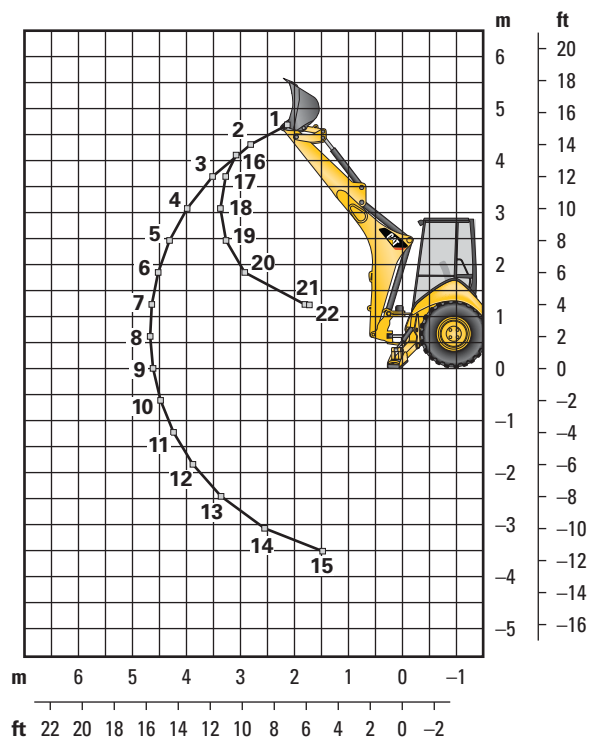
Cat 420F2/420F2 IT Standard Stick

Boom Lifting	kg	lb
1	1621	3,573
2	1766	3,894
3	1785	3,936
4	1740	3,835
5	1678	3,700
6	1614	3,558
7	1551	3,420
8	1492	3,289
9	1437	3,168
10	1387	3,058
11	1342	2,959
12	1304	2,875
13	1278	2,817
14	1284	2,831
15	1426	3,145
Stick Lifting	kg	lb
16	1831	4,037
17	2557	5,638
18	2608	5,749
19	2704	5,961
20	3140	6,921



Cat 420F2/420F2 IT Extendible Stick – Retracted

Boom Lifting	kg	lb
1	1439	3,173
2	1573	3,468
3	1582	3,487
4	1533	3,380
5	1470	3,241
6	1405	3,097
7	1341	2,957
8	1281	2,823
9	1224	2,699
10	1172	2,584
11	1124	2,479
12	1083	2,387
13	1050	2,314
14	1040	2,293
15	1149	2,534
Stick Lifting	kg	lb
16	1677	3,697
17	2387	5,262
18	2404	5,301
19	2492	5,493
20	2886	6,362
21	5629	12,409
22	6024	13,281

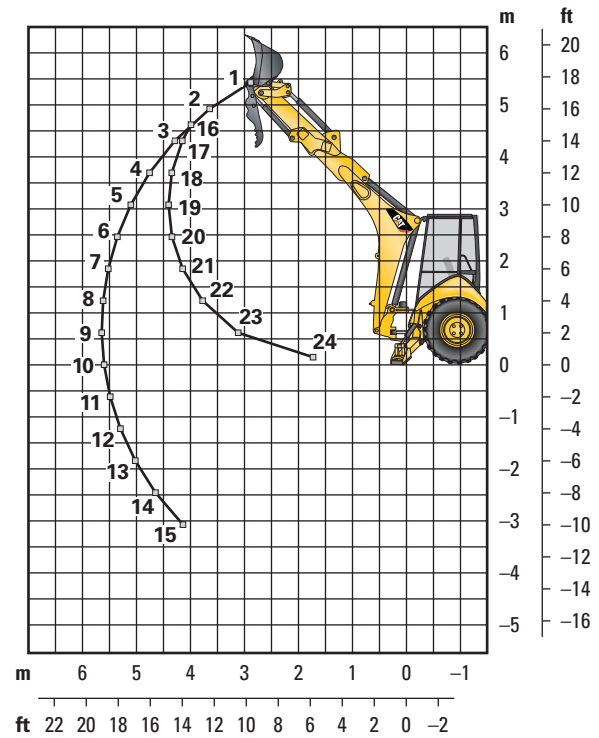


Lift Capacities are over-end values. Machine equipped with 4WD, OROPS, 0.96 m<sup>3</sup> (1.25 yd<sup>3</sup>) general purpose bucket, and no counterweight. Extendible stick includes 460 kg (1,015 lb) counterweight.

## Backhoe Lift Capacity

### Cat 420F2/420F2 IT Extendible Stick – Extended

Boom Lifting	kg	lb
1	838	1,849
2	1010	2,226
3	1073	2,366
4	1085	2,392
5	1070	2,358
6	1041	2,296
7	1003	2,212
8	976	2,153
9	950	2,095
10	887	1,955
11	875	1,928
12	873	1,924
13	895	1,973
14	1023	2,255
15	1502	3,311
Stick Lifting	kg	lb
16	868	1,914
17	1116	2,461
18	1457	3,212
19	1644	3,624
20	1671	3,684
21	1777	3,918
22	2015	4,442
23	2614	5,762
24	5992	13,209



Lift Capacities are over-end values. Machine equipped with 4WD, OROPS, 0.96 m<sup>3</sup> (1.25 yd<sup>3</sup>) general purpose bucket, and no counterweight. Extendible stick includes 460 kg (1,015 lb) counterweight.



# 420F2/420F2 IT Specifications

## Counterweights

Minimum Counterweight Recommendations

### Standard Stick

Loader Bucket	Power Train	Single-Tilt		IT Loader w/QC	
		kg	lb	kg	lb
GP	4WD	240	530	no counterweight	
MP	4WD	no counterweight		no counterweight	
Forks	4WD	N/A	N/A	no counterweight	
Material Handling Arm	4WD	N/A	N/A	no counterweight	

### Extendible Stick

Loader Bucket	Power Train	Single-Tilt		IT Loader w/QC	
		kg	lb	kg	lb
GP	4WD	460	1,015	240	530
MP	4WD	240	530	no counterweight	
Forks	4WD	N/A	N/A	240	530
Material Handling Arm	4WD	N/A	N/A	240	530

## Backhoe Buckets

With weld on adapters and pin-on teeth

### Standard Duty

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	80	2.8	111	245	3
457	18	120	4.2	122	268	4
610	24	180	6.4	141	311	5
762	30	230	8.1	157	345	5
914	36	290	10.2	176	388	6

### Heavy Duty

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	80	2.8	121	266	3
406	16	110	3.9	128	282	3
457	18	120	4.2	135	299	4
610	24	180	6.4	160	353	5
762	30	230	8.1	177	391	5
914	36	290	10.2	201	443	6

### Soil Excavation

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
457	18	180	6.4	155	341	4
610	24	240	8.5	182	402	5
762	30	320	11.3	206	454	5
914	36	380	13.4	233	513	6

### Heavy Duty Rock

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	70	2.5	127	279	3
457	18	130	4.6	146	322	4
610	24	200	7.1	174	384	5
762	30	270	9.5	197	434	5
914	36	330	11.7	224	493	6

### Coral

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	60	2.1	134	295	4
457	18	100	3.5	155	341	6
610	24	140	4.9	182	402	8
762	30	190	6.7	210	463	10

### Heavy Duty – Pin Lock

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	96	3.4	113	249	3
406	16	123	4.3	131	288	3
457	18	139	4.9	139	307	4
610	24	207	7.3	168	370	5
762	30	275	9.7	194	428	5
914	36	345	12.2	224	494	6

### High Capacity – Pin Lock

Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	96	4.6	113	287	3
406	16	123	5.6	131	327	3
457	18	139	6.5	139	346	4
610	24	207	9.6	168	414	5
762	30	275	12.9	194	475	5
914	36	345	16.2	224	543	6

## Standard Equipment

Standard equipment may vary. Consult your Cat dealer for details.

- Adjustable auxiliary controls, backhoe loader
- Air cleaner
- Alarm, back-up
- Alternator, 150 amp
- Audible system fault alarm
- Automatic Engine Speed Control (AESC)
- Battery, maintenance-free, 880 CCA
- Battery disconnect switch
- Battery remote jumpstart
- Boom transport lock
- Brace, lift cylinder
- Brake, secondary parking
- Brakes, hydraulically boosted, oil disc, dual pedals, interlocking
- Bucket level indicator
- Canopy, ROPS/FOPS
- Cat cushion swing system
- Coat restraint
- Coolant/antifreeze, extended life
- Counterweight, bumper
- Dome light (cab only)
- Diagnostic port for engine, machine and gauge cluster Electronic Control Modules
- Differential lock, loader joystick
- Engine, Cat C4.4 ACERT (Direct Injection Turbocharged), meets Tier 4 Final emission standards, selective catalyst reduction, diesel oxidation catalyst (DOC)
- Engine enclosure, sound suppression removal panels
- Face seals, O-ring
- Fan, suction and guard
- Fast reversing shuttle, all gears
- Fenders, rear
- Filters, spin-on: fuel, engine oil, transmission oil, water separator
- Filters, bowl and cartridge: hydraulic fluid
- Flashing hazards/signal lights
- Floor mat
- Fuel tank, fully enclosed
- Fully hinged front grill for cooling package cleaning access
- Gauge cluster: coolant temperature, fuel level, torque converter temperature, DEF level
- Ground level fuel fill and DEF fill
- High ambient cooling package
- Hood lock, inside cab
- Hydraulic hose, XT™
- Hydraulic oil cooler
- Hydraulic oil level sight gauge
- Hydraulic valve, hydrostatic steering
- Hydraulic valves, loader 2 function
- Hydraulic valves, backhoe 5 function
- Hydraulics, load sensing with variable displacement piston pump
- Indicator lights: Eco mode active, water in fuel, remote dial throttle active, engine warning, warning lamp, emissions module malfunction, AESC active, low battery/charging system warning, high hydraulic oil temperature; LCD warnings: engine oil pressure, machine locked (if equipped), service due, air filter blocked, high coolant temperature, auto idle shutdown, high torque converter temperature, hydraulic filter bypass
- Instrument panel lights
- Joystick controls: pilot operated, excavator-style with pattern changer
- Key start/stop system
- LCD screen: engine speed, hour meter, gear/direction, battery voltage, hydraulic oil temperature, torque converter temperature, coolant temperature, trip totals (fuel and hours), lifetime totals (fuel and hours), operator settings (units, brightness, programmable hoe auxiliary flow), service mode diagnostics, oil life reset, DPF force regeneration, maintenance intervals, ECM/system info
- Lights, working (4 front, 4 rear)
- Loader, self-leveling, return-to-dig and transmission disconnect switch
- Loader, single tilt
- Mirror, rearview
- One-touch low idle
- Open circuit breather
- Pattern changer, in cab
- Power receptacle, 12 volt, 2 internal, 1 external
- Power steering, hydrostatic
- Radio ready cab
- Seat belt, retractable, 51 mm (2 in)
- Socket, two roof
- Stabilizer shoes, street
- Steering knob
- Seat, air suspension, fabric or vinyl cover, with armrest
- Starting system, glow plugs
- Steering, hydrostatic
- Storage compartment, lockable
- Storage tray
- Stop and tail lights
- Swing transport lock
- Tilt steering wheel
- Tires
- Toolbox, external, lockable
- Torque converter
- Throttle, hand and foot, electronic
- Transmission, four speed, syncromesh
- Transmission neutralizer switch
- Transport tie-downs
- Two Wheel Drive
- Vandalism locks, four
- Warning horn, electric



## Optional Equipment

Optional equipment may vary. Consult your Cat dealer for details.

- Battery, additional, 880 CCA
- Cab, deluxe
- Cold weather fuel (–30° C/–22° F)
- Cold weather package, including additional battery, engine block heater, radiator antifreeze, cold weather fuel (–30° C/–22° F) and mounting for an ether bottle
- Counterweights, 115 kg (255 lb), 240 kg (530 lb) or 460 kg (1,015 lb)
- Fenders, front with integral steps
- Four Wheel Drive
- Guard, boom protection plate
- Guard, stabilizer, rock
- Hydraulic valves, loader (3rd valve for GP, MP or Quick Coupler)
- Hydraulic valves, backhoe 6 function
- Hydraulic lines, combined function auxiliary
- Loader, IT with Quick Coupler and pilot loader control
- Product Link, satellite, PL631E
- Product Link, cellular, PL641I
- Quick Coupler, hydraulic, dual lock
- Quick Coupler, manual, dual lock
- Quick Coupler, pin lock
- Radio and CD player
- Radio and CD player, Bluetooth
- Ride Control
- Rotating beacon, magnetic mount
- Seat belt, 75 mm (3 in)
- Seat, heated
- Security system keypad
- Stabilizer pads, reversible
- Stick, extendible
- Storage box
- Transmission, AutoShift
- Transmission, AutoShift with lock-up torque converter
- Vandalism protection, gauge cover
- Work Tool Attachments such as buckets, forks, material handling arms, augers, hammers, brooms, cold planers and vibratory plate compactors. See your Cat dealer for more information.











For more complete information on Cat products, dealer services, and industry solutions, visit us on the web at [www.cat.com](http://www.cat.com)

AEHQ7459 (06-2015)  
(NACD)

© 2015 Caterpillar  
All rights reserved

Materials and specifications are subject to change without notice. Featured machines in photos may include additional equipment. See your Cat dealer for available options.

CAT, CATERPILLAR, SAFETY.CAT.COM, their respective logos, "Caterpillar Yellow" and the "Power Edge" trade dress, as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission.

## Tammy Lepage

---

**From:** Travis Normandin <travis@gfpreston.com>  
**Sent:** December 6, 2018 4:43 PM  
**To:** Barry Turcotte  
**Subject:** Case 589SN WT 4WD

Hi Barry

Thanks for reaching out this morning, here are the numbers on the machines we discussed. I have upfitted it with the most popular options that other municipalities have been asking for.

### **2018 CASE 580SN WT 4WD**

Tier 4 Final Engine  
97 hp Engine  
S Type Transmission  
12.5/80 x 18 Sure Grip Lug Front Tires  
21L x 24 Rear Tires  
Extendahoe  
Heavy Front Counter Weight  
Pilot Controls For Hoe  
24" Tooth Rear Bucket  
Hydraulic Rear Quick Attach  
Rear Auxiliary Hydraulics  
Hydraulic Thumb  
Hydraulic Front Coupler  
Front Hydraulics  
93" General Purpose Front Bucket with BOCE  
Deluxe Heated A/C Cab with Stereo  
Heated Air Ride Seat  
Comfort Steer  
Flip Over Stabilizer Pads  
Ride Control  
Led Light Package  
Blue/Amber Warning Beacon  
Front Fenders  
Severe Cold Weather Start Package  
2 Batteries  
Battery Disconnect /Jump Start

This Machine with your Municipal Discount prices at **\$138,540.00** plus tax. And once I evaluate the trade machine we will be able to adjust this to include that number.



For a standard **Case 580SN 4WD** the price is about **\$5,000.00** less.

And for a **CASE 590SN 4WD** which is an overall bigger and more capable the price would be about **\$10,000.00** more.

I have attached links to the CASE Backhoe page so you can have a look at them. [CASE Backhoes](#)

Also for about the next week I have a **2018 CASE 580SN WT 4WD** in the shop it is a sold unit but if you wanted to come have a look at what they are like you are more than welcome to.

Please feel free to contact me if you have any questions at any time.

Best Regards

*Travis Normandin*

**Sales and Service Rep**

**C: (705) 497-6386**

**E: [travis@gfpreston.com](mailto:travis@gfpreston.com)**



Your heavy equipment specialist for 60 years

[SALES & RENTALS](#)

**P.O. Box 540  
289 Albert Street  
Sundridge, Ontario. P0A 1Z0**

**P: (705) 384-5368 or Toll free @ 1-877-245-2456  
F: (705) 384-7461**



Quote 222170-01

November 26, 2018

CORPORATION OF TEMAGAMI MUNICIPALITY OF TEMAGAMI

PO BOX 220  
LAKESHORE ROAD  
TEMAGAMI  
Ontario  
P0H 2H0

Attention: BARRY TURCOTTE

Dear Barry,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

**One Only New 2019 CATERPILLAR Model: 420F2 IT Tier 4 Final Backhoe with the following specs:**

### Standard Equipment

#### BOOMS, STICKS, AND LINKAGES

14'4" Center pivot excavator style backhoe  
Pilot operated joystick hydraulic controls with pattern changer valve  
Pilot operated stabilizer controls  
Boom transport lock  
Swing transport lock  
Street pads stabilizer shoes  
Anti-drift hydraulics

(Boom, Stick and E-Stick)  
Cat Cushion Swing(tm) system  
Bucket level indicator  
Lift cylinder brace  
Return-to-dig (auto bucket positioner)  
Self-leveling loader with single lever control  
Transmission neutralizer switch  
Single Tilt Loader

#### POWERTRAIN

Cat C4.4, 74.5KW (Net 92HP / 69kW)  
Direct Injection Turbo Charged Engine, with ACERT technology.  
US EPA Tier4 Final Emissions Compliant with Selective Catalytic Reduction(SCR)  
Water separator with service indicator  
Thermal starting aid system  
Eco mode  
A dry-type axial seal air cleaner with integral precleaner, automatic dust ejection system & filter condition

disk brake with dual pedals & interlock  
Differential lock  
Drive-line parking brake  
High Ambient Cooling Package  
Torque converter  
Transmission--four speed synchro mesh with power shuttle & neutral safety switch  
Spin-on fuel, engine oil & transmission oil filters  
Outboard planetary rear axles



indicator

Hydraulically boosted multi-plate wet

Open Circuit Breather

#### HYDRAULICS

Load sensing, variable flow system  
with 43 gpm axial piston pump  
6 micron hydraulic filter  
O-ring face seal hydraulic fittings  
Caterpillar XT-3 hose

Hydraulic oil cooler  
Pilot control shutoff switch  
PPPC, Flow-sharing hydraulic valves  
Hydraulic suction strainer

#### ELECTRICAL

12 volt electrical start  
150 ampere alternator  
Horn and Backup Alarm  
Hazard flashers/turn signals  
Halogen head lights (4)  
Halogen rear flood lights (4)  
Stop and tail lights  
Audible system fault alarm

Key start/stop system  
880 CCA maintenance free battery  
Battery disconnect switch  
External/internal power receptacles(12v)  
Diagnostic ports for engine and machine  
Electronic Control Modules  
Remote jump start connector

#### OPERATOR ENVIRONMENT

Lighted gauge group  
Interior rearview mirror  
ROPS canopy, Rear Fenders  
2-inch retractable seat belt  
Tilt steering column  
Steering knob

Hand and foot throttle  
Automatic Engine Speed Control  
One Touch Low Idle  
Floor mat and Coat Strap  
Lockable storage area  
Air suspension seat

#### OTHER STANDARD EQUIPMENT

Hydrostatic power steering  
Standard Storage Box  
Transport tie-downs  
Ground line fill fuel tank with 44  
gallon capacity  
Ground line fill diesel exhaust fluid  
tank with 5 gallon capacity  
Rubber impact strips on radiator guards

Bumper  
CD-ROM Parts Manual  
Backhoe Safety Manual  
Operations and Maintenance Manual  
Lockable hood  
Tire Valve Stem Protection  
Long Life Coolant -30C (-20F)  
Padlocks (2 on ST, 3 on IT)

### Other Components

#### Description

**420F2 BHL IT, TIER 4 FINAL, HRC**

**\*\*\*CUTTING EDGE, TWO PIECE,WIDE**

**\*\*\*STABILIZER PADS, FLIP-OVER**

**\*\*\*BELT, SEAT, 2" SUSPENSION**

**\*\*\*BEACON, MAGNETIC MOUNT**

**\*\*\*CAT BUCKET, 24" 6.2 CUBIC FOOT HEAVY DUTY**

**\*\*\*CAT BUCKET, 1.31 CUBIC YARD GENERAL PURPOSE IT**

**\*\*\*TIRES,340 80R18/500/70-24 MICHELIN**

**\*\*\*FENDERS, FRONT**

**\*\*\*COUNTERWEIGHT, 1015 LBS**

**\*\*\*SECURITY SYSTEM, KEYPAD**

**\*\*\*SEAT, DELUXE FABRIC, HEATED**

**\*\*\*RIDE CONTROL**

**\*\*\*LINES, COMBINED AUXILLIARY, EXTENDIBLE STICK**

**\*\*\*COLD WEATHER PACKAGE, 120V HRC**

**\*\*\*PLATE GROUP - BOOM WEAR**

INSTRUCTIONS, ISO

**\*\*\*HYDRAULICS, MP, 6FCN/8BNK, IT**

**\*\*\*POWERTRAIN, 4WD, AUTOSHIFT**

**\*\*\*CAB, DELUXE**

**\*\*\*AIR CONDITIONER, T4**

**\*\*\*STICK, EXTENDABLE, 14FT**

**\*\*\*ENGINE, 74.5KW,C4.4 ACERT, T4F**

**\*\*\*COUPLING, QUICK DISCONNECT,THREADED WITH CAPS**

**\*\*\*WORKLIGHTS (8) HALOGEN LAMPS**

PREP PACK, CANADA

RADIO, FM BLUETOOTH

SERIALIZED TECHNICAL MEDIA KIT

PRODUCT LINK, CELLULAR, PL641I

SHIPPING/STORAGE PROTECTION

RUST PREVENTATIVE APPLICATOR

**\*\*\*CAT HYDRAULIC THUMB**

**\*\*\*CAT MANUAL DUAL LOCK PIN GRABBER COUPLER**



**Price: (plus applicable taxes)**

Sell Price (Ex Works Temagami Public Works Garage)	\$154,611.02
Extended Warranty	Included
Trade Allowance	(\$30,000.00)
<b>Grand Total</b>	<b>\$124,611.02</b>

**Includes all CAT Governmental / Municipal pricing discounts**

**Trade-Ins**

Model	Make	Serial Number	Year	Trade Allowance
420EIT	CATERPILLAR(AA)	0DAN00531	2011	\$30,000.00

**Warranty**

Standard Warranty: 12 months complete machine warranty included

Extended Warranty: 5 YR/5000 HR Extended Powertrain warranty included

**Payment Terms OAC**

**Total = Sell price with trade applied (\$124,611.02) + HST (\$16,199.43) = \$140,810.45**

**Grand Total = \$140,810.45 + \$550.00 Cat Finance Fee = \$141,360.45**

**Finance Terms**

CASH WITH ORDER	BALANCE TO FINANCE	TERM	MONTHLY PAYMENT	RATE (FIXED)
	\$141,360.45	48	\$3,287.55	5.50%
	\$141,360.45	60	\$2,700.15	5.50%

The above finance is based on the following:

- Taxes are included in payment
- The above is subject to approval by Caterpillar Finance

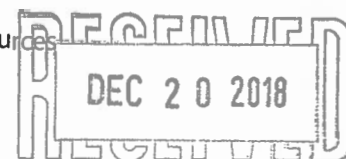
**Additional Considerations**

- U.S. Exchange rate
- Unit arriving mid-January, available subject to prior sale

We wish to thank you for the opportunity of quoting on your equipment needs. Prices are subject to change at any time. If there are any questions, please do not hesitate to contact me at 705-918-5073.

Sincerely,  
Ivan Lachapelle,  
Territory Manager

**From:** Katelyn Guertin <Katelyn.Guertin@tkl.ca>  
**Sent:** Thursday, December 20, 2018 10:02 AM  
**Cc:** Jo Ann Ducharme  
**Subject:** FW: Kirkland Lake Resolution - Re: Revenues from Natural Resources  
**Attachments:** TKL Resolution re-Resource Revenue.pdf



**From:** Jo Ann Ducharme  
**Sent:** Wednesday, December 19, 2018 12:46 PM  
**To:** 'Lesley.Daw@ontario.ca'; 'Minister.fin@ontario.ca'; 'Nina.Chiarelli@ontario.ca'; 'Minister (MMAH)'; 'amo@amo.on.ca'; 'fonom.info@gmail.com'  
**Cc:** Katelyn Guertin  
**Subject:** Kirkland Lake Resolution - Re: Revenues from Natural Resources

Attached please find a resolution for the Council of the Town of Kirkland Lake that was passed at its Regular Meeting of December 18, 2018.

*Jo Ann Ducharme*

Clerk  
 Town of Kirkland Lake  
 PO Box 1757  
 705-567-9361 #238



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☐ ☒ A  
 CAO ☒  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



December 18, 2018  
Regular Meeting of Council

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

WHEREAS the bulk of Ontario's Natural resources that are harvested, mined and/or extracted are in Northern Ontario, and these industries are essential to the economic growth of Northern Ontario;

AND WHEREAS Northern Ontario municipalities provide services to these industries and their employees;

AND WHEREAS taxes and revenue streams from the natural resource industries go to the Province of Ontario;

AND WHEREAS the Premier of Ontario's Northern Ontario platform calls for sharing revenue generated by natural resource industries with Northern Ontario municipalities;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Kirkland Lake asks the Premier of Ontario to enact its Northern Ontario natural resource revenue sharing program to support economic growth and sustainability of Northern Ontario municipalities.

AND THAT this resolution be forwarded to the, Premier of Ontario, Honourable Doug Ford; Minister of Finance, Honourable Vic Fideli; Minister of Energy, Northern Development and Mines, Honourable Greg Rickford; Minister of Municipal Affairs, Honourable Steve Clark; AMO, FONOM, NEOMA, TeMAG, and all Northern Ontario Municipalities.

Approved: \_\_\_\_\_

MAYOR PAT KIELY

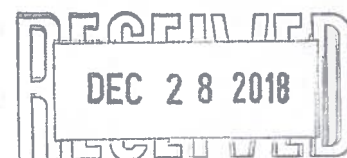
The Corporation of the Town of Kirkland Lake

Postal Box 1757, 3 Kirkland Street, Kirkland Lake, Ontario, Canada P2N 3P4 T (705) 567-9361 F (705) 567-3535 E [clerk@lkl.ca](mailto:clerk@lkl.ca)

[www.kirklandlake.ca](http://www.kirklandlake.ca)

11779

**From:** Ontario Clean Water Agency <waterline@ocwa.com>  
**Sent:** Friday, December 28, 2018 2:49 PM  
**To:** Roxanne St. Germain  
**Subject:** [Spam:\*\*\*\*\* SpamScore] Waterline: OCWA's Newsletter



## ONTARIO CLEAN WATER AGENCY AGENCE ONTARIENNE DES EAUX

Season's Greetings

Waterline - December 2018

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☐ I ☒ BA  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

### We're Celebrating 25 Years!

OCWA celebrated a milestone on November 15, 2018. It was 25 years ago that we were created as a provincial Agency.



Since 1993, OCWA has built a solid reputation as a leader in the water industry and a trusted partner to municipalities, First Nations and other organizations across the province. Although the core of our business is operations and maintenance, our services have evolved and expanded to meet the changing needs of our clients and the environment we work in. Sustainable asset management planning, resource recovery and innovative technology solutions are now services that we are delivering to our clients as part of our everyday business.

There have been many technological and regulatory changes in the industry over the years, but what has remained consistent is the dedication and commitment of OCWA employees to providing our client communities with safe clean drinking water and environmental protection.

Thank you to our client communities for being part of our history. We look forward to many more years of partnership.



---

## Protecting Your Water Systems against Cyberattacks

Cyberattacks are on the rise globally - and no individual or organization is immune.

A number of Ontario municipalities have fallen victim to these attacks and been locked out of their systems - with hackers demanding a "ransom" to unlock them. Fortunately, vital services such as fire, water and waste-management services were not affected as a result.

If vital services are successfully compromised in an attack, the consequences can be very serious: operational downtime, financial losses, and threats to public health and safety.

As an operator of more than 800 water and wastewater systems across Ontario, OCWA is a leader in the adoption of cutting-edge technology to ensure the safety of our own data and the data of our clients. We have a cyber security management system - developed by industry experts - that detects and protects against threats to the network infrastructure, applications servers and data storage.

### Quick Facts

- *Cybersecurity* is the protection of internet-connected systems, including hardware, software and data.
- *Ransom malware*, or *ransomware*, is a type of malware that prevents users from accessing their system or personal files and demands ransom payment in order to regain access. Ransomware is becoming a more frequent form of cyberattack.
- Studies suggest that cyberattacks alone cost the global economy \$600US billion annually.
- In September, the Ontario Provincial Police issued a Cybercrime Alert to inform municipalities of the recent ransomware trend.

### Protection of Client Data Top Concern

"The protection of client and OCWA data is my top concern," says Sav Chawla, VP of Information & Information Technology at OCWA. "We are continually reviewing, enhancing and adapting our cybersecurity measures to ensure that your water and wastewater services are protected."

OCWA follows industry best practices and additional procedures as required of a Crown Agency, including:

- Certified IT personnel dedicated to strengthening the security and resilience of our network infrastructure and protecting your data.
- Multiple layers of defense and proactive security controls to thwart, mitigate, and effectively respond to evolving cyber threats.
- OCWA's internal quarterly risk management reviews.

- A cycle of continuous improvement, application patching and upgrades, and annual security awareness education and training for our staff.
- We follow the National Institute of Standards and Technology Cyber Security Framework and also receive regular notifications from many expert sources, including the Canadian Centre for Cyber Security.

To learn more about how OCWA is protecting your data from a potential cyberattack, please contact your local Business Development Manager or email [ocwa@ocwa.com](mailto:ocwa@ocwa.com).

*\*An enhanced version of this story that includes tips on protecting your municipality from cybercrime is available on our website.*

---

## Safety is our Priority - OCWA Fit For Duty Policy

In response to the legalization of cannabis on October 17, 2018, OCWA has developed a new Substance Abuse/Fit for Duty Policy for all employees. The policy clarifies employees' obligations to be Fit for Duty when conducting Agency Business and/or while on Agency Premises, including while operating a Fleet vehicle.

This policy supports OCWA's commitment to fostering and sustaining a safe and healthy workplace, and to protecting the health and safety of the communities we serve. If you have any questions about our Substance Abuse/Fit for Duty Policy, please contact your local Business Development Manager or email [ocwa@ocwa.com](mailto:ocwa@ocwa.com).

---

## Introducing OCWA's New Energy Efficiency Manager



Earlier in the year, we welcomed Adrian Sabau to the OCWA team as our new Energy Efficiency Manager. Adrian has more than 19 years of experience in energy conservation, energy management and process engineering at major organizations such as Vale and Goldcorp.

At OCWA, Adrian's key role is driving OCWA's Performance for Pay (P4P) energy program, offered through a partnership with the Independent Electricity System Operator (IESO), and executing OCWA's corporate sustainable energy plan. He is responsible for undertaking client energy audits and energy studies, supporting the delivery of energy-related upgrades, and assisting to identify and quantify energy savings in other capital projects.

Adrian looks forward to helping clients achieve efficiencies and savings through OCWA's energy program.

---

## Know Your Responsibilities Under the Safe Drinking Water Act

OCWA hosting Standard of Care sessions - book now!



OCWA is pleased to offer Standard of Care sessions for its municipal clients. Hosted by OCWA and delivered by the Walkerton Clean Water Centre, sessions are designed to inform municipal councillors and officials of their oversight responsibilities under Section 19 of the *Safe Drinking Water Act*, which came into effect on December 31, 2012.

Severe penalties are possible for municipal officials who fail to act in good faith and do not exercise honesty, competence and integrity to ensure the protection and safety of the users of municipal drinking water systems.

Several examples of waterborne disease outbreaks are examined, which highlight the importance of competent oversight. The course covers general information about drinking water systems, the multi-barrier approach to drinking water treatment, and some of the risks associated with drinking water production and distribution. Participants will also learn about additional specialized training that is available.

To learn more about the course or inquire about sessions in your area, please contact your local OCWA Business Development Manager or email [ocwa@ocwa.com](mailto:ocwa@ocwa.com).

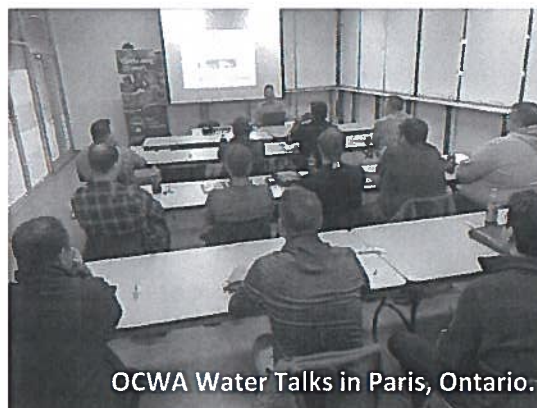
---

### **Busy fall for OCWA Water Talks series**

OCWA was excited to bring its popular Water Talks series to a number of communities across Ontario this fall.

Launched several years ago, the series brings OCWA experts to municipal client communities to share their expertise and engage in discussion. Topics include Asset Management, Managing Your Underground Assets, and Energy Efficiency.

If you would like to learn more about our Water Talks series or inquire about sessions in your area, please contact your local OCWA Business Development Manager or email [ocwa@ocwa.com](mailto:ocwa@ocwa.com).



---

## **OCWA in the Community**

### **OneWater in the City of Kawartha Lakes**

OCWA's OneWater Education Program has gotten off to a great start in the 2018-19 school year. To date, more than 45 schools and 2,000 students have participated in the water literacy program targeted at Grade 8s.

This fall, OCWA operators visited Mariposa Elementary School (below left) and Bobcaygeon Public School (below right) in the City of Kawartha Lakes. It was great to have representatives from the municipality join us in Bobcaygeon for some fun hands-on experiments. Thanks to Amber Hayter (Supervisor of Water & Wastewater Operations) and Kayla Strackholder (Contract Coordinator Water & Wastewater, Public Works) for their support!

We look forward to bringing OneWater to more schools in the new year.



OCWA is an agency of the Province of Ontario mandated to provide safe, reliable and cost-effective clean water services to the people of Ontario.

Copyright ©2018 Ontario Clean Water Agency. All Rights Reserved.

Waterline est disponible en français sur demande.  
Veuillez envoyer un courriel à [ocwa@ocwa.com](mailto:ocwa@ocwa.com).



Ontario Clean Water Agency, 1 Yonge Street, Suite 1700, Toronto, Ontario M5E 1E5 Canada

[SafeUnsubscribe™ visit@temagami.ca](mailto:SafeUnsubscribe@temagami.ca)

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [waterline@ocwa.com](mailto:waterline@ocwa.com) in collaboration with

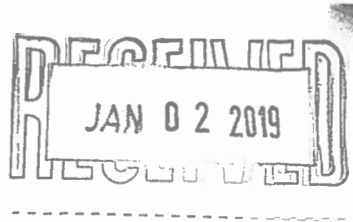


Try it free today



December 28, 2018

Mayor and Council  
Municipality of Temagami  
PO Box 220  
Temagami, ON  
POH 2H0



11781

**Temagami**  
PUBLIC LIBRARY  
BIBLIOTHÈQUE PUBLIQUE

Dear Mayor and Council,

The Library Board met on December 12, 2018 and passed the following motion to ask Council to increase the number of members on the Library Board from 5 to 7.

"The Board shall consist of 7 members, comprised of 1 members of Council and 6 citizen appointees. MOVED by Claudia Smith and SECONDED by Marvyn Morrison. CARRIED."

This will require an amendment to Section 3 of By-law No. 15-1251, to repeal and replace By-law 88-209, a by-law to establish a Public Library. A copy of the By-law is attached for your reference. In consultation with other libraries, it was noted that most libraries have 7 member boards.

Following the Municipal Election, the library has advertised for members to fulfill the new term on the Library Board. The following citizens have expressed their interest: Carol Lowery, Anita Mamen, Claudia Smith, Lorie Hunter, Paul Middleton and Carmen Koski. John Shymko was appointed as the Council representative and Mayor Dan O'Mara is ex-officio on the board. Appointment of the citizen members to the board by Council will fill the seats on the board in accordance with the newly amended by-law.

Please do not hesitate to contact me if you have any questions.

Thank you very much for your consideration.

Sincerely,

*Quelia Cormier*

Quelia Cormier  
CEO

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☐ I ☒ A  
CAO ☐  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 15-1251**

---

**Being a bylaw to repeal and replace By-law 88-209, a by-law to establish a Public Library.**

---

**WHEREAS** on the 22<sup>nd</sup> day of November 1988, the Council of the Township of Temagami passed By-law 88-209 to establish a public library under Part I of the Public Libraries Act, 1984, c.57, S.O. 1984;

**AND WHEREAS** the Public Libraries Act, R.S.O. 1990, c. P.44 as amended (the Act), provides that public libraries established under a predecessor of the Act and that were being operated immediately before the 29th day of March, 1985, are continued subject to the Act;

**AND WHEREAS** since amalgamation in 1998, the Township of Temagami is now the Municipality of Temagami;

**AND WHEREAS** the composition of the Township of Temagami Public Library Board, as set by its establishing By-law, was to be composed of five (5) members appointed by the Council, but the Temagami Public Library Board and the Council of the Municipality of Temagami are now desirous to add the Mayor of the Municipality of Temagami as a member of the Temagami Public Library Board in an "ex-officio" capacity, in addition to the five members;

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

1. That By-law 88-209 is hereby repealed and replaced by this By-law.
2. That the public library established under By-law 88-209 is hereby continued under this bylaw and shall be known as the Temagami Public Library and shall be under the management and control of the Temagami Public Library Board (the Board);
3. 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.
4. That the Mayor's in his or her ex officio status:
  - a. shall automatically be a member of the board, by virtue of being elected or appointed to 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 liabilities 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 his or her membership on the board or attendance considered for the purpose of determining a quorum at meetings; and
  - d. shall be counted for determining the maximum number of members of the Municipal Council permitted on the Board by the Act.

Initials:

\_\_\_\_ Mayor  
\_\_\_\_ Clerk



5. That the Board shall employ a librarian as Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.
6. That the Council shall in each year appropriate and pay to the Board the amount of the estimates of the board that is approved by the Council for the operation, and maintenance of the public library service that reflects the municipality's needs.
7. That the Board shall control the finances of the library, but the Board may request that the Municipality of Temagami assist with the administration of the finances of the Board, subject to the Municipality's policies and procedures.
8. That the property and the income, revenues, issues and profits of all property of the Board shall be applied solely to the establishment, operation and maintenance of a public library service.
9. 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.
10. That this by-law shall come into force upon the final passing thereof.
11. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law, 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 25<sup>th</sup> day of June, 2015.

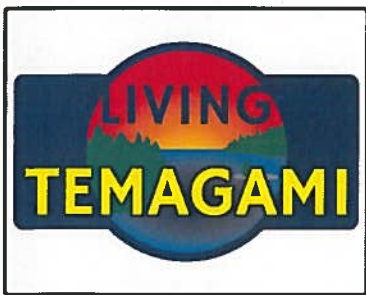
Read a second and third time and finally passed this 25th day of June, 2015.

---

Mayor

---

Clerk



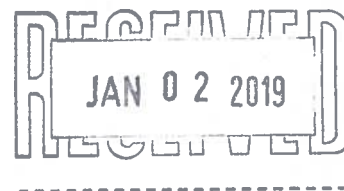
# Living Temagami

## ~ Heritage & Culture Centre ~

Temagami Train Station - 6715 Highway 11 North  
P.O. Box 565, Temagami, Ontario, P0H 2H0  
[livingtemagami@outlook.com](mailto:livingtemagami@outlook.com) [office@livingtemagami.ca](mailto:office@livingtemagami.ca)  
[www.livingtemagami.ca](http://www.livingtemagami.ca)



January 1<sup>st</sup>, 2019



Dear Mayor & Council,

Living Temagami ~ Heritage & Culture Centre would like to reach out to the Community to provide information and updates on several initiatives and projects in process. We believe the best way to reach the majority of the community in a cost effective manner is to ask Council for permission to have a letter from Living Temagami inserted into the first tax bill mail out in 2019.

Information will include what Living Temagami has accomplished to date and what the plans for 2019 and beyond are. We will also use this opportunity to provide information about the OTF SEED Grant Archiving and Museum Project that has just began. We will be encouraging people to participate and will be offering opportunities for volunteering and asking for pictures, items, documents, and information they may have to be submitted and become part of the historical record of the Temagami area.

Living Temagami ~ Heritage & Culture Centre would appreciate being given permission to insert a letter in the tax bill mail out.

Thank you for your time and consideration.

Sincerely,

Roxanne St. Germain

Director, Living Temagami ~ Heritage & Culture Centre

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☐ I ☒ BA  
CAO ☒  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☐ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_





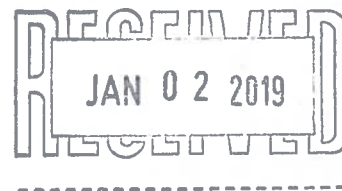
# Living Temagami

## ~ Heritage & Culture Centre ~

Temagami Train Station - 6715 Highway 11 North  
P.O. Box 565, Temagami, Ontario, P0H 2H0  
[livingtemagami@outlook.com](mailto:livingtemagami@outlook.com) [office@livingtemagami.ca](mailto:office@livingtemagami.ca)  
[www.livingtemagami.ca](http://www.livingtemagami.ca)



January 1<sup>st</sup>, 2019



Dear Mayor & Council,

Living Temagami is committed to providing cultural, educational, interactive, intergenerational activities for the citizens of our Community. We have had several events and activities in 2017 and 2018 with many activities being planned for 2019. The New Horizons for Seniors Program Grant brought together many people from all over our Community and beyond in woodworking workshops to make bat houses to help the local bat populations recover from White Nose Syndrome and in turn increased bat populations will reduce the mosquito population. The sewing workshops for traditional mitts and moccasins are well attended and general sewing and quilting workshops will begin shortly. The Ontario Trillium Foundation SEED Grant we were jointly awarded with the Municipality in 2018 has begun with 2 staff members hired and the archiving project being mapped out. Cultural and Heritage programming is in the process of being organized and scheduled.

Currently Living Temagami is developing an idea for the 2019 Ontario Trillium Foundation SEED Grant call for proposals. If the Municipality will not be submitting a proposal for the upcoming OTF SEED Grant due in early February 2019 we would like to once again submit in collaboration with the Municipality an OTF SEED Grant proposal in the Active People Stream. Our proposal revolves around the trail systems and the proposed park development near the skateboard facility. We are asking for the support of Council and the Municipality to submit an OTF Seed Grant Proposal.

Living Temagami ~ Heritage & Culture Centre appreciates any and all help and support in our efforts to gain funding to provide our community with programming, activities and any needed infrastructure to improve the lives of our citizens.

Thank you for your time and consideration.

Sincerely,

Roxanne St. Germain

Director, Living Temagami ~ Heritage & Culture Centre

File ☒ Incoming ☐ Other  
Mayor ☐  
Council ☐ I ☒ SA  
CAO ☒  
Building ☐  
Finance ☐ S ☐ C  
Ec Dev ☒ S ☐ C  
Parks & Rec ☐ S ☐ C  
Planning ☐ S ☐ C  
Public Wks ☐ S ☐ C  
PPP ☐  
Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NUMBER 19-1431**

---

**BEING a bylaw to provide for annual borrowing from the Bank of Nova Scotia**

---

**WHEREAS** The Corporation of the Municipality of Temagami (the Corporation) deems it may be necessary to borrow the sum of One Million and Fifty Thousand Dollars (\$1,050,000.00) to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year;

**BE IT THEREFORE ENACTED** as a By-Law of the Corporation as follows:

1. Any two of the authorized signing officers are hereby authorized to borrow on behalf of the Corporation from THE BANK OF NOVA SCOTIA (the 'Bank') from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time the lesser of one million and fifty thousand (\$1,050,000.00) or the amount available to commit to payments relating to debt and financial obligations in accordance with our current annual repayment limit under O. Reg. 403/02, to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year 2019.
2. Any two of the authorized signing officers are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.
3. Any two of the authorized signing officers are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.
4. All sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that any two of the authorized signing officers are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.

Initials:  
\_\_\_\_ Mayor  
\_\_\_\_ Clerk



5. Any two of the authorized signing officers are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.
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 and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**TAKEN AS READ A FIRST TIME** on the 10<sup>th</sup> day of January 2019.

_____	_____
Mayor	Clerk

**READ A SECOND AND THIRD TIME** and finally passed on the 10<sup>th</sup> day of January 2019.

_____	_____
Mayor	Clerk

**SECURITY AGREEMENT  
MUNICIPALITIES AND SCHOOL BOARDS**

To: THE BANK OF NOVA SCOTIA, (the 'Bank')

**WHEREAS** by By-Law 19-1431 passed by the Corporation of the Municipality of Temagami on the 10<sup>th</sup> day of January, 2019, authority was given to any two of the authorized signing officers to borrow from the Bank the sum or sums therein mentioned and this Agreement was authorized.

**AND WHEREAS** the Corporation desires to borrow the said sum or sums from the Bank.

**NOW IT IS HEREBY AGREED** by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the moneys so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said By-Law created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

IN WITNESS WHEREOF the Corporation has caused this agreement to be executed by its proper officers as required by law this 10<sup>th</sup> day of January, 2019.

	)	By:	
	)	Sign: _____	
	)	Title: Mayor	
Witness: _____	)		
	)	Sign: _____	
	)	Title: Municipal Clerk	



**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BYLAW NUMBER 19-1432**

---

**BEING a by-law to provide for an interim tax levy**

---

**WHEREAS** Section 317 of the Municipal Act, S.O. 2001, c25 as amended, provides that a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS**, the Council of the Municipality of Temagami deems it appropriate to provide for such interim levy on the assessment of property in this Municipality;

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

1. An interim tax rate be hereby imposed and levied on the whole of the assessment for real property in all classes, according to the last revised roll subject to the following rules:
  - a) The amount levied on a property shall not exceed the prescribed percentage, or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
  - b) The percentage under paragraph a) may be different for different property classes but shall be the same for all properties in a property class.
  - c) For the purposes of calculating the total amount of taxes for the previous year under paragraph a), if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
2. The said interim tax levy shall become due and payable in 2 installments as follows: 50 per cent of the interim levy shall become due and payable on the date stipulated on the interim tax billing notice, which shall be at least 21 days following the date of the mailing of the tax bills. The second due date shall be stipulated on the interim tax billing notice. For the non-payment of taxes or any installment by the due date, a percentage charge, of 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default. In addition, interest charges in the amount of 1¼ per cent per month, or 15 per cent per annum, shall be levied on unpaid taxes in the manner established by section 345 of the *Municipal Act*;

Initials:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

3. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
4. The Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. That taxes are payable to the Corporation of the Municipality of Temagami, Temagami, Ontario.
6. The Treasurer is hereby authorized to accept part payment from time to time, on account, of any taxes that have become due pursuant to this bylaw. The Treasurer is hereby authorized to enter into arrangements for payment by alternative installments to allow taxpayers to spread the payment of taxes more evenly over the year in accordance with Section 342 of the Municipal Act;
7. This bylaw, in accordance with the provisions of Section 392 of the Municipal Act, permits the incorporation of water and sewer billings, and garbage billings to be applied to the tax billing in a manner and amount determined by Council.
8. That Bylaw No. 18-1383 is hereby repealed.
9. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

BE TAKEN AS READ A FIRST time on this 10<sup>th</sup> day of January, 2019.

READ A SECOND AND THIRD time and finally passed this 10<sup>th</sup> day of January, 2019.

---

Mayor

---

Clerk



**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 19-1433**

---

**Being a By-Law to amend Schedules L, M, and R of By-Law 09-829, a By-Law to provide for the regulating of traffic and vehicle parking, rate of speed, standing and stopping on highways or parts of highways under the jurisdiction of the Corporation of the Municipality of Temagami**

---

**Authority:**

**WHEREAS** according to Section 11(1) Paragraph 8 of the Municipal Act, 2001, S.O., c. 25, as amended, a single-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction; highways, including parking and traffic on highways and parking, except on highways.

**WHEREAS** the Municipality of Temagami wishes to add new overnight parking for the physically disabled.

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

1. That schedules “L”. “M” and “R” to By-law 09-826 are hereby repealed.
2. That the proposed changes to the schedules be made and adopted by Council and attached to this by-law as schedule “L”, “M” and “R”.
3. That this by-law shall come into force and take effect upon the final passing thereof.
4. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ A FIRST time on this 10<sup>th</sup> day of January, 2019.

READ A SECOND AND THIRD time and finally passed this 10<sup>th</sup> day of January, 2019.

---

MAYOR

---

Clerk

## **BY-LAW NO. 09-826**

### **SCHEDULE “L”**

#### **DESIGNATED MUNICIPAL PARKING LOTS**

The following locations in the Municipality of Temagami are designated as overnight Municipal Parking Lots as signed:

1. Town site Railroad Bridge Parking Area
2. O'Connor Drive Public Parking Lot.
3. Steven's Road Public Parking Lot (across from the ambulance station)
4. Cassels Lake Boat Launch area Public Parking Lot.
5. Public Parking Lot at the west end of Memory Lane.
6. Temagami Marine Road Boat Launch.
7. Temagami North Arena Parking Lot.
8. Lake Temagami Access Road Mine and Manitou Landings (LUP #LTE 397)
9. Designated spaces for the physically disable identified at 15 Lakeshore Drive, The Hatchery Lot at the boat launch.

The following locations in the Municipality of Temagami are designated as day use only Municipal Parking Lots as signed:

1. Temagami Waterfront Parking Lots.
2. Wildflower Avenue and Lakeshore Drive intersection Parking Lots. Except for those spaces designated for the physically disabled.
3. Stevens Road Parking Lot by the Ball Diamond.

The following location in the Municipality of Temagami is designated as a Municipal Parking Lot, as signed, with transport truck overnight parking permitted from 10:00 p.m. to 6:00 a.m. ONLY and a daytime transport truck parking limit of ONE HOUR only.

1. Temagami Train Station Parking Lot.



**BY-LAW NO. 09-826**

**SCHEDULE “M”**

**DESIGNATED PARKING SPACES RENTED ON AN ANNUAL BASIS AND METERED  
ZONE FEES**

There are designated and signed parking spaces at the Lake Temagami Mine Landing (LUP #LTE 397) and at the Wildflower parking lot at the corner of Lakeshore Drive and Wildflower Avenue that the Municipality charges an annual fee as per the current fee by-law.

There are no metered zones, metered zones fees and time periods in effect for metered zones

**BY-LAW NO. 09-826**

**SCHEDULE “R”**

**DESIGNATED PARKING SPACES FOR THE PHYSICALLY DISABLED**

1. All designated disabled persons parking areas shall be identified by the official sign required by the Highway Traffic Act, Regulations. The signs shall be permanently mounted with the base of the sign a minimum of 1.7 meters above ground level, and at a maximum height of 2.5 meters. Signs shall be placed on both sides of the parking area to denote the area within which parking, other than the designated parking, is prohibited.
2. Disabled persons parking areas within a parking lot or other parking facilities are located at the following locations:
  - a) Lake Temagami Mine Landing (LUP #LTE 397).
  - b) Lake Temagami Manitou Landing (LUP #LTE 397).
  - c) Municipal Office Parking Lot at 7 Lakeshore Drive.
  - d) Temagami Boat Launch/Hatchery Lot at 15 Lakeshore Drive.
  - e) Temagami North Arena – 100A Spruce Drive
  - f) Temagami Family Health Team and Medical Centre Building – O’Connor Drive
  - g) # 3 Wildflower Avenue



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2019-M-017

☒ Staff  
☐ Committee

**Subject:** Home Occupation

**Agenda Date:** January 10, 2019

**Attachments:**

- Decisions of Council
- Clarification from the Chief Building Official
- Correspondence received from Ministry of Municipal Affairs
- Correspondence received from neighbouring properties
- Previous Memo's provided to Council
- Direction from Council to the Planning Consultant MHBC

**RECOMMENDATION**

This memorandum is:

☒ To be received for information.

**INFORMATION**

In the summer of 2017 a complaint was received regarding UDT Diving Inc. and that the diving facility had violated the zoning by-law with regards to creating a public nuisance, particularly in regards to noise, & increased traffic at 7416 Highway 11 North (subject Property). The Chief Building Official, is the Municipality of Temagami's By-law Enforcement Officer, who reviewed the complaint, confirmed with the Planning Department and the Clerk of the zoning of the property.

The zoning of the subject property is (R2) Remote Residential. The current access to the subject property is through a private road.

The process of notifying the property owner of a complaint was as followed:

1. Complaint received;
2. Conversations with the Municipality of Temagami's contracted planning services: MHBC Planning, Urban Design & Landscape Architecture, regarding proper process.
3. Two discussions with the individual listed on the property to act on the owner's behalf; (provided copies of the permitted uses within the R2 Zone, and s.6.23 Home Occupation)
4. Letter (October 12, 2017 **Attached**) drafted and hand delivered to the property owner. Within the body of the letter it included excerpts of the s.7.5 Permitted Uses R2 Zone, s.6.23 Home Occupation, and penalties under the *Planning Act*. The letter informed the property owner of the non-compliance and what measures can be taken to correct it.

In 2011 the process as noted above was taken, as a house was not zoned to permit the use of renting out units as an apartment. Step one was a discussion with the property owner notifying them of non-compliance and how to correct it, followed by a follow up letter. It is the duty of the Planning Department, having been apprised of such duties, to inform any owner of the policies in place; options



to remedy the situation; and the penalties that can be levied if the owner continues with the non-conforming use. The property owner completed a zoning by-law amendment in 2014.

February 12, 2018 (**attached**) received correspondence from a neighbour expressing concerns regarding the increased traffic and noise onto the property. The concern was also for their privacy. **This correspondence was received pending a zoning by-law amendment, as a comment submission for when and if an amendment is to take place.**

At the March 13, 2018 Planning Advisory Committee (PAC) meeting, the agenda was revised to include correspondence from the property owner regarding his business. The Committee discussed the importance of economic prosperity and passed the following motion:

18-22

MOVED BY: J. Kenrick

SECONDED BY: B. Leudke

BE IT RESOLVED THAT *the Committee recommends to Council to proceed with a Zoning By-Law amendment in response to the correspondence from Mr. Simpson's inquiry dated March 5, 2018 and encourages a broader range of the definition in the zoning by-law of home occupation/home industry; AND FURTHER THAT the definition of home occupation/home industry include home teaching and small learning facility in section 6.23 (g).*

**CARRIED**

March 15, 2018 (**attached**) received correspondence from the property owner addressed and sent to all of Council, Chair, of the Planning Advisory Committee (PAC), Chair of the Committee of Adjustment (COA), Chair of the Economic Development Committee, Clerk, Bylaw Enforcement and Planning expressing concerns with interpretation of the zoning by-law, and to request that the Council, PAC and COA to make the necessary changes to the permitted uses in the R1 and R2 to allow for economic growth for the SCUBA diving operations.

March 19, 2018 (**attached**) another piece of correspondence was received regarding the same concerns as noted above and adding the increased traffic due to deliveries of goods.

At the March 22, 2018 Regular Council Meeting, Council received the correspondence from the property owner dated March 5, 2018, and Memo from PAC and passed the following motion:

18-103

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT *Council receive correspondence from Stephen Simpson UDT Diving regarding R1R2 Zoning List Interpretation; AND FURTHER THAT Council direct staff to send the relevant documentation to our planner for a planning report.*

**CARRIED**

April 6, 2018, the Chief Building Official provided PAC with clarification regarding the use of the subject property for instructing purposes. (**Attached**)

April 16, 2018 correspondence received from the property owner via email regarding interpretation concerns and incorrect reference being given to the name of the diving facility and request the change to the definition be completed.

MHBC's report went to the Committee of the Whole meeting held on April 17, 2018, and direction was for his report to be placed on the consent agenda for the regular council meeting, with a proposed

motion directing staff to provide the Planner with Mr. Simpson contact information, to review and look at definitions of home occupation/home industry in other municipalities, and provide an updated report for the next council meeting.

At the regular Council meeting held on May 24, 2018 Council passed the following motions regarding Jamie's report:

18-175

MOVED BY: B. Koski

SECONDED BY: J. Harding

BE IT RESOLVED THAT *Council receive MHBC Planning Report – R1 R2 Planning Analysis related to Home occupations – Simpson Property*; AND FURTHER THAT *Council direct that the Planner be provided with Mr. Simpson's contact information and that he be directed to contact Mr. Simpson to discuss the matter.*

**CARRIED**

As directed by Council the planner was provided with the Mr. Simpson's contact information.

18-175

MOVED BY: B. Koski

SECONDED BY: J. Harding

BE IT RESOLVED THAT *Council direct the Planner to look at home occupation and home industry definitions from other municipalities to compare with Temagami's definitions and provide an updated report for the next meeting*

**CARRIED**

MHBC Planning was provided with the above decision of Council. Jamie provided his professional opinion on this matter to Council at the May 24, 2018 meeting (**Report one dated April 11, 2018**).

Report prepared by MHBC dated June 12, 2018 (**Report 2**) was also provided to Council outlining the difference between Home occupation provisions and Home Industry provisions. Within this report Jamie reviewed the definitions of Home Occupation and Home Industry from the Township of Nipissing, Township of Machar, Township of Georgian Bay, and Town of Gravenhurst as directed by Council.

November 9, 2018 correspondence received from a neighbouring property addressing their concerns regarding maintenance cost of the road (grading, snowplowing etc.) while diving instructions are taking place the width of the channel is a concern for the divers safety. (**Attached**)

At the Committee of the Whole meeting held on November 13, 2018 Report 2018-027 – Home Occupation Matters was to be brought back as an independent item on the regular council meeting scheduled for November 22, 2018. This is the latest in information received from MHBC and included options/recommendations that were presented to Council's for consideration.

At the regular Council meeting held on November 22, 2018 Report 2018-027 (**Attached**) was received by Council and Council defeated the following motion by recorded vote:

18-431

MOVED BY: L. Hunter

SECONDED BY: C. Lowery

BE IT RESOLVED THAT *Council receive Report 2018-027*; AND FURTHER THAT *Council choose Option 2 and direct Staff to act accordingly*; AND FURTHER THAT *Council direct Staff to defer starting the process to change wording in the Comprehensive Zoning By-Law until the earlier of either the Official Plan update has been completed and approved or an Ad-Hoc Committee is formed to work with our Planning Consultant to review the Comprehensive Zoning By-Law in its entirety.*



MEMBERS OF COUNCIL	YEAS	NAYS
D. Burrows		✓
J. Harding		✓
C. Lowery	✓	
D. O'Mara	✓	
R. Prefasi		✓
L. Hunter	✓	

**DEFEATED**

I've attached each direction from Council to the Planning consultant.

The cost of the zoning by-law amendment is \$1, 200. Past practices have been that if a property was incorrectly zoned (for example during the creation of the zoning by-law), or the municipality has been notified of non-compliant use of any property, the onus has always been on the property owner to pay the fee for a zoning by-law amendment.

MHBC Planning Cost to date payable by the Municipality of Temagami:

Invoice dated November 2018:	\$562.18
Invoice dated October 2018:	\$2,362.83
Invoice dated June 2018:	\$1,377.47
Invoice dated April 2018:	\$990.45
<b>Total:</b>	<b><u>\$5,292.93</u></b>

**Prepared by:**

**Reviewed by:**

**Tammy Lepage, Planning Clerk/Deputy Clerk**  
Name, Position

**Craig Davidson, Treasurer/Administrator**  
Name, Position

THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI  
P.O. BOX 220  
TEMAGAMI, ONTARIO P0H 2H0  
(705) 569-3421  
FAX: (705) 569-2834  
E-MAIL: visit@temagami.ca  
WEBSITE: www.temagami.ca



October 12, 2017

Mr. Stephen Simpson  
c/o Roxanne St. Germain  
7416 Hwy 11 North  
P.O. Box 333  
Temagami, ON P0H 2H0

**HAND DELIVERED**

Dear Mr. Simpson,

This letter is a follow up to our discussions held on August 11, 2017, and September 18, 2017 with Roxanne St. Germain, concerning a complaint received regarding the use of your property located at 7416 Hwy 11 North ("subject property"), which is not permitted by the zoning by-law.

We generally try to resolve such issues through discussion before sending a formal notice. We discussed this matter with Ms. St. Germain, since our records for the subject property show Ms. St. Germain as the person to whom mail is to be sent 'care of'. Further to these discussions, the Municipality has not heard from you regarding your intention to meet compliance with the Municipality's Zoning By-law regarding the property. Ms. St. Germain confirmed that she had discussed this matter with you.

This property is currently being used as a Technical Diving School. This is in violation of the Municipality of Temagami Zoning By-law 06-650. It is my duty, having been apprised of this, and having had no response from you following our discussions with Ms. St. Germain, to contact you directly with a formal, written notice concerning the policies in place and your options to remedy the situation and to make you aware that there are penalties that may be levied if you continue with the non-conforming use.

#### Applicable Policies

The subject property is zoned Remote Residential (2) in the Municipality of Temagami's Comprehensive Zoning By-law 06-650. In this zone the permitted uses are as follows:

#### SECTION 7.5 - REMOTE RESIDENTIAL (R2) ZONE

##### 7.5.1 PERMITTED USES

*No person shall within any Remote Residential (R2) Zone use any lot, or erect, alter or use any building or structure for any purpose except one or more of the following uses:*

- *permanent dwelling unit or a seasonal dwelling unit*
- *a modular home*



- *sleep cabins, subject to the provisions of Section 6.41*
- *a water based boathouse, in accordance with Section 6.06 or*
- *a land based boathouse, in accordance with Section 6.06 and 6.40*
- *a detached garage in accordance with Section 7.5.2*
- *other accessory buildings, in accordance with section 6.04 (By-law 07-745)*
- *a home occupation use, in accordance with Section 6.23*

As defined in the Municipality of Temagami's Zoning By-law a Home Occupation means:

*Any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-Law (s. 6.23).*

### Section 6.23 HOME OCCUPATION

*A Home Occupation may be carried out in certain zones, where permitted, subject to the following:*

- a) no person, other than a resident of the dwelling unit and one non-resident employee may be employed in the home occupation, except in the R1, R2 and R3 Zones where two non-resident employees may be employed in the home occupation;*
- b) there is no display, other than an un-illuminated sign not greater than one (1.0) square metre in size, to indicate to persons outside that any part of the dwelling unit or lot is being used for a purpose other than a dwelling unit, except in the, R1 and R2 Zones where no such sign is permitted;*
- c) such home occupation is clearly secondary to the main residential use and does not change the residential character of the dwelling unit nor creates or becomes a public nuisance, particularity in regard to noise, noxious odours or emission of smoke, traffic or parking; (underlining added)*
- d) such home occupation does not interfere with television or radio reception;*
- e) there is no outside storage of goods or materials and there is no use of any part of an accessory building;*
- f) not more than twenty five per cent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser, is used for the purposes of a home occupation;*
- g) such home occupation uses may include a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices, but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations; (underlining added)*
- h) when retail sales are carried out as part of a home occupation located on a lot accessible by a municipally maintained road, one on-site parking space shall be provided in addition to any required for the dwelling unit and employees;*
- i) (By-law 13-1121) except in the R1 and R2 Zones, one parking space shall be provided for each employee not residing in the residence.*

A Technical Diving School is not one of the permitted uses in the Remote Residential zone, nor is it consistent with the definition of a Home Occupation and therefore would not be permitted. Furthermore, the complaint that was received was with respect to the violation of the zoning by-law and that the School has created a public nuisance, particularly in regards to noise and traffic.

#### Options

1. In order to legally continue the School at this location, it would require a change in the Zoning of the property. In order to apply to change the zoning, you would need to submit an application for a Site Specific Zoning By-law amendment. Council would then need to follow the public process required by the Planning Act before making a decision. The decision of Council, whether to approve or deny the application is also appealable to the Ontario Municipal Board. The fee for Zoning By-law Amendment Application is \$1,200 and must accompany the application.

If you choose this option and submit this application on or before October 27, 2017, the Municipality will not take further action on zoning violation until a decision is finalized on the application use. Should you be unsuccessful in securing this amendment, you will be required to cease and desist from operating the Technical Diving School immediately.

2. If you wish to maintain the current designation and zoning of the property, you are not permitted to operate a Technical Diving School from this property and must relocate or discontinue operations.

In order to avoid further action by the Municipality on this matter, which may include penalties as outlined below, you must advise us in writing on or before October 27, 2017, which option you have chosen.

If you have any questions please feel free to contact me by phone at 705-569-3421 ext. 208, or by email at [clerk@temagami.ca](mailto:clerk@temagami.ca)

Yours truly,

Elaine Gunnell  
Municipal Clerk

EG/tl

#### Penalties

The Municipality may apply penalties for contravention of the Zoning By-law as outlined below as authorized by our municipal by-laws and the Planning Act.

Section 4.07 of the Municipality of Temagami Zoning By-law provides for the following:

##### ***Section 4.07 – Violation and Penalty***

*Any person who uses any land or erects or uses any building or structure in a manner contrary to any requirement of this By-law, or who causes or permits such use or erection, or who violates any provision of this By-Law or causes or*



*permits a violation, is guilty of an offence and upon conviction therefore, shall be liable to a fine not exceeding two thousand (2,000) dollars per day, exclusive of costs, which shall be recoverable under the Provincial Offences Act R.S.O., 1990 as amended.*

*The Ontario Planning Act, R.S.O. 1990, c. P.13, as amended, provides for penalties as follows:*

***Penalty***

**67.** *(1) Every person who contravenes section 41, section 46, subsection 49(4) or section 52 or who contravenes a by-law passed under section 34 or 38 or an order made under section 47 and, if the person is a corporation, every director or officer of the corporation who knowingly concurs in the contravention, is guilty of an offence and on conviction is liable,*

*(a) on a first conviction to a fine of not more than \$25,000; and*

*(b) on a subsequent conviction to a fine of not more than \$10,000 for each day or part thereof upon which the contravention has continued after the day on which the person was first convicted. 1994, c. 2, s. 48.*

***Order of Prohibition***

**(3)** *Where a conviction is entered under subsection (1), in addition to any other remedy or any penalty by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.*

**From:** [Kim Corbett](#)  
**To:** [Tammy Lepage](#)  
**Subject:** Zoning by law  
**Date:** February 12, 2018 3:44:24 PM

---

Good Morning Tammy:

It has come our attention that our new neighbors -Steven Simpson and Roxanne St. Germain are planning on obtaining an amendment by-law to re-zone their property as commercial. We own the property at 7400 Hwy 11 (old Guppyville).

We are not in favor of a Diving Technical School being opened in this area. We purchased this property for "Privacy" and this is creating considerable traffic and inviting strangers onto our private property. The access that Mr. Simpson is currently using to get to his property is crossing directly through everybody's property.

This is not a public access road. The township of Temagami has made it clear that they don't maintain it whatsoever and the cost and upkeep of this road is our responsibility. It is my understanding that Mr. Simpson/ Roxanne St. Germain have property allotted to them so that they can build their own road by which to gain access to the property they purchased. There is another road currently that is not running through our properties that Mr. Simpson could use to get to his place.

I am requesting that we (Kim and Rick Corbett) be notified before any decision is made in this matter.

Please send confirmation that you have received this letter.

Regards

Kim Corbett



**From:** [iguppy@cogeco.ca](mailto:iguppy@cogeco.ca)  
**To:** [Davey guppy](#); [Tammy Lepage](#)  
**Subject:** Application for Diving Academy at Net Lake by Steve Simpson  
**Date:** March 19, 2018 11:26:22 AM

---

ATTENTION: Tammy Lepage

Tammy, we have a concern that there will be an application for the development of a Diving Academy which will have a negative impact on our (Irene Guppy's) property as well as our neighbours. Below I have made a list of our concerns. Our property is located at 7408 highway 11 North, Temagami Ontario.

1. INCREASED TRAFFIC ACROSS OUR PROPERTY BY STRANGERS ... ACCESS TO THE SIMPSON PROPERTY AND DIVING ACADEMY CAN ONLY BE MADE BY CROSSING OUR PROPERTY UNTIL NEW ACCESS ROAD HAS BEEN ESTABLISHED BY SIMPSON.
2. INCREASED TRAFFIC BY DELIVERY VEHICLES AND DIVING ACADEMY STUDENTS WILL POSE A SAFETY HAZARD.
3. POTENTIAL FOR THEFT THAT COMES WITH INCREASED TRAFFIC.
4. POSSIBLE DEVALUATION OF PROPERTY WHICH COMES WITH INCREASED TRAFFIC AND BUSINESS ACTIVITY.
5. SAFETY ISSUES WITH DIVING ACTIVITIES. DIVERS/DIVING PLATFORM WILL REQUIRE 100 METERS OF WATER CRAFT CLEARANCE WHICH THE DIVING LOCATION IN THE NARROWS DOES NOT PROVIDE WHICH OPENS BOATERS UP TO POSSIBLE CHARGES/FINES.

Thanks

Dave Guppy  
1-519-396-4969  
Kincardine Ontario

Irene Guppy  
1-705-475-0850  
North Bay Ontario



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2018-M-015

☐

Staff

☒

Committee

Subject:	PAC recommendation regarding Mr. Simpson correspondence date March 5, 2018
Agenda Date:	March 22, 2018
Attachments:	

**RECOMMENDATION**



To recommend that:

WHEREAS at the Planning Advisory Committee meeting held on March 13, 2018 the Committee reviewed the correspondence from Mr. Simpson;

NOW THEREFORE BE IT RESOLVED THAT that Council receive Memo-2018-M-015 regarding the recommendation from PAC to amend the zoning by-law to include a broader definition of home occupation/home industry;

AND FURTHER THAT Council if they deem it desirable adopt the recommendation from PAC;

AND FURTHER THAT Council direct staff to proceed with a municipal initiated zoning by-law amendment.

**INFORMATION**

At the March 13, 2018 PAC meeting the Committee revised the agenda to include correspondence from Mr. Simpson regarding his diving business. The committee discussed the importance of bringing in new business and promoting economic prosperity and passed the following motion:

18-22

MOVED BY: J. Kenrick

SECONDED BY: B. Leudke

BE IT RESOLVED THAT *the Committee recommends to Council to proceed with a Zoning By-law Amendment in response to the correspondence from Mr. Simpson's inquiry dated march 5, 2018 and encourages a broader range of the definition in the zoning by-law of home occupation/home industry;*

AND FURTHER THAT *the definition of home occupation/home industry include home teaching and small learning facility in section 6.23 (g).*

**CARRIED**

Council should keep in mind that s.6.23 (g) "Home Occupation" states:

*"Such a home occupation may include a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations."*

The definition of a home occupation in the zoning by-law is as follows:

*"Home occupation shall mean any gainful occupation which is conducted within the dwelling unti by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law."*

If Council if deems it desirable to proceed with a municipally initiated zoning by-law amendment it will still require the following legislative process:

1. Preparation of a draft bylaw wording.



2. Notice of public meeting 20 days prior to Public Meeting;
3. Circulate to properties within a 120m (394 Feet) 20 days prior to Public Meeting;
4. Public meeting held to receive comments; and
5. Notice of decision within 15 days to all interested parties.

**\*\* Note: after Council makes a decision on the by-law amendment it is subject to a 20 day appeal period.**

*These recommendations have not been reviewed by staff. When reviewing a request and preparing a recommendation for Council consideration, staff would typically consider the following factors:*

- Operating and capital budget,
- Staff resources,
- Material costs,
- Government grants,
- Municipal policies,
- Legislation and
- Risk assessment

Prepared by:

Reviewed by & Approved for Council consideration

**Tammy Lepage,  
Planning Assistant**

**Elaine Gunnell,  
Municipal Clerk**

Name & Position

Name & Position

**Planning Advisory Committee**

## Tammy Lepage

---

**From:** Tammy Lepage  
**Sent:** June 14, 2018 9:13 AM  
**To:** 'Patrick Townes'  
**Subject:** RE: PAC Recommendation - Home Occupation and Home Industry  
**Attachments:** 06.01 - Council's decision Resolution 18-103 Regarding Mr. Simpson's Property R1 and R2 Zoning List Interpretation.pdf

Hi Patrick this was the decision of Council regarding that memo.

*Sincerely,*

*Tammy Lepage, Planning Clerk*

7 Lakeshore Dr

P.O. Box 220

Temagami, ON

P0H 2H0

P: 705-569-3421 ext. 210

E: [planning@temagami.ca](mailto:planning@temagami.ca)

---

**From:** Patrick Townes [mailto:ptownes@mhbcplan.com]  
**Sent:** June 12, 2018 9:36 AM  
**To:** Tammy Lepage <planning@temagami.ca>  
**Cc:** Jamie Robinson <jrobinson@mhbcplan.com>  
**Subject:** PAC Recommendation - Home Occupation and Home Industry

Good morning Tammy,

I have attached the recommendation from PAC regarding the municipal initiated Zoning By-law Amendment pertaining to home occupation and home industry permissions.

Has this been passed by Council?

Thank you,

**PATRICK TOWNES**, BA, BEd | Planner

**MHBC** Planning, Urban Design & Landscape Architecture

113 Collier Street | Barrie | ON | L4M 1H2 | T 705 728 0045 x 231 | F 705 728 2010

| [ptownes@mhbcplan.com](mailto:ptownes@mhbcplan.com)

Follow us: [Webpage](#) | [Linkedin](#) | [Facebook](#) | [Twitter](#) | [Vimeo](#)





**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
Regular Council Meeting**

**Legislative Number:** 18-103

**Title:** Steve Simpson UDT Diving regarding R1 R2 Zoning List Interpretation

**Date:** 03/22/2018

---

**MOVED BY:** D. Burrows

**SECONDED BY:** J. Harding

BE IT RESOLVED THAT Council receive correspondence from Stephen Simpson UDT Diving regarding R1 R2 Zoning List Interpretation; AND FURTHER THAT Council direct staff to send the relevant documentation to our planner for a planning report.

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami

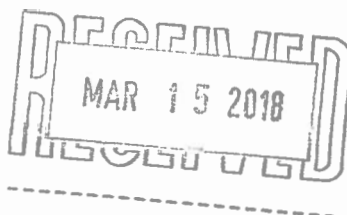


**From:** Elaine Gunnell  
**Sent:** Thursday, March 15, 2018 10:55 PM  
**To:** Roxanne St. Germain  
**Subject:** FW: Letter to Mayor and Council from Steve Simpson UDT Diving Inc.  
**Attachments:** Letter from Steve Simpson UDT Diving Inc.pdf; Northland Paradise Letter of Support UDT Diving Inc.jpg; Wilson Lake Cottages Business Support Letter for UDT Diving Inc.pdf

For incoming

*Elaine Gunnell, Dipl.M.A., AOMC*

Municipal Clerk  
 The Corporation of the Municipality of Temagami  
 7 Lakeshore Drive, P.O. Box 220  
 Temagami, ON P0H 2H0  
 Phone: 705-569-3421 ext 208  
 Email: [clerk@temagami.ca](mailto:clerk@temagami.ca)



File ☒ Incoming ☐ Other  
 Mayor ☐  
 Council ☒ ☐  
 CAO ☐  
 Building ☐  
 Finance ☐ S ☐ C  
 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☐ S ☐ C  
 PPP ☐  
 Social Services ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**From:** Steve Simpson [mailto:udt@udtdiving.com]  
**Sent:** Sunday, March 11, 2018 6:18 PM  
**To:** Lorie Hunter <mayor@temagami.ca>; debbyburrowsinfo@yahoo.ca; harding.john210@gmail.com; carol.lowery234@gmail.com; danomar@ontera.net; bhkoski62@gmail.com; ron.yourvoicematters@gmail.com  
**Cc:** Elaine Gunnell <clerk@temagami.ca>; Monty Cummings <building@temagami.ca>; Tammy Lepage <planning@temagami.ca>  
**Subject:** Letter to Mayor and Council from Steve Simpson UDT Diving Inc.

Dear Mayor and Council,  
 Please see attached Letter from myself to the Mayor and Council and Correspondence in Support of UDT Diving from Wilson Lake Cottages and Northland Paradise. I would appreciate these letters to be added to the next meeting agenda. Thank you for your time and consideration.  
 Sincerely,  
 Steve Simpson  
 UDT Diving Inc.

March 5<sup>th</sup>, 2018

The Municipality of Temagami

By email:

Mayor and Council

cc. Chair and Committee of Adjustment

cc. Chair and Planning Advisory Committee

cc. Chair and Economic Development Advisory Committee

cc. Clerk, Bylaw Enforcement, Planning

Dear Mayor, Council, Chair's and Committee Members, Clerk, By-Law Enforcement, and Planning

Without prejudice and with no disrespect intended, the Municipality of Temagami's definitions of what businesses are acceptable in their zoning bylaws are far too restrictive to fit and no longer relative to the times we live in. I would suggest that Council examine ways in which it can develop and grow business opportunities by broadening the scope of home occupation and home industry currently being used. The present "such as" listing of business acceptable in our Community is interpretive, exclusionary, biased, and detrimental to the town's growth and very survival. Our town professes to be working to attract and develop new sources of tax base and employment opportunities while fostering bylaws and policies that are working to do exactly the opposite. Our economic development history shows a record of disallowing and discouraging more businesses than it welcomes. Many of the disallowed opportunities were visionary and ahead of their time and now the same ideas are thriving businesses all over Ontario. It is time to make some serious changes. We need to be market friendly and market ready if we are to be ready for economic development opportunities. The very length of time it took to sell an industrial lot to a business bringing industry and employment to the town shows we are far from ready.

Employment trends are indicating that home occupations are increasing significantly, and that home entrepreneurial activity is emerging as a key sector in today's work environment. The growth of home occupations is likely responsive to many factors including the downsizing of larger businesses, decreasing overhead costs to remain viable, the growth of multiple income families, the desire of a better work-life balance. As such, other Municipalities are recognizing that home occupations are a valid way of combining home and work lives, while encouraging the economic stability of local economies. In the situation of my business, more importantly, I have brought in customers who have spent money at every retail business in the Town of Temagami, they have stayed at 3 lodge operations and returned for family vacations, they have attended several events and festivals. I have supplied letters from 2 of the lodges, the 3<sup>rd</sup> has changed ownership. If bringing money into the local economy is not an important factor in the official plan for this Municipality I would suggest it well should be. Every business that fails or is walked away from removes a tax base that is seriously needed to financially contribute to providing the infrastructure required to those who live here and brings money into the town economy. This Community will either evolve or it will continue on its decline, we need to work together to stop the later from happening.

If this Community is to evolve we need a common and common sense vision for the next twenty years that will guide how our community grows and develops. Our future vision should aim to create a vibrant living environment within the Town by taking into consideration all aspects of planning for Temagami's Future - social, economic, physical, cultural, esthetic, and environmental factors. Presently there is nothing in the Official Plan addressing economic development and this is a serious issue that needs to be address in the revisions presently being done. The community's vision should be central to the development of the new Official Plan. The plan needs to remove barriers to economic development, survival depends on it.

There is deep diving available for specific training in this area. I am well connected in the diving world and had begun to reach out to Diving Instructors and facilities across North America and they are extremely interested in coming here. This could be a great opportunity for local businesses in our community as one facility alone certifies 250 technical divers a year and that is just the tip of the iceberg. All of these divers will require accommodation, meals, will spend money at retail establishments, will attend local events and many will return to the area again, maybe even move here. This level of diving requires a diving facility to be close by. Unfortunately for the community, I have put the development of this important economic opportunity on hold until the issues I am facing with my diving business have been decided.

I am requesting that Council, the Planning Advisory Committee, and the Committee of Adjustment immediately make the necessary changes to allow businesses that are not on the "such as" list be allowed to be factored in to operate if they are located in an R1 or R2 zoning or any other appropriate zoned area for business. The SCUBA Diving Industry is not a common business and as such has not been included on the "such as" list of example businesses allowed in R1 R2 zoning. The very wording itself "such as" denotes a listing of some examples not a definitive list yet it is interpreted as exclusionary. It should not be necessary to fill out an application, pay a fee, go through hearings, and create an unnecessary administrative burden to an already overburdened staff in order to be added to a list so you can contribute to a community and try to make a living. I am asking for Council and/or the Committees to use their ability to remedy this situation and have SCUBA Diving Operations added to the acceptable businesses of R1 R2 and other applicable zoning so this businesses can operate and the community can continue to benefit financially from the students and their families being brought to the area.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Simpson', with a long horizontal flourish extending to the right.

Steve Simpson  
UDT Diving Inc.



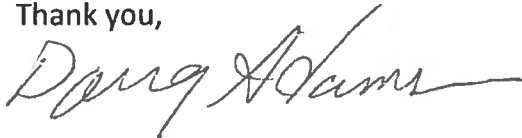
March 8<sup>th</sup>, 2018

UDT Diving Inc.  
Temagami, Ontario

To Whom it may concern,

Northland Paradise has financially benefited from the students of UDT Diving staying at our lodge and we are looking forward to future bookings. The town needs as much of an economic base as possible and we should be encouraging every business we can to choose our community to be in.

Thank you,

A handwritten signature in black ink, appearing to read "Doug Adams", with a long horizontal flourish extending to the right.

Doug Adams  
Northland Paradise

**From:** Wilson Lake Cottages [mailto:mjkmacleod@ontera.net]  
**Sent:** Saturday, February 17, 2018 6:20 PM  
**To:** UDT@udtdiving.ca; udt@udtdiving.com  
**Subject:** Letter of Support

To whom it may concern:

This is a letter of support confirming that Wilson Lake Cottages has had customers from UDT Diving and they did repeat coming back to Wilson Lake Cottages.

Thank-you for sending business our way.

Marilyn MacLeod

Wilson Lake Cottages

705-569-3710

**From:** [Tammy Lepage](#)  
**To:** ["steve"](#)  
**Subject:** RE: Concerns  
**Date:** March 19, 2018 11:29:00 AM

---

Hi Steve,

Once again this is only a recommendation from PAC and it's up to Council to make the final decision.

Sincerely,  
Tammy Lepage, Planning Assistant  
7 Lakeshore Dr  
P.O. Box 220  
Temagami, ON  
P0H 2H0  
P: 705-569-3421 ext. 210  
E: [planning@temagami.ca](mailto:planning@temagami.ca)

-----Original Message-----

From: steve [<mailto:steveaprescott@hotmail.com>]  
Sent: Monday, March 19, 2018 11:03 AM  
To: Tammy Lepage <[planning@temagami.ca](mailto:planning@temagami.ca)>  
Subject: Re: Concerns

Oops. I forgot to mention, we understand that the advisory committee is suggesting that the council amend the by-law on Home Industry to allow the scuba School/training facility to be added to the Home Industry section. We don't believe that a training facility/SCHOOL should be classified the same way as a hairdressing studio or embroidery shop.

Thanks again :)  
Steve

PRESCOTT CONSTRUCTION  
Box# 287  
Temagami, Ont.  
P0h2h0  
705-569-3525

Sent from my iPhone

> On Mar 19, 2018, at 10:43 AM, Tammy Lepage <[planning@temagami.ca](mailto:planning@temagami.ca)> wrote:

>

> Hi Steve,

>

> No planning application has been received, there is a piece of correspondence from Steve that is going to Council on the 22nd of March at their regular Council meeting.

>

> The Planning Advisory Committee is an advisory Committee of Council and is unable to make decisions regarding any correspondence, only recommendations to Council regarding Zoning By-Law Amendment & Official Plan Amendments.

>

> I will keep your comment submission below. Once again there is no application at this time.

>

> Sincerely,



> Tammy Lepage, Planning Assistant  
> 7 Lakeshore Dr  
> P.O. Box 220  
> Temagami, ON  
> P0H 2H0  
> P: 705-569-3421 ext. 210  
> E: [planning@temagami.ca](mailto:planning@temagami.ca)  
>  
> -----Original Message-----  
> From: steve [<mailto:steveaprescott@hotmail.com>]  
> Sent: Sunday, March 18, 2018 12:09 PM  
> To: Tammy Lepage <[planning@temagami.ca](mailto:planning@temagami.ca)>  
> Subject: Concerns  
>  
> Hi Tammy!  
> We have just heard about the upcoming meeting about our neighbours business on R2 land.  
> I was hoping this was done and over with. But I understand now that he maybe able to operate and school/training facility next door to us.  
> I have concerns over the safety of the family, due to increased traffic. The decreased property value of our home/property etc etc.  
> Any info would be GREATLY appreciated.  
> We are getting together with the Corbett family (and via conference call the Guppy family) to figure out what we can do, before it's too late.  
> Sorry to trouble u. We are stressed. Lol Steve  
>  
> PRESCOTT CONSTRUCTION  
> Box# 287  
> Temagami, Ont.  
> P0h2h0  
> 705-569-3525  
>  
> Sent from my iPhone  
>

April 6, 2018

Tammy Lepage

Planning Assistant

**Re: PAC question in regards to my conversation with Mr. Simpson**

The Planning assistant and I, after a discussion with the planning consultant, had established that Section 6.23 of the Zoning Bylaw does not allow an owner or occupant to provide diving courses in the Remote Residential R2 Zone. The property in question 7416 Highway 11 North is zoned R2. Mr. Simpson owns the property and there is no Crown land between his property and the lake.

The question: Did I tell Mr. Simpson that he could not walk his students to the lake from his property?

The answer: Yes. I did tell Mr. Simpson that his students could not use his property to access the lake, as that would be part of the instruction process.

In the conversation I had with Mr. Simpson, he asked if he taught the classroom portion, off site, could he bring the students back to the property to access the lake, this in my opinion is using the property for instructing part of the course. The actual diving instruction will take place in the lake, but the staging area and the donning and doffing of the SCUBA equipment will not. This is all part of the instruction and learning process.

In the same conversation Mr. Simpson asked about his compressor. I told him, he could use it for personal use.

Monty Cummings, CBCO

CBO Temagami

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP
<b>Subject:</b>	Information Report Regarding Review of R1 & R2 Zone Provisions and Home Occupation
<b>Report Date:</b>	April 11, 2018

## **A. BACKGROUND**

At the Regular Council Meeting held on March 22, 2018, Council passed the following resolution regarding "Steve Simpson UDT Diving regarding R1 R2 Zoning List Interpretation":

*BE IT RESOLVED THAT Council receive correspondence from Stephen Simpson UDT Diving regarding R1 R2 Zoning List Interpretation, AND FURTHER THAT Council direct staff to send the relevant documentation to our planner for a planning report.*

In accordance with the direction of Council, this Report has been prepared to provide an overview of the Remote Residential (R1) Zone (Lake Temagami) and Remote Residential (R2) Zone provisions as they pertain to home occupations.

We have had an opportunity to review the letter that was submitted to Mr. Simpson from the Municipality, dated October 12, 2017; and the letter that was submitted to the Mayor and Council from Mr. Simpson, dated March 5, 2018.

Other documents that were reviewed included letters in support and opposed to the use of a Technical Diving School at the subject property, located at 7416 Highway 11 North.

Following a review of the relevant documentation, it is understood that Mr. Simpson currently operates a Technical Diving School on the subject property, and the Municipality previously provided Mr. Simpson with a letter that stated this was not a permitted use within the R2 Zone in the Zoning By-law.

The subject property is located within the Matabitchuan Neighbourhood and is designated as Integrated Management Area in the Official Plan; and is located within the R2 Zone in the Zoning By-law. The subject property has lot frontage on Net Lake and is accessed by a private road, Guppy Road. The subject property and adjacent properties are shoreline residential lots.



## **B. ZONING BY-LAW REVIEW**

The permitted uses for the R2 Zone are included in Section 7.5.1 of the Zoning By-law. An excerpt of Section 7.5.1 of the Zoning By-law follows:

### **SECTION 7.5 - REMOTE RESIDENTIAL (R2) ZONE**

#### **7.5.1 PERMITTED USES**

No person shall within any Remote Residential (R2) Zone use any lot, or erect, alter or use any building or structure for any purpose except one or more of the following uses:

- permanent dwelling unit or a seasonal dwelling unit
- a modular home
- sleep cabins, subject to the provisions of Section 6.41
- a water based boathouse, in accordance with Section 6.06 or
- a land based boathouse, in accordance with Section 6.06 and 6.40
- a detached garage in accordance with Section 7.5.2
- other accessory buildings, in accordance with section 6.04 (By-law 07-745)
- a home occupation use, in accordance with Section 6.23

The permitted uses for the R1 Zone are included in Section 7.4.1 of the Zoning By-law, and the permitted uses are the same as for the R2 Zone, with the exception that a bed and breakfast establishment is an additional permitted use within the R1 Zone.

A home occupation is permitted within the R1 Zone and the R2 Zone, in accordance with Section 6.23 of the Zoning By-law. The definition of a home occupation further identifies that the use must be secondary to the main residential use and cannot change the residential character of the dwelling. The definition of a home occupation and an excerpt of Section 6.23 of the Zoning By-law is included below:

**HOME OCCUPATION** shall mean any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.

#### **6.23 HOME OCCUPATION**

A Home Occupation may be carried out in certain zones, where permitted, subject to the following:

- (a) no person, other than a resident of the dwelling unit and one non-resident employee may be employed in the home occupation, except in the R1, R2 and R3 Zones where two non-resident employees may be employed in the home occupation;
- (b) there is no display, other than an un-illuminated sign not greater than one (1.0) square metre in size, to indicate to persons outside that any part of the dwelling unit or lot is

being used for a purpose other than a dwelling unit, except in the, R1 and R2 Zones where no such sign is permitted;

- (c) such home occupation is clearly secondary to the main residential use and does not change the residential character of the dwelling unit nor creates or becomes a public nuisance, particularly in regard to noise, noxious odours or emission of smoke, traffic or parking;
- (d) such home occupation does not interfere with television or radio reception;
- (e) there is no outside storage of goods or materials and there is no use of any part of an accessory building;
- (f) not more than twenty five per cent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser, is used for the purposes of a home occupation;
- (g) such home occupation uses may include a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;
- (h) when retail sales are carried out as part of a home occupation located on a lot accessible by a municipally maintained road, one on-site parking space shall be provided in addition to any required for the dwelling unit and employees;
- (i) (By-law 13-1121) except in the R1 and R2 Zones, one parking space shall be provided for each employee not residing in the residence.

The definition and provisions included in the Zoning By-law regarding home occupations establish that a home occupation shall be contained within a dwelling and clearly be secondary to the residential use. Section 6.23 c) of the Zoning By-law states that a home occupation shall not change the residential character of the dwelling and not create a public nuisance, in particular to traffic and parking for example.

Following review of the Zoning By-law, it is clear that the Technical Diving School on the property cannot be considered as a home occupation. The use is not entirely located within the dwelling, and depending on the number of people engaged in diving lessons, there is the potential to increase traffic and parking on the subject property.

The Planning Documents support commercial uses and economic development within Temagami; however, it is not economic development at all costs. Commercial uses must be appropriately located where they are compatible with surrounding land uses and either located in a Commercial Zone or, as a home occupation as use, be compatible and at a scale that is appropriate.

There are other opportunities for the proposed use to locate in the Municipality; in one of the existing commercially zoned properties as either the principal use, or as an accessory use to a use such as a lodge.

**C. SUMMARY**

We have had an opportunity to review the relevant documentation related to the existing use on the subject property, and agree with the content of the letter that was submitted to Mr. Simpson on October 12, 2017, from the Municipality. The Technical Diving School is not a permitted use within the R2 Zone.

Further, it is unlikely that a Zoning By-law Amendment to support the Technical Diving School on the subject property could be supported. The nature and scale of the use do not appear to be compatible with shoreline recreational residential properties.

Staff would be encouraged to work with the proponent to identify potential opportunities within the Municipality where the proposed use would be suitable.

Respectfully Submitted,

**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal flourish extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner



April 16<sup>th</sup>, 2018 – via email

Dear Mayor and Council, and Members of PAC,

I have reviewed the report concerning the By-Law issue regarding my property prepared by Jamie Robinson being submitted to Council in the April 17<sup>th</sup> Committee of the Whole meeting. I am very concerned that the planning staff continue to refer to my SCUBA Diving Facility as a Technical Diving School. In my delegation to Council I was very clear that the SCUBA Diving Industry does not use the term school. In fact we are not allowed to use the term school because we are not schools and you will not find the word school used by any of the Industry Certifying Agencies or by my business. This information does not appear to have been corrected by the staff or the person retained to review this matter as it continues to be referred to as a Technical Diving School. The industry standard is Diving Facility or Diving Centre. The instruction and certification of SCUBA divers is a part of overall Dive Facility or Dive Centre operations.

The retained Planner, Jamie Robinson's, review of this issue seems to refer only to the business use of the property as a Home Occupation. The Diving Facility clearly falls into the Home Industry category and not the Home Occupation that was used in his review. The staff of the Municipality have previously stated to me that the rest of the Diving Facility operations are fitting with the definition of Home Industry on the property, the only issue is the teaching of people on the property. In a Planning Advisory Committee meeting it was discussed that several businesses are actually instructing and the interpretation/content of this zoning and "such as list" will also impact them. Will an accepted ruling be applied to all business operations in the Municipality regarding instruction?

Mr. Robinson repeatedly refers to the scale of the operation and the increased traffic and parking impact in his report and recommendations. From his response "The Planning Documents support commercial uses and economic development within Temagami; however, it is not economic development at all costs. Commercial uses must be appropriately located where they are compatible with surrounding land uses and either located in a Commercial Zone or, as a home occupation as use, be compatible and at a scale that is appropriate". He also states "Further, it is unlikely that a Zoning By-law Amendment to support the Technical Diving School on the subject property could be supported. The nature and scale of the use do not appear to be compatible with shoreline recreational residential properties".

First, this brings up the issue of what information was sent to Mr. Robinson and was he supplied with all of the relevant information to make a decision that seems to be based on scale and impact? Were the number of students or courses per year provided? The number of cars entering the property for diving instruction provided? The number of parking spaces available on my property and that the majority of them are not visible from other residents property provided? The economic benefit to the other businesses in town provided? The fact that a new private road is being built provided so the impact on traffic on other resident's property has been removed? Is he aware that at the time of the complaint there had been only a few people in a couple courses and eight vehicles attending my business in eight months of operation? Was he informed that the Municipality has already authorized all other aspects of the diving operation, including entering the water with students, as long as it is not from my owned shoreline? Was he informed that the Planning Advisory Committee intends to recommend to change the wording in the Official Plan Review to include "instruction" and that it is clear they, and Council, including the Mayor who spoke in favour of the use at the last Council meeting are in alignment on this issue? The "spirit" has been met, and the change is housekeeping. If this information was not provided and these issues and impacts and the scale of the operations are being used to base the review on then it is not an accurate review. IF relevant information was not provided, how was the decision made to withhold information and why would all possibly needed information not be provided? The majority of members of PAC, the Mayor, and several Councilors agree this is an interpretation issue of our current zoning By-laws particularly the interpretation of the "such as list" as being a definitive list of the business allowed under the zoning instead of examples. In addition, how is swimming below the surface of water, not compatible with "shoreline recreational" use? I am officially requesting copies of all of the information sent to Mr. Robinson to review in making his decision regarding this matter.

Second, it is my understanding when the complaint was made it was based on the word "nuisance" directed to business causing increased traffic and noise. What is a nuisance? It was explained to me "a nuisance is whatever a person finds to

be a nuisance to them (the person making the complaint) and a nuisance to them may not be a nuisance to someone else". The "nuisance" complaint concerning my business is the creation of noise and traffic. I was informed staff do not have to investigate the noise and traffic component of the complaint just the operating a business complaint and the reasons are not their concern only the fact of being in compliance with the By-law is of importance. If the staff do not have to investigate or validate the very items that are the supposed issue that triggered the By-law complaint and these very same unsubstantiated issues are being used by Mr. Robinson to validate his interpretation then how can he make an informed decision? IF this is what was done for the review then there is something seriously wrong with our process. At a minimum, the process needs to be reviewed concerning the word nuisance be clarified or replaced in our By-laws in general as it is ambiguous and open to "personal" interpretation. I tried to confirm some of the discussions from the PAC meetings by reviewing the recording of the March 13, 2018 PAC meeting but I could not locate it.

It was demonstrated in the presentation to Council that there has been a minimal traffic impact on the road with only a couple courses that have been taught, and a few students, again minimal impact. There is room for many vehicles on my property so there is NO impact to the surrounding properties with parking. The few cars we may have on site are not in view of the other properties site lines, again NO impact. There is virtually NO additional noise made by the instructional portion of the business. Instruction is indoors and the outdoor portion is underwater. I have video of the noise levels when friends were up diving which would be equivalent of students and the talking of the people cannot be heard even halfway across my property so is certainly NOT impacting the three other residents or impacting enjoyment of their property. In the previous letter provided to Council and PAC I provided accurate numbers of courses, students and vehicle impact that can be attributed to my business in response to the complaint. In light of the minimal impact I have demonstrated the complaint made regarding the noise and traffic levels (minimal traffic and NO noise) is clearly not about those issues, but more likely connected to the road dispute happening at that time that has since been resolved. A new private road is being built that will allow any person visiting my property to NO longer use the portion of road crossing their property that was in dispute. I would like to take this opportunity to clarify an item from the delegation to Council that was brought up that may be information being reviewed. The item brought up by the other delegate was concerning their comment of "250 people coming down the road and crossing their lawn.....and a drop in the bucket". When asked about that number I did not remember at the time that the number 250 was referring to the part of my letter discussing one dive facility in Florida's number of Technical Diver's they certify per year. This was highlighting just a portion of the people who are willing to travel here and bring business to the town when the North Pit is able to be used for diving. This was not how many people I would be instructing on my property, nor would they be attending my business. This business will only be coming to THIS town if there is the support of a dive facility close to the North Pit at the closed Sherman Mine site approximately 8 kilometers from my property.

I understand the Official Plan is in the process of being updated and recommendations will be made by PAC to include instructing or instruction to be permitted in the Municipality. I understand this will also benefit many other businesses who are teaching as part of their business and who are also not in compliance with the present interpretation of the "list". I am concerned what has now transpired does not seem to be what was discussed and intended by the Planning Advisory Committee as explained to me and is intended to be resolved in the Official Plan Review in order to encourage businesses to locate to Temagami, especially businesses who have demonstrated the benefit to other businesses in the area and with the potential to increase that benefit when I resume campaigning for the North Pit to be used for Diving.

I am very concerned at the cost, both in time and money, to the tax payer in the resolution of this issue. The Planner's review reads that staff MAY not have provided the Planner with complete or correct information to review this issue and it is clear the Planner himself did not apply the correct category of Home Industry to the zoning review and as a result a second review will have to be done. I am not feeling confident in the abilities of the Planner we are engaging for reviews after this serious mistake, perhaps it is time for the Municipality to find a new Planner for these opinions.

Thank you for your time and attention to this matter.

Sincerely,

Steve Simpson  
UDT Diving Inc.



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**  
**Regular Council Meeting**

**Resolution Number:** 18-175

**Title:** MHBC Planning Report - R1 R2 Planning Analysis related to Home Occupations - Simpson Property

**Date:** 05/24/2018

---

**MOVED BY:** B. Koski

**SECONDED BY:** J. Harding

BE IT RESOLVED THAT Council receive MHBC Planning Report - R1 R2 Planning Analysis related to Home Occupations - Simpson Property; AND FURTHER THAT Council direct that the Planner be provided with Mr. Simpson's contact information and that he be directed to contact Mr. Simpson to discuss the matter.

**ABSTAIN: 0**

**CARRIED**

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami





**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**  
**Regular Council Meeting**

**Resolution Number:** 18-175

**Title:** MHBC Planning Report - R1 R2 Planning Analysis related to Home Occupations - Simpson Property

**Date:** 05/24/2018

---

**MOVED BY:** B. Koski

**SECONDED BY:** J. Harding

BE IT RESOLVED THAT Council direct the Planner to look at home occupation and home industry definitions from other municipalities to compare with Temagami's definitions and provide an updated report for the next council meeting.

**ABSTAIN: 0**

**CARRIED**

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami

## Tammy Lepage

---

**From:** Tammy Lepage  
**Sent:** May 25, 2018 2:46 PM  
**To:** 'Jamie Robinson'  
**Cc:** 'Patrick Townes'  
**Subject:** RE: Simpson Update as per May 25th Council Meeting.  
**Attachments:** Letter to S. Simpson rev.doc; Resolution 18-103 Regarding Mr. Simpson's Property R1 and R2 Zoning List....pdf; Letter from Steve Simpson UDT Diving Inc including supporting letters.pdf; Northland Paradise Letter of Support UDT Diving Inc.jpg; Wilson Lake Cottages Business Support Letter for UDT Diving Inc.pdf; RE: Concerns ; Application for Diving Academy at Net Lake by Steve Simpson; Zoning by law; Planning Report - R1 R2 Planning Analysis related to Home Occupations - ....pdf; Letter to Council in Response to the Robinson Planning Review; Memo 2018-M-015 - PAC recommendation regarding correspondence from Mr. S....pdf; 11493 - UDT Diving Letter regarding R1 R2 Zoning List Interpretation Iss....pdf; IMG\_2555.jpg; Update Simpson issue.

Hi Jamie,

At last night's Council Meeting, the below motion was passed, as part of the consent agenda.

Moved by: B. Koski

Seconded by: J. Harding

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

BE IT RESOLVED THAT *Council receive MHBC Planning Report - R1 R2 Planning Analysis related to Home Occupations - Simpson Property;*

AND FURTHER THAT *Council direct that the Planner be provided with Mr. Simpson's contact information and that he be directed to contact Mr. Simpson to discuss the matter.*

BE IT RESOLVED THAT *Council direct the Planner to look at home occupation and home industry definitions from other municipalities to compare with Temagami's definitions and provide an updated report for the next council meeting.*

The next Committee of the Whole meeting is June 19<sup>th</sup>, please have the report to me by the 12<sup>th</sup> of June.

As per my email of April 16<sup>th</sup>, please ensure to correct the name of the business "UDI Technical Diving" is changed to "UDT Diving Inc". (Attached business sign).

Also within the report please remove the word "School". Also, could you include an analysis for section 6.22 Home Industry?

Thanks Jamie, I've attached the email sent May 03, 2018 with all of Mr. Simpson's contact information.

*Sincerely,*

*Tammy Lepage, Planning Assistant*

*7 Lakeshore Dr*

*P.O. Box 220*

*Temagami, ON*

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP and Patrick Townes, BA, BEd
<b>Subject:</b>	Subsequent Information Report Regarding Review of R1 & R2 Zone Provisions and Home Occupation/Home Industry
<b>Report Date:</b>	June 12, 2018

## **A. BACKGROUND**

This Report has been prepared following a detailed review of the Municipality's Zoning By-law related to home occupations and home industries. Mr. Stephen Simpson owns the subject property located at 7416 highway 11 North and operates a diving business on his property – for the purposes of this Report, the business is referred to as a Diving Facility.

At the Regular Council Meeting held on March 22, 2018 Council passed the following resolution regarding "Steve Simpson UDT Diving regarding R1 R2 Zoning List Interpretation":

*BE IT RESOLVED THAT Council receive correspondence from Stephen Simpson UDT Diving regarding R1 R2 Zoning List Interpretation, AND FURTHER THAT Council direct staff to send the relevant documentation to our planner for a planning report.*

In accordance with the direction of Council, a Report was prepared by MHBC dated April 11, 2018 to provide an overview of the Remote Residential (R1) Zone (Lake Temagami) and Remote Residential (R2) Zone provisions as they pertain to home occupations, as directed by Staff.

In preparing the Report dated April 11, 2018 a number of documents were reviewed, including the letter that was submitted to Mr. Simpson from the Municipality, dated October 12, 2017; and the letter that was submitted to the Mayor and Council from Mr. Simpson, dated March 5, 2018. Other documents that were reviewed included letters in support and opposed to the use of a Diving Facility at the subject property, located at 7416 Highway 11 North.

At the regular Council Meeting held on May 24, 2018 Council passed the following resolution:

*BE IT RESOLVED THAT Council receive MHBC Planning Report - R1 R2 Planning Analysis related to Home Occupations - Simpson Property;*

*AND FURTHER THAT Council direct that the Planner be provided with Mr. Simpson's contact information and that he be directed to contact Mr. Simpson to discuss the matter.*

*BE IT RESOLVED THAT Council direct the Planner to look at home occupation and home industry definitions from other municipalities to compare with Temagami's definitions and provide an updated report for the next council meeting.*

Following the Regular Council Meeting held on May 24, 2018 additional correspondence has been received from Mr. Simpson in the form of a letter submitted via email on April 16, 2018.



Following direction from Council, MHBC Staff contacted Mr. Simpson via telephone to discuss the details of the Diving Facility use on the subject property.

## **B. SUMMARY OF DISCUSSION**

The following is a summary of the discussion with Mr. Simpson regarding the Diving Facility use on the subject property:

- The subject property is developed with a principal dwelling, a second dwelling (cottage), an accessory building and a shoreline structure.
- The Diving Facility is primarily operated during the summer months.
- Mr. Simpson is currently constructing a new road that would provide access to the subject property.
- Previously, access to the subject property was through a shared road with adjacent properties.
- Generally, clients schedule appointments months in advance with Mr. Simpson.
- There is no retail business on the subject property.
- The majority of training sessions are one-on-one.
- There is a possibility that in-water training could accommodate up to four people at one time.
- The last time the subject property was used related to the Diving Facility was in March of 2018.
- Generally, there would not be more than four vehicles parked on the subject property associated with the Diving Facility.
- There is sufficient parking spaces available on the subject property for clients, and the parking area is relatively screened from adjacent properties.
- A compressor is used within the accessory building on the subject property to fill a large tank, which is then used to fill individual diving tanks. The compressor is only operated every 3-4 months for a period of 1-2 hours. The compressor is described as having less noise impact than a lawn mower and is operated with the doors closed within the accessory building.

Further to the above information, it is our understanding that the Diving Facility is used in the following manner:

- 1) There is in-water training, which takes place in the lake;
- 2) There is one-on-one instruction with clients primarily within the principal dwelling or cottage who book appointments online through the business' website; and,
- 3) There is video training provided via the internet (Skype for example) which primarily occurs within the principal dwelling or the cottage.

In terms of the intensity of use, Mr. Simpson confirmed that over the past two years since the business has been in operation on the subject property, he has issued approximately 12 diving certifications (inclusive of in-water training, one-on-one sessions, video training) and there has been approximately 10 in-water training sessions over that same period of time.

Mr. Simpson also confirmed that members of his family and friends commonly visit the subject property and dive recreational using their own equipment.

### **C. HOME OCCUPATION AND HOME INDUSTRY REVIEW**

The permitted uses of the Remote Residential (R1) Zone (Lake Temagami) are included under Section 7.4.1 of the Zoning By-law; and the permitted uses of the Remote Residential (R2) Zone are included under Section 7.5.1 of the Zoning By-law. The subject property is located within the R2 Zone.

A home occupation is a permitted use within the R1 and R2 Zone, however a home industry is not a permitted use within the R1 and R2 Zone. A Zoning By-law Amendment would be required to permit a home industry within the R1 or R2 Zone.

In the Municipality's Zoning By-law, a home occupation and a home industry are defined as follows:

*HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.*

*HOME INDUSTRY shall mean a gainful occupation including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A Home Industry is conducted entirely in an accessory building or part of an accessory building on a Rural Residential or Remote Residential lot by the residents. A home industry does not include a contractor's yard.*

The primary difference between a home occupation and a home industry is that a home occupation is conducted within a dwelling by the resident of the dwelling, and a home industry is conducted within an accessory building or part of an accessory building. A home occupation is also a more benign use such as a professional office use whereas a home industry is often industrial in nature.

The definitions of the Zoning By-law are the sole consideration in determine whether a proposed use is a home occupation or a home industry. On the basis of a review of these definitions, components of the proposed use, meet the definition of a home occupation. These components include all aspects of the business detailed by Mr. Simpson, with the exception of the outdoor, in-water training.

There are no components of the proposed use that would meet the definition of a home industry.

In accordance with the direction of Council, the provisions of the Zoning By-law related to home occupations and home industries have also been considered. If a proposed use meets the definition of a home occupation or home industry, then the provisions are used to establish criteria upon which a home occupation or home industry is required to operate.

The provisions for home occupations are included in Section 6.23 of the Zoning By-law. Table 1 provides a summary of the provisions and a review of the activities on the subject property in regards to Section 6.23 of the Zoning By-law.

Table 1: Home Occupation Provisions

<b>By-law Section</b>	<b>Provision</b>	<b>Review of Diving Facility Use</b>	<b>Comment on Compliance</b>
6.23	A Home Occupation may be carried out in certain zones, where permitted, subject to the following:		
(a)	no person, other than a resident of the dwelling unit and one non-resident employee may be employed in the home occupation, except in the R1, R2 and R3 Zones where two non-resident employees may be employed in the home occupation;	The business is operated by the owner Mr. Simpson.	Yes
(b)	there is no display, other than an un-illuminated sign not greater than one (1.0) square metre in size, to indicate to persons outside that any part of the dwelling unit or lot is being used for a purpose other than a dwelling unit, except in the, R1 and R2 Zones where no such sign is permitted;	In order to comply to this provision, no sign is permitted within the R1 and R2 Zone.	To be confirmed
(c)	such home occupation is clearly secondary to the main residential use and does not change the residential character of the dwelling unit nor creates or becomes a public nuisance, particularity in regard to noise, noxious odours or emission of smoke, traffic or parking;	<p>The one-on-one instruction and video training aspect of the business are primarily conducted within the dwelling or the cottage. This use would be considered secondary to the main residential use.</p> <p>The use of the subject property for in-water diving purposes does not alter or change the residential character of the dwelling.</p>	Yes
(d)	such home occupation does not interfere with television or radio reception;	There is no known effects with television or radio reception as a result of the use on the subject	Yes



		property.	
(e)	there is no outside storage of goods or materials and there is no use of any part of an accessory building;	There is no outside storage of goods or material on the subject property.  The accessory building on the subject property is used, only when filling up tanks for diving purposes.	Yes  No
(f)	not more than twenty five per cent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser, is used for the purposes of a home occupation;	In order for the one-on-one instruction and video training the portion of the building to be used as a home occupation must meet the criteria of (f).	To be confirmed
(g)	such home occupation uses may include a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;	The list provides general uses that could be conducted within a residential dwelling. The one-on-one instruction and video training components of the business are comparable to the uses listed, and could be considered a home occupation use.  The in-water training component of the business when operated from the subject property would not appear to similar to the uses listed in (g).	Yes  No
(h)	when retail sales are carried out as part of a home occupation located on a lot accessible by a municipally maintained road, one on-site parking space shall be provided in addition to any required for the dwelling unit and employees;	There use on the subject property does not contain any retail sales.	Yes
(i)	except in the R1 and R2 Zones, one parking space shall be provided for each employee not residing in the residence.	Adequate parking spaces are available for the business use on the subject property.	Yes

The responses provided in Table 1 relate to our interpretation of the Diving Facility use on the subject property following a discussion with Mr. Simpson. As provided, there are components of the business use that would fit the provisions for a home occupation to occur on the subject

property. It is noted that the owner may have the flexibility to revise operations on the subject property in order to comply with these provisions listed in Table 1. Further to the provisions listed in Table 1, the Diving Facility use must only occur within the dwelling and the cottage on the subject property, and any business related activities that occur from the shoreline of the subject property or within an accessory building, would not be permitted as a home occupation. Again, a home occupation is a permitted use within the R1 and the R2 Zones, subject to the provisions of Section 6.23 of the Zoning By-law.

As previously outlined, the proposed use does not meet the definition of a home industry. However, at the direction of Council, the provisions for home industries have been reviewed and are included in Section 6.22 of the Zoning By-law. Table 2 provides a summary of the provisions and a review of the use on the subject property in regards to Section 6.22 of the Zoning By-law.

Table 2: Home Industry Provisions

<b>By-law Section</b>	<b>Provision</b>	<b>Review of Diving Facility Use</b>	<b>Comment on Compliance</b>
6.22	A home industry may be carried out in the R1, R2 and R3 Zones in accordance with the following and in accordance with the provisions of Section 7.4.3, Section 7.5.3 and Section 7.6.3.	Section 7.4.3 refers to restrictions for the R1 Zone, and Section 7.5.3 refers to restrictions for the R2 Zone. These sections state that a site specific rezoning is required in order to permit a home industry within these zones, and an approved site plan.	
(a)	there is no external advertising other than a sign erected in accordance with any bylaws of the Municipality regulating signs;	If there is a sign on the subject property, it must be erected in accordance with any applicable By-laws.	To be confirmed
(b)	the external storage of goods, materials or equipment is not permitted;	There is no outside storage of goods, materials or equipment on the subject property.	Yes
(c)	such home industry is not an obnoxious use, trade, business or manufacture;	The use is considered no to be an obnoxious use, trade, business or manufacture.	Yes
(d)	such home industry is clearly secondary to the main residential use, does not change the residential character of the dwelling and in no case shall the accessory building used for the home industry have a gross floor area greater than forty percent	A home industry use is only permitted within an accessory building. The only component of the business that operates within an accessory building is the air compressor and the filling of diving tanks. As noted by the owner, this occurs intermittently	No

	(40%) of the ground floor area of the dwelling;	on the subject property.  The majority of the business is conducted within the dwelling and the cottage on the subject property, with some in-water diving taking place off the shoreline (not within an accessory building).	
(e)	not more than two (2) persons, other than the owner of the dwelling shall be employed in a home industry on a full-time basis;	The business is operated by the owner Mr. Simpson.	
(f)	except in the case of island lots, for every person, other than the owner of the dwelling employed therein on a full-time basis, one parking space shall be provided but shall not be located in the front yard or flanking yard;	Adequate parking spaces are available for the business use on the subject property.  Location of parking to be confirmed.	Yes  To be confirmed
(g)	except in the case of island lots, one on-site parking space shall be provided for patrons of the home industry and such parking space shall not be provided in the front yard;		
(h)	except in the case of island lots, an accessory building used for a home industry shall not be located in the front yard or flankage yard of the residential lot; and	Location of parking to be confirmed.	To be confirmed
(i)	notwithstanding any of the provisions of this By-law, an accessory building used for a home industry shall have a minimum setback from the property line of five (5.0) metres.	The filling of diving tanks takes place within the accessory building on an intermittent basis. It is unknown whether the accessory building is located within 5.0 metres of a property line.	To be confirmed

While there are components of the business that would meet some of the home industry criteria, the proposed use, by definition is not a home industry and as a result, the home industry provisions of the Zoning By-law should not be considered in this instance.



#### **D. REVIEW OF HOME OCCUPATION AND HOME INDUSTRY DEFINITIONS/PROVISIONS**

In accordance with Council's resolution, a review of other Municipal planning documents was conducted regarding definitions and provisions for home occupations and home industries. Table 3 provides a summary of definitions found in other Zoning By-laws:

Table 3: Home Occupation and Home Industry Definitions

<b>Municipality</b>	<b>Definition of Home Occupation in the Zoning By-law</b>	<b>Definition of Home Industry in the Zoning By-law</b>
Township of Nipissing	means a gainful occupation conducted entirely within a dwelling unit.	means a gainful occupation conducted primarily within a building or part of a building accessory to a single unit detached dwelling
Township of Machar	An occupation carried on by the occupant of a dwelling on his premises as a secondary use in connection with which there is no display, no stock in trade nor commodity sold upon the premises and may include a day nursery or a bed and breakfast establishment.	Any occupation of an industrial nature conducted entirely within a building or part of a building accessory to a single-detached dwelling house.
Township of Georgian Bay	means an occupation carried on by the occupant of a dwelling on his premises as an accessory use in connection with which there is no display, no stock in trade nor commodity sold upon the premises and which is clearly subordinate or incidental to the principal use of the dwelling for residential purposes	Means any occupation conducted entirely within a building or part of a building accessory to a single detached dwelling or agricultural operation. A home industry does not include a motor vehicle repair shop.
Town of Gravenhurst	Shall mean a gainful occupation conducted in a dwelling which is secondary to the use of the dwelling as a private residence and the nature and scope of which is compatible with the residential character of the dwelling.	Shall mean a small scale light industrial use, such as a carpentry shop, metal working shop, a welding shop, an electrical shop, small engine repair or similar use, that provides services or wares to the community and which is an accessory use to a single detached dwelling. For the purposes of this By-law, the repairing of motor vehicles, mobile homes and trailers is not a home industry.

Following review of the above definitions for a home occupation and a home industry, the definitions of each are similar to those in the Municipality's Zoning By-law in that a home

occupation is permitted within a dwelling, and a home industry is permitted within an accessory building.

The Township of Nipissing permits home occupations on shoreline residential properties; the Township of Georgian Bay permits home occupations on some shoreline residential properties; and the Township of Machar and Town of Gravenhurst do not permit home occupations on shoreline residential properties. Home industries are not permitted on shoreline residential properties for all the Municipalities listed in Table 3.

Further review was conducted for the provisions related to home occupations and home industries for the same Municipalities listed in Table 3. These provisions are listed in Table 4.

Table 4: Home Occupation and Home Industry Provisions

Municipality	Home Occupation Provisions	Home Industry Provisions
Township of Nipissing	<p>Section 3.20</p> <p>Where a home occupation is permitted in any zone, the said use shall be maintained in accordance with the following provisions:</p> <ul style="list-style-type: none"> <li>a) The occupation shall be carried on by a person or persons resident in the dwelling unit.</li> <li>b) Not more than one assistant who is not a resident in said dwelling may operate in or from said dwelling.</li> <li>c) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.</li> <li>d) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one</li> </ul>	<p>Section 3.19</p> <p>Where a home industry is permitted in any zone, the said use shall be maintained in accordance with the following provisions:</p> <ul style="list-style-type: none"> <li>a) Such home industry is clearly secondary to the main residential use and does not change the main residential character of the property.</li> <li>b) There is no external advertising other than a sign erected in accordance with any by-laws of the corporation regulating signs.</li> <li>c) There is no external storage of goods, materials or equipment.</li> <li>d) Such home industry is not an obnoxious trade, business or manufacture or which is a traffic generator that would impact negatively on a provincial highway.</li> <li>e) Not more than two persons not resident in the dwelling are employed therein on a full-time basis.</li> <li>f) The lot on which the use is proposed shall have at least 45 metres of frontage and an area of not less than 0.4 hectares.</li> </ul>

	<p>sign, not exceeding 0.2 square metres in area, non-illuminated, and mounted flat against the wall of the principal building.</p> <p>e) No home occupation shall be conducted in any accessory building.</p> <p>f) There shall be no goods, wares, or merchandise publicly offered or exposed for sale on the premises. Such home industry is not an obnoxious trade, business or manufacture or which is a traffic generator that would impact negatively on a provincial highway.</p> <p>g) One off-street parking space shall be provided for each twenty-eight (28) square metres of floor area or portion thereof devoted to said use in addition to that required for the dwelling.</p>	
Township of Machar	<p>Section 3.10</p> <p>Where a Home Occupation is a permitted use the following regulations shall apply:</p> <p>a) a maximum of three (3) people may be engaged in the home occupation, one of which must be a resident of the dwelling;</p> <p>b) there shall be no display, other than a sign having a maximum area of 0.5 square metres, to indicate to persons outside that any part of the dwelling is being used for a purpose other than residential. In any residential zone, no display or sign to indicate</p>	<p>Section 3.11</p> <p>Where a Home Industry is a permitted use the following provisions shall apply:</p> <p>a) a maximum of four (4) persons may be engaged in the home industry;</p> <p>b) such home industry may be located in part of a dwelling, or in any accessory building located on a lot on which a dwelling is in existence, provided the total gross floor area utilized by the home industry does not exceed a maximum of 150 square metres (1615 sq. ft.)</p> <p>c) there shall be no outside storage of goods, materials or articles;</p> <p>d) only currently licensed motor vehicles, associated with the</p>



	<p>that the dwelling is being used for a purpose other than residential shall be permitted;</p> <p>c) there shall be no goods, wares, or merchandise offered for sale or rent from the dwelling which are not manufactured or processed on the premises. The resale of products not manufactured or processed on the property is prohibited;</p> <p>d) not more than 30 per cent of the gross floor area of the dwelling shall be used for the purposes of home occupation, and such home occupation shall be conducted entirely within the dwelling house or dwelling unit;</p> <p>e) there shall be no outside animal enclosures or external storage of goods or materials in conjunction with the home occupation use; and</p> <p>f) a home occupation shall not include a boarding or lodging house, an eating establishment, or a group home, but may include a bed and breakfast establishment.</p>	<p>home industry may be parked or stored on the lot but only within an interior side or rear yard;</p> <p>e) there shall be no emission of noise, odour or dust which is not normally attributed to the use of the land for other uses permitted in the zone;</p> <p>f) a home industry shall be clearly secondary to the main residential use and shall not change the residential character of the dwelling on the lot; and,</p> <p>g) the home industry shall comply with the following minimum lot area, yard and setback provisions:</p> <ol style="list-style-type: none"> <li>minimum lot area 0.8 hectares (2.0 acres)</li> <li>minimum setback from all 30.0 metres (100 feet) lot lines</li> <li>minimum separation from 100.0 metres (328 feet) dwelling in existence on another lot</li> </ol> <p>h) maximum sign size 1.0 sq m (10.7 sq. ft.)</p> <p>Existing buildings which do not meet the setback requirements of subsection ii) may be used for home industries provided that all of the other provisions in this section are met</p>
Township of Georgian Bay	<p>Section 4.10</p> <p>Where a Home Occupation is a permitted use, the following provisions shall apply:</p> <ol style="list-style-type: none"> <li>No person, other than a person living on the premises, shall be engaged in the occupation of providing merchandise</li> </ol>	<p>Section 4.9</p> <p>Where a Home Industry is a permitted use in the Rural (RU) Zone, the following provisions shall apply:</p> <ol style="list-style-type: none"> <li>A maximum of four (4) persons may be engaged in the home industry on the lot where the home industry is located;</li> <li>A home industry may be located</li> </ol>

	<p>and/or services to customers with the exception of one assistant who is not a resident in the dwelling;</p> <p>b) There shall be no display, other than a sign having a maximum surface area of 0.2 square metres, to indicate to persons outside that any part of the dwelling or dwelling unit is being used for a home occupation;</p> <p>c) There shall be no goods, wares, or merchandise offered for sale or rent from the dwelling which are not manufactured or processed on the premises. The resale of products not manufactured or processed on the property is prohibited;</p> <p>d) Not more than 25 percent of the gross floor area of the dwelling shall be used for the purposes of a home occupation, and such home occupation shall be conducted entirely within the dwelling or dwelling unit;</p> <p>e) There shall be no outdoor storage of goods or materials in conjunction with the home occupation use;</p> <p>f) A home occupation shall not include a bed and breakfast establishment, boarding or lodging house, a restaurant, a kennel, a motor vehicle or marine related use or a group home; and,</p> <p>g) The home occupation shall</p>	<p>in part of a dwelling, or in any accessory building located on a lot on which a dwelling is in existence, provided the total gross floor area utilized by the home industry does not exceed a maximum of 100 square metres;</p> <p>c) There shall be no outdoor storage of goods, materials or articles;</p> <p>d) Notwithstanding Section 4.9 c) a maximum of three currently licensed motor vehicles associated with the home industry may be parked or stored on the lot but only within an interior side or rear yard;</p> <p>e) There shall be no emission of noise, odour or dust, which is not normally attributed to the use of the land for residential uses;</p> <p>f) There shall be no display, other than a sign having a maximum surface area of 0.3 metres to indicate to persons outside that this property is being used for a home industry;</p> <p>g) A home industry shall be accessory to and smaller in size than the main residential dwelling and shall not change the residential character of the dwelling or lot; and,</p> <p>h) The home industry shall comply with the following minimum lot area, yard and setback provisions:</p> <ol style="list-style-type: none"> <li>i. Minimum lot area 0.8 hectares</li> <li>ii. Minimum yard setback for an 20.0 metres accessory building used for a home industry (all yards)</li> <li>iii. Minimum separation from a 30.0 metres Shoreline Residential (SR), Shoreline Residential Island (SRI), Residential (R, BR &amp; RMH) Or Multiple Residential</li> </ol>
--	---	---

	be secondary to the principal residential use of the property and shall not change the character of the lot.	(RM) Zone iv. Minimum separation from a 60.0 metres dwelling in existence on another lot
Town of Gravenhurst	<p>Section 5.13</p> <p>A home occupation as defined in this By-law shall be a permitted use in any Residential Zone or Rural (RU) Zone, provided that such use is maintained in accordance with the following provisions:</p> <ul style="list-style-type: none"> <li>i. such use is conducted by a person or persons residing in such dwelling unit, and not more than one person not residing in the dwelling shall be employed;</li> <li>ii. there is no visible display from outside of the premises, other than a fascia sign not larger than 0.2 square metres;</li> <li>iii. there is no external storage of goods or materials associated with the home occupation use;</li> <li>iv. such home occupation is clearly secondary to the principal residential use and does not change the residential character of the dwelling or dwelling unit nor create or become a public nuisance, in particular, in regard to traffic, parking, noise, noxious odours, or emission of smoke;</li> <li>v. such home occupation does not interfere with the television or radio reception of other persons in adjacent buildings; and</li> </ul>	<p>Section 5.14</p> <p>A home industry as defined in this By-law shall be a permitted use in the Residential Community (RC-4) Zone, Residential Rural (RR-5) Zone and Rural (RU) Zone, provided that such use is maintained in accordance with the following provisions:</p> <ul style="list-style-type: none"> <li>i. The lot on which the home industry is located shall have a minimum lot area of 1.0 hectares;</li> <li>ii. The home industry shall clearly be secondary to the main residential use of the property and shall not change the residential character of the dwelling;</li> <li>iii. There shall be no emission of noise, vibration, odour or dust that is not normally attributable to the use of the land for other uses permitted in the Zone;</li> <li>iv. Such home industry shall not be a nuisance to, nor interfere with, television or radio reception of others in neighbouring buildings or structures;</li> <li>v. There shall be no display to indicate that any part of the property is being used for other than residential or rural uses except for an unlit sign of not more than 0.8 metres square;</li> <li>vi. The home industry shall meet the same yard provisions as required for the principal residential use for the Zone in which it is located, with the exception of the interior side yard, which shall be a minimum of 10.0 metres;</li> <li>vii. The use shall not occupy more than 50% of the gross floor area of a dwelling, or where located in an</li> </ul>



	<p>vi. not more than 25 % of the building floor area of the dwelling or dwelling unit is used for the purpose of home occupation uses and such uses shall be conducted entirely within the dwelling or dwelling unit.</p>	<p>accessory building, shall not occupy more than 100.0 square metres of gross floor area;</p> <p>viii. A maximum of two (2) employees who do not reside in the dwelling, may be employed on site in the home industry and additional employees may be employed off-site;</p> <p>ix. Any permitted open storage shall be screened from view;</p> <p>x. A landscaped buffer shall be provided on the lot in accordance with the provisions of this By-law;</p> <p>xi. There shall be no goods, wares or merchandise offered for sale or rent from the property which are not manufactured or processed on the lot; and,</p> <p>xii. The home industry shall be subject to site plan control to regulate storage and accessory buildings.</p>
--	---	---

Following a review of the above provisions for a home occupation and a home industry, the provisions for each are similar to those in the Municipality of Temagami Zoning By-law. Home occupations are restricted in regards to the number of employees that are permitted associated with a business; there are restrictions on the use of signs; and, general size restrictions exist to limit the amount of area that can be utilized within a dwelling. Similarly, home industries are restricted in size, and are required to be within an accessory building.

## **E. SUMMARY**

Following a discussion with Mr. Simpson, and a review of the Zoning By-law definitions, components of the Diving Facility business would qualify as a home occupation. Based on the definition and provisions for a home occupation, the in-water diving component of the business would not qualify as a home occupation.

Following a detailed review, it is recognized that the Diving Facility use is unique, and that Mr. Simpson's business is focused to a specific client. Without the in-water diving component of the business, and subject to compliance to the provisions of the Zoning By-law, the use could be considered a home occupation and permitted as-of-right within the R2 Zone.

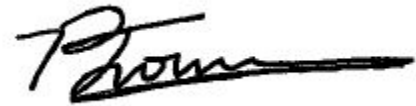
It is understood that PAC has also passed a resolution to complete a municipal initiated Zoning by-law Amendment to broaden the definitions for home occupations and home industries. Until such time this is passed by Council, or a review is initiated, the current Zoning By-law would be in force and effect.

The information contained within this Report is based on our conversation with Mr. Simpson regarding the subject property. We appreciated the opportunity to speak with Mr. Simpson to discuss the components of his business and hope to further work with him to ensure compliance to the Zoning By-law.

Respectfully Submitted,  
**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal stroke extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner

A handwritten signature in black ink, appearing to read 'P. Townes', with a long horizontal stroke extending to the right.

Patrick Townes, BA, BEd  
Planner

Dear Committee of the  
Whole,

It is our understanding that  
at the meeting this coming  
Tuesday a report from the  
planner will be presented on  
the business front for  
Mr. Stephen Simpson's UDT  
Scuba Diving School.

We are not certain what  
recommendations the  
committee will make to  
council for their November  
22 meeting, but we would  
like to take this opportunity  
to express our concerns on  
the matter.

Let it be known that we have  
lived in this small four home  
residential community  
located on Guppy rd. for 17  
yrs. We, like our other  
neighbours, moved here not



only because of the beautiful lake view, but because it is the perfect quiet, safe neighbourhood to raise our children.

None of us invested our hard earned money to purchase lakefront property on a four home private road to have a commercial business set up beside us.

As mentioned we live on a privately maintained road, and as such, we cover all maintenance costs from snowplowing to road grading. If such a business were to be allowed, not only would the increased traffic raise our maintenance costs but also the safety factor for our children, grandchildren and pets. While the Simpson residence is in the progress

of building a new access road through Title Insurance where the road was originally planned to be, it runs across the ends of everyone's lots here and ties into our existing road less than half way to the highway. This still being the only legal access to all properties on Guppy rd, we still have an insurance liability issue, a safety factor and maintenance issue. Under the home industry by-law 7.3.9 in R2 residential areas, business is allowed "in" and only inside a home. This proposed business will operate both inside schooling and outside training. Rezoning of the property is needed to allow such school/training

facilities to exist.

It is also a narrow water channel in front of the Simpson property, that once in water training occurs and a diver down marker is put out, under the Canada Safe Boating Coarse regulations, all boat traffic must remain 328 feet away in all directions. But the channel is only 200 feet across at best, essentially blocking off half of the lake to boat traffic and putting the students as well as boat owners in a situation of not only safety but legal worries as well.

All of the home owners here have a major concern of devaluation of our properties. Everyone invests into their home expecting



their value to increase over time. What will happen to the value of our lakefront properties if there is a school/trading facility beside it?? Will the township be willing to compensate for any loss in value?

That being said, I believe this scuba school/training facility could be an asset to this small town, if it were to be located in a more appropriate location.

We are all for developing new business in this town, but in the proper way and in the proper place. There is plenty of commercial property for sale in this municipality to set up a commercial business other than in a small residential area.

The other two properties on Guppy rd have also expressed written concern to the municipality about a commercial school operating in such a small R2 residential area, and we hope their written submissions are presented here as well.

Thank you all for you time and we pray that you will take all of us into consideration.

Steve and Nancy Prescott



Corporation of the Municipality of Temagami

Report No.  
2018-027

Memorandum to Council

☒ Staff  
☐ Committee

**Subject:** Home Occupation Matters  
**Agenda Date:** November 13, 2018  
**Attachments:** Report from MHBCS Planning

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive Report 2018-027;  
AND FURTHER THAT Council choose Option 2 and direct Staff to act accordingly;  
AND FURTHER THAT Council direct Staff to defer starting the process to change wording in the Comprehensive Zoning By-Law until the earlier of either the Official Plan update has been completed and approved or an Ad-Hoc Committee is formed to work with our Planning Consultant to review the Comprehensive Zoning By-Law in its entirety.

**INFORMATION**

Council directed further conversation occur with MHBC Planners related to the ongoing Home Occupation issue. Attached is a report received from MHBC Planners.

On pages 9 and 10 there are recommendations.

MHBC recommends that if Council was to undertake a change in wording of the Comprehensive Zoning By-Law that results in Home Occupations and Home Industries being more permissive that Council should also consider a more comprehensive review of the By-Law.

The next detailed review will follow the Official Plan update. That being said, given that approval of the Official Plan updates are not always timely, Council may wish to undergo this review with the understanding that a further review will occur when the Official Plan update has been completed.

In any event, the public notice provisions in the Planning Act would apply which, translated, means that this process could take up to a year. Since this change would not be for a specific property, notice would need to be provided to each property owner 30 days prior to the statutory public meeting being held and 15 days after the decision being made. While we are looking at options to mailing notices, at present, if notices were to be mailed as is the standard practice, the cost of postage would be significant. Aside from the postage cost would be the Planning Consultant cost and Staff cost.

In addition, MHBC has provided two options for the business in question. In discussion with Mr. Robinson of MHBC, the option of allowing the operation to continue as is while the wording of the By-Law is being considered is not an option. Rather either the business needs to modify its operations to comply with the By-Law as presently written or the owner can made application for a zoning by-law amendment which would be considered in the normal fashion.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**  
Name, Position

Name, Position



MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Craig Davidson
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP and Carolyn Kellington, MCIP, RPP
<b>Subject:</b>	Subsequent Information Report Regarding Zoning By-law Provisions for Home Occupation/Home Industry
<b>Report Date:</b>	November 8, 2018

## **A. BACKGROUND**

Home Occupations and Home Industries have been a topic of discussion within Temagami over the past several months. This was raised as a specific issue when dealing with the matter of the Simpson Diving Facility and discussions have broadened to consider a municipally initiated Zoning By-law Amendment to modify the home industry and home occupation provisions.

At its meeting of March 13, 2018, the Municipality's Planning Advisory Committee passed the following motion:

*BE IT RESOLVED THAT the Committee recommend to Council to proceed with a Zoning By-law Amendment in response to the correspondence from Mr. Simson's inquiry dated March 5, 2018 and encourages a broader range of the definition in the zoning by-law of home occupation/home industry;*

*AND FURTHER THAT the definition of home occupation/home industry include home teaching and small learning facility in section 6.23(g).*

Two previous reports (April 11, 2018 and June 12, 2018) were prepared and received by Council which pertained to home industry and home occupation uses within the specific context of the Simpson Diving Facility.

At the Council meeting of September 27<sup>th</sup>, 2018, there was further discussion regarding home based businesses and direction was given to have MHBC provide a letter/report addressing the matter of home based occupations and potential amendments to the Municipality's Zoning By-law; with a view to possibly make the home industry and home occupation provisions more permissive. As part of the September discussions, concern was expressed that the examples contained in the Zoning By-law have the potential of being interpreted as a complete list rather than examples.

Additional research has been undertaken to inform possible modifications to the current Zoning By-law provisions which the Municipality may wish to consider. This report has been prepared to provide some general information regarding home occupations and home industries and to make recommendations as to the Municipality of Temagami's current regulations.

## **B. GENERAL INFORMATION**

Advances in technology, societal and economic changes, in addition to flexible work schedules, have enabled people to work from their homes and have encouraged the establishment and growth of home-based businesses. Home-based businesses constitute a growing trend. They can enhance the local employment mix, contribute to generating local jobs and possibly act as an incubator for small businesses.

There are positive aspects to providing for and potentially encouraging home-based businesses. Local municipalities must, however, consider how to balance the promotion of an economic activity while regulating such uses to ensure that matters such as environmental affects and impacts on surrounding residential properties are appropriately avoided, managed and/or mitigated.

In the Municipality of Temagami, home-based businesses would generally fall into the category of a Home Occupation or the category of a Home Industry.

Traditionally, home industries/home occupations are to be essentially undetectable to the surrounding neighbourhood and passersby. They are clearly secondary to the main residential use and should not result in negative impacts to the surrounding area. In considering expanding the scope of home industries and home occupations, these use must continue to be compatible with surrounding residential areas.

## **C. OFFICIAL PLAN**

The Official Plan for the Municipality of Temagami includes several provisions relating to home industries and home occupations, defined as follows:

*Home Industry – An occupation conducted in whole or in part in a building accessory to a single detached dwelling, and such home industry is clearly secondary to the main residential use of the property, does not change the residential character of the neighbourhood, and as further defined in the Zoning Bylaw.*

*Home Occupation – Any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in the Zoning By-law.*

With regard to general economic development policies, Section 2.3 of the Official Plan speaks to commercial uses to occur in the Urban Neighbourhood as well as referencing that home occupations, home industries and tourism services may be established in the Rural Neighbourhoods; the Village of Temagami and Temagami North being the Urban Neighbourhood with the Rural Neighbourhoods being comprised of Lake Temagami, Matabitchuan, Marten River, and Backcountry.

While the specific Home Occupation and Home Industry policy details in each of the neighbourhoods have slight differences, the basic principle is the same. A Home Occupation is to be carried out in a residential dwelling, be incidental to the residential use and shall not change the residential character of the dwelling.

A Home Industry may be permitted but would be subject to a zoning by-law amendment and site plan approval process. Again, a Home Industry is to be clearly incidental to the primary residential use of the property.

#### **D. ZONING BY-LAW**

The Municipality's Zoning By-law permits home industries and home occupations subject to a number of regulations to ensure that these are small in scale, the potential for negative impacts on adjacent residential uses is minimized and the general residential character of the neighbourhood is maintained.

##### HOME INDUSTRY USES

##### 1. Existing Provisions

The Municipality's Zoning By-law defines Home Industry as follows:

*HOME INDUSTRY shall mean a gainful occupation including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A Home Industry is conducted entirely in an accessory building or part of an accessory building on a Rural Residential or Remote Residential lot by the residents. A home industry does not include a contractor's yard. (By-law 13-1121)*

As set out in Section 6.22 of the Zoning By-law, the following general provisions would apply to home industries:

*A home industry may be carried out in the R1, R2 and R3 Zones in accordance with the following and in accordance with the provisions of Section 7.4.3, Section 7.5.3 and Section 7.6.3.*

- (a) there is no external advertising other than a sign erected in accordance with any bylaws of the Municipality regulating signs;*
- (b) the external storage of goods, materials or equipment is not permitted;*
- (c) such home industry is not an obnoxious use, trade, business or manufacture;*
- (d) such home industry is clearly secondary to the main residential use, does not change the residential character of the dwelling and in no case shall the accessory building used for the home industry have a gross floor area greater than forty percent (40%) of the ground floor area of the dwelling;*
- (e) not more than two (2) persons, other than the owner of the dwelling shall be employed in a home industry on a full-time basis;*



- (f) *except in the case of island lots, for every person, other than the owner of the dwelling employed therein on a full-time basis, one parking space shall be provided but shall not be located in the front yard or flanking yard;*
- (g) *except in the case of island lots, one on-site parking space shall be provided for patrons of the home industry and such parking space shall not be provided in the front yard;*
- (h) *except in the case of island lots, an accessory building used for a home industry shall not be located in the front yard or flankage yard of the residential lot; and*
- (i) *notwithstanding any of the provisions of this By-law, an accessory building used for a home industry shall have a minimum setback from the property line of five (5.0) metres.*

For home industry uses, Section 6.33 of the Zoning By-law requires the provision of 1 parking space per employee plus 1 parking space for patrons. This would be in addition to the minimum parking that must be provided for the residential unit.

## 2. Discussion of Potential Amendments to Zoning By-law Provisions

The definition of Home Industry itself includes a list of specific uses. As noted previously, concern has been expressed that the list provided in the Home Industry Zoning By-law definition may be interpreted as a complete list and that there may be additional uses, similar to those listed, which may fall within the category of a home industry use.

The definition of Home Industry does not provide an exhaustive list as the term “such as” is used. Similar uses to these may be permitted.

A more appropriate approach that listing specific uses in the definition may be to include categories of uses or types of use that would be permitted as a home occupation. For example, small scale manufacturing; assembly; processing or repair. This language would provide more flexibility.

The Municipality’s current standards limits a home industry use to an accessory building. Based on our research, some Municipalities have provided for some flexibility as to the use being within an accessory building or a portion of the residential dwelling.

Temagami may also wish to consider adding provisions to reflect that a home industry may also be accommodated in a portion of a residential dwelling. As an example, a welding business may be located within an accessory building, however, a portion of the residential dwelling may be used as the office associated with that business. There should continue to be limitations as to the gross floor area being used for the home industry to ensure that it remains limited in scale and secondary to the residential use.

To provide clarification and flexibility, the definition of Home Industry could be modified to read, as follows:

*HOME INDUSTRY shall mean a gainful occupation, **secondary to a Residential Use, which includes fabrication, light manufacturing, processing, assembly or repair***

~~of goods that is including an electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A Home Industry is conducted entirely in an accessory building, or part of an accessory building~~ **and/or part of a residential dwelling** on a Rural Residential or Remote Residential lot. ~~by the residents.~~—A home industry may include, but not be limited to, such uses as electrical, woodworking, carpentry, window frame, welding, plumbing, machine or small engine repair shop, or a live bait supplier. A home industry does not include a contractor's yard.

Permitting a home industry, or a part thereof, to be located within a portion of the residential dwelling would also necessitate a revision to Section 6.22 of the Zoning By-law.

We would suggest a rewording of subsection (d), and the addition of the following as subsection (e), and the renumbering of the subsequent subsections.

- (d) *such home industry is clearly secondary to the main residential use, **and** does not change the residential character of the dwelling **and lot**;*
- (e) *in no case shall the accessory building, **or part thereof, and/or portion of the residential dwelling** used for the home industry have a **combined** gross floor area greater than forty percent (40%) of the ground floor area of the dwelling;*

We note that the Municipality's Zoning By-law does not permit a home industry as of right. While the term "Home Industry" is defined within the Zoning By-law and general provisions are outlined in Section 6.22, the specific regulations within the three zones that are referenced (R1, R2 and R3) state that a home industry is only permitted subject to a site specific rezoning. This is reasonable approach, as a rezoning allows for consideration of each home industry proposal on a site specific basis; within the context of the proposal itself and the area in which it is to be located. A rezoning is also subject to a formal public consultation process which provides opportunities for the area residents to review and provide comments on that specific proposal.

## HOME OCCUPATION USES

### 1. Existing Provisions

The Municipality's Zoning By-law defines a Home Occupation as follows:

*HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.*

As set out in Section 6.23 of the Zoning By-law, the following general provisions would apply to home occupations:

*A Home Occupation may be carried out in certain zones, where permitted, subject to the following:*

- (a) no person, other than a resident of the dwelling unit and one non-resident employee may be employed in the home occupation, except in the R1, R2 and R3 Zones where two non-resident employees may be employed in the home occupation;
- (b) there is no display, other than an un-illuminated sign not greater than one (1.0) square metre in size, to indicate to persons outside that any part of the dwelling unit or lot is being used for a purpose other than a dwelling unit, except in the, R1 and R2 Zones where no such sign is permitted;
- (c) such home occupation is clearly secondary to the main residential use and does not change the residential character of the dwelling unit nor creates or becomes a public nuisance, particularity in regard to noise, noxious odours or emission of smoke, traffic or parking;
- (d) such home occupation does not interfere with television or radio reception;
- (e) there is no outside storage of goods or materials and there is no use of any part of an accessory building;
- (f) not more than twenty five per cent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser, is used for the purposes of a home occupation;
- (g) such home occupation uses may include a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;
- (h) when retail sales are carried out as part of a home occupation located on a lot accessible by a municipally maintained road, one on-site parking space shall be provided in addition to any required for the dwelling unit and employees;
- (i) (By-law 13-1121) except in the R1 and R2 Zones, one parking space shall be provided for each employee not residing in the residence.

For an office, including a home occupation, Section 6.33 of the Zoning By-law requires the provision of 1 parking space per 30 square metres of gross floor area. This would be in addition to the minimum parking that must be provided for the residential unit.

Home Occupation uses are listed as permitted uses within the Remote Residential (R1) Zone (Section 7.4.1), the Remote Residential (R2) Zone (Section 7.5.1), the Rural Residential (R3) Zone (Section 7.6.1), and the Low Density Residential (RL) Zone (Section 7.7.1.1). Within each of these zones the home occupation must be in accordance with the provisions of Section 6.23.



## 2. Discussion of Potential Amendments to Zoning By-law Provisions

In this case, the wording of the definition of a home occupation is broader, however, Section 6.23(g) sets out a list of example home occupation uses. As noted previously, concern has been expressed that this list may be interpreted as a complete list rather than simply examples. To add clarification as to the interpretation of this section, we would suggest that Section 6.23(g) be modified to read as follows:

*(g) such home occupation uses may include, **but not be limited to, such uses as a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices** but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;*

The most recent matter which has prompted the Municipality's discussions regarding home occupations and home industries, the Simpson Diving Facility, included the notion of "teaching" or "instruction" as a home occupation use.

The idea of including home teaching and a small learning facility as part of the current list in section 6.23(g) was raised in response to review and consideration of the Simpson Diving Facility proposal. Based on a review of the Municipality's current home occupation provisions, indoor teaching such as one-on-one/small scale tutoring, video training, etc. would be permitted, subject to compliance with all of provisions of Section 6.23. Verbiage could be added to this section to formally address private teaching or instruction. Such as,

*(g) such home occupation uses may include, **but not be limited to, such uses as a service or repair shop, a personal service shop, tradesperson, the office of a doctor, dentist, lawyer, or a real estate agent, insurance agent, planner, architect, or engineer, professional offices, indoor teaching/tutoring/instruction** but a clinic, a hospital, a nursing home, a tea room and an animal hospital shall not be deemed to be home occupations;*

We would suggest, however, that the Municipality consider also adding provisions to limit the scale of this type of use beyond the maximum square footage which is currently in place. Such provisions could be based on limiting the quantify of student taught at any given time, limiting the quantity of students over a 24 hour period. The intention would be to limit any issues which could arise with respect to on-street parking, traffic and/or noise at any given time. An additional provision could be included, such as:

*The total cumulative number of on-site clients or attendees of lessons, classes, instruction, treatment or service provided by a home occupation located in a principal dwelling unit or structures accessory thereto shall be limited to a maximum of 5 at any one time, and no more than a total of 20 over a consecutive 24 hour period*

The question raised for the divining facility proposal related more to that component of the instruction which was being conducted outdoors. Based on our research, outdoor instruction, particularly referring to outdoor swimming lessons, has been the topic of

discussion and review by other municipalities as well. There are varying opinions as to whether these should be considered appropriate home occupation uses, specifically given potential noise impacts to surrounding properties.

We would caution against encouraging home occupation, or home industry, uses outdoors as this may result in negative impacts on the surrounding properties, i.e. noise. It is recognized that small scale private outdoor instruction may not create any more noise than the outdoor private recreational use of a property by a property owner and their family/friends, however, this private recreational use tends to be somewhat more limited in scale and consistency.

Applications for these types of uses could be considered via amendment, and would be based on their site specific merits.

Based on our research, some municipalities have permitted home occupation uses to be located in an accessory structure.. The examples within the Municipality's current home occupation provisions refer to a tradesperson, which is defined as a "carpenter, plumber, electrician, welder, general contractor or a person engaged in a similar occupation, providing a service to the general public". It may be that the use of an accessory structure for related equipment or materials could be an integral part of the home business. The Municipality may wish to consider permitting the use of an accessory building for a home occupation use. If so, we would suggest that specific provisions be included to limit the overall gross square footage being used for the home occupation. This would assist in ensuring that the home occupation is limited in scale. We would also suggest that the Municipality may want to consider limiting the home occupation use of an accessory building to properties with a specific lot area minimum. This provision would then relate to a rural lot versus a more urban residential lot. To provide for the use of an accessory structure, the definition of Home Occupation would have to be modified, for example

*HOME OCCUPATION shall mean any gainful occupation which is conducted within the dwelling unit **or an enclosed accessory structure**, by the resident(s) of the dwelling, and such home occupation is clearly secondary to the main residential use, does not change the residential character of the dwelling and as further defined in this Zoning By-law.*

This would then necessitate an amendment to Section 6.23 to ensure that the use is still limited in scale and potentially to limit this provision to lots with more of a rural character. For example,

*An accessory building or structure may only be used for the purpose of a home occupation if the lot is a minimum of 1 hectare in size and the home business does not occupy more than 50 square metres of the accessory building or structure;*

The minimum 1 hectare would limit the use of an accessory building to rural and remote residential lots. The maximum gross floor area provisions of Section 6.23(f) would continue to apply; being not more than twenty five percent (25%) of the gross floor area of the dwelling unit or forty six (46.0) square metres, whichever is the lesser.

#### **D. ADDITIONAL CONSIDERATIONS - SHORELINE AREAS**

There is a considerable amount of waterfront/shoreline areas within the Municipality. As evidenced in the policies of the Municipality's Official Plan, Shoreline Areas are to be protected. Specific Official Plan policies speak to this matter. In Section 2.17 of the Municipality's Official Plan, it states:

*It is a goal of the Municipality to maintain shorelines and the area between the shoreline and any buildings in their natural state and as a vegetative buffer, to protect the visual and environmental integrity of the lakes. The principle of development in the vegetative buffer shall be minimal disturbance on the ground, shrub and canopy layers.*

Such policies go on to speak of a Shoreline Activity Area and includes the following:

*Such Shoreline Activity Area is a portion or cumulative portions of a shoreline frontage of a lot where accessory shoreline structures such as boathouses, docks, pumphouses, gazebos and decks are permitted, as well as access to the water for activities such as swimming or boat launching. To maintain an appropriate balance between a natural shoreline and built form, the Shoreline Activity Area should be focused within a defined area and be limited in extent. The extent of the Shoreline Activity Area shall be a function of the shoreline frontage and the primary use of the lot and shall be set out in the Zoning By-law.*

Section 6.40 of the Municipality's Zoning By-law sets out specific provisions relating to the extent and use of a Shoreline Activity Area. Some of these provisions relate to remote or rural residential lots on which home occupation and home industry uses would be permitted and/or considered. In keeping with the policies of the Official Plan, we would recommend that the Municipality consider including a provision in Sections 6.22 and 6.23 that any structure (accessory or main residential building) to be used for a home occupation or home industry cannot be located within a Shoreline Activity Area.

#### **E. SUMMARY AND RECOMMENDATIONS**

The existing Zoning By-law provisions could be reworded to provide some clarification as to the interpretation of the examples of uses which have been referenced. Such amendments would not necessarily address the broader question of being "more permissive rather than restrictive". Other amendments could be considered by the Municipality, as discussed previously in this report.

The premise of encouraging local economic activity through home industry and/or home occupation uses is valuable but complicated. Any modifications to the current Zoning By-law provisions, including those discussed in this report, should be thoroughly vetted to ensure that they meet the needs of the proponents while protecting the interests of the surrounding property owners. We note that any amendments to the Zoning By-law would of course be subject to the full public consultation process and that it may be more fruitful for this to be part of a broader more comprehensive review of the Zoning By-law.



As it specifically relates to the Diving Facility matter, we put forward the following two options for Council's consideration:

**OPTION 1** – Advise the Diving Facility operator to amend its current operations.

As detailed in the June 2018 report, there are two components of the Diving Facility operation which would not comply with the current Zoning By-law provisions relating to Home Occupations; the use of the accessory building to house the compressor used to fill the tanks and the in-water training/diving component of the business. Home Occupations are to be conducted within a dwelling unit.

The one-on-one instruction, video training, etc. which is located within the dwelling would be permitted by the Municipality's current Zoning By-law. We would suggest that the owner investigate alternative arrangements for the filling of the tanks and the in-water training component. For example, the in-water training/diving component may be able to be accommodated from another appropriate location rather than to and from the shoreline or dock of the residential property.

With appropriate alternative arrangements in place and subject to compliance with all other provisions of the Zoning By-law, the Diving Facility could continue as a Home Occupation use. The Municipality could still proceed with potential amendments to the Zoning By-law to consider broadening the Home Occupation provisions, however, the property owner would be able to carry on with a modified Diving Facility operation until such time as the Zoning By-law amendments have been appropriately vetted and dealt with through the required Planning Act process.

**OPTION 2** – Require the Diving Facility operator to submit a Zoning By-law Amendment Application.

To permit the continued use of the property for the Diving Facility, as it currently operates, would necessitate the submission of a Zoning By-law Amendment application to modify the Home Occupation provisions on a site specific basis. The property owner would be required to submit the necessary application and the application would be subject to the Planning Act process, including the provision of notice and the holding of a statutory public meeting. This process would allow for due consideration of the specific proposal while providing for comments from the public and any agencies having jurisdiction. This would require the submission of application fees, in keeping with the Municipality's Fee By-law, whereby the proponent would be bearing the associated costs for application review and processing.

We are not suggesting that the submission of a Zoning By-law Amendment application would guarantee an approval. The processing of a site specific Zoning By-law Amendment Application would, however, be less complicated and not as lengthy as the processing of amendments to the Zoning By-law on a municipal-wide basis.

Respectfully Submitted,  
**MHBC Planning**

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

Jamie Robinson, BES, MCIP, RPP  
Partner

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

Carolyn Kellington, MCIP, RPP  
Associate



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
Regular Council Meeting

**Resolution Number:** 18-431  
**Title:** Report 2018-027 - Home Occupation Matters  
**Date:** 11/22/2018  
**Time:** 7:45 PM

---

**MOVED BY:** Lorie Hunter  
**SECONDED BY:** Carol Lowery

BE IT RESOLVED THAT Council receive Report 2018-027; AND FURTHER THAT Council choose Option 2 and direct Staff to act accordingly; AND FURTHER THAT Council direct Staff to defer starting the process to change wording in the Comprehensive Zoning By-Law until the earlier of either the Official Plan update has been completed and approved or an Ad-Hoc Committee is formed to work with our Planning Consultant to review the Comprehensive Zoning By-Law in its entirety.

**YES: 3**

**NO: 3**

**ABSTAIN: 0**

**ABSENT: 0**

**DEFEATED**

**YES: 3**

L. Hunter

C. Lowery

D. O'Mara

**NO: 3**

J. Harding

R. Prefasi

D. Burrows

**ABSTAIN: 0**

**ABSENT: 0**

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami





Corporation of the Municipality of Temagami

Report No.  
2018-027

Memorandum to Council

☒ Staff  
☐ Committee

**Subject:** Home Occupation Matters  
**Agenda Date:** November 13, 2018  
**Attachments:** Report from MHBCS Planning

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive Report 2018-027;  
AND FURTHER THAT Council choose Option 2 and direct Staff to act accordingly;  
AND FURTHER THAT Council direct Staff to defer starting the process to change wording in the Comprehensive Zoning By-Law until the earlier of either the Official Plan update has been completed and approved or an Ad-Hoc Committee is formed to work with our Planning Consultant to review the Comprehensive Zoning By-Law in its entirety.

**INFORMATION**

Council directed further conversation occur with MHBC Planners related to the ongoing Home Occupation issue. Attached is a report received from MHBC Planners.

On pages 9 and 10 there are recommendations.

MHBC recommends that if Council was to undertake a change in wording of the Comprehensive Zoning By-Law that results in Home Occupations and Home Industries being more permissive that Council should also consider a more comprehensive review of the By-Law.

The next detailed review will follow the Official Plan update. That being said, given that approval of the Official Plan updates are not always timely, Council may wish to undergo this review with the understanding that a further review will occur when the Official Plan update has been completed.

In any event, the public notice provisions in the Planning Act would apply which, translated, means that this process could take up to a year. Since this change would not be for a specific property, notice would need to be provided to each property owner 30 days prior to the statutory public meeting being held and 15 days after the decision being made. While we are looking at options to mailing notices, at present, if notices were to be mailed as is the standard practice, the cost of postage would be significant. Aside from the postage cost would be the Planning Consultant cost and Staff cost.

In addition, MHBC has provided two options for the business in question. In discussion with Mr. Robinson of MHBC, the option of allowing the operation to continue as is while the wording of the By-Law is being considered is not an option. Rather either the business needs to modify its operations to comply with the By-Law as presently written or the owner can made application for a zoning by-law amendment which would be considered in the normal fashion.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**  
Name, Position

Name, Position

## Tammy Lepage

---

**From:** Tammy Lepage  
**Sent:** November 29, 2018 11:03 AM  
**To:** 'jrobinson@mhbcplan.com'  
**Cc:** 'Patrick Townes'  
**Subject:** Resolution from Council regarding Home Occupation Matters  
**Attachments:** Resolution 18-431-Home Occupation Matters.pdf; Report 2018-027 - Home occupation matters.pdf

Hi Jamie and Patrick,

Please find attached Council's decision regarding the memo you provided regarding Simpson property. Craig did a covering report to your memo, please find attached.

Also, my title has changed to Planning Clerk/Deputy Clerk and Craig's title is Treasurer/Administrator.

Have a good one.

***Happy Holidays, Joyeux Noël!***

***Sincerely,***

***Tammy Lepage, Planning Clerk/ Deputy Clerk***

**7 Lakeshore Dr**

**P.O. Box 220**

**Temagami, ON**

**P0H 2H0**

**P: 705-569-3421 ext. 210**

**E: [planning@temagami.ca](mailto:planning@temagami.ca)**





Corporation of the Municipality of Temagami

Memo No.  
2019-M-018

Memorandum to Council



Staff



Committee

**Subject:** Second Units

**Agenda Date:** January 10, 2019

**Attachments:**

- Decisions of Council
- Clarification from Christopher Brown Ministry of Municipal Affairs
- Previous Memo's & MHBC Reports provided to Council
- Various correspondence

**RECOMMENDATION**

This memorandum is:

BE IT RESOLVED THAT Council receive Memo 2019-M-018 regarding Second Units; AND FURTHER THAT Council adopt the proposed Official Plan Amendment as provided by MHBC; NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to prepare the Notice of Open House & Public Meeting; AND FURTHER THAT the notices shall be posted on the Municipal Website, Office Bulletin Board, Temiskaming Speaker, Sun Media (North Bay Nugget), Temagami Lakes Association (TLA) and Cassel's Lake Association (CALA).

**PROCEDURE**

As per s. 17.1 of the *Planning Act*, R.S.O. 1990, c.P.13 "A copy of the current proposed official plan amendment shall be submitted to the Minister at least 90 days before the given notice under this section." This notice to the Ministry of Municipal Affairs must include the proposed OPA amendment along with the Notice to the Public.

- *S. 17 (18) Timing of Open House: no later than seven days prior to the public meeting*
- *S. 17 (19) Timing of a Public meeting: no earlier than 20 days after the requirement of giving notice to the ministry.*
- *S.17 (23) Notice of adoption: no later than 15 days after the day the OPA is adopted.*
- *S.17 (24) Right to appeal: 20 days after the giving of notice of adoption of the plan (15 days as per s.17 (23))*

Notice of a Public Meeting & Open House *O. Reg. 543/06:*

- *3.4 (a & b) Notice shall be given by: personal service, ordinary mail, fax, email, posting a notice that is clearly visible at public accesses, and highways.*
- *3.7 Notice can also be given by publishing a notice in the newspaper or by any other means deemed appropriate by the clerk.*
- *3.8 every person or public body who made a written request*
- *9.3 The Secretary of every school board*
- *9.4 The Secretary of every natural gas utility – Union Gas*
- *9.6.1 Every propane operator/operation*
- *9.7 The Secretary of the railway that is 300 metres*
- *9.8 The Executive Vice-President, Law and Development of Ontario Power Generation (OPG)*
- *9.9 The Secretary of Hydro One Inc.*
- *9.11 Parks Canada*



## **INFORMATION**

At the regular Council meeting held on November 23, 2017 Council received Memo 2017-M-103 (**attached**) included in that Memo was the second unit info sheet from the Ministry of Municipal Affairs (MMA), s. 16(3) Excerpt of the *Planning Act*, R. S. O, 1990, c.P.13, and two excerpts from the MMA presentation held on September 6, 2017.

In 2011 the Strong Communities through Affordable Housing Act, 2011 amended the *Planning Act* to require that municipalities permit second units in their official plans & zoning by-laws. These changes took effect on January 1, 2012. This amendment helps the housing development initiative and employment securement, by reducing costs for construction of a new dwelling that has a second unit. In 2016, the province updated the Long-Term Affordable Housing Strategy amending the Development Charges Act, 1997. This amendment releases second units in new dwellings from development charges, as currently existing second units within an existing dwelling are exempted.

A second unit can be defined as a self-contained residential unit, with a private kitchen, bathroom facilities and sleeping areas, the dwelling or structure must be ancillary to the main dwelling. Some of these second units can be basement apartments, granny flats, in-law apartments. Second units are used to increase efforts in affordable rental accommodation and to help with ageing communities like Temagami.

Second Units must comply with all applicable law such as: Ontario Building Code, Fire Code, Municipal Property Standards by-laws etc.

The *Planning Act* provides that OP policies and ZBL implementation should allow second units in detached, semi-detached and row houses if an ancillary (secondary) building or structure, which does not already have a second unit. (**Refer to S.16 (3) Excerpt of the Planning Act – Second Unit**)

The Provincial Policy Statement, 2014 (PPS) gives direction and promotes the growth of vigorous communities as noted in s.1.1.1. Section 1.4.3 of the PPS gives direction to municipalities to allow all types of housing and give a variety of mixed housing types, including second units.

The Municipality of Temagami is exempt from the Minister's approval of Official Plan Amendments (except for 5 or 10 year reviews); however, the Ministry of Municipal Affairs must receive a draft copy of the proposed plan and all notices required under section 17, at least 90 days prior to the notice of the public meeting. Notice of the Public Meeting, information and material shall be made available to the public at least 20 days prior to the public meeting. Written Notice of the decision must be given within 15 days after the date of adoption followed by the 20 day appeal period process.

The "Second units" info sheet provided by the MMA (**attached**), provided examples of various official plan designations and zoning by-law interpretations.

The Planning Advisory Committee meeting held on October 30, 2017 had much discussion on the second unit legislation and why this wasn't incorporated during the Official Plan Review, which began in 2009 and was adopted in 2013. The Committee passed the following motion by recorded vote:

17 – 25

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT *the Planning Advisory Committee recommends to Council to perform a housekeeping amendment in the official plan and zoning by-law to incorporate the existing legislation dealing with second units; AND WHEREAS the benefits of second units are to allow homeowners to earn additional income to help meet the cost of homeownership; support changing demographics by providing more housing options for extended families or elderly parents, or for a live-in caregiver; help create mixed-income communities, which support local businesses and local labour markets; make more efficient use of the existing infrastructure, including public transit where it exists or is planned; make more efficient use of the existing housing stock; create jobs in the construction/renovation industry and assist municipalities in meeting their goals regarding affordable housing, intensification and density targets and climate change mitigation and greenhouses gas emissions reduction; AND WHEREAS however; they may be circumstances where second units may not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment.*

MEMBERS	YEAS	NAYS
C. Dwyer	<input checked="" type="checkbox"/>	
J. Hasler	<input checked="" type="checkbox"/>	
J. Kenrick	<input checked="" type="checkbox"/>	
B. Leudke	<input checked="" type="checkbox"/>	
L. Hunter		<input checked="" type="checkbox"/>
C. Rannie		<input checked="" type="checkbox"/>
B. Graham	<input checked="" type="checkbox"/>	
Chair D. Burrows	<input checked="" type="checkbox"/>	

**Carried**

At the November 23, 2017 regular Council meeting Council passed the following motion by recorded vote regarding Memo2017-M-103 (**attached**):

**17-704**

MOVED BY: D. Burrows

SECONDED BY: R. Prefais

WHEREAS *the Planning Advisory Committee (PAC) passed resolution 17-25 at their October 30, 2017 meeting which PAC recommends to Council to initiate a housekeeping amendment to the Official Plan and Zoning By-Law to incorporate the existing legislation dealing with second units; NOW THEREFORE BE IT RESOLVED THAT Council receive Memo 2017-M-103; AND FURTHER THAT Council adopt the recommendation of PAC and direct Staff to commence an Official Plan Amendment Application.*

MEMBERS	YEAS	NAYS
D. Burrows	<input checked="" type="checkbox"/>	
J. Harding	<input checked="" type="checkbox"/>	
B. Koski	<input checked="" type="checkbox"/>	
C. Lowery		<input checked="" type="checkbox"/>
D. O'Mara	<input checked="" type="checkbox"/>	
R. Prefasi	<input checked="" type="checkbox"/>	
Mayor L. Hunter		

**CARRIED**

At the January 23, 2018 PAC meeting staff provided an update on the progress of the second unit OP amendment and informed the Committee that she was seeking guidance from the planning consultant regarding the review, how to proceed and what the next steps were.

January 31, 2018 correspondence received from MHBC (**attached**), on the process of how to proceed by getting the amendment completed. A follow up memorandum (**attached**) was provided to PAC at the February 22, 2018 meeting from staff, giving a brief summary of the process and steps to be taken.

At the PAC meeting held on February 22, 2018 clarification was to be sought from the Ministry of Municipal Affairs regarding second unit. Clarification was received from Christopher Brown, dated September 29, 2017 (**attached**) and staff provided this correspondence to the Committee. His definition of a second unit was “*self-contained residential units with a private kitchen, bathroom facilities & sleeping areas within dwellings or within a structures ancillary to a dwelling.*”

At the March 13, 2018 PAC meeting the Committee did not have consensus as to where the second unit policies should be permitted. The Committee did not have consensus on the draft OPA for second units and the Committee passed the following motion by recorded vote:

18-20

MOVED BY: B. Leudke

SECONDED BY: B. Graham

BE IT RESOLVED THAT *the second unit policies be included in all five neighbourhoods in the Official Plan Amendment*; AND FURTHER THAT *the policies regarding second units be drafted and implemented as part of the official plan review.*

MEMBERS	YEAS	NAYS
C. Dwyer	<input checked="" type="checkbox"/>	
J. Hasler		<input checked="" type="checkbox"/>
J. Kenrick		<input checked="" type="checkbox"/>
B. Leudke	<input checked="" type="checkbox"/>	
L. Hunter		
C. Rannie		<input checked="" type="checkbox"/>
B. Graham	<input checked="" type="checkbox"/>	
Chair D. Burrows	<input checked="" type="checkbox"/>	

**CARRIED**

At the Committee of the Whole Council meeting held on March 13, 2018 Council passed the following motion 18-081 (**attached**) by recorded vote:

18-081

MOVED BY: R. Prefasi

SECONDED BY: D. Burrows

WHEREAS PAC has requested that Council deal with the issues of second units by allowing them in all neighbourhoods; THEREFORE BE IT RESOLVED THAT Council direct staff to begin the process of amending the Temagami's Official Plan to allow second units in all neighbourhoods.

MEMBERS	YEAS	NAYS
D. Burrows	<input checked="" type="checkbox"/>	
J. Harding	<input checked="" type="checkbox"/>	
B. Koski		
C. Lowery		<input checked="" type="checkbox"/>
D. O'Mara		
R. Prefasi	<input checked="" type="checkbox"/>	
Mayor L. Hunter		<input checked="" type="checkbox"/>

**CARRIED**



At the April 12, 2018 PAC meeting discussion took place regarding timing of open house, notice to the public, and what can be advertised along with the notice of a public meeting. Clarification was to be sought from Christopher Brown, MMA. Please find **attached** correspondence from Christopher Brown dated April 19, 2018 regarding what is required to be provided to the Ministry.

At the May 24, 2018 regular Council meeting, Council received MHBC report dated April 11, 2018 and passed the following motion:

18-175

MOVED BY: B. Koski

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council *receive MHBC- Planning Report – Secondary Suites and Summary of OPA Process – 11 April, 2018*; AND FURTHER THAT Council *direct staff to continue with the preparation of the draft Official Plan Amendment, which will include policies to be implemented into the Municipality's Official Plan to permit second units, in anticipation of a Public Meeting to be held at a Council Meeting in June of 2018.*

**CARRIED**

18-186 (As Amended)

MOVED BY: B. Koski

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council *receive the MHBC Report and draft OPA by-law re Second Unit Policies dated May 10, 2018*; AND FURTHER THAT *the report be sent to PAC for their comments back to the Committee of the Whole Meeting.*

Further corresponded from Christopher Brown, MMA dated June 4, 2018 (**attached**) was received as per a telephone conversation between myself, and Chair Lorie Hunter to gain clarity on second units.

At the June 12, 2018 PAC meeting the Committee further discussed the Chair of PAC, Planning Consultant and the Planning Clerk to discuss and ensure the consultant had a clear understanding of Council's direction. The Committee passed the following motion by recorded vote:

18-48

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

WHEREAS at the regular Council meeting dated March 13, 2018 Council passed resolution 18-081 by recorded vote to allow second units in all neighbourhoods; NOW THEREFORE BE IT RESOLVED THAT the Planning Clerk and the Planning Advisory Committee Chair meet with the Planning Consultant to discuss and review the current policies for sleep cabins and develop policies for second units based on our current policies; AND FURTHER THAT the Planning Consultant to provide PAC with draft policies for the official plan amendment and draft policies for a zoning by-law amendment; AND FURTHER THAT the Planning Consultant attend a meeting by phone.

MEMBERS	YEAS	NAYS
C. Dwyer	<input checked="" type="checkbox"/>	
B. Graham	<input checked="" type="checkbox"/>	
J. Hasler	<input checked="" type="checkbox"/>	
J. Kenrick		<input checked="" type="checkbox"/>
B. Leudke	<input checked="" type="checkbox"/>	
C. Rannie		<input checked="" type="checkbox"/>
Chair L. Hunter	<input checked="" type="checkbox"/>	

**CARRIED**

Due to the Fire Situation PAC meetings were postponed, until the information was provided by MHBC. MHBC provided another report on Second Units and draft OPA Amendment on August 8<sup>th</sup>. Due to scheduling conflicts a PAC meeting was unable to be called to review this information. This is the latest information received from MHBC.

**Prepared by:**

**Reviewed by:**

**Tammy Lepage, Planning Clerk/Deputy Clerk**  
Name, Position

**Craig Davidson, Treasurer/Administrator**  
Name, Position

**From:** Minister MMA <CSC\_Minister.mma@ontario.ca>  
**Sent:** January 17, 2017 11:16 AM  
**Subject:** Promoting Affordable Housing Act, 2016  
**Attachments:** Promoting Affordable Housing Act Letter (English).pdf; Promoting Affordable Housing Act Letter (French).pdf

Dear: Heads of Council

The *Promoting Affordable Housing Act, 2016* received Royal Assent on December 8, 2016. The Act amends the *Planning Act*, the *Development Charges Act, 1997*, the *Housing Services Act, 2011* and the *Residential Tenancies Act, 2006*.

### **Inclusionary Zoning**

Inclusionary zoning would help to serve more people in need of housing by increasing the supply of affordable units based on local/municipal needs. When proclaimed, the *Planning Act* will give municipalities the option of requiring affordable housing units as part of residential developments. The government plans to consult on a proposed regulation for inclusionary zoning before the *Planning Act* amendments are proclaimed.

When proclaimed, the inclusionary zoning framework will provide that:

- A municipal assessment report is to be prepared prior to adopting official plan policies for inclusionary zoning, subject to any criteria set out in regulation, which is to be reviewed every five (5) years.
- Municipal inclusionary zoning requirements must be set out in municipal official plan policies.
- While inclusionary zoning by-laws cannot be appealed to the Ontario Municipal Board, except by the Minister, appeals of typical zoning matters, such as building height and density, are permitted even when used as measures and incentives.
- Municipalities may permit affordable housing units to be located on another site, subject to criteria set out in regulation.
- Municipalities cannot accept cash in lieu of affordable units.
- Municipalities may use section 37 of the *Planning Act* (building height and density in exchange for community benefits) in combination with inclusionary zoning, subject to criteria set out in regulation.
- Landowners must enter into agreements with the municipality that are to be registered on title and enforceable against subsequent owners to ensure the units remain affordable over time.
- The Minister is provided with regulatory authority to exempt certain developments from inclusionary zoning.



- Municipalities must establish procedures for the administration of affordable housing units so that they remain affordable over the long term and for reporting on affordable housing units.

I would like to take this opportunity to thank you for your efforts, input and advice in helping us develop an inclusionary zoning framework for Ontario. I anticipate that proposed regulations will be posted on the Environmental Registry in early 2017 for public consultation. I look forward to your continued involvement in this upcoming consultation.

If you have any questions related to the *Planning Act*, please contact Thelma Gee at 416-585-6330 or send an e-mail to [InclusionaryZoning@ontario.ca](mailto:InclusionaryZoning@ontario.ca).

## **Secondary Suites**

Secondary suites are a potential source of affordable rental housing and could allow homeowners to earn extra income. As noted in my letter dated November 1, 2016, the ministry is working on a number of initiatives to support the creation of second units, including through the *Promoting Affordable Housing Act, 2016*.

When proclaimed, changes to the *Development Charges Act, 1997* will require municipalities to exempt development charges for second units in new homes. This could help reduce the cost of constructing second units in new homes by exempting such developments in the same manner as second units in existing homes are exempted.

These changes would also require enabling regulatory amendments that may be proposed in the new year.

If you have any questions related to the *Development Charges Act, 1997*, please contact Ruchi Parkash at 416-585-6348 or send an e-mail to [Ruchi.Parkash@ontario.ca](mailto:Ruchi.Parkash@ontario.ca).

## **Residential Rental Maintenance Standards**

With *Promoting Affordable Housing Act, 2016* proclamation, municipalities not currently enforcing residential rental maintenance standards would be required to do so by July 1, 2018. In early 2017, the ministry will provide further details on how it will partner with your municipalities to develop training and capacity-building plans. This work will draw upon existing best practices and shared services approaches used throughout the province.

For more information on the amendments, please contact your local Municipal Services Office at:

### **Central Municipal Services Office**

General Inquiry: 416-585-6226  
Toll Free: 1-800-668-0230

### **Municipal Services Office - North (Sudbury)**

General Inquiry: 705-564-0120  
Toll Free: 1-800-461-1193

### **Western Municipal Services Office**

General Inquiry: 519-873-4020  
Toll Free: 1-800-265-4736

### **Eastern Municipal Services Office**

General Inquiry: 613-545-2100  
Toll Free: 1-800-267-9438

### **Municipal Services Office - North (Thunder Bay)**

General Inquiry: 705-564-6862  
Toll Free: 1-800-465-5027

## Tammy Lepage

---

**From:** Brown, Christopher (MMA/MHO) <Christopher.R.Brown@ontario.ca>  
**Sent:** September 29, 2017 3:05 PM  
**To:** Tammy Lepage  
**Subject:** RE: Terms of Reference  
**Attachments:** OP Terms of Reference - V14.pdf

Hi Tammy,

I hope you're enjoying the great indoors (if it's raining like it is here in Sudbury).

Further to your request, please find attached a generic terms of reference to help guide you in preparing a ToR for Temagami's official plan review. When you have a draft prepared, we would be happy to look it over if you would like comments on such matters as process and scope.

Regarding your question about second units, MMA's [Info Sheet](#) defines them as "self-contained residential units with a private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a dwelling (e.g. above a detached garage).

Subsection 16(3) of the Planning Act requires all municipalities to include in their official plans policies that authorize the use of a second residential unit as detailed in that subsection of the Act. A by-law (amendments thereto) that gives effect to the policies described in §16(3) is shielded from appeals to the OMB. See §34(19.1) of the Act. An amendment to the Temagami zoning by-law to permit second units is appropriate at any time. However, you should consider first amending the official plan, so that the zoning by-law amendment will have the protection of §34(19.1).

Temagami is exempt from Minister's approval of official plan amendments (except where the OPA is for purposes of fulfilling the requirements of a 5-yr/10-yr update under Section 26 of the Act). Therefore the process to amend the official plan to permit second units should be a relatively short and easy one. Like the zoning amendment, the OPA is shielded from appeal by §17(24.1) of the Act.

Keep in mind that, as with any OPA, despite Temagami's exempt status, a copy of all notices required under Section 17, as well as a copy of the proposed amendment, must be sent to MMA.

As regards 2-storey boathouses, from an MMA perspective this is a local matter. There may be implications for the owners of such boathouses in terms of entering into a lease with MNRF. Therefore I would encourage you to contact MNRF and obtain information that may be useful for the public and council in considering how to deal with such structures in terms of OP policies, zoning provisions, and the building permit process. The MNRF planner for your area is Julie Robinson: [Julie.Robinson@ontario.ca](mailto:Julie.Robinson@ontario.ca), tel: (705) 475-5546

I trust the above information is helpful. Please do not hesitate to contact me if you have any further questions.

Regards,

Christopher



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**  
**Regular Council Meeting**

**Resolution Number:** 17-704  
**Title:** Memo 2017-M-103 - PAC re Second Units  
**Date:** 11/23/2017  
**Time:** 8:07 PM

---

**MOVED BY:** D. Burrows  
**SECONDED BY:** R. Prefasi

WHEREAS the Planning Advisory Committee (PAC) passed resolution 17-25 at their October 30, 2017 meeting, which PAC recommends to Council to initiate a housekeeping amendment to the Official Plan and Zoning By-Law to incorporate the existing legislation dealing with second units; NOW THEREFORE BE IT RESOLVED THAT that Council receive Memo 2017-M-103. AND FURTHER THAT Council adopt the recommendation of the PAC and direct Staff to commence an Official Plan Amendment application.

**YES: 5**

**NO: 1**

**ABSTAIN: 0**

**ABSENT: 1**

**CARRIED**

**YES: 5**

D. Burrows  
R. Prefasi

J. Harding

B. Koski

D. O'Mara

**NO: 1**

C. Lowery

**ABSTAIN: 1**

L. Hunter

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami





Corporation of the Municipality of Temagami

Memo No.  
2017-M-103

Memorandum to Council

☐

Staff

☒

Committee

Subject:

PAC recommendation regarding Second Units

Agenda Date:

November 23, 2017

Attachments for  
Information:

- Second Units info Sheet from MMA
- Second Unit Info Sheet Release Spring 2017
- S.16(3) Excerpt of the Planning Act – Second Unit
- Excerpt from the September 6, 2017 MMA PPT Presentation
- Excerpt from the September 6, 2017 MMA PPT Presentation Bill 73 – No Appeal on Second Units

**RECOMMENDATION**

This memorandum is to recommend that Council consider the following motion:

WHEREAS the Planning Advisory Committee (PAC) passed resolution 17-25 at their October 30, 2017 meeting, which PAC recommends to Council to initiate a housekeeping amendment to the Official Plan and Zoning By-Law to incorporate the existing legislation dealing with second units;

NOW THEREFORE BE IT RESOLVED THAT that Council receive Memo 2017-M-103.

AND FURTHER THAT Council adopt the recommendation of the PAC and direct Staff to commence an Official Plan Amendment application.

**INFORMATION**

In 2011 the *Strong Communities through Affordable Housing Act, 2011* amended the Planning Act to require that municipalities permit second units in their official plans & zoning by-laws. These changes took effect on January 1, 2012. This amendment helps the housing development initiative and employment securement, by reducing costs for construction of a new dwelling that has a second unit. In 2016, the province updated the Long-Term Affordable Housing Strategy amending the *Development Charges Act, 1997*. This amendment releases second units in new dwellings from development charges, as currently existing second units within an existing dwelling are exempted.

At the Planning 101 Training Session held September 6, 2017, Christopher Brown, Planner with the Ministry of Municipal Affairs along with his associate Caitlin Carmichael made a presentation to Council, the Committee of Adjustment and PAC on the legislative updates and changes to the *Planning Act*.

A second unit can be defined as a self-contained residential unit, with a private kitchen, bathroom facilities and sleeping areas, the dwelling or structure must be ancillary to the main dwelling. Some of these second units can be basement apartments, granny flats, in-law apartments. Second units are used to increase efforts in affordable rental accommodation and to help with ageing communities like Temagami.

Second Units must comply with all applicable law such as: Ontario Building Code, Fire Code, Municipal Property Standards by-laws etc. The location of these units will depend on the size of the house and lot to ensure that the unit is suitable for the location and property. Subsection 16 (3) of the *Planning Act* includes the “No appeal of Second Units” policies at the time of an official plan update.

The *Planning Act* provides that OP policies and ZBL implementation should allow second units in detached, semi-detached and row houses if an ancillary (secondary) building or structure, which does not already have a second unit. **(Refer to S.16 (3) Excerpt of the Planning Act – Second Unit)**

Within the **attached** “Spring 2017 Second Units Info Sheet” it explains that in some municipalities second units may not be suitable in certain areas, such as: waterfront areas/ development on private roads, limited lake capacity, and seasonal residences.

The OP designation can set the goals as shown by several examples within the sheets, all the while, the ZBL sets out the specifics of which zones second units can apply too, and size of the units. Another concern would be for parking you may only have one permitted parking space for this second unit.

Second Units are also used for increasing affordable rental accommodations, within the info sheet it mentions that the municipality must monitor the rental income properties, by way of a registry form. This could potentially be implemented at staff level when a building permit application is initiated for second units.

Section 2.2.2 Housing of the Municipality of Temagami’s Official Plan (OP) has set out policies in place to promote affordable housing. While promoting affordable housing within our community the Municipality will also face challenges of lots sizes, severances and also availability of municipal services. The long term goal of the Municipality is to ensure that municipal services such as: water and sewer are continued. It is also the goal of the municipality to encourage and provide facilities to meet the aging population growth within our community.

The Provincial Policy Statement, 2014 (PPS) gives direction and promotes the growth of vigorous communities as noted in s.1.1.1. Section 1.4.3 of the PPS gives direction to municipalities to allow all types of housing and give a variety of mixed housing types, including second units.

PAC has had several discussions regarding the second unit legislation, and why this wasn’t incorporated during the 2013 OP Review, and if this item should wait until the upcoming OP review in 2018. At the Committee meeting held on October 30, 2017, PAC decided to recommend doing a housekeeping amendment prior to the comprehensive review by the following resolution:

17 – 25

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT *the Planning Advisory Committee recommends to Council to perform a housekeeping amendment in the official plan and zoning by-law to incorporate the existing legislation dealing with second units;*

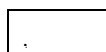
*AND WHEREAS the benefits of second units are to allow homeowners to earn additional income to help meet the cost of homeownership; support changing demographics by providing more housing options for extended families or elderly parents, or for a live-in caregiver; help create mixed-income communities, which support local businesses and local labour markets; make more efficient use of the existing infrastructure, including public transit where it exists or is planned; make more efficient use of the existing housing stock; create jobs in the construction/renovation industry and assist municipalities in meeting their goals regarding affordable housing, intensification and density targets and climate change mitigation and greenhouses gas emissions reduction;*

*AND WHEREAS however; they may be circumstances where second units may not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment.*

YEAS

NAYS

C. Dwyer



J. Hasler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J. Kenrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Leudke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L. Hunter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Rannie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Graham	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chair D. Burrows	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**CARRIED**

The Municipality of Temagami is exempt from the Minister's approval of Official Plan Amendments (except for 5 or 10 year reviews); however, the Ministry of Municipal Affairs must receive a draft copy of the proposed plan and all notices required under section 17, at least 90 days prior to the notice of the public meeting. Notice of the Public Meeting, information and material shall be made available to the public at least 20 days prior to the public meeting. Written Notice of the decision must be given within 15 days after the date of adoption followed by the 20 day appeal period process.

*These recommendations have not been reviewed by staff.*

*When reviewing a request and preparing a recommendation for Council consideration, staff would typically consider the following factors:*

- *Operating and capital budget,*
- *Staff resources,*
- *Material costs*
- *Recurring and future maintenance costs,*
- *Subsidies,*
- *Municipal policies,*
- *Risk Assessment*
- *Legislation*
- *Status of related Initiatives*

Prepared by:

Reviewed By:

Approved for Council consideration by:

<b>Tammy Lepage, Planning Assistant</b>	<b>Elaine Gunnell, Municipal Clerk Debby Burrows, Chair (PAC)</b>	<b>Patrick Cormier, Chief Administrative Officer</b>
Name, Position	Name, Position	Name, Position
<b>On behalf of the Planning Advisory Committee</b>		





## Ministry of Municipal Affairs and Ministry of Housing

[ABOUT](#) | [NEWSROOM](#) | [JOB OPPORTUNITIES](#) | [CONTACT US](#)

You are here > [Home](#) > [Your Ministry](#) > [Land Use Planning](#) > [Related Legislation](#) > [Strong Communities through Affordable Housing Act, 2011](#) > [Secondary Units](#) > Second Units Info Sheet

## Second Units Info Sheet

[Email this page](#)

### Purpose

This document is to assist municipalities and the general public to better understand what second units are, why they are important, and the legislative authority behind second units. It provides some examples of specific second unit policy and zoning best practice approaches currently in use in official plans or zoning by-laws by Ontario municipalities.

### What are second units?

Second units are self-contained residential units with a private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a dwelling (e.g., above laneway garages).

Second units are also referred to as secondary suites, basement apartments, accessory apartments, granny flats, in-law apartments, or nanny suites.

### What are the benefits of second units?

Second units increase the supply and range of affordable rental accommodation. In addition, they benefit the wider community in many ways as they:

- Allow homeowners to earn additional income to help meet the cost of homeownership
- Support changing demographics by providing more housing options for extended families or elderly parents, or for a live-in caregiver
- Help create mixed-income communities, which support local businesses and local labour markets
- Make more efficient use of existing infrastructure, including public transit where it exists or is planned
- Make more efficient use of the existing housing stock
- Create jobs in the construction/renovation industry
- Assist municipalities in meeting their goals regarding affordable housing, intensification and density targets, and climate change mitigation and greenhouse gas emissions reduction.

### Where are Second Units Located?

The majority of second units are created through internal alterations, although some are built as additions to the main house or in/above ancillary structures like garages. The size, type (e.g., internal, addition, ancillary structure) and location of the second unit will depend on the size and design of the house as well as its location on and the size of the lot.

Regardless of where they are located second units must comply with health, safety and municipal property



- [Download a printer-friendly version of the info sheet \(PDF\)](#)

standards, including but not limited to, the Ontario Building Code, the Fire Code and municipal property standards by-laws.

## Background

The *Strong Communities through Affordable Housing Act, 2011*, amended the *Planning Act* to require that municipalities authorize second units in their official plans and zoning by-laws. The changes took effect on January 1, 2012.

Ontario's updated Long-Term Affordable Housing Strategy, 2016 continues this effort, with a focus on reducing the cost of constructing second units by:

- proposing changes to the Building Code to reduce the cost of construction of a new dwelling with a second unit, while maintaining occupant health and safety
- amending the *Development Charges Act, 1997* that, when in effect, would exempt second units in new dwellings from development charges in the same manner as second units in existing dwellings are exempted, as specified in a regulation.



## Legislative Framework

### Planning Act

Section 16(3) of the *Planning Act* requires municipal official plans to authorize second units:

- in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and
- in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

Section 35.1 requires that each local municipality ensure that its zoning by-law gives effect to the policies described in Section 16.3.

### No appeals to the Ontario Municipal Board

The *Planning Act* restricts appeals of second unit official plan policies and zoning by-law provisions to the Ontario Municipal Board except by the Minister.

### Provincial Policy Statement, 2014 (PPS)

The Provincial Policy Statement, 2014 (PPS) directs and promotes the development of healthy and complete communities. The goal is to create strong, livable, healthy and resilient communities through efficient land use (s.1.1.1).

Section 1.4.3 of the PPS directs municipalities to permit all forms of housing to provide an appropriate range and mix of housing types and densities – including affordable housing. Further, municipalities should permit and facilitate all forms of residential intensification and redevelopment, including second units.

## Provincial plans

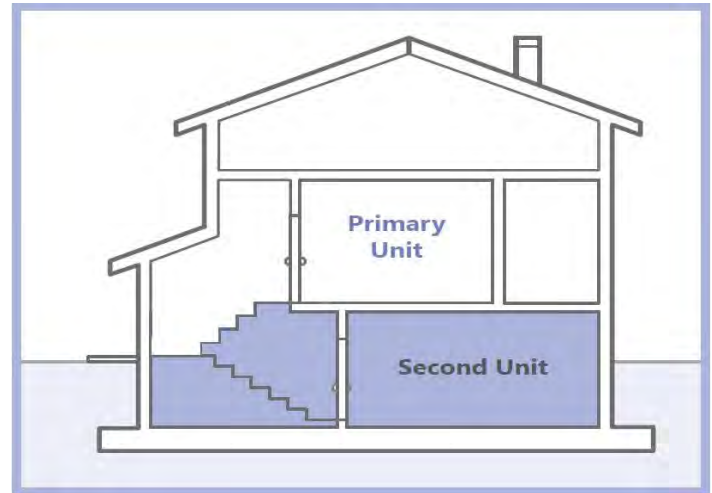
Some provincial plans contain specific policy which directly or indirectly relates to second units in the geographic areas they apply to (eg. the Oak Ridges Moraine Conservation Plan and Niagara Escarpment Plan). Municipalities need to consider and reflect any such policies in developing their official plans and zoning by-laws.

## Official Plans

Municipal official plans outline a community's vision and priorities. They contain policies to guide development in order to achieve land use goals. Official plans must reflect any legislative requirements, be consistent with the PPS and conform to any applicable provincial plans.

## Zoning By-laws

A zoning by-law sets standards for development and must conform to a municipality's official plan. Zoning by-laws must be updated within three years of a new or amended official plan and must also reflect any requirements of the *Planning Act*, be consistent with the PPS and conform to any applicable provincial plan.



## Best Practices

The Planning Act provides a broad legislative foundation for permitting second units by requiring that they be authorized in single detached, semi-detached and row dwellings, and in ancillary structures. In practice though, there are circumstances where second units are not appropriate based on good land use planning principles, including health and safety and environmental considerations. So while official plan policies should be permissive and zoning by-laws should generally allow second units to be established "as of right", there may be situations where second units should not be allowed and/ or require some specific assessment prior to their establishment. The following are some examples of best practices in official plan policies and zoning by-laws, including specifics which relate to a number of these circumstances.

### "As of right"

For the purposes of this document, "as of right" is a phrase used to refer to the ability to apply for a building permit without having to make a development application (e.g., an official plan or zoning bylaw amendment, a minor variance or a site plan). Similarly, homeowners generally should not need to produce any type of study to demonstrate that they conform to any policy or zoning provisions.

## Housing types and ancillary building structures

The *Planning Act* provides that official plan policies and implementing zoning by-laws should permit second units in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and, in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

In municipalities with limited housing types (e.g. only single detached dwellings), second units would only need to be authorized for that housing type.

## Township of Wainfleet Official Plan, August 14, 2014

### 3.3.1.4 Secondary suites



*Secondary suites* shall be permitted in all Residential Area designations, and shall be subject to the following criteria and the regulations of the Zoning By-law:

- a. Only one *secondary suite* per single detached, semi-detached, or townhouse dwelling is permitted;
- b. The secondary suite may be contained within the primary residential dwelling or in a building or structure accessory to the residential dwelling, but not in both;

## Official plan designations

Municipalities should allow second units in designations or zones that permit detached, semi-detached, or row dwellings.

There may be circumstances where second units may not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment. For example:

- areas that are prone to flooding
- waterfront areas/developments on private roads that are not maintained and where emergency access may be limited
- areas adjacent to lakes with limited lake capacity
- areas of recreational dwellings where there may be a lack of year round roads and/or which lack other daily needs and services residents may require.

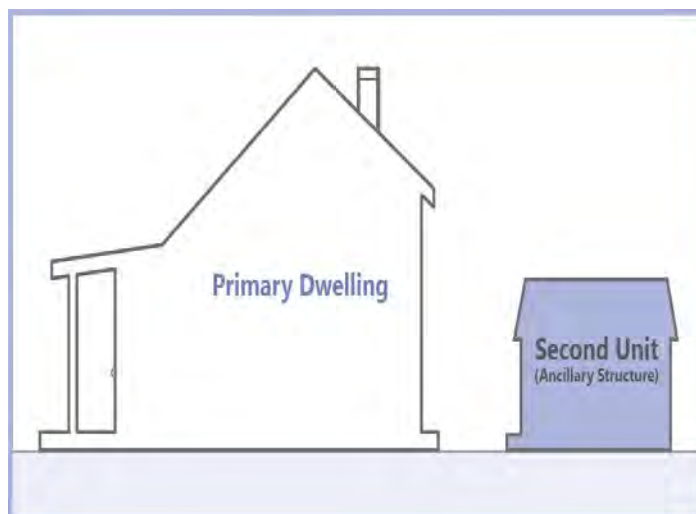
## Tay Valley Township Official Plan, 2016

### 3.6.4(1)

...an accessory apartment (secondary suite) is permitted in residential areas within a four-season single detached, semi-detached, or row-house dwelling unit, or attached to a detached garage, located on a road maintained year-round and accessible by Emergency Services, subject to considerations of carrying capacity of lakes and hydrological capacity....

## Second Units in existing dwellings and new dwellings

Second units should be allowed in both newly built and existing dwellings. Designing new houses to accommodate a second unit at the outset can be more efficient than retrofitting an existing home to have a second unit. Recent changes to the *Development Charges Act, 1997* and a potential regulation to exempt second units in new homes from development charges (once in effect), and proposed changes to the Building Code, if approved, are expected to reduce the cost of constructing second units in new dwellings. A proposed regulation under the *Planning Act*, if made, would permit second units without regard to the date of construction of the primary building.



## Town of Smiths Falls Official Plan, October 2014

### LU-2.14 Second Residential Units

The Town will permit the addition of one self-contained residential dwelling unit (i.e. second unit), within single-detached and semi-detached and row house dwellings in both existing and newly developing residential neighborhoods.

---

## Parking

The maximum parking required per second unit should be one space. In some jurisdictions where transit is available, some municipalities have eliminated parking requirements for second units. Tandem parking (a parking space that is only accessed by passing through another parking space) should also be permitted. A proposed regulation under the *Planning Act* would, if made, restrict the maximum parking requirement for a second unit to one space while also requiring that tandem parking be allowed.

---

### City of Ottawa Zoning By-law 2012-147 (June 10, 2015)

#### Secondary Dwelling Units

Sec. 133 (14)

Where a secondary dwelling unit is located on a lot subject to Section 139 - Low Rise Residential Development in Mature Neighbourhoods, no parking is required for the secondary dwelling unit.

---

### Mississauga Zoning By-law 0158-2013 (July 2013)

4.1.20.10

Tandem parking spaces to accommodate a second unit shall be permitted.

---

### City of Toronto Zoning By-law 569-2013

800.50 Defined Terms

(850) Tandem Parking Space means a **parking space** that is only accessed by passing through another **parking space** from a **street, lane, drive aisle** or **driveway**.

---

## Servicing

In areas with municipal services, second units should be permitted without a requirement to demonstrate sewer or water capacity, unless there are previously documented servicing constraints.

For second units in dwellings serviced by septic systems and private wells, there should be a demonstration of capacity to the satisfaction of the municipality. This is because Building Code permits for septic systems are, in part, based on the number of bedrooms and plumbing fixtures, because septs may be old and/or in order to ensure there is sufficient potable water from the private well.

---

### Howick Township OP, 2016

5. Settlement Areas

D. Policies and Actions

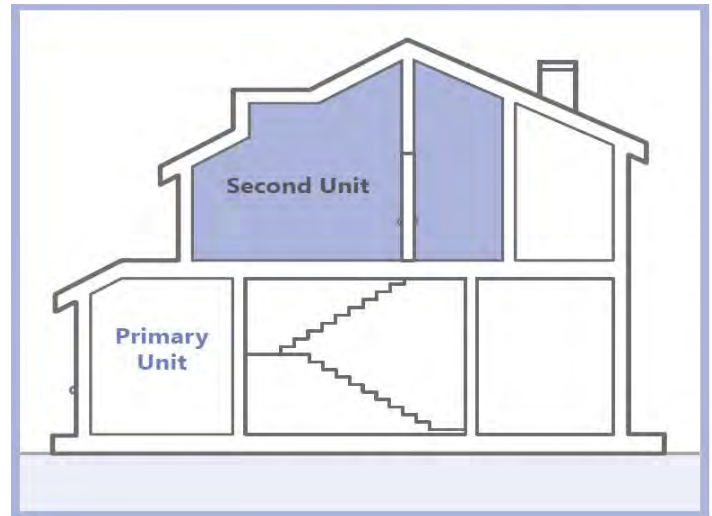
10.1 ... Second residential units are permitted in settlement areas and rural areas of the Township provided that:

f) It must be demonstrated that on-site servicing (e.g. water, sewage) have sufficient capacity for the additional dwelling unit.

### Unit Size

The size of second units and the number of bedrooms should solely be regulated by the Building Code. The Building Code establishes health and safety standards for second units. As such, municipal by-laws should not seek to impose size or other standards that are regulated by the Building Code.

The *Development Charges Act, 1997* (via Ontario Regulation 82/98) states that, in order for second units in existing homes to be exempt from development charges, they must be less than or equal to the size of the primary dwelling. This is the only potential size standard a municipality should contemplate including in a by-law.



### Egress

Requirements for entrances or means of egress for second units are set by the Ontario Building Code and Ontario Fire Code (which need to be referred to for specific standards). In general, second units can share a joint entrance with the primary unit, subject to having a fire separation with appropriate fire resistance rating, and at least two means of egress (exit) that may include windows of an appropriate size. Therefore, there is a need to ensure that by-laws do not contain any standards/provisions that differ from those in the Codes.

### Streetscape and Architectural Design

Given most second units are internal to a primary dwelling, second units should have limited impact on streetscape and architectural design. In the case of an addition to a primary dwelling, there may be valid design considerations, particularly in heritage areas. If municipalities establish design standards in relation to streetscape or architectural design, they should be clearly set out in the zoning by-law so a second unit can be planned in accordance with the by-law and a homeowner can proceed directly to obtain a building permit.

### Owner occupancy

The *Planning Act* does not allow zoning to have the effect of distinguishing on the basis of relationship. Zoning by-laws should permit occupancy of the primary or second unit regardless of whether or not the owner of the home is a resident of either unit. A proposed regulation under the *Planning Act*, if made, would establish a provision which precludes establishing occupancy requirements for either the primary or second unit.

### Tracking and monitoring

A municipality should have a means for tracking and monitoring second units. A registry, in some form, could help the municipality be aware of where second units existed. This could assist in establishing inspection processes to help ensure public safety. It could also provide emergency services with the knowledge that there are two units in the home.



A registry could be established through a mandatory enrollment by the applicant when constructing a second unit or by having the municipal building official inform the appropriate office that a building permit has been issued for a second unit on a property. Ideally, there would be no or only modest fees for registration in order to encourage the creation and registration of second units.

---

## City of Brantford OP

### 13.1.8

The City shall permit the creation of a self-contained second unit dwelling on lands designated to permit single detached dwellings, semi-detached dwellings, street townhouse dwellings, or accessory structures in accordance with the applicable zoning bylaw regulations and the following provisions: OPA #125 Dec. 3/08 OPA #180 Dec. 17/12

6. Second unit dwellings shall be registered with the Building Department.

---

## Additional Sources

- [Landlord Self Help Centre website](#)
- Canada Mortgage and Housing Corporation – [Second Unit Policies](#)

## For More Information, Contact:

Ministry of Municipal Affairs, Provincial Planning Policy Branch, (416) 585-6014

Municipal Services Offices:

- Central (Toronto), 416-585-6226, Toll Free: 1-800-668-0230
- West (London), (519) 873-4020, Toll Free: 1-800-265-4736
- East (Kingston), (613) 545-2100, Toll Free: 1-800-267-9438
- Northeast (Sudbury), (705) 564-0120, Toll Free: 1-800-461-1193
- Northwest (Thunder Bay), (807) 475-1651, Toll Free: 1-800-465-5027

## Note to User

This Info Sheet summarizes complex matters and reflects legislation, policies and practices that are subject to change. It should not be a substitute for specialized legal or professional advice in connection with any particular matter and should not be construed as legal advice. The user is solely responsible for any use or the application of this information. As such, the Ministry of Municipal Affairs does not accept any legal responsibility for the contents of this Info Sheet or for any consequences, including direct or indirect liability, arising from its use.

---

**CONTACT-US | ACCESSIBILITY | PRIVACY | TERMS OF USE | SITE MAP**

**TO REQUEST AN ALTERNATE FORMAT OF THE CONTENT FOUND ON THIS PAGE, CONTACT: [MININFO@ONTARIO.CA](mailto:MININFO@ONTARIO.CA)**

**COPYRIGHT © QUEEN'S PRINTER FOR ONTARIO, 2008-2017 - LAST MODIFIED: MONDAY, JUNE 12, 2017**

---

# SECOND UNITS

## Info Sheet - Spring 2017

### Purpose

This document is to assist municipalities and the general public to better understand what second units are, why they are important, and the legislative authority behind second units. It provides some examples of specific second unit policy and zoning best practice approaches currently in use in official plans or zoning by-laws by Ontario municipalities.

### What are second units?

Second units are self-contained residential units with a private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a dwelling (e.g., above laneway garages).

Second units are also referred to as secondary suites, basement apartments, accessory apartments, granny flats, in-law apartments, or nanny suites.

<http://www.mah.gov.on.ca/Page9575.aspx>



Neighbourhood visualization of second units.

### What are the benefits of second units?

Second units increase the supply and range of affordable rental accommodation. In addition, they benefit the wider community in many ways as they:

- Allow homeowners to earn additional income to help meet the cost of homeownership
- Support changing demographics by providing more housing options for extended families or elderly parents, or for a live-in caregiver
- Help create mixed-income communities, which support local businesses and local labour markets
- Make more efficient use of existing infrastructure, including public transit where it exists or is planned
- Make more efficient use of the existing housing stock
- Create jobs in the construction/renovation industry
- Assist municipalities in meeting their goals regarding affordable housing, intensification and density targets, and climate change mitigation and greenhouse gas emissions reduction.

## Where are Second Units Located?

The majority of second units are created through internal alterations, although some are built as additions to the main house or in/above ancillary structures like garages. The size, type (e.g., internal, addition, ancillary structure) and location of the second unit will depend on the size and design of the house as well as its location on and the size of the lot.

Regardless of where they are located second units must comply with health, safety and municipal property standards, including but not limited to, the Ontario Building Code, the Fire Code and municipal property standards by-laws.

## Background

The *Strong Communities through Affordable Housing Act, 2011*, amended the *Planning Act* to require that municipalities authorize second units in their official plans and zoning by-laws. The changes took effect on January 1, 2012.

Ontario's updated Long-Term Affordable Housing Strategy, 2016 continues this effort, with a focus on reducing the cost of constructing second units by:

- proposing changes to the Building Code to reduce the cost of construction of a new dwelling with a second unit, while maintaining occupant health and safety
- amending the *Development Charges Act, 1997* that, when in effect, would exempt second units in new dwellings from development charges in the same manner as second units in existing dwellings are exempted, as specified in a regulation.

## Legislative Framework

### *Planning Act*

Section 16(3) of the *Planning Act* requires municipal official plans to authorize second units:

- in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and
- in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

Section 35.1 requires that each local municipality ensure that its zoning by-law gives effect to the policies described in Section 16.3.

## No appeals to the Ontario Municipal Board

The *Planning Act* restricts appeals of second unit official plan policies and zoning by-law provisions to the Ontario Municipal Board except by the Minister.

## Provincial Policy Statement, 2014 (PPS)

The Provincial Policy Statement, 2014 (PPS) directs and promotes the development of healthy and complete communities. The goal is to create strong, livable, healthy and resilient communities through efficient land use (s.1.1.1).

Section 1.4.3 of the PPS directs municipalities to permit all forms of housing to provide an appropriate range and mix of housing types and densities – including affordable housing. Further, municipalities should permit and facilitate all forms of residential intensification and redevelopment, including second units.

## Provincial plans

Some provincial plans contain specific policy which directly or indirectly relates to second units in the geographic areas they apply to (eg. the Oak Ridges Moraine Conservation Plan and Niagara Escarpment Plan). Municipalities need to consider and reflect any such policies in developing their official plans and zoning by-laws.



## Official Plans

Municipal official plans outline a community's vision and priorities. They contain policies to guide development in order to achieve land use goals. Official plans must reflect any legislative requirements, be consistent with the PPS and conform to any applicable provincial plans.

## Zoning By-laws

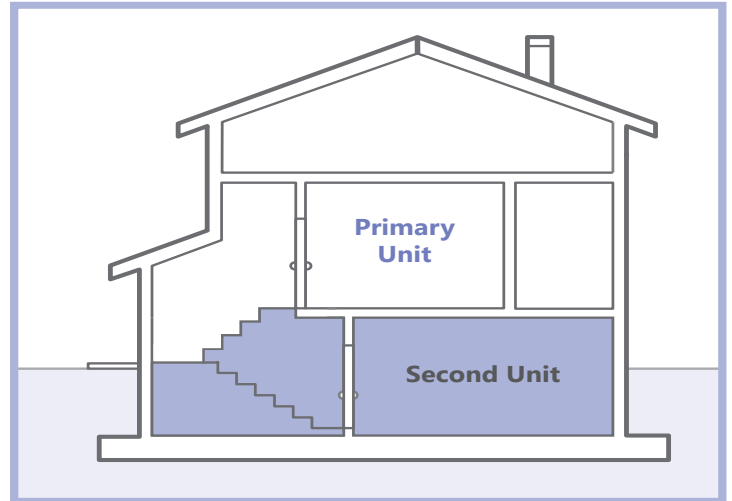
A zoning by-law sets standards for development and must conform to a municipality's official plan. Zoning by-laws must be updated within three years of a new or amended official plan and must also reflect any requirements of the *Planning Act*, be consistent with the PPS and conform to any applicable provincial plan.

## Best Practices

The *Planning Act* provides a broad legislative foundation for permitting second units by requiring that they be authorized in single-detached, semi-detached and row dwellings, and in ancillary structures. In practice though, there are circumstances where second units are not appropriate based on good land use planning principles, including health and safety and environmental considerations. So while official plan policies should be permissive and zoning by-laws should generally allow second units to be established "as of right", there may be situations where second units should not be allowed and/or require some specific assessment prior to their establishment. The following are some examples of best practices in official plan policies and zoning by-laws, including specifics which relate to a number of these circumstances.

### "As of right"

For the purposes of this document, "as of right" is a phrase used to refer to the ability to apply for a building permit without having to make a development application (e.g., an official plan or zoning bylaw amendment, a minor variance or a site plan). Similarly, homeowners generally should not need to produce any type of study to demonstrate that they conform to any policy or zoning provisions.



Second unit - Contained within primary dwelling.

## Housing types and ancillary building structures

The *Planning Act* provides that official plan policies and implementing zoning by-laws should permit second units in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and, in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

In municipalities with limited housing types (e.g. only single detached dwellings), second units would only need to be authorized for that housing type.

### Township of Wainfleet Official Plan, August 14, 2014

#### 3.3.1.4 Secondary suites

*Secondary suites* shall be permitted in all Residential Area designations, and shall be subject to the following criteria and the regulations of the Zoning By-law:

- Only one *secondary suite* per single detached, semi-detached, or townhouse dwelling is permitted;
- The secondary suite may be contained within the primary residential dwelling or in a building or structure accessory to the residential dwelling, but not in both;

## Official plan designations

Municipalities should allow second units in designations or zones that permit detached, semi-detached, or row dwellings.

There may be circumstances where second units may not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment. For example:

- areas that are prone to flooding
- waterfront areas/developments on private roads that are not maintained and where emergency access may be limited
- areas adjacent to lakes with limited lake capacity
- areas of recreational dwellings where there may be a lack of year round roads and/or which lack other daily needs and services residents may require.

### Tay Valley Township Official Plan, 2016

3.6.4(1)

...an accessory apartment (secondary suite) is permitted in residential areas within a four-season single detached, semi-detached, or row-house dwelling unit, or attached to a detached garage, located on a road maintained year-round and accessible by Emergency Services, subject to considerations of carrying capacity of lakes and hydrological capacity....

## Second Units in existing dwellings and new dwellings

Second units should be allowed in both newly built and existing dwellings. Designing new houses to accommodate a second unit at the outset can be more efficient than retrofitting an existing home to have a second unit. Recent changes to the *Development Charges Act, 1997* and a potential regulation to exempt second units in new homes from development charges (once in effect), and proposed changes to the Building Code, if approved, are expected to reduce the cost of constructing second units in new dwellings. A proposed regulation under the *Planning Act*, if made, would permit second units without regard to the date of construction of the primary building.

### Town of Smiths Falls Official Plan, October 2014

LU-2.14 Second Residential Units

The Town will permit the addition of one self-contained residential dwelling unit (i.e. second unit), within single-detached and semi-detached and row house dwellings in both existing and newly developing residential neighborhoods.

## Parking

The maximum parking required per second unit should be one space. In some jurisdictions where transit is available, some municipalities have eliminated parking requirements for second units. Tandem parking (a parking space that is only accessed by passing through another parking space) should also be permitted. A proposed regulation under the *Planning Act* would, if made, restrict the maximum parking requirement for a second unit to one space while also requiring that tandem parking be allowed.

### City of Ottawa Zoning By-law 2012-147 (June 10, 2015)

Secondary Dwelling Units  
Sec. 133 (14)

Where a secondary dwelling unit is located on a lot subject to Section 139 - Low Rise Residential Development in Mature Neighbourhoods, no parking is required for the secondary dwelling unit.

### Mississauga Zoning By-law 0158-2013 (July 2013)

4.1.20.10

**Tandem parking spaces** to accommodate a **second unit** shall be permitted.

## City of Toronto Zoning By-law 569-2013

### 800.50 Defined Terms

(850) Tandem Parking Space means a **parking space** that is only accessed by passing through another **parking space** from a **street, lane, drive aisle** or **driveway**.

## Servicing

In areas with municipal services, second units should be permitted without a requirement to demonstrate sewer or water capacity, unless there are previously documented servicing constraints.

For second units in dwellings serviced by septic systems and private wells, there should be a demonstration of capacity to the satisfaction of the municipality. This is because Building Code permits for septic systems are, in part, based on the number of bedrooms and plumbing fixtures, because septs may be old and/or in order to ensure there is sufficient potable water from the private well.

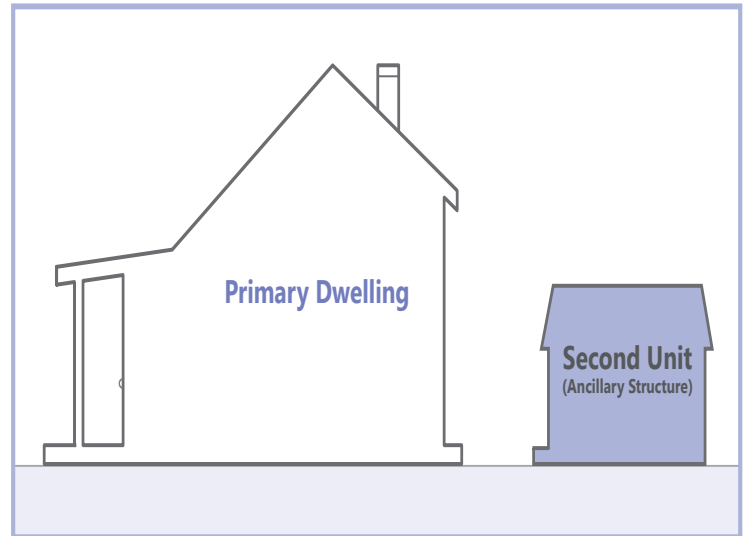
## Howick Township OP, 2016

### 5. Settlement Areas

#### D. Policies and Actions

10.1 ... Second residential units are permitted in settlement areas and rural areas of the Township provided that:

f) It must be demonstrated that on-site servicing (e.g. water, sewage) have sufficient capacity for the additional dwelling unit.



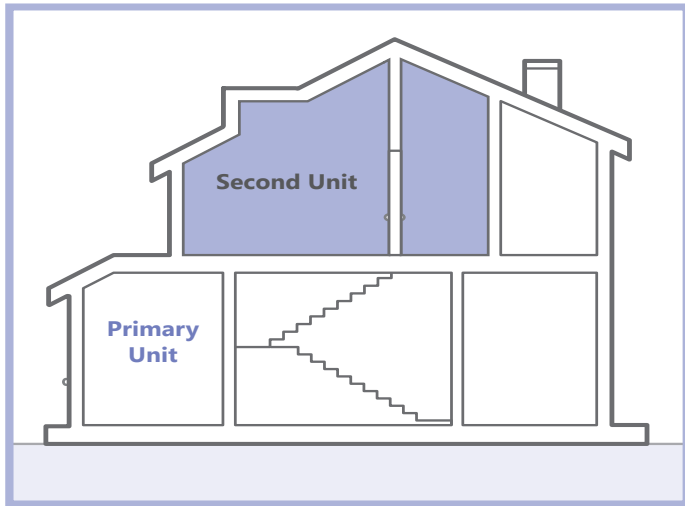
Second unit - Ancillary structure located on property.

## Unit Size

The size of second units and the number of bedrooms should solely be regulated by the Building Code. The Building Code establishes health and safety standards for second units. As such, municipal by-laws should not seek to impose size or other standards that are regulated by the Building Code.

The *Development Charges Act, 1997* (via Ontario Regulation 82/98) states that, in order for second units in existing homes to be exempt from development charges, they must be less than or equal to the size of the primary dwelling. This is the only potential size standard a municipality should contemplate including in a by-law.





**Second unit** - Contained within primary dwelling  
(Above ground-level unit).

## Egress

Requirements for entrances or means of egress for second units are set by the Ontario Building Code and Ontario Fire Code (which need to be referred to for specific standards). In general, second units can share a joint entrance with the primary unit, subject to having a fire separation with appropriate fire resistance rating, and at least two means of egress (exit) that may include windows of an appropriate size. Therefore, there is a need to ensure that by-laws do not contain any standards/provisions that differ from those in the Codes.

## Streetscape and Architectural Design

Given most second units are internal to a primary dwelling, second units should have limited impact on streetscape and architectural design. In the case of an addition to a primary dwelling, there may be valid design considerations, particularly in heritage areas. If municipalities establish design standards in relation to streetscape or architectural design, they should be clearly set out in the zoning by-law so a second unit can be planned in accordance with the by-law and a homeowner can proceed directly to obtain a building permit.

## Owner occupancy

The *Planning Act* does not allow zoning to have the effect of distinguishing on the basis of relationship. Zoning by-laws should permit occupancy of the primary or second unit regardless of whether or not the owner of the home is a resident of either unit. A proposed regulation under the *Planning Act*, if made, would establish a provision which precludes establishing occupancy requirements for either the primary or second unit.

## Tracking and monitoring

A municipality should have a means for tracking and monitoring second units. A registry, in some form, could help the municipality be aware of where second units existed. This could assist in establishing inspection processes to help ensure public safety. It could also provide emergency services with the knowledge that there are two units in the home.

A registry could be established through a mandatory enrollment by the applicant when constructing a second unit or by having the municipal building official inform the appropriate office that a building permit has been issued for a second unit on a property. Ideally, there would be no or only modest fees for registration in order to encourage the creation and registration of second units.

### City of Brantford OP

#### 13.1.8

The City shall permit the creation of a self-contained second unit dwelling on lands designated to permit single detached dwellings, semi-detached dwellings, street townhouse dwellings, or accessory structures in accordance with the applicable zoning bylaw regulations and the following provisions: OPA #125 Dec. 3/08 OPA #180 Dec. 17/12

6. Second unit dwellings shall be registered with the Building Department.

## Additional Sources

Landlord Self Help Centre website  
<http://www.landlordselfhelp.com/intro.htm>

Canada Mortgage and Housing Corporation –  
Second Unit Policies –  
<https://www.cmhc-schl.gc.ca/en/inpr/afhoce/afhoce/afhostcast/afhoid/pore/pesesu/index.cfm>

## For More Information, Contact:

Ministry of Municipal Affairs, Provincial Planning  
Policy Branch, (416) 585-6014

Municipal Services Offices:

Central (Toronto), 416-585-6226,  
Toll Free: 1-800-668-0230

West (London), (519) 873-4020,  
Toll Free: 1-800-265-4736

East (Kingston), (613) 545-2100,  
Toll Free: 1-800-267-9438

Northeast (Sudbury), (705) 564-0120,  
Toll Free: 1-800-461-1193

Northwest (Thunder Bay), (807) 475-1651,  
Toll Free: 1-800-465-5027

## Note to User

This Info Sheet summarizes complex matters and reflects legislation, policies and practices that are subject to change. It should not be a substitute for specialized legal or professional advice in connection with any particular matter and should not be construed as legal advice. The user is solely responsible for any use or the application of this information. As such, the Ministry of Municipal Affairs does not accept any legal responsibility for the contents of this Info Sheet or for any consequences, including direct or indirect liability, arising from its use.

## Ministry of Municipal Affairs

© Queen's Printer for Ontario, 2017

ISBN 978-1-4606-8976-9 (PDF)

ISBN 978-1-4606-8975-2 (HTML)

Disponible en français

**Section Amendments with date in force (d/m/y) [ + ]****Deemed council, municipality**

**14.8** (1) Sections 2 and 3, subsections 4 (1), (4) and (5), 5 (1), (2), (4) and (5), 6 (2), 8 (1) and (3), sections 16, 16.1, 17, 20, 21, 22, 23 and 26, subsection 51 (37) and (45), sections 62.1, 65, 66, 68 and 69 apply to a municipal planning area or a municipal planning authority, as appropriate, and the municipal planning area and municipal planning authority shall be deemed to be a municipality or a council of a municipality, respectively, for those purposes. 1994, c. 23, s. 8.

(2) Repealed: 1996, c. 4, s. 7.

**Section Amendments with date in force (d/m/y) [ + ]****Upper-tier municipalities, planning functions**

**15.** The council of an upper-tier municipality, on such conditions as may be agreed upon with the council of a lower-tier municipality, may,

- (a) assume any authority, responsibility, duty or function of a planning nature that the lower-tier municipality has under this or any other Act; or
- (b) provide advice and assistance to the lower-tier municipality in respect of planning matters generally. 2002, c. 17, Sched. B, s. 4.

**Section Amendments with date in force (d/m/y) [ + ]**

**PART III**  
**OFFICIAL PLANS**

**Official plan****Contents of official plan**

**16.** (1) An official plan shall contain,

- (a) goals, objectives and policies established primarily to manage and direct physical change and the effects on the social, economic, built and natural environment of the municipality or part of it, or an area that is without municipal organization;
- (b) a description of the measures and procedures for informing and obtaining the views of the public in respect of,
  - (i) proposed amendments to the official plan or proposed revisions of the plan,
  - (ii) proposed zoning by-laws,
  - (iii) proposed plans of subdivision, and
  - (iv) proposed consents under section 53; and
- (c) such other matters as may be prescribed. 2015, c. 26, s. 17.

**Same**

(2) An official plan may contain,

- (a) a description of the measures and procedures proposed to attain the objectives of the plan;
- (b) a description of the measures and procedures for informing and obtaining the views of the public in respect of planning matters not mentioned in clause (1) (b); and
- (c) such other matters as may be prescribed. 2015, c. 26, s. 17.

**Second unit policies**

(3) Without limiting what an official plan is required to or may contain under subsection (1) or (2), an official plan shall contain policies that authorize the use of a second residential unit by authorizing,

**Note: On a day to be named by proclamation of the Lieutenant Governor, subsection 16 (3) of the Act is amended by**



**striking out “Without limiting what an official plan is required to or may contain under subsection (1) or (2)” at the beginning of the portion before clause (a). (See: 2016, c. 25, Sched. 4, s. 1 (1))**

- (a) the use of two residential units in a detached house, semi-detached house or rowhouse if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains a residential unit; and
  - (b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse if the detached house, semi-detached house or rowhouse contains a single residential unit. 2011, c. 6, Sched. 2, s. 2.
- (4) REPEALED: 1996, c. 4, s. 8 (2).

**Note: On a day to be named by proclamation of the Lieutenant Governor, section 16 of the Act is amended by adding the following subsections: (See: 2016, c. 25, Sched. 4, s. 1 (2))**

#### Inclusionary zoning policies

- (4) An official plan of a municipality that is prescribed for the purpose of this subsection shall contain policies that authorize inclusionary zoning by,
- (a) authorizing the inclusion of affordable housing units within buildings or projects containing other residential units; and
  - (b) providing for the affordable housing units to be maintained as affordable housing units over time. 2016, c. 25, Sched. 4, s. 1 (2).

#### Same

- (5) An official plan of a municipality that is not prescribed for the purpose of subsection (4) may contain the policies described in subsection (4). 2016, c. 25, Sched. 4, s. 1 (2).

#### Goals and objectives

- (6) The policies described in subsection (4) shall include goals and objectives and a description of the measures and procedures proposed to attain those goals and objectives. 2016, c. 25, Sched. 4, s. 1 (2).

#### Prescribed provisions and matters

- (7) The policies described in subsection (4) shall include the prescribed provisions and provisions about the prescribed matters. 2016, c. 25, Sched. 4, s. 1 (2).

#### No limitation

- (8) Each subsection of this section shall be read as not limiting what an official plan is required to or may contain under any of the other subsections. 2016, c. 25, Sched. 4, s. 1 (2).

**Note: On a day to be named by proclamation of the Lieutenant Governor, section 16 of the Act is amended by adding the following subsections: (See: 2016, c. 25, Sched. 4, s. 1 (3))**

#### Assessment report

- (9) Before adopting the parts of an official plan which contain policies described in subsection (4), the council of the municipality shall ensure that an assessment report has been prepared. 2016, c. 25, Sched. 4, s. 1 (3).

#### Updating of assessment report

- (10) Within five years after the parts of its official plan which contain policies described in subsection (4) come into effect, the council of the municipality shall ensure that an updated assessment report is prepared for the purpose of determining whether any of those parts of the official plan should be amended. 2016, c. 25, Sched. 4, s. 1 (3).

#### Periodic updating

- (11) As long as its official plan contains policies described in subsection (4), the council of the municipality shall ensure that an updated assessment report is prepared within five years after the date of the most recent updated assessment report, for the purpose of determining whether any of the parts of the official plan which contain policies described in subsection (4) should be amended. 2016, c. 25, Sched. 4, s. 1 (3).

# No Appeal of Second Units

Subsections  
17(24.2) and  
17(36.2)

## Changes remove ability to appeal second unit policies at time of an OP update

### Intended Outcomes

- Removes ability to appeal second unit policies at time of an official plan update
- Provide municipalities with increased ability to facilitate second units (i.e., basement apartments)

### Previously

- Municipal second unit policies included in an update of the official plan could be appealed by any party

### Implementation Considerations

- Provides municipalities with control over second unit policies / standards
- Changes made to Planning Act in 2011 require municipalities to permit second units, while enabling municipalities to consider any constraints (e.g., flood-prone areas or those with inadequate servicing) in developing or reviewing second unit policies or standards
- Second unit policies should continue to be reviewed during the regular OP policy updates
- No change to non-appealability of second unit policies at all other times



# Bill 73 Highlights

(Please see Handouts)

## Smart Growth for Our Communities Act 2015



**Strong Communities**

**A Better Land Use System**

## Highlights of Changes to the Planning Act



# Ontario's Long Term Affordable Housing Strategy: Second Units and Garden Suites

- All municipalities must have policies for second units
- Second unit policies, cannot be appealed to the Ontario Municipal Board except at the time of an official plan five-year update
- Garden suites are temporary one-unit, detached residences containing housekeeping facilities that are ancillary to existing houses and that are designed to be portable
- Garden suites can be permitted on a temporary basis for up to 20 years (renewable)

## Second Units



# Garden Suites





## Tammy Lepage

---

**From:** Jamie Robinson <jrobinson@mhbcplan.com>  
**Sent:** January 31, 2018 7:54 AM  
**To:** Tammy Lepage  
**Subject:** RE: OPA Second Units - Housekeeping Amendment

Hi Tammy,

These are my recommendations:

- 1) You do not need an application form if it is a Municipal initiated OPA. Section 21 of the Planning Act is for Municipal initiated OPA's and it defers to Section 17 for the processing requirements. Whereas Section 22 establishes the "prescribed information" that is required in the application form for OPA's that are initiated by another person or body.
- 2) Do not characterize as a housekeeping amendment. It is an OPA to establish Secondary Unit policies in the Official Plan.
- 3) Is there a resolution from Council directing staff to initiate an OPA for second units?
- 4) If there isn't, I would suggest a staff report be prepared to outline why the OP should be updated to include second unit policies. Further, I would recommend that an open house meeting be held to review the draft policies with the public prior to a statutory public meeting.
- 5) The draft polices should be prepared along with a technical memo or background report summarizing the basis for the proposed policies.
- 6) The draft policies should:
  - a) Establish where second units are appropriate and where they are not appropriate.
  - b) Whether second units should be permitted as-of-right in these areas or only through a Zoning By-law Amendment.
  - c) Establish criteria that must be met in order for a secondary unit to be permitted by ZBA.
  - d) Establish policy direction for the establishment of permitted locations and regulations to be included in the Zoning By-law.

I look forward to discussing with you.

**JAMIE ROBINSON**, BES, MCIP, RPP | Partner

**MHBC** Planning, Urban Design & Landscape Architecture

113 Collier Street | Barrie | ON | L4M 1H2 | T 705 728 0045 x 222 | F 705 728 2010 | C 705 715 2878  
| [jrobinson@mhbcplan.com](mailto:jrobinson@mhbcplan.com)

Follow us: [Webpage](#) | [Linkedin](#) | [Facebook](#) | [Twitter](#) | [Vimeo](#)



This communication is intended solely for the named addressee(s) and may contain information that is privileged, confidential, protected or otherwise exempt from disclosure. No waiver of confidence, privilege, protection or otherwise is made. If you are not the intended recipient of this communication, please advise us immediately and delete this email without reading, copying or forwarding it to anyone.

# Memorandum

## To: The Planning Advisory Committee

FROM: Tammy Lepage, Planning Assistant

DATE: February 16, 2018

---

RE: Second Unit Official Plan Amendment

PAC recommended to Council to initiate an Official Plan Amendment to incorporate the legislation dealing with second units.

Council passed the recommendation from PAC on November 23, 2017 as Resolution No. 17-704. An application was prepared and submitted to the Planning Consultant on January 19, 2018, a follow up email was sent on the 29<sup>th</sup> of January.

Correspondence received from Jamie on the 31<sup>st</sup> of January he recommends that the OP amendment should not be characterized as a housekeeping amendment; however, to establish Secondary Unit policies within the OP. He also recommends that an open house meeting be held to review the draft policies with the public prior to a statutory public meeting. Jamie will have a report to Council for the next Committee of the Whole meeting scheduled March 13<sup>th</sup>.

Second Unit Policies are self-contained residential units with a private kitchen, bathroom facilities and sleeping areas within dwellings or ancillary structures.



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
Special Council- CoW**

**Agenda Number:** 17.4  
**Legislative Number:** 18-081  
**Title:** Second Units  
**Date:** 03/13/2018

---

**MOVED BY:** R. Prefasi  
**SECONDED BY:** D. Burrows

WHEREAS PAC has requested that Council deal with the issues of second units by allowing them in all neighbourhoods therefore BE IT RESOLVED THAT that Council direct staff to begin the process of amending Temagami's Official Plan to allow second units in all neighbourhoods

**YES: 3**

**NO: 2**

**ABSTAIN: 0**

**ABSENT: 2**

**CARRIED**

**YES: 3**

D. Burrows

J. Harding

R. Prefasi

**NO: 2**

L. Hunter

C. Lowery

**ABSTAIN: 0**

**ABSENT: 2**

B. Koski

D. O'Mara

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami



MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP
<b>Subject:</b>	Information Report Municipal Wide Official Plan Amendment regarding Secondary Suites
<b>Report Date:</b>	March 13, 2018

## A. **BACKGROUND**

At the regular Council meeting held on November 23, 2017, Council received Memo 2017-M-103 from the Planning Advisory Committee (PAC) and adopted the recommendation of the PAC. Council directed Staff to commence an Official Plan Amendment application pertaining to permissions for second units.

A second unit can be defined as a self-contained residential unit, with a private kitchen, bathroom facilities and sleeping areas, the dwelling or structure must be ancillary to the main dwelling. Some of these second units can be basement apartments, granny flats, in-law apartments. Second units are used to increase efforts in affordable rental accommodation and to help with ageing communities like Temagami.

The first task in the process is to review the applicable legislative and policy framework. This review is to provide the PAC with this information, so that direction can be provided regarding the scope of any Official Plan Amendment.

### **Provincial Policy Framework**

#### 2014 Provincial Policy Statement (PPS)

Section 1.1.1 of the 2014 Provincial Policy Statement (PPS) speaks to the accommodation of an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.

Section 1.4.3 of the PPS goes on to state that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents by permitting and facilitating all forms of residential intensification, including second units.

## The Strong Communities through Affordable Housing Act, 2011

Bill 140, The Strong Communities through Affordable Housing Act, 2011 came into effect on January 1, 2012. The Strong Communities through the Affordable Housing Act amended various sections of the Planning Act to facilitate the creation of second units by:

- requiring municipalities to establish official plan policies and zoning by-law provisions allowing second units in detached, semi-detached and row houses, as well as in ancillary structures;
- removing the ability to appeal the establishment of these official plan policies and zoning by-law provisions except where such official plan policies are included in five- year updates of municipal official plans; and,
- providing authority for the Minister of Municipal Affairs and Housing to make regulations authorizing the use of, and prescribing standards for, second units.

Bill 140, made changes to the Planning Act including the expansion of affordable housing options by requiring that municipalities establish policies that would allow second units in new and existing developments provided that they are in appropriate areas. This Bill amended Section 16 of the Planning Act to require that municipalities include policies that allowed for second units by authorizing: a) the establishment of a secondary unit in an existing dwelling; or b) use of a residential unit in a building or structure accessory to an existing dwelling.

While providing for second units as one tool to promote affordable housing initiatives, the Province also recognized that there is a need for municipalities to assess several considerations in developing and implementing these types of official plan policies and zoning provisions. Provincial documentation (<http://www.mah.gov.on.ca/Page9575.aspx>) notes that:

- *Second units should be permitted in both existing residential communities and in newly developing areas. Newly developing areas offer the opportunity to plan proactively for second units. This includes the design of the actual houses and in the lot fabric or neighbourhood layout where ancillary structures like laneway garages could be integrally incorporated into the design. Municipalities and development proponents should specifically consider second units in the planning of new neighbourhoods.*
- *While the Act requires municipalities to permit second units, the government recognizes there may be inherent constraints within portions of a municipality or community which would make those areas inappropriate for second units (such as flood-prone areas or those with inadequate servicing). Municipalities should consider any such constraints in developing or reviewing second unit policies.*
- *While the Act requires municipalities to permit second units in detached, semi-detached and row housing, and in ancillary structures, the provisions permit one additional unit (i.e., a second unit) either in a house (e.g., basement) or in an ancillary structure (e.g., above laneway garage) on the*

*same lot. Municipalities should assess where second units may be appropriate in the primary dwelling versus the ancillary structure. In some instances, municipalities may conclude it is appropriate to allow a second unit in both. However, in these situations, the sheltering of appeals does not extend to the third unit. Any party would be able to appeal the authorization of the third unit to the Ontario Municipal Board.*

- *Municipalities that currently permit second units will need to review their official plans and zoning by-laws to assess whether they are permitted in the range of housing types listed in the Act.*
- *While the Act introduced a regulation-making ability for the Minister of Municipal Affairs and Housing to prescribe minimum standards for second units, a regulation has not been issued under this authority. As such, municipalities are responsible for determining what standards or zoning provisions should apply to second units in relation to matters such as minimum unit size or parking requirements. Standards should support the creation of second units.*

#### The Promoting Affordable Housing Act, 2016

Bill 7, The Promoting Affordable Housing Act, 2016, amends four Acts to help increase the supply of affordable housing and modernize social housing by:

- Giving municipalities the option to implement inclusionary zoning, which requires affordable housing units to be included in residential developments.
- Making secondary units such as above-garage apartments or basement units in new homes less costly to build, by exempting them from development charges. Secondary units are a potential source of affordable rental housing and allow homeowners to earn additional income.
- Giving local service managers more choice in how they deliver and administer social housing programs and services to reduce wait lists and make it easier for people in Ontario to access a range of housing options.
- Encouraging more inclusive communities and strengthening tenant rights by preventing unnecessary evictions from social housing and creating more mixed-income housing.
- Gathering data about homelessness in Ontario by requiring service managers to conduct local enumeration of those who are homeless in their communities, so that Ontario can continue to work towards its goal of ending chronic homelessness by 2025.

#### **Municipality of Temagami Official Plan**

Section 2.2.2 Housing of the Municipality of Temagami's Official Plan (OP) has set out policies to promote affordable housing. While promoting affordable housing within the community, the Municipality will also face challenges of lot sizes, severances and also availability of municipal



services. The long term goal of the Municipality is to ensure that municipal services such as: water and sewer are continued. It is also the goal of the municipality to encourage and provide facilities to meet the aging population growth within the community.

As it relates to second units, the current Official Plan includes policies regarding accessory apartments, including,

*Accessory apartments may be permitted in single detached or semi-detached dwellings or rowhouses, or in a building or structure ancillary to a single detached or semi-detached dwelling or rowhouse provided that:*

- *Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;*
- *All requirements of the Zoning By-law, including the provision of adequate parking, of the Building Code and other relevant municipal and provincial regulations can be satisfied;*
- *It has been determined that municipal services and community facilities are adequate to meet the anticipated demand for accessory apartments.*

The Official Plan also makes provision for the establishment of a “garden suite” through the use of temporary use by-laws.

Section 4.4.1.1 of the Official Plan speaks to Low Density Residential uses and states that such uses include single detached, semi-detached, duplex dwelling units, “garden suites” and accessory apartments, in accordance with Section 2.2.2 of the Plan.

It is noted that garden suites and apartments in houses are not permitted in the Rural area. The Housing policies of Section 2.2 state the following with respect to Rural Areas,

*Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites and apartments in houses are not permitted in the rural area. New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.*

### **Municipality of Temagami Zoning By-law**

Section 6 of the Municipality’s Zoning By-law relates to General Provisions for All Zones. Subsection 6.03 states,

*An accessory apartment for the use of the owner or operator is permitted in certain commercial buildings, in accordance with the provisions of this By-law. Rental apartment units are permitted on the upper floor or floors of certain commercial buildings, in accordance with this By-law.*

*Apartments in houses shall be subject to the Ontario Regulation Number 384/94 of the Ontario Planning Act.*

Subsection 6.19 relates to Garden Suites and states,

*The gross floor area of the garden suite shall not exceed thirty percent (30%) of the existing living area of the primary residence or seventy one (71) square metres in gross floor area on a lot zoned residential, whichever is lesser. The units are portable so that when they are no longer required they may be removed and relocated to a new site. (By-law 13-1121).*

Subsection 7.7 of the Zoning By-law pertains to Low Density Residential (RL) Zone. Subsection 7.7.3 outlines restrictions within the Low Density Residential Zone, as follows:

*Only one accessory building is permitted on a divided semi-detached lot.*

*A garden suite is permitted on a single detached lot, subject to the passage of a temporary use by-law.*

*An accessory apartment in a single detached or semi-detached dwelling unit is permitted, subject to a rezoning.*

*A garden suite is not permitted in conjunction with a bed and breakfast establishment.*

## **B. COMMENTS**

Provincial legislation is in place which promotes second units as a form of affordable housing. Such second units could be in the form of an accessory apartment (either in a dwelling or an accessory building), or the establishment of a “garden suite”.

The Municipality's Official Plan and Zoning By-law provides policies and regulations that are appropriate for the establishment of garden suites through the application of a temporary use by-law. This is in-keeping with Provincial legislation.

The Municipality's Official Plan has taken steps towards facilitating the establishment of accessory apartments, however, the current policies may be seen as somewhat restrictive and perhaps not fully implementing Provincial policies. The Official Plan provides for accessory apartments in single detached or semi-detached dwellings or rowhouses, or in a building or structure ancillary to a single detached or semi-detached dwelling or rowhouse, however, this appears to be limited to those properties which are designated Low Density Residential.

Medium and High Density Residential Areas have specific permissions/provisions relating to multi-unit residential buildings which would be beyond what would fall within the category of an “accessory apartment”. The Municipality must ensure that such second units can be adequately serviced (water, sewer/septic, roads, parking, etc.).

As noted previously, the Province recognizes that there may be inherent constraints within portions of a municipality or community, which would make those areas inappropriate for second units; flood-prone areas, waterfront areas/developments on private roads that are not maintained and where emergency access may be limited, areas adjacent to lakes with limited lake capacity, areas of recreational dwelling where there may be a lack of year round roads and/or which lack other daily needs and services residents may require. It is possible, however, to extend permissions relating to accessory apartments beyond just lands designated Low Density Residential while still addressing such types of constraints in a reasonable manner. For example, an accessory apartment may be able to be accommodated within a single detached residential unit within the rural area; appropriately serviced via private well and septic and with access via a public road. Provisions would still be needed to ensure that such accessory apartments are limited in scale so as to maintain the residential character of the property.

Accessory apartments are to be truly “accessory” to the main residential use of the property and it would be important to ensure that provisions were in place to maintain that appearance.

Accessory apartments are to be a tool to assist municipalities in addressing the provision of affordable housing. It is not intended to extend to seasonal, recreation uses.

It is recognized that a goal of the Municipality is to maintain shorelines and the area between the shoreline and any buildings in their natural state and as a vegetative buffer, to protect the visual and environmental integrity of the lakes. The Official Plan speaks extensively about the importance of protecting the wilderness and semi-wilderness values of Lake Temagami. In-keeping with this, it would be recommended that permissions for secondary units not be extended to those lands along shoreline areas.

### **C. CONCLUSION AND RECOMMENDATION**

Based on the research that has been completed, the Municipality of Temagami has policies in the Official Plan that permit accessory apartments (second units) to be developed within Urban Areas.

The Official Plan does not have policies in place to permit second units in Rural and Shoreline Area.

Based on the information contained in this Report, there does not appear to be support to permit second units on shoreline properties outside of the Urban Area as these properties are generally used for recreational purposes. The Municipality would be best served, to focus second units first



in the Urban Area and secondly in Rural Areas. There are two options to consider. They are as follows:

- 1) OPA - Undertake an OPA to update the Urban Accessory Apartment policies and establish Rural Area policies to permit accessory apartments.
- 2) Status quo – Do not undertake an OPA at this time, and continue to permit accessory apartments in Urban Areas.

It is recommended that Staff be directed to prepare an Official Plan Amendment to update the second unit (accessory apartment) policies of the Official Plan to permit accessory apartments in Rural Areas and to update the current policies pertaining to Urban areas.

Respectfully Submitted,

**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal flourish extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner

**The Corporation of the Municipality of Temagami**  
**Planning Advisory Committee**

Motion Number: 18-20  
Moved By: BC.

Date: March 13, 2018  
Seconded by: BD

BE IT RESOLVED THAT the second unit policies be included in all five neighbourhoods in the Official Plan Amendment.

AND FURTHER THAT the policies regarding second units be drafted and implemented as part of the official plan review.

✓ Carried      \_\_\_\_\_ Amended      \_\_\_\_\_ Defeated

Declaration of Conflict of Interest:

Chairperson: [Signature]

## RECORDED VOTE

	YEAS	NAYS
C. Dwyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J. Hasler	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J. Kenrick	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Leudke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L. Hunter	<input type="checkbox"/>	<input type="checkbox"/>
C. Rannie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Graham	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chair D. Burrows	<input checked="" type="checkbox"/>	<input type="checkbox"/>





**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**  
**Regular Council Meeting**

**Resolution Number:** 18-175

**Title:** MHBC - Planning Report - Secondary Suites and Summary of OPA Process - 11 April

**Date:** 05/24/2018

---

**MOVED BY:** B. Koski

**SECONDED BY:** J. Harding

BE IT RESOLVED THAT Council receive MHBC - Planning Report - Secondary Suites and Summary of OPA Process - 11 April 2018; AND FURTHER THAT Council direct staff to continue with the preparation of the draft Official Plan Amendment, which will include policies to be implemented into the Municipality's Official Plan to permit second units, in anticipation of a Public Meeting to be held at a Council Meeting in June of 2018.

**ABSTAIN: 0**

**CARRIED**

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP
<b>Subject:</b>	Second Unit Official Plan Amendment Update and Summary of Process
<b>Report Date:</b>	April 11, 2018

## **A. OVERVIEW**

This Report has been prepared to provide details regarding the processing of a Municipally initiated Official Plan Amendment to include secondary unit policies in the Official Plan.

At a Special Meeting of Council held on March 13, 2018, Committee of the Whole passed a resolution regarding an Official Plan Amendment to implement policies regarding second units as follows:

*WHEREAS PAC has requested that Council deal with the issues of second units by allowing them in all neighbourhoods therefore BE IT RESOLVED THAT that Council direct staff to begin the process of amending Temagami's Official Plan to allow second units in all neighbourhoods.*

Following the resolution passed on March 13, 2018, we have commenced the drafting of Official Plan policies that will implement the inclusion and permissions for second suites on properties within the Municipality. A draft Official Plan Amendment is expected to be completed by the end of April. Once prepared, there will be opportunity for PAC, Council, Staff and members of the public to review the document and to provide comments.

## **B. APPLICATION PROCESS**

Regulation 525/97 of the *Planning Act* includes municipalities that are exempt from approvals from the Ministry of Municipal Affairs for Official Plan Amendments. As of January 1, 2015, the Municipality of Temagami is considered to be exempt from approvals from the Ministry of Municipal Affairs for Official Plan Amendments, under Section 17 of the *Planning Act*.

The processing of the Official Plan Amendment Application requires that a Public Meeting be held.

Notice for a Public Meeting concerning an Official Plan Amendment is required to be issued 20 days prior to the Public Meeting.

As part of the circulation of the Notice, the Notice, along with a copy of the draft Official Plan Amendment, will be circulated to commenting agencies including the Ministry, Health Unit and MTO.

Following the Public Meeting, comments that have been provided will be reviewed and evaluated. The draft Official Plan Amendment will be revised as necessary prior to the final Official Plan Amendment and a recommendation report will be provided to Council for consideration.

**C. SUMMARY**

Following preparation of the draft Official Plan Amendment, which will include policies to be implemented into the Municipality's Official Plan to permit second units, the Municipality will schedule a Public Meeting as required under the *Planning Act*. It is anticipated that a Public Meeting would be able to be held at a Council Meeting in June of 2018.

Respectfully Submitted,

**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal flourish extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner



## Tammy Lepage

---

**From:** Brown, Christopher (MMA/MHO) <Christopher.R.Brown@ontario.ca>  
**Sent:** April 19, 2018 8:59 AM  
**To:** Tammy Lepage  
**Subject:** RE: exempt status for the Official Plan Amendment

Hi Tammy,

Because this concerns an official plan update for purposes of section 26 of the Act (i.e. 5-yr/10-yr review), an open house under sub-section 17(16) is required, at least 7 days before the statutory public meeting. Typically the open house is held well in advance.

For a section 26 update, the municipality is required to provide the draft to MMA at least 90 days before the notice of open house, pursuant to subsections 17(17) and (17.1).

In cases where an amendment to the official plan (OPA) is proposed for purposes other than a s.26 update, there is no open house requirement. In such cases, the municipality will provide the draft 90 days before the public meeting, except in cases where an OPA is exempt from the requirement for minister's approval, in which case the requirement under sub-section 17(17.1) does not apply, and the municipality simply needs to send us the notice together with a copy of the amendment, at the same time notice of meeting is given to the public; see O.Reg. 543/06 sub-sections 3 (11) and (13)-(14).

Please note that for a section 26 update, whether by OPA or by adoption of a new OP, there is no exemption from minister's approval.

I trust the above information is helpful. If you require any clarification or have further questions, please do not hesitate to contact me.

Regards,

Christopher



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**  
**Regular Council Meeting**

**Resolution Number:** 18-186 (As Amended)  
**Title:** MHBC Report and Draft OPA By-Law re Second Unit Policies  
**Date:** 05/24/2018

---

**MOVED BY:** B. Koski  
**SECONDED BY:** C. Lowery

BE IT RESOLVED THAT Council receive the MHBC Report and Draft OPA By-Law re Second Unit Policies dated May 10, 2018; AND FURTHER THAT the report be sent to PAC for their comments back to the Committee of the Whole meeting.

**ABSTAIN: 0**

**CARRIED**

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP
<b>Subject:</b>	Municipal Wide Official Plan Amendment regarding Secondary Suites
<b>Report Date:</b>	May 10, 2018

## **A. BACKGROUND**

At a Special Meeting of Council held on March 13, 2018, Committee of the Whole passed a resolution regarding an Official Plan Amendment to implement policies regarding second units as follows:

*WHEREAS PAC has requested that Council deal with the issues of second units by allowing them in all neighbourhoods therefore BE IT RESOLVED THAT that Council direct staff to begin the process of amending Temagami's Official Plan to allow second units in all neighbourhoods.*

On March 13, 2018, an Information Report was prepared to provide background on second units (accessory apartments) and to provide an overview of Provincial policy framework that provides the basis for municipalities to include policies and regulations in their planning documents to permit second units. Provincial legislation is in place which promotes second units as a form of affordable housing. Such second units could be in the form of an accessory apartment (either in a dwelling or an accessory building), or the establishment of a "garden suite".

Following a review of the current policies regarding second units, it was recommended that the Municipality incorporate policies to only permit second units within the Urban and Rural areas, and not to permit second units within Shoreline areas. The recommendation was that Shoreline areas be reserved for seasonal and recreational uses, and not for second units.

Following the resolution from Council on March 13, 2018, a second Information Report was prepared on April 11, 2018, and was received by Council, which set out the process for amending the Official Plan.

A draft Official Plan Amendment has been prepared and is attached to this Report as Appendix 1. The purpose of this Report is to provide information relating to the draft Official Plan Amendment to permit second units (accessory apartments) in all neighbourhoods within the Municipality, and to make recommendations as to next steps in the process.

## **B. POLICY REVIEW**

The Municipality of Temagami's Official Plan includes policies to promote affordable housing and to establish where accessory apartments are to be permitted within the Municipality. The current



policy framework only permits accessory apartments within the Urban area. Section 2.2.2 of the Official Plan includes policies regarding Housing, and includes the following regarding accessory apartments in the Urban area:

*Accessory apartments may be permitted in single detached or semi-detached dwellings or rowhouses, or in a building or structure ancillary to a single detached or semi-detached dwelling or rowhouse provided that:*

- *Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;*
- *All requirements of the Zoning By-law, including the provision of adequate parking, of the Building Code and other relevant municipal and provincial regulations can be satisfied;*
- *It has been determined that municipal services and community facilities are adequate to meet the anticipated demand for accessory apartments.*

The Official Plan also makes provision for the establishment of a “garden suite” through the use of temporary use by-laws.

Section 4.4.1.1 of the Official Plan speaks to Low Density Residential uses and states that such uses include single detached, semi-detached, duplex dwelling units, “garden suites” and accessory apartments, in accordance with Section 2.2.2 of the Plan.

It is noted that garden suites and apartments in houses are not permitted in the Rural area. The Housing policies of Section 2.2 for the Rural area state the following:

*Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. **Garden suites and apartments in houses are not permitted in the rural area.***

*New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.*

The Official Plan also identifies permitted accessory uses for various designations in Section 4.3.3, 5.3.3, 6.3.3, 7.3.3 and 8.3.3. Accessory Apartments are not identified as a permitted accessory use within these sections of the Official Plan.

The Official Plan also includes a Glossary of Terms at the end of the document. The glossary includes a definition for 'Apartments-in-House' which is defined as the following:

*Apartments-in-House – These are second self-contained units in detached or semidetached houses in a residential zone serviced by a publicly owned or operated sewage system and which satisfy special provisions of the Ontario Building Code and the Fire Code.*

## **C. PROPOSED OFFICIAL PLAN AMENDMENT**

In order to implement the direction from Council, the Official Plan is proposed to be amended in order to permit garden suites and accessory apartments in all neighbourhoods. The following revisions are proposed to Section 2.2 of the Official Plan, for the Rural area:

*Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites and accessory apartments ~~in houses~~ are ~~not~~ permitted in the rural area.*

*Accessory apartments may be permitted in single detached dwellings or in a building or structure ancillary to a single detached dwelling within the rural area (including shoreline properties) provided that:*

- Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;*
- All requirements of the Zoning By-law, including the provisions to govern compatibility with the principal dwelling and surrounding land uses, as well as the size of the accessory apartment and other standards including the Building Code and other relevant municipal and provincial regulations can be satisfied;*
- It has been determined that on-site servicing, including a septic system and private wells, have sufficient capacity for the accessory apartment.*
- An accessory apartment shall not be permitted in the front yard as defined by the Zoning By-law.*

*The Zoning By-law shall contain provisions to regulate the establishment of accessory apartments.*

*New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.*

Further to the revisions to Section 2.2.2 of the Official Plan noted above, it is also recommended that Sections 4.3.3, 5.3.3, 6.3.3, 7.3.3 and 8.3.3 be updated to include an accessory apartment as a permitted accessory use in each of these designations.

Lastly, a new definition is recommended to be added to the Glossary of Terms to replace the current definition of 'Apartments-in-House'. A new definition for an 'Accessory Apartment' will be added to the Official Plan that states:

*Accessory Apartment - A self-contained dwelling unit created by either an interior renovation within an existing dwelling, or as an exterior addition, provided that one entire face of the addition is attached to the principal dwelling, and shall not be considered a second dwelling on the lot for the purposes of this By-law; or a self-contained dwelling unit located within an accessory building.*

#### **D. CONSIDERATION FOR ACCESSORY APARTMENT REGULATIONS**

Accessory apartments are to be truly “accessory” to the main residential use of the property and it would be important to ensure that provisions were in place to maintain that appearance. It is also recognized that a goal of the Municipality is to maintain shorelines and the area between the shoreline and any buildings in their natural state and as a vegetative buffer, to protect the visual and environmental integrity of the lakes.

Following completion of the Official Plan Amendment, it is recommended that the Zoning By-law also be amended to include regulations and standards that would apply to accessory apartments. Separate regulations and standards could be implemented for both accessory apartments within dwellings, or within accessory buildings.

Examples of regulations and standards that could be implemented include the following:

- Ensuring adequate parking is provided for the principal and accessory units.
- Restrict the maximum size of the accessory apartment.
- Establish locations on a property where an accessory apartment would be permitted, or not permitted (ie. minimum distance from the shoreline, located within the front yard of a shoreline property).
- Minimum lot size to be eligible for a second unit.



## **E. SUMMARY AND NEXT STEPS**

The Official Plan currently does not have policies in place to permit second units in the Rural and Shoreline Area. The revisions to Section 2.2.2 included in Section C of this Report provide the policy framework for second units to be permitted within the Rural area, including Shoreline properties.

Following completion of the Official Plan Amendment, it is recommended that the Zoning By-law also be amended to include provisions to limit the scale of accessory apartments and their location, especially within Shoreline areas.

In order to implement the direction of Council, it is recommended that Staff be directed to schedule a Public Meeting for the Official Plan Amendment to update the second unit (accessory apartment) policies to permit accessory apartments in all neighbourhoods.

Respectfully Submitted,

**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal flourish extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner

**Official Plan Amendment No. 3**

**Municipality of Temagami**

**DRAFT**

**Amendment No. 3 to the  
Official Plan of the  
Municipality of Temagami**

The attached explanatory text and constituting Amendment Number 3 to the Official Plan for the Municipality of Temagami, was prepared and adopted by the Council of the Corporation of the Municipality of Temagami, by By-law Number 2018-       in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

---

Lorie Hunter, Mayor

---

Elaine Gunnell, Municipal Clerk



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 2018-\_\_\_**

**A By-law to adopt Amendment No. 3 to the  
Official Plan for the Municipality of Temagami.**

**WHEREAS** The Corporation of the Municipality of Temagami is empowered to amend its Official Plan as required;

**AND WHEREAS** Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provide Council such authority to amend its Official Plan;

**AND WHEREAS** the policies of the Official Plan of the Municipality of Temagami are approved and in force and effect at this time;

**AND WHEREAS** the Council of the Corporation of the Municipality of Temagami deems it necessary and desirable to adopt an amendment to the Official Plan of the Temagami;

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

1. Amendment No. 3 to the Official Plan for the Municipality of Temagami, consisting of the explanatory text is hereby adopted.
2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Lorie Hunter, Mayor

\_\_\_\_\_  
Elaine Gunnell, Municipal Clerk

**Certification**

Certified that the above is a true copy of By-law No. 2018-\_\_\_\_ as enacted and passed by Council of the Municipality of Temagami on the \_\_\_\_th day of \_\_\_\_\_, 2018.

---

Elaine Gunnel, Municipal Clerk

## THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan for the Municipality of Temagami consists of three parts:

**Part A** – THE PREAMBLE does not constitute part of this Amendment.

**Part B** – THE AMENDMENT, consisting of the text of Amendment No. 3 to the Official Plan to the Municipality of Temagami. There is no map or schedule associated with the Amendment.

**Part C** – THE APPENDICES do not constitute part of this Amendment. The appendices contain the background material, planning considerations and public involvement associated with this Amendment.



## **Part A – Preamble**

### **Purpose**

The purpose of this amendment is to include policies in the Municipality of Temagami Official Plan to implement Provincial policies regarding second units, and to permit second units within all neighbourhoods in the Municipality following direction from Council.

This amendment implements the goals and objectives of the Official Plan by providing opportunities for a range of housing types and densities to accommodate a diversity of lifestyles, age groups, income levels and persons with special needs.

### **Location**

Amendment No. 3 is a textual amendment and generally applies to all lands within the Municipality, therefore there is no schedule provided with the Amendment.

### **Basis**

The Provincial Policy Statement (2014), the Strong Communities through Affordable Housing Act (2011), and the Promoting Affordable Housing Act (2016) provide direction to Municipalities to provide for opportunities for the development of affordable housing in the form of second units in their planning documents, Official Plans and Zoning By-laws.

In adopting this Official Plan Amendment, Council relies on the following basis:

- The Provincial Policy Statement (2014) which speaks to the accommodation of an appropriate range and mix of residential, including second units, affordable housing and housing for older persons;
- Bill 140, The Strong Communities through Affordable Housing Act, 2011 which came into effect on January 1, 2012. This Bill made changes to the Planning Act, expanding on the affordable housing options by requiring that municipalities set policies that would allow second units in new and existing developments provided that they are in appropriate areas;
- Bill 7, The Promoting Affordable Housing Act, 2016, and Ontario's Long Term Affordable Housing Strategy Update, which expanded and enhanced the range of land use planning and municipal finance tools that municipalities can use to build more affordable market housing; and
- The Municipality of Temagami's Official Plan which sets out policies to promote affordable housing.

The Provincial policy framework related to promoting affordable housing encourages and requires Municipalities to permit second units in some form, at the discretion of the Municipality within their planning documents. Council has provided direction to permit second units in the form of accessory apartment in all neighbourhoods of the Municipality, including shoreline properties.

## **Part B – The Amendment**

### **1.0 Introductory Statement**

Part B – The Amendment, consisting of the following text constitutes Amendment No. 3 to the Official Plan for the Municipality of Temagami.

### **2.0 Details of the Amendment**

The Official Plan of the Municipality of Temagami is amended in accordance with the following:

#### **A) Revision to text within Section 2.2.2 Housing as follows:**

(red text represents additions or deletions)

Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites and accessory apartments ~~in houses~~ are not permitted in the rural area.

Accessory apartments may be permitted in single detached dwellings or in a building or structure ancillary to a single detached dwelling within the rural area (including shoreline properties) provided that:

- Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;
- All requirements of the Zoning By-law, including the provisions to govern compatibility with the principal dwelling and surrounding land uses, as well as the size of the accessory apartment and other standards including the Building Code and other relevant municipal and provincial regulations can be satisfied;
- It has been determined that on-site servicing, including a septic system and private wells, have sufficient capacity for the accessory apartment.
- An accessory apartment shall not be permitted in the front yard as defined by the Zoning By-law.

The Zoning By-law shall contain provisions to regulate the establishment of accessory apartments.

New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown



land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.

**B) Include Accessory Apartment as a permitted use in various designations**

Sections 4.3.3, 5.3.3, 6.3.3, 7.3.3 & 8.3.3 shall be amended by including “accessory apartment” as a permitted accessory use.

**C) Delete definition of ‘Apartments-in-House’ from Appendix C**

~~Apartments-in-House — These are second self-contained units in detached or semidetached houses in a residential zone serviced by a publicly owned or operated sewage system and which satisfy special provisions of the Ontario Building Code and the Fire Code.~~

**D) Add new definition of ‘Accessory Apartment’ from Appendix C**

Accessory Apartment - A self-contained dwelling unit created by either an interior renovation ~~within an existing dwelling~~, or as an exterior addition to a dwelling or accessory building.

All other policies of the Official Plan of the Municipality of Temagami shall apply.

### **3.0 Implementation and Interpretation**

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment. In all other respects the provisions of the Municipality of Temagami Official Plan shall apply.

Upon approval of this Amendment, Council shall consider an implementing Zoning By-law.

The provisions of the Official Plan, as amended from time to time, shall apply in regard to the Amendment.

### **Part C – The Appendices**

1. Planning Information Report, prepared by MHBC, March 13, 2018
2. Resolution of Committee of the Whole regarding Second Units, March 13, 2018.
3. Planning Information Report, prepared by MHBC, April 11, 2018
4. Planning Report regarding Second Units OPA, prepared by MHBC, May 10, 2018

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP
<b>Subject:</b>	Information Report Municipal Wide Official Plan Amendment regarding Secondary Suites
<b>Report Date:</b>	March 13, 2018

## A. **BACKGROUND**

At the regular Council meeting held on November 23, 2017, Council received Memo 2017-M-103 from the Planning Advisory Committee (PAC) and adopted the recommendation of the PAC. Council directed Staff to commence an Official Plan Amendment application pertaining to permissions for second units.

A second unit can be defined as a self-contained residential unit, with a private kitchen, bathroom facilities and sleeping areas, the dwelling or structure must be ancillary to the main dwelling. Some of these second units can be basement apartments, granny flats, in-law apartments. Second units are used to increase efforts in affordable rental accommodation and to help with ageing communities like Temagami.

The first task in the process is to review the applicable legislative and policy framework. This review is to provide the PAC with this information, so that direction can be provided regarding the scope of any Official Plan Amendment.

### **Provincial Policy Framework**

#### 2014 Provincial Policy Statement (PPS)

Section 1.1.1 of the 2014 Provincial Policy Statement (PPS) speaks to the accommodation of an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.

Section 1.4.3 of the PPS goes on to state that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents by permitting and facilitating all forms of residential intensification, including second units.



## The Strong Communities through Affordable Housing Act, 2011

Bill 140, The Strong Communities through Affordable Housing Act, 2011 came into effect on January 1, 2012. The Strong Communities through the Affordable Housing Act amended various sections of the Planning Act to facilitate the creation of second units by:

- requiring municipalities to establish official plan policies and zoning by-law provisions allowing second units in detached, semi-detached and row houses, as well as in ancillary structures;
- removing the ability to appeal the establishment of these official plan policies and zoning by-law provisions except where such official plan policies are included in five- year updates of municipal official plans; and,
- providing authority for the Minister of Municipal Affairs and Housing to make regulations authorizing the use of, and prescribing standards for, second units.

Bill 140, made changes to the Planning Act including the expansion of affordable housing options by requiring that municipalities establish policies that would allow second units in new and existing developments provided that they are in appropriate areas. This Bill amended Section 16 of the Planning Act to require that municipalities include policies that allowed for second units by authorizing: a) the establishment of a secondary unit in an existing dwelling; or b) use of a residential unit in a building or structure accessory to an existing dwelling.

While providing for second units as one tool to promote affordable housing initiatives, the Province also recognized that there is a need for municipalities to assess several considerations in developing and implementing these types of official plan policies and zoning provisions. Provincial documentation (<http://www.mah.gov.on.ca/Page9575.aspx>) notes that:

- *Second units should be permitted in both existing residential communities and in newly developing areas. Newly developing areas offer the opportunity to plan proactively for second units. This includes the design of the actual houses and in the lot fabric or neighbourhood layout where ancillary structures like laneway garages could be integrally incorporated into the design. Municipalities and development proponents should specifically consider second units in the planning of new neighbourhoods.*
- *While the Act requires municipalities to permit second units, the government recognizes there may be inherent constraints within portions of a municipality or community which would make those areas inappropriate for second units (such as flood-prone areas or those with inadequate servicing). Municipalities should consider any such constraints in developing or reviewing second unit policies.*
- *While the Act requires municipalities to permit second units in detached, semi-detached and row housing, and in ancillary structures, the provisions permit one additional unit (i.e., a second unit) either in a house (e.g., basement) or in an ancillary structure (e.g., above laneway garage) on the*

*same lot. Municipalities should assess where second units may be appropriate in the primary dwelling versus the ancillary structure. In some instances, municipalities may conclude it is appropriate to allow a second unit in both. However, in these situations, the sheltering of appeals does not extend to the third unit. Any party would be able to appeal the authorization of the third unit to the Ontario Municipal Board.*

- *Municipalities that currently permit second units will need to review their official plans and zoning by-laws to assess whether they are permitted in the range of housing types listed in the Act.*
- *While the Act introduced a regulation-making ability for the Minister of Municipal Affairs and Housing to prescribe minimum standards for second units, a regulation has not been issued under this authority. As such, municipalities are responsible for determining what standards or zoning provisions should apply to second units in relation to matters such as minimum unit size or parking requirements. Standards should support the creation of second units.*

#### The Promoting Affordable Housing Act, 2016

Bill 7, The Promoting Affordable Housing Act, 2016, amends four Acts to help increase the supply of affordable housing and modernize social housing by:

- Giving municipalities the option to implement inclusionary zoning, which requires affordable housing units to be included in residential developments.
- Making secondary units such as above-garage apartments or basement units in new homes less costly to build, by exempting them from development charges. Secondary units are a potential source of affordable rental housing and allow homeowners to earn additional income.
- Giving local service managers more choice in how they deliver and administer social housing programs and services to reduce wait lists and make it easier for people in Ontario to access a range of housing options.
- Encouraging more inclusive communities and strengthening tenant rights by preventing unnecessary evictions from social housing and creating more mixed-income housing.
- Gathering data about homelessness in Ontario by requiring service managers to conduct local enumeration of those who are homeless in their communities, so that Ontario can continue to work towards its goal of ending chronic homelessness by 2025.

#### **Municipality of Temagami Official Plan**

Section 2.2.2 Housing of the Municipality of Temagami's Official Plan (OP) has set out policies to promote affordable housing. While promoting affordable housing within the community, the Municipality will also face challenges of lot sizes, severances and also availability of municipal

services. The long term goal of the Municipality is to ensure that municipal services such as: water and sewer are continued. It is also the goal of the municipality to encourage and provide facilities to meet the aging population growth within the community.

As it relates to second units, the current Official Plan includes policies regarding accessory apartments, including,

*Accessory apartments may be permitted in single detached or semi-detached dwellings or rowhouses, or in a building or structure ancillary to a single detached or semi-detached dwelling or rowhouse provided that:*

- *Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;*
- *All requirements of the Zoning By-law, including the provision of adequate parking, of the Building Code and other relevant municipal and provincial regulations can be satisfied;*
- *It has been determined that municipal services and community facilities are adequate to meet the anticipated demand for accessory apartments.*

The Official Plan also makes provision for the establishment of a “garden suite” through the use of temporary use by-laws.

Section 4.4.1.1 of the Official Plan speaks to Low Density Residential uses and states that such uses include single detached, semi-detached, duplex dwelling units, “garden suites” and accessory apartments, in accordance with Section 2.2.2 of the Plan.

It is noted that garden suites and apartments in houses are not permitted in the Rural area. The Housing policies of Section 2.2 state the following with respect to Rural Areas,

*Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites and apartments in houses are not permitted in the rural area. New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.*

### **Municipality of Temagami Zoning By-law**

Section 6 of the Municipality’s Zoning By-law relates to General Provisions for All Zones. Subsection 6.03 states,



*An accessory apartment for the use of the owner or operator is permitted in certain commercial buildings, in accordance with the provisions of this By-law. Rental apartment units are permitted on the upper floor or floors of certain commercial buildings, in accordance with this By-law.*

*Apartments in houses shall be subject to the Ontario Regulation Number 384/94 of the Ontario Planning Act.*

Subsection 6.19 relates to Garden Suites and states,

*The gross floor area of the garden suite shall not exceed thirty percent (30%) of the existing living area of the primary residence or seventy one (71) square metres in gross floor area on a lot zoned residential, whichever is lesser. The units are portable so that when they are no longer required they may be removed and relocated to a new site. (By-law 13-1121).*

Subsection 7.7 of the Zoning By-law pertains to Low Density Residential (RL) Zone. Subsection 7.7.3 outlines restrictions within the Low Density Residential Zone, as follows:

*Only one accessory building is permitted on a divided semi-detached lot.*

*A garden suite is permitted on a single detached lot, subject to the passage of a temporary use by-law.*

*An accessory apartment in a single detached or semi-detached dwelling unit is permitted, subject to a rezoning.*

*A garden suite is not permitted in conjunction with a bed and breakfast establishment.*

## **B. COMMENTS**

Provincial legislation is in place which promotes second units as a form of affordable housing. Such second units could be in the form of an accessory apartment (either in a dwelling or an accessory building), or the establishment of a “garden suite”.

The Municipality's Official Plan and Zoning By-law provides policies and regulations that are appropriate for the establishment of garden suites through the application of a temporary use by-law. This is in-keeping with Provincial legislation.

The Municipality's Official Plan has taken steps towards facilitating the establishment of accessory apartments, however, the current policies may be seen as somewhat restrictive and perhaps not fully implementing Provincial policies. The Official Plan provides for accessory apartments in single detached or semi-detached dwellings or rowhouses, or in a building or structure ancillary to a single detached or semi-detached dwelling or rowhouse, however, this appears to be limited to those properties which are designated Low Density Residential.

Medium and High Density Residential Areas have specific permissions/provisions relating to multi-unit residential buildings which would be beyond what would fall within the category of an “accessory apartment”. The Municipality must ensure that such second units can be adequately serviced (water, sewer/septic, roads, parking, etc.).

As noted previously, the Province recognizes that there may be inherent constraints within portions of a municipality or community, which would make those areas inappropriate for second units; flood-prone areas, waterfront areas/developments on private roads that are not maintained and where emergency access may be limited, areas adjacent to lakes with limited lake capacity, areas of recreational dwelling where there may be a lack of year round roads and/or which lack other daily needs and services residents may require. It is possible, however, to extend permissions relating to accessory apartments beyond just lands designated Low Density Residential while still addressing such types of constraints in a reasonable manner. For example, an accessory apartment may be able to be accommodated within a single detached residential unit within the rural area; appropriately serviced via private well and septic and with access via a public road. Provisions would still be needed to ensure that such accessory apartments are limited in scale so as to maintain the residential character of the property.

Accessory apartments are to be truly “accessory” to the main residential use of the property and it would be important to ensure that provisions were in place to maintain that appearance.

Accessory apartments are to be a tool to assist municipalities in addressing the provision of affordable housing. It is not intended to extend to seasonal, recreation uses.

It is recognized that a goal of the Municipality is to maintain shorelines and the area between the shoreline and any buildings in their natural state and as a vegetative buffer, to protect the visual and environmental integrity of the lakes. The Official Plan speaks extensively about the importance of protecting the wilderness and semi-wilderness values of Lake Temagami. In-keeping with this, it would be recommended that permissions for secondary units not be extended to those lands along shoreline areas.

### **C. CONCLUSION AND RECOMMENDATION**

Based on the research that has been completed, the Municipality of Temagami has policies in the Official Plan that permit accessory apartments (second units) to be developed within Urban Areas.

The Official Plan does not have policies in place to permit second units in Rural and Shoreline Area.

Based on the information contained in this Report, there does not appear to be support to permit second units on shoreline properties outside of the Urban Area as these properties are generally used for recreational purposes. The Municipality would be best served, to focus second units first

in the Urban Area and secondly in Rural Areas. There are two options to consider. They are as follows:

- 1) OPA - Undertake an OPA to update the Urban Accessory Apartment policies and establish Rural Area policies to permit accessory apartments.
- 2) Status quo – Do not undertake an OPA at this time, and continue to permit accessory apartments in Urban Areas.

It is recommended that Staff be directed to prepare an Official Plan Amendment to update the second unit (accessory apartment) policies of the Official Plan to permit accessory apartments in Rural Areas and to update the current policies pertaining to Urban areas.

Respectfully Submitted,

**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal flourish extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner





**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
Special Council- CoW**

**Agenda Number:** 17.4  
**Legislative Number:** 18-081  
**Title:** Second Units  
**Date:** 03/13/2018

---

**MOVED BY:** R. Prefasi  
**SECONDED BY:** D. Burrows

WHEREAS PAC has requested that Council deal with the issues of second units by allowing them in all neighbourhoods therefore BE IT RESOLVED THAT that Council direct staff to begin the process of amending Temagami's Official Plan to allow second units in all neighbourhoods

**YES: 3**

**NO: 2**

**ABSTAIN: 0**

**ABSENT: 2**

**CARRIED**

**YES: 3**

D. Burrows

J. Harding

R. Prefasi

**NO: 2**

L. Hunter

C. Lowery

**ABSTAIN: 0**

**ABSENT: 2**

B. Koski

D. O'Mara

Declaration of Conflict of Interest:

---

A true copy of the resolution by the Council of the Municipality of Temagami

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP
<b>Subject:</b>	Second Unit Official Plan Amendment Update and Summary of Process
<b>Report Date:</b>	April 11, 2018

## **A. OVERVIEW**

This Report has been prepared to provide details regarding the processing of a Municipally initiated Official Plan Amendment to include secondary unit policies in the Official Plan.

At a Special Meeting of Council held on March 13, 2018, Committee of the Whole passed a resolution regarding an Official Plan Amendment to implement policies regarding second units as follows:

*WHEREAS PAC has requested that Council deal with the issues of second units by allowing them in all neighbourhoods therefore BE IT RESOLVED THAT that Council direct staff to begin the process of amending Temagami's Official Plan to allow second units in all neighbourhoods.*

Following the resolution passed on March 13, 2018, we have commenced the drafting of Official Plan policies that will implement the inclusion and permissions for second suites on properties within the Municipality. A draft Official Plan Amendment is expected to be completed by the end of April. Once prepared, there will be opportunity for PAC, Council, Staff and members of the public to review the document and to provide comments.

## **B. APPLICATION PROCESS**

Regulation 525/97 of the *Planning Act* includes municipalities that are exempt from approvals from the Ministry of Municipal Affairs for Official Plan Amendments. As of January 1, 2015, the Municipality of Temagami is considered to be exempt from approvals from the Ministry of Municipal Affairs for Official Plan Amendments, under Section 17 of the *Planning Act*.

The processing of the Official Plan Amendment Application requires that a Public Meeting be held.

Notice for a Public Meeting concerning an Official Plan Amendment is required to be issued 20 days prior to the Public Meeting.

As part of the circulation of the Notice, the Notice, along with a copy of the draft Official Plan Amendment, will be circulated to commenting agencies including the Ministry, Health Unit and MTO.

Following the Public Meeting, comments that have been provided will be reviewed and evaluated. The draft Official Plan Amendment will be revised as necessary prior to the final Official Plan Amendment and a recommendation report will be provided to Council for consideration.

**C. SUMMARY**

Following preparation of the draft Official Plan Amendment, which will include policies to be implemented into the Municipality's Official Plan to permit second units, the Municipality will schedule a Public Meeting as required under the *Planning Act*. It is anticipated that a Public Meeting would be able to be held at a Council Meeting in June of 2018.

Respectfully Submitted,

**MHBC Planning**

A handwritten signature in black ink, appearing to read 'J. Robinson', with a long horizontal flourish extending to the right.

Jamie Robinson, BES, MCIP, RPP  
Partner



## Tammy Lepage

---

**From:** Brown, Christopher (MMA/MHO) <Christopher.R.Brown@ontario.ca>  
**Sent:** June 4, 2018 1:25 PM  
**To:** Lorie Hunter  
**Cc:** Tammy Lepage  
**Subject:** Second Units InfoSheet

Good Afternoon Mayor Hunter:

Thank you for your phone call inquiry on Friday regarding second units. Second units represent a key opportunity to promote affordable housing, and expand the forms of housing available in order to meet the social and well-being requirements of current and future residents, including special needs requirements in an aging population.

To assist municipalities and the public, the Ministry of Municipal Affairs has published a detailed [info sheet](#), which provides direction regarding development of policies and zoning provisions for second units. In our conversation you noted the lack of an example in the info sheet for permitting a second unit as the sole use in an ancillary structure. I have relayed your comments to the appropriate ministry staff for their information.

Although clause [16\(3\)\(b\)](#) of the *Planning Act* is clear in requiring municipalities to authorize the use of a residential unit in a building/structure ancillary to a house, there is some flexibility afforded where municipalities have identified a conflict with other land-use policy objectives, such as in waterfront areas because of the potential increase in phosphorous entering the lakes that could result in negative impacts on water quality. This example is discussed on the ministry's [webpage](#) dedicated to second units. The second bullet under the sub-heading 'Municipal Considerations' reads:

"While the Act requires municipalities to permit second units, the government recognizes there may be inherent constraints within portions of a municipality or community which would make those areas inappropriate for second units (such as flood-prone areas or those with inadequate servicing). Municipalities should consider any such constraints in developing or reviewing second unit policies."

The above statement is echoed in the short comparison table at the bottom of the webpage, where it says:

"Municipalities continue to have ability to identify appropriate areas for second units, and to establish appropriate standards for second units"

Given that Section 2.2.1(e) of the Provincial Policy Statement, 2014 requires planning authorities to protect, improve or restore vulnerable surface water features and their hydrologic functions, it seems reasonable to consider excluding second units from waterfront areas where a municipality has concerns about its surface water features.

Please do not hesitate to contact me if you have any additional questions about permitting and facilitating second dwelling units.

Kind regards,

Christopher

**Christopher R. Brown, MCIP, RPP**

Planner | Urbaniste

Municipal Services Office North | Bureau des services aux municipalités du Nord

Rue 159 Cedar St. Suite 401, Sudbury, Ontario, Canada P3E 6A5

Email | Courriel [Christopher.R.Brown@ontario.ca](mailto:Christopher.R.Brown@ontario.ca)

Telephone | Téléphone 705-564-6852

Toll Free | Sans frais 1 800 461-1193 Ext. 46852

MINISTRY OF MUNICIPAL AFFAIRS | MINISTÈRE DES AFFAIRES MUNICIPALES

MUNICIPALITY OF TEMAGAMI	
<b>Report Prepared For:</b>	Tammy Lepage
<b>Report Prepared By:</b>	Jamie Robinson, BES, MCIP, RPP
<b>Subject:</b>	Municipal Wide Official Plan Amendment regarding Secondary Suites
<b>Report Date:</b>	August 14, 2018

## **A. BACKGROUND**

At its meeting of June 12, 2018, Planning Advisory Committee passed the following resolution:

*WHEREAS at the regular Council meeting dated March 13, 2018 Council passed resolution 18-081 by recorded vote to allow second units in all neighbourhoods;*

*NOW THEREFORE BE IT RESOLVED THAT the Planning Clerk and the Planning Advisory Committee Chair meet with the Planning Consultant to discuss and review the current policies for sleep cabins and develop policies for second units based on our current policies;*

*AND FURTHER THAT the Planning Consultant to provide PAC with draft policies for the official plan amendment and draft policies for a zoning by-law amendment;*

*AND FURTHER THAT the Planning Consultant attend a meeting by phone.*

Further review and discussions have occurred. The purpose of this Report is to provide additional information regarding Provincial legislation, current Municipality of Temagami policies relating to second units and sleeping cabins, and potential amendments to the Municipality's current policies.

## **B. PROVINCIAL POLICY FRAMEWORK**

Previous Reports have been received by Council which provided information on Provincial legislation related to second units. The Provincial Policy Statement (PPS) speaks to the accommodation of an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.

The Strong Communities through Affordable Housing Act, 2011 (Bill 140) set out requirements and tools for municipalities to establish policies that would allow second units in new and existing developments, provided that they are in appropriate areas.

Such policies were to allow for second units through the establishment of a secondary unit in an existing dwelling or the use of a residential unit in a building or structure accessory to an existing dwelling. It was recognized that these policies would also need to deal with such matters as appropriate locations and constraints. As set out in Ontario's Long-Term Affordable Housing Strategy, the Province seeks to support social and economic inclusion, end chronic homelessness and meet the housing needs of all Ontarians.



In keeping with Provincial legislation and policies, the Municipality of Temagami's Official Plan includes policies to promote affordable housing through permissions for accessory apartments and garden suites.

### **C. MUNICIPAL OFFICIAL PLAN POLICIES**

Within the Urban area, the Municipality permits a wide variety of housing by type, size and tenure including single detached, semi-detached, mobile home units in mobile home parks and other forms of low, medium and high density residential development.

Housing within the Rural area is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints.

The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites and apartments in houses are not permitted in the rural area.

The current policy framework permits accessory apartments and makes provision for garden suites within the Urban area. As per Section 2.2.2 of the Official Plan,

*Accessory apartments may be permitted in single detached or semi-detached dwellings or rowhouses, or in a building or structure ancillary to a single detached or semi-detached dwelling or rowhouse provided that:*

- *Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;*
- *All requirements of the Zoning By-law, including the provision of adequate parking, of the Building Code and other relevant municipal and provincial regulations can be satisfied;*
- *It has been determined that municipal services and community facilities are adequate to meet the anticipated demand for accessory apartments.*

*In addition, the Municipality may permit a small self-contained dwelling known as a 'garden suite' on the same lot as an existing single detached dwelling unit. Each application will be reviewed for eligibility and other considerations on a case by case basis, including:*

- *Located on a sufficiently large lot to ensure appropriate siting and buffering of the 'garden suite';*
- *Located where municipal or existing private services and community facilities are adequate to meet demand;*
- *Anticipated that the occupant(s) will generally be elderly relatives of the owners/occupants of the main dwelling; and*
- *Permitted on a temporary basis through a site specific, temporary use by-law.*

As noted in Section 2.2 of the Municipality's Official Plan,

*The Municipality also serves a seasonal resident and tourist population. The Municipality of Temagami acknowledges that the overall tourism and recreation sectors of the provincial economy are strengthening and that the Temagami area has many of the attributes that seasonal residents and tourists find attractive.*

With regard to population within the Municipality, the Official Plan anticipates that some of the new permanent population in the rural areas may take the form of conversion from seasonal to permanent residences and that seasonal population growth may be accommodated in new cottages on new or existing lots, additional dwellings on existing lots and expansions in the tourism market.

To recognize the diversity of areas within the Municipality while setting out clear principles and policies for the consideration of development, or lack of, land use designations within the Municipality are structured into Neighbourhood Planning Areas. The chart below provides a summary of Official Plan policies regarding permitted uses and the residential units (year-round or seasonal) which would be permitted per lot.

NEIGHBOURHOOD AND SUMMARY OF RELEVANT POLICIES		
URBAN		
	4.3.2	- Permitted uses include a broad range of residential, commercial, industrial, institutional and community uses
	4.3.3	- Some Rural Residential and Remote Residential development
	2.2.2	- <i>one accessory apartment unit associated with the principal dwelling on the same lot;</i>
	2.2.2	- Garden Suites subject to temporary use by-law provisions
	4.3.3	- Accessory uses in addition to boathouse including sleep cabins, a home occupation, a home industry, a bed and breakfast, a detached garage, in accordance with Zoning By-law.
	4.3.4	- Sleep cabins are permitted on lots where a residential dwelling exists - Sleep cabin may have either bathroom or kitchen facilities or both subject to specific policies - Cabins to provide additional sleeping accommodation are only permitted in association with remote residential and rural residential development
	4.3.5	- Maximum number of sleep cabins permitted on remote residential or rural residential lots is set out in Zoning By-law - Total number of sleep cabins shall not detract from the main residential use of the property and shall not exceed two sleep cabins per lot - A boathouse with sleeping accommodations, as set out in Section 4.3.8, is deemed to be a sleep cabin
	4.3.8	- Sleeping quarters in the upper level of a boat house on remote residential and rural residential lots. - A boathouse with sleeping accommodations shall be deemed to be a sleeping cabin for the purpose of Section 4.3.5. - Boathouses may be provided with electricity and bathroom facilities but shall not be equipped with cooking facilities. Boathouses are not intended to function as a self-contained living unit.

<b>LAKE TEMAGAMI</b>		
	5.1	- Wilderness values on the mainland and semi-wilderness values on the islands characterise the Lake Temagami Neighbourhood
	5.2	- Land use strategies for this Neighbourhood based on the Tenets for Temagami and MNR policies - call for the conservation of wilderness and semi-wilderness values through the preservation of the skyline and its vegetation, island only development, restricted mainland development and restricted access
	5.3.2	- Permitted uses focus on recreational, residential and tourist commercial uses - Residential uses limited to: <ul style="list-style-type: none"> <li>• permanent or seasonal single detached dwelling units on islands in Lake Temagami;</li> <li>• residential condominiums or timeshare facilities converted from an existing tourist commercial facility;</li> <li>• sleep cabins (in conformity with Official Plan and Zoning By-law);</li> <li>• Accessory uses such as boat houses, docks and storage sheds.</li> </ul>
	5.3.3	- Development impact by existing and new lots should be mitigated to the extent possible in order to conserve wilderness and semi-wilderness values. - Accessory uses permitted on Remote Residential dwelling lots in addition to a boathouse including sleep cabins, a home occupation, a home industry, a bed and breakfast establishment and a garage, in accordance with Zoning Bylaw.
	5.3.4	- Sleep cabins in conformity with Official Plan and Zoning By-law - Sleep cabin may have either bathroom or kitchen facilities - Sleep cabin may have both bathroom and kitchen facilities or both subject to specific provisions
	5.3.5	- Maximum number of sleep cabins permitted on a residential lot is set out in the Zoning By-law. - Total number of sleep cabins shall not detract from the main residential use of the property and shall not exceed two sleep cabins per lot. - A boathouse with sleeping accommodations that lawfully existed as of the date this Plan came into effect is deemed to be a sleep cabin.
		- No sleeping cabin provisions to allow residential use in boathouses
<b>MARTEN RIVER</b>		
	6.2.1	- Fundamental goal to encourage Tourist Commercial development throughout the Neighbourhood and rural and remote residential development in appropriate locations.
	6.3.2	- Permitted uses focus on recreational, residential and Tourist Commercial uses - Residential uses limited to: <ul style="list-style-type: none"> <li>• Permanent or seasonal single detached dwelling units;</li> <li>• Residential condominiums or timeshare facilities converted from an existing tourist commercial facility;</li> <li>• Sleep cabins (in conformity with Official Plan and Zoning By-law); and</li> <li>• Accessory uses such as boathouses, docks and storage sheds.</li> </ul> - Commercial uses include Tourist Commercial uses, in conformity with policies of Official Plan.
	6.3.3	- Some Rural Residential and Remote Residential development exists and more is anticipated in the Special Management Area and the Integrated Management Area. - Accessory uses permitted on Remote Residential dwelling lots in addition to a boathouse including sleep cabins, a home occupation, a home industry, a bed and breakfast establishment and a garage, in accordance with Zoning Bylaw.
	6.3.4	- Sleep cabins permitted in conformity with Official Plan and Zoning By-law - Sleep cabin may have either bathroom or kitchen facilities or both subject to specific provisions
	6.3.5	- Maximum number of sleep cabins set out in Zoning By-law

		<ul style="list-style-type: none"> <li>- Total number of sleep cabins shall not detract from the main residential use of the property and shall not exceed two sleep cabins per lot.</li> <li>- Boathouse with sleeping accommodations is deemed to be a sleep cabin</li> <li>- Sleep cabin may have bathroom and kitchen facilities subject to specific provisions</li> </ul>
	6.3.10	<ul style="list-style-type: none"> <li>- A boathouse with sleeping accommodations shall be deemed to be a sleeping cabin</li> <li>- Boathouses may be provided with electricity and bathroom facilities but shall not be equipped with cooking facilities</li> <li>- Boathouses are not intended to function as a self-contained dwelling unit</li> </ul>
<b>MATABITCHUAN</b>		
	7.2.1	<ul style="list-style-type: none"> <li>- Goal to preserve the wilderness and semi-wilderness values and that it continues to be characterised by dispersed residential development, tourist commercial activities and resource extraction</li> <li>- Linked to a less developed hinterland by existing roads, trails, portages and waterways</li> </ul>
	7.3.2	<ul style="list-style-type: none"> <li>- Permitted uses in the Matabitchuan Neighbourhood focus on recreational residential and Tourist Commercial uses</li> <li>- Residential uses limited to: <ul style="list-style-type: none"> <li>• permanent or seasonal single detached dwelling units</li> <li>• residential condominiums or timeshare facilities converted from an existing tourist commercial facility;</li> <li>• sleep cabins (in conformity with Official Plan and Zoning By-law)</li> </ul> </li> </ul>
	7.3.3	<ul style="list-style-type: none"> <li>- Accessory uses permitted on Remote Residential dwelling lots in addition to a boathouse including sleep cabins, a home occupation, a home industry, a bed and breakfast establishment and a garage, in accordance with Zoning Bylaw.</li> </ul>
	7.3.4	<ul style="list-style-type: none"> <li>- Sleep cabins permitted in conformity with Official Plan and Zoning By-law</li> <li>- Sleep cabin may have either bathroom or kitchen facilities or both subject to specific provisions</li> </ul>
	7.3.5	<ul style="list-style-type: none"> <li>- Maximum number of sleep cabins permitted on a residential lot set out in Zoning Bylaw</li> <li>- Total number of sleep cabins shall not detract from the main residential use of the property and shall not exceed two sleep cabins per lot</li> <li>- Boathouse with sleeping accommodations deemed to be a sleep cabin</li> </ul>
	7.3.10	<ul style="list-style-type: none"> <li>- Portions of boathouses may be used for sleeping quarters in the upper level</li> <li>- Boathouse with sleeping accommodations deemed to be a sleep cabin</li> <li>- Boathouses may be provided with electricity and bathroom facilities but shall not be equipped with cooking facilities</li> <li>- Boathouses are not intended to function as a self-contained dwelling unit.</li> </ul>
<b>BACKCOUNTRY</b>		
	8.2.1	<ul style="list-style-type: none"> <li>- Goal that only a small amount of new remote residential and non-intensive tourist commercial development consistent with the existing character of the area, while maintaining the wilderness values</li> <li>- No development on Cross Lake.</li> </ul>
	8.3.2	<ul style="list-style-type: none"> <li>- Permitted uses focus on remote residential and tourist commercial uses</li> <li>- Residential uses limited to: <ul style="list-style-type: none"> <li>• A remote seasonal single detached dwelling unit, (in accordance with Official Plan and Zoning By-law);</li> <li>• Residential condominiums or timeshare facilities converted from an existing tourist commercial facility;</li> <li>• Sleep cabins (in conformity with Official Plan and Zoning By-law); and</li> <li>• Accessory uses such as boathouses, docks and storage sheds.</li> </ul> </li> </ul>
	8.3.3	<ul style="list-style-type: none"> <li>- Accessory uses permitted on Remote Residential dwelling lots in addition to a boathouse including sleep cabins, a home occupation, a home industry, a bed and breakfast establishment and a garage, in accordance Zoning By-law.</li> </ul>
	8.3.4	<ul style="list-style-type: none"> <li>- Sleep cabins permitted in conformity with the Official Plan and Zoning By-law</li> <li>- Sleep cabin may have either bathroom or kitchen facilities or both subject to specific provisions</li> </ul>



	8.3.5	<ul style="list-style-type: none"> <li>- Maximum number of sleep cabins permitted on a residential lot set out in the Zoning By-law</li> <li>- Total number of sleep cabins shall not detract from the main residential use of the property and shall not exceed two sleep cabins per lot</li> </ul>
	8.3.10	<ul style="list-style-type: none"> <li>- Portions of boathouses may be used for sleeping quarters in the upper level.</li> <li>- Boathouses may be provided with electricity and bathroom facilities but shall not be equipped with cooking facilities</li> <li>- Boathouse with sleeping accommodations shall be deemed to be a sleep cabin</li> <li>- Boathouses are not intended to function as a self-contained dwelling unit</li> </ul>

In each of the cases noted above, Official Plan policies consistently speak to the impact of the size and number of sleep cabins on a lot which can affect the intensity of use on the property and speaks to sleep cabins being located in such a way as to reduce their visual impact.

Current Official Plan policies do not permit garden suites and accessory apartments in the Rural area. As noted in previous Reports, it is recommended that garden suite and accessory apartment policies be expanded to include lands within the Rural area.

There have been discussions about expanding the above noted permissions to potentially allow for additional secondary units; whether these be in the form of apartments, garden suites or potentially cottages.

The goals, objectives and policies of the Official Plan consistently speak to the conservation of wilderness and semi-wilderness values and characteristics of the Municipality as well as the community's natural and cultural heritage. With this in mind, the question of expanding permissions for secondary dwelling units, must consider the cumulative effect of such additional dwelling units; whether they be year-round or seasonal units.

## **D. ANALYSIS**

The provision of a range and mix of housing, along with the promotion of affordable housing, is both desirable and beneficial to communities in that it seeks to ensure that housing is available for a wide spectrum of individuals.

Provincial legislation regarding the provision of an appropriate range and mix of residential uses (including second units, affordable housing and housing for older persons) fundamentally relates to the provision of year-round housing. The Municipality's Official Plan policies regarding accessory apartments and garden suites also relate to the provision of year-round housing.

As set out in the Ontario Planning Act,

"residential unit" means a unit that,

- (a) consists of a self-contained set of rooms located in a building or structure,
- (b) is used or intended for use as residential premises, and
- (c) contains kitchen and bathroom facilities that are intended for the use of the unit only.

These are self-contained dwelling units for year-round accommodation. They are built to the standards of the Ontario Building Code which relate to year-round occupancy.

In order for secondary dwelling units to fall within the category of “affordable housing” they would need to be consistent with Provincial legislation, conform with the Municipality’s Official Plan and Zoning By-law and they would need to be constructed to the provisions of the Ontario Building Code and the Fire Code.

The Municipality’s Official Plan includes definitions of both year-round and seasonal accommodations including:

***Apartments-in-House*** – These are second self-contained units in detached or semidetached houses in a residential zone serviced by a publicly owned or operated sewage system and which satisfy special provisions of the Ontario Building Code and the Fire Code.

***Cottage*** – A building or structure designed and built as an independent and separate housekeeping establishment with separate culinary and sanitary facilities, provided for the exclusive use of one family for temporary occupancy during vacation periods and not for year-round or permanent human habitation.

***Dwelling Unit*** – A building or part of a building that may be used as a permanent residence excluding a mobile home, but including a factory-built home that is fully serviced with sleeping accommodations, cooking facilities and plumbing fixtures.

***Garden Suite*** – An additional temporary dwelling unit intended for the sole occupancy of one or two adult persons and serviced from the services of the primary/main residential dwelling on the same property. The floor area of the garden suite shall not exceed 30 percent of the existing living area of the primary residence or 1,200 square feet in a floor area on a lot zoned residential, whichever is lesser. The units are portable so that when they are no longer required they may be removed and relocated to a new site.

***Sleep Cabin*** – A non-commercial structure for sleeping accommodation, which may have bathroom facilities, if approved and connected to a sewage disposal system. Cooking facilities may be permitted in one sleep cabin that is accessory to a dwelling unit on the same lot.

Apartments-in-House, Dwelling Unit and Garden Suite all relate to year-round residential units. Technically, if a Sleep Cabin is approved which includes both bathroom and cooking facilities, and is constructed to the appropriate standards of the Ontario Building Code, a Sleep Cabin could also accommodate year-round occupancy.

A Cottage is limited to temporary, or seasonal, occupancy. Section 9.36.1 of the Ontario Building Code sets out requirements for buildings of residential occupancy used or intended to be used as seasonal recreational buildings. When used for seasonal recreational buildings, there are different specifications for such matters as flooring, insulation and vapour barriers, and plumbing and heating and electrical facilities.

As noted in Section 2.16 of the Official Plan,

The Municipality has many characteristics deemed desirable for residential and recreational uses and for casual visitor uses. It is recognised that there is potential for carefully planned residential, commercial, industrial and institutional development throughout the Municipality. However, development potential does not necessarily equate to the right to develop. Substantial care must be exercised in approving new developments in order to preserve a sustainable natural environment as well as to ensure a positive economic environment while conserving wilderness and semi-wilderness values.

#### **E. MUNICIPAL ZONING BY-LAW**

The Municipality's Zoning By-law provides a number of definitions including the following:

*ACCESSORY APARTMENT shall mean a second dwelling unit in a single detached dwelling for use as a complete, independent living facility with provision within the accessory apartment for cooking, eating, sanitation, and sleeping. Such dwelling is an accessory use to the main dwelling.*

*ACCESSORY BUILDING shall mean a detached building located on the same lot as the main building, the use of which is incidental or secondary to that of the main building and which is not used for human habitation, and includes a detached garage, a boathouse or a sleep cabin on a residential lot. (By-law 07-745)*

*DWELLING UNIT, SEASONAL shall mean a single detached dwelling unit constructed as a secondary place of residence for seasonal vacations and recreational purposes and not as a principal residence of the owner or occupant thereof.*

*DWELLING UNIT shall mean one room or a group of rooms in a building used or designed or intended to be used as a single, independent and separate housekeeping establishment and,*

- (a) in which food preparation and sanitary facilities are provided for the exclusive use of the residents of the dwelling unit, and*
- (b) which has a private entrance from outside the building or from a common hallway or stairway inside the building, but*
- (c) does not mean or include a tent, or a room or suite of rooms in a bed and breakfast establishment, boarding or rooming house, hotel, motel, motor hotel, or tourist commercial establishment.*

*GARDEN SUITE shall mean an additional temporary dwelling unit temporarily located on a residential lot intended for the sole occupancy of one or two adult persons and serviced from the services of the primary/main residential dwelling on the same property. (By-law 13-1121)*

*SLEEP CABIN shall mean an accessory building used for non-commercial sleeping accommodation accessory to a dwelling in the Special Management Area, Integrated Management Area, Remote Residential, or Rural Residential Zones. (By-law 07-745)*

Zoning permissions and specifications are set out using these definitions. Residential units (year-round or seasonal) are set out based on permitted uses within each zone. With regard to Sleep Cabins, Section 6.41 of the Zoning By-law sets out the following:

*Notwithstanding Section 6.30, sleep cabins are permitted on lots in the Remote Residential (R1), (R2) and Rural Residential (R3) Zones and on existing residential lots in the SMA and IMA Zones in accordance with the following standards. (By-law 07-745)*

- a) Sleep cabins shall not be more than one (1) storey in height. (By-law 07-745)*
- b) On any residential lot existing on the date of passing of this By-law, less than four tenths (0.4) hectares in size in the SMA, IMA, R1, R2 and R3 Zones, one (1) main dwelling unit and a maximum of one (1) sleep cabin without bathroom and kitchen facilities is permitted.*
- c) On any residential lot existing on the date of passing of this By-law greater than four tenths (0.4) hectares in size in the SMA, IMA, R1, R2 and R3 Zones and any residential lots created after the approval of this By-law in the R1, R2 and R3 Zones, one (1) main dwelling unit and a maximum of two (2) sleep cabins are permitted, in accordance with the provisions of this Section. (By-law 07-745)*
- d) The maximum gross floor area of the first sleep cabin on any lot in the SMA, IMA, R1, R2 or R3 Zone shall not exceed seventy two (72.0) square metres and where permitted, the second sleep cabin shall not exceed thirty six (36.0) square metres.*
- e) On a lot greater than or equal to four tenths (0.4) hectares in the R1 Zone and R2 Zone, one (1) sleep cabin may have bathroom or kitchen facilities, where the sleep cabin is connected to the water supply and/or sewage disposal system of the main dwelling on the lot and subject to the other provisions of this By-law while the second sleep cabin, where permitted shall have neither bathroom nor kitchen facilities.*
- f) On an existing lot greater than or equal to one and six tenths (1.6) hectares in the R1, R2, and R3 Zones, only one (1) sleep cabin with bathroom and kitchen facilities may be permitted provided that the sleep cabin is connected to approved independent, onsite water supply and sewage disposal systems. The sleep cabin with kitchen and bathroom facilities and the associated water supply and sewage disposal systems shall be located on the lot such that a lot containing the sleep cabin and water supply and sewage disposal systems can be severed from a lot containing the main cabin and associated water supply and sewage disposal systems with the severed and retained lots and buildings conforming to the lot size, lot frontage, building setback standards and all other relevant standards of this By-law. (By-law 07-745)*

*For the purposes of calculating the number of sleep cabins on a lot, a boathouse with sleeping accommodations, is deemed to be a sleep cabin.*

*For the purpose of complying with the provisions of this section, the severed sleep cabin with kitchen and bathroom facilities shall be deemed to be the main building on the new lot and shall conform to the standards for a main building on a lot.*

*Sleep cabins shall not be used to accommodate guests as part of a bed and breakfast establishment. (By-law 13-1121)*



## **C. CONCLUSION AND RECOMMENDATIONS**

Based on our review, it is clear that the Municipality's Official Plan policies and zoning regulations currently provide for a number of residential uses (dwelling units and sleeping cabins). The cumulative effect of these units has been balanced through a sliding scale approach based on property location and size. As noted in previous Reports, Official Plan policies could be amended to include provisions for accessory apartments and garden suites in the Rural area.

An increase in residential units beyond this would not appear to be in keeping with the goals and objectives of the Municipality's Official Plan relating to the protection and preservation of the wilderness and semi-wilderness characteristics of the area.

An Official Plan Amendment was drafted and is attached to this Report as Appendix 1. The Amendment includes revisions to Section 2.2.2 to provide a policy framework for second units to be permitted within the Rural area.

Following completion of the Official Plan Amendment, the Zoning By-law should also be amended to include provisions to limit the scale of accessory apartments and their location.

Respectfully Submitted,  
**MHBC Planning**

Jamie Robinson, BES, MCIP, RPP  
Partner

**Official Plan Amendment No. 3**

**Municipality of Temagami**

**DRAFT**

**Amendment No. 3 to the  
Official Plan of the  
Municipality of Temagami**

The attached explanatory text and constituting Amendment Number 3 to the Official Plan for the Municipality of Temagami, was prepared and adopted by the Council of the Corporation of the Municipality of Temagami, by By-law Number 2018-       in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

---

Lorie Hunter, Mayor

---

Elaine Gunnell, Municipal Clerk

**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 2018-\_\_\_\_**

**A By-law to adopt Amendment No. 3 to the  
Official Plan for the Municipality of Temagami.**

**WHEREAS** The Corporation of the Municipality of Temagami is empowered to amend its Official Plan as required;

**AND WHEREAS** Sections 17 and 22 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, provide Council such authority to amend its Official Plan;

**AND WHEREAS** the policies of the Official Plan of the Municipality of Temagami are approved and in force and effect at this time;

**AND WHEREAS** the Council of the Corporation of the Municipality of Temagami deems it necessary and desirable to adopt an amendment to the Official Plan of the Temagami;

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

1. Amendment No. 3 to the Official Plan for the Municipality of Temagami, consisting of the explanatory text is hereby adopted.
2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

This By-law will take effect on the date of its passage, subject to the provisions of Section 34(30) and (31) of the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Lorie Hunter, Mayor

\_\_\_\_\_  
Municipal Clerk



**Certification**

Certified that the above is a true copy of By-law No. 2018-\_\_\_\_ as enacted and passed by Council of the Municipality of Temagami on the \_\_\_\_th day of \_\_\_\_\_, 2018.

---

Municipal Clerk

## THE CONSTITUTIONAL STATEMENT

The following Amendment to the Official Plan for the Municipality of Temagami consists of three parts:

**Part A** – THE PREAMBLE does not constitute part of this Amendment.

**Part B** – THE AMENDMENT, consisting of the text of Amendment No. 3 to the Official Plan to the Municipality of Temagami. There is no map or schedule associated with the Amendment.

**Part C** – THE APPENDICES do not constitute part of this Amendment. The appendices contain the background material, planning considerations and public involvement associated with this Amendment.

## **Part A – Preamble**

### **Purpose**

The purpose of this amendment is to include policies in the Municipality of Temagami Official Plan to implement Provincial policies regarding second units, and to permit second units within all neighbourhoods in the Municipality following direction from Council.

This amendment implements the goals and objectives of the Official Plan by providing opportunities for a range of housing types and densities to accommodate a diversity of lifestyles, age groups, income levels and persons with special needs.

### **Location**

Amendment No. 3 is a textual amendment and generally applies to all lands within the Municipality, therefore there is no schedule provided with the Amendment.

### **Basis**

The Provincial Policy Statement (2014), the Strong Communities through Affordable Housing Act (2011), and the Promoting Affordable Housing Act (2016) provide direction to Municipalities to provide for opportunities for the development of affordable housing in the form of second units in their planning documents, Official Plans and Zoning By-laws.

In adopting this Official Plan Amendment, Council relies on the following basis:

- The Provincial Policy Statement (2014) which speaks to the accommodation of an appropriate range and mix of residential, including second units, affordable housing and housing for older persons;
- Bill 140, The Strong Communities through Affordable Housing Act, 2011 which came into effect on January 1, 2012. This Bill made changes to the Planning Act, expanding on the affordable housing options by requiring that municipalities set policies that would allow second units in new and existing developments provided that they are in appropriate areas;
- Bill 7, The Promoting Affordable Housing Act, 2016, and Ontario's Long Term Affordable Housing Strategy Update, which expanded and enhanced the range of land use planning and municipal finance tools that municipalities can use to build more affordable market housing; and
- The Municipality of Temagami's Official Plan which sets out policies to promote affordable housing.

The Provincial policy framework related to promoting affordable housing encourages and requires Municipalities to permit second units in some form, at the discretion of the Municipality within their planning documents. Council has provided direction to permit second units in the form of accessory apartment in all neighbourhoods of the Municipality, including shoreline properties.



## **Part B – The Amendment**

### **1.0 Introductory Statement**

Part B – The Amendment, consisting of the following text constitutes Amendment No. 3 to the Official Plan for the Municipality of Temagami.

### **2.0 Details of the Amendment**

The Official Plan of the Municipality of Temagami is amended in accordance with the following:

#### **A) Revision to text within Section 2.2.2 Housing as follows:**

(red text represents additions or deletions)

Housing in the rural areas is currently limited to single detached dwelling units, in keeping with the existing character of the area and in recognition of the servicing constraints. The policies of this Plan contemplate the possible introduction of higher density residential uses in the form of condominium and similar developments, subject to the policies of this Plan. Garden suites and accessory apartments ~~in houses~~ are not permitted in the rural area.

Accessory apartments may be permitted in single detached dwellings or in a building or structure ancillary to a single detached dwelling within the rural area (including shoreline properties) provided that:

- Not more than one accessory apartment unit is permitted in association with each principal dwelling on the same lot;
- All requirements of the Zoning By-law, including the provisions to govern compatibility with the principal dwelling and surrounding land uses, as well as the size of the accessory apartment and other standards including the Building Code and other relevant municipal and provincial regulations can be satisfied;
- It has been determined that on-site servicing, including a septic system and private wells, have sufficient capacity for the accessory apartment.
- An accessory apartment shall not be permitted in the front yard as defined by the Zoning By-law.

The Zoning By-law shall contain provisions to regulate the establishment of accessory apartments.

New residential development may occur in rural areas through limited severances on existing patented lots and by the creation of new lots from Crown

land in a manner that allows for the conservation of wilderness and semi-wilderness values; and considers the impact of adjacent uses.

**B) Include Accessory Apartment as a permitted use in various designations**

Sections 4.3.3, 5.3.3, 6.3.3, 7.3.3 & 8.3.3 shall be amended by including “accessory apartment” as a permitted accessory use.

**C) Delete definition of ‘Apartments-in-House’ from Appendix C**

~~Apartments-in-House — These are second self-contained units in detached or semidetached houses in a residential zone serviced by a publicly owned or operated sewage system and which satisfy special provisions of the Ontario Building Code and the Fire Code.~~

**D) Add new definition of ‘Accessory Apartment’ from Appendix C**

Accessory Apartment - A self-contained dwelling unit created by either an interior renovation ~~within an existing dwelling~~, or as an exterior addition to a dwelling or accessory building.

All other policies of the Official Plan of the Municipality of Temagami shall apply.

**3.0 Implementation and Interpretation**

The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment. In all other respects the provisions of the Municipality of Temagami Official Plan shall apply.

Upon approval of this Amendment, Council shall consider an implementing Zoning By-law.

The provisions of the Official Plan, as amended from time to time, shall apply in regard to the Amendment.

### **Part C – The Appendices**

1. Planning Information Report, prepared by MHBC, March 13, 2018
2. Resolution of Committee of the Whole regarding Second Units, March 13, 2018.
3. Planning Information Report, prepared by MHBC, April 11, 2018
4. Planning Report regarding Second Units OPA, prepared by MHBC, May 10, 2018

# Unapproved renovations catch up with property owner, council told

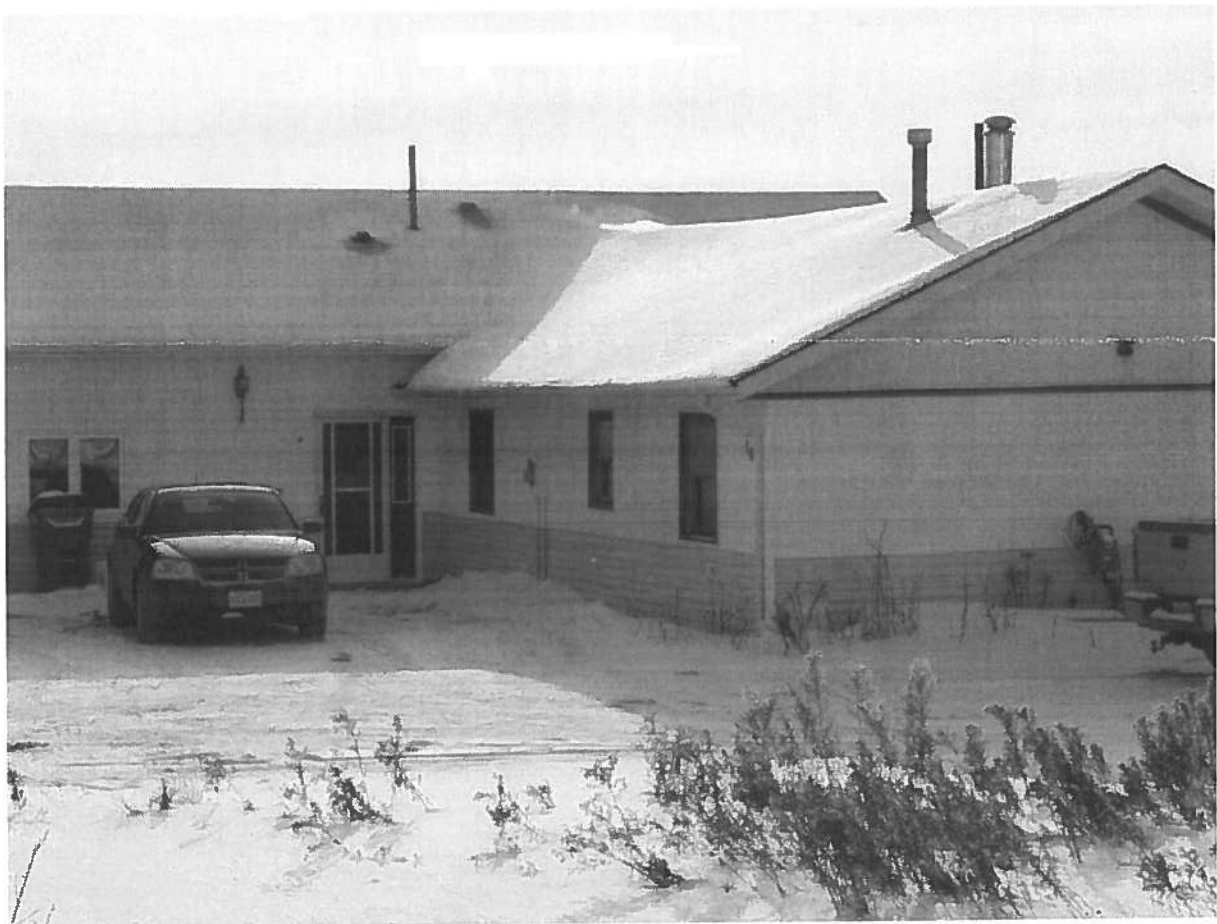
The new city council is being asked to change the zoning for a private residential property where two new residential units were created inside a building without the owner getting a building permit.



Len Gillis

**More from Len Gillis** (<https://www.timminspress.com/author/lgillis>)

**Published on: December 12, 2018 | Last Updated: December 12, 2018 9:39 PM EST**



City council has been asked to rezone the residential property at 1017 MacLean Dr., to allow for an additional housing unit created inside the building. The work was done without a building permit and the property owner will be facing some stiff penalties, as well as enduring the costs of any additional work required to bring into compliance with the building code and the fire code. **LEN GILLIS/THE DAILY PRESS** *LEN GILLIS / LEN GILLIS/THE DAILY PRESS*



The new city council is being asked to change the zoning for a private residential property where two new residential units were created inside a building without the owner getting a building permit.

The zoning would provide for the changes that were made, but the penalties could be hefty, council was told.

Some of the costs now being levied against the property owner include roughly \$10,000 for proper sewer and water hook-ups, along with unspecified monetary penalties, over and above that. Council was told some of the interior renovation work might have been done more than 20 years ago.

The work will have to be inspected and brought up to modern standards.

The situation was explained to council by Mark Jensen, the city's director of Community and Development Services. He said the zoning would allow for extra dwellings on the 2.3-acre property located at 1017 MacLean Dr., next to the Grace Bible Chapel.

"More specifically the zoning would recognize the conversion of an existing single-detached dwelling to a semi-detached dwelling; so one unit into two," said Jensen.

He said part of the work included the conversion of the existing garage on the property into a single residential unit. Jensen said there was also a deficiency with the set-back from the lot line.

"It is noted in the report that building permits were not issued for either of the residential conversions; that being to the main dwelling unit in the garage," said Jensen.

"This was discovered through recent bylaw enforcement efforts," he said. "Although some of the conversions appear to have occurred roughly in the early to mid-1990s."

Despite the zoning change, Jensen said staff from the building bylaw office and the fire department are looking into ensuring that the structures are brought up to spec in terms of the Ontario Building Code and the Ontario fire code.

Jensen said this is to ensure "that whoever is residing in those structures has a safe place to live."

Coun. Noella Rinaldo, looking at a map of the property, commented that it looked as if the changes could be accommodated since the property was large enough. She said her concern goes beyond that.

"I am concerned though that they had no building permits. Again, we've been down that road before. So I notice there is a \$10,000 charge. Is that the fee, is that the penalty?" Rinaldo asked.

Jensen replied, "I didn't address the fees in the report. That fee has to do with water and sewer hookup," adding the new hookups are required according to a city bylaw.

"So what are we looking at as far as fines?" Rinaldo pressed on.

"We are in the middle of that right now," Jensen said. "I think we have to bring the property into compliance with their rezoning and I think bylaw enforcement, our building inspectors and the fire department are looking at reviewing the retro-fits and a change-of-use permit, so there will be costs."

Rinaldo said, "I am comfortable with it now that they're trying to fix it. But they're only trying to fix it again because we caught them."

"So I think that message has to be loud and clear that if you're building illegally without the permits, there is a cost involved."

Rinaldo asked the city clerk Steph Palmateer if the bylaw enforcement department would be issuing a fine.

Palmateer said he would have to confirm where they are in the process, but he would assume the city bylaw enforcement office would be doing so.

"Typically it would be something we would issue a fine for," said the clerk. "I am not sure if we call it a fine, but yes, there's definitely penalties for this."

Rinaldo asked if there would be additional tax charges through higher assessment.

Jensen said the Municipal Property Assessment Corporation (MPAC) is kept up to date on all assessment changes through building permits.

Rinaldo said, "I am comfortable with trying to fix it. I am just disappointed another residential owner was repurposing this building without the proper permits. We really have to keep putting our foot down on that type of building, just for the safety concerns of our citizens."

Coun. Andrew Marks commented that given the repeat status of this particular building violation, the new members of council would benefit from a quick orientation session from the building department on the problem and how the city is stepping up to deal with it.

Jensen agreed and added there is much for new councillors to learn.

Marks said, "In light of this particular case, let's make sure that we're also informing the public as well."

Coun. Kristin Murray asked if the property owner was aware that further charges or fines are likely to be levied.

Jensen said the owners would be brought up to date and advised. He said it would be handled by the bylaw office.

Jensen added that when the interior changes were made to the original building, there were no inspections done to ensure the work was being done properly.

"Once a building is constructed, it didn't benefit from a process by which people reviewed plans and conducted inspections," said Jensen. "So we have to have someone go in there and make sure it was done properly. And there is a cost to that."

Coun. Mickey Auger suggested the property owners should be charged with bylaw violations.

"If they don't fix it the way you want, they go through the courts. If they fix it, then the charge can be withdrawn. Something has got to be done," Auger suggested.

Coun. Joe Campbell asked Jensen if the current property owner knew about the violations, suggesting it might have happened before he bought the property, based on what he had been told.

"Some of this occurred prior to his owning this property. Am I correct in saying that?"

Jensen said he could not be sure, but was aware some of the work was done as far back as the 1990s. He said he would work to get an answer for Campbell.

The city staff report said a complaint had been filed about work going on inside the building in December 2017. Bylaw inspectors investigated and found that work on a new unit was underway. In January 2018, the city issued a stop work order and an order to comply with the Ontario Building Code Act.

Council made no decision on the zoning request this week, but a decision is likely to be made in the New Year.

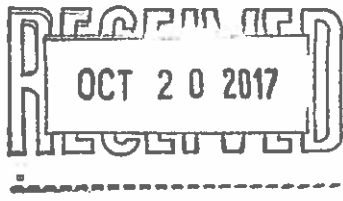


**From:** Roxanne St. Germain  
**Sent:** Friday, October 20, 2017 9:30 AM  
**To:** Roxanne St. Germain  
**Subject:** FW: 2 + 1 Highway 11 Pilot Proposal Information Meeting

**From:** Elaine Gunnell  
**Sent:** Friday, October 20, 2017 9:07 AM  
**To:** Roxanne St. Germain <frontdesk@temagami.ca>; Lorie Hunter (lorieh472@gmail.com) <lorieh472@gmail.com>  
**Subject:** FW: 2 + 1 Highway 11 Pilot Proposal Information Meeting

For incoming

*Elaine Gunnell, Dipl.M.A., AOMC*  
Municipal Clerk  
The Corporation of the Municipality of Temagami  
7 Lakeshore Drive, P.O. Box 220  
Temagami, ON P0H 2H0  
Phone: 705-569-3421 ext 208  
Email: [clerk@temagami.ca](mailto:clerk@temagami.ca)



- File ☒ Incoming ☐ Other
- Mayor ☒
- Council ☐ I ☐ A
- CAO ☐
- Building ☐
- Finance ☐ S ☐ C
- Ec Dev ☐ S ☐ C
- Parks & Rec ☐ S ☐ C
- Planning ☐ S ☐ C
- Public Wks ☐ S ☐ C
- PPP ☐
- Social Services ☐
- ☐
- ☐

**From:** Carman Kidd [<mailto:ckidd@temiskamingshores.ca>]  
**Sent:** Friday, October 20, 2017 8:49 AM  
**Subject:** 2 + 1 Highway 11 Pilot Proposal Information Meeting

Good morning Everyone

Sorry for the late notice. I thought I had sent this out last week.

Our four laning committee (GEM) is holding an information meeting to provide a brief presentation, followed a Q and A session, for all municipal reps.

Place: Dymond Hall On Drive In Theatre Road, just behind the Quality Inn  
Date: Tuesday October 24<sup>th</sup>, 2017  
Time: 6:30 till 8:00 pm

I know each of your councils have received the sample resolution and some background information, but many may have questions.  
If you could attend, or send any of your council that may have questions, it would be appreciated.

Carman Kidd  
Mayor

City of Temiskaming Shores  
325 farr Drive, Box 2050  
Haileybury, Ontario. P0J 1K0  
Office - 705-672-3363  
Cel - 705-648-0018

## Tammy Lepage

---

**From:** craig.d  
**Sent:** January 2, 2019 4:05 PM  
**To:** Tammy Lepage  
**Cc:** Sabrina Pandolfo  
**Subject:** FW: Economic development round table  
**Attachments:** smooth rock falls community improvement plan -2014-09-11-as-adopted with highlights.pdf; small\_town\_econ\_dev\_tool\_010516.pdf

I. Craig Davidson  
Treasurer/Administrator  
Municipality of Temagami  
7 Lakeshore Dr, PO Box 220  
Temagami, ON P0H 2H0  
705-569-3421 x204  
craig.d@temagami.ca

**From:** john.shymko  
**Sent:** Wednesday, January 2, 2019 4:01 PM  
**To:** craig.d <craig.d@temagami.ca>  
**Subject:** Economic development round table

would you please make sure everyone has these notes before our economic development roundtable discussion?

Thank you.

Steps in economic development plan.

### **1.) Information Gathering**

- a) Gather key community historical and current statistics
- b) Asset Inventory
- c) development of community profile
- d) Develop a key facts document.

### **2) Stakeholders**

- a) Create stakeholder criteria and list of stakeholders
- b) Identify community members impacted by economic development process

### **3.) Create plan, engaging partners and community members.**

- a) Strategic assessment – strengths, challenges and opportunities facing the community
- b) Establish vision to provide ultimate goal strategy is working towards
- c) Identify Strategic areas to focus on – entrepreneurial development, community businesses, etc.



10. Original Art Mural programs. A mural program can bring public art to the community and enhance the local sense of place.

11. Economic development website. In addition to providing new and expanding businesses with information and resources, a dedicated economic development website sends a clear message that a city is “open for business” and available to help. Create and maintain an economic development website that could be a one stop shop to help new and existing business owners with business startup or expansion. This website could include a step-by-step guide to starting or expanding a business in the municipality, links to important contacts and forms, and links to resources outside the community..

12. Regular Council and Staff visits to businesses. Building relationships with local business owners lets city staff provide responsive, hands-on assistance and sends a message that each and every business is important to the city.

13. Real estate broker outreach. Developing relationships with local and regional real estate brokers can help raise the municipality’s visibility as a potential location for new businesses and development, as well as send a message that the city is business friendly.

14. Social media assistance. Help local businesses expand their customer base by setting up a website or using social media platforms. Bring in a consultant to offer step-by-step training.

15. Coordinated business hours. Encourage businesses in the downtown or commercial corridor to maintain common operating hours. Not having common hours can deter potential customers from shopping in the area since it causes confusion and frustration not knowing what will be open

16. Local business purchasing incentives. Purchasing goods and services locally supports local businesses and workers. Help nearby institutions that have a vested interest in community development, such as educational and medical institutions, to acquire goods and services locally, such as food or laundry and janitorial services. Develop programs designed to support shoplocally incentives.

17. **Outreach to owners of vacant or underused properties in central locations** Assign a staff member to contact owners of infill development sites to determine why new or redevelopment is not occurring and how the city could encourage it. The staff person could connect the property owner with real estate brokers and developers, work with property owners to change permitted uses, or conduct a market study to help owners understand potential uses.

18. **Wayfinding Signage** Wayfinding signage helps visitors locate landmarks and businesses in the downtown. An attractive and distinctive system can improve the appearance and bring visitors to the area, potentially increasing the number of customers for local businesses.

19. **Respect, Respect, Respect.** Show respect to other communities, to visitors and to tiers of government. Show respect to council. Show respect to staff. Show respect to visitors. Respect, Respect, Respect.

20. **Foster a relationship of mutual respect with Temagami First Nation.** The Temagami First Nation is our neighbour. As a First Nation, there are unique opportunities they have access to. As a municipality, there are unique opportunities we have access to. Together, by sharing these opportunities, we are both stronger.

21. **Marketing, Logo and Branding of the region.** Temagami already has brand potential. The region is internationally known, but highly underutilized in branding and consistent marketing. A tourism board, even a volunteer tourism board, would do wonders to promote our region.

22. **Live video coverage of council meetings.** An open and transparent government serves business well and becomes predictable. A politically educated population contributes to the economic progress of the community.



**23. Reasonable and enforced non resident bylaws and fees.** Temagami is rare in the tourist destination sphere in that we have very limited parking and boat launching fee structures. People understand that it costs money to provide services. We are wasting a income generating opportunity by providing services to visitors without user fees.

**24. ATV, bicycle and snowmobile trail systems.** ATV, bicycle and snowmobile trail users would purchase an annual trail pass. This trail pass would give access to all of the trails maintained user organization. Trail permits could be purchased through local clubs and selected businesses. This would have a ripple effect throughout the community, as local businesses would have a larger market to draw from.

**25. Create a business advisory board.** Temagami has a wealth of entrepreneurs and "A" list business executives. We need an advisory board of these people to help us move forward.and "A"



# FRAMEWORK FOR CREATING A SMART GROWTH ECONOMIC DEVELOPMENT STRATEGY: A TOOL FOR SMALL CITIES AND TOWNS

Project Contact: **Melissa Kramer**

Office of Sustainable Communities  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave. NW (MC 1807T)  
Washington, DC 20460  
Tel 202-564-8497  
[kramer.melissa@epa.gov](mailto:kramer.melissa@epa.gov)

*All photos courtesy of EPA.*

## TABLE OF CONTENTS

---

I. Introduction .....	1
II. Getting Started: Smart Growth Economic Development Key Concepts .....	3
III. Preparing a Smart Growth Economic Development Strategy .....	6
STEP 1. Select a Focus Area.....	6
STEP 2. Define the Context .....	6
STEP 3. Set Goals.....	7
STEP 4. Identify Existing Assets and Barriers .....	15
STEP 5. Select the Right Tools .....	15



# I. INTRODUCTION

---

Many small and mid-sized cities around the United States are struggling because their economies were built largely on a single economic sector that has changed significantly. For example, at one time jobs might have been heavily concentrated in industries like logging, mining, or manufacturing, but technology and market forces have transformed these sectors, and they no longer employ a large workforce. Changing circumstances, such as those caused by resource depletion, globalization, or shifts in consumer preferences, can shake the economic foundations of these communities, leaving people without jobs and cities without a healthy tax base.

Rather than simply seeking to attract major employers to replace these lost jobs, several cities have tried a different method to anticipate and overcome some of these challenges. This emerging shift toward place-based approaches to economic development can go by various names. This document uses the term “smart growth economic development” to refer to a strategy that builds upon existing assets, takes incremental actions to strengthen communities, and builds long-term value to attract a range of investments.

This smart growth economic development tool is a step-by-step guide to building a place-based economic development strategy. The U.S. Environmental Protection Agency (EPA) developed this tool with the assistance of CH2M Hill and Strategic Economics as part of a Smart Growth Implementation Assistance project in Kelso, Washington.<sup>1</sup> The tool is intended for small and mid-sized cities, particularly those that have limited population growth, areas of disinvestment, and/or a struggling economy.

This tool begins with an overview of key concepts for a smart growth economic development strategy (Chapter II). Next, it covers the five steps for preparing a smart growth economic development strategy (Chapter III):

1. Select the focus area.
2. Define the context.
3. Set the goals.
4. Identify existing assets and barriers.
5. Select the right tools.

This step-by-step process for preparing a smart growth economic development strategy is based on six principles:

1. Make the distinction between “growth” and “investment.”
2. Be tactical and strategic.
3. Be focused.
4. Start where there is already momentum.
5. Find the right partners for specific goals.
6. Communicate and coordinate.

---

<sup>1</sup> For more information about the project and an example of the tool in action, see: EPA. *Using Smart Growth Strategies to Foster Economic Development: A Kelso, Washington, Case Study*. 2015. <http://www.epa.gov/smartgrowth/using-smart-growth-strategies-foster-economic-development>.

Creating a robust economic development strategy often takes a concerted effort of multiple partners coming together around a common goal. Staff from municipal governments and regional economic development organizations, nonprofit organizations seeking to help revitalize communities, and other stakeholders could use this tool to help guide their work. It presents a framework for information to gather, issues to consider, and potential approaches to explore. Every community and place is different, and communities can modify and refine this tool based on local conditions.

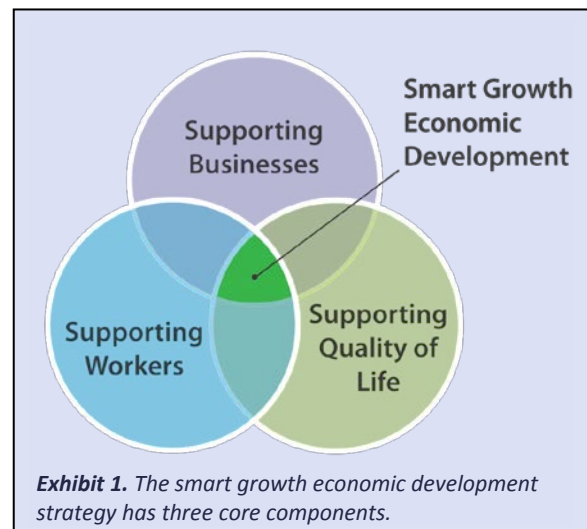
## II. GETTING STARTED: SMART GROWTH ECONOMIC DEVELOPMENT KEY CONCEPTS

---

Many communities are finding success cultivating a competitive advantage by using their unique assets to attract new investment and support existing businesses. These place-based assets might include residents and their skills; local architecture and infrastructure; academic, technical, and medical institutions; local and regional business and employment concentrations; cultural, natural, and artistic resources; and general quality of life. What distinguishes smart growth economic development from conventional economic development is the emphasis on building on these existing community assets, rather than pursuing jobs or tax base growth without particular regard for location or synergies among existing assets.

The three core components of a smart growth economic development strategy are supporting businesses, supporting workers, and supporting quality of life (Exhibit 1).

- **Supporting Businesses.** Supporting and expanding existing businesses and attracting new businesses contribute to economic development in several key ways, including helping businesses create jobs, encouraging entrepreneurship, enhancing fiscal sustainability by expanding and diversifying the tax base, and improving quality of life with new services and amenities. This component of a smart growth economic development strategy focuses on understanding the current composition and location of businesses, jobs, and potential emerging entrepreneurs in the community. This information can help reveal how well the businesses serve local residents and contribute to quality of life and which industries have the most potential to drive economic growth in the future. Targeting key economic sectors for growth allows city and regional staff to direct their economic development efforts in a strategic manner, which helps small towns use their limited resources wisely. This part of the smart growth economic development strategy considers not only the businesses and industries with the greatest growth potential, but also where these businesses are located and how their location helps the community meet its economic, environmental, and other goals.
- **Supporting Workers.** Workforce development is important to ensuring that residents can successfully compete for employment opportunities and that all residents have the opportunity to benefit from economic prosperity. The availability of a workforce with a wide range of skills and education levels can help local businesses grow and attract new businesses. By offering residents opportunities to learn skills for a wide range of jobs, workforce development efforts might also reduce the need for residents to commute long distances to find appropriate



employment, thereby improving quality of life and reducing pollution from vehicles. This smart growth economic development component focuses on how well the skills and education of the local workforce align with the needs of existing and growing industries and provides insight into what the community could do to help workers better match businesses' needs.

- **Supporting Quality of Life.** Residents and businesses both value a community with a good quality of life. A variety of factors can improve quality of life, such as a thriving downtown or commercial district with neighborhood-serving shops and restaurants; green and open space; a variety of transportation choices, including options for walking, biking, driving, and public transit; artistic, cultural, and community resources such as museums, public art, community centers, religious institutions, and other community gathering spaces; and medical, technical, and academic institutions. Aesthetic improvements might include green infrastructure such as trees and other vegetation that help improve the pedestrian environment while absorbing rainwater and improving water and air quality. This smart growth economic development element also includes identifying key locations for development and redevelopment in the city's core, including brownfields and infill sites.

The step-by-step process for preparing a smart growth economic development strategy (presented in Chapter III) is based on six principles that are useful to consider before beginning:

1. **Make the distinction between “growth” and “investment.”** Not all communities are necessarily growing. However, in most cases, businesses, individuals, and/or public agencies continue to make investments in the community even during periods of population decline. Building on ongoing investment(s),

#### **Exhibit 2. Kelso, Washington.**

*Kelso, Washington, illustrates how a smart growth economic development strategy might build upon and improve conventional economic development approaches. A major food processor opened a plant in the city's industrial area several years ago. According to city staff, the company has had trouble retaining workers, in part because many workers do not have cars and the factory is not well served by transit. At the same time, residents of the adjacent neighborhood struggle with unemployment.*

*A smart growth economic development approach to the workforce retention problem evaluates ways to more directly connect people and resources across the city with businesses and job opportunities than would be typical with conventional approaches to economic and workforce development, neither of which tend to be “place” or neighborhood based. For example, conventional economic development might not consider a full range of transportation options to address worker mobility.*

*Alternatively, a smart growth economic development strategy might include establishing a program to recruit nearby residents to work at businesses in the city's industrial areas and creating a transit or active transportation system. For example, a safe and convenient bike route could let workers easily get to and from work without a car.*

*These actions would improve employee retention and help Kelso residents reach much-needed jobs while also making more destinations accessible without a car, reducing traffic congestion and air pollution.*



rather than “growth” as defined by increasing employment, population, or tax base, is essential to reinvigorate a struggling economy.

2. **Be tactical and strategic.** A smart growth economic development plan should include broad, long-term strategies that set overall direction and objectives for any economic development-related activities and investments. The plan should also identify short-term, tactical actions that address specific barriers or challenges to attaining the longer-term vision. While the long-term strategies might not change for several years, tactics should be updated on a regular basis to reflect changing conditions and opportunities.
3. **Be focused.** Investments of time, money, and other community resources are most effective when targeted to an area that is both big enough to offer opportunities for change and small enough to make tangible, visible improvements that will spur investment. Over time, small focus areas can be expanded to build on successes.
4. **Start where there is already momentum.** Economic development efforts are most effective in places where there is already some private-sector activity so that public investments can reinforce and support investment by individual homeowners, business owners, commercial property owners, and/or banks and other financial institutions. Once these initial investments start to show success, it will be easier to attract additional investment to nearby locations, thus spreading the momentum incrementally over time.



*Exhibit 3. Traverse City, Michigan. Recognizing that its regional identity and economy depend on access to Lake Michigan, the city renovated its waterfront park in 2013, the first project to be implemented under its comprehensive Bayfront Plan.*

5. **Find the right partners for specific goals.** Successful economic development efforts rely on partnerships across public agencies, especially when different types of funding are involved. Engaging these partners for specific and mission-appropriate goals is more effective than trying to seek support for broad or poorly defined initiatives. Communities might also set goals to align with specific funding sources to improve the odds of securing money for implementation.
6. **Communicate and coordinate.** Good communication and coordination among groups and agencies can help ensure that all available resources support the community’s vision. For small cities with limited resources, this coordination can help achieve goals at minimal cost by avoiding redundancy, conflicting efforts, and/or spreading resources too thin for meaningful improvement.

### III. PREPARING A SMART GROWTH ECONOMIC DEVELOPMENT STRATEGY

The decision to create an economic development strategy can arise from a variety of circumstances. For example, communities might create an economic development strategy:

- In the wake of a crisis, like a major employer shutting down, a natural disaster, or the need to clean up a site with contaminated soil and/or ground water.
- To help older neighborhoods, including the downtown, that suffer from long-term disinvestment.
- To take advantage of a specific event or opportunity such as a major infrastructure investment.

Regardless of the reason, communities can benefit by following a defined process to make sure that economic development efforts will have the greatest chance of meeting the community's needs and goals. Preparing a smart growth economic development strategy has five key steps:

- A. Select a focus area.
- B. Define the context.
- C. Set goals.
- D. Identify existing assets and barriers.
- E. Select the right tools.

#### STEP 1. SELECT A FOCUS AREA

The initial step in preparing a smart growth economic development strategy is to pick the specific location(s), neighborhoods, or area(s) of focus. Each area will have distinct goals, indicators, and appropriate tools for implementation. For example, the needs of businesses in an industrial area are likely to be very different than those of downtown merchants. Whether a community is preparing a strategy for an entire city or one district or neighborhood, there are likely to be multiple subareas, each of which are defined by distinct land use patterns and/or purposes. In fact, the emphasis on specific place-based assets within a community distinguishes smart growth economic development strategies from more conventional approaches.

#### STEP 2. DEFINE THE CONTEXT

This step involves a community preparing a description of conditions in the targeted area based on qualitative and quantitative information. To the extent possible, this description should include the history of prior initiatives by both public and private-sector actors, indicating which were successful, which were unsuccessful, and which might prove to be helpful but have not yet had much impact.



*Exhibit 4. Harpers Ferry, West Virginia. Sitting at the confluence of the Potomac and Shenandoah rivers, the city's location has always been a key asset. Now its National Historic Park leverages this long history to attract visitors.*

Because economic development deals with jobs, industries, and tax revenues, communities sometimes do extensive data collection and analysis before defining their economic development goals. While data can play a critical role in defining the existing context and challenges for a focus area, extensive data collection and analysis in the early phases of developing an economic development strategy might not be necessary, especially for small communities where detailed data might not exist or be readily available for the focus area. In addition, communities might consider a broader range of

information than traditionally considered in an economic development strategy—information designed to help identify place-based assets and challenges. Such information might include walkability audits, cultural inventories, bus route mapping, or community values surveys.



**Exhibit 5. St. Michaels, Maryland.** The town of just over 1,000 people takes advantage of its location on the Chesapeake Bay with a waterfront seafood restaurant and a Maritime Museum on the site of a former seafood packing house and cannery.

### STEP 3. SET GOALS

Another step in creating an effective smart growth economic development strategy is identifying clear goals connected to specific conditions in the focus area. These goals should be aspirational but achievable. The list of potential goals below is not comprehensive; cities will probably need to either refine these goals based on local conditions or develop their own, more specific goals. The goals are divided into three categories—supporting businesses, supporting workers, and supporting quality of life—based on the components of a smart growth economic development strategy. This section concludes with a table listing these goals with a data indicator for each that can help the city track its progress toward achieving that goal and a target direction (i.e., the direction the indicator should move to signify progress). The table also lists potential data sources for each indicator and links to those sources where available. Step 5 lists policy tools and actions that can help achieve these goals. Following each goal is a list of the corresponding policy tools and actions from Step 5.

#### 1. Supporting Businesses

Goals in this section are intended to help local businesses grow and attract new businesses. Actions to meet these goals can help businesses create jobs, encourage entrepreneurship, enhance fiscal sustainability by expanding and diversifying the tax base, and improve quality of life with new services and amenities.

##### ***G1. Retain existing businesses***

Existing businesses are the foundation of any economic growth strategy. By building on what already exists, cities can support current businesses and create a strong foundation on which to



attract new businesses, residents, and employment. To tailor this goal to the local context, a city could interview local business owners to learn about their challenges and explore how an economic development strategy could best support their long-term success. Supporting existing businesses could include actions like adding or improving infrastructure or encouraging new or redeveloped housing that would better meet the needs of workers who do not currently live in the community. Other actions to improve the downtown like streetscape improvements, making biking and walking more enjoyable and safe, and planning activities that bring people downtown, can help retain existing businesses by broadening their customer base. (See policies 4, 12, 13, 17, 18, 19, 20, 21, 23, 24, 25, 31, and 34 in Table 2.)

### ***G2. Attract new businesses***

Attracting new businesses—particularly in high-priority industries—could help increase local employment options and build the city’s tax base. Attracting new businesses is often most effective when the effort is tailored to the industries that are best suited to a community’s assets and opportunities and can provide high-quality employment options for local residents or other services and amenities desired by the community. (See policies 4, 12, 17, 18, 19, 20, 22, 23, 24, 25, and 31 in Table 2.)

### ***G3. Promote entrepreneurship***

Encouraging entrepreneurs to start businesses gives people power over their own lives and lets them build wealth in their own communities. Business owners who also live in the community tend to spend more on local business services and keep more of their earnings in the local economy. They also have a vested interest in the community and are less likely to move elsewhere in response to incentives offered by other cities. (See policies 4, 12, 17, and 30 in Table 2.)



***Exhibit 6. Lancaster Central Market.*** Lancaster, Pennsylvania, has the oldest continuously operated farmers market in the United States. It sells products from the surrounding Amish farmers that give the area its regional identity.

### ***G4. Encourage business growth in infill locations***

In addition to encouraging expansion of existing businesses and attracting new businesses, the community can consider where businesses locate within the community. Encouraging business growth in specific locations, such as historic downtowns or other core activity centers, can help improve the overall quality of life for existing and future residents, workers, and visitors. This improved quality of life also translates into a competitive advantage for local businesses and is critical for strengthening the local economy. (See policies 1, 2, 3, 4, 12, 17, 22, 23, 24, 25, 41, and 49 in Table 2.)



## 2. Supporting Workers

Ensuring that local residents have access to employment and the right education and skills to compete successfully is integral to any economic development strategy. Goals in this section address increasing access to jobs and workforce development, including K-12 to advanced and continuing education.

### ***G5. Improve access to local employment opportunities***

Improving access to employment opportunities entails bringing more jobs closer to residents or increasing access through transportation investments in better bike, pedestrian, and public transportation facilities. This goal might include improving the local jobs-housing balance, but it should also aim to increase access to regional employment centers. Encouraging businesses to locate near public transportation and developing better public transportation service, including local circulators and/or rideshare programs, would expand commute options for local workers. (See policies 12, 30, 31, 32, 44, 45, and 46 in Table 2.)

### ***G6. Increase access to advanced education, workforce development, and job training opportunities***

Providing workers with an opportunity to educate themselves and train for more skilled jobs helps them compete for jobs in the community now and in the future. A workforce with the right mix of skills and education is an important asset for attracting new industries. Offering local residents the opportunity to gain skills for a wider range of jobs can also reduce the need for residents to commute long distances to find appropriate employment, thereby improving quality of life for workers and reducing traffic congestion and air pollution. To tailor this goal to local conditions, city staff would need to know the education and skill levels of their local workforce and the skills that potential growth industries need. This analysis might result in goals tailored to different industries and types of advanced education and workforce training, including community and four-year colleges and job training programs that teach both job-specific technical skills and soft skills such as communication, teamwork, and time management. Local educational institutions and job training centers can be key partners in achieving these goals. (See policies 12, 14, 30, and 31 in Table 2.)



**Exhibit 7. Napa Valley, California.** Napa Valley has cultivated its reputation as a world-renowned wine-growing industry. Agricultural preserve areas help to protect this regional asset from new residential and commercial development.

### ***G7. Improve the quality of K-12 education***

The foundation of a good education begins at a young age; therefore, having a high-quality public school district is an important component to building a skilled workforce. Specific goals could also be set to ensure that students receive appropriate training, such as establishing science, technology, engineering, and math (STEM) programs, which help young people compete for jobs and advanced education in fields that use these skills. K-12 institutions might also include resume-writing,

internships, and computer classes as part of the curriculum. In addition to preparing local youth for success, a high-performing school district attracts young families and the businesses that want to employ them. Good schools could, therefore, help catalyze reinvestment in existing neighborhoods.<sup>2</sup> (See policies 9 and 12 in Table 2.)

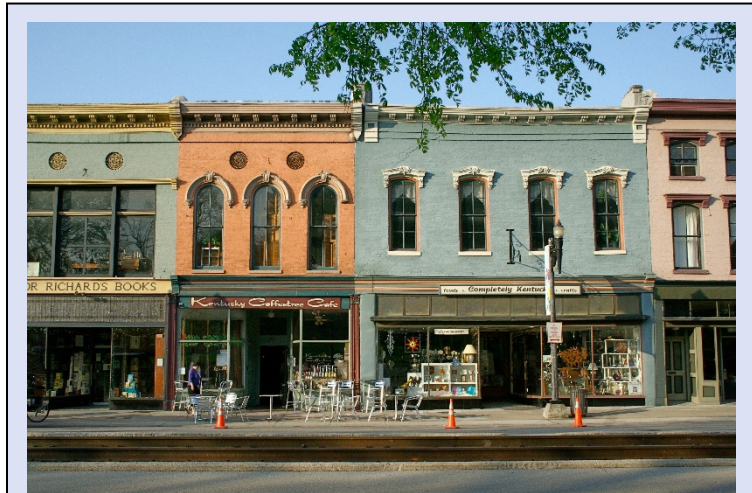
### 3. Supporting Quality of Life

This section focuses on improving quality of life and the environment, with the goal of helping communities compete for new economic growth and better serve residents, businesses, and visitors.

#### ***G8. Promote a vibrant downtown or commercial district***

A vibrant downtown or commercial district can be a local entertainment and retail destination and a center for community activities and civic life. If successful, these supporting activities can also lead to downtown property contributing more to the city's tax base. Revitalizing a struggling downtown or commercial district can be challenging, especially if broader national and regional trends do not support local retail growth.

Achieving this goal often requires ongoing collaboration between civic leaders, business owners, and residents, as well as public infrastructure investments. Meaningful results can take time. However, mixed-use, downtown areas, even in very small communities, typically contribute the highest property tax revenue per acre of any area in a community, even before revitalization, making downtown revitalization a worthwhile investment for any community's fiscal health.<sup>3</sup> (See policies 1, 2, 3, 4, 7, 8, 12, 13, 24, 26, 42, 43, 44, and 49 in Table 2.)



**Exhibit 8. Frankfort, Kentucky.** The state capital of Kentucky has been working to support existing businesses and attract new businesses downtown through the national Main Street Program.

#### ***G9. Attract stores and services for daily needs to downtowns and residential neighborhoods***

Easy access to needed goods and services—in a downtown or in residential neighborhoods—is important for a high quality of life. This goal focuses on retail and services for daily needs—such as nutritious foods, medicine, and other essential items—rather than on nonessentials and luxury goods. Communities could include this goal in their economic development strategy for neighborhoods without an easily accessible grocery or drugstore. (See policies 1, 2, 3, 12, 16, 36, 43, 44, 46, 47, 48, and 50 in Table 2.)

<sup>2</sup> For information on why and how communities can employ smart growth planning principles to build schools that better serve and support students, staff, parents, and the entire community, see EPA. *Schools for Successful Communities: An Element of Smart Growth*. 2004. <http://www.epa.gov/smartgrowth/schools-successful-communities-element-smart-growth>.

<sup>3</sup> Minicozzi, Joseph. "The Smart Math of Mixed-Use Development." *Planetizen*. Jan. 23, 2012. <http://www.planetizen.com/node/53922>.

***G10. Ensure a wide range of housing types that are affordable to different income levels***

High-quality, centrally located residential neighborhoods with homes appropriate for a range of income levels and family types make it possible for people to live near their jobs and let residents stay in the same neighborhood even if their income or lifestyle changes. If a city does not have enough appealing neighborhoods, it might not attract workers and businesses. At the same time, if lower-income residents cannot afford homes, they might be forced to leave the city, removing workers and customers from the local economy. A mix of different housing types (e.g., rental and for sale, multifamily and detached, and large and small) can accommodate people in different life phases, from starting out in the workforce to raising a family to retiring. (See policies 1, 2, 3, 7, 11, 12, 15, 27, 28, 29, 33, and 37 in Table 2.)

***G11. Increase access to open space, parks, and recreation***

Open space, parks, and recreation are important to residents' physical and mental health. Trails, paths, and on-street bike routes that connect neighborhoods to employment centers could improve access to jobs and reduce driving as workers are more likely to walk or bike to work if it is safe and convenient. Open space and public gathering spaces, including playgrounds and parks, can raise property values in residential areas<sup>4</sup> and could attract new residents and workers. A community could tailor this goal to specify improving existing open space or establishing new open spaces, based on the current location and condition of its public spaces. (See policies 1, 5, 12, 35, 38, 44, and 46 in Table 2.)



*Exhibit 9. Frederick, Maryland. While Carroll Creek Park began as a flood control project, its evolution as a cultural and recreational amenity has helped stimulate economic development. More than \$150 million in private investment is underway along the park.*

***G12. Preserve natural space in the city and surrounding region***

Preserving natural areas in the city and surrounding region provides important recreational, ecological, and economic benefits that enhance quality of life. These areas might be a natural buffer along a river that keeps pollution out of the water and absorbs flood waters, a park that attracts residents and tourists, or a field where children can play. Encouraging growth in infill locations and on already-developed sites helps reduce the pressure to develop these natural areas, making it easier to protect them. The community could examine projected climate change impacts for its region to determine the boundaries of land it might want to preserve to help protect against future floods, wildfires, and other natural hazards. (See policies 1, 5, 12, and 38 in Table 2.)

<sup>4</sup> Shoup, Lily and Reid Ewing. *The Economic Benefits of Open Space, Recreation Facilities and Walkable Community Design*. Active Living Research. 2010. <http://activelivingresearch.org/node/12477>.



### ***G13. Improve walking and biking facilities***

Improved infrastructure for walking and biking provides numerous benefits for residents, workers, and visitors. Sidewalks, bike lanes, and paths make walking and biking safer and more appealing, encouraging more people to try it. Traveling to work, school, or stores on foot or by bike lets people work physical activity into their daily routines, which can improve their physical and mental health. Creating more transportation options makes it easier for workers to get to more jobs and lets people choose not to drive, which reduces congestion and pollution. From a business standpoint, many neighborhood-oriented retail and service establishments also see increased sales when access by bike or on foot is improved.<sup>5</sup> (See policies 1, 2, 3, 12, 44, 46, and 47 in Table 2.)

### ***G14. Maintain character and distinctive community assets***

During transitional periods, it is important for a community to maintain the places and institutions that make it special, such as religious institutions, public art, museums, natural landscapes, gathering places, and historic buildings. These places, along with attractive streetscapes and storefronts, contribute to a sense of place and neighborhood identity, which help retain existing residents and could attract new residents and businesses. (See policies 1, 10, 12, 15, 27, and 38 in Table 2.)



*Exhibit 10. Waitsfield, Vermont. Located in the Mad River Valley between two mountain ranges, one of the town's key assets is its natural beauty, which attracts snow skiers and summer vacationers. Protecting parts of its rural heritage like the Great Eddy Covered Bridge helps preserve what makes the area distinctive.*

### ***G15. Allow a mix of land uses in appropriate locations***

Districts with homes, stores and services, civic places, and other land uses put residents closer to jobs and their daily needs, allowing them to walk, bike, or drive shorter distances. This convenience is particularly important for people who do not have cars. The varied uses create lively neighborhoods with a sense of place. Adjusting zoning codes to allow mixed-use districts is often a critical first step in developing these areas. (See policies 1, 2, 3, and 12 in Table 2.)

### ***G16. Ensure compatibility of adjacent land uses***

Organic growth sometimes results in incompatible land uses close to one another. For example, homes might be interspersed with industrial uses or too close to a freeway, which could put residents' health at risk. Residential complaints could create an inhospitable environment for local businesses, which might relocate. If an evaluation of current land uses suggests the presence of such

<sup>5</sup> Leinberger, Christopher B., and Mariela Alfonso. *Walk this Way: The Economic Promise of Walkable Places in Metropolitan Washington, D.C.* Brookings Institution. 2012. <http://www.brookings.edu/research/papers/2012/05/25-walkable-places-leinberger>.














issues, city staff might want to establish a goal to work with residents and businesses to address concerns or to update zoning codes to prevent new development from creating similar problems. (See policies 1, 12, and 40 in Table 2.)













### ***G17. Prepare for climate change***

Many communities are already experiencing effects of climate change. Depending on the region, impacts might include more severe storms, higher temperatures, more flooding, extended drought, and rising sea levels. Communities that understand the current and projected impacts of climate change can plan their economic development to protect their residents, businesses, and infrastructure from harm and take advantage of new opportunities that climate change might bring. Because climate change affects every aspect of a community, planning for climate impacts should be incorporated into economic development, land use, transportation, housing, and other plans. If a community can show it has considered how the changing climate affects its economy and is preparing for and adapting to these changes, it could be more attractive to businesses looking for long-term security and stability. (See policies 6, 12, 38, and 39 in Table 2.)

Table 1 lists the goals described above. Each goal includes a data indicator that can help the city track its progress toward achieving that goal and a target direction (i.e., the direction the indicator should move to signify progress). The table also lists potential data sources for each indicator and links to those sources where available.

**Table 1. Economic development goals and indicators.**

Target Key:  Decline  Maintain  Increase				
GOAL		INDICATOR	TARGET	SOURCE
<b>Supporting Businesses</b>				
G1	Retain existing businesses	Number of existing businesses	 	City business license data
G2	Attract new businesses	Number of new businesses		City business license data
G3	Promote entrepreneurship	Number of new businesses founded in the city and by city residents		City business license data
G4	Encourage business growth in infill locations	Number of new businesses in downtown and other core locations		City business license data
<b>Supporting Workers</b>				
G5	Improve access to local employment opportunities	Number of jobs in the city		U.S. Census. "LEHD OnTheMap." <a href="http://onthemap.ces.census.gov/">http://onthemap.ces.census.gov/</a> .
		Number of jobs in a designated radius		U.S. Census. "LEHD OnTheMap." <a href="http://onthemap.ces.census.gov/">http://onthemap.ces.census.gov/</a> .
		Average commute time		U.S. Census. "American FactFinder." <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml">http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml</a> .

GOAL		INDICATOR	TARGET	SOURCE
G6	Increase access to advanced education, workforce development, and job training opportunities	Unemployment rate		U.S. Department of Labor, Bureau of Labor Statistics. "Local Area Unemployment Statistics Map." <a href="http://data.bls.gov/map/MapToolServlet?survey=la&amp;map=county&amp;seasonal=u">http://data.bls.gov/map/MapToolServlet?survey=la&amp;map=county&amp;seasonal=u</a> . The Bureau of Labor Statistics provides county-level unemployment rates. State agencies generally can provide city-level unemployment rates.
		Educational attainment		U.S. Census. "American FactFinder." <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml">http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml</a> .
G7	Improve the quality of K-12 education	State school performance scores		State Achievement Index Report
Supporting Quality of Life				
G8	Promote a vibrant downtown or commercial district	Retail sales for downtown or commercial district		City sales tax data
		Retail and office lease rates for downtown or commercial district		Business survey
G9	Attract stores and services for daily needs to downtowns and residential neighborhoods	Number of retail businesses		City business license data
		Transit frequency, coverage, and ridership		Local transit provider
		Walk Score for key residential neighborhoods		Walk Score. <a href="https://www.walkscore.com">https://www.walkscore.com</a> .
		Presence of full-service grocery store and drugstore within 1 mile radius		Google Maps. <a href="https://maps.google.com">https://maps.google.com</a> .
G10	Ensure a wide range of housing types that are affordable to different income levels	Number of homes affordable to each income group		U.S. Census. "American FactFinder." <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml">http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml</a>
G11	Increase access to open space, parks, and recreation	Amount of land dedicated to open space or parks		City zoning maps
		Miles and number of trails and paths		Google Maps. <a href="https://maps.google.com">https://maps.google.com</a> .
G12	Preserve natural space in the city and surrounding region	Percentage of land that is natural space in the city and region		Local and county land use maps

GOAL		INDICATOR	TARGET	SOURCE
G13	Improve walking and biking facilities	Miles and number of bike lanes and other bike infrastructure	↑	City staff
		Percentage of residents who commute to work by walking or biking	↑	U.S. Census. "American FactFinder." <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml">http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml</a> .
		Number of pedestrian and bicycle crashes	↓	Police department
G14	Maintain character and distinctive community assets	Inventory or map of community assets	●↑	City staff with community input
G15	Allow a mix of land uses in appropriate locations	Presence of districts zoned for a mix of uses	●	City zoning maps
G16	Ensure compatibility of adjacent land uses	Presence of compatible adjacent land uses	●	City zoning maps
G17	Prepare for climate change	Plan detailing strategies to prepare for climate change impacts	●↑	City staff

## STEP 4. IDENTIFY EXISTING ASSETS AND BARRIERS

A smart growth economic development strategy should reflect an area's existing assets and the barriers that impede achieving community goals. Identifying barriers to meeting a goal is an important step because implementation tools and resources are generally more effective when they are selected to overcome a specific obstacle rather than achieve a broad goal. For example, if a city has the goal of making its downtown more vibrant, the potential barriers to meeting this goal are diverse, including:

- Outdated and undersized retail space.
- A lack of nearby residents to support retail demand.
- Absentee property owners uninterested in investing in downtown buildings.
- A lack of wayfinding.
- A need for additional or more convenient parking.

Each of these barriers would need different tools to achieve the goal of a vibrant downtown. For instance, a façade improvement program is unlikely to help significantly if the major problem is the lack of nearby residents to support existing businesses.

## STEP 5. SELECT THE RIGHT TOOLS

Tools will be most effective when linked to specific barriers. Sometimes more than one tool can help achieve a particular goal. This section explores policy tools and actions that communities could include as part of a smart growth economic development strategy. It includes conventional economic development tools and tools that might not typically be considered part of an economic development strategy—such as transportation options or infill development—that support economic development. The more conventional tools, such as streamlined permitting processes or business improvement

districts, could be applied through a “smart growth filter”—that is, to encourage economic development in places that cities have identified for growth, such as downtowns and infill areas.

Policy tools and actions often support multiple goals across the three components of a smart growth economic development strategy. A particular tool might support workers, support businesses, and improve quality of life. The policy tools and actions are, therefore, broken into eight cross-cutting topical areas:

1. Land use policy.
2. Partnership building.
3. Business development and entrepreneurship.
4. Workforce development and employment.
5. Health and environment.
6. Brownfield and infill redevelopment.
7. Transportation.
8. Infrastructure financing.

The following table describes specific tools and actions in each category, including: a potential program administrator, an entity that could be a good choice to lead implementation; the smart growth economic development goals (from Section III.C) that the tool or action could help achieve; and links to more information, if available. This is not a comprehensive list. It is intended as a starting point for communities to identify the tools and resources that are available locally and are best suited to the local context, barriers, and goals. The inventory might also help staff develop new and innovative strategies and programs as needed.



**Table 2. Policy tools and actions.**

Policy Tools and Actions	Administrator	Goals	More Information
<b>Land Use Policy.</b> Land use policies could help shape development patterns to help the community get the type of development it wants in the appropriate location. These policies would have the greatest impact in places where current zoning practices, development standards, and/or building codes make greenfield development easier and cheaper than infill, redevelopment, or mixed use. Zoning that is flexible enough to react to changing market conditions helps a community's economy weather downturns and take advantage of opportunities. <sup>6</sup>			
<b>1. Area planning:</b> Areas that are experiencing market stagnation or declines in value might need planning and investment to stimulate growth. Create a set of plans for downtown and other infill locations to establish place-specific goals, identify existing challenges, create policies to guide future development, and develop implementation strategies.	Planning department	G4, G8, G9, G10, G11, G12, G13, G14, G15, G16	
<b>2. Zoning for mixed-use development:</b> Adjusting zoning codes to allow mixed-use development helps create walkable, mixed-use places. Review the city's zoning ordinance to see if existing zoning allows mixed-use development in downtowns and other central locations, at densities that are consistent with market demand. If it does not, consider revising the ordinance to allow a mix of uses.	Planning department	G4, G8, G9, G10, G13, G15	For more information on codes and ordinances that support smart growth development, see EPA's <i>Essential Smart Growth Fixes for Urban and Suburban Zoning Codes</i> <sup>7</sup> and Smart Growth America's <i>Smart Growth Implementation Toolkit</i> . <sup>8</sup>
<b>3. Revised development standards:</b> Encourage mixed-use, compact development by reviewing and revising development standards to allow, encourage, or require desired building types, land uses, and density. Changes might include reduced minimum lot sizes, setbacks, or parking ratios, or increased maximum densities or floor-area ratios.	Planning department	G4, G8, G9, G10, G13, G15	For more information on infill development incentives, visit PolicyLink's Infill Incentives web page. <sup>9</sup>

<sup>6</sup> For information about local zoning codes that can address the most common barriers local governments face in implementing smart growth strategies, see EPA. "Essential Smart Growth Fixes for Communities." <http://www.epa.gov/smartgrowth/essential-smart-growth-fixes-communities>. Accessed Feb. 3, 2014.

<sup>7</sup> EPA. *Essential Smart Growth Fixes for Urban and Suburban Zoning Codes*. 2009. <http://www.epa.gov/smartgrowth/essential-smart-growth-fixes-communities>.

<sup>8</sup> Smart Growth America. "Smart Growth Implementation Toolkit." <http://www.smartgrowthamerica.org/leadership-institute/implementation-tools>. Accessed Jan. 27, 2015.

<sup>9</sup> PolicyLink. "Infill Incentives." <http://policylink.info/EDTK/Infill>. Accessed Jun. 27, 2014.

Policy Tools and Actions	Administrator	Goals	More Information
<b>4. Quick-reference zoning handout:</b> Make easy-to-understand zoning handouts available online and at city hall. Land use and zoning codes can often be difficult to interpret. Providing a simple explanation of what is allowed and contact information for further questions can ease the burden of seeking city approvals.	Planning department	G1, G2, G3, G4, G8	See an example of a quick-reference zoning handout from Anaheim, California. <sup>10</sup>
<b>5. Preservation of open and agricultural space:</b> Preserving natural areas in the city and surrounding region provides important recreational, ecological, and economic benefits that enhance quality of life. Review the city's zoning ordinances and make necessary adjustments to preserve agricultural land, open space, and other environmentally sensitive areas.	Planning department	G11, G12	For more information on protecting open space and farmland, visit the Municipal Research and Service Center of Washington's Web page on preservation techniques. <sup>11</sup>
<b>6. Incorporating climate change considerations into land use policies and plans:</b> Determining which areas of the communities are safer over the long term is critical to land use planning. Investigate projected climate change impacts and how they are likely to affect current natural hazards. Integrate the community's hazard mitigation plan, if one exists, with the land use plan, and ensure that both use projections rather than historical trends.	Planning and emergency management departments	G17	For more information on integrating climate change into hazard mitigation planning, see case studies and lessons learned from ICLEI. <sup>12</sup> For information on smart growth policies that also help prepare for climate change, see EPA's <i>Using Smart Growth Strategies to Create More Resilient Communities in the Washington, D.C., Region</i> . <sup>13</sup>

<sup>10</sup> City of Anaheim. *C-G Zone (Commercial General) Land Use & Development Standards*. 2008. <http://www.anaheim.net/documentcenter/view/1191>.

<sup>11</sup> Municipal Research and Services Center of Washington. "Farmland Preservation Techniques and Sustainable Agriculture." <http://www.mrsc.org/subjects/planning/farmland.aspx>. Accessed Jun. 27, 2014.

<sup>12</sup> Higbee, Melissa. *Integrating Hazard Mitigation and Climate Adaptation Planning: Case Studies and Lessons Learned*. ICLEI. 2014. <http://icleiusa.org/wp-content/uploads/2015/08/Integrating-Hazard-Mitigation-and-Climate-Adaptation-Planning.pdf>.

<sup>13</sup> EPA. *Using Smart Growth Strategies to Create More Resilient Communities in the Washington, D.C., Region*. 2013. <http://www.epa.gov/smartgrowth/using-smart-growth-strategies-create-more-resilient-communities-washington-dc-region>.

Policy Tools and Actions	Administrator	Goals	More Information
<p><b>7. Adaptive reuse of buildings:</b> Development standards and building codes designed for new construction often make rehabilitating older, historic buildings prohibitively expensive. Review and revise development standards, zoning, building, and safety codes to allow adaptive reuse of existing buildings in central locations, encouraging infill development and reducing environmental impacts from new construction. Changes to allow adaptive reuse could include reducing minimum residential unit sizes and commercial or residential parking requirements or grandfathering in nonconforming building heights; setbacks; floor plans; and electrical, mechanical, fire, and life safety requirements.</p>	<p>Building and safety department, with assistance from planning department</p>	<p>G8, G10</p>	<p>See an example of an adaptive reuse policy from Los Angeles.<sup>14</sup> For more resources on adaptive reuse, see EPA's Web page on smart growth and sustainable preservation of existing and historic buildings.<sup>15</sup></p>
<p><b>8. Community Code enforcement program:</b> Rehabilitating vacant or blighted properties in downtowns and other central locations can clean up environmental hazards and make these locations more attractive to investors and residents. The program could include reviewing and revising existing codes to more explicitly address the code violation issues in the community, preparing community code enforcement guidelines or protocols so that community members are clear about what they can do to report code violations to the city, and developing a website or other tools for reporting and tracking progress resolving complaints. Some communities have hired outside consultants to train all of the actors in the code compliance process, including community members, city staff, and property owners.</p>	<p>Building and safety department</p>	<p>G8</p>	<p>For resources on code enforcement and other strategies for improving vacant and blighted properties, see the Center for Community Progress' Toolkit.<sup>16</sup> For strategies to overcome barriers to dealing with chronic nuisance problems, including blighted properties, see Enterprise's <i>Solving Chronic Nuisance Problems</i>.<sup>17</sup> See an example of a code enforcement website from the city of San Diego<sup>18</sup> and a local community organization with a Code Enforcement and Nuisance Rental Properties Committee that works closely with city officials.<sup>19</sup></p>

<sup>14</sup> City of Los Angeles. *Adaptive Reuse Program*. 2006. <http://www.downtownla.com/images/reports/adaptive-rescue-ordinance.pdf>.

<sup>15</sup> EPA. "Smart Growth and Preservation of Existing and Historic Buildings." <http://www.epa.gov/smartgrowth/smart-growth-and-preservation-existing-and-historic-buildings>. Accessed Feb. 3, 2015.

<sup>16</sup> Center for Community Progress. "Building American Cities Toolkit." <http://www.communityprogress.net/toolkit-home-page-pages-292.php>. Accessed Feb. 3, 2015.

Policy Tools and Actions	Administrator	Goals	More Information
<b>Partnership Building.</b> Because smart growth economic development encompasses many issues, municipal governments often look for partners from the public, private, and nonprofit sectors to help achieve community goals. For example, some cities and school districts team up to better prepare high school students to enter the workforce. In other cases, city staff might simply convene groups to address a specific challenge.			
<b>9. City-school district partnership:</b> A high-quality public education system supports the local economy by helping to ensure the community has workers with needed skills and better preparing students for jobs. Cities can work more closely with local school districts to improve public education by supporting school programs and building connections between government and the education sector. Options could include regular meetings with administrative staff and school board members or creating an education task force comprised of representatives from the education system, business community, and local government. Potential avenues of exploration might include developing science, technology, engineering, and math (STEM) curricula in K-12 schools or creating a mentorship program for high school students to teach them about different educational opportunities and professions and better prepare them to enter the workforce.	City manager and/or mayor's office	G7	
<b>10. Original art mural program:</b> A mural program can bring public art to the community and enhance the local sense of place. Artists work with the city and apply for permits. Applicants hold a community meeting to notify the neighborhood about the proposed artwork and answer questions. This program could help improve the neighborhood's appearance by adding art and removing graffiti.	Planning department	G14	See an example of regulations for an original art mural program from Portland, Oregon. <sup>20</sup>

<sup>17</sup> Campbell, John H. *Solving Chronic Nuisance Problems*. 2001. <http://www.enterprisecommunity.com/resources/ResourceDetails?ID=19720.pdf>.

<sup>18</sup> City of San Diego. "Code Enforcement Home." 2015. <http://www.sandiego.gov/ced/index.shtml>. Accessed Dec. 16, 2015.

<sup>19</sup> College Area Community Council. "Code Enforcement and Nuisance Rental Properties." 2015. [http://www.collegearea.org/cacc/index.php/about-us/committees-of-the-cacc#code\\_enforcement\\_committee](http://www.collegearea.org/cacc/index.php/about-us/committees-of-the-cacc#code_enforcement_committee). Accessed Mar. 5, 2015.

<sup>20</sup> City of Portland. "Original Art Mural Permits." <http://www.portlandoregon.gov/bds/50737>. Accessed Sep. 22, 2014.



Policy Tools and Actions	Administrator	Goals	More Information
<b>11. Landlord education program:</b> A landlord education program is intended to help property owners learn best practices in property management. The program could educate landlords on complying with codes, applicant screening, fair housing rules, lease agreements, the eviction process, and other relevant information. Program benefits could include better property maintenance, safer homes, a more stable tenant base, and lower city costs for code enforcement.	Code enforcement department	G10	For more information on working with landlords, see the Center for Community Progress' Web page. <sup>21</sup> See an example of a landlord education program from Fargo, North Dakota. <sup>22</sup>
<b>12. Peer city technical assistance program:</b> To help with local economic development goals, work with a peer city in the same state to learn best practices in applying for grant money and developing programs that adhere to state laws. Reaching out to another city's staff members could reveal how that city was successful in its application and lessons relevant to the local process.	City manager	All	See an example of a peer city technical assistance program from Massachusetts. <sup>23</sup>
<b>13. Unified community events calendar:</b> Create a unified calendar of downtown events to inform local businesses and potential customers. Designate a point person to ask businesses and nonprofits about upcoming events and update the calendar weekly or monthly.	City manager	G1, G8	See an example of a unified events calendar from Rochester, New York. <sup>24</sup>
<b>14. Student internships:</b> Offer local government internships for high school or college students. Many students have volunteer requirements and want professional experience. Students can often help city staff at little or no cost. Interns need clearly defined roles to ensure students and the city get the most out of the experience.	City manager	G6	

<sup>21</sup> Center for Community Progress. "Working with Rental Landlords and Property Investors." <http://www.communityprogress.net/working-with-rental-landlords-investors-pages-205.php>. Accessed Apr. 9, 2015.

<sup>22</sup> City of Fargo. "Landlord Training Program." <http://www.cityoffargo.com/CityInfo/Departments/Police/CitizenResources/LandlordTrainingProgram/>. Accessed Dec. 16, 2015.

<sup>23</sup> Commonwealth of Massachusetts. "Peer to Peer Technical Assistance Program." <http://www.mass.gov/hed/community/funding/peer-to-peer.html>. Accessed Sep. 22, 2014.

<sup>24</sup> City of Rochester. "Events." <http://www.cityofrochester.gov/events.aspx>. Accessed Sep. 22, 2014.

Policy Tools and Actions	Administrator	Goals	More Information
<b>15. Neighborhood association support:</b> Organizations often need assistance when starting out. To take advantage of existing resources and experience, connect neighborhood associations with other local neighborhood associations or with organizations active in the community, such as churches, service organizations, and nonprofit organizations.	Economic development department	G10, G14	For ideas on how to make a neighborhood association successful, see a toolbox created by Irving, Texas. <sup>25</sup>
<b>16. Business assistance program:</b> Create a program to provide local businesses with technical assistance in marketing, accounting, or finance, and low-interest loans to fund improvements to landscaping, signs, or building façades.	Economic development department	G9	See an example of a business assistance program from Cleveland, Ohio. <sup>26</sup>
<b>Business Development and Entrepreneurship.</b> These policy tools and actions are designed to help existing businesses expand and encourage new businesses. Most of these tools are most effective when targeted to specific, high-priority industries or locations identified for revitalization and investment such as a downtown. City staff can implement some of the tools and actions, such as the streamlined permit applications and approvals. Others, such as promoting local hiring, would require city staff to facilitate connections between local businesses and other organizations. <sup>27</sup>			
<b>17. Streamlined permitting process:</b> Review existing permit and approval processes, and give businesses investing in downtown and other infill locations an expedited permit process to shorten the timeline and reduce development costs. The city could also help applicants fill out permit applications or reduce permit fees to encourage more development in central locations.	City manager and planning and code enforcement departments	G1, G2, G3, G4	For help evaluating existing permit processes and ideas on how to develop an expedited process, see <i>Local Government Permitting Best Practices</i> developed by the state of Washington. <sup>28</sup>

<sup>25</sup> City of Irving. "Neighborhood Association Toolbox." <http://cityofirving.org/198/Neighborhood-Association-Toolbox>. Accessed Feb. 2, 2015.

<sup>26</sup> City of Cleveland. "Small Businesses and Retail." <http://www.rethinkcleveland.org/About-Us/Our-Services/Small-Business-and-Retail.aspx>. Accessed Dec. 16, 2015.

<sup>27</sup> The National League of Cities has compiled strategies for local governments to help small businesses and entrepreneurs in two reports: National League of Cities. *Supporting Entrepreneurs and Small Businesses: A Tool Kit for Local Leaders*. 2012. <http://www.nlc.org/find-city-solutions/city-solutions-and-applied-research/economic-development/small-business-and-entrepreneurship/supporting-entrepreneurs-and-small-business>; National League of Cities. *Big Ideas for Small Business Report*. 2014. <http://www.nlc.org/find-city-solutions/city-solutions-and-applied-research/economic-development/small-business-and-entrepreneurship/big-ideas-for-small-business>.

<sup>28</sup> Washington State Governor's Office of Regulatory Assistance. *Local Government Permitting: Best Practices*. 2008. [http://www.oria.wa.gov/Portals/oria/VersionedDocuments/Local\\_Government/lgp\\_best\\_practices\\_report.pdf](http://www.oria.wa.gov/Portals/oria/VersionedDocuments/Local_Government/lgp_best_practices_report.pdf).

Policy Tools and Actions	Administrator	Goals	More Information
<b>18. Designated economic development staff person:</b> An effective economic development strategy requires dedicated staff time to implement programs and build relationships in the community. Assign one person to economic development activities, including operating programs, pursuing funding, and tracking results so the city can modify its activities and investments as business needs change.	City manager	G1, G2	
<b>19. Economic development task force:</b> Ongoing collaboration between the public and private sectors is an important component of economic development. To encourage collaboration, form an economic development task force with representatives from the public and private sectors to discuss how the city could better facilitate economic development. Representatives from the business community could include business owners, property owners and developers, or leaders from the Chamber of Commerce or other business groups. This group could meet monthly or quarterly.	Economic development department, with participation from planning, building and safety, and transportation departments, and/or the mayor's office	G1, G2	
<b>20. Economic development website:</b> In addition to providing new and expanding businesses with information and resources, a dedicated economic development website sends a clear message that a city is "open for business" and available to help. Create and maintain an economic development website that could be a one-stop shop to help new and existing business owners with business startup or expansion. This website could include a step-by-step guide to starting or expanding a business in the city, links to important contacts and forms, and links to resources outside the community, such as loan programs from the Small Business Administration or community development financial institutions or technical assistance from a regional small business development center.	Economic development department	G1, G2	See a sample economic development website for Douglas, Georgia. <sup>29</sup>

<sup>29</sup> Douglas-Coffee County Chamber and Economic Development Authority. "Economic Development." <http://www.douglasga.org/EconomicDevelopment.html>. Accessed Jan. 22, 2015.

Policy Tools and Actions	Administrator	Goals	More Information
<b>21. Regular visits to businesses:</b> Building relationships with local business owners lets city staff provide responsive, hands-on assistance and sends a message that each and every business is important to the city. Assign a staff person or team to build relationships with local business owners in high-priority economic sectors or locations. Establish contact by visiting local business owners in person, and maintain relationships through regular check-ins at times and locations convenient to the business owners. City staff could also participate in the local Chamber of Commerce, downtown association, business improvement district, or other business associations.	Economic development department; could also include participation by city manager, mayor's office, or other departments	G1	
<b>22. Real estate broker outreach:</b> Developing relationships with local and regional real estate brokers can help raise the city's visibility as a potential location for new businesses and development, as well as send a message that the city is business friendly. Assign a staff member to build relationships with local and regional real estate brokers and developers interested in investing in infill locations. The staff person could provide personalized, one-on-one assistance to brokers seeking to locate new tenants or developers considering a new project. The city could also host monthly or quarterly breakfast meetings or other events for the real estate community to alert them to opportunities for new activity in the city and to encourage investment in downtown and other infill locations.	Economic development department; could also include participation by city manager, mayor's office, or other departments	G2, G4	
<b>23. Site-selection assistance:</b> Providing site-selection assistance to new or relocating businesses could encourage businesses to locate in infill locations and established centers. This could include maintaining a regularly updated inventory of available commercial spaces as part of the city's economic development website, as well as suggesting locations and giving site tours to new businesses looking to locate in the city and existing businesses seeking to expand.	Economic development department	G1, G2, G4	See an example of a database of available properties, as well as additional site selection services, from Newport News, Virginia. <sup>30</sup>

<sup>30</sup> City of Newport News. " Site Selection Assistance." <http://www.nngov.com/668/Site-Selection-Assistance>. Accessed Jun. 27, 2014.



Policy Tools and Actions	Administrator	Goals	More Information
<b>24. Business improvement district:</b> A business improvement district can empower local property owners and businesses to improve the sense of place in their district, which could give them a competitive advantage. Guide local property owners and commercial tenants through forming a special business district (such as a business improvement district), in which businesses in a downtown or other defined district pay a tax, fee, or levy to contribute to maintaining, developing, or marketing their district.	Economic development department	G1, G2, G4, G8	See a sample guide to starting a business improvement district from New York City. <sup>31</sup>
<b>25. Social media assistance:</b> Help local businesses expand their customer base by setting up a website or using social media platforms. Bring in a consultant to offer step-by-step training.	Economic development department	G1, G2, G4	
<b>26. Coordinated business hours:</b> Encourage businesses in the downtown or commercial corridor to maintain common operating hours. Not having common hours can deter potential customers from shopping in the area since it causes confusion and frustration not knowing what will be open.	Economic development department	G8	
<b>27. Business licenses for residential landlords:</b> Ensuring safe, high-quality homes is important for giving residents a high quality of life and attracting workers for local employers. Requiring licenses to become a landlord in the city gives the city contact information for absentee property owners so it can communicate with them about property owner responsibilities. Revenues from license fees could be used to help fund code enforcement or small improvements in the neighborhood or to help offset costs for maintaining certain infrastructure, like parks, community gardens, or street trees.	Planning department	G10, G14	See an example of how business licenses for rental properties have been implemented from Tacoma, Washington. <sup>32</sup>

<sup>31</sup> New York City Department of Small Business Services. *Starting a Business Improvement District: A Step-by-Step Guide*. 2012. [http://www.nyc.gov/html/sbs/downloads/pdf/bid\\_guide\\_complete.pdf](http://www.nyc.gov/html/sbs/downloads/pdf/bid_guide_complete.pdf).

<sup>32</sup> City of Tacoma. "Rental Business License." [http://www.cityoftacoma.org/government/city\\_departments/finance/tax\\_and\\_license/rental\\_business\\_license](http://www.cityoftacoma.org/government/city_departments/finance/tax_and_license/rental_business_license). Accessed Sep. 22, 2014.

Policy Tools and Actions	Administrator	Goals	More Information
<b>Workforce and Employment.</b> Workforce development and employment tools can help give all residents the opportunity to benefit from economic development. These policy tools and actions can improve job training and employment opportunities for local residents. These types of strategies are most appropriate in places where lack of education and job training are barriers to economic development and are particularly important for transitioning economies in which the education and skills needed to obtain local jobs are changing rapidly. <sup>33</sup>			
<b>28. Community Revitalization Strategy Area:</b> Working with the state to designate an area as a Community Revitalization Strategy Area would bring many benefits, including the ability to use Community Development Block Grant (CDBG) money more flexibly for housing and economic development. The program can help transform a specific area by coordinating resources for comprehensive community revitalization.	Economic development department	G10	For more information about Community Revitalization Strategy Areas, including specific regulatory flexibility the program allows, see information from U.S. Department of Housing and Urban Development (HUD). <sup>34</sup>
<b>29. Homebuyer education and down payment assistance:</b> To help residents find homes they can afford and opportunities to invest in the community, create a program to educate residents about homeownership and down payment assistance opportunities. A mortgage payment can sometimes be less expensive than monthly rent, but many people are unable to meet down payment requirements. This program would educate would-be homebuyers about real estate financing and offer grants for the down payment. Financial resources for this program could come from a federal agency such as HUD.	Economic development department	G10	See a sample homeownership assistance program from Fort Worth, Texas that is funded by HUD. <sup>35</sup>

<sup>33</sup> For more ideas beyond those included here on how local governments could support workforce development, see National League of Cities. *Municipal Action Guide: Workforce Development for Economic Competitiveness*. 2010. <http://www.nlc.org/documents/Find%20City%20Solutions/Research%20Innovation/Economic%20Development/workforce-development-economic-competitiveness-gid-10.pdf>.

<sup>34</sup> HUD. *Revitalization Areas*. 2012. [http://portal.hud.gov/hudportal/documents/huddoc?id=cdbg\\_bas\\_10.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=cdbg_bas_10.pdf).

<sup>35</sup> City of Fort Worth. "Homebuyer Assistance Program." <http://fortworthtexas.gov/neighborhoods/hap/>. Accessed Dec. 16, 2015.

Policy Tools and Actions	Administrator	Goals	More Information
<b>30. Tailored job-training programs:</b> Job-training programs that are tailored to the needs of local businesses are more likely to successfully prepare workers for local jobs. Partner with local businesses and community colleges or workforce training programs to create a tailored curriculum that prepares students for jobs in high-priority industries. Other potential partners could include local unions or trade organizations.	Economic development department	G3, G5, G6	For best practices and tools to promote partnerships among community colleges, the business community, and local and regional governments, see the compendium published by the American Association of Community Colleges and the National Center on Education and the Economy. <sup>36</sup>
<b>31. Career resource center:</b> Connecting local workers with nearby jobs would shorten commute times and improve quality of life for workers, as well as reduce pollution from driving. Partner with a local community college or job-training organization to create a career resource center to better connect residents seeking employment with local businesses. The center could maintain an up-to-date listing of available jobs and residents seeking employment; connect residents with appropriate education and training programs, including financial aid resources; host regular career fairs; connect residents and businesses with resources from regional or state economic development agencies, such as on-the-job training or workforce screening programs; and provide one-on-one career counseling on dedicated days each week or month.	Economic development department	G1, G2, G5, G6	See an example of a city-hosted career resource center from Santa Clarita, California. <sup>37</sup>

<sup>36</sup> American Association of Community Colleges and National Center on Education and the Economy. *Sustaining Partnerships for Regional Economic Growth: A Compendium of Promising Practices and Tools*. 2009. <http://www.aacc.nche.edu/Resources/aaccprograms/cwed/Documents/sustainingpartnerships.pdf>.

<sup>37</sup> City of Santa Clarita. "Santa Clarita WorkSource Center." <http://econdeev.santa-clarita.com/santa-clarita-worksource-center>. Accessed Jul. 1, 2014.

Policy Tools and Actions	Administrator	Goals	More Information
<b>32. Local hiring:</b> Local-hiring policies typically require that certain government employees or some percentage of workers on city-funded projects live in the jurisdiction. These policies increase employment opportunities for the local workforce, ensure that government spending is invested back into the community, and reduce commute times for government workers.	City manager	G5	For more information on local hire programs, see the Partnership for Working Families' <i>Making Development Work for Local Residents</i> . <sup>38</sup>
<b>33. Housing market study:</b> To ensure that the workers of local employers have the opportunity to live in the community, conduct a housing market study to identify what housing types are available and how the city could meet existing and future housing needs, particularly in central locations near employers.	Planning department	G10	See a sample housing market study from Moore, Oklahoma. <sup>39</sup>
<b>34. Local business purchasing:</b> Purchasing goods and services locally supports local businesses and workers. Help nearby institutions that have a vested interest in community development, such as educational and medical institutions, to acquire goods and services locally, such as food or laundry and janitorial services.	Community or economic development departments	G1	For more information on working with institutions to promote local business purchasing and economic development, see <i>Building Healthier Communities: Embracing the Anchor Mission</i> published by the Democracy Collaborative at the University of Maryland. <sup>40</sup>

<sup>38</sup> Partnership for Working Families. *Making Development Work for Local Residents: Local Hire Programs and Implementation Strategies that Serve Low-Income Communities*. 2008. <http://www.forworkingfamilies.org/resources/publications/making-development-work-local-residents-local-hire-programs-and>.

<sup>39</sup> RKG Associates, Inc. *Comprehensive Housing Market Analysis: City of Moore, Oklahoma*. 2014. <http://www.cityofmoore.com/sites/default/files/main-site/Moore%20Housing%20Final%20Report.pdf>.

<sup>40</sup> Zuckermann, David. *Hospitals Building Healthier Communities: Embracing the Anchor Mission*. The Democracy Collaborative at the University of Maryland. 2013. <http://community-wealth.org/sites/clone.community-wealth.org/files/downloads/Zuckerman-HBHC-2013.pdf>.



Policy Tools and Actions	Administrator	Goals	More Information
<b>Health and Environment.</b> Smart growth economic development strategies recognize the value of a good quality of life and a strong sense of place. Some are aimed at enhancing quality of life by increasing access to open space or improving street design to encourage walking, biking, and outdoor recreation. Others help communities ensure that they have high-quality homes affordable to a range of income levels. For example, a green building program can encourage healthier and more resource-efficient models of construction, renovation, operation, maintenance, and demolition to achieve multiple environmental, economic, and social benefits. By improving quality of life, these actions create places that help residents and businesses stay physically and economically healthy and provide a competitive advantage in attracting new residents and businesses.			
<b>35. Shared-use playgrounds:</b> Playgrounds and parks are essential to healthy communities, but cities often have trouble maintaining sufficient park space. Partner with the local school district to promote physical activity and community health by creating shared-use facilities that are both school playgrounds and community parks.	Community development or health services department	G11	For more information on shared-use playgrounds, see the Safe Routes to School National Partnership's Shared Use of School and Community Facilities Web page. <sup>41</sup>
<b>36. School-based health clinic:</b> Access to community health services is critical to maintaining public health, particularly in areas with limited public transportation or existing health care facilities. Partner with the school district and a local community health organization to open a community health clinic in the school to promote health and wellness for students and their families.	Community development or health services department	G9	For more information about school-based health centers, see the U.S. Department of Health and Human Services Health Resources and Services Administrations' Web page on School-Based Health Centers. <sup>42</sup>

<sup>41</sup> Safe Routes to School National Partnership. "Shared Use of School and Community Facilities." <http://saferoutespartnership.org/state/bestpractices/shareduse>. Accessed Jun. 27, 2014.

<sup>42</sup> U.S. Department of Health and Human Services. "School-Based Health Centers." <http://www.hrsa.gov/ourstories/schoolhealthcenters>. Accessed Jun. 27, 2014.

Policy Tools and Actions	Administrator	Goals	More Information
<b>37. Green building incentive program:</b> A green building incentive program for downtowns and other infill locations could reduce pollution, water use, and energy use, while making workers safer, healthier, more comfortable, and more productive. Green buildings can also reduce ongoing maintenance and operation costs, which appeals to investors and tenants. This program could include an expedited permitting process, reduced building and permit fees, and/or tax credits for developers of green buildings in key locations.	Building and safety department	G10	See an example green building incentive program from Arlington County, Virginia. <sup>43</sup>
<b>38. Green infrastructure:</b> Green infrastructure can improve water quality and supply, reduce flooding risk, save public and private funds, and protect public health through improved air quality and green spaces, among other benefits. Develop a plan to incorporate green infrastructure into the community to achieve multiple environmental, public health, social, and economic goals.	Planning department	G11, G12, G14, G17	For more information on how to develop a green infrastructure plan to manage stormwater while achieving other environmental, public health, social, and economic benefits, see EPA's <i>Enhancing Sustainable Communities with Green Infrastructure</i> . <sup>44</sup>
<b>39. Climate change resilience plan:</b> Climate change is creating challenges for cities, including greater extremes in temperature and rainfall, sea level rise, and more frequent natural hazards such as floods and storms. Identify the projected local impacts of climate change, and create a long-term plan to prepare for those impacts. The plan can be the basis for incorporating climate considerations into all community plans and policies.	Planning department	G17	For more information and tools to develop a climate resilience plan, see the U.S. Climate Resilience Toolkit. <sup>45</sup>

<sup>43</sup> Arlington Initiative to Rethink Energy. "Green Building." <http://environment.arlingtonva.us/energy/green-building/>. Accessed Dec. 16, 2015.

<sup>44</sup> EPA. *Enhancing Sustainable Communities with Green Infrastructure*. 2014. <http://www.epa.gov/smartgrowth/enhancing-sustainable-communities-green-infrastructure>.

<sup>45</sup> Partnership of federal agencies and organizations led by the National Oceanic Atmospheric Administration (NOAA). "U.S. Climate Resilience Toolkit." <http://toolkit.climate.gov>. Accessed Feb. 3, 2015.

Policy Tools and Actions	Administrator	Goals	More Information
<b>Brownfield and Infill Redevelopment.</b> Infill development, especially when it involves the assessment and cleanup of any environmental contamination, also can encourage reinvestment in nearby properties. However, infill development can be challenging for many reasons, including small parcel sizes and possible environmental contamination. Even the perception or possibility of contamination can discourage redevelopment because of unknown costs and additional time that could be required for cleanup. <sup>46</sup> Some of these policy tools and actions can help with the assessment, remediation, and redevelopment of brownfield sites. Others can provide incentives for redevelopment on other types of infill sites. <sup>47</sup>			
<b>40. Establish community goals for brownfields:</b> Community participation is essential to building broad support for brownfields remediation and ensuring that future development helps achieve community goals. Engage the community through advisory committees, public meetings, design workshops, focus groups, and other methods to learn community priorities for reusing brownfield sites.	Planning or economic development department	G16	For more information on how to engage the community and create an area-wide brownfields program, see EPA's <i>Brownfields Area-Wide Planning Program Fact Sheet</i> . <sup>48</sup>
<b>41. Citywide brownfields remediation program:</b> A coordinated, strategic approach to brownfields remediation would use funds more efficiently and encourage redevelopment of contaminated land. First, inventory local brownfield sites, then identify high-priority sites for cleanup based on local goals, including goals in the smart growth economic development strategy. Designate these sites as eligible for tools that have a targeted focus area and prioritize them for local, state, and federal funding assistance.	Planning or economic development department	G4	
<b>42. Outreach to owners of vacant or underused properties in central locations:</b> Assign a staff member to contact owners of infill development sites to determine why new or redevelopment is not occurring and how the city could encourage it. The staff person could connect the property owner with real estate brokers and developers, work with property owners to change permitted uses, or conduct a market study to help owners understand potential uses.	Economic development department	G8	

<sup>46</sup> EPA. *Smart Growth and Economic Success: Investing in Infill Development*. 2014. <http://www.epa.gov/smartgrowth/smart-growth-and-economic-success-investing-infill-development>.

<sup>47</sup> For information on developing an area-wide plan and implementation strategy for brownfield sites, which will help inform the assessment, cleanup, and reuse of brownfields properties and promote area-wide revitalization, see EPA. "Brownfields Area-Wide Planning Program." <http://www.epa.gov/brownfields/types-brownfields-grant-funding#tab-5>.

<sup>48</sup> EPA. *Brownfields Area-Wide Planning Program Fact Sheet*. 2012. <http://www.epa.gov/brownfields/brownfields-area-wide-planning-program-factsheet>.

Policy Tools and Actions	Administrator	Goals	More Information
<b>Transportation.</b> A well-connected, safe, and reliable transportation network that integrates driving, walking, biking, and public transit has many economic development benefits. It connects workers to jobs; lets people who cannot or choose not to drive get to stores, services, and amenities; and disperses users across several modes and routes, which can reduce traffic congestion. These policies can give people more options for getting around a neighborhood and the larger region. Infrastructure improvements could make walking and biking safer and more appealing, which could reduce people's transportation costs and leave them more money to spend in the community.			
<b>43. Wayfinding signage:</b> Wayfinding signage helps visitors locate landmarks and businesses in the downtown. An attractive and distinctive system can improve the appearance and bring visitors to the area, potentially increasing the number of customers for local businesses.	Planning department	G8, G9	
<b>44. Two-way streets:</b> Where possible, allow traffic to flow in both directions. One-way streets can encourage drivers to drive faster, which puts pedestrians at risk. If a goal is to develop a walkable downtown, converting one-way streets into two-way streets can help make the area safer for pedestrians.	Transportation department	G5, G8, G9, G11, G13	For information on the advantages of two-way traffic, see an article in <i>Access Magazine</i> published by the University of California. <sup>49</sup>
<b>45. Coordinated public transportation:</b> Analyze public transportation service to determine if it is meeting the community's needs. Work with major employers to see if service aligns with worker schedules. Making public transportation more convenient could increase ridership.	Transportation department	G5	
<b>46. Multimodal transportation plan:</b> Safe walking, biking, and public transportation routes protect public health by encouraging physical activity and reducing pollution from vehicles. Develop a transportation plan that makes walking, biking, and public transportation safe, reliable options in addition to driving. The plan would identify assets, challenges, and opportunities for improving transit, biking, and pedestrian facilities, particularly in downtowns and other locations identified for infill development.	Transportation department	G5, G9, G11, G13	See examples of bicycle and pedestrian plans from Bellevue, Washington, <sup>50</sup> and Eugene, Oregon. <sup>51</sup>

<sup>49</sup> Gayah, Vikash V. "Two-Way Street Networks: More Efficient than Previously Thought?" *Access Magazine*. 2012. <http://www.uctc.net/access/41/access41-2way.pdf>.

<sup>50</sup> City of Bellevue. *City of Bellevue Pedestrian & Bicycle Transportation Plan Report*. 2009. [http://www.pedbikeinfo.org/pdf/PlanDesign\\_SamplePlans\\_Local\\_Bellevue2009.pdf](http://www.pedbikeinfo.org/pdf/PlanDesign_SamplePlans_Local_Bellevue2009.pdf).

<sup>51</sup> City of Eugene. *Eugene Pedestrian and Bicycle Master Plan*. 2012. [http://www.pedbikeinfo.org/pdf/PlanDesign\\_SamplePlans\\_Local\\_Eugene2012.pdf](http://www.pedbikeinfo.org/pdf/PlanDesign_SamplePlans_Local_Eugene2012.pdf).



Policy Tools and Actions	Administrator	Goals	More Information
<b>Infrastructure Financing.</b> Infrastructure improvement and maintenance are important for attracting private investment in redevelopment, but paying for infrastructure can be challenging for cities as resources for infrastructure financing dwindle. These tools are most applicable in communities where infrastructure problems are a major barrier to economic development, but local funding for capital improvements is scarce. For example, some historic downtowns have outdated utilities, crumbling sidewalks, and streets filled with potholes. To bring businesses and residents back downtown, investments are needed to update utilities and repair streets and sidewalks. <sup>52</sup>			
<b>47. Coordinated infrastructure investments:</b> Encourage coordinated infrastructure investment across city departments and with outside jurisdictions to reduce redundant tasks and save money. Wherever possible, improvements to walking and biking facilities should be made at the same time as larger infrastructure investments. This process could include establishing an interdepartmental or multijurisdictional working group, inventorying planned infrastructure improvements and identifying areas of overlap, and prioritizing projects and funding sources based on shared infrastructure requirements.	Planning department; could also include transportation department and other city agencies	G9, G13	See an example of a multijurisdictional infrastructure investment framework from the Central Corridor Funders Collaborative in Minneapolis/St. Paul. <sup>53</sup>
<b>48. Developer impact fees:</b> To pay for infrastructure improvements, such as green infrastructure, streetscape improvements, and bike lanes, charge new development projects one-time fees to defray the costs of expanding public services. These fees are typically collected on a pay-as-you-go basis and used to cover one-time capital investments rather than ongoing operations and maintenance.	Planning department	G9	For more information on these and other local infrastructure financing tools, see EPA's <i>Infrastructure Financing Options for Transit-Oriented Development</i> . <sup>54</sup>
<b>49. Special assessment districts:</b> Work with local property and business owners to build support for a special assessment district, where property and/or business owners pay a fee to fund specific improvements in the area. As allowable types of special assessment districts vary by state, the city would need to research the legal structure and steps to implementation.	Economic development department	G4, G8	

<sup>52</sup> For a more comprehensive overview of infrastructure financing tools and mechanisms, see EPA. *Infrastructure Financing Options for Transit-Oriented Development*. 2013. <http://www.epa.gov/smartgrowth/infrastructure-financing-options-transit-oriented-development>.

<sup>53</sup> Central Corridor Funders Collaborative. "Investment Framework." <http://www.funderscollaborative.org/partners/investment-framework>. Accessed Jun. 27, 2014.

<sup>54</sup> EPA. *Infrastructure Financing Options for Transit-Oriented Development*. 2013. <http://www.epa.gov/smartgrowth/infrastructure-financing-options-transit-oriented-development>.

Policy Tools and Actions	Administrator	Goals	More Information
<b>50. Tax increment financing (TIF):</b> TIF captures the increase in tax revenues associated with new investment in areas designated for redevelopment; those increases are then used to fund additional improvements. In states where TIF is available, use TIF to fund infrastructure improvements, affordable housing, and other catalytic development projects.	Redevelopment agency	G9	



# Town of Smooth Rock Falls Community Improvement Plan

As Adopted by  
The Council of the Corporation of the Town of Smooth Rock Falls  
September 11, 2014

Prepared for:

Corporation of the Town of Smooth Rock Falls  
142, 1<sup>st</sup> Avenue, P.O. Box 249  
Smooth Rock Falls, ON  
P0L 2B0



Prepared by:

J.L. Richards & Associates Limited  
Engineers • Architects • Planners  
217-469 Bouchard Street  
Sudbury, ON P3E 2K8



JLR NO. 26159



# Town of Smooth Rock Falls Community Improvement Plan

---

## TABLE OF CONTENTS

1.0	INTRODUCTION .....	1
1.1	Purpose .....	1
1.2	Goals and Objectives .....	1
1.3	Community Improvement Project Area .....	1
2.0	LEGISLATION REVIEW .....	2
2.1	Municipal Act .....	2
2.2	Planning Act .....	2
3.0	POLICY REVIEW .....	3
3.1	Provincial Policy Statement, 2014 .....	3
3.2	Growth Plan for Northern Ontario .....	3
3.3	Town of Smooth Rock Falls Long Range Planning Studies .....	4
3.4	Town of Smooth Rock Falls Official Plan .....	5
3.5	Town of Smooth Rock Falls By-laws .....	5
4.0	PUBLIC WORKS .....	5
5.0	POTENTIAL CIP INCENTIVES AND TOOLS .....	6
5.1	Façade Improvement Grant Program .....	9
5.2	Signage Improvement Grant Program .....	10
5.3	Accessibility Improvement Grant Program .....	11
5.4	Parking Area and Landscaping Improvement Grant Program .....	12
5.5	Architectural / Engineering Design Grant Program .....	13
5.6	Municipal Application / Permit Fees Rebate .....	14
5.7	Tax Increment Grant Program .....	15
5.8	Loan Guarantee Program – Residential .....	18
5.9	Loan Guarantee Program – Non-Residential .....	19
5.10	Economic Development Incentive Program .....	20
5.11	Municipal Property Acquisition and Sale Program .....	21
5.12	Project Feasibility Study Grant Program .....	22
5.13	Environmental Site Assessment Grant Program .....	23
5.14	Brownfields Financial Tax Incentive Program .....	24
5.15	Brownfields Rehabilitation Grant Program .....	26

6.0	IMPLEMENTATION.....	28
6.1	Application Review Process .....	28
6.2	Administration and Financial Implications .....	29
7.0	MONITORING AND AMENDMENTS .....	29

## 1.0 INTRODUCTION

The Town of Smooth Rock Falls is located on Highway 11 in the Cochrane District of Northeastern Ontario. It has a population of roughly 1,400 people. Major employers in Smooth Rock Falls are the Smooth Rock Falls Hospital, Conseil scolaire catholique du district des Grandes Rivières, District School Board Ontario North, the Town of Smooth Rock Falls, and the Blanchette Fresh Mart Inc. The Town also currently functions as a health care centre for surrounding communities, an area to access the northern winter road to the James Bay coast, and as a tourist centre for winter and outdoor activities. With these employers and functions in mind, the Town serves a broader regional population.

The Town is embarking on a Community Improvement Planning exercise in order to encourage residential, commercial and industrial development. The Plan also serves to assist with improvements in the Main Street commercial core of the Town to enhance the visual aspects of this area and incentivize improvements.

### 1.1 Purpose

The purpose of a Community Improvement Plan (CIP or Plan) is to allow for municipal incentives to stimulate private and public sector investment in a community. A CIP is a planning tool that establishes a framework for achieving community improvements to rehabilitate and revitalize project areas.

The CIP includes incentives to stimulate or encourage private and public sector investments and sets out guidelines for public and private sector improvements. The CIP can provide programs for municipal grants, loans, and rebates for private sector improvements.

### 1.2 Goals and Objectives

The objectives of the Town of Smooth Rock Falls CIP project are to:

- Support private and public sector involvement by providing a variety of financial incentives for new initiatives, undertaken by either existing residents/businesses or inbound investors;
- Support the creation of Seniors and/or Affordable Housing by considering any municipally-owned, undeclared surplus land for Seniors and/or Affordable Housing before any other use is considered;
- Support the Town's initiative to attract waterfront residential development;
- Encourage residential intensification opportunities, such as mixed use and infill developments, accessory apartments, and residential conversion of upper floors of commercial buildings;
- Improve the Town's visual image and condition;
- Provide for the continued social and economic viability of the Town of Smooth Rock Falls;
- Provide an environment that is attractive to new investment for residential, commercial, and industrial properties in the Town of Smooth Rock Falls;
- Encourage the ongoing maintenance, rehabilitation, redevelopment, upgrading, and improvement of the physical environment, within a framework of sound fiscal management
- Align with the Town's Strategic Plan and Economic Development Plan; and
- Align with the Town's Official Plan (OP).

### 1.3 Community Improvement Project Area

The Town of Smooth Rock Falls Community Improvement Project Area (Project Area) corresponds to the municipal boundaries of the Town of Smooth Rock Falls.

## 2.0 LEGISLATION REVIEW

### 2.1 Municipal Act

Municipalities are prohibited from directly or indirectly assisting industrial or commercial businesses by granting bonuses, as set out in Sections 106(1) and (2) of the *Municipal Act*. Prohibited actions include:

- giving or lending money or municipal property;
- guaranteeing borrowing;
- leasing or selling any municipal property at below fair market value; and
- giving a total or partial exemption from any levy, charge, or fee.

Section 106(3) of the *Municipal Act* provides an exception to this bonusing rule for municipalities exercising powers under the provisions of Section 365.1 of the *Municipal Act* or Section 28(6), (7), or (7.2) of the *Planning Act*.

Section 365.1(2) and (3) of the *Municipal Act* allows municipalities to pass a By-law providing tax assistance to an eligible property in the form of deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and development period of the property, both as defined in Section 365.1(1) of the *Municipal Act*. Section 365.1 of the *Municipal Act* operates within the framework of Section 28 of the *Planning Act*. A municipality with an approved CIP in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes. Municipalities may also apply to the Minister of Finance to provide matching education property tax assistance through the Brownfields Financial Tax Incentive Program (BFTIP).

### 2.2 Planning Act

Section 28 of the *Planning Act* allows municipalities, with provisions in their OPs relating to community improvement, to designate a "Community Improvement Project Area" by By-law and prepare and adopt a CIP for the Project Area. Once the CIP has been adopted by the municipality and comes into effect, the municipality may exercise authority under Section 28(6), (7), or (7.2) of the *Planning Act* or Section 365.1 of the *Municipal Act* in order that the exception provided for in Section 106(3) of the *Municipal Act* can be applied.

The *Planning Act* defines a "Community Improvement Project Area" as "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of the buildings or for any other environmental, social or community economic development reason."

"Community Improvement" is "the planning or replanning, design or redesign, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary," as defined in Section 28(1) of the *Planning Act*.

Once a CIP has come into effect, the municipality may:

- i) acquire, hold, clear, grade, or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);



- ii) construct, repair, rehabilitate, or improve buildings on land acquired or held by it in conformity with the CIP (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the CIP (Section 28(6)); and
- iv) make grants or loans, in conformity with the CIP, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for whole or any part of the eligible costs of the CIP (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a CIP for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction, and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements, or facilities.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* and tax assistance provided under Section 365.1 of the *Municipal Act, 2001* in respect of the land and buildings shall not exceed the eligible cost of the CIP with respect to those lands and buildings.

### 3.0 POLICY REVIEW

#### 3.1 Provincial Policy Statement, 2014

The Provincial Policy Statement (PPS) is issued under Section 3 of the *Planning Act* and is intended to guide municipalities in making planning decisions. The *Planning Act* requires that municipal decisions in respect of the exercise of any authority that affects a planning matter “shall be consistent with” the PPS. The PPS supports economic stability, business retention, growth remediation and redevelopment of brownfield sites. Section 1.7.1 c) of the PPS states that “long term economic prosperity should be supported by maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets.”

The PPS supports Smart Growth through urban growth management. For example, Section 1.1.3.3 of the PPS states “planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.” Therefore, the PPS supports downtown revitalization and brownfield redevelopment as a way to achieve the goal of promoting intensification and redevelopment. Other policies in the PPS (Sections 1.1.1 a), 1.1.1 g) and 1.6.3) support the management of growth to achieve efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term. This CIP is consistent with policy statements issued under the Act.

#### 3.2 Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario (2011) (GPNO) is a strategic framework to guide decision making and investment planning in Northern Ontario. The province recognizes the distinct competitive advantages that Northern Ontario can offer in certain economic sectors.

It is the Town's intention to align its economic development activities with the priority industry sectors identified in the GPNO, where possible.

### 3.3 Town of Smooth Rock Falls Long Range Planning Studies

The Town of Smooth Rock Falls is in the process of completing several other long-range studies concurrently with an OP update and the CIP that will guide and inform future land use planning decisions including:

- Municipal Service Delivery Plan (completed 2011);
- Asset Management Plan (completed 2013);
- Risk Management Plan (completed 2014);
- Personnel and Organizational Design Plan (completed 2014);
- Long-term Financial Plan (completed 2014);
- Waste Management Plan (completed 2014);
- Economic Development Plan (completed 2014); and
- Strategic Plan (completed 2014).

#### 3.3.1 Town of Smooth Rock Falls Economic Development Plan

The Town's Economic Development Plan sets out the following key areas on which to focus future economic development initiatives. The Town may consider using a CIP to provide financial support for these types of projects or other economic development initiatives that may emerge in the future.

- **Health Care and Housing (Seniors' Continuum of Care)**  
The Town's demographics, with a shift to a larger proportion of seniors, present an opportunity to develop care facilities, services, and housing. There is the opportunity for all levels of seniors' housing, including multi-residential apartments and institutional assisted living units.
- **Service Hub for Transportation on Highway 634**  
The Town recognizes its strategic location as a gateway for transportation on Highway 634 to the James Bay coast from the Highway 11 corridor. This presents the opportunity for service businesses which cater to the travelling public to locate in the Town in this location. Retail and services businesses focused on residents of the James Bay coast and potential commercial traffic associated with existing businesses on the James Bay coast and future commercial demand stemming from new resource development in the region should be encouraged.
- **Staging location for EnergyEast Pipeline project**  
The Energy East project involves the conversion of one of the existing TransCanada pipelines from natural gas to oil, including the construction of new pumping stations along the pipeline. The Town is ideally situated as a central location along the Highway 11 corridor and TransCanada pipeline network and has available sufficient land for storage and staging activities. While temporary in nature, there would be demand for industrial land, housing, and support services.
- **Waterfront Residential Properties**  
Located within the Town's boundaries are significant areas of vacant land situated on the Mattagami River with the potential to be developed into seasonal or year-round waterfront homes.

- **Economic Development Partnerships with First Nations and Aboriginal Organizations**  
The Town has the opportunity to develop partnerships for economic initiatives with local First Nations and Aboriginal organizations that may include (but not be limited to) power generation, tourism, transportation, and resource extraction and processing.
- **Agriculture**  
The Town contains significant areas of vacant land that are suitable for agricultural activities.
- **Solid Waste**  
The Town has the opportunity to generate economic activity from solid waste management, including gas recovery power generation and hosting regional waste management programs.

### 3.4 Town of Smooth Rock Falls Official Plan

The Town of Smooth Rock Falls is part of the Smooth Rock Falls Planning Board which includes the the Town and the unincorporated Geographic Township of Haggart. The Town is currently undertaking an update to the Planning Area's OP. The OP is anticipated to be adopted by Council in 2014 and submitted to the Ministry of Municipal Affairs and Housing (MMAH) for approval in 2014. The Draft OP sets out the rationale for preparing a CIP, priority areas for community improvement, and the range of actions that Council may undertake to implement CIPs.

The OP that is currently in effect for the Planning Area was approved in 1977. An OP Amendment (OPA) that was approved by MMAH on December 7, 1984 introduced policies which provided the Town with the ability to plan and implement a coordinated, comprehensive CIP program. The OPA also delineated the Community Improvement Project Area.

The CIP policies commit Council to undertake improvements to public buildings, services and facilities as part of the overall community improvement program. The CIP policies set goals and objective s for community improvements; set priorities for determining community improvement project areas; and suggest methods for implementing community improvement.

### 3.5 Town of Smooth Rock Falls By-laws

The Town of Smooth Rock Falls Zoning By-law was adopted by Council in 1979. Upon approval of the Planning Area's new OP, the Town will need to update its Zoning By-law to conform to the OP. In the interim, Zoning By-law 78-13 will apply. The lands within the Community Improvement Project Area are zoned in a number of different zoning categories. Any proposed development project will need to conform to the OP and meet Zoning By-law requirements, or will require applications for amendments to the Town's documents or Minor Variance.

The Town has a Sign By-law and Property Standards By-law and any proposed development project will need to meet By-law requirements to be eligible for CIP incentives.

## 4.0 PUBLIC WORKS

The Town is currently undertaking improvements and relocations to sewer and watermain south of Highway 11 at 7<sup>th</sup> and 8<sup>th</sup> Avenues. There are several areas throughout the Town where public infrastructure is located at rear laneways. It is the intent that eventually this will be relocated to the street right-of-ways.

The condition assessment as part of the Town's Asset Management Plan indicates a fairly significant degree of deterioration of the Municipality's infrastructure, with all asset categories except storm sewers and buildings having majority ratings as either fair or poor. Immediate work is required in several areas, as well as major capital investment requirements over the next ten years.

Specific public improvement projects are not identified as part of this CIP. However, the Town may decide to participate in improvements to public lands and facilities when undertaking water, sewer, and road reconstruction projects as follows:

- Streetscape improvements within the municipal right-of-way including new street trees, tree planters, bicycle stands, and/or street furniture or other improvements;
- Trail developments; and
- Coordination of public art on private lands and/or municipal lands.

## **5.0 POTENTIAL CIP INCENTIVES AND TOOLS**

The following incentives and tools could be used to promote development and improvements in the Community Improvement Project Areas. The purpose, type, duration, eligibility criteria, and application requirements for each of the financial incentive programs are described in detail below.

### **GENERAL PROGRAM REQUIREMENTS**

The general and program specific requirements contained in this CIP are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as necessary on a property specific basis. All of the financial incentive programs contained in this CIP are subject to the following general requirements, as well as the individual requirements specified under each program.

- a) The Town reserves the right to audit the cost of project feasibility studies, environmental studies, environmental remediation works, and/or rehabilitation works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- b) The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including, without limitation, costs incurred in anticipation of a grant, loan, and/or tax assistance;
- c) If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce, or cancel the approved grant, loan, and/or tax assistance;
- d) The Town may discontinue any of the programs at any time, but applicants with approved grants, loans, and/or tax assistance will still receive said grant, loan, and/or tax assistance, subject to meeting the general and program specific requirements;
- e) All proposed works approved under the incentive programs and associated improvements to buildings and/or land shall conform to all Municipal By-laws, policies, procedures, standards, guidelines, including applicable OP and Zoning requirements, and approvals;
- f) The improvements made to buildings and/or land shall be made pursuant to a Building Permit and/or other required permits, and constructed in accordance with the Ontario Building Code and/or other municipal requirements;
- g) Outstanding charges owing to the Town (i.e. tax arrears, and water/sewer charges), work orders, and/or orders or requests to comply must be satisfactorily addressed prior to application processing and grant, loan, and/or tax assistance payment;



- h) Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town; and,
- i) The total of all grants (excluding tax assistance) provided in respect of the particular lands and buildings of an applicant under the programs contained in this CIP shall not exceed 50% of the cost of rehabilitating said lands and buildings.
- j) In all cases, if the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application and undertake the works.
- k) In all cases, applicants shall enter into a maintenance agreement with the Town and shall undertake to keep the property and specifically those parts of the property subject to the CIP improvement project in good condition.
- l) Projects must be completed within two years of approval for the Economic Development Incentive Program and one year of approval for all other programs, but recipients may apply for a grant extension.

Council retains the right, in its sole and absolute discretion, to extend, revise, or alter this CIP beyond the five-year horizon, at any time during the five-year operational period of the Plan, subject to the objectives of Council and the satisfactory performance of the Plan in the opinion of Council.

The following programs are available to the Town during the initial five-year period of the CIP (2014-2018). However, Council will review its municipal budget on a yearly basis and decide on which programs are in effect on a yearly basis.

Building and Site Improvement Programs

- 1. Façade Improvement Grant Program
- 2. Signage Improvement Grant Program
- 3. Accessibility Improvement Grant Program
- 4. Parking Area and Landscaping Improvement Grant Program
- 5. Architectural / Engineering Design Grant Program

Municipal Fee Reduction & Tax Increment Grant Programs

- 6. Municipal Application / Permit Fees Rebate
- 7. Tax Increment Grant Program

Loan Programs

- 8. Loan Guarantee Program – Residential
- 9. Loan Guarantee Program – Non-Residential
- 10. Economic Development Incentive Program

Sale of Lands for Below Market Value

- 11. Municipal Property Acquisition and Sale Program

Brownfields Programs

- 12. Project Feasibility Study Grant Program
- 13. Environmental Site Assessment Grant Program
- 14. Brownfields Financial Tax Incentive Program
- 15. Brownfields Rehabilitation Grant Program

The table on the following page presents a summary of the recommended CIP programs.

Program	Grant Amount
Façade Improvement Grant Program	Up to maximum of 50% of eligible costs up to a maximum grant of \$4,000
Signage Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$2,000
Accessibility Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000
Parking Area and Landscaping Improvement Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$4,000
Architectural / Engineering Design Grant Program	Up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000
Municipal Application/Permit Fees Rebate	Building Permit Fees: up to 50% reduction in building permit fees; up to a maximum of \$2,500  Signage Permit Fees, Demolition Permit Fees: up to 100% reduction in permit fees; up to a maximum of \$500 for each type of permit  Landfill Fees: up to 50% rebate of landfill fees; up to a maximum of \$500
Tax Increment Grant Program	For eligible non-residential properties: <ul style="list-style-type: none"> <li>- 75% rebate in year 1</li> <li>- 50% rebate in year 2</li> <li>- 25% rebate in year 3</li> </ul> For multi-residential, seniors housing, or affordable housing projects, and residential projects in the urban area: <ul style="list-style-type: none"> <li>- 100% rebate in year 1</li> <li>- 50% rebate in year 2</li> <li>- 25% rebate in year 3</li> </ul> For waterfront residential properties <ul style="list-style-type: none"> <li>- 100% rebate in year 1</li> <li>- 50% rebate in year 2</li> </ul>
Loan Guarantee Program – Residential	Loan guarantee of up to 50% of construction costs up to a maximum of \$100,000
Loan Guarantee Program – Non-residential	Loan guarantee of up to 50% of construction costs up to a maximum of \$500,000
Economic Development Incentive Program	Loan or grant up to a maximum of 15% of eligible costs up to a maximum of \$1,000,000
Municipal Property Acquisition and Sale Program	Up to maximum of 90% below market value
Project Feasibility Study Grant Program	Up to 50% of eligible costs to a maximum grant of \$2,500
Environmental Site Assessment Grant Program	Up to 50% of eligible costs to a maximum grant of: <ul style="list-style-type: none"> <li>- \$5,000 per study; and</li> <li>- \$10,000 per property.</li> </ul>
Brownfields Financial Tax Incentive Program	Cancellation of Municipal and School taxes by by-law up to 100% for the period of rehabilitation and development (Up to a maximum of 3years)
Brownfields Rehabilitation Grant Program	<ul style="list-style-type: none"> <li>- 50% rebate in years 1-10</li> </ul>

## 5.1 Façade Improvement Grant Program

Purpose	To stimulate private investment in the existing commercial areas of the Community Improvement Project Areas and to promote the undertaking of building façade improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$4,000, whichever is less, per property;</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on Final Completion</li> </ul>
Eligible Costs	<p>Improvements to the Front or Corner Side Façades designed specifically to enhance the look and appearance of these elevations of the property including:</p> <ul style="list-style-type: none"> <li>- Restoration of the brickwork or cladding, including exterior painting;</li> <li>- Replacement or repair of cornices, eaves, parapets, windows, doors, and other significant architectural details;</li> <li>- Repair, replacement, or addition of awnings, marquees, and canopies;</li> <li>- Repair, replacement, or addition of exterior lighting;</li> <li>- Street furniture related to the façade;</li> <li>- Modifications to the entranceway; and</li> <li>- Any other work as approved by the Town.</li> </ul>
Applicable Project Areas	All businesses and multi-residential developments located within the Project Area.
Additional Requirements	<p>Minimum improvement costs: \$1,000</p> <p>Applicants will submit design drawings, architectural/engineering plans, and a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>

## 5.2 Signage Improvement Grant Program

Purpose	To promote the undertaking of signage improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$2,000, whichever is less, per property;</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on Final Completion</li> </ul>
Eligible Costs	<p>Improvements to or placement of new building or free-standing signage including:</p> <ul style="list-style-type: none"> <li>- Graphic design of signage;</li> <li>- Sign materials and construction;</li> <li>- Sign lighting; and</li> <li>- Any other signage-related work as approved by the Town.</li> </ul>
Applicable Project Areas	All businesses located within the Project Area
Additional Requirements	<p>May apply to multiple signs, up to the maximum allotted per property.</p> <p>Applicants will submit design drawings indicating proposed signage improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p>



### 5.3 Accessibility Improvement Grant Program

Purpose	To promote the undertaking of building accessibility improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$5,000, whichever is less, per property;</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on Final Completion</li> </ul>
Eligible Costs	<p>Provision of accessibility improvements, including:</p> <ul style="list-style-type: none"> <li>- Installation of wheelchair ramps;</li> <li>- Installation of automatic doors;</li> <li>- Installation of other accessibility improvements external to the building; and</li> <li>- Any other related work as approved by the Town.</li> </ul>
Applicable Project Areas	All businesses and multi-residential developments located within the Project Area.
Additional Requirements	<p>Minimum improvement costs: \$2,000</p> <p>Applicants will submit design drawings, architectural/engineering plans, a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p>

#### 5.4 Parking Area and Landscaping Improvement Grant Program

Purpose	To promote a greener and more aesthetically pleasing streetscape by providing for landscaping and parking area improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$4,000, whichever is less, per property;</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on Final Completion</li> </ul>
Eligible Costs	<p>Site improvement works/materials, including the following:</p> <ul style="list-style-type: none"> <li>- Resurfacing and line painting;</li> <li>- Street furniture for the parking area or landscaped areas;</li> <li>- Labour;</li> <li>- Professional fees;</li> <li>- Purchase and/or installation of landscaping materials (excluding annual planting materials); and</li> <li>- Any other related work as approved by the Town.</li> </ul>
Applicable Project Areas	All businesses and multi-residential buildings located within the Project Area
Additional Requirements	<p>Minimum improvement costs: \$1,000</p> <p>Applicants will submit design drawings, landscaping/site plans, a work plan indicating proposed improvements, and a cost estimate for the works.</p> <p>The grant will be paid based on the actual cost of the work, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> <p>The Town reserves the right to request additional plans or studies, such as lot grading plans, drainage plans, and stormwater management plans.</p>

## 5.5 Architectural / Engineering Design Grant Program

Purpose	To promote the undertaking of planning concepts, urban design drawings, and architectural plans, and/or engineering studies for site development and building façade improvements in preparation for site/building redevelopment and improvements.
Grant Amount & Disbursement	<p>Matching grant of up to a maximum of 50% of eligible costs up to a maximum grant of \$1,000, whichever is less, per property.</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on Final Completion of the CIP project improvement.</li> </ul>
Eligible Costs	<p>May include the following professional fees:</p> <ul style="list-style-type: none"> <li>- Architectural services, engineering consulting services, and/or planning consulting services;</li> <li>- Concept plans;</li> <li>- Design drawings;</li> <li>- Building façade plans;</li> <li>- Any other related study as approved by the Town.</li> </ul>
Applicable Project Areas	All businesses and multi-residential developments located within the Project Area
Additional Requirements	<p>This grant will apply to a maximum of one study per property.</p> <p>Applicants will submit a work plan for the study indicating proposed improvements and a cost estimate for the study from a qualified consultant.</p> <p>The grant will be paid based on the actual cost of the study, up to the amount approved in the application.</p> <p>All completed drawings/plans must comply with the description of the work plan as provided in the grant application form.</p> <p>Since this grant is disbursed only upon completion of the related works, it may be used in combination with another CIP incentive program.</p>

## 5.6 Municipal Application / Permit Fees Rebate

Purpose	To stimulate private investment in properties by reducing applicable municipal fees related to a CIP improvement project which improves the façade, signage, accessibility, parking areas, or landscaping, or provides residential units.
Grant Amount & Disbursement	<p>Building Permit Fees: up to 50% reduction in building permit fees; up to a maximum of \$2,500</p> <p>Signage Permit Fees: up to 100% reduction in sign permit fees; up to a maximum of \$500</p> <p>Demolition Permit Fees: up to 100% reduction in demolition permit fees; up to a maximum of \$500</p> <p>Landfill Fees: up to 50% rebate of landfill fees; up to a maximum of \$500</p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% upon completion of the work.</li> </ul>
Eligible Costs	<p>Grant applies to:</p> <ul style="list-style-type: none"> <li>- Building permit fees for improvements related to a CIP improvement</li> <li>- Signage permit fees</li> <li>- Demolition permit fees for demolitions related to CIP improvements</li> <li>- Landfill fees</li> </ul>
Applicable Project Areas	All businesses and multi-residential properties located within the Project Area
Additional Requirements	None.



## 5.7 Tax Increment Grant Program

Purpose	To stimulate private investment and to promote the undertaking of building improvements and development on vacant land.
Grant Amount & Disbursement	<p>The total amount of the grant provided will not exceed the value of the work that resulted in the reassessment.</p> <p>This grant excludes the education portion of the tax bill. The Town is only able to rebate the municipal portion of the tax bill.</p> <p>The grant is based on the assessed value at the date of the application.</p> <p><b>For non-residential properties:</b></p> <p>The grant is provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> <li>- 75% rebate in year 1</li> <li>- 50% rebate in year 2</li> <li>- 25% rebate in year 3</li> </ul> <p>The owner is paying based on the full assessed amount in year 4.</p> <p>In order to qualify for the program, non-residential properties must be owned or otherwise controlled (directly or indirectly) by an individual who is a resident of Canada, a partnership (general or limited liability) that is controlled by individuals who are residents of Canada or a Canadian Controlled Private Corporation as defined under the <i>Income Tax Act</i> of Canada. Notwithstanding these considerations, the Town reserves the right to determine eligibility for non-residential properties, including the exclusion of any proponent that otherwise meets the eligibility requirement under the program.</p> <p><b>For multi-residential, seniors housing, or affordable housing projects, and residential projects in the urban area:</b></p> <p>The grant provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> <li>- 100% rebate in year 1</li> <li>- 50% rebate in year 2</li> <li>- 25% rebate in year 3</li> </ul> <p>The owner is paying based on the full assessed amount in year 4.</p> <p><b>For waterfront development properties:</b></p> <p>The grant provided over 2 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> <li>- 100% rebate in year 1</li> <li>- 50% rebate in year 2</li> </ul> <p>The owner is paying based on the full assessed amount in year 3.</p> <p>In order to qualify for the program, waterfront properties must be developed within the scope of the Town's waterfront development program. Waterfront properties developed elsewhere within the Town's boundaries may be considered for inclusion in the program on a case-by-case basis.</p>

	<p><b>For all properties:</b></p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% after payment of taxes, once the property has been reassessed by MPAC, following completion of the CIP project.</li> </ul> <p>The Town will collect the full amount of property taxes owed for each of the years of the program's applicability and will issue the grant to the approved applicant after final tax bills for each year have been collected. If the tax bill is not paid in full, the Town will cancel all future grants and collect past grants made as part of this program.</p> <p>The grant will not be provided based on a graduated reassessment by MPAC if done prior to completion of the project.</p>
Eligible Costs	Any improvements to properties/buildings in the CIP project areas which meet the CIP goals and objectives.
Applicable Project Areas	All non-residential, multi-residential, seniors housing, affordable housing, or waterfront development projects located within the Project Area.
Additional Requirements	<p>Minimum increase in assessment: \$25,000, directly related to a building permit for CIP improvements.</p> <p>The Tax Increment Grant may be received by a property owner and/or assignee in combination with any other incentive program offered by the CIP.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town describing, in detail, the improvements that are planned. The application must be submitted to the Town and approved prior to the improvements being made in order to be eligible for this program. The Town will review the application to ensure that the improvements are eligible. For the purpose of this program, eligible improvements are deemed to be improvements that will lead to an increase in the property's assessed value by improving the physical condition of the building and/or property in a manner that is consistent with the CIP's intent and design guidelines. For greater clarity, the construction of new buildings is an eligible activity.</p> <p>Projects are required to be in compliance with the Town's other By-laws and policies, including zoning and building regulations.</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>This program does not exempt property owners from an increase in municipal taxes due to a general tax rate increase or a change in assessment for any other reason after property has been improved, except by reason of an assessment appeal.</p> <p>The grant will be forfeited and repaid to the Town if the owner makes the decision to demolish or alter the property in a manner that does not comply with the CIP objectives before the grant period elapses.</p> <p>If the property is sold prior to completion of the project and receipt of the grant, subsequent owners may re-apply to the Town to be eligible to receive the grant.</p>

	<p>If the property is sold after completion of the project, and while the tax increment grant is being received, the grant expires upon transfer of ownership. Subsequent owners are not eligible to continue receiving the grant for the tax increase associated with the project which has already been completed.</p> <p>The grant amount will be established after the final inspection of the improvements in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p> <p>In the case of an assessment appeal, the Town and the owner shall come to an agreement regarding appropriate alteration of the grant as a result of the appeal.</p>
--	--

## 5.8 Loan Guarantee Program – Residential

Purpose	To stimulate private investment in residential properties by assisting individuals in obtaining financing for new home construction.
Grant Amount & Disbursement	The total amount of the loan guarantee will not exceed 50% of the cost of new home construction to a maximum of \$100,000. This loan guarantee is based on the difference between the original approved mortgage amount and the actual construction costs. The loan guarantee shall be in force for a maximum of 5 years, after which time the Town may extend the loan guarantee at its discretion.
Eligible Costs	New home construction costs.
Applicable Project Areas	All new residential construction within the Project Area.
Additional Requirements	<p>In order to qualify for the program, the homeowner must obtain mortgage financing from a Schedule I chartered bank, credit union, or caisse populaire in the amount of 95% of the appraised value of the property</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>Projects are required to be in compliance with the Town's other By-laws and policies, including zoning and building regulations.</p> <p>If the property is sold, the guarantee shall be withdrawn and the subsequent owner may not apply for a guarantee.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town. The application must be submitted to the Town and approved prior to construction commencing in order to be eligible for this program. The Town will review the application to ensure that the project is eligible.</p> <p>The guarantee amount will be established after the final inspection of the construction in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p>



## 5.9 Loan Guarantee Program – Non-Residential

Purpose	To stimulate private investment in non-residential properties by assisting individuals in obtaining financing for new construction.
Grant Amount & Disbursement	The total amount of the loan guarantee will not exceed 50% of the cost of new construction to a maximum of \$500,000. This loan guarantee is based on the difference between the original approved mortgage amount and the actual construction costs. The loan guarantee shall be in force for a maximum of 5 years, after which time the Town may extend the loan guarantee at its discretion.
Eligible Costs	New non-residential construction costs
Applicable Project Areas	All new non-residential construction within the Project Area.
Additional Requirements	<p>In order to qualify for the program, the property owner must obtain mortgage financing from a Schedule I chartered bank, credit union, or caisse populaire in the amount of 50% of the appraised value of the property</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>Projects are required to be in compliance with the Town's other By-laws and policies, including zoning and building regulations.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town. The application must be submitted to the Town and approved prior to construction commencing in order to be eligible for this program. The Town will review the application to ensure that the project is eligible.</p> <p>If the property is sold, the guarantee shall be withdrawn and the subsequent owner may not apply for a guarantee.</p> <p>The guarantee amount will be established after the final inspection of the construction in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p>

#### 5.10 Economic Development Incentive Program

Purpose	To stimulate private and public sector investment within the CIP area.
Grant Amount & Disbursement	<p>The total amount of financial assistance provided by the Town shall be up to 15% of eligible costs up to a maximum of \$1,000,000.</p> <p>Financial assistance can be provided in the form of either a loan (including subordinated debenture) or equity investment. All assistance provided by the Town will be repayable based on terms of the final contribution agreement negotiated by the Town and the proponent.</p> <p>The financial assistance will be provided upon 100% completion of the project.</p>
Eligible Costs	Eligible costs include but are not limited to construction (including new buildings or improvements to existing facilities), site servicing and the acquisition of furniture, equipment and other chattels.
Applicable Project Areas	Project Area.
Additional Requirements	<p>Projects are required to be in compliance with the Town's other By-laws and policies, including zoning and building regulations.</p> <p>Proponents will be required to submit a complete application to the Town. The application must be submitted to the Town and approved prior to construction commencing in order to be eligible for this program. The Town will review the application to ensure that the project is eligible, which may include due diligence concern the proponent and the project. The Town reserves the right to decline any project which may otherwise be eligible based on the results of its due diligence procedures or other concerns as may be identified by the Town.</p> <p>Proponents will be required to enter into an agreement with the Town concerning the assistance provided, which may include the requirement for proponents to provide security to the Town as a condition of the assistance.</p> <p>The amount of assistance will be established after the final inspection of the construction in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p>

### 5.11 Municipal Property Acquisition and Sale Program

Purpose	To stimulate private investment in properties by selling municipally-owned properties for less than market value.
Grant Amount & Disbursement	Council will consider the sale of Town-owned property at up to 90% less than market value.
Eligible Costs	N/A
Applicable Project Areas	All municipal-owned properties proposed for a residential, multi-residential, seniors housing, or affordable housing, or non-residential development project in the Project Area.
Additional Requirements	<p>Potential purchasers of municipally-owned land will be required to submit detailed architectural concepts and site drawings describing the proposal.</p> <p>Council, with recommendations from Staff, will determine the percentage below market value, if any, that the Town will sell the property for (up to the maximum amounts established by these guidelines) based on the development's design performance and the benefit to the public generated by the project, as determined by Council.</p> <p>The purchaser has two years to complete the development of the property. Should this not be met, council has the option to re-purchase the property at the original price or to extend the agreement.</p> <p>The Town will retain a right-of-first refusal to purchase the vacant property, at the original price, should the purchaser choose to divest the property prior to construction.</p>

## 5.12 Project Feasibility Study Grant Program

Purpose	To promote the undertaking of feasibility studies so that potential investors can obtain more and better information with respect to the costs of reusing, rehabilitating, and retrofitting brownfield buildings and lands.
Grant Amount & Disbursement	<p>Matching grant of 50% of eligible costs to a maximum grant of \$2,500, whichever is less.</p> <p>The grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on submission of the final completed study to the Town with the original invoice, indicating that the study consultants have been paid in full.</li> </ul>
Eligible Costs	<p>Eligible feasibility studies include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Structural analyses</li> <li>- Evaluation of mechanical and electrical systems</li> <li>- Concept plans</li> <li>- Market analyses</li> <li>- Any other related feasibility study as approved by the Town</li> </ul>
Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>This grant will apply to a maximum of one study per property.</p> <p>The applicant will agree to provide the Town with permission to provide the study to subsequent owners and interested parties, should the applicant decide not to proceed with reuse, rehabilitation or retrofitting of the site.</p> <p>Applicants will submit a work plan for the study and a cost estimate for the study from a qualified consultant.</p> <p>The grant will be paid based on the actual cost of the study, up to the amount approved in the application.</p> <p>All completed studies must comply with the description of the work plan as provided in the grant application form.</p>



### 5.13 Environmental Site Assessment Grant Program

Purpose	To promote the undertaking of environmental studies so that more and better information is available with respect to the type of contamination and potential remediation costs on brownfield properties.
Grant Amount & Disbursement	<p>Matching grant of 50% of eligible costs to a maximum grant of:</p> <ul style="list-style-type: none"> <li>- \$5,000 per study; and</li> <li>- \$10,000 per property.</li> </ul> <p>The grant will be disbursed as follows:</p> <ul style="list-style-type: none"> <li>- 100% on submission of the final completed study to the Town with the original invoice, indicating that the study consultants have been paid in full.</li> </ul>
Eligible Costs	<p>Eligible environmental studies include:</p> <ul style="list-style-type: none"> <li>- Phase II Environmental Site Assessment (ESA);</li> <li>- Remedial Work Plan; and</li> <li>- Risk Assessment.</li> </ul>
Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>A Phase I ESA has become a standard requirement of most financial institutions. A Phase I ESA does not provide detailed information with respect to the type of contamination and cost of remediation. Therefore, Phase I ESAs are not eligible for funding under this program. To be eligible to apply for this grant, a Phase I ESA must have been completed on the property, must be submitted to the Town, and must show that the property is suspected of environmental contamination.</p> <p>The grant will only be offered on eligible properties where there is potential for rehabilitation and/or redevelopment of the property.</p> <p>The applicant will agree to provide the Town with permission to notify any other subsequent project proponents of the existence of an environmental study or studies.</p> <p>Applicants will submit a work plan for the study and a cost estimate for the study from a qualified consultant.</p> <p>The grant will be paid based on the actual cost of the study, up to the amount approved in the application.</p> <p>The grant may be reduced or cancelled if the study is not completed, not completed as approved, or if the consultant(s) that conducted the study are not paid.</p> <p>All completed studies must comply with the description of the work plan as provided in the grant application form.</p>

#### 5.14 Brownfields Financial Tax Incentive Program

Purpose	To encourage the remediation and rehabilitation of brownfield sites by providing a cancellation of the property tax increase on a property that is undergoing or has undergone remediation and development to assist with payments of the costs of environmental remediation.
Grant Amount & Disbursement	<p>Tax assistance is provided for up to 3 years, where the Town may pass a by-law providing for the cancellation of all or a portion of the taxes for municipal and school purposes:</p> <ul style="list-style-type: none"> <li>- Up to 100%</li> </ul> <p>The maximum 3 year period for tax assistance includes:</p> <ul style="list-style-type: none"> <li>- a maximum of 18 months for the rehabilitation period; and</li> <li>- the remainder for the development period to a date specified in the by-law or the date that tax assistance equals the sum of eligible costs.</li> </ul> <p>The total amount of the grant provided will not exceed the total of eligible costs incurred as part of the property rehabilitation and redevelopment.</p> <p>The municipal property tax assistance provided will cease:</p> <ul style="list-style-type: none"> <li>- when the total tax assistance provided equals the total eligible costs as specified above; or,</li> <li>- after 3 years, whichever comes first.</li> </ul> <p>The matching education property tax assistance will cease:</p> <ul style="list-style-type: none"> <li>- when the total tax assistance provided equals the total eligible costs as specified above; or,</li> <li>- after such time period as is approved by the Minister of Finance , whichever comes first.</li> </ul> <p>The property will be subject to passing of a By-law by the Town that authorizes the provision of the tax assistance. This By-law will contain conditions required by the Town as well as conditions required by the Minister of Finance. In order for the By-law to apply to education property taxes, before it is passed by the Town, the By-law must be approved in writing by the Minister of Finance.</p> <p>The matching education property tax assistance is subject to approval by the Minister of Finance. The matching education property tax assistance may be provided on a different schedule from the municipal property tax assistance provided by the Town and may be subject to additional conditions.</p>
Eligible Costs	<p>Eligible costs are the costs of any action taken to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the <i>Environmental Protection Act</i>. This includes the costs of:</p> <ul style="list-style-type: none"> <li>- Phase II ESAs, Remedial Work Plans, and Risk Assessments not covered by the Environmental Site Assessment Grant Program;</li> <li>- environmental remediation, including the costs of preparing a RSC;</li> <li>- placing clean fill and grading;</li> <li>- installing environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment;</li> <li>- monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Remedial Work Plan and/or Risk</li> </ul>

	<p>Assessment;</p> <ul style="list-style-type: none"> <li>- environmental insurance premiums.</li> </ul>
Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>The application must be accompanied by a Phase II ESA prepared by a qualified person that shows that the property does not meet the standards under subparagraph 4i of Section 168.4(1) of the Environmental Protection Act to permit a Record of Site Condition (RSC) to be filed in the Environmental Site Registry.</p> <p>The application must be accompanied by a Phase II ESA, Remedial Work Plan or Risk Assessment prepared by a qualified person that contains:</p> <ul style="list-style-type: none"> <li>- an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and</li> <li>- a work plan and budget for said environmental remediation and/or risk management actions</li> </ul> <p>If a property is sold by the original applicant within the 3 year term from the date of the passing of the By-law, both the municipal and education property tax assistance will cease. Rollover of any remaining municipal tax assistance into the Brownfields Rehabilitation Grant Program will not be permitted.</p> <p>As a condition of the application, the Town may require the applicant to submit a Business Plan for redevelopment of the property (as applicable), with said Plan to the Town's satisfaction.</p> <p>The property shall be rehabilitated such that the work undertaken will result in an increase in the assessed value of the property.</p> <p>All property owners participating in this program will be required to enter into an agreement with the Town that will specify the terms, duration, and default provisions of the tax assistance.</p> <p>All applications and agreements must be approved by Council.</p> <p>Should the owner of the property default on any of the conditions in the By-law, the tax assistance provided (plus interest) will become payable to the Town and the Province.</p> <p>The owner shall file in the Environmental Site Registry a RSC for the property signed by a qualified person, and the owner shall submit to the Town, (within six months of acknowledgement) proof that the RSC has been acknowledged by the Ministry of the Environment (MOE).</p>

## 5.15 Brownfields Rehabilitation Grant Program

Purpose	To encourage the remediation, rehabilitation and adaptive re-use of brownfield sites by providing grants to help pay for additional rehabilitation costs normally associated with brownfield sites.
Grant Amount & Disbursement	<p>The grant is provided for up to 10 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> <li>- 50% rebate in years 1-10</li> </ul> <p>The annual grant available under the BRGP can be paid only once final site/building inspection has taken place, reassessment of the property has taken place, and the property owner has paid the property taxes in full for the year in which the grant is to be provided. If an application for both the Rehabilitation Grant Program and the BFTIP have been approved, the annual grant available under the Rehabilitation Grant Program will begin when the benefits of the BFTIP end.</p> <p>In no case will the total amount of the grant provided under the Rehabilitation Grant Program exceed the total of eligible costs incurred.</p> <p>The applicant will initially pay for the entire cost of rehabilitation. When the Town receives the incremental property taxes that result from the rehabilitation project, the Town will reimburse the applicant in the form of an annual grant equivalent to 50% of the increase in municipal taxes that results from the project for a period of up to 10 years, or up to the time when total grant payments equal total eligible costs, whichever comes first.</p>
Eligible Costs	<p>Eligible costs include the costs of:</p> <ul style="list-style-type: none"> <li>- Phase II ESAs, Remedial Work Plans, and Risk Assessments not covered by the Environmental Site Assessment Grant Program or the BFTIP;</li> <li>- environmental remediation, including the costs of preparing a RSC, not covered by the Property Tax Assistance Program;</li> <li>- placing clean fill and grading not covered by the BFTIP;</li> <li>- installing environmental and/or engineering controls/works, as specified in the Remedial Work Plan and/or Risk Assessment, not covered by the BFTIP;</li> <li>- monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Remedial Work Plan and/or Risk Assessment, not covered by the BFTIP;</li> <li>- environmental insurance premiums not covered by the BFTIP;</li> <li>- the following Leadership in Energy and Environmental Design (LEED) Program Components: <ul style="list-style-type: none"> <li>- base plan review by a certified LEED consultant;</li> <li>- preparing new working drawings to the LEED standard;</li> <li>- submitting and administering the constructed element testing and certification used to determine the LEED designation;</li> </ul> </li> <li>- demolishing buildings;</li> <li>- building rehabilitation and retrofit works;</li> <li>- upgrading on-site infrastructure, including water services, sanitary sewers and stormwater management facilities;</li> <li>- constructing/upgrading off-site infrastructure, including roads, water services, sanitary sewers, stormwater management facilities, electrical and gas utilities, where this is required to permit remediation, rehabilitation and/or adaptive reuse of the property that is subject of the application.</li> </ul>



Applicable Project Areas	All brownfield properties proposed for a development project in the Project Area.
Additional Requirements	<p>An application can be made for the BRGP or the BFTIP, or both programs together.</p> <p>As a condition of approval of an application for a Rehabilitation Grant, the applicant must enter into an agreement with the Town. This Agreement will specify the terms, duration and default provisions of the grant. This Agreement is also subject to approval by Town Council.</p> <p>The assessment and municipal property taxes ("base rate") will be determined before commencement of the project. The increase in municipal property taxes (or "municipal tax increment") is calculated by subtracting the municipal property taxes before reassessment from municipal property taxes after reassessment by the Municipal Property Assessment Corporation (MPAC) following project completion. The amount of the grant will be recalculated every year based on the municipal property taxes levied and the municipal tax increment every year.</p> <p>Such application shall include reports, plans, estimates, contracts and other details as may be required to satisfy the Town with respect to the eligible costs and conformity of the project with the CIP.</p> <p>If the application includes costs for environmental remediation, the application must be accompanied by a Phase II ESA, Remedial Work Plan or Risk Assessment Plan prepared by a qualified person that contains:</p> <ul style="list-style-type: none"> <li>- an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in or under the property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under Section 168.4 of the <i>Environmental Protection Act</i>; and</li> <li>- a work plan and budget for said environmental remediation, and/or risk management actions.</li> </ul> <p>As a condition of the grant application, the Town may require the applicant to submit a Business Plan, with said Plan to the Town's satisfaction.</p> <p>The property shall be rehabilitated such that the amount of work undertaken is sufficient, at a minimum to result in an increase in the assessed value of the property.</p> <p>All applicants participating in this program will be required to enter into an agreement with the Town, which will specify the terms of the grant.</p> <p>If a building(s) erected on a property participating in this program is demolished before the grant period expires, the remainder of the monies to be paid out under the grant shall be forfeited.</p> <p>The owner shall file in the Environmental Site Registry a RSC for the property signed by a qualified person, and the owner shall submit to the Town proof that the RSC has been acknowledged by the Ministry of the Environment (MOE). This condition applies even if the owner is applying only for non-environmental costs.</p>

## 6.0 IMPLEMENTATION

### 6.1 Application Review Process

Applications for the CIP incentive programs will be processed as follows:

1. Pre-application consultation with the Town.
2. Completion of application forms and submissions of any supporting documentation.
3. Screening of applications by the Town to ensure compliance with minimum eligibility requirements and design guidelines outlined in the CIP.
4. Evaluation by the Town.
5. The Town may require the signing of an agreement for certain programs which outline terms and conditions.
6. Prior to release of funds, the Town will require proof of all costs submitted by the applicant.

Evaluation of applications will be coordinated by the Chief Administrative Officer (CAO) with assistance from the Economic Development Officer (EDO), Manager of Protective Services in his/her capacity as Chief Building Officer (CBO), and other members of Town Council and Staff. The CAO will manage the implementation of the CIP.

Applications that require annual funding under the following programs will be accepted, evaluated, and determined on a 'first-come first-served' basis:

- Façade Improvement Grant Program
- Signage Improvement Grant Program
- Accessibility Improvement Grant Program
- Parking Area and Landscaping Improvement Grant Program
- Architectural / Engineering Design Grant Program
- Municipal Application / Permit Fees Rebate
- Economic Development Incentive Program

For the above programs, all funds allocated during a calendar year will be taken from the available CIP Incentive Reserve Fund during the year of approval for funding, even where funds are disbursed in the following calendar year. A portion of the CIP Incentive Reserve Fund will also be allocated for guarantees issued under the Loan Guarantee Program – Residential and Loan Guarantee Program – Non-Residential, with the amount of the CIP Incentive Reserve Fund allocated for guarantees to be determined by the Town.

Projects must be completed within two years of approval for the Economic Development Incentive Program and one year of approval for all other programs, but recipients may apply for a grant extension. Application intake for budgeted programs will occur until the amount of the CIP Incentive Reserve Fund is exhausted. These programs will be "closed" until the following year's municipal budget is approved and additional funds are contributed to the CIP Incentive Reserve Fund.

There is no annual cap on the following programs, and application intake will occur on an ongoing basis, however applications will still need to be reviewed and approved by the Town:

- Tax Increment Grant Program
- Municipal Property Acquisition and Sale Program
- Brownfields Financial Tax Incentive Program
- Brownfields Rehabilitation Grant Program

Applications are encouraged for projects which are eligible for funding under more than one program.

Council reserves the right to limit access to funding from multiple programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of scarce resources or the value of individual project funding is deemed to unduly limit the availability of community improvement funding to other projects in the Town.

At all times, the principle of matched funding necessitates that Council will not fund more than 50% of eligible costs or stated maximums, whichever is less.

Council may extend, revise, or alter this CIP during or beyond the initial five-year horizon subject to funding, the objectives of Council, and the performance of the CIP.

## 6.2 Administration and Financial Implications

This CIP will be administered by the Town of Smooth Rock Falls as part of the implementation of the Community Improvement Policies of the Town's OP.

For a CIP to be successful, it requires support from the business community and support from the Municipality in the form of funding and implementation. It is recommended that the Town allocate a minimum of **\$100,000 per year** towards the CIP Incentive Reserve Fund during the initial years of the CIP, with a maximum reserve balance of \$1,500,000.

The recommended funding is based on the anticipated level of development interest in the Community Improvement Project Area, recognition of the likely limitations on capital funds available to the Town, and scale of funding of incentives programs in comparable communities. It is not possible to accurately predict the number and scale of applications in advance of implementing the Plan. The recommended funds are minimums that should be approved in order to meet the goals of the Plan over the five-year term. These funding levels can then be evaluated and adjusted in future years of the Plan.

Funding allocations contained in this Plan are subject to review and approval by Town Council. Financial incentives proposed in this CIP are based on a five year cycle, but are also subject to the Town's fiscal situation and will be determined on a yearly basis during Council's annual budget allocation.

## 7.0 MONITORING AND AMENDMENTS

Town Staff will conduct periodic reviews of the CIP programs and activities relating to Community Improvement to determine their effectiveness and provide an update to Council. Council may amend this Plan as is necessary to ensure that the goals and objectives outlined in this Plan are achieved. Any

increase in program financing permitted under Section 28 of the *Planning Act* will require an amendment to this Plan. An extension to any program for up to an additional five years and any decrease in program financing due to Municipal budgetary constraints in any given year will not require amendments to this Plan.

The CIP will be monitored by the Town by reviewing the following performance measures:

- total amount of funding committed annually
- uptake of each program (applications submitted, applications granted, amount of funding provided)
- total value of private and public sector investments related to CIP programs
- vacant lands in the Town
- property assessments
- applicant satisfaction with application process and other materials

Following the first year of the program, the Town should evaluate the effectiveness of the organizational and funding structure of the CIP process, the evaluation process, and the amount of staff resources and other resources to administer, monitor, and market the Plan.

An amendment to the CIP requires a statutory public meeting with notice requirements in accordance with the *Planning Act*.



# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

## BY-LAW NO. 19-1434

---

### Being a bylaw to confirm the proceedings of Council of the Corporation of the Municipality of Temagami

---

**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by by-law.

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

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the January 10, 2019 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 Chief Administrative Officer 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 10<sup>th</sup> day of January, 2019.

---

Mayor

---

Clerk