

**From:** [Shelly Zubyck](#)  
**To:** [Sabrina Pandolfo](#)  
**Subject:** Notice of Non-renewal: Building Services Agreement  
**Date:** August 30, 2024 1:59:53 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

As you know, the Shared Services Agreement between the Municipality of Temagami and the City of Temiskaming Shores for Building Services expires on October 31<sup>st</sup>, 2024. Please be advised that on August 13<sup>th</sup>, 2024, Council passed the following resolution:

*“Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-029-2024; and  
That Council directs staff to provide the Municipality of Temagami notice of non-renewal for the Shared Building Services Agreement expiring October 31, 2024.”*

On or about November 1<sup>st</sup>, 2024, the City will return to the Municipality of Temagami all records obtained by the City in connection with the performance of the Building Services, subject to the right of the City to retain copies of the said records for its own files.

Please do not hesitate to contact me should you have any questions.

Thank you,

**Shelly Zubyck, CHRP, CHRL**  
Director of Corporate Services/CEMC  
**Corporation of the City of Temiskaming Shores**  
325 Farr Drive, P.O Box 2050, Haileybury, ON, P0J 1K0  
Office 705 672 3363 ext. 4107  
Fax 705 672 3200

