



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

**Thursday, September 27, 2018, 6:30 P.M.  
Welcome Center**

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

	<b>Pages</b>
<b>1. <u>CALL TO ORDER AND ROLL CALL</u></b>	
<b>2. <u>ADOPTION OF THE AGENDA</u></b>	<b>1</b>
Draft Motion: BE IT RESOLVED THAT the Regular Council Meeting Agenda dated September 27, 2018 be adopted as presented / amended.	
<b>3. <u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u></b>	
<b>4. <u>CLOSED SESSION</u></b>	
<b>4.1 Closed session regarding a personal matter</b>	
Draft Motion: BE IT RESOLVED THAT this Regular Council meeting proceed in camera at        p.m., under section 239 of the Municipal Act, 2001 as amended, in order to address matters pertaining to: (2)(b) Personal matter about an identifiable individual, including municipal or local board employees regarding correspondence received.	
<b>5. <u>ADOPTION OF MINUTES</u></b>	
<b>5.1 Regular Council Meeting Minutes August 23, 2018 - DRAFT Minutes</b>	<b>6</b>
Draft Motion: BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held August 23, 2018 be adopted as presented.	
<b>6. <u>BUSINESS ARISING FROM THE MINUTES</u></b>	
<b>7. <u>DELEGATIONS/ PRESENTATIONS</u></b>	
<b>7.1 Registered Delegations/ Presentations</b>	
<b>7.2 Unregistered Presentations (Maximum 15 Minutes in Total- in accordance with rules in By-law)</b>	
<b>8. <u>CONSENT AGENDA ITEMS</u></b>	
<b>9. <u>STAFF REPORTS</u></b>	
Draft Motion: BE IT RESOLVED THAT staff reports items numbered:        to        on this agenda be	

received by Council for information and be noted, filed, and recorded in the minutes of this meeting.

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

- 1. Memo 2018-054 - Waste Site and Transfer Station RFP** 14  
Draft Motion:  
BE IT RESOLVED THAT this memorandum is received; AND FURTHER THAT it be recommended to Council that effective October 15, 2018 the Strathy and Sisk Landfill Site Attendant proposal be awarded to Bryan Fontaine for a period of 18 months at a cost of \$60,000; AND FURTHER THAT the Briggs Landfill Site Landfill Attendant proposal be awarded to John Harding for a period of 18 months at a cost of \$43,800; AND FURTHER THAT the Welcome Centre Transfer Station Attendant and transporting waste from the Lake Temagami Access Point Dump Wagons proposal be awarded to John Harding for a period of 18 months at a cost of \$55 per bin and \$27 per hour when the Welcome Centre Transfer Station is open.
- 2. Memo 2018-M-056 - Process** 15
- 3. Memo 2018-M-057 - Treasurer/Administrator Memorandum** 17
- 4. Memo 2018-M-058 - Temagami Emergency Plan - vacancies** 18  
Draft Motion:  
BE IT RESOLVED THAT Council receive Memo 2018-M-058 regarding the Temagami Emergency Plan vacancies on both the Emergency Control Group and the Emergency Management Program Committee, AND FURTHER THAT Council appoint \_\_\_\_\_ to the position of Operations Manager in the Temagami Emergency Plan; AND FURTHER THAT \_\_\_\_\_ be appointed as the primary Community Emergency Management Coordinator(CEMC) for the Municipality; AND FURTHER THAT \_\_\_\_\_ be appointed to the Emergency Management Program Committee (EMPC).
- 5. Report 2018-022 - Temagami Fire Department August Monthly Report** 28
- 6. Memo 2018-060 - October Council and Committee of the Whole Meeting** 29  
Draft Motion:  
BE IT RESOVLED THAT Council receive Memo 2018-M-060; AND FURTHER THAT Council alter their meeting schedule for the month of October and hold one Council Meeting only on Thursday, October 18, 2018.
- 7. Memo 2018-M-061 - RED Funding** 30  
Draft Motion:  
BE IT RESOLVED THAT Council receive Memo 2018-M-061, and direct staff to withdraw the Municipality of Temagami's application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) for a "Connectivity Plan" through the Rural Economic Development (RED)Stream.
- 8. Memo 2018-M-062 - OTF Living Temagami Funding** 31  
Draft Motion:  
BE IT RESOLVED THAT Council receive Memo 2018-M-062 and approve the submission of the capital funding application from Living Temagami to the Ontario Trillium Foundation.

**10. COUNCIL COMMITTEE REPORTS**

<b>10.1</b>	<b>Items to be Considered Separately from Consent Agenda:</b>	
<b>1.</b>	<b>Memo 2018-059 - Shared Archaeological Map</b>	<b>44</b>
	Draft Motion: WHEREAS at the Committee of Adjustment (COA) meeting held on August 23, 2018, COA encourages a shared Archaeological Featured Maps with the Temagami First Nation (TFN); AND WHEREAS if Council deems it desirable to direct staff to request copies of the known Archaeological Featured Maps from the Temagami First Nation; AND WHEREAS within the request ensure that these maps can be provided to the Ministry of Tourism Culture and Sport to update the electronic data sharing database; NOW THEREFORE BE IT RESOLVED THAT Council receive Memo 2018-M-059 and direct staff to proceed.	
<b>2.</b>	<b>Report from Councillor Burrows regarding the Summit conference</b>	<b>45</b>
<b>11.</b>	<b><u>ANNOUNCEMENTS AND VERBAL REPORTS FROM MAYOR AND COUNCILLORS</u></b>	
<b>12.</b>	<b><u>CORRESPONDENCE</u></b>	
<b>12.1</b>	<b>Items to be Considered Separately from Consent Agenda:</b>	
	Draft Motion: BE IT RESOLVED THAT correspondence items numbered:     to     on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting.	
<b>1.</b>	<b>11663 - Ontario Clean Water Agency NSF 372 Requirements</b>	<b>55</b>
<b>2.</b>	<b>11664 - Town of Oakville Regulating the display and distribution of objectionable images</b>	<b>56</b>
<b>3.</b>	<b>11665 - City of North Bay Resolution regarding rental units</b>	<b>59</b>
<b>4.</b>	<b>11667 - Northeastern Ontario Tourism Forest Fire Marketing Assistance and RED Funding</b>	<b>60</b>
<b>5.</b>	<b>11668 - Federation of Northern Ontario Municipalities Board Election of Officers</b>	<b>68</b>
<b>6.</b>	<b>11699 - Federation of Northern Ontario Municipalities Appointment to Association of Municipalities</b>	<b>71</b>
<b>7.</b>	<b>11671 - Community Schools Alliance Annual Report of the Chair</b>	<b>73</b>
<b>8.</b>	<b>11672 - Ontario Clean Water Agency Temagami Operations Report 2nd Quarter 2018</b>	<b>84</b>
<b>9.</b>	<b>11673 - Temagami and District Chamber of Commerce Labour Market Reports and Newsletter August 2018</b>	<b>102</b>
<b>10.</b>	<b>11674 - Northeastern Ontario Tourism 2018 Annual General Meeting</b>	<b>110</b>
<b>11.</b>	<b>11675 - Ministry of Natural Resources and Forestry Great Lakes Basin Sustainable Water Agreement Comment Period</b>	<b>112</b>
<b>12.</b>	<b>11676 - South Glengarry Resolution regarding Paramedics as an essential service</b>	<b>115</b>
<b>13.</b>	<b>11677 - Temagami First Nation OMB hearing Date February 20, 2019</b>	<b>117</b>
<b>14.</b>	<b>11678 - Ontario Tire Stewardship Notice of Termination of Collector Agreement</b>	<b>122</b>
<b>15.</b>	<b>11679 - MNR and Forestry Forest Management Plan Temagami Forestry Unit Info session Oct. 12, 2018</b>	<b>124</b>
<b>16.</b>	<b>11680 - Remembrance Ontario Remembrance Day Information</b>	<b>128</b>
<b>17.</b>	<b>11681 - Ministry of the Environment and Climate Change Temagami North Drinking</b>	<b>130</b>

18.	11682 - Ontario Good Roads Association Conference 125th Anniversary February 24-27, 2018	156
13.	<b><u>BY-LAWS</u></b>	
13.1	<b>Items to be Considered Separately from Consent Agenda:</b>	
1.	<b>By-Law 18-1415- Joint Compliance Audit Committee and Terms of Reference for the 2018 Municipal Election</b>	158
	Draft Motion: BE IT RESOLVED THAT By-law 18-1415, being a by-law to appoint a Joint Compliance Audit Committee be taken as read a first, second and third time and finally passed this 27th day of September; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.	
14.	<b><u>APPROVED MINUTES OF COMMITTEE MEETINGS</u></b>	
	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 listed in the minutes of this meeting.	
14.1	<b>Planning Advisory Committee meeting held on May 15, 2018 - DRAFT Minutes</b>	166
14.2	<b>Planning Advisory Committee meeting held on June 12 2018 - DRAFT Minutes</b>	172
14.3	<b>Committee of Adjustment meeting held on August 23, 2018 - DRAFT Minutes</b>	179
15.	<b><u>UNFINISHED BUSINESS</u></b>	
15.1	<b>Temagami Train Station</b>	184
1.	<b>Memo 2018-055 - Train Station</b>	219
	Draft Motion: BE IT RESOLVED THAT Council receive Memo 2018-055 regarding the Temagami Train Station as an item for information.	
2.	<b>Notice of Motion regarding the Train Station</b>	
	Draft Motion: WHEREAS Living Temagami was awarded the Expression of Interest for the Temagami Train Station in June of 2017 and Council was to re-evaluate the interest in November of 2017; AND WHEREAS the re-evaluation has never taken place. NOW THEREFORE BE IT RESOLVED THAT Councillor Harding Chair, of Economic Development Advisory Committee, Councillor Prefasi, Chair of Parks and Recreation Service Advisory Committee, and Councillor Burrows re-evaluate the Expression of Interest and bring back the recommendation to Council for the best possible use for the Train Station.	
15.2	<b>Expressions of Interest for the Planning Advisory Committee</b>	225
	Draft Motion: WHEREAS By-Law 14-1198 - Terms of Reference for Standing Advisory Committees states that all expression of interest shall be forwarded to Council and the applicable Committee Chair for recommendation to Council; NOW THEREFORE BE IT RESOLVED THAT Council adopt the recommendation of the Chair of the Planning Advisory Committee; AND FURTHER THAT Council hereby appoints Susan Olynyk from the Amalgamated Area and Nicole Brooker from the Lake Temagami Neighbourhood to the Planning Advisory	



Committee.

- 15.3     **11620 - Brian Peatfield and Jeff Hilts Letter regarding bond release and tax and user fee burden** 226

Draft Motion:

BE IT RESOLVED THAT the correspondence from Brian Peatfield and Jeff Hilts be referred to the General Government and Finance Committee.

- 15.4     **Notice of Reconsideration regarding Electronic Participation** 227

Draft Motion:

BE IT RESOLVED THAT resolution 18-137 regarding adoption of By-Law 18-1393 to provide for electronic participation be reconsidered.

Draft Motion:

BE IT RESOLVED THAT By-law 18-1393, being a by-law to amend Procedural Bylaw 16-1279 to provide for electronic participation be taken as read a first, second and third time and finally passed this 17th day of April 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

16.     **NEW BUSINESS**

17.     **NOTICES OF MOTION**

- 17.1     **Notice of Motion regarding Additional Parking at Access Point**

Draft Motion:

BE IT RESOLVED THAT Council direct staff to look at the approved Temagami Access Point Plan and identify the best new area as set out in the plan that would allow for the development of an additional 200 parking spaces; AND FURTHER THAT staff begin work on getting the required approvals for this work to be completed next spring and further that they be instructed to obtain a costing estimate for such work and that this item be put forth for consideration next year for budget purposes.

18.     **CONFIRMATION BY-LAW**

- 18.1     **By-law 18-1416 - Confirmation By-Law September 27, 2018** 235

Draft Motion:

BE IT RESOLVED THAT By-law 18-1416, 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 27th day of September; 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.



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**4.1 Closed session regarding a personal matter**

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1

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15.2	<b>Expressions of Interest for the Planning Advisory Committee</b>	220
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Committee.

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Draft Motion:

BE IT RESOLVED THAT resolution 18-137 regarding adoption of By-Law 18-1393 to provide for electronic participation be reconsidered.

Draft Motion:

BE IT RESOLVED THAT By-law 18-1393, being a by-law to amend Procedural Bylaw 16-1279 to provide for electronic participation be taken as read a first, second and third time and finally passed this 17th day of April 2018; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

16.     **NEW BUSINESS**

17.     **NOTICES OF MOTION**

- 17.1     **Notice of Motion regarding Additional Parking at Access Point**

Draft Motion:

BE IT RESOLVED THAT Council direct staff to look at the approved Temagami Access Point Plan and identify the best new area as set out in the plan that would allow for the development of an additional 200 parking spaces; AND FURTHER THAT staff begin work on getting the required approvals for this work to be completed next spring and further that they be instructed to obtain a costing estimate for such work and that this item be put forth for consideration next year for budget purposes.

18.     **CONFIRMATION BY-LAW**

- 18.1     **By-law 18-1416 - Confirmation By-Law September 27, 2018** 230

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BE IT RESOLVED THAT By-law 18-1416, 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 27th day of September; 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, August 23, 2018, 6:30 P.M.  
Welcome Center**

PRESENT: L. Hunter, D. Burrows, D. O'Mara, J. Harding, C. Lowery  
ABSENT: R. Prefasi (With Notice)  
STAFF: B. Turcotte, J. Sanderson, T. Lepage, C. Davidson

**CALL TO ORDER AND ROLL CALL**

Mayor Hunter called the meeting to order at 6:30p.m. There were 8 people in the audience. The Mayor called the roll.

**ADOPTION OF THE AGENDA**

18-354

MOVED BY: J. Harding

SECONDED BY: D. Burrows

BE IT RESOLVED THAT the Regular Council Meeting Agenda dated August 23, 2018 be adopted as presented.

**CARRIED**

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

Councillor Lowery declared on item 17.2 as her husband is a shareholder in Temagami Barge.

**CLOSED SESSION**

**Proposal of Pending Disposition of Land by the Municipality & Receiving of Advice regarding a personnel matter.**

A motion to move to closed session under section 239 of the Municipal Act in order to address matters pertaining to subsections: (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board regarding Part 3 of Reference Plan 36R-10857 at the Industrial Park; and (f) the receiving of advice that is subject to solicitor/client privilege, regarding a personnel matter.

18-355

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED THAT this Regular meeting proceed in camera at 6:32 p.m., under section 239 of the Municipal Act, 2001 as amended, in order to address matters pertaining to: (2) (c) A proposed or pending acquisition or disposition of land by the municipality or local board regarding Part 3 of Reference Plan 36R-10857 at the Industrial Park; and (f) the receiving of advice that is subject to solicitor/client privilege, regarding a personnel matter.

**CARRIED**

The meeting returned to open session at 6: 45 p.m. and Mayor Hunter reported that Council has received information from the Treasurer/Administrator on the personnel matter and Council gave direction regarding the proposed disposition of Part 3 of Reference Plan 36R-10857 at the Industrial Park.

### **ADOPTION OF MINUTES**

#### **18-08-14 - Committee of the Whole Meeting August 14, 2018 - DRAFT Minutes**

18-356

MOVED BY: C. Lowery

SECONDED BY: D. O'Mara

BE IT RESOLVED THAT the Minutes of the Committee of the Whole Council Meeting held August 14, 2018 be adopted as presented.

**CARRIED**

### **BUSINESS ARISING FROM THE MINUTES**

Council directed staff to follow up with requests for a delegation from xplornet and Bell Canada.

### **DELEGATIONS/ PRESENTATIONS**

#### **Registered Delegations/ Presentations**

None.

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

None.

### **CONSENT AGENDA ITEMS**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

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

**CARRIED**

#### **18-07-26 - Regular Council Meeting July 26, 2018 - DRAFT Minutes**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held July 26, 2018 be adopted as presented.

**CARRIED**

#### **Memo 2018-M-044 - Township of North Stormont Request for Support**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED that the Council of the Municipality of Temagami receives correspondence regarding resolution No. RES-1437-2018 from the Township of North Stormont; NOW



THEREFORE BE IT RESOLVED THAT Council receive Memo 2018-M-044; AND FURTHER THAT Council supports the request for the Province of Ontario to extend its areas of responsibilities to include any costs that municipalities may have to inherit from Green Energy Projects such as water quality, site restoration, and infrastructure repair.

**CARRIED**

**Memo 2018-M-045 - Camp Wanapitei Site Plan Amendment SPC-18-10**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council receive Memo 2018-M-045 regarding the proposed amendment of a previous site plan agreement; AND FURTHER THAT Council approve the proposed Site Plan Control Agreement SPC-18-10, being an amendment to the existing site plan for Camp Wanapitei Co-Ed Camps Limited.

**CARRIED**

**Memo 2018-M-046 - Pandolfo Site Plan Agreement SPC-18-05**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council receive Memo 2018-M-046 regarding the proposed site plan agreement; AND FURTHER THAT Council approve the proposed Site Plan Control Agreement SPC-18-05, for John and Diane Pandolfo.

**CARRIED**

**Memo 2018-M-048 - Clarification of Restricted Acts during Lame Duck**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED that the Council of the Municipality of Temagami receives this Memorandum for Information.

**CARRIED**

**Memo 2018-M-049 - Accounts Clerk**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED that the Council of the Municipality of Temagami receives this Memorandum for Information.

**CARRIED**

**Memo 2018-M-050 - Regarding Doctor Recruitment**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED that the Council of the Municipality of Temagami receives the letter of appeal from the Temiskaming Shores and Area Physician Recruitment and Retention Committee; AND FURTHER THAT Council directs Staff to forward \$2,406 (\$3 per census resident) to the Committee; AND FURTHER THAT Council directs staff to include an estimate for this contribution in the next 4 budget cycles.

**CARRIED**

**11657 - Temagami Shores Inn & Resort Request to contact MTO and have the speed limit decreased and start further from town**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council receive correspondence from Temagami Shores Inn & Resort dated August 7, 2018 regarding a request to contact MTO and have the speed limit decreased; AND FURTHER THAT this piece of correspondence be referred to the Protection to Persons and Property Advisory Committee (PP&P) for recommendations back to Council.

**CARRIED**

**11645A - Latempa Council follow up with the new Minister regarding the Lake Temagami Access Point**

18-357

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council receive correspondence from Latempa regarding follow up with the new Minister of the Northern Development and Mines; AND FURTHER THAT Council direct staff to update the previous presentation, send out to the current Minister and request an audience.

**CARRIED**

**STAFF REPORTS**

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

**Memo 2018-M-043 - Township of Howick Request for Support**

18-358

MOVED BY: D. Burrows

SECONDED BY: D. O'Mara

BE IT RESOLVED that the Council of the Municipality of Temagami receives correspondence regarding resolution No. 169/18 from the Township of Howick; NOW THEREFORE BE IT RESOLVED THAT Council receive Memo 2018-M-043; AND FURTHER THAT Council supports the petition to the Bereavement Authority of Ontario to amend Ontario Regulation 30/11 to allow borrowing of funds from the Care and Maintenance Trust Fund for capital improvements and purchases when other cemetery funds are exhausted.

**CARRIED**

**Report 2018-21 - Temagami Fire Department Monthly Report July 2018**

18-359

MOVED BY: C. Lowery

SECONDED BY: D. Burrows

BE IT RESOLVED THAT Council receive Report No. 2018-21 Temagami Fire Department Monthly Report; AND FURTHER THAT this item be received for information.

**CARRIED**

**Memo 2018-M-052 - COW meeting in September**

Council directed staff to advertise the Committee of the Whole meeting rescheduled to September 11.

18-360

MOVED BY: C. Lowery

SECONDED BY: D. Burrows

BE IT RESOLVED that the Council of the Municipality of Temagami change the next meeting of the Committee of the Whole to September 11, 2018 as a result of an unavoidable conflict.

**CARRIED**

**Memo 2018-M-053 - Treasurer Administrator Report**

18-361

MOVED BY: J. Harding

SECONDED BY: C. Lowery

BE IT RESOLVED that the Council of the Municipality of Temagami receive this report for information.

**CARRIED**

**COUNCIL COMMITTEE REPORTS**

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

**Memo 2018-M-051 - Economic Relief during the Fire Situations**

Councillor Harding informed Council that the Press Release from M.P.P. J. Vanthof in the North Bay Nugget has been forwarded to the Special Projects Coordinator.

18-362

MOVED BY: J. Harding

SECONDED BY: D. Burrows

BE IT RESOLVED THAT Council receive Memo 2018-M-051 regarding the Loss of Income resulting from the Fire Situation; AND FURTHER THAT Council accepts the recommendation from the Economic Development Advisory Committee that the Municipality of Temagami partner with our business community and take the lead in working with the various provincial ministries that may be involved in recovery efforts for the many aspects of our local economy that have been severely affected by this summer's fire activity.

**CARRIED**

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

- Councillor Lowery provided an update regarding the AMO Conference in Ottawa.

- L. Hunter provided an update on the debriefing of the Community Control Group and that a report will be brought back to Council reviewing the CEMC role and training.
- C. O'Mara will bring forth a recommendation regarding the Chair of PP&P be added to the Control Group for the next meeting.
- Councillor Harding requested information regarding the fire ban. J. Sanderson, Temagami Fire Chief provided an update regarding the current Fire Ban, and once the Province lifts the Restricted Fire Zone all burning permit holder will be notified.
- Councillor O'Mara Lake Watch information day was a success.
- L Hunter provided an update on the report from Phil Green and her conversation with James from the Ministry of Natural Resources and Forestry (MNRF). She further explained that a program for our community is being looked at regarding the type of forest we have in our community to ensure safeguard measures against Forest Fires.
- C. Davidson provided an update on the Temagami Public Library success with the rock painting day.

### **CORRESPONDENCE**

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

- **11659 - Northern Policy Institute State of the North Conference September 26 27 2018**  
This item was received for information.
- **11659A - Transforming Ontario's North Northern Ontario Leadership Summit Sept 11-13 2018**  
18-363  
MOVED BY: D. Burrows  
SECONDED BY: D. O'Mara  
BE IT RESOLVED THAT Councillor Burrows attend the Northern Ontario Leadership Summit in Cochrane.  
**CARRIED**
- **11660 - Living Temagami Heritage and Culture Centre Request for future letters of support for upcoming funding**  
Mayor L. Hunter read out the correspondence from Living Temagami. Council directed the Treasurer/Administrator to send correspondence back to Living Temagami that the funding be reviewed on a case by case basis and that Council supports and encourages their efforts.

### **BY-LAWS**

None

### **APPROVED MINUTES OF COMMITTEE MEETINGS**

18-364

MOVED BY: D. Burrows

SECONDED BY: C. Lowery

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 item were received for information:

- General Government and Finance Advisory Committee held on June 22, 2018

### **UNFINISHED BUSINESS**

#### **Expression of Interest for the Temagami Train Station**

18-364

MOVED BY: D. Burrows

SECONDED BY: J. Harding

BE IT RESOLVED THAT the Expression of Interest for the Train Station be deferred until the next Committee of the Whole.

**CARRIED**

### **NEW BUSINESS**

None.

### **NOTICES OF MOTION**

#### **Notice of Reconsideration for Hiring a Planner**

18-365

MOVED BY: J. Harding

SECONDED BY:

BE IT RESOLVED THAT Council reconsider Motion 18-307 As Amended.

*This motion was tabled as it did not receive a seconder.*

18-307 - As Amended

MOVED BY: B. Koski

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council receive Memo 2018-M-035 regarding the Official Plan Update Process; AND FURTHER THAT Council direct Staff to defer the issuance of a Request for Proposal for an appropriate planner and or consultant (individual or firm) for the Official Plan update process until January; AND FURTHER THAT Council direct Staff to defer hiring a planner on a short term contract and or a consultant for the Official Plan Update Process until January.

**CARRIED**

#### **Notice of Motion regarding Additional Parking at the Access Point**

*Councillor Lowery declared a conflict on this matter and moved away from the council table.*

18-

MOVED BY: D. O'Mara

SECONDED BY:

BE IT RESOLVED THAT Council direct staff to look at the approved Temagami Access Point Plan and identify the best new area as set out in the plan that would allow for the development of an additional 200 parking spaces; AND FURTHER THAT staff begin work on getting the required approvals for this work to be completed next spring and further that they be instructed to obtain a costing estimate for such work and that this item be put forth for consideration next year for budget purposes.

Council directed that this item be brought back at the next Committee of the Whole.

*Councillor Lowery returned to the council table.*

**CONFIRMATION BY-LAW**

**By-law 18-1414- To Confirm Proceedings of Council**

18-366

MOVED BY: D. Burrows

SECONDED BY: J. Harding

BE IT RESOLVED THAT By-law 18-1414, 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 23rd day of August; AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**ADJOURNMENT**

18-367

MOVED BY: D. O'Mara

SECONDED BY: J. Harding

BE IT RESOLVED THAT this meeting adjourn at 7:35 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2018-M-054

☒ **Staff**  
☒ **Committee**

**Subject:** Waste Site and Transfer Station RFP

**Agenda Date:** September 11, 2016

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT this memorandum is received; AND FURTHER THAT it be recommended to Council that effective October 15, 2018 the Strathy and Sisk Landfill Site Attendant proposal be awarded to Bryan Fontaine for a period of 18 months at a cost of \$60,000; AND FURTHER THAT the Briggs Landfill Site Landfill Attendant proposal be awarded to John Harding for a period of 18 months at a cost of \$43,800; AND FURTHER THAT the Welcome Centre Transfer Station Attendant and transporting waste from the Lake Temagami Access Point Dump Wagons proposal be awarded to John Harding for a period of 18 months at a cost of \$55 per bin and \$27 per hour when the Welcome Centre Transfer Station is open.

**INFORMATION**

Request for Proposals were issued with the response date set for August 17, 2017 for the Landfill Attendant for the Strathy and Sisk Landfill Sites, the Landfill Attendant for the Briggs Landfill Site and the Welcome Centre Transfer Station Attendant and the transporting waste from the Lake Temagami Access Point Dump Wagons. All Proposals were based on an 18-month service period.

There were two proposals initially received for the Attendant for the Strathy and Sisk Landfill Sites. Subsequent to the closing of the RFP we have been advised by one of the responders that they no longer wish their proposal to move forward. This leaves us with one proposal received from Bryan Fontaine at a proposed cost of \$60,000 for the 18-month period.

There was one proposal received for the Briggs Landfill Site Attendant from John Harding at a proposed cost of \$43,880 for the 18-month period.

There were two proposals received for the Welcome Centre Transfer Station and the Lake Temagami Access Point Dump Wagons. There were different rates provided based on a per dump, per hour or per day. In order to compare one proposal with the other the total cost over an 18-month period was considered. According to the proposal document, there were 195 annual bin removals from the Access Point and 43 from the Welcome Centre as well as 240 hours where the Welcome Centre Transfer Station was open. When the 18 month term was considered, the proposal submitted by John Harding was deemed to be \$922.50 lower than the other submission.

Consideration was given to splitting the Access Point from the Welcome Centre however the possibility of splitting the offering into its various components was not part of the information package and therefore, in Staff's opinion, this should not be split but valued as one agreement.

Staff also believe that it is prudent to establish the 18-month period so it starts after the Welcome Centre Transfer Station has concluded operations for the year. A start date of October 15, 2018 would accommodate this.

Based on the proposals received, and their valuation based on an 18-month period, the recommendation was made.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**

Name, Position

Name, Position



Corporation of the Municipality of Temagami

Memo No.  
2018-M-056

Memorandum to Council

☒ Staff  
☒ Committee

Subject:

Process

Agenda Date:

September 11, 2018

Attachments:

**RECOMMENDATION**

This memorandum is:

☒ To be received for information

**INFORMATION**

There has been some differences of opinion regarding how items make it to the Council Agenda, including correspondence. This memorandum is intended to provide some clarity on the processes being followed.

It should be remembered that Council, as approved in the Procedural By-Law, adopted the process by which the Committee of the Whole, Standing Committees and Advisory Committees were established. The purpose of these committees are to provide recommendations to Council, which are then debated at the Council meeting with Council making a decision based on the recommendation provided.

As correspondence is reviewed it is being separated into two categories. One being correspondence that is deemed to be for information and the other that is deemed to be items where further action will most likely be taken by Council. For the second category, Staff start to work on a report and this is typically included in the Staff Reports area of the agenda. The first category does not have a Staff report that accompanies the correspondence and is placed on the agenda under correspondence. These are typically reviewed at the Committee of the Whole and Council, at that meeting, provides direction what should move forward to Council and what should simply be received and filed.

While the Procedural By-Law does permit certain correspondence to bypass the Committee of the Whole process and be placed directly on a Council Agenda, this is reserved for items which cannot wait for the next Committee of the Whole meeting. What may be different, is that correspondence that is received after the agenda deadline for Committee of the Whole is not automatically placed on the Council Agenda. This is being done for two reasons. First, whether it is a result of strategic timing or not, missing the Committee of the Whole deadline should not be rewarded by allowing it to bypass the structure and second, Council established the Committee of the Whole and what the purpose of this group should be. By arbitrarily determining which correspondence is forwarded to the Committee of the Whole and which would just show up on the Council Agenda could work to minimize the effectiveness of the Committee of the Whole. In other words, if the Committee of the Whole is to determine what warrants further discussion at the Council meeting on information received on a Wednesday, then items received Thursday should have the same level of scrutiny, not simply advanced to the Council Agenda.

Similar the Standing and Advisory Committees were established to review items and make recommendations to Council. The most recent example of this is the Economic Advisory Committee that has been working with North Eastern Ontario Tourism Network on how to improve the economic activity in our area after this summer's fires. Aside from some of the limitations the Municipal Act places on us in the area of assistance to the business community, our Staff, working with this Committee has participated in a number of conference calls and consultation with businesses to see what type of assistance is required and how best we can do this.



Recommendations from this Committee are then forwarded to Council for action. While the Committee is working on the process, it is not proper for Council to start doing the work of the Committee.

While it may seem to be a long process to get decisions made, it is the process established by Council. For Council and/or Staff to bypass this structure and have items only on the Council Agenda, could be viewed as disrespecting our Procedural By-Law as well as those who are on the various Committees. While it may be necessary to do this from time to time, moving items directly to Council should be done with a considerable amount of care and only in cases where the Committee has demonstrated its inability or refusal to act.

**Prepared by:**

**Reviewed by:**

<b>Craig Davidson, Treasurer/Administrator</b>	
Name, Position	Name, Position



Corporation of the Municipality of Temagami

Memo No.  
2018-M-057

Memorandum to Council

☒ Staff  
☒ Committee

**Subject:** Treasurer/Administrator Memorandum

**Agenda Date:** September 27, 2018

**Attachments:**

**RECOMMENDATION**

This memorandum is:

☒ To be received for information

**INFORMATION**

Taxes have been billed and mailed out. This was completed a little later than in previous years and as a result, taxes are due in September and October. The various tax adjustments (write offs and supplementary taxation) will be completed in the last week of September.

The auditors completed their visit to the Municipal Office. There are still items that are being worked on in advance of the audit moving to completion. This is taking priority of most other items to ensure that we can finalize our reporting prior to the end of September. The audit process is taking a little longer than it should due to the number of individuals who were part of the treasury function in 2017 which lead to information being stored in various places.

Work has also started to ensure our accounting system is as complete. Some of our transaction streams are not integrated and require separate entries to record this information. This had not been done, for the most part, in 2018 which resulted in reports to various agencies, including the DSSAB for Ambulance reporting, also not being completed. We have now completed reporting for ambulance services to the end of July 2018.

Work has started on the tower project. There were structural deficiencies identified that required repair before painting was started. The painting should be completed in the very near future. As well, we have confirmed the quote for repairs to the arena roof and this project should be completed this fall.

We have been busy with election processes. One new area in the Municipal Elections Act, 1996, is the third party advertisers. While some of the processes and interpretations of the Act are being worked on, we are also trying to get the word out in several forms of the new legislation. We are encouraging people read the provincial document on third party advertisers and have a discussion with our Election Lead as the penalties established by the Act are maximum fines of \$25,000 for an individual or \$50,000 for a group in addition to up to six months in jail.

While on the topic of elections there are a few things that should be remembered. First, after the opening of Nominations on May 1<sup>st</sup>, present Council, according to the Act, are to refrain from being involved in the management of the Election. As well, while as Staff we are charged with administering the Election for the Municipality of Temagami, we have not written the legislation. The procedures that were established near the end of 2017 are intended to provide some local clarity on how the Election will be managed and our number one job is to ensure that the Election is managed in a way that is consistent with the Legislation and Procedures that have been established and in a manner that is fair for all those who have stepped forward to run in the Election.

Apart from these activities, priorities remain work on the new accounting system, keeping grant reporting up to date, updating our asset management plan, and working through the various processes and projects that were put on hold as a result of our staffing situation. We have advertised for two vacant positions and are working through this process.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**  
Name, Position

Name, Position



Corporation of the Municipality of Temagami

Memo No.  
2018-M-058

Memorandum to Council



Staff



Committee

Subject:

Temagami Emergency Plan - vacancies on the Municipal Emergency Control Group(ECG) and Emergency Management Program Committee

Agenda Date:

September 11, 2018

Attachments:

**RECOMMENDATION**

That Council consider the following motion:

BE IT RESOLVED THAT Council receive Memo 2018-M-058 regarding the Temagami Emergency Plan vacancies on both the Emergency Control Group and the Emergency Management Program Committee, AND FURTHER THAT Council appoint \_\_\_\_\_ to the position of Operations Manager in the Temagami Emergency Plan; AND FURTHER THAT \_\_\_\_\_ be appointed as the primary Community Emergency Management Coordinator(CEMC) for the Municipality; AND FURTHER THAT \_\_\_\_\_ be appointed to the Emergency Management Program Committee (EMPC).

**BACKGROUND**

The Province's *Emergency Management and Civil Protection Act*, requires that Municipalities take certain measures to prepare for emergencies in their communities. The requirements under the Act include having Municipal emergency management programs and adopting Municipal emergency plans, which must be reviewed and exercised on a regular basis.

At present, The Temagami Emergency Plan Emergency Control Group has vacancies in two critical positions. The first is the nucleus for the implementation of and operations of the Emergency Control Group, currently identified in the plan as the CAO/Operations Manager. The position of Operations Manager should be held by a municipal staff member with supervisory authority to direct/reassign staff work priorities during an emergency.

The second vacancy is the primary CEMC, a position that should be also filled as soon as possible. Options to fill the position were previously provided to council in Memo 2018-M-019 when Councillor Koski was appointed to the position.

Section 9 of the Act requires, among other things, that an emergency plan shall establish a committee and designate employees to be responsible for reviewing the emergency plan. In the accompanying regulation, O. Reg. 380/04, it states in Section 11 that "Every municipality shall have an emergency management program committee." and states the composition of the committee, which includes municipal employees and "such members of the council, as may be appointed by the council" and "such other persons as may be appointed by the council".

Temagami's EMPC only consists of 3 staff members (Chief Building Official/municipal Law Enforcement Officer, the Temagami Fire Chief, and the Marten River Fire Chief) and 1 Councillor (C. Lowery as per Resolution No. 18-183) as a result of resignations of the CAO, the Municipal Clerk and Councillor Koski.

Council may wish to consider expanding the composition of the EMPC at this time, or wait until the committee provides recommendations on revisions to the Emergency Plan to reflect current Municipal staffing changes and achieve compliance with Guidance Note - Ontario Regulation 380/04 *Training Requirements for Municipal Emergency Control Group members*.

While it is anticipated recommendations arising from report on the declaration of Forest Fire Emergency will contain further recommendations for changes to the Emergency Plan, the need to address some of the gaps identified during the debriefing exercise is of less urgency in addressing the Ministry's training benchmark for Municipal Emergency Control Group members for 2018.

**Prepared by:**

**Reviewed by:**

<b>Jim Sanderson, Temagami Fire Chief / Alternate CEMC</b>	<b>Craig Davidson, Treasurer/Administrator</b>



## Corporation of the Municipality of Temagami

Memo No.  
2018-M-019

### Memorandum to Council

☒ Staff  
☐ Committee

**Subject:** Follow up from Chief Administrative Officer's Resignation

**Agenda Date:** April 26, 2018

**Attachments:**

#### **RECOMMENDATION**

That Council consider the following resolutions:

1. BE IT RESOLVED THAT Council receive Memo 2018-M-019 regarding Follow up from Chief Administrative Officer's Resignation; AND FURTHER THAT Council appoint \_\_\_\_\_ as the Municipality's Emergency Management Program Coordinator.
2. BE IT RESOLVED THAT Council appoint \_\_\_\_\_ as a temporary staff signing authority for banking purposes until such time as the new Treasurer/Administrator is hired and appointed.

#### **INFORMATION**

Council accepted Chief Administrative Officer, Patrick Cormier's resignation on April 17, 2018. Although Council has appointed an Acting CAO, the following items should be considered now that the CAO has resigned, as opposed to being on medical leave.

#### **EMERGENCY MANAGEMENT**

In addition to being the CAO, Patrick was also the Municipality's Emergency Management Program Coordinator (EMPC). Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, requires every Municipality to appoint an EMPC. Temagami has an Alternate EMPC, our Temagami Fire Chief, who is available to fill in if the EMPC is not available, i.e. sick or out of town; however, now that the Municipality does not have a primary EMPC, Council should consider who they wish to appoint asap. If the new Treasurer/Administrator position is to take on this responsibility, Council may wish to appoint an interim EMPC. The Alternate has indicated that he is not willing to take on the responsibility of being the primary. The EMPC may be an employee of the Municipality or a member of its Council. The legislation is as follows:

*10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).*

*(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).*

*(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).*

*(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).*

The required training referred to in subsection (2) is the courses (EM 200, EM 300, IMS 100, IMS 200) which must be completed within 1 year of the appointment.

### **BANKING SIGNING AUTHORITY**

The Bank requires one member of Council and one member of staff to jointly sign for banking purposes, such as cheques, GICs, and loan documents. The Chief Administrative Officer, Treasurer and Municipal Clerk are the staff signing authorities. Currently this leaves the Municipal Clerk (who is also Acting CAO and Deputy Treasurer) as the only staff signing authority. In order to provide for the possibility of the Municipal Clerk not being available in the event of an emergency, Council may wish to temporarily appoint another Manager as a signing authority until such time as the Treasurer/Administrator is hired.

### **Prepared by:**

Elaine Gunnell, Municipal Clerk



## Corporation of the Municipality of Temagami

**Memo No.**  
2018-M-019

### Memorandum to Council

☒ **Staff**  
☐ **Committee**

**Subject:** Follow up from Chief Administrative Officer's Resignation

**Agenda Date:** April 26, 2018

**Attachments:**

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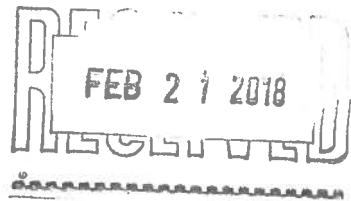
### **Prepared by:**

Elaine Gunnell, Municipal Clerk



**From:** Jim Sanderson  
**Sent:** Wednesday, February 21, 2018 11:13 AM  
**To:** Roxanne St. Germain  
**Cc:** Monty Cummings; Elaine Gunnell  
**Subject:** F: Guidance Note - Ontario Regulation 380/04 Training Requirements  
**Attachments:** Training Requirement Guidance 2018-02-06 Final.pdf; Training Requirement Guidance 2018-02-06\_FR Final.pdf

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



Hi Roxanne  
Incoming mail

Jim

**From:** Pittens, Chris (MCSCS) [mailto:Chris.Pittens@ontario.ca]  
**Sent:** Monday, February 12, 2018 3:27 PM  
**Cc:** Cassells, Aileen (MCSCS) <Aileen.Cassells@ontario.ca>; Morton, Michael (MCSCS) <Michael.J.Morton@ontario.ca>; Alonzi, Teresa (MCSCS) <Teresa.Alonzi2@ontario.ca>; Bak, Sharon (MCSCS) <Sharon.Bak@ontario.ca>; Geoffrion, Philippe (MCSCS) <Philippe.Geoffrion@ontario.ca>; Grantis, Katrina (MCSCS) <Katrina.Grantis@ontario.ca>; Jacob, Sarah (MCSCS) <Sarah.Jacob@ontario.ca>; Lord, Roger (MCSCS) <Roger.Lord@ontario.ca>; Maddison, Drew (MCSCS) <Drew.Maddison@ontario.ca>; Pape, Christopher (MCSCS) <Christopher.Pape@ontario.ca>; Stawicki, Simone (MCSCS) <Simone.Stawicki@ontario.ca>; Stothers, John (MCSCS) <John.Stothers@ontario.ca>  
**Subject:** Guidance Note - Ontario Regulation 380/04 Training Requirements

Good Afternoon CEMCs,

Please find attached an updated Guidance Note which details the training required by the Chief, Emergency Management for Emergency Management Program Coordinators (otherwise known as CEMCs), and for members of Municipal Emergency Control Groups (MECGs), as per O.Reg. 380/04.

You will notice that the training required for CEMCs has not changed. However, the training required for MECGs has changed significantly. As had been discussed at all of the Fall Sector Meetings, the Chief, Emergency Management has amended the training required for MECGs to detail the specific areas that MECG members must have an adequate level of training in. At the same time, the minimum time requirement for MECG training has been removed. Both of these amendments will ensure that MECG members are knowledgeable about the areas that they need in order to lead a municipality through an emergency, but provides freedom in how this training is conducted, and allows municipalities to determine how much time is actually required to ensure an adequate level of training.

Tools to support these updated training requirements will be distributed by the end of this month, including an updated EMCPA Compliance Guide. In the meantime, if you have any questions or concerns about these training requirements, please contact your sector Field Officer.

Thank you.

Chris Pittens, CD ABCP  
Program Manager  
Emergency Management Field Operations  
Office of the Fire Marshal and Emergency Management  
(647) 329-1193 (office)  
(416) 559-4106 (cell)  
[Chris.Pittens@ontario.ca](mailto:Chris.Pittens@ontario.ca)



If you have any accommodation needs, or require this email in a different format, please let me know.

February 6, 2018

**GUIDANCE NOTE: 2018-01-01**

**Re: ONTARIO REGULATION 380/04 TRAINING REQUIREMENTS**

This guidance note is issued under the provisions of Ontario Regulation 380/04 (O.Reg.380/04). It is the responsibility of every municipal emergency management program coordinator, and Municipal Emergency Control Group (MECG) to follow the Chief, Emergency Management Ontario's guidance as set out in subsection 10. (2) and subsection 12. (3) of O.Reg. 380/04. These training requirements are effective January 1, 2018.

**Background**

Training requirements are set out by the Office of the Fire Marshal and Emergency Management (OFMEM) for all municipalities responsible for an emergency management program in the province of Ontario under the Emergency Management and Civil Protection Act (EMCPA) and it's supporting Ontario Regulation 380/04:

- The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).
- The members of the municipal emergency control group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s.12 (3).

**Guidance**

**Emergency Management Program Coordinators**

Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM, within one year of their appointment as emergency management program coordinator.

- EM 200 – Basic Emergency Management
- EM 300 – Community Emergency Management Coordinator Course
- IMS 100 – Introduction to Incident Management System (available online)
- IMS 200 – Basic Incident Management System

Emergency management program coordinators that have already completed this training will not be required to repeat it. Notwithstanding the fact that O. Reg. 380/04, s. 10 (2) speaks specifically to the emergency management program coordinator, it is recommended that those appointed as alternate emergency management program coordinators also complete this training.

The EM 240 – Note Taking course is also a valuable course which can assist in ensuring that proper and appropriate records are maintained during an emergency. Although this course is not required, it is strongly recommended for those who have a responsibility during a municipal emergency to maintain records on behalf of the municipality.

Details of OFMEM's training courses can be accessed by following the link to "Take Training" from our website [www.ontario.ca/emo](http://www.ontario.ca/emo).

### **Municipal Emergency Control Group Members**

In addition, all members of the MCEG, as designated under O Reg 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

The OFMEM encourages municipalities to strive to conduct training which goes beyond the requirements listed above. OFMEM Emergency Management Field Officers are highly experienced with the planning and delivery of appropriate MCEG training. This could include making suggestions for appropriate topics for this training, facilitating the sharing of training materials that may have been successfully used in other municipalities, or with the delivery of some of the training components.

In order to request this type of assistance, contact your assigned EM Field Officer directly, or contact [AskOFMEM@ontario.ca](mailto:AskOFMEM@ontario.ca) for assistance.



Ross Nichols  
Fire Marshal and Chief, Emergency Management

*Temagami Fire Department  
Monthly Report of Activities*

for the month of: **August 2018**

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**2 Activations**

- August 17<sup>th</sup> – 18:48 – hydro lines down Kanichee Mine road – 1 firefighter investigated, no fire / power – department stood down – 2 firefighters responded
- August 30<sup>th</sup> – 11:56 AM – MVC – Hwy 11 at Pan Lake – dual response with MRFD – incident in the MRFD response area - 3 firefighters responded to scene – TFD assistance not required

**Training:**

- 4 regular meetings – Fire Extinguisher theory & practical sign-offs, Search/rescue practice, 1 meeting for equipment inspection/maintenance

**Fire Prevention:**

- Several Fire Safety Plans in various stages of review
- Responded to questions during the RFZ – clarified Municipal bylaw is more restrictive than provincial legislation & does not allow campfires in Organized Campgrounds during RFZ unless Prov. Parks are allowing campfires. Fire ban lifted same time RFZ lifted (Aug. 24<sup>th</sup>)
- Received updated fire safety plan diagram for Temagami Public School – in compliance

**Fire Education:**

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter - Fire Safety messages
- Fire Smart presentation at Lake Watch meeting on Lake Temagami – focus on Fire Smart tips for cottages/residents on the lake

**Other:**

- Rental water tank at fire hall failed – took week to get replacement – caused some drywall damage – re-plastering/painting will be required
- Battery Charger on Rescue unit failed – sent away for evaluation/repair
- Invoicing for Fire support services provided to MNRF fire have been submitted
- Started work on obtaining quotations for capital projects
- Firefighter certification, Community Risk Assessments, and Public reporting requirements - remains unclear what the full impacts will be on Municipal fire services – ONGOING.
- Chief organized/attended Emergency Management Control Group debriefing – preparing report for council information
- Emergency Management Program Committee (EMPC) required to review/develop revisions to the Emergency Plan, for council approval, - ONGOING
- 1 firefighter resigned and 1 firefighter indicated he is away for the next 3 months - 1 new recruit joining the department – daytime response ability very limited

*Jim Sanderson*

Fire Chief, Temagami Fire Department  
Alternate CEMC

Date: *September 8 2018*



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2018-M-060

☒ Staff  
☐ Committee

**Subject:** October Committee of the Whole Meeting.

**Agenda Date:** September 27, 2018

**Attachments:**

**RECOMMENDATION**

THAT Council alter their meeting schedule for the month of October and hold one Council Meeting only on Thursday, October 18, 2018

**INFORMATION**

The municipal election is scheduled for October 22, 2018.

Under traditional scheduling, the Committee of the Whole meeting would be on October 16<sup>th</sup> followed by Council on October 25<sup>th</sup>.

It would be helpful for Staff to be able to focus on the processes surrounding the election without the work that is necessary between the Committee of the Whole meeting and the Council meeting.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**  
Name, Position

Name, Position



## Corporation of the Municipality of Temagami

### Memorandum to Council

**Memo No.**  
2018-M-061

☐

Staff

☒

Committee

**Subject:** Rural Economic Development Application

**Agenda Date:** September 27, 2018

**Attachments:**

### **RECOMMENDATION**



To recommend that:

BE IT RESOLVED THAT Council receive Memo 2018-M-061, and direct staff to withdraw the Municipality of Temagami's application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) for a "Connectivity Plan" through the Rural Economic Development (RED) Stream.

### **INFORMATION**

#### Background:

On February 23, 2017, Council passed a resolution to apply to OMAFRA through the RED funding stream for a Connectivity Plan and to update the Temagami Municipal Website. After discussions with or grant representative, it was determined that any website work was not covered under this application.

On March 31, 2017 we submitted an application for a consultant to develop a connectivity plan. The Application was approved in August 2017 and the funding agreement was executed in October 2017.

In April of 2018 there was an extension requested to extend the deadline to May of 2019.

#### Current:

The Special Initiatives Intern and the Special Projects Coordinator are finding it difficult to find a consultant that could provide us with such a plan. We have been informed that cell phone coverage would have to be negotiated with the cell service providers that people are using in the low coverage areas. It was said that it would not be feasible for the infrastructure to be erected and maintained for the few residents and visitors that it would cover.

It has been made very apparent by the IT professionals that we have spoken to that this plan may not be the best use of our funds. If we are able to find a consultant to complete it, then getting the service providers to install and maintain the infrastructure (following the plan) will be an astronomical amount of money.

The total project cost was estimated to be \$42,000 and the Municipal portion was 50% (\$21,000).

I am requesting the Municipality of Temagami withdraw this funding application.

Prepared by:

Reviewed by & Approved for Council consideration

Sabrina Pandolfo



**Corporation of the Municipality of Temagami**

**Memo No.**  
2018-M-062

**Memorandum to Council**

**Staff**

**Subject:** Trillium Funding Application – Living Temagami

**Agenda Date:** September 27, 2018

**Attachments:** Completed Grant Application

**RECOMMENDATION**



To recommend that:

BE IT RESOLVED THAT Council receive Memo 2018-M-062 and approve the submission of the capital funding application from Living Temagami to the Ontario Trillium Foundation.

**INFORMATION**

Living Temagami is requesting that the Municipality of Temagami act as a qualified donee for a capital grant application to the Ontario Trillium Foundation. This grant will be for renovations to the Temagami Train Station, which include:

- The purchase of two commercial dehumidifiers
- Electrical upgrades, including lighting
- Prepping and painting all exterior wood and trim
- Prepping and painting interior walls
- Repairing cement pad and asphalt along the exterior of the building

The total estimated project cost is \$149,900.00 the total amount requested from the funding is \$149,900.00, 100%.

The project is to be maintained and managed by Living Temagami, with the assistance of municipal staff where required. All reporting requirements will be completed by living Temagami and will flow through the Temagami Municipal Office.

Prepared by:

Reviewed by & Approved for Council consideration

**Sabrina Pandolfo**



## Grant Application: Municipality of Temagami (CP104111)

Created On: 2018-08-14

Application Contact: **Craig Davidson**

Application Email: **craig.d@temagami.ca**

### Application Details

Stream:	Capital	Start Date:	2019-02-11
Organization:	Municipality of Temagami	End Date:	2020-02-11
		Applicant/Grantee:	Craig Davidson

### Details

Status:	Submitted
Organization Ref. No:	479361
Language:	English
Application ID:	CP104111
Deadline:	19-September-2018

### General Information

**For this project, please provide the key contact's information.**

Project Contact Name

Roxanne St. Germain

Project Contact Phone Number

705-569-3421

Project Contact Email

frontdesk@temagami.ca

This is a high level 'elevator pitch' or summary that describes the 'what, who, where, and why' of your project. Clearly state **what** the funds will be used for: 'build an accessible washroom,' 'run an after-school arts program,' 'hire two program administrators to'. Describe the program participants or population(s) **who** will directly benefit from the project: '25 isolated seniors in Peel region,' '150 Indigenous youth ages 9 to 16,' 'community members interested in watershed restoration'. Describe **how** this project will enable change/benefit the populations served. Indicate the town, region or geographic location(s) **where** the project will occur. Please avoid acronyms, and spell out the names of proposed programs, (e.g. 'the Fit4Me program'), or the names of any partner organizations.

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Provide a summary of your initiative.

This is your opportunity to sum up the key elements of your project.

Please provide a short, clear, compelling description of your project that explains:

- **What** the initiative is about
- **Who** will benefit
- **Where** the project will take place
- **How** the project aligns with the grant result you selected

This initiative is to repair and renovate a building and improve infrastructure to make it accessible and inclusive so that people can engage and enjoy arts, culture, and heritage in an appropriate space. The entire community will benefit from the investment, but it will have a significant impact on the seniors and mobility challenged being able to participate and be included when the elevator is replaced. Improving the lighting will aid the artists in showing and selling their work and for classes and workshop participants to better see what they are doing. The people entering the building can do so in a safe manner when the lighting is installed and the broken asphalt and concrete are replaced preventing further trips and falls. People attending the seasonal community market in the parking lot will appreciate waling on an even surface. Electrical upgrades will eliminate the power bar and extensions extending in public spaces creating trip and safety hazards. Caring for the deteriorating outside spaces and building, including trim and roof eaves will help preserve the buildings structure for the future and make it an inviting and appropriate space to enter. Removing the dampness from the building with commercial grade dehumidifiers will protect the previous investment in the structure, the equipment and materials in the building, and keep it a healthy space to enter. The Project is at the Temagami Train Station that is being used by a Not for Profit Group called Living Temagami ~ Heritage and Culture Centre, who have been providing arts and artist, photographers support, classes and workshops, exhibitions, events and presentations for art, culture, and heritage at the location. Repairing and renovating the interior/exterior of the building will provide the infrastructure to have better quality programming and to experience culture, heritage, and the arts in appropriate spaces.

A collaborative is a group of two or more organizations - each with specific roles and responsibilities - that submit an application to achieve a common goal where there is mutual benefit, shared decision-making and accountability to each collaborative member. The lead organization of a collaborative must be an eligible organization.

Emerging Governance Platforms (sometimes also referred to as an Organizational mentor or Mentoring Organization) are arrangements by which an incorporated not-for-profit or registered charity or otherwise eligible organization provides support

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such as governance, administrative support, project mentoring, and financial accountability to unincorporated or low-capacity groups delivering programs, services, or projects that benefit the community.

Is this a collaborative or an emerging governance platform?

Yes

If yes, please provide details regarding the collaborators and planned nature of the collaboration. Write out the full name of collaborator organizations. (Up to 125 words).

The Collaboration will be between the Corporation of the Municipality of Temagami, who will receive, the grant and be responsible for the fund and draws and work with Living Temagami ~ Heritage & Culture Centre to help with the organization and completion of the project. The Municipality of Temagami may also contribute the assistance of Public Work Crews for any preparations or other items where their expertise or knowledge of the building may be needed. The Temagami Train Station is owned by the Municipality who is supporting Living Temagami in the use of the building for supplying art gallery space and other programs and events for the betterment and enjoyment of the people in the Community in arts, culture and heritage.

If you are applying as a collaborative initiative or as an emerging governance platform, you must have in place a formal signed agreement with all the organizations involved. You may be required to provide this agreement to OTF at anytime during assessment, or if approved for a grant.

I acknowledge that the formal signed agreement for our collaborative or emerging governance platform is in place.

What is the name of the project proposed by the collaborative or emerging governance platform?

Appropriate and Accessible Space for Arts, Culture, and Heritage

Only activities that take place in Ontario are eligible for OTF funding. Do not request OTF support of any project activities that will take place outside of Ontario.

Will the project activities take place in Ontario?

Yes

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If impact will occur in multiple catchments, pick the catchment where the impact is the most significant.

Step #1: Select the catchment area in which this project will have its primary impact. If you are unsure of the geographic area, please view the map of Ontario for more information.

Step #2: Narrow the area of your primary impact by selecting the municipality, county or district in which this project will have its primary impact. If the primary impact will occur in City of Toronto, please select the primary Toronto neighbourhood where the project's impact will occur.

Where will the primary impact of this project be?

Muskoka, Nipissing, Parry Sound & Timiskaming

Census Division

Nipissing

Requested Term (Months)

12

If a portion of this request is for renovations or purchase of fixed equipment (e.g. furnace), please provide the location of the project. (e.g. address, name of park, etc.)

Temagami Train Station 6715 Highway 11 North, Temagami, Ontario, P0H 2H0

Please select the population that is the primary focus of your grant.

General Populations

Please select the community size that is the primary focus of your grant.

Rural or Small Communities (20,000 or less)

Please select the age group primarily served by the grant

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General population (all age groups)

### Stream Information

#### Capital Application

Funding for capital grants is for specific purposes. This funding request is primarily for

Renovations or repairs to community spaces

Make sure you have proof of ownership, a land use agreement or five-year lease agreement for new construction, renovations/repairs, purchase of fixed equipment or outdoor installation projects. You may be asked to provide these to OTF at any time during assessment, or if approved for a grant.

Community Spaces: Includes physical spaces (e.g. buildings or outdoor venues such as community centres, offices, recreational facilities, sports facilities, trails, fields or parks) or virtual (online) spaces for communities to gather and connect (e.g. the equipment, such as servers or computers, required to enable communities to connect and interact online).

OTF will not fund religious activities, including capital renovations or repairs for facilities used for the specific purpose of religious observance.

### Strategic Alignment

Select the action area that most aligns with your project.

Inspired People

Click on the button below to choose a grant result that aligns with your proposed project and estimate the impact of your project based on the metrics provided. The metrics relate to the grant result you have selected. Estimate or quantify the direct impact your project aims to achieve. If your funding request is primarily for equipment, metrics are not required.

Priority Outcomes:	Better Quality Programming and infrastructure to experience culture, heritage and the arts	Grant Result:	arts, culture and heritage have appropriate spaces
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Click "Edit" to view (only) the strategic alignment you entered. Click "Remove", to erase the strategic alignment you entered. If

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you chose to remove/erase the Strategic Alignment, and replace it with a new choice for your Grant Result, make sure the rest of your answers in the application reflect the new Grant Result you selected. This section must be filled in or you will not be able to submit your application.

Amount of new/renovated space:	4000
Infrastructure created or renovated reflects arts, culture or heritage:	Arts
Number of additional hours available:	600

I confirm that the number or numbers I have entered is/are realistic, achievable and measurable, and reflects/reflect the direct impact we want to achieve with our project.

What is the idea, challenge or opportunity that your organization will explore in this project?

The Art Gallery supports local artists and photographers. This space requires upgrades in electrical outlets and lighting as it is very dark and not appropriate. Upstairs classes and presentations take place with no accessibility to many because the elevator is not TSSA compliant. Interior of building is old dark paint. Repainting lighter colour would improve visibility. Outside building needs repairs and paint, it is rapidly deteriorating. The parking lot is hazardous to walk and many of our seniors/mobility challenged people are afraid of falling when entering the building. In winter it is very dangerous. People cannot attend re accessibility issues.

What is the need or opportunity in the community that this project will address? How pressing is the need or opportunity? How will you address that need or opportunity through the project and how does the need and project align with the grant result?

This building has become the Community hub for arts, culture and heritage and other educational and community building events, but the space is not appropriate and needs repair and upgrades. The upstairs of the building is being used for many community events and the senior's and mobility challenged are excluded because it is not accessible. Doing the needed repairs and renovations will make entering the building safe and accessible to all of the community making it an inclusive and appropriate space for everyone to engage in and enjoy all of the arts, culture, and heritage and other activities offered.

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### People

Describe the core team members leading and/or supporting the project and their backgrounds, as related to the initiative.

Sabrina Picard Municipal Accounting, Finance, and Administration Certified. Project Manager will review all documents and oversee the reporting. With 10 years experience in grant programs and project management for the Municipality combined with her personal and family experience in the construction industry make her an ideal candidate for this position.

Roxanne St. Germain, Hon BA, Dipl Fine Arts, Studio Specialist, Minor in Canadian and Aboriginal History. Extensive experience with Charitable, Not for Profit, grassroots start ups and Workshop Development and Facilitation. Leader the Community in Arts, Culture and Heritage sectors. Experienced in renovations, building operations, WSIB Health & Safety Rep.

Outline the key work experiences, educational or other related backgrounds of your team members that best positions them to do this work. Show how their skills, certifications or past work experiences will benefit your project.

### Infrastructure

Upload as many as five (5) pictures or diagrams, or provide a link to pictures, that will provide greater explanation of your funding needs.

- Upload pictures or diagrams **only**.
- Include a short description for each

**Mandatory for renovation projects:** Provide at least one 'before' pictures of the current state for each area to be renovated.

**Mandatory for equipment purchases:** Provide at least one picture of equipment to be purchased.

Upload pictures or diagrams

Elevator\_first\_floor.jpg

Elevator removed from service by the TSSA Technical Standards and Safety Authority. Result is non access to second floor if you cannot walk up stairs.

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Upload pictures or diagrams

Back\_three\_windows\_trim\_damage.jpg

100+ year old building with aging trim and roof eaves require repairs and painting to prevent further deterioration and improve aesthetics, make building appropriate space.

Upload pictures or diagrams

Electrical\_cords\_-\_Lights\_to\_light\_up\_paintings.jpg

Limited outlets, inappropriate lighting result in use of extension cords and power bars creating safety and trip hazards, upgrades will make building an appropriate space.

Upload pictures or diagrams

Dark\_corner\_-\_Paintings\_not\_shown\_properly.jpg

Lack of, ineffective lighting throughout building makes artwork hard to view. Activities like sewing hard to see/do. Upgrades will make building an appropriate space.

Upload pictures or diagrams

Pot\_holes\_in\_front\_asphalt\_2.jpg

People have fallen because of holes/broken asphalt, mobility challenged people are afraid to attend events or the outside Market. Repairs will make safe and appropriate.

### Process

Provide a brief description of the activities that you will undertake to complete this project and achieve the grant result.

February work put to Tender. March award tender/hire. April begin renovations/repairs. Celebration and Launch event when repairs/renovations complete. Promotion of building and better programming available to the community. Result is building being accessible and inclusive, better infrastructure making an appropriate space for people to enjoy/engage in arts, culture, and heritage.

Requested Term (Months)



## Grant Application: Municipality of Temagami (CP104111)

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Anticipated start date

2019-02-11

Anticipated end date

2020-02-11

Are there other organizations that are essential for the success of this project?

No

### Financial Workbook

This is the amount of funds you are requesting from OTF, please do NOT include requests from other funders in this amount.

I confirm

I have read the Financial Workbook Instructions.

I understand that activities that take place outside Ontario are not eligible. I confirm that we have not requested funds to support project activities that will take place outside of Ontario.

I have completed the Financial Workbook.

I confirm that we have obtained at least two quotes for goods and/or services valued above \$10,000 and I understand that OTF may request them at any time.

I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining quotes for goods and/or services.

I confirm that the budget items listed in the financial workbook do not include taxes, such as GST and HST, for which the organization is eligible for a tax rebate, and all other costs eligible for rebates.

### Budget

## Grant Application: Municipality of Temagami (CP104111)

Created On: 2018-08-14

Application Contact: **Craig Davidson**

Application Email: **craig.d@temagami.ca**

### Application Details

Stream:	Capital	Start Date:	2019-02-11
Organization:	Municipality of Temagami	End Date:	2020-02-11
		Applicant/Grantee:	Craig Davidson

#### Direct Personnel Costs

OTF Budget Request	Requested Amount	Notes
Construction/Renovation	\$142,400.00	New elevator/lift equipment and installation \$40,000.00. (Quotes received) Repairs to outside wood and trim and painting exterior of building \$45,000.00. (Quotes received) Repairs and painting of interior of building on first and second floors with lighter coloured paint \$17,500.00. (Quotes received) Concrete pad installation and pour across front and side of building 12' x 70' and 40' x 12' \$7,000.00. Asphalt removal and replacement 30' x 70' section of parking area \$15,000.00. (Quotes received) Upgrades and repair of electrical outlets and lighting inside building and addition of lighting at sides and front of building for safety and security \$17,864.33. (Quotes received).
Equipment	\$7,500.00	Purchase of 2 commercial dehumidifiers to decrease dampness in building and prevent damage to the structure. The basement is divided into several spaces and this combined with the square footage requires minimum of 2 units at 3700.81 each.
Property Purchase	\$0.00	None
Developmental Costs	\$0.00	None
<b>Total Project Costs</b>	<b>\$149,900.00</b>	

Please include costs for the entire project, including the amount requested from OTF and all other secured and unsecured sources of funding. If your project is part of a bigger initiative, please enter the dollar amount of the bigger initiative cost.

What is the total project cost?

\$149,900.00

## Grant Application: Municipality of Temagami (CP104111)

Created On: 2018-08-14

Application Contact: **Craig Davidson**

Application Email: **craig.d@temagami.ca**

### Application Details

Stream:	Capital	Start Date:	2019-02-11
Organization:	Municipality of Temagami	End Date:	2020-02-11
		Applicant/Grantee:	Craig Davidson

How much money are you requesting?

\$149,900.00

Please indicate the amount of funding from sources other than OTF that you have secured for this endeavor.

\$0.00

Describe the sources of secured funding and the nature of the items funded.

None

Please indicate the amount of funding from sources other than OTF that you have not secured for this endeavor

\$0.00

If there are funds required beyond the OTF requested amount that you have not yet secured, what is your plan to secure the additional funds?

None

### Project Description

#### Project Description

Delivering improved infrastructure with a \$149,900 grant over 12 months to Repair and renovate community space and part of parking area. Enriching people's lives through arts, culture and heritage, this initiative is helping arts, culture and heritage have appropriate spaces, and has an impact on the lives of 200 people in the community.

I confirm that the number I have entered represents the number of people who will directly benefit from our project. This number is realistic, achievable and measurable.

### Acknowledgements

The information contained in this application and the accompanying documents is true, accurate and complete.

## Grant Application: Municipality of Temagami (CP104111)

Created On: 2018-08-14

Application Contact: **Craig Davidson**

Application Email: **craig.d@temagami.ca**

### Application Details

Stream:	Capital	Start Date:	2019-02-11
Organization:	Municipality of Temagami	End Date:	2020-02-11
		Applicant/Grantee:	Craig Davidson

I understand that should this application be approved, our organization will be required to enter into a formal, legally-binding agreement with the Ontario Trillium Foundation that will outline the terms and conditions of the grant.

I understand that OTF will not reimburse any expenses incurred prior to being notified of grant approval.

The representative with designated signing/decision-making authority for the organization has authorized this application.

I confirm that our Organization Profile is up to date, including current information on our Board of Directors and financial statements from our most recently completed fiscal year, and that these financial statements meet OTF requirements (based on the size of our organization's annual revenues).

### Documents



## Corporation of the Municipality of Temagami

### Memorandum to Council

**Memo No.**  
2018-M-059

☐

Staff

☒

Committee

**Subject:** Shared Archaeological Maps

**Agenda Date:** September 27, 2018

**Attachments:**

#### **RECOMMENDATION**



To recommend that:

WHEREAS at the Committee of Adjustment (COA) meeting held on August 23, 2018, COA encourages a shared Archaeological Featured Maps with the Temagami First Nation (TFN);  
AND WHEREAS if Council deems it desirable to direct staff to request copies of the known Archaeological Featured Maps from the Temagami First Nation;  
AND WHEREAS within the request ensure that these maps can be provided to the Ministry of Tourism Culture and Sport to update the electronic data sharing database;  
NOW THEREFORE BE IT RESOLVED THAT Council receive Memo 2018-M-059 and direct staff to proceed.

#### **INFORMATION**

To ensure the accuracy within the pre-consultation stages of any planning application, a review of the archaeological electronic database is completed. The Ministry of Tourism Culture and Sport has set out an archaeological evaluation criteria located at:  
[www.mtc.gov.on.ca/en/archaeology/archaeology\\_assessments.shtml](http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml) and can be downloaded in PDF format. The electronic database does take anywhere from 3 – 6 months to be updated.

The COA recommends to request copies of the known archaeological maps and that these maps be kept within the Planning Department. It would be advantages for the maps to be forwarded to the Ministry, so that the electronic database can be updated.

The Ministry is reluctant to divulge the locations or areas of known archaeological features for foraging purposes or the disruption of sites. The electronic database is only accessed by the Planning Department and can be reviewed in conjunction with the maps shared by the TFN to promote efficiency.

Prepared by:

Reviewed by & Approved for Council consideration

**Tammy Lepage,  
Planning Clerk/Deputy Clerk**

**Craig, Davidson  
Treasurer/Administrator**

Name & Position

Name & Position

**Committee of Adjustment**

Name of Committee

For Councils information:  
Re: Transforming Ontario's North Leadership Summit  
September 11<sup>th</sup> to 13<sup>th</sup> 2018 Held in Cochrane ON  
Submitted by Councillor Burrows

The summit was conducted by Stitt Feld Handy Group with 70 participants in attendance. Throughout the three day we were broken up into groups and come up with as many reasons why the North is being held back and that the message out there is that we are not open for business. All of Northern Ontario and we had participants from as far away as Scribber, feel the provincial government is shutting us out to keep Northern Ontario as their playground, then from each group a topic was picked and it opened to a full room discussion.

The issues that were brought to quite lengthily discussions were, Transportation, Communications re: cell and internet, education, Truth and Reconciliation and Ring of Fire.

These were some of the findings, once the summit group goes back and tallies everything up Mayor Politis of Cochrane would be sent the information with hopes he will pass it on to all councils in the North. Transportation, Corina Moore President of Ontario Northland was present, she was asked is Ontario Northland looking into high speed rail service and the many opportunities that are used in European countries. Other countries are using the new technology of Bombardier why are we not looking into this. She has promised to do her homework on the European rail service and report back her findings. This does not mean there is any intention to better our rail service. Another was how small towns could work with Ontario Northland to get passenger trains back on the line, by creating more attractions and working with businesses to develop a program, this was something that they felt and economic development officer could conduct.

Having all councils come together so that the message can get to Queens Park without the council's participation it doesn't go anywhere.

Working with First Nations communities on how we can create jobs being mining or forestry or industry having first nations input needs to be a priority.

Look at the services our community has and what services we could build on to help small communities to go forward.

Mike Metatawabin from Five Nations Energy Inc., whose homeland is Northern Albany. Mike spoke on truth and reconciliation he gave a fantastic explanation in a very short time. How the government went into his nation forced welfare on them when they did not want the government welfare. This was the government's way of threatening them we give you money we take your children and put them into residential schools or you go to jail. Mike himself is a survivor of residential school. Then our government gave them a status card, numbered them and made them wards of the crown and to this day all indigenous people are wards of the crown. This was the short story and why it is so important today to work with all first nations. How do we get all post-secondary education into communities without leaving your home? How to promote and help communities understand the motivation of travel, attractions and retention in the north with hopes of working together.

To develop the proper resources to transport electricity to the south this again is lack of transportation. Recognizing diversity and how do we mitigate communications with each community when each community is do diverse such as indigenous communities, recognizing what works for one community may not work for another.

Social networking and social media we still have to many gaps in the North again lack of technology. How to use and utilize your whole community training that is open to everyone.

The indigenous people are open to working with the ring of fire it is the government that is the hold up. So this was the many topics discussed there was a lot of great ideas it would be great to see the information from this summit be submitted to our government soon.

---

**From:** Natasha Penn <natasha@kjco.ca>  
**Sent:** Wednesday, September 19, 2018 12:07 PM  
**Subject:** Transforming Ontario's North Summit  
**Attachments:** TON Registration List.docx; ATT00001.htm; TON Summit Participant Survey.pdf; ATT00002.htm; TON Summit Accord.pdf; ATT00003.htm; TON Summit Action Items Checklist.pdf; ATT00004.htm

Good Afternoon,

On behalf of the Transforming Ontario's North (TON) Summit Committee, we would like to thank you for your participation at the TON Summit last week. This evolutionary Summit was an exciting start to fostering a stronger Northern Ontario and developing a roadmap to grow the North.

We have attached the following items for your review as a TON Summit participant:

1. List of Registrants - Due to a great deal of networking that took place during the 3-day event, we wanted to ensure that relationships could still be fostered after the event. A list of all participants and their organizations have been attached for your reference.

2. TON Summit Survey - In order to gauge feedback from TON Summit participants, we developed a survey for your completion. This was shared with participants on Thursday, however, we know that some of you were unable to attend the entire Summit. If you have not yet completed the Survey, could you please complete and send it back to me to ensure future TON Summits meet your needs.

3. Accord and Statement of Common Purpose - As a part of the TON Summit, an Accord and Statement of Common Purpose was created on Thursday, September 13th with available participants. The signed Statement and Accord will be shared with communities across Northern Ontario as well as the Federal and Provincial government in the very near term. It will be used to build consensus and collaboration on Northern Development. The Accord is currently in the process of being translated into French, Anishinawbek and Cree.

4. Action Items - In order to drive the TON Summit movement forward, an action item document was developed to ensure continued growth of the initiative. The Project Committee will work together to drive this initiative forward with the support of all northern communities.

We kindly request that you share this information with colleagues that were unable to attend the Summit in order to stimulate conversation and assist in driving this Accord and TON movement to the next step.

Thank you again for your participation last week and we hope you enjoyed the first TON Summit.

Warm regards,

Natasha Penn  
Director of Client Services  
Karen Jones Consulting Inc.

101 Worthington Street East, Suite 238  
North Bay, Ontario P1B 1G5

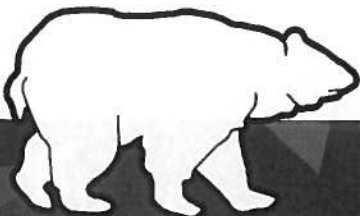
295 Water Street, Suite 159  
Guelph, Ontario N1G 2X5

Phone: 705.492.3216  
Web: [www.kjco.ca](http://www.kjco.ca)  
Email: [natasha@kjco.ca](mailto:natasha@kjco.ca)



## REGISTRATION LIST

NAME	ORGANIZATION
Tony Antoniazzi	Town of Kirkland Lake
Wilfred Hass	Town of Kirkland Lake
Michel Arseneault	Town of Smooth Rock Falls
Joanne Landry	Town of Smooth Rock Falls
Luc Denault	Town of Smooth Rock Falls
Michelle Boileau	Contact North
Maxim Jean-Louis	Contact North
Debby Burrows	Municipality of Temagami
Scott Fisher	Professions North
Isabelle Denault	Ministry of Energy, Northern Development & Mines
Tallia Damini	FedNor
Jill Thayer	FedNor
Nathan Dias	Township of Schreiber
Ian Dunn	Ontario Forest Industries Association
Sylvie Fontaine	Town of Hearst Economic Development
Dawn Lambe	Biomass North Development Centre
Sylvie Lemieux	Ontario Clean Water Agency
David MacLachlan	Tourism Northern Ontario
Marty Kalagian	Tourism Northern Ontario
Donna Maitland	Mattawa Bonfield Economic Development Corporation
Dan Marchisella	City of Elliot Lake
Laurie Marcil	Nature and Outdoor Tourism Ontario
Jean-Pierre Nadon	Collège Boréal
Wayne Taipale	Town of Moosonee
Peter Politis	Town of Cochrane
JP Ouellette	Town of Cochrane
Jacques Boily	Hydromega Services Inc.
Betty-Lou Purdon	Town of Iroquois Falls
Al Robichaud	Municipality of Val Rita-Harty
Linda Savory Gordon	NEORN (Northeastern Ontario Rail Network)/ NORDIK
Michael Shea	Town of Iroquois Falls
Roger Sigouin	Town of Hearst
James Stevens	Township of Larder Lake
Charles Cirtwill	Northern Policy Institute
Rachel Beals	Northern Policy Institute
Alex Ross	Northern Policy Institute
Christine St. Pierre	Northern Policy Institute
Robert Courchesne	Township of Fauquier- Strickland







## REGISTRATION LIST

NAME	ORGANIZATION
Corina Moore	Ontario Northland
Kevin Eshkawkogan	Indigenous Tourism Ontario
Al Winters	Ministry of Natural Resources and Forestry
John Archibald	Taykwa Tagamou Nation
Karen Gibbons	Karen Jones Consulting Inc.
Natasha Penn	Karen Jones Consulting Inc.
André Robichaud	Ontario North Consulting
Kelly Mitchell	KWMitchell Consulting
Mark Holmes	KWMitchell Consulting
Mark Lawrence	Stitt Feld Handy Group
Jason Stitt	Stitt Feld Handy Group
Michael Maynard	Stitt Feld Handy Group
Lorne Hillcoat	Temiskaming Development Fund Corporation
Dalton Potter	Temiskaming Development Fund Corporation
Luc Boucher	Northeast Community Network
Julie Joncas	Far Northeast Training Board/Local Employment Planning Council
Albalina Metatawabin	Mushkegowuk Development Corporation
Francine Wesley	Mushkegowuk Development Corporation
Cheryl Fort	Township of Hornepayne
Laurie Robinson	Indigenous Advanced Education & Skills Council
Rod Raycroft	Northeastern Ontario
Steve Antoine	Red Sky Tours
Daniel Vadnais	FedNor
Julie Gaudreault	Township of Moonbeam
Antoine Vezina	Timmins Economic Development Corporation
Gilles Laderoute	Township of Black River Matheson
Don Nolet	Township of Opasatika
Mike Metatawabin	Five Nations Energy Inc.





## INTRODUCTION:

The traditional territories of the Cree and Anishinabek peoples encompass all of Northern Ontario. It is home to over 780,000 people and encompasses 90 percent of Ontario's landmass in which five main Treaties are enacted. Northern Ontario's diverse population and economy hold vast promise that remains profoundly untapped.

On September 11 –13, 2018 in Cochrane Ontario, municipal and Indigenous community leaders, experts in business, industry, economics, policy and education gathered to participate in an evolutionary Summit to find common ground and begin work that will set Northern Ontario on course to achieve sound, sustainable, diversified and equitable socio-economic growth.

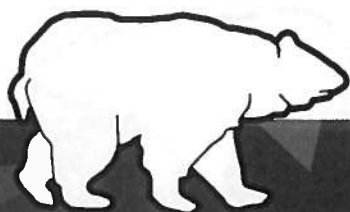
For three days, Transforming Ontario's North (TON) Summit participants candidly shared their experiences, vision and knowledge to arrive at the following Statement of Common Purpose.

Much work remains to be done in bringing ALL Northern Ontario communities together in launching a movement that will encourage ongoing TON Summits as Northerners work together to revise and refine this living agreement. This Accord and Statement of Common Purpose is intended to ensure the region achieves its full potential and generates prosperity for its citizens and the Province of Ontario as a whole. Northern leaders, regulators, experts and practitioners have come together to identify the framework for the North to become a more significant contributor to a better Ontario. This Accord formally validates our mutual commitment to the outcomes of the Summit and the respective expectations of the region moving forward. It is a testament to the region's commitment to work with governments, transcending political terms of office, to mutually take Northern Ontario on the path of reaching its full potential.

**The participating Northern Leaders of the Transforming Ontario's North Summit support and endorse the following purpose and expectations:**



**Our purpose is to directly influence our future and to develop a Northern Ontario where everyone works together within a common vision to guarantee that community actions and government policy reflect the history and reality of all of Northern Ontario's regions.**





The signatories of this document support and endorse the following foundational principle:



Consultation is not enough. Indigenous and non-Indigenous communities must walk together on the basis of friendship, respect, trust and reconciliation.

The signatories of this document validate the expectations set by the Summit participants and endorse the following foundational goals for the re-energizing and development of Northern Ontario:

## **1 GROW THE NORTHERN FAMILY**

**Work together.** A unified Northern family that is inclusive of Indigenous and non-Indigenous, francophone and all people to strengthen Northern Ontario's relationships with Southern Ontario, neighbouring provinces and the United States.

**Speak with a common voice.** Collectively and inclusively build a set of principles and priorities to guide ongoing consultation, engagement and program development with government agencies.

**Grow the wealth together.** Shared development and management of resources in the co-creation of opportunities to derive mutual benefit.

## **2 MOVE, ATTRACT AND RETAIN PEOPLE**

**Retain and grow the workforce.** Foster workforce development that is fully inclusive of Indigenous peoples and will meet the need for skilled labour, professional services, entrepreneurship, strong communities and enriched cultural identity.

## **3 ESTABLISH MODERN AND FORWARD THINKING INFRASTRUCTURE CAPACITY**

**Attract Investment:**

Invest in modern infrastructure. Innovate and build clean, affordable energy, transportation and information technology infrastructure to support the desired growth of Northern Ontario.

## **4 ESTABLISH LONG-TERM MULTI-GENERATIONAL COMPREHENSIVE BUSINESS PLAN**

**The plan should:**

- Cover decades in scope, outlive governments and elevate province wide integration;
- Identify all opportunities and position the North to reach its full potential; and
- Identify financial resources required, and the sources of said funding.





Thank you for attending The Northern Ontario Leadership Summit!

Please fill out this short survey to help us improve this event and others like it!

**1** On a scale from 1-10, 1 meaning dis-satisfied and 10 meaning satisfied, how well did the event meet your expectations?

1    2    3    4    5    6    7    8    9    10

**2** On a scale from 1-10, 1 meaning dis-satisfied and 10 meaning satisfied, how beneficial did you find the Think Tank sessions to be?

1    2    3    4    5    6    7    8    9    10

**3** Did you feel you were given sufficient time and opportunity to provide your input?

☐ Yes    ☐ No

If you answered No, please elaborate:

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**4** On a scale from 1-10, 1 meaning dis-satisfied and 10 meaning satisfied, how beneficial did you find the featured speaker, Linda Nazareth to be?

1    2    3    4    5    6    7    8    9    10

**5** Were you satisfied with the meals provided?

☐ Yes    ☐ No



**6** On a scale from 1-10, 1 meaning dis-satisfied and 10 meaning satisfied, how beneficial did you find the expert panel to be?

1      2      3      4      5      6      7      8      9      10

**7** Did you feel you were given enough time to network with other participants?

☐ Yes      ☐ No

If you answered No, please elaborate:

**8** Would you be interested in attending another event in the future similar to TON?

☐ Yes      ☐ No      ☐ Undecided

**9** Do you have any comments, concerns or suggestions you would like to make to improve this event for future participants?

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**10** Would you like to be added to the distribution list for updates regarding TON? To submit an anonymous survey, please provide your contact information and submit it separately from the survey.



**TRANSFORMING  
ONTARIO'S  
NORTH**

# **SURVEY**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

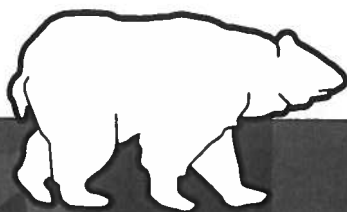
Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

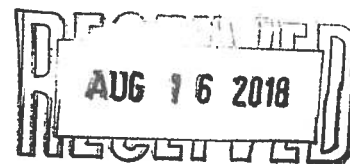
**Thank you for taking the time to fill out this survey and participating in Transforming Ontario's North!**



- ☒ No later than September 13, 2018 issue a statement to Northern Ontario Media outlining the stated purpose and key points derived from the Summit agreement.
- ☒ By September 19, 2018, communicate to all Summit participants the final Accord documents and Statement of Common Purpose dated September 13, 2018.
- ☐ No later than September 27, 2018 issue to media the full Statement of Common purpose and Accord.
- ☐ On September 27, present an overview of TON Summit 2018 at State of the North in North Bay.
- ☐ By October 8, 2018 present to all Northern Ontario communities (Indigenous and non-Indigenous) a copy the final Accord documents and Statement of Common Purpose dated September 13, 2018.
- ☐ Before November 1, 2018 distribute a brief, well- articulated video for distribution to all Northern communities, relevant government ministers, agencies and organizations.
- ☐ By November 1, 2018, present final Accord documents and Statement of Common Purpose dated September 13, 2018 to all relevant government ministers and agencies as well as Northern Ontario municipal organizations such as, but not limited to, NOMA, FONOM, NOLUM. Set up an introduction of the Accord and expectations to the Province through the organization of a Queen's Park Day to liaise directly with key Ministers and Ministries.
- ☐ For a period of not less than three months, record all comments and recommendations from Northern Ontario with respect to the Accord and Statement of Common Purpose and provide that record to future Summits and/or as requested by the councils of all Northern Ontario Indigenous and non-Indigenous communities.
- ☐ Establish a TON Summit movement through the empowerment and engagement of the Northern Family.
- ☐ Identify a vehicle to lead this movement and implement social, media and communications strategies to build momentum. Establish the budget requirements for moving this forward to ensure adequate financial and human resources are available to maximize success.
- ☐ Develop presentation packages that highlight the Statement of Common Purpose and the Accord for:
  - 1. Government (demonstrate how accord fits with revenue sharing model and other stated mandates)
  - 2. Northern Communities
  - 3. Northern organizations, business, industry
- ☐ No later than Spring 2019, work with Northern communities to organize and run a second Summit in Northwestern Ontario.



**From:** Rebecca Marshall <RMarshall@ocwa.com>  
**Sent:** Thursday, August 16, 2018 3:26 PM  
**To:** craig.d; John Regan (cao@blackriver-matheson.com); Roxanne St. Germain; Treasurer@blackriver-matheson.com (Treasurer@blackriver-matheson.com); (jallen@latchford.ca); Michelle Larose; Township of Coleman  
**Cc:** Victor Legault; Anthony Danis; Brian Jibb; Bryce Logan; Rico Guindon; Dale Waghorn; Rico Guindon  
**Subject:** NSF 372 documentation - MDWL Requirement



Good Afternoon,

Recently in all Municipal Drinking Water Licences the following NSF 372 documentation requirement has come into force. The NSF 372 requirement applies to any pipe, plumbing fitting, or fixture intended to convey or dispense water for human consumption through drinking or cooking. **Please ensure to get NSF 372 documentation prior to ordering any parts in the future for the drinking water system including distribution components.**

[https://www.nsf.org/newsroom\\_pdf/nsf61-372\\_lead\\_insert\\_LWD-1350-0513.pdf](https://www.nsf.org/newsroom_pdf/nsf61-372_lead_insert_LWD-1350-0513.pdf)

Example of description in MDWL.

## 14.0 Chemicals and Materials

**14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.

**14.1.1** In the event that the standards are updated, the owner may request authorization from the Director to use any of hand chemicals and materials that previously met the applicable standards.

**14.1.2** The requirement for the owner to comply with NSF/372 shall come into force no later than June 7th, 2018.

Thanks,

**Rebecca Marshall** | Process and Compliance Technician | North Eastern Ontario Hub | Ontario Clean Water Agency | Tel: 705-648-4267 | Fax: 705-567-7974 | Email: [rmarshall@ocwa.com](mailto:rmarshall@ocwa.com)

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 Mayor ☒  
 Council ☒ ☐ CA  
 CAO ☐  
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 Ec Dev ☐ S ☐ C  
 Parks & Rec ☐ S ☐ C  
 Planning ☐ S ☐ C  
 Public Wks ☒ S ☐ C  
 PPP ☐  
 Social Services ☐ 235  
☐ \_\_\_\_\_



11664

**From:** Jessica Warren <jessica.warren@oakville.ca>  
**Sent:** Friday, August 17, 2018 3:13 PM  
**To:** 'caroline.mulroney@pc.ola.org'  
**Subject:** Town of Oakville Correspondence Re: Regulating the Display and Distribution of Objectionable Images  
**Attachments:** Regulating the Display and Distribution of Objectionable Images.pdf

Please find the attached correspondence regarding Notice of Motion: Regulating the Display and Distribution of Objectionable Images, passed at the Planning and Development Council meeting, August 7, 2018.

Thank you.

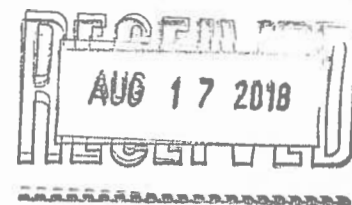
Jessica Warren  
Council and Committee Services Coordinator  
Clerk's Department

Town of Oakville | 905-845-6601, ext.4179 | f: 905-815-5976 | [www.oakville.ca](http://www.oakville.ca)

Canada's Best Place to Live (MoneySense 2018)

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<http://www.oakville.ca/privacy.html>



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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

August 13, 2018

The Honourable Caroline Mulroney  
Attorney General  
720 Bay Street, 11th Floor  
Toronto ON M7A 2S9

**Subject: Regulating the Display and Distribution of Objectionable Images**

At its meeting on August 7, 2018, Oakville Town Council approved the following motion:

*WHEREAS Oakville wishes to be a safe and welcoming community for all those who are residents or visitors to our town; and*

*WHEREAS messaging and graphic depictions felt by many to be upsetting and objectionable appear in public places, on our streets and at our doorsteps yearly; and*

*WHEREAS the Canadian Code of Advertising Standards includes in its provisions, outlined under Unacceptable Depictions and Portrayals - Advertisements shall not: undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population.*

*THEREFORE, BE IT RESOLVED that Council direct the Director of Municipal Enforcement, in consultation with the Town Solicitor, to assess options to:*

- a. regulate the display of banners/signs in public places as well as the distribution of print materials to private residences that contain extremely graphic images intended to shock, alarm, or cause dismay, including the potential for the prohibiting of the public display and distribution of such print materials for the purposes of addressing the potential of such displays to cause harm to members of the public, especially children; and*
- b. report back to Council in 2019.*

*Be it further resolved that by way of a letter to the Hon. Caroline Mulroney, Attorney General, Mayor Burton, on behalf of Council, urge the Province of Ontario to limit and regulate the display and distribution of posters, signs and leaflets that contain disturbing images; and*

*THAT Mayor Burton, on behalf of Council, write the Minister of Justice of Canada urging the consideration of amendments to Section 163(8) of the Canadian Criminal Code - Obscene Publication; and*

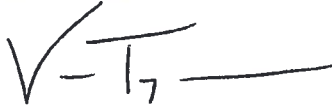
*THAT a copy of this resolution be sent to all members of the Association of Municipalities of Ontario (AMO).*

August 13, 2018

**Subject: Regulating the Display and Distribution of Objectionable Images**

Should you have any questions regarding this matter or should you require any additional information, please contact me at 905-845-6601, extension 2003, or email [vicki.tytaneck@oakville.ca](mailto:vicki.tytaneck@oakville.ca).

Yours truly,

A handwritten signature in black ink, appearing to be 'V-Ty', followed by a horizontal line.

Vicki Tytaneck  
Town Clerk

c. Association of Municipalities of Ontario – All Members

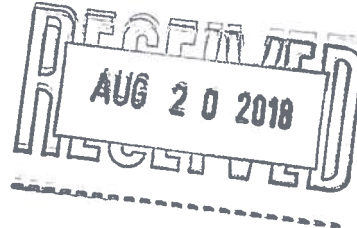


The Corporation of the  
City of North Bay  
200 McIntyre St. East  
P.O. Box 360  
North Bay, Ontario  
Canada P1B 8H8  
Tel: 705 474-0400

11665  
OFFICE OF THE CITY CLERK  
CORPORATE SERVICES DIVISION  
Direct Line: (705) 474-0626, ext. 2510  
Fax Line: (705) 495-4353  
E-mail: karen.mcisaac@cityofnorthbay.ca

15 August 2018

The Honourable Premier Doug Ford  
Office of the Premier  
Queen's Park  
Legislative Building  
Toronto, ON M7A 1A1



Dear Honourable Premier Ford:

This is Resolution No. 2018-249 which was unanimously passed by Council at its Regular Meeting held Tuesday, August 14, 2018.

Resolution No. 2018-249:

"Whereas there are growing concerns around rental units in the City being left in a costly and damaged state;

And Whereas local owners report that these incidents are increasing in frequency and severity.

Therefore Be It Resolved that the City of North Bay request that the Province explore ways to protect basic important tenant rights, while investigating policies and regulations that could help to protect property, and penalize those who cause damage to property, and help recoup costs for those damages.

And Further that a copy of this Motion be forwarded to the Honourable Doug Ford Premier, the Honourable Vic Fedeli, Minister of Finance, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Leaders of the Opposition, MP Anthony Rota, Near North Landlords Association, Rental Housing Enforcement Unit, The Landlord and Tenant Board, North Bay Police Force and neighbouring municipalities seeking support from their Councils."

Yours truly,

*Karen McIsaac*

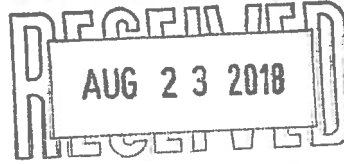
Karen McIsaac  
City Clerk

KM/ck

cc: Hon. Vic Fedeli, Minister of Finance  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Andrea Horwath, Leader of the Opposition NDP  
Hon. John Fraser, Leader of the Opposition Liberal  
Hon. Mike Schreiner, Leader of the Opposition Green Party  
Anthony Rota, MP Nipissing  
Near North Landlords Association  
Rental Housing Enforcement Unit  
The Landlord and Tenant Board  
North Bay Police Force  
Neighbouring Municipalities (12)

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:** Sabrina Pandolfo  
**Sent:** Friday, August 24, 2018 7:28 AM  
**To:** Roxanne St. Germain; craig.d  
**Subject:** Fwd: Forest Fire Marketing Assistance NeONT  
**Attachments:** RED Funding Fires.doc; ATT00001.htm



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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

Morning guys,

Please include in incoming mail.

Craig not sure if this can come from you or council.

Thanks,

Sent from my iPhone

Begin forwarded message:

**From:** Rod Raycroft <rod@northeasternontario.com>  
**Date:** August 23, 2018 at 1:33:28 PM EDT  
**To:** <projects@temagami.ca>, <jrook@municipalityofkillarney.ca>, "Meredith Armstrong" <meredith.armstrong@greatersudbury.ca>, Steve Dreany <steve@tourismnorthbay.com>, Donna Maitland <director@mbedc.ca>, James Franks <jfranks@temiskamingshores.ca>, Lakeland Airways/Three Buoys Houseboats <lakeland@ontera.net>, Killarney Mountain Lodge <gm@killarney.com>, "Rob Worling" <rob@orangebazooka.com>, Ted East <paddle@killarneyoutfitters.com>, Temagami Shores Inn and Resort <customerservice@temagamishores.com>, "Temagami Outfitting Co. (summer contact)" <canoe@icanoe.ca>, "Smoothwater Outfitters" <temagami@ontera.net>, Temagami Canoe Festival <temagamicanoe festival@gmail.com>, Temagami Anishnabai Tipi Camp <tipi@ontera.net>, Temagami Trails/NNTA Snowmobile Club <cjtt@cjttfn.com>, <herbertfisheries@gmail.com>, <tanya@keewaydin.org>, Ed & Sue Crane <lochaven@vianet.ca>, Brenda & Art Barefoot <bearsden@bedford.net>, "Mike Palmer" <hartleybay@xplornet.com>, Rainbow Camp <rainbowcamp@rainbowcamp.ca>, <moonlightbay@vianet.ca>, Wolseley Lodge <info@wolseleylodge.com>, "French River Trading Post, Motel & Restaurant" <info@frenchrivertrading.com>, "Ray Sapiano" <info@martenriverlodge.com>, Air Ivanhoe <info@airivanhoe.com>, Beausejour Restaurant & Resort <info@thebeauinn.com>  
**Cc:** Guy Lamarche <guy.lamarche@timmins.ca>, Karim Khamisa <k.khamisa@holidayinnsudbury.com>, Kevin Eshkawkogan <keshkawkogan@indigenoustourismontario.ca>  
**Subject:** Forest Fire Marketing Assistance NeONT

Good afternoon:

I'm contacting each of you as representatives of your municipalities and businesses that were either directly affected or felt the economic impact of the recent forest fires. NeONT is requesting letters of support for a RED funding application to mitigate the impacts of the forest fires. The attached document is the foundation of that submission.

We have estimated industry support and in the form of sweat equity (complimentary services along with some contribution from the municipalities) NeONT will match community and industry contributions

and have modestly placed them at \$7,500 and we are asking the Ontario Government for \$30,000 for this initiative.

We have already begun engagement of activities we see as necessary to assist in the recovery of the remaining season and prepare the consumer mindset for the winter and summer of 2019.

Please if you are in support of our efforts prepare a letter of support so we can attach it to our submission. This does not commit you, the municipality or business to any financial contribution, but demonstrates a commitment towards participating in the initiative.

**Northeastern Ontario Tourism  
#Journeys2Discover Program  
Rural Economic Development Application**

*2018 is the worst Forest Fire as of any year's season  
in Northeastern Ontario and is having a devastating  
economic impact on Tourism.*

*The #Journeys2Discover Program is intended to  
mitigate consumer perceptions caused by forest fires  
and restoring a Positive Top of Mind awareness of  
what a Northeastern Ontario Vacation Brings.*

*Submitted by*  
**Northeastern Ontario Tourism**

## INTRODUCTION

As of August 7, 2018 there have been over **979 wildfires** in Ontario, which have consumed **221,900 hectares**. In Northeastern Ontario, **427 of those fires** have impacted **62,479 hectares**. Collectively our thoughts are on the primary concern of the safety of residents and resumption of tourism operations in the communities directly affected by these blazes.

Immediately following the news reports of the forest fires, associated road and waterway closures, air advisories, tourism operators faced unprecedented leisure-trip cancellations—mostly by Ontario residents. Within the week the trend of cancellations began to affect many other businesses during our traditional primary tourism season of summer.

Northeastern Ontario Tourism (NeONT) began taking immediate action by contacting operators and developing a network for discussion and sharing of information. This was to assist us in developing a marketing plan to mitigate this trend for August and the fall of 2018 tourism in Northeastern Ontario, and to help industry members mitigate impacts by connecting them with support services from insurance brokers and municipalities.

Our current or planned actions include:

- Resolve inaccurate information about travel conditions and promote "**Call Before you Go**" tools and websites.
- Promote areas where it's safe to visit now and in the fall by highlighting the message that **Northeastern Ontario is Open for Business** campaign and a social media tagline of **#Journeys2Discover**.
- Provide trip ideas to inspire travellers from Ontario, Quebec and the Great Lakes States. Our immediate actions to date taken in July and August included:
  - Initiating proactive contact with media, aimed to generate coverage here in Ontario by using social media, print outlets, radio, and TV to visit French River, Killarney, Temagami and Sudbury.
  - Providing accurate resource information to tour operators and receptive tour operators.
  - Working with local operators to assist with new itinerary ideas where capacity exists and hosting any who want to visit this fall to showcase existing and alternative product.
  - Securing real-time advertisements on Facebook and Instagram to boost beautiful photos by actual travellers from around Northeastern Ontario to help inspire travel. Partnered with Instagram influencers, to inspire camping, hiking, and biking—and other trip activity ideas.

These activities are a fraction of the work we are exploring to help sustain, and in some areas, recover the impacts of the fires on the 2018 tourism season. You can assist us in our efforts by using **#Journeys2Discover** or **#LoveNortheasternOntario** in your own social posts, or by sharing our content with your network.

Northeastern Ontario has redirected some of its marketing budget to support fall travel in impacted regions. Detailed information for tailored activities designed to help the impacted areas will be coming from us soon.



## **THE GOAL**

In 2016, Northeastern Ontario experienced 3.52 million visits, with approximately 60% of those as same day visitors (2.1 million visits). Research indicates that an average overnight visitor spends \$119 per day or a party \$238. Our goal is to encourage overnight stays in late summer and autumn in the Northeastern Ontario autumn by visitors whose summer plans were impacted in 2018 by fires.

Planned for August and fall of 2018 for a period of eight weeks, the program will market opportunities and events in Northeastern Ontario to prospective visitors by targeting them based on their psychographic interests by observing their purchased behaviors and targeting Anglers, Hunters and VFR. We will create a database to market to throughout the year building a desire to experience various vacation opportunities, for fishing, hunting, snowmobiling, attractions, festivals and events in the Region impacted by the fires in the summer of 2018 and place them at that key position of top of mind for the fall as well as winter and summer of 2019.

## **MARKETING OBJECTIVES**

### **1. Journeys2Discover visitors through Northeastern Ontario overnight stays coupled with day adventures.**

The campaign is aimed to create 1,150,000 which we anticipate creating 10,225 engagements and conservatively, we anticipate a potential conversion into bookings of 945 travel parties, above any organic recovery expectations following the visitation losses of earlier during the summer of 2018. Our campaign will focus mainly on the regions directly affected by the fires and target local Northeastern, GTA and Southwestern Ontario markets.

The intent is to encourage to spark late summer and fall vacations or a weekend escape from high prospects with a personal connection of engaging in VFR travel with flexibility in weekend plans and day travellers passing through the region on existing itineraries to spend at least one or an additional night in the region. The potential economic value of this visitation at over \$166,250 in additional tourism spending in the region and result in over \$21,600 in tax revenues. Over time, we expect this marketing initiative will help operators package better and extend the length of stays by an average of one day of 1.5% of same-day travellers.

### **2. Increase awareness of Northeastern Ontario events, attractions, activities and other opportunities.**

Through an integrated marketing program that employs advertising in Northeastern Ontario and surrounding markets, co-op promotions, posters and other collateral, operator support programs and public relations. #Journeys2Discover provides a framework for marketing the following Northeastern product areas:

- Fall colour activities, festivals and events
- Attractions (including shopping and dining)
- Outdoor day activities, tours and adventures
- Arts, Culture and Culinary (including museums, galleries, studios, breweries, food producers and restaurants)

## ***BUSINESS OBJECTIVES***

1. Leverage Northeastern Ontario Tourism marketing resources through industry and private sector strategic partnerships.
2. Enhance Northeastern Ontario Tourism's operator potential to attract additional visitors through the development of programs designed to support private-sector businesses.

## ***TARGET MARKET***

- Between the ages of 35 and 60.
- Primarily travelling as couples, friends and family.
- Have high household incomes (\$70,000 plus)
- Are well-educated.
- Are well-travelled.

## ***SECONDARY TARGET MARKET***

- Local Northeastern Ontario
  - private sector tourism operators.
  - Retail businesses, restaurants
  - Artisans, musicians, and artists
  - Breweries, food producers

## ***GEOGRAPHIC MARKET***

- Visitors travelling through Northeastern Ontario.
- Visitor as they approach Northeastern Ontario on Highways 17, 11, 69 and 400.

## ***MARKETING PROGRAM ELEMENTS***

Northeastern Ontario Tourism will develop a mix of marketing tools designed to deliver the *Open for Business* messaging and *#Journeys2Discover* message to our target market. The creative/promotions will build upon the positive strengths and brand characteristics that Northeastern Ontario has already developed and aligned with Ontario, but will be customized for the unique challenge of convincing our market to stay another day during their visit to Northeastern Ontario.

The following outlines the immediate and short-term tools required to launch the *#Journeys2Discover* Instagram program in 2018 and gear up for additional programming in 2019.

### ***Social Media Campaign & Tagline***

Estimated budget: \$5,000

Expected Reach	50,000
Expected Engagement	1,175
Expected Group Bookings	105

RoI (Based on 2 days \$476) \$49,980

The campaign statement of *#Journeys2Discover* will personify the Social Media campaign to engaging in day adventures with overnight stays and focus attention on key objectives of *Open for Business*. This is a critical exercise, as objective will be echoed in everything produced

various marketing materials. All efforts are made to stay true to the Ontario Brand in all promotional efforts, then people (both visitors and our internal market) will grow to perceive vacationing in Northeastern Ontario in the desired light.

***Feature Articles & Digital Geo-Fencing Campaign*** Estimated budget: \$15,000

Expected Reach	50,000		
Expected Engagement	3,500		
Expected Group Bookings	315	RoI (Based on 2 days \$476)	\$149,940

Increase the number of Feature Stories on Fishing and Hunting Lodges to contain better lure content and present in a magazine-style format. Highlight autumn events, activities, and open attractions to enhance VFR interest.

***Northeastern Ontario Promotional Media Tour*** Estimated budget: \$7,500

Expected Reach	500,000		
Expected Engagement	1,175		
Expected Group Bookings	105	RoI (Based on 2 days \$476)	\$49,980

Initiate proactive contacts with major media, aimed to generate coverage here in Northeastern Ontario by using social media, print outlets, radio, and TV, and invite them to visiting some of the places affected by media misconceptions such as Killarney, and Temagami. This would be done by leveraging a heavy new branding of the #Journeys2Discover initiative.

***Winter & Summer Campaigns*** Estimated budget: \$10,000

Expected Reach	500,000		
Expected Engagement	1,175		
Expected Bookings	105	RoI (Based on 2 days \$476)	\$49,980

A special digital, broadcast and print campaign would be developed to concentrate awareness on the ecological value of forest fires and benefits to all tourism activities, NeONT will work in partnership with local communities and tourism operators with a particular focus on positive messaging connected with fishing, paddling and hiking. A immediate promotions will be for fall colours, attractions, and festivals campaign will be pushed out toward engaging the huge VFR market by asking locals to invite their family and friends with a chance to win a prize package (TBD i.e. restaurant meal, tours, etc...) . The promotion will be used to highlight accommodation and day adventure deals. Initial work will be to update the online operator database to become a comprehensive listing to assist all industry members both directly and indirectly impacted by the fires.

***Calendar of Events*** Estimated Budget: \$7,500

Expected Reach	50,000		
Expected Engagement	3,500		
Expected Bookings	315	RoI (\$350 per group)	\$110,250

For the 2019 summer season, a calendar of events will be developed and distributed to local businesses throughout Northeastern Ontario, with a focus on the major highways.

## Budget Summary

Social Media Campaign & Tagline promotion	\$5,000
Feature Articles & Geo Fencing Campaign	\$15,000
Northeastern Ontario Promotional Media Tours	\$7,500
Winter & Summer Campaigns	\$10,000
Calendar of Events	\$7,500
<b>TOTAL</b>	<b>\$45,000</b>

## Projected Revenue Sources

NeONT	\$7,500
Municipal & Industry Partners	\$7,500
RED	\$30,000
<b>TOTAL</b>	<b>\$45,000</b>

Note that some activities for this initiative have begun to be responsive to communities and operators affected.

**From:** FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>  
**Sent:** Friday, August 24, 2018 12:23 PM  
**Subject:** FONOM Release Regarding FONOM Board Election & Meetings at AMO  
**Attachments:** FONOM MEDIA RELEASE August 24th.pdf; FONOM MEDIA RELEASE August 24th.doc; FONOM MEDIA RELEASE August 24th\_FR.docx; FONOM MEDIA RELEASE August 24th\_FR.pdf

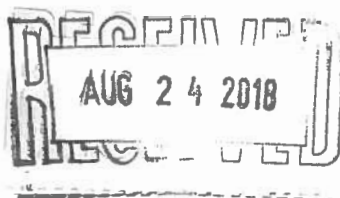
Hello

Please find attached a FRONOM Media Release, we would ask you share with your members of Council and Senior Management.

The Release contains information on the recent Board Election of Officers and the pending retirement of Mayor Al Spacek.

Also the FONOM Board met with several Ministers and the NDP leadership, during the AMO Conference. During those meetings the Board discussed several issues of importance to our members and the Northern Ontario Economy.

Deb Bain  
 Project & Operations Coordinator  
 615 Hardy Street, North Bay P1B 8S2  
 705-478-7672



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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



The Federation of Northern Ontario Municipalities

August 24<sup>th</sup>, 2018

The Federation of Northern Ontario Municipalities (FONOM) wishes to thank Mayor Al Spacek for his many years of Leadership and Dedication as President of FONOM. Mayor Spacek announced at the FONOM Conference this spring that he would not be seeking re-election in October. An election of Officers was held at the August Board meeting in Ottawa. The new officers are; President Danny Whalen (Councillor from the City of Temiskaming Shores), 1<sup>st</sup> Vice President Mac Bain (Councillor from the City of North Bay), 2<sup>nd</sup> Vice President Paul Schoppmann (Mayor from the Municipality of St. Charles). Mayor Spacek will serve as Past President until December 1<sup>st</sup> of this year.

President Whalen commented on Mayor Spacek's leadership of FONOM, "the high regard others have for FONOM as an organization, is directly related to the commitment and passion Al has for Northern Ontario" and "his energy will be missed, and the entire Board is committed to build on the foundation Al has help design". Mayor Spacek commented at the end of the Board meeting, "I am not going far and I am glad I have developed so many friendships throughout Ontario while servicing as President"

During the Association of Municipalities of Ontario (AMO) Annual Conference in Ottawa, the FONOM Board met with a Multi-Minister Delegates of the new Ontario Progressive Conservative Government. The meeting was a great opportunity for the new Government to meet the new Executive and Board of FONOM. Mayor Spacek and President Whalen spoke with the Ministers and their staff, about issues of concern to communities and business in Northern Ontario. Those issues include; Municipal Infrastructure funding, Connecting Link, Species at Risk impacts, 4 Laning of the Trans-Canada Highway, Railway Right of Way Property Taxation, Cannabis, Electricity Price, Fuel Price regulation, Forestry, Natural Gas Expansion, Fire Fighter Regulations, Non-Urgent Patient transfers, maintaining the number of Health Units in Northern Ontario, funding of Forestry Roads, Expanding Medical Service, Interest Arbitration and Opportunities for the Crown Land. FONOM appreciated the opportunity to meet the Ministers and we are anxious to work with their Government to create a stronger Northern Economy



The FONOM Board met as well with members of the Ontario New Democratic Party, sharing many of the issues with them.

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

-30-

**For more information:**

Councillor Danny Whalen  
FONOM President  
705-622-2479

**From:** Roxanne St. Germain  
**Sent:** Friday, August 31, 2018 1:00 PM  
**To:** Roxanne St. Germain  
**Subject:** Councillor Danny Whalen's appointment to the Northern Caucus of the Association of Municipalities of Ontario  
**Attachments:** 2018-2020 AMO Board of Directors Danny Whalen\_FR.docx; 2018-2020 AMO Board of Directors Danny Whalen english.docx

**From:** FONOM Office/ Bureau de FONOM [mailto:fonom.info@gmail.com]

**Sent:** Monday, August 27, 2018 6:59 PM

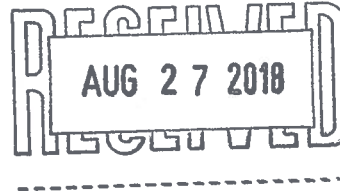
**Subject:** Councillor Danny Whalen's appointment to the Northern Caucus of the Association of Municipalities of Ontario

Good morning

Please find attached a Media Release announcing Councillor Danny Whalen's appoint, to the Northern Caucus of the Association of Municipalities of Ontario

Thanks Deb

Deb Bain  
 Project & Operations Coordinator  
 615 Hardy Street, North Bay P1B 8S2  
 705-478-7672



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 ☐  
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## **FONOM President Appointed to the 2018 – 2020 AMO Board of Directors**

August 23, 2018

At the Annual Conference of the Association of Municipalities of Ontario (AMO), held in Ottawa August 19 – 22, Danny Whalen, President, Federation of Northern Ontario Municipalities (FONOM), was appointed to the AMO Board of Directors, Northern Caucus.

As a member of the Board, President Whalen will help set policy for the association and serve as a key municipal leader in the province.

“AMO benefits from membership from across the Province, and a Board that reflects the diversity of Ontario’s municipal governments. To that end, I am pleased to have Danny on the 2018- 2020 Board team,” said AMO President, Jamie McGarvey.

### **About the Association of Municipalities of Ontario:**

AMO is a non-profit organization representing almost all of Ontario’s 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada’s political system.

For more information about AMO, please go to our website: [www.amo.on.ca](http://www.amo.on.ca)

-30-

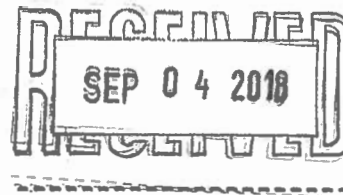
For more information contact:

Brian Lambie,  
AMO Media Contact  
416.729.5425  
[lambie@redbrick.ca](mailto:lambie@redbrick.ca)

**From:** Lorie Hunter  
**Sent:** Thursday, September 6, 2018 9:48 AM  
**To:** Roxanne St. Germain  
**Subject:** Fwd: Community Schools Alliance  
**Attachments:** 2018 Community Schools Alliance AGM.docx; ATT00001.htm

For incoming

Lorie Hunter  
 Mayor  
 The Corporation of the Municipality of Temagami  
 705-569-3421 ext 212  
 705-948-1000 cell



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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

Begin forwarded message:

**From:** Doug Reycraft <[reycraft@sympatico.ca](mailto:reycraft@sympatico.ca)>  
**Date:** September 4, 2018 at 4:59:27 PM EDT  
**To:** Lorie Hunter <[mayor@temagami.ca](mailto:mayor@temagami.ca)>  
**Cc:** Patrick Cormier <[cao@temagami.ca](mailto:cao@temagami.ca)>  
**Subject:** Community Schools Alliance  
**Reply-To:** Doug Reycraft <[reycraft@sympatico.ca](mailto:reycraft@sympatico.ca)>

Please share the attached document with all members of your municipal council.

The attachment is an account of the August 19th Annual General Meeting of the Community Schools Alliance. It includes the Annual Report of the Chair and the election of members to the Executive Committee.

Thank you.

Doug Reycraft  
 181 Main Street  
 Glencoe ON N0L 1M0  
 (519) 494-2508

Community Schools Alliance  
Annual General Meeting  
Ontario Room, The Westin Ottawa  
August 13, 2018

#### Attendance

Alan Barfoot, Georgian Bluffs  
Denis Doyle, Frontenac Islands  
Mike Hentz, Dutton Dunwich  
Stephanie Jaworski, South Glengarry  
Marcus Ryan, Zorra Twp.  
Carol Lowry, Temagami  
Biff Lowery, Temagami  
Paul McQueen, Grey Highlands  
Stewart Halliday, Grey Highlands  
Bob Pringle, Chatsworth Twp  
Dave Merrill, Malahide Elgin  
Jim Jenkins, Malahide Elgin  
Aina DeViet, Middlesex Centre  
Steven Harvey, Middlesex Centre  
Brian Ropp, North Middlesex  
Frank Berze, Middlesex Centre  
Kevin Eccles, West Grey  
Marcel Meyer, Thames Centre  
Jim Collard, Niagara-on-the-Lake  
Karen Aranha, Southwest Middlesex  
Doug Reycraft, Chair

1. Chair Doug Reycraft called the meeting to order and welcomed everyone in attendance.
2. Chairs Report: Chair Doug Reycraft submits the following as his 2018 activities report.

#### ANNUAL REPORT OF THE CHAIR

August 19, 2018

The past two years have been the most eventful, and I would humbly suggest, the most successful in the nine-year history of the Community Schools Alliance. The spring 'engagement' process announced by former education minister Mitzie Hunter on March 6, 2017 launched a series of ten facilitated public meetings in May in various centres across the province. Several of those meetings were attended by members of our executive committee. The input from parents, students, communities,

school boards and municipalities finally convinced the ministry and minister that the existing Pupil Accommodation Review Guideline (PARG), introduced in March, 2015, was adversely affecting rural and northern communities. On June 28 of last year, Minister Hunter announced a moratorium on school closures and released a discussion paper “Plan to Strengthen Rural and Northern Education”. She also announced a new Rural and Northern Education Fund (RNEF) of \$20 million “dedicated to school boards to enhance education for students in rural and Northern communities”.

During the 2017 AMO conference, Alliance executive members joined an Oxford County delegation in a meeting with Minister Hunter. Following a cordial and constructive meeting, an informal follow-up meeting in a hallway with Alexi White and Chris Martin of the minister’s staff established a working relationship that proved productive throughout the PARG review. A conference call in September arranged by vice-chair Marcus Ryan with the two staff members provided the Alliance with some details and a proposed schedule for the two-phase consultation that was being designed by the ministry. We also learned of the ministry’s plan to establish a Reference Group of representatives of school boards, municipal organizations and other groups including the Community Schools Alliance. Both the CSA chair and Jim Collard (representing OSUM) were appointed to the Reference Group. It also included Professor William Irwin of Huron College of Western University who has been doing research under a contract with the Alliance focused on the impact of school closures on communities. The Reference Group met twice for full-day discussions in November and February and the Community Schools Alliance participated in both discussions.

The first phase of the ministry’s review of the PARG – and the Community Planning and Partnership Guideline – opened on October 12 of last year and closed on December 12. The Executive Committee used a two-hour conference call and follow-up emails to draft a response that consisted of 19 recommendations and was submitted prior to the December deadline. Those recommendations are listed here:

- The current Pupil Accommodation Review (PAR) timeframe should be extended beyond the minimum five months and the minimum number of public meetings should revert to the four that were required by the previous PARG.
- The minimum modified PAR timeline of three months should be eliminated.

- An impacted municipal council should be invited to appoint a representative to be a member of an Accommodation Review Committee (ARC).
- An ARC should have the option of extending the timeframe and the number of meetings if a new closure recommendation is added during the accommodation review process.
- At least three accommodation options (a recommended option, an alternative option and a status quo option) should be included in the initial staff report.
- The initial staff report must include how the options will impact the school board budget, student programming and achievement, student well-being and the impact on the community and the local economy.
- School boards should invite elected municipal representatives and municipal staff to a meeting to discuss the initial staff report with school board trustees and staff.
- A school board's capital plan must list all families of schools planned to be recommended for accommodation reviews during the upcoming five-year period.
- A school board's capital plan must be part of the agenda for meetings with municipalities required by the Community Planning and Partnerships Guideline (CPPG).
- Meetings required by the CPPG should permit two-way sharing of capital plans to facilitate integrated community planning.
- Meetings required by the CPPG should permit elected municipal officials to communicate directly with school board trustees.
- The Ministry of Municipal Affairs should be encouraged to require each single and upper tier municipal government to establish a Municipal School Advisory Committee to serve as a liaison between the municipality and the school boards with schools within the municipal boundary.
- Municipalities and school boards should be encouraged to establish community hubs in underutilized schools before the schools are closed.

- The provincial regulation on the disposition of surplus property (Regulation #444) should be amended to permit municipalities to purchase school buildings before they are closed and lease the space needed for education back to the school board.
- The provincial regulation on the disposition of surplus property (Regulation #444) should be amended to permit municipalities to purchase school buildings at a price based on the property's Fair Market Value as an institutional use.
- A model of school ownership that would have a school established in leased space in a building owned by a municipality and subject to a proper asset management plan should be developed by the ministry.
- The Ministry of Education should continue to enhance the annual capital funding in the Joint-Use Seed Funding Program to provide a greater incentive for coterminous school boards to establish joint-use schools, particularly in rural and northern Ontario.
- The Rural and Northern Education Fund (RNEF) should become a permanent component of the Grant for Student Needs and should be enhanced with funds saved through the reduction in top-up funding.
- Lastly, while not part of this review, it is our position that the physical size of school boards in rural Ontario and the North is too large to permit effective democratic governance and should be reduced to create a larger number of boards with each representing a smaller jurisdiction.

During the first phase of the ministry's consultation, the Community Schools Alliance took advantage of two opportunities to draw attention to the review and the Alliance's response. On November 11, the chair participated on a panel at the annual conference of People for Education in Toronto. On November 25, he was part of a panel at a Rural Education Symposium at Embro in Oxford County. Vice-chair Marcus Ryan was a key organizer of the symposium and it's notable that two members of Minister Hunter's staff attended the symposium and were active participants in roundtable discussions.

On January 17, four days before the annual conference of the Rural Ontario Municipal Conference, a provincial cabinet shuffle saw Indira Naidoo-Harris replace Mitzie Hunter as Minister of Education. The Community School Alliance organized a panel presentation during the conference with Chair Reycraft, Vice-Chair Ryan and Katherine Sedgwick

of Queensborough in Hastings County all providing presentations. Zorra Township had again requested a meeting with the Minister of Education and delegates were able to introduce themselves and some CSA executive members to the recently-appointed Minister Naidoo-Harris.

In early February, Minister Naidoo-Harris released a Draft Pupil Accommodation Review Guideline (PARG) and announced the second phase of the consultation. It included significant amendments to the 2015 version and feedback was invited with a March 23, 2018 deadline. The following are the significant changes in the February draft:

- 1. Initial Staff Report to have at least 3 options including status quo instead of “one or more”
- 2. Initial Staff Report to follow ministry-approved template (under development)
- 3. Each option in Initial Staff Report to address 4 impacts:
  - Student programming
  - Student well-being
  - School board resources
  - Local community
- 4. “Impact on the local community” to include consideration of local economy if at least one school eligible for RNEF
- 5. Minimum number of public meetings increased from 2 to 3
- 6. Final Staff Report must include secondary school student feedback
- 7. Extra public meeting within 20 business days if new school closure introduced in Final Staff Report
- 8. Within 5 days of trustee approval of review, notices sent to Head of affected councils and CAO with invitation to meeting
- 9. Minimum time between first and final of 3 or more public meetings increased from 40 to 60 business days
- 10. Modified review prohibited if one or more schools in review qualify for RNEF
- 11. New section to describe Administrative Review process and conditions

The Executive Committee again used a conference call and follow-up emails to develop a response to the draft. Here is our submission:

“We support the second paragraph of the preamble which reads in part “When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.”

**We recommend that the Initial Staff Report described in Section VI of the draft must include a description of the actions taken on all four options listed above.**

In Memorandum 2018:B02 to Directors of Education and Secretary/Treasurers of School Authorities, a section titled Initial Staff Report states that boards will be required to use a ministry-approved template and also states that “impact on extracurriculars, student transportation and school climate surveys could be considered for inclusion”.

**We recommend that the template to be used to prepare the Initial Staff Report shall require that the impact on extracurriculars, student transportation and school climate surveys be included.**

We believe that each municipal council within the attendance area of a school recommended for closure should have the opportunity to appoint a representative to the Accommodation Review Committee.

**We recommend that the first sentence of the second paragraph in the segment of Section VII titled Membership be revised to read “Where established by a school board’s pupil accommodation review policy, representation from students and the broader community, including the municipal council(s) within the school’s attendance area, shall be invited.**

We applaud the requirement of a meeting with municipalities as described in Section IX but are concerned that the draft is silent on the timing of the meeting. We believe it must occur early in the review process.



**We recommend that Section IX be amended to require that the meeting with municipalities be scheduled within 30 days of the Board of Trustees' approval to undertake a pupil accommodation review, before the accommodation review committee is established and before the first public meeting.**

We believe that the proceedings of any meeting(s) with municipalities should be reported to the Board of Trustees before they make a final decision regarding a pupil accommodation review.

**We recommend that the segment of Section XI titled Final Staff Report be amended to require that the segment includes a report that summarizes the proceedings of any meeting(s) with municipalities.**

We are very concerned with the timeline for the first public meeting. We believe that 30 business days between the Board of Trustees' approval to conduct a pupil accommodation review and the first public meeting is not sufficient time to provide written notice to municipalities, establish an accommodation review committee and conduct an orientation session for the committee. We also feel, as indicated above, that the meeting with municipalities should occur before the first public meeting,

**We recommend that Section XIII be amended to require that, beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 60 days before the first public meeting is held.**

We are pleased that the draft guideline requires that an economic impact assessment be completed and considered if a school proposed for closure is eligible to receive support from the Rural and Northern Education Fund (RNEF). We are also pleased that the Modified Pupil Accommodation Review may not be undertaken if one or more of the schools included in the review is RNEF-eligible. We regard these provisions as a departure from the one-size-fit-all approach of previous versions of the Pupil Accommodation Review Guideline and applaud them."

On April 27, with very little fanfare, the ministry released the final revised version of the PARG. Here are the additional changes that the ministry made to the February draft:

- 1. "Options" changed to "scenarios"

- 2. Initial Staff Report still requires 3 scenarios but status quo not required
- 3. “Impact on local economy” to follow ministry-approved template (under development)
- 4. Notices and invitations to councils must go to single, lower, and upper-tiers
- 5. Council responses to Initial Staff Report must be included in Final Staff Report if submitted before final of 3 or more public meetings
- 6. Meeting for municipalities to discuss Initial Staff Report must happen before first of 3 or more public meetings
- 7. Minimum time between trustee approval of review and first of 3 or more public meetings increased from 30 to 40 days
- 8. Template for Initial Staff Report ‘likely’ to include impact on extra-curriculars, student transportation and school climate surveys

This year the Community Schools Alliance became a sponsor of the annual OSUM conference in Niagara Falls held May 2<sup>nd</sup> to 4<sup>th</sup>. A panel presentation similar to the one at the ROMA conference in January was made. On this occasion, however, we were able to provide a description of the final PARG.

Although the consultation on the PARG has concluded, the moratorium established on June 28, 2017 continues to be in force. The revised document references templates that school board administrations are required to use for the Initial Staff Report to the board and the Economic Impact Study required if at least one school eligible for the Rural and Northern Education Fund is included in a review. Those templates were to be developed in consultation with the Reference Group (of which both the chair and Jim Collard are members) over the summer and be made available this fall. However, there has been no communication with members of the Reference Group and we are waiting for some announcement from Minister Lisa Thompson. A meeting with Minister Thompson is scheduled for Tuesday morning during this AMO conference and it is hoped that the delegation may gain some information about the templates and the moratorium at that time.

The Executive Committee is generally pleased with the outcome of the review. We will continue to advocate for increases in the \$20 million Rural and Northern Education Fund. However we see its use to determine which schools in a review make an economic impact study necessary as a major improvement. It represents a clear departure from the one-size-fits-all approach that has damaged the future of many rural and northern communities.

Dr. William Irwin of Huron College and his colleagues continue to conduct research on the impact of school closures in Ontario for the Community Schools Alliance. He is also teamed with Patricia Collins of Queens University to study the impact using the Limestone District School Board and the Thames Valley District School Board as their research sites. The latter project is the result of a \$236,000 SSHRC grant. We look forward to a progress report on both projects.

Our ability to fund research and presentations and to support conferences like OSUM depends of the fees paid by our members. I thank the municipal councils and councillors who have supported us in the past and ask for their continued sponsorship.

I also want to acknowledge the continuing support of the Middlesex County council and its IT department who look after our web site. We also owe our gratitude to AMO who will be sending out renewal invoices on our behalf very soon and who look after our finances and to the Town of Niagara-on-the-Lake for hosting our teleconferences.

Lastly I offer my gratitude to the members of our Executive Committee who have been generous with their time and advice as we worked through the most extensive and comprehension consultation on the accommodation review guideline undertaken in my memory.

Respectfully submitted,



Doug Reycraft

Chair, Community Schools Alliance

3. Secretary Treasurers Report

Moved by Carol Lowery, second by Alan Barfoot that the financial report as held by and distributed through the Association of Municipalities of Ontario (AMO) be received:

4. Business Arising from the report

Karen Aranha congratulated Doug on the successes of the CSA, reminded us that Boards of Education have work to do to catch up to the new direction of the Ministry of Education. Steve Harvey asked how our work will affect Rural and Northern schools by the removal of \$200 Million from the provincial budget?

Carol Lowery wants us to determine the future of Rural and Northern school funding. It was suggested that we have questions ready for the bear pit session of Amo.

Motion by Denis Doyle, second by Alan Barfoot to receive and action Doug's report as necessary.

5. Moved by Marcus Ryan, second by Kevin Eccles to receive and adopt the following as elected to the CSA for the following 3 years

That Alan Barfoot, Jim Collard, Trevor Bougie and Denis Doyle be acclaimed as members of the Executive Committee of the Community Schools Alliance and further that Stephanie Jaworski be appointed to the Executive conditional on her election to the municipal council of South Glengarry or her becoming an individual member of the CSA, whichever comes first and further that Cameron McWilliam of Dutton Dunwich be appointed to the Executive as his community is a member in good standing.

6. This concludes the business of the 2018 AGM, Chair Reycraft adjourned the meeting @ 5:45 pm.

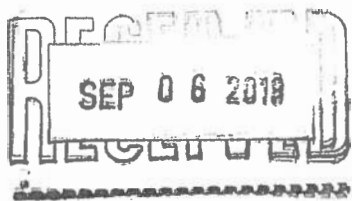
Respectfully submitted.



James C. Collard

Councillor, Town of Niagara-on-the-Lake

**From:** Rebecca Marshall <RMarshall@ocwa.com>  
**Sent:** Thursday, September 6, 2018 11:40 AM  
**To:** craig.d; Roxanne St. Germain  
**Cc:** Victor Legault; Yvan Rondeau; Rebecca Marshall  
**Subject:** Temagami Operations Report - 2018 2nd Quarter  
**Attachments:** Temagami Operations Report 2018 2ndQ.pdf



Good Morning,

Please find attached: the second quarter Operations Report for the Temagami water and wastewater systems.

Regards,  
**Rebecca Marshall** | Process and Compliance Technician | North Eastern Ontario Hub | Ontario Clean Water Agency | Tel: 705-648-4267 | Fax: 705-567-7974 | Email: [rmarshall@ocwa.com](mailto:rmarshall@ocwa.com)

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- Parks & Rec ☐ S ☐ C
- Planning ☐ S ☐ C
- Public Wks ☒ S ☐ C
- PPP ☐
- Social Services ☐
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## **Temagami North & South Water & Wastewater Systems**

### **SYSTEM HIGHLIGHTS**

- All preventative maintenance completed as per the work management system
- Regular weekly microbiological and quarterly chemical testing completed – no exceedances
- Municipal Sewage Reporting and Wastewater Systems Effluent Regulation reporting completed for the first quarter of 2018

### **2018 CAPITAL WORK & PROGRESS**

- Temagami South WTP Generator – In Progress
- Temagami South WTP – Replaced faulty dialer
- Temagami North WTP – Intake Inspection completed (CWWF)
- Chemical tank level transmitters have been installed at both of the water plants
- Pressure Relief Valve servicing for both water plants is ongoing

<b>Temagami North WTP</b>	
<b>Proposed Expenditure from the 2018 Capital Letter</b>	<b>Status</b>
The clear wells should be inspected and if required cleaned	Waiting for Response
A submersible pump is required to supply water pressure and flow to the plant in order for it to operate when the high lift pumps are unavailable	Waiting for Response
The emergency generator should be load tested.	Waiting for Response
Chlorination system should be installed at the tower	Waiting for Response
The turbidity meters need to be replaced. The current meters are failing. Process pH will be added at the same time	Waiting for Response
The pH adjustment for the distribution water should be relocated and a pH meter installed.	Waiting for Response
Chemical pump parts	Waiting for Response
Soda Ash pumps	Waiting for Response
Generator Water Treatment/Pump Station – Annual Service	Waiting for Response
Painting of Floors	Waiting for Response
Repairing doors	Waiting for Response
Insulating of the Plant	Waiting for Response
SCADA programming repair	Waiting for Response
DWQMS External Audit	Completed

Temagami North Lagoon	
Proposed Expenditure from Capital Letter	Status
Generator at Spruce Drive Pump Station – Annual Service	Waiting for Response
Spruce Drive Pumping station clean out	Waiting for Response

Temagami South WTP	
Proposed Expenditure from Capital Letter	Status
Computer and Printer	Completed
The pH adjusted for the distribution water should be relocated and a pH meter added.	Waiting for Response
Chemical pump parts	Waiting for Response
DR3900 Spectrophotometer	Waiting for Response
Painting of Floors	Waiting for Response
Repairing doors	Waiting for Response
Insulating of the Plant	Waiting for Response
DWQMS External Audit	Completed

Temagami South Lagoon	
Proposed Expenditure from Capital Letter	Status
Sludge needs to be removed from the sewage lagoon.	CWWF - Ongoing
Chemical tank valves and piping renewal	Waiting for Response
Ferric tank clean out	Waiting for Response

#### QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) PROGRESS

- The Operational Plan is in the process of being updated to reflect the recent revision of the Drinking Water Quality Management Standard to Version 2.0 and corporate changes.
- The third party re-accreditation audit was conducted by SAI Global on May 18 and June 8. The off-site desk top portion was completed first and then there was an on-site visit by the auditor. One Minor Non-Conformance was identified due to calibration standards being expired but this has been resolved and all expired chemicals and reagents have been disposed of and operators have been instructed to check expiration dates every time a chemical or reagent is used and dispose if expired. Several Opportunities for Improvement were also noted and these will be considered during the current revision of the Operational Plan.

## MOECC INSPECTIONS & FINDINGS

- There were no inspections during the quarter.

## HEALTH & SAFETY

- The monthly Health and Safety inspections were completed.
- Training Topics: Heat Stress, Near Miss Reporting, Respiratory Protection

## INCIDENTS & COMPLAINTS

### Temagami North WTP

- On February 10 there was a category 1 watermain break at Hydrant #13 on Birch Crescent. The valve to the hydrant was turned off right away and there was no suspected contamination. No reporting required.

### Temagami South WTP

- March 14 - 16 there was an adverse water quality incident (AWQI #138928) due to loss of coagulant. The alum pump was accidentally paused and did not run when called for by the PLC so on every second cycle of the plant there was no coagulant added. The pump was paused from March 14 at 11:30 to March 16 at 14:30. Operational parameters started shifting so the operator knew there was a problem and investigated to find that the pump was paused. CT was met during the time the coagulant was not being added. Two sets of samples were taken in the distribution system, 24 hours apart and results were zero for E.coli and total coliforms. Operators are looking into alarming the pumps but if that cannot be done a visual check of chemical pumps will be added to the rounds sheet.

### Temagami South Lagoon

- The seasonal average concentration of TSS exceeded the limit of 25 mg/L with a result of 33 mg/L and the seasonal loading limit of 71.9 kg was exceeded with a result of 75.6 kg. The Ministry of the Environment was notified as per the ECA. The exceedances are likely due to the sludge build up in the lagoon.

## CALL-BACK SUMMARY

System	Call-Backs this Quarter	Total Call-Backs to Date
Temagami North WTP	3	7
Temagami North Lagoon	5	9
Temagami South WTP	2	13
Temagami South Lagoon	0	2
Total	10	31

Please see Appendix A for Call-Back details



## DRINKING WATER SYSTEM PERFORMANCE SUMMARY

Temagami North Drinking Water System		April	May	June	Compliance
Maximum Daily Raw Flow Volume (m <sup>3</sup> /d)		216	248	295	Max 460
Maximum Peak Raw Flow Rate (L/min)		383	390	413	Max 456
Maximum Treated Flow (m <sup>3</sup> /d)		194	214	288	Max 328
Total Treated Flow (m <sup>3</sup> /d)		4263	4468	4728	-
Free Chlorine Residual from analyzer (mg/L)		0.95 to 2.03	1.15 to 1.56	0.93 to 1.70	Min 0.85
Distribution Chlorine Residual (mg/L)		0.27 to 1.56	0.20 to 1.52	0.24 to 1.48	Min 0.05
Percent of time turbidity was below 0.3 NTU	Filter 1	100	100	100	Min 95%
	Filter 2	100	100	100	

Temagami South Drinking Water System		April	May	June	Compliance
Maximum Daily Raw Flow Volume (m <sup>3</sup> /d)		247	263	413	Max 1,005
Maximum Peak Raw Flow Rate (L/min)		578	598	665	Max 700
Maximum Treated Flow (m <sup>3</sup> /d)		215	212	418	Max 950
Total Treated Flow (m <sup>3</sup> /d)		5730	5057	5777	-
Free Chlorine Residual from analyzer (mg/L)		1.10 to 1.57	1.39 to 1.73	0.96* to 1.78	Min 1.00
Distribution Chlorine Residual (mg/L)		0.69 to 1.36	0.77 to 1.78	0.66 to 1.45	Min 0.05
Percent of time turbidity was below 0.3 NTU (filter 2)		100	100	100	Min 95%

\*low chlorine – CT calculation completed and CT met

**WASTE WATER TREATMENT SYSTEM PERFORMANCE SUMMARY**

Temagami North Lagoon	April	May	June	Compliance (ECA)
<b>AS PER THE ENVIRONMENTAL CERTIFICATE OF APPROVAL</b>				
Average Daily Flow - Influent (m <sup>3</sup> /day)	390	466	212	Max 390 ( <i>annual average</i> )
Max Daily Flow (m <sup>3</sup> /day)	1,016	1,314*	265	Max 1,200/day
Total Volume Treated (m <sup>3</sup> )	11,696	17,525	6,359	-
cBOD <sub>5</sub>	2.7	3	3	25 mg/L ( <i>annual average</i> )
Total Suspended Solids	2	3	1.5	25 mg/L ( <i>annual average</i> )
Total Phosphorous	0.13	0.114	0.069	1.0 mg/L ( <i>annual average</i> )
(Ammonia + Ammonium) Nitrogen	2.9	1.43	0.373	-
pH	7.4 to 7.6	7.7 to 8.7	7.6 to 8	6.0 to 9.5 (inclusive)
<i>Escherichia coli</i> ( <i>E. coli</i> ) (cfu/100mL)	135	20	5	Geometric Mean of 200 ( <i>objective</i> )
<b>AS PER WASTEWATER SYSTEM EFFLUENT REGULATIONS (WSER)</b>				
cBOD <sub>5</sub>	2.7	3	3	25 mg/L ( <i>quarterly average</i> )
Total Suspended Solids	2	3	1.5	25 mg/L ( <i>quarterly average</i> )

\*exceeded on May 2 due to rain and snow melt

Temagami South Lagoon	April	May	June	Compliance (ECA)
<b>AS PER THE ENVIRONMENTAL CERTIFICATE OF APPROVAL</b>				
Average Daily Flow - Influent (m <sup>3</sup> /day)	160	161	143	Annual Average of 232
Total Volume Treated (m <sup>3</sup> )	4,794	4,983	4,279	-
Discharge Flow (m <sup>3</sup> /day)		2,290	2,290	Max 2877.12
BOD5 (mg/L)		16.05	7.9	25 mg/L (seasonal average)
Total Suspended Solids (mg/L)		37*	25	25 mg/L (seasonal average)
Total Phosphorous (mg/L)		0.207	0.28	1.0 mg/L (seasonal average)
Total Ammonia Nitrogen (mg/L)		18.2	6.74	-
<b>Prior to Discharge Sampling</b>				
Total Phosphorous (mg/L)		0.171		-
Hydrogen Sulphide (mg/L)		<0.02		-
<i>Escherichia coli</i> ( <i>E. coli</i> ) (cfu/100mL)		5		-
<b>AS PER WASTEWATER SYSTEM EFFLUENT REGULATIONS (WSER)</b>				
cBOD5		18		25 mg/L (annual average)
Total Suspended Solids (TSS)		33		25 mg/L (annual average)

Discharge Period: May 16-26 (Cell 1) and June 7-15 (Cell 2)

Total Discharged: 43,510 m<sup>3</sup>

\*see Incidents and Complaints section

# **APPENDIX A**

## **CALL BACK REPORTS**

## Work Order Call Back Details Report

741057: BCA shutdown Temagami N 6030

Asset:

Location: 6030-WTTM-P-FI 6030, Temagami North WTP, Process, Filtration

Page Time:	04/07/2018 12:00 PM
Arrive time:	04/07/2018 01:00 PM
Leave time:	04/07/2018 02:45 PM
Finish Time:	04/07/2018 10:42 PM
Report Date:	4/7/18
Reported By:	Chris Barkhouse
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification:	REFURBISH/REPLACE
GL Account:	TEMAGM6030W-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	INSTTECH	Chris Barkhouse	00:00	04:00

Log		
Date	Created By	Description
4/7/18	Chris Barkhouse	Arrived to find number one filter shut down. Could find no apparent reason except that it had just done a backwash. Reset alarms and started plant to monitor operation for a bit. Turned chlorine up a bit 4.8 to 5.0 on BCA.

## Work Order Call Back Details Report

742251: call bca shut down temagami north WTP 6030

Asset: 0000277317 ANALYZER PH LAB / PORTABLE  
Location: 6030-WTTM-P 6030, Temagami North WTP, Process

Page Time:	04/19/2018 03:45 AM
Arrive time:	04/19/2018 04:45 AM
Leave time:	04/19/2018 05:10 AM
Finish Time:	04/19/2018 06:00 AM
Report Date:	4/19/18
Reported By:	Claude Mongrain
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification:	REFURBISH/REPLACE
GL Account:	TEMAGM6030W-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	MECHANIC	Claude Mongrain	00:00	04:00

Log		
Date	Created By	Description
4/19/18	Claude Mongrain	call bca shut down
found bca #1 plant shut down on backwash reset and restart backwash all ok		

## Work Order Call Back Details Report

780293: HI Level alarm Sruce pumping station 6029

Asset:

Location: 6029-WWSP 6029, Temagami North Lagoon Spruce Pumping Station

Page Time:	05/05/2018 09:15 PM
Arrive time:	05/05/2018 10:00 PM
Leave time:	05/05/2018 11:30 PM
Finish Time:	05/06/2018 10:06 PM
Report Date:	5/6/18
Reported By:	Chris Barkhouse
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification	REFURBISH/REPLACE
GL Account:	TEMAGM6029S-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	INSTTECH	Chris Barkhouse	00:00	04:00

Log		
Date	Created By	Description
5/6/18	Chris Barkhouse	Arrived to find station level within operating limits. Tried each pump in Hand to measure performance. Found number two pump working very slowly. Reversed pump a couple of times to maybe flush it out. It seemed to be working noticeably better after this but still not great. Lowered on setpoints to give a little more time to catch up. Lead pump. 1.60 to 1.20 m. Lag pump 1.80 to 1.40m. Will check pit in daylight.

## Work Order Call Back Details Report

780308: Major alarm Spruce Dr. Pumping station 6029

Asset:

Location: 6029-WWSP

6029, Temagami North Lagoon Spruce Pumping Station

Page Time:	05/06/2018 08:00 PM
Arrive time:	05/06/2018 08:45 PM
Leave time:	05/06/2018 10:00 PM
Finish Time:	05/06/2018 10:18 PM
Report Date:	5/6/18
Reported By:	Chris Barkhouse
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification:	REFURBISH/REPLACE
GL Account:	TEMAGM6029S-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	INSTTECH	Chris Barkhouse	00:00	04:00

Log		
Date	Created By	Description
5/6/18	Chris Barkhouse	Respond to HI level alarm. Check pump operation, both pumps working OK. Level was at 0.60 m. Check well level, heavy flow coming in to station. Pumps having a hard time keeping up. Lowered ON setpoints, lead 1.2 to 1.0 and lag 1.4 to 1.2m.



## Work Order Call Back Details Report

780733: High level Spruce Drive SPS - 6029

Asset:

Location: 6029-WWSP 6029, Temagami North Lagoon Spruce Pumping Station

Page Time:	05/07/2018 06:00 PM
Arrive time:	05/07/2018 06:30 PM
Leave time:	05/07/2018 08:30 PM
Finish Time:	05/07/2018 08:30 PM
Report Date:	5/8/18
Reported By:	Josh Dubois
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification:	REFURBISH/REPLACE
GL Account:	TEMAGM6029S-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	OPERATOR	Josh Dubois	00:00	04:00

Log		
Date	Created By	Description
5/8/18	Josh Dubois	High Level Spruce SPS
Call for high level at Spruce SPS. Upon arrival level at approximately 0.92m. Pump 1 was running and system pumped down no problem. Watched system cycle 3 times. Approximate time to fill up from 0.60m to 1.0m was 10 minutes. Pump down times varied and it was noticed pump 2 was significantly slower than pump 1. Due to no trending on site and no additional problems while on site it is believed the LIT head malfunctioned causing the alarm.		

## Work Order Call Back Details Report

780744: Spruce Drive SPS Hi Level Alarm - 6029

Asset:  
Location: 6029-WWSP      6029, Temagami North Lagoon Spruce Pumping Station

Page Time:	05/08/2018 05:30 AM	Site:	OCWASITE
Arrive time:	05/08/2018 05:45 AM	Priority:	5
Leave time:	05/08/2018 06:00 AM	Work Type:	CALL
Finish Time:	05/08/2018 06:00 AM	Status:	CLOSE
Report Date:	5/8/18	Classification:	REFURBISH/REPLACE
Reported By:	Josh Dubois		
Supervisor:		GL Account:	TEMAGM6029S-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	OPERATOR	Josh Dubois	00:00	04:00

Log		
Date	Created By	Description
5/8/18	Josh Dubois	Spruce Dr SPS Hi Level Alarm
See WO# 780733 Log. No trending, unsure if system has high flows or if LIT is malfunctioning. To be scheduled as a confined space entry during regular work hours to determine problem.		



Ontario Clean Water Agency  
Agence Ontarienne Des Eaux

## Work Order Call Back Details Report

782156: BCA Shut Down Alarm 6030

Asset:

Location: 6030-WTTM 6030, Temagami North WTP

Page Time:	05/20/2018 05:00 PM
Arrive time:	05/20/2018 06:00 PM
Leave time:	05/20/2018 08:00 PM
Finish Time:	05/20/2018 08:00 PM
Report Date:	5/22/18
Reported By:	Bryce Logan
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification	REFURBISH/REPLACE
GL Account:	TEMAGM6030W-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	INSTTECH	Bryce Logan	00:00	04:00

Log		
Date	Created By	Description
5/22/18	Bryce Logan	BCA Shut Down
Call for BCA Shut down, low flow on backwash caused plant shut down. reset plant and manually backwashed and turned back online everything operating properly.		

9/4/18 14:48:21

7 / 10

## Work Order Call Back Details Report

782559: tem. north SPS 6029 high level

Asset:

Location: 6029-WWSP 6029, Temagami North Lagoon Spruce Pumping Station

Page Time:	05/24/2018 10:10 PM
Arrive time:	05/24/2018 11:05 PM
Leave time:	05/24/2018 11:15 PM
Finish Time:	05/25/2018 12:05 AM
Report Date:	5/26/18
Reported By:	Claude Mongrain
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	CLOSE
Classification	REFURBISH/REPLACE
GL Account:	TEMAGM6029S-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	MECHANIC	Claude Mongrain	00:00	04:00

Log		
Date	Created By	Description
5/26/18	Claude Mongrain	high level
check station all ok		

## Work Order Call Back Details Report

821604: Low CL2 alarm Air locked pump 6028

Asset:

Location: 6028-WTTM-P-DI 6028, Temagami South WTP, Process, Disinfection

Page Time:	06/09/2018 01:30 AM
Arrive time:	06/09/2018 02:45 AM
Leave time:	06/09/2018 06:00 AM
Finish Time:	06/09/2018 12:00 PM
Report Date:	6/9/18
Reported By:	Chris Barkhouse
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	COMP
Classification:	REFURBISH/REPLACE
GL Account:	TEMAGM6028W-000

Actual Labor				
Task ID	Craft	Labor	Regular Hours	Premium Hours
	INSTTECH	Chris Barkhouse	00:00	04:30

Log		
Date	Created By	Description
6/9/18	Chris Barkhouse	Respond to call in for Low treated CL2. Residual at 0.99 and plant shut down. Looks like chlorine has slowly been decreasing over the day before. Performed a CT calculation, plant easily met CT. Found MP1 hypo pump air locked. Could find no leaks on plumbing but lots of air in hypo in tank. Bled pumps and started plant. Turned CL2 up and monitored the plant until chlorine had risen above setpoint.

## Work Order Call Back Details Report

823270: Low clearwell alarm - 6028

Asset:

Location: 6028-WTTM

6028, Temagami South WTP

Page Time:	06/21/2018 06:45 PM
Arrive time:	06/21/2018 07:00 PM
Leave time:	06/21/2018 08:30 PM
Finish Time:	06/21/2018 08:30 PM
Report Date:	6/22/18
Reported By:	Josh Dubois
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	COMP
Classification:	REFURBISH/REPLACE
GL Account:	TEMAGM6028W-000

### Actual Labor

Task ID	Craft	Labor	Regular Hours	Premium Hours
	OPERATOR	Josh Dubois	00:00	04:00

### Log

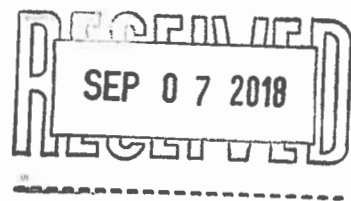
Date	Created By	Description
6/22/18	Josh Dubois	Low clearwell alarm 6028

Call for low clearwell alarm temagami south. Log into system and review both trends and live data. Notice system had been recovering from high water usage (flushing during the day) and while attempting to recover it initiated a backwash. This backwash caused a low clearwell alarm due to the additional treated water usage. Since the level was below 2.20m, a CT calculation was performed which passed. Monitored the system for another hour to confirm proper operation.

**From:** Temagami & District Chamber of Commerce <info@temagamiinformation.com>  
**Sent:** Friday, September 7, 2018 12:36 PM  
**To:** Temagami & District Chamber of Commerce  
**Subject:** FW: LMG August Labour Focus  
**Attachments:** LMG August 2018 Newsletter.pdf; LMG Aout 2018 Newsletter.pdf; July 2018 Jobs Report\_FULLL.pdf

For Your Information.

**Debbie Morrow**  
Administrative Assistant  
Temagami & District Chamber of Commerce & Info Centre  
705-569-3344



- 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 ☐
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

[www.temagamiinformation.com](http://www.temagamiinformation.com)



 Virus-free. [www.avg.com](http://www.avg.com)

## IN THIS EDITION

WANTED: A Skilled Workforce

Employment Services

Manufacturing Jobs in Ontario

Canada Tourism Facts

## JOBS REPORT JULY 2018

TOTAL NUMBER OF JOB POSTINGS

Nipissing 602

Parry Sound 165

TOP INDUSTRY WITH VACANCIES

Nipissing

Administrative Support  
(15.4%)

Parry Sound

Retail Trade (18.8%)

To view the full report, visit our website  
[www.thelabourmarketgroup.ca](http://www.thelabourmarketgroup.ca)

August 2018

# LABOURFOCUS

The Labour Market Group

## WANTED: A SKILLED WORKFORCE

Ontario's skills shortages cost the economy up to \$24.3 billion in forgone GDP and \$3.7 billion in provincial tax revenues annually.

- \$24 billion is about 4% of provincial GDP.
- Skills gaps are projected to become worse without action to address them.
- Businesses would find themselves **without the people** they need to grow.
- Many Ontarians would find themselves **unemployed or underemployed**.

What causes  
Skills gaps?



73% of employers say skills requirements have increased over the past decade.

76% of employers say skills requirements will increase further over the next decade.

And there is a misalignment between the number of PSE graduates in Ontario, their subject areas and employers' needs.

Employers are investing less than ever in training and development. They are also losing skilled and experienced workers due to aging and retirement.

1993 \$1,200

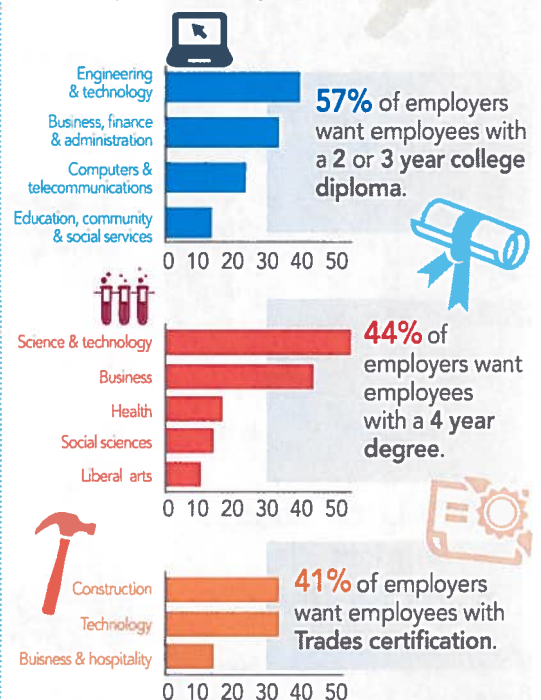


2010 \$700



What do  
employers  
need?

In surveying over 1,500 Ontario employers employing over 750,000 people, they say they are **IN NEED** of the following kinds of post-secondary credentials.



Source: The Conference Board of Canada

**EMPLOYMENT SERVICES** Employment Services will help you find great employees while saving you time and money.

**EMPLOYMENT  
ONTARIO**

WE CAN HELP!

- Assist with your recruitment needs.
- Find the right candidate for your company (qualified, skilled candidate).
- Provide pre-screening services free of charge.
- List your job order on their online and in-house job board.
- Assist with the interview process.
- Provide space to conduct your interview if needed.
- Provide on-site assistance for problem solving, interventions, job coaching, monitoring.
- Provide post-hiring support.
- Provide training incentives for eligible clients.
- Assist with access to the Canada-Ontario Job Grant.



## SECOND CAREER!

New skills! needed for jobs in demand now.

Also, financial support when you qualify for a second career.

Apply for up to \$28,000 for costs including:

- tuition
- books
- manuals, workbooks or other instructional costs
- transportation
- basic living allowance (maximum \$410 per week)
- child care

What does a  
Second Career  
give you?



T. 705.474.0812  
Toll Free 1.877.223.8909  
F. 705.474.2069

101 Worthington St. East  
Suite 238  
North Bay, Ontario

1 College Dr.  
Parry Sound, Ontario

The Labour Market Group is funded by





## THE 10 MOST SOUGHT AFTER SKILLS PER SECTOR

### ENGINEERING

- CAD
- 3D
- Graphic Design
- Professional Engineer
- Automation
- Engineering Design
- Layout Design
- Cost Control
- PLC
- Microsoft Project



## 2018 Local Labour Market Plan NOW AVAILABLE

Questions or concerns?  
Feel free to contact us at  
[info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca)

T. 705.474.0812  
Toll Free 1.877.223.8909  
F. 705.474.2069

101 Worthington St. East  
Suite 238  
North Bay, Ontario

1 College Dr.  
Parry Sound, Ontario

The Labour Market Group is funded by



### YOUTH JOB CONNECTION

The Youth Job Connection program serves youth aged 15 to 29 who experience multiple and/or complex barriers to employment by providing more intensive supports beyond traditional job search and placement opportunities.



### Supports Include:

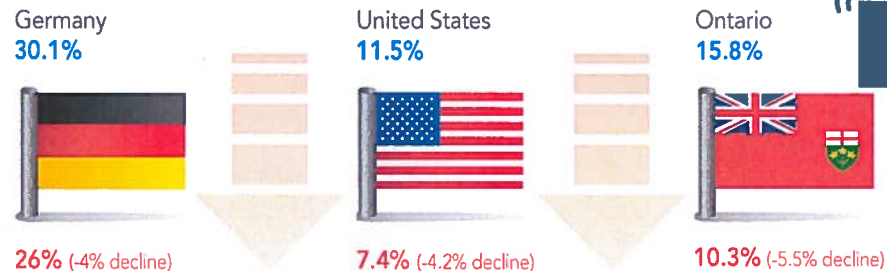
- Paid pre-employment training to promote job-readiness;
- Job matching and paid job placements, with placement supports for participants and hiring incentives for employers;
- Mentorship services; and
- Education and work transitions supports.

EMPLOYMENT  
ONTARIO

### MANUFACTURING JOBS IN ONTARIO

Automation, Globalization, Exchange Rates, and Low Productivity help explain why manufacturing employment has dropped from 15.8% to 10.3% of Ontario's workforce.

Manufacturing Employment as a share of total employment: 2000 | 2011



Source: <https://mowatcentre.ca/how-ontario-lost-300000-manufacturing-jobs/>

### CANADA TOURISM FACTS



Tourism provides **significant employment for young people**. The 2016 census showed that 560,000 youth (age 15-24) worked in tourism. They make up 31% of Canada's tourism workforce, compared to only 13% of the overall labour force and population.

The tourism sector is a significant source of employment for newcomers to Canada. The 2016 census showed that 28% of tourism employees were immigrants or non-permanent residents.



### Labour Shortage Impact

Current rates of labour force growth in the tourism sector suggest that 345,000 jobs can be created between 2015 and 2035 based on the number of workers available to fill those jobs. While this is impressive growth, it does limit the full expansion of Canada's tourism sector.

Between 2015 and 2035, another 192,600 potential jobs could go unfilled, bringing the total number of unfilled tourism jobs during the 2010-2035 period to just under 240,000. That's 10.5% of the jobs that potential spending would support.



Source: <http://tourismhrc.ca/labour-market-information/tourism-facts/>

## READY. SET. HIRED.

Job Portal for the districts of Nipissing and Parry Sound

There are currently **713** jobs available.  
Find yours TODAY! [readysethired.ca](http://readysethired.ca)



[www.thelabourmarketgroup.ca](http://www.thelabourmarketgroup.ca)

# MONTHLY JOBS REPORT

JULY 2018

## Nipissing District

July 2018 saw 602 recorded job postings within the Nipissing District. This represents a substantial increase; +21.6%, from the previous month's figure of 495. The July 2018 total is also substantially greater; +24.6%, than the current 4-year July average of 483 job postings. A significant portion; 17.0%, of the postings of this month came from only 2 employers; HGS (72) and Statistics Canada (30). If it were not for these 102 combined postings the monthly figure would have been comparable to the previous month; +1.0%, and more in line; +9.3%, with the 4-year July average. 252 unique employers posted jobs in the month of July; which is also a drastic increase from both the previous month; +15.6%, as well as the 4-year July average of 28.2%.

**602** Total Number of Job Postings **↑107** from Jun.

## Parry Sound District

July 2018 saw 165 recorded job postings within the Parry Sound District. This represents a notable increase, +8.6%, from the previous month's figure of 152. The July 2018 total is also substantially greater, +34.7%, than the current 4-year July average of 123 job postings. Of the 165 job postings this month 84.2% (139) were primarily discovered through online sources, 16.4% (27) required some form of a driver's license, 3.6% (6) required access to a personal vehicle, 1.2% (2) were seeking a bilingual candidate and 10.9% (18) indicated that a criminal record check would be a condition of hire.

**165** Total Number of Job Postings **↑13** from Jun.

\* North American Industry Classification System (NAICS) is the system utilized by the governments of Canada, United States and Mexico in order to classify companies based on their primary functions/objectives.

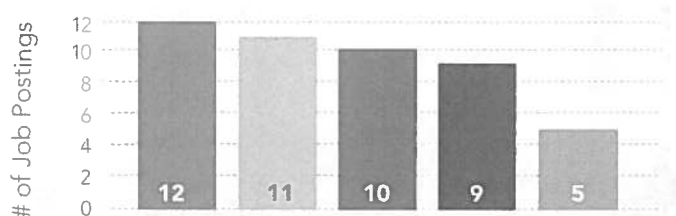
### Top 5 Employers Posting Jobs

HGS Canada  
Statistics Canada  
Logistec Corporation  
Nipissing-Parry Sound Catholic District School Board  
Stock Transportation



### Top 5 Employers Posting Jobs

Municipality of Magnetawan  
Walmart Canada  
Phoenix Building Components Inc.  
West Parry Sound Health Centre  
Almaguin Forest Products



### Top 5 Industries Hiring (NAICS)

**1** **15.4%** Administrative & Support, Waste Management and Remediation Services (NAIC 56)  
of all job postings

#### Top 5 Positions

**70** Inbound Customer Service Representative (Call Centre)  
**8** Cleaner  
**2** Labourer - General Construction  
**2** Heavy Equipment Operator  
**2** Personal Support Worker

### Top 5 Industries Hiring (NAICS)

**1** **18.8%** Retail Trade (NAICS 44-45)  
of all job postings

#### Top 5 Positions

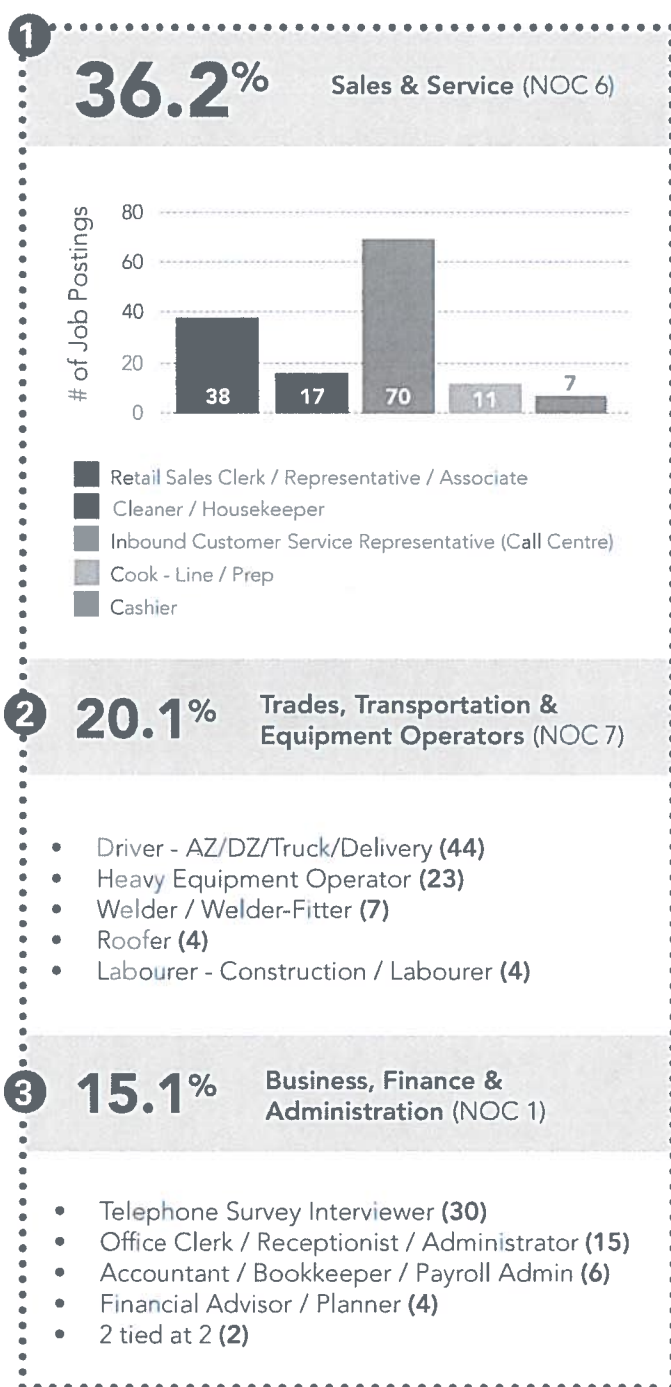
**11** Retail Sales Associate  
**5** Merchandiser / Stocker  
**4** Retail Supervisor  
**3** Cashier  
**2** Order Picker

- 2 **15.3%** : Retail Trade (NAICS 44-45)
- 3 **12.8%** : Health Care & Social Assistance (NAIC 62)
- 4 **10.1%** : Transportation & Warehousing (NAICS 48-49)
- 5 **9%** : Accommodation & Food Services (NAIC 72)

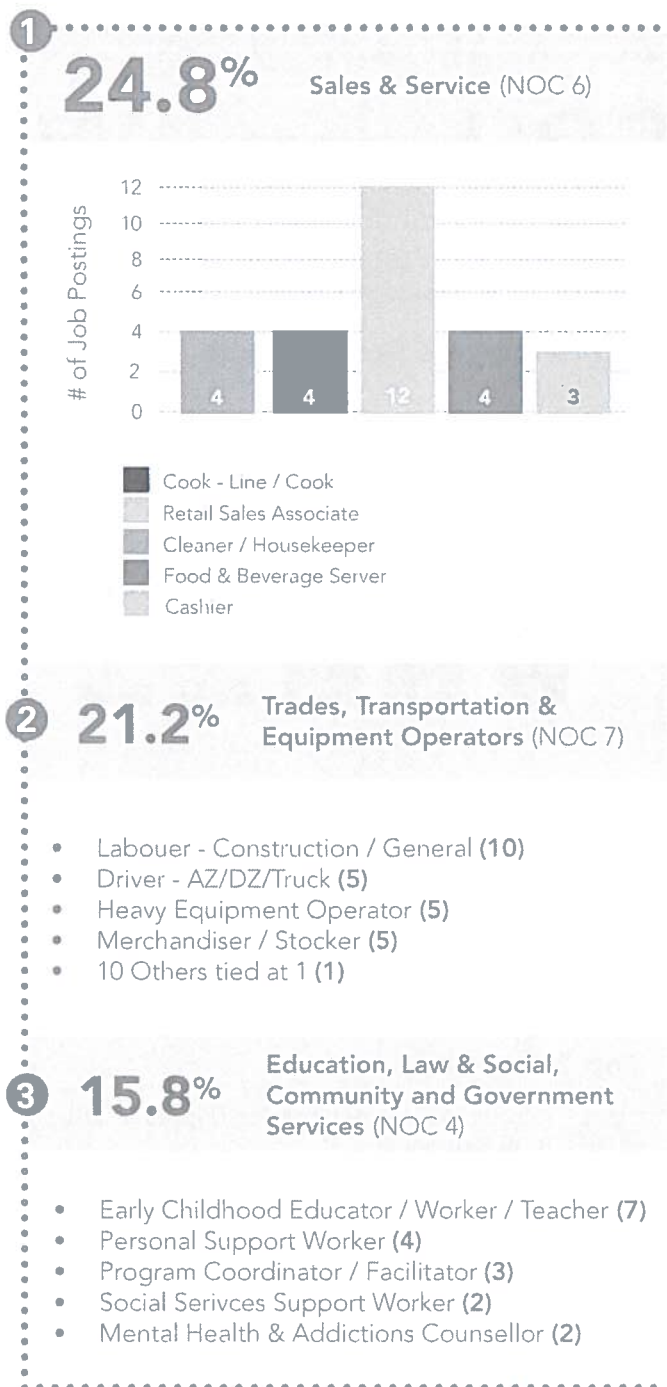
- 2 **18.2%** : Health Care & Social Assistance (NAIC 62)
- 3 **12.1%** : Manufacturing (NAICS 31-33)
- 4 **11.5%** : Public Administration (NAIC 91)
- 5 **10.9%** : Construction (NAIC 23)

\* National Occupation Classification (NOC) is the system utilized by the Government of Canada to organize occupations based on the primary job requirements and skill level.

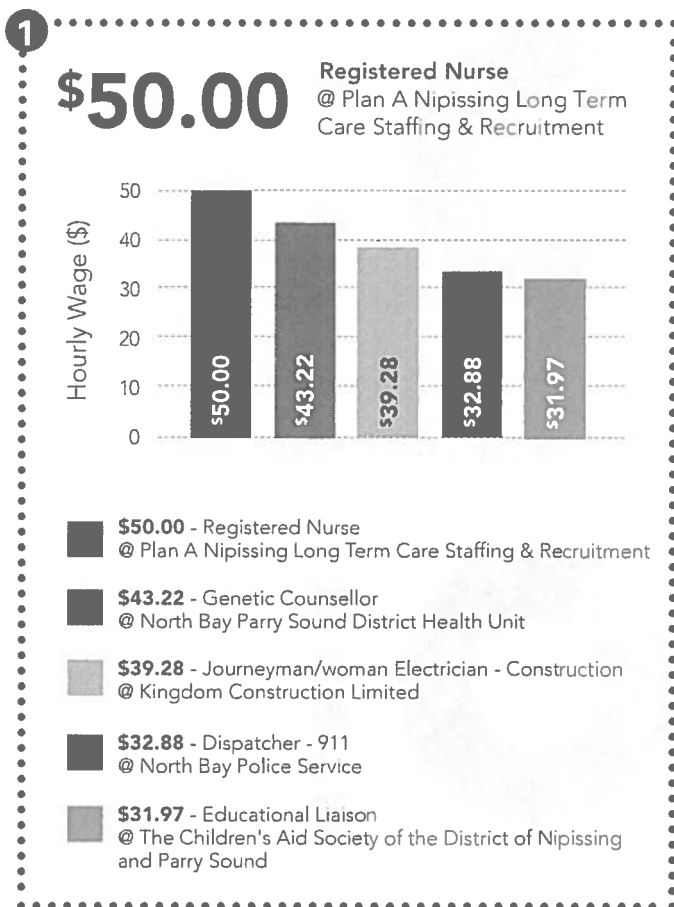
### Top 3 Occupational Categories (NOC)



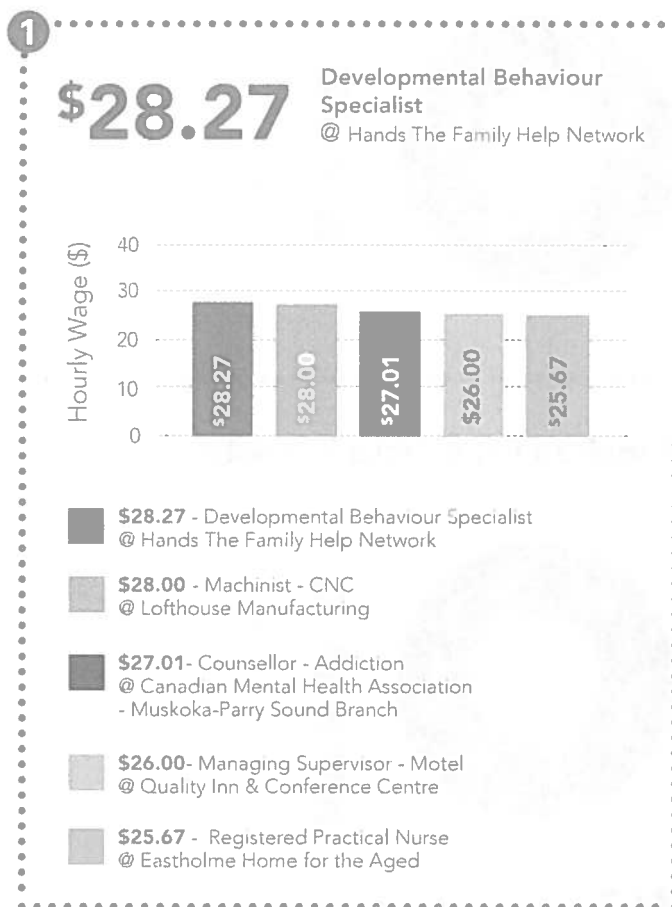
### Top 3 Occupational Categories (NOC)



## Highest Paying Posted Jobs By Hourly Wage



## Highest Paying Posted Jobs By Hourly Wage



## Highest Paying Posted Jobs By Annual Salary

**1** **\$85,000**  
Business Consultant  
@ Stroma Service Consulting Inc.

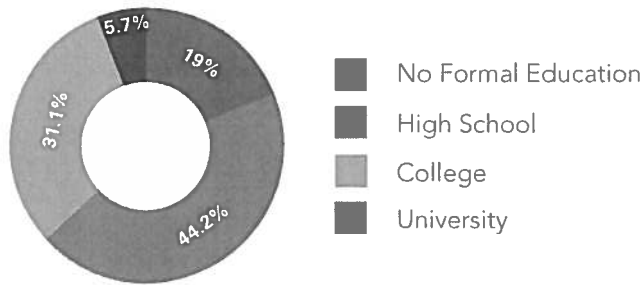
**2** **\$84,867**  
Manager - Clinical Services  
@ Cassellholme Home for the Aged

**3** **\$77,176**  
Manager - Diagnostic & Therapeutic Services  
@ West Nipissing General Hospital

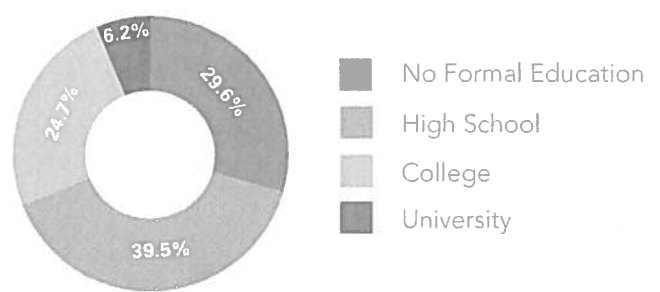
## Highest Paying Posted Jobs By Annual Salary

**1** **\$70,000**  
Water Well Driller  
@ Marshall Well Drilling

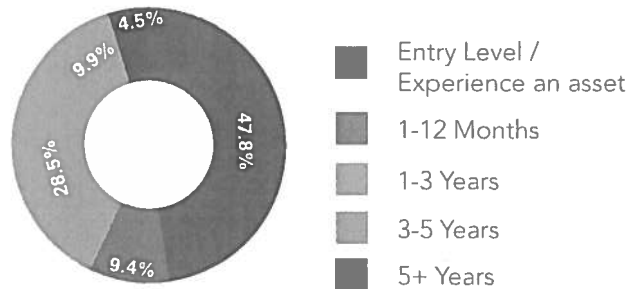
### Educational Level Requested:



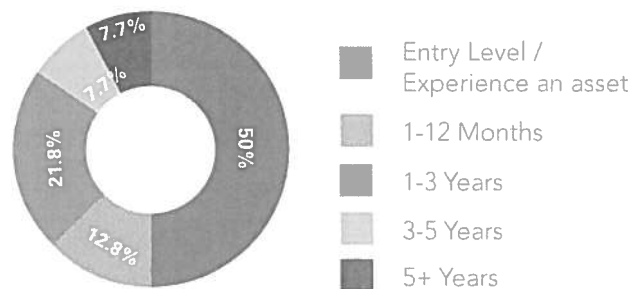
### Educational Level Requested:



### Required Experience Breakdown:



### Required Experience Breakdown:



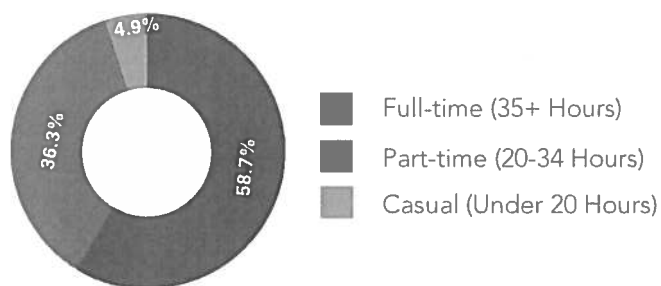
467

Postings listed experience requirements (77.6%)

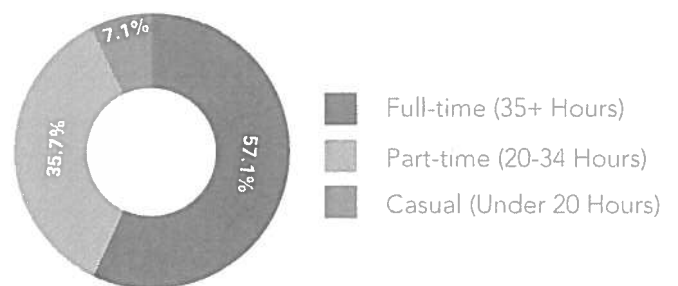
78

Postings listed experience requirements (47.3%)

### Full-time / Part-time Breakdown



### Full-time / Part-time Breakdown



526

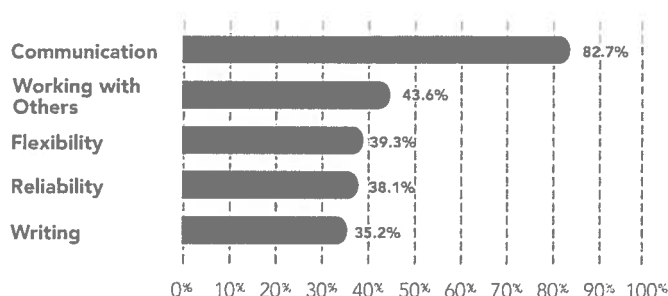
Postings listed hours offered (87.4%)

126

Postings listed hours offered (76.4%)



## Top 5 Most Desired Soft Skills



July 2018 saw 602 recorded job postings within the Nipissing District. This represents a substantial increase; +21.6%, from the previous month's figure of 495. The July 2018 total is also substantially greater; +24.6%, than the current 4-year July average of 483 job postings. A significant portion; 17.0%, of the postings of this month came from only 2 employers; HGS (72) and Statistics Canada (30). If it were not for these 102 combined postings the monthly figure would have been comparable to the previous month, +1.0%, and more in line; +9.3%, with the 4-year July average. 252 unique employers posted jobs in the month of July; which is also a drastic increase from both the previous month; +15.6%, as well as the 4-year July average of 28.2%.

Of the 602 job postings this month 98.2% (591) were primarily discovered through online sources, 30.1% (181) required some form of a driver's license, 5.6% (34) required access to a personal vehicle, 13.5% (81) were seeking a bilingual candidate and 35.5% (214) indicated that a criminal record check would be a condition of hire.

335 of the job postings recorded listed a starting hourly wage and of these the average wage was \$17.07/hour. The July average was nearly identical to both the June average of \$17.04/hour (+0.2%) and the current 12-month average of \$17.02/hour (+0.3%). Of the 335 job postings with a starting hourly wage posted 75 were offering the provincial minimum wage; representing 22.4% of the postings where wages were provided. 32 job postings in July provided a starting annual salary and of those the average was \$45,001.44/year. This figure remains in-line; +1.4%, with the current 12-month average of \$44,360.49/year.

### WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by The Labour Market Group. Each month we compile a list of jobs that were posted or advertised through a variety of sources in our community. This report provides current, key information about job postings in the Nipissing & Parry Sound districts. Job postings were gathered online from [www.jobbank.gc.ca](http://www.jobbank.gc.ca), [www.indeed.ca](http://www.indeed.ca), and [www.wowjobs.ca](http://www.wowjobs.ca), and the North Bay & District Jobs Facebook page. They were also gathered from our local newspapers including: Almaguin News, Parry Sound North Star, North Bay Nugget, Mattawa Recorder, and West Nipissing Tribune. The job postings in this study are by no means an exhaustive list of every available job during the collection period. It is simply a tally of jobs posted from the sources listed above. For more clarification on the collection process of this Jobs report, please contact [info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca). We would be more than happy to review our process with you!

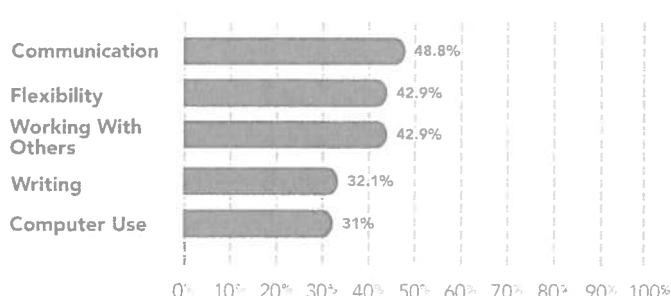
<sup>2</sup> Includes placement agencies, employment service providers and temporary agencies postings which could otherwise fall under other industries but actual employers are unknown at this time.

<sup>3</sup> HGS and Zedd both post very frequently and state they are looking for large numbers of employees. As a result only 1 posting for each was considered

For more information & further details about local jobs, please contact :

The Labour Market Group  
Toll Free: 1-877-223-8909  
[info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca)

## Top 5 Most Desired Soft Skills



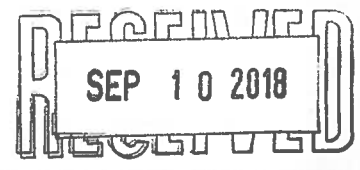
July 2018 saw 165 recorded job postings within the Parry Sound District. This represents a notable increase; +8.6%, from the previous month's figure of 152. The July 2018 total is also substantially greater; +34.7%, than the current 4-year July average of 123 job postings.

Of the 165 job postings this month 84.2% (139) were primarily discovered through online sources, 16.4% (27) required some form of a driver's license, 3.6% (6) required access to a personal vehicle, 1.2% (2) were seeking a bilingual candidate and 10.9% (18) indicated that a criminal record check would be a condition of hire.

72 of the job postings recorded listed a starting hourly wage and of these the average wage was \$17.83/hour. The July average was slightly higher; +2.4%, than the June average of \$17.41/hour and notably greater; +5.3%, than the current 12-month average of \$16.94/hour. Of the 72 job postings with a starting hourly wage posted 12 were offering the provincial minimum wage; representing 16.7% of the postings where wages were provided. There were not enough job postings in the month to allow for statistical significance in regards to providing an average annual salary offered by employers. The current 12-month average is \$44,087.71/year.

  
**The Labour Market Group**  
Guiding partners to workforce solutions.

**From:** Northeastern Ontario Tourism <info=northeasternontario.com@mail1.suw15.mcsv.net> on behalf of Northeastern Ontario Tourism <info@northeasternontario.com>  
**Sent:** Friday, September 7, 2018 5:51 PM  
**To:** Roxanne St. Germain  
**Subject:** 2018 AGM and Board Application



[View this email in your browser](#)

Northeastern Ontario . . . Undeniably Big, Unbelievably Close

# 2018 Annual General Meeting

## Save the date to Attend the 2018 AGM in Temagami

Whole we will share what we have achieved in 2017/18 and highlight some of the opportunities that will come later this winter and early spring, this also is your chance to help us plan the course of our marketing for the future. Agenda and further details to come.

The AGM is set for October 18-19, 2018 at the Temagami Shores Inn & Resort.

Please RSVP us today at [info@northeasternontario.com](mailto:info@northeasternontario.com) to save your seat at the table.

2018 AGM RSVP

APPLY FOR THE BOARD

# Board of Directors

## Apply for a Seat at the Big Table

- 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 ☐
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Applications are being accepted for four positions on the Board of Director of Northeastern Ontario. Northeastern Ontario Tourism (NeONT), a non-profit Organization established in 2012, increases the revenues of regional tourism businesses in the region by effectively marketing the destination and the operators within. NeONT is seeking individuals interested in serving on the Board of Directors.

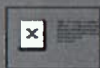
Qualified candidates are encouraged to apply by submitting a nomination at the link above, on or or before Wednesday, September 21<sup>st</sup> at 4:00 p.m. (Eastern Time).

A Nominations Committee will review all nominations and recommend a slate of candidates for the Board of Directors to elect at a meeting immediately following the 2018 Annual General Meeting scheduled for October 18-19<sup>th</sup> in Temagami.

[DOWNLOAD PDF](#)



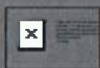
Outdoor



Fish & Hunt



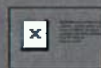
Twitter



YouTube



Instagram



Ride the North



Website



Northern Portal

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####

**Our mailing address is:**

Northeastern Ontario Tourism  
401-2009 Long Lake Rd.  
Sudbury, ON P3E 6C3  
Canada

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**From:** Great Lakes and Water Policy Section (MNR) <mnrwaterpolicy@ontario.ca>  
**Sent:** Tuesday, September 11, 2018 11:49 AM  
**To:** Great Lakes and Water Policy Section (MNR)  
**Subject:** Comment Period for Updated Procedures for Regional Review under the Great Lakes-St. Lawrence River Basin Sustainable Water Resources Agreement (the Agreement)  
**Attachments:** Information\_Sheet.pdf

This notice is to inform you of a public comment period being held by the Great Lakes – St. Lawrence River Water Resources Regional Body (Regional Body) regarding the Agreement signed by the Great Lakes Premiers and Governors in 2005.

On September 1, 2017 the Regional Body and Compact Council initiated a collaborative review of the Regional Body Procedures and Compact Council Guidance for Regional Review of proposals brought forward under the Agreement to divert water from the Great Lakes Basin. Ontario is participating in this process as a member of the Regional Body.

The proposed updates are intended to address lessons learned and respond to public, stakeholder and Indigenous communities' input heard during the Regional Review process conducted for Waukesha, Wisconsin's straddling county diversion proposal in 2016. The content of the Agreement itself is not being reviewed.

Ontarians have an opportunity to comment on the proposed updated Regional Body Procedures and Compact Council Guidance and Rules as part of the Regional Body's public participation process. The Regional Body public comment period is from **September 10<sup>th</sup> to October 10<sup>th</sup>, 2018**.

We encourage stakeholders, municipalities and the public to submit comments submitted directly to the Regional Body through one of the following methods (email, mail, or during an upcoming public hearing) identified on the Regional Body's website (<http://www.glsregionalbody.org/ProposedUpdates.aspx>).

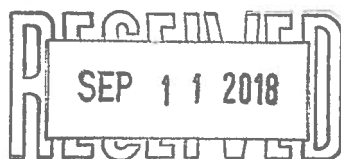
After the public comment period closes, the Great Lakes States and Provinces, as part of the Regional Body and Compact Council, will review all of the public input received. Further updates will be made as needed prior to adopting a final version.

If you have any questions regarding Ontario's involvement in the Procedures update, please contact [mnrwaterpolicy@ontario.ca](mailto:mnrwaterpolicy@ontario.ca)

Thank you,

Jason Travers

Director  
 Natural Resources Conservation Policy Branch  
 Ontario Ministry of Natural Resources and Forestry



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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

# Background Information

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## **What is the *Great Lakes-St. Lawrence River Basin Sustainable Water Resources Agreement*?**

In 2005, Ontario, Quebec, and the eight U.S Great Lakes State signed the *Great Lakes-St. Lawrence River Basin Sustainable Water Resources Agreement*<sup>1</sup> (the Agreement) in order to strengthen the protection and conservation of the shared waters of the Great Lakes basin.

The Agreement, along with the corresponding *U.S Compact*<sup>1</sup> (the Compact), commit each jurisdiction to a ban on diverting water outside of the Great Lakes basin. They also contain commitments for regulating water use based on common environmental standards, implementation of conservation programs in each jurisdiction, and enhancing information and science to support water use decisions.

## **How are exceptions granted to the ban on diversion of water from the Great Lakes Basin and what is a Regional Review?**

The Agreement has exceptions to the ban on diversions for communities that are close to or straddle the Great Lakes basin boundary, if they meet strictly regulated criteria. Communities that qualify may submit an application for a water diversion to its State or Provincial government, which evaluates it against the Agreement criteria before approval is granted.

In some cases, the proposal must also be reviewed by the Regional Body, made up of the representatives of all Great Lakes States and Provinces. The Regional Body issues its findings for the State or Province to consider in making their approval decision. This process is referred to as a "Regional Review". If the proposal comes from a U.S. jurisdiction, it may also need unanimous approval by the Compact Council, made up of the eight Great Lake States.

## **What are the procedures to be followed in conducting a Regional Review?**

In 2010 the Regional Body developed Interim Procedures for conducting a Regional Review of a proposal to divert Great Lakes water to a community that is close to or straddles the basin. The Compact Council also developed Interim Guidance to guide its approval process.

The Interim Procedures and Guidance provide direction on what information should be included in an application for a diversion of Great Lakes water that is subject to a Regional Review, on what opportunities are to be provided for public and stakeholder input during a Regional Review, and on the involvement of Tribes, First Nations and Métis communities.

## **What is the Procedures Update project and how can you provide input?**

On September 1, 2017 the Regional Body and Compact Council initiated a project to update the Regional Body's Interim Procedures and Compact Council's Interim Guidance. The content of the Agreement itself (e.g. the allowable exceptions for water diversions and their associated criteria) is not being reviewed.

---

<sup>1</sup> <http://www.glsregionalbody.org/GLSLRBAgreements.aspx>

The project is a collaborative process by the Regional Body, which includes representatives of the States and Provinces, and the Compact Council, which includes the U.S. states only, with input from the public, stakeholders, and Indigenous communities.

A 30-day comment period is being held on the proposed updated Regional Body Procedures and Compact Council Guidance and Rules from September 10 - October 10, 2018. Please visit the Regional Body website (<http://www.glsregionalbody.org/ProposedUpdates.aspx>) to view the proposed updated Procedures and for information on how to submit comments.

All input received during the comment period will be reviewed by the Regional Body and Compact Council. Further updates will be made if needed prior to adopting a final version.

### **Why is the Regional Body and Compact Council reviewing these procedures?**

In January 2016, the first proposal under the Agreement for a Great Lakes water diversion was submitted for Waukesha, Wisconsin. As a community outside of the basin but in a straddling county in the U.S., the Waukesha proposal was subject to both Regional Review and Compact Council approval. The review is aimed at addressing lessons learned and responding to public, stakeholders, and Indigenous concerns heard during this process.

### **What are the key changes being proposed to the Procedures?**

Some of the key changes the Regional Body and Compact Council are proposing based on lessons learned and feedback received include:

- Indicating that the Originating party will notify the other jurisdictions of the receipt of any application for a diversion.
- Allowing for additional public meetings or Hearings of the Regional Body and Compact Council outside of the jurisdiction where the diversion is proposed.
- Providing a separate meeting with Tribes, First Nations and Métis communities prior to the public meeting or Hearing in the jurisdiction where the diversion is proposed.
- Noting that if additional time is provided to jurisdictions to submit a technical review, the public comment period shall be extended by the same length of time.
- Clarification of what documents are included in the complete administrative record, including all documents which were relied upon or otherwise considered as part of Regional Body findings and Compact Council decisions.
- Specifying that if the Compact Council's Final Decision on a diversion proposal contains provisions or conditions unrelated to those previously made available for public comment, an additional comment period shall be held on those provisions.
- Setting out Rules of Practice for Administrative Appeals of Compact Council decisions and a process for the Compact Council to modify its Final Decision.
- Including a placeholder to outline a process for the consideration of regionally significant or potentially precedent setting proposals.

**From:** Roxanne St. Germain  
**Sent:** Tuesday, September 11, 2018 3:06 PM  
**To:** Roxanne St. Germain  
**Subject:** Resolution - Paramedics as an Essential Service  
**Attachments:** Resolution 255-18 Paramedics as Essential Service.pdf

---

**From:** Kelli Campeau [mailto:kelli@southglengarry.com]  
**Sent:** Monday, September 10, 2018 10:54 AM  
**To:**  
**Subject:** Resolution - Paramedics as an Essential Service

Good Morning,

Please be advised that the Council of the Township of South Glengarry passed the attached resolution at the September 4, 2018 meeting of Council.

Thank you,



**Kelli Campeau**

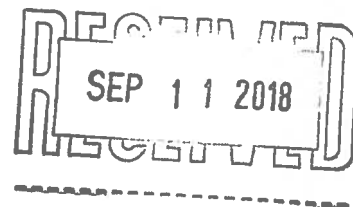
*Clerk*

6 Oak Street, Box 220 Lancaster, Ontario, K0C 1N0

T: 613-347-1166 ext. 223 | F: 613-347-3411 |

kelli@southglengarry.com

www.southglengarry.com



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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Trevor Bougie

RESOLUTION NO 255-18

SECONDED BY Frank Prevost

DATE September 4, 2018

WHEREAS Paramedic Services in Ontario are not considered an Essential Service like Fire and Police services;

AND WHEREAS Paramedic Services across Ontario operate under The Ambulance Services Collective Bargaining Act, 2001, allowing a reduction in paramedic services to 75% (The Essential Services Act).

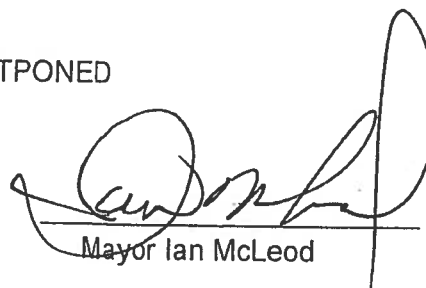
THEREFORE, BE IT RESOLVED THAT the Township of South Glengarry petition the Province of Ontario to list Paramedic Services as a full Essential Service;

AND FURTHERMORE, that this resolution be forwarded to Premier Doug Ford, local MPP Jim McDonnell, the Ministry of Labour, the Association of Municipalities Ontario and all Ontario municipalities.

☒ CARRIED

☐ DEFEATED

☐ POSTPONED

  
Mayor Ian McLeod

Recorded Vote:	Yes	No
Mayor McLeod	___	___
Deputy Mayor Prevost	___	___
Councillor McKenzie	___	___
Councillor Bougie	___	___
Councillor Warden	___	___

CERTIFIED A TRUE COPY

  
Kelli Campeau, Clerk

2018-09-06  
Date

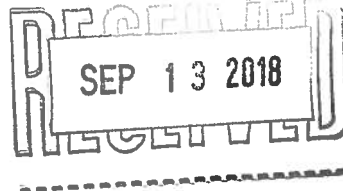
**From:** Tammy Lepage  
**Sent:** Thursday, September 13, 2018 12:32 PM  
**To:** Roxanne St. Germain  
**Subject:** FW: OMB - New Hearing Date - Feb 20, 2019  
**Attachments:** PL17140-PL171041 - Combined Notice (February 20, 2019).pdf

For incoming.

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)



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:** Carolyn Laronde [mailto:carolyn.laronde@temagamifirstnation.ca]  
**Sent:** September 13, 2018 12:05 PM  
**To:** Tammy Lepage <[planning@temagami.ca](mailto:planning@temagami.ca)>; Vacant Clerk <[clerk@temagami.ca](mailto:clerk@temagami.ca)>; Robin Koistinen <[robin.koistinen@temagamifirstnation.ca](mailto:robin.koistinen@temagamifirstnation.ca)>; Chief Arnold Paul <[chief@temagamifirstnation.ca](mailto:chief@temagamifirstnation.ca)>; reid@utstat.toronto.edu; swatt@municipal-law.ca; eveldboom@russellchristie.com; rcmkw@russellchristie.com; bwilkinson@kemppirie.com; Karen Beauchamp <[karen@clearwaterplanning.ca](mailto:karen@clearwaterplanning.ca)>; Monty Cummings <[building@temagami.ca](mailto:building@temagami.ca)>; Barry Turcotte <[pwsuper@temagami.ca](mailto:pwsuper@temagami.ca)>; Jim Sanderson <[temfire@temagami.ca](mailto:temfire@temagami.ca)>; jim.stewart@nbrhc.on.ca; oifa@irishfield.on.ca; John Harding <[harding.john210@gmail.com](mailto:harding.john210@gmail.com)>; suzanne.prefasi@gmail.com  
**Cc:** Carolyn Laronde <[carolyn.laronde@temagamifirstnation.ca](mailto:carolyn.laronde@temagamifirstnation.ca)>; Tammy Lepage <[planning@temagami.ca](mailto:planning@temagami.ca)>  
**Subject:** OMB - New Hearing Date - Feb 20, 2019

Good afternoon,

Appointment for Hearing ::: The Local Planning Appeal Tribunal hereby appoints:

Wednesday, February 20<sup>th</sup>, 2019 at 10 am at the Municipal Building, 7 Lakeshore Drive, Temagami, ON P0H 2H0 for the commencement of the hearing of this appeal.

Please see the attached letter for more information.

Thank you,  
Carolyn

**Carolyn Laronde**

Lands & Resources Office Manager

[carolyn.laronde@temagamifirstnation.ca](mailto:carolyn.laronde@temagamifirstnation.ca)

P 705-237-8600

F 705-237-8537

TFN Lands and Resources Office, General Delivery

Bear Island, Lake Temagami, ON P0H 1C0 | [www.temagamifirstnation.ca](http://www.temagamifirstnation.ca)



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**Environment and Land Tribunals  
Ontario**

**Local Planning Appeal Tribunal**

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Toronto ON M5G 1E5  
Telephone: (416) 212-6349  
Toll Free: 1-866-448-2248  
Website: [www.elto.gov.on.ca](http://www.elto.gov.on.ca)

**Tribunaux de l'environnement et de  
l'aménagement du territoire Ontario**

**Tribunal d'appel de l'aménagement  
local**

655 rue Bay, suite 1500  
Toronto ON M5G 1E5  
Téléphone: (416) 212-6349  
Sans Frais: 1-866-448-2248  
Site Web: [www.elto.gov.on.ca](http://www.elto.gov.on.ca)



**PROCEEDING COMMENCED UNDER** subsection 53(19) of the *Planning Act*, R.S.O. 1990, c. P.13,  
as amended

Appellant:	Temagami First Nation
Applicant:	Nancy Reid
Subject:	Consent
Property Address/Description:	130 Lake Temagami, Island 992
Municipality:	Township of Temagami
Municipal File No.:	C-17-03
OMB Case No.:	PL171040
OMB File No.:	PL171040
OMB Case Name:	Temagami First Nation v. Temagami (Township)

**PROCEEDING COMMENCED UNDER** subsection 53(19) of the *Planning Act*, R.S.O. 1990, c. P.13,  
as amended

Appellant:	Temagami First Nation
Applicant:	Nancy Reid
Subject:	Consent
Property Address/Description:	44 & 50 Lake Temagami, Island 970
Municipality:	Township of Temagami
Municipal File No.:	C-17-02
OMB Case No.:	PL171041
OMB File No.:	PL171041

**APPOINTMENT FOR HEARING**

The Local Planning Appeal Tribunal hereby appoints:

**at: 10:00 AM**

**on: Wednesday, February 20, 2019**

**at: Municipal Building, Council Chambers, 7 Lakeshore Drive  
Temagami, ON P0H 2H0**

for the commencement of the hearing of this appeal.

The Tribunal has set aside **1 day** for this hearing.

The timeline for processing of this appeal has commenced.



All parties and participants should attend at the start of the hearing at the time and date indicated, irrespective of the number of days scheduled. Hearing dates are firm - adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal's Rules on Adjournments.

If you do not attend and are not represented at this hearing, the Tribunal may proceed in your absence and you will not be entitled to any further notice of the proceedings.

In the event the decision is reserved, persons taking part in the hearing and wishing a copy of the decision may request a copy from the presiding Tribunal member or, in writing, from the Tribunal. Such decision will be mailed to you when available.

*Pour recevoir des services en français, veuillez communiquer avec la Division des audiences au (416) 212-6349, au moins 20 jours civils avant la date fixée pour l'audience.*

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing [ELTO@ontario.ca](mailto:ELTO@ontario.ca). If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance. Please also identify any assistance you may require in the event of an emergency evacuation.

DATED at Toronto, this 12<sup>th</sup> day of September, 2018.

Mary Ann Hunwicks  
Registrar

## LOCAL PLANNING APPEAL TRIBUNAL RULES ON ADJOURNMENTS

**17.01 Hearing Dates Fixed** Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

**17.02 Requests for Adjournment if All Parties Consent** If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

**17.03 Requests for Adjournment without Consent** If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

**17.04 Emergencies Only** The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

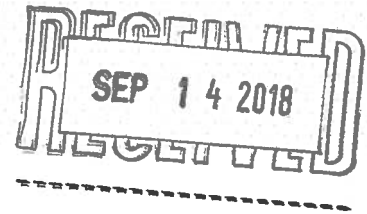
**17.05 Powers of the Tribunal upon Adjournment Request** The Tribunal may,

- (a) grant the request;
- (b) grant the request and fix a new date or, where appropriate, the Tribunal will schedule a prehearing or case management conference on the status of the matter;
- (c) grant a shorter adjournment than requested;
- (d) deny the request, even if all parties have consented;
- (e) direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- (f) grant an indefinite adjournment, if the request is made by a party and is accepted by the Tribunal as reasonable and the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule. In this case a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- (g) convert the scheduled date to a mediation or prehearing or case management conference;
- (h) issue a Notice of Postponement or a Notice of Resumption; or
- (i) make any other appropriate order.

April 3, 2018



Rethink your relationship with tires



Dear OTS-Registered Collector # 2020193,

As you are aware, Ontario Tire Stewardship (OTS) has been directed by the Minister of the Environment and Climate Change (MoECC) to wind-up the Used Tires Program on December 31<sup>st</sup>, 2018. OTS submitted its Wind-Up Plan (WUP) to the Resource Productivity and Recovery Authority (RPRA). Information with respect to the Wind-Up Plan can be found on RPRA's website at [www.rpra.ca](http://www.rpra.ca).

The Wind-Up Plan details an approach to winding-up OTS incentive programs and reporting requirements, and the Used Tires Program will cease on December 31<sup>st</sup>, 2018. As a result, OTS is providing notice in accordance with section 8.2(b) of the Collector agreement between OTS and your organization that the Agreement will be terminated on December 31<sup>st</sup>, 2018. The provisions in the Agreement relating to activities following termination will then apply.

Attached you will find formal notice of the termination of the Agreement delivered in accordance with the terms of the Agreement. OTS will be providing more information on the processes and reporting that will be in effect in 2019 following the termination of the Agreements.

As the Wind-Up Plan finalization process moves forward, we at OTS look forward to continuing to work with you to deliver the Used Tires Program and ensure Ontario's tires are diverted at the same high rates as we currently deliver and to minimizing any potential disruption from the wind-up of the Used Tires Program and OTS.

If you have any questions, please contact us at 1-888-687-2202 or via email at [info@rethinktires.ca](mailto:info@rethinktires.ca).

Regards,

Andrew Horsman  
Executive Director

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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_



Rethink your relationship with tires

**NOTICE OF TERMINATION OF COLLECTOR AGREEMENT**

September 11<sup>th</sup>, 2018

*Private and Confidential*

**The Corporation of the Municipality of Temagami**  
**REGISTRATION #:2020193**  
**46 Lakeshore Drive,**  
**Temagami, Ontario**  
**P0H 2H0**

Attention: The Corporation of the Municipality of Temagami

**Dear Sirs/Mesdames:**

**RE: Collector Agreement (the "Agreement") between Ontario Tire Stewardship ("OTS") and The Corporation of the Municipality of Temagami.**

---

Reference is made to the Agreement, between OTS and **The Corporation of the Municipality of Temagami**.

Pursuant to section 8.2(b) of the Agreement, OTS hereby gives **The Corporation of the Municipality of Temagami** formal notice that it is exercising its right to terminate the Agreement, effective as of December 31, 2018.

This termination notice is without prejudice to any and all rights and remedies of OTS at law or in equity under the Agreement or under any other relevant documents or agreements. DATED at Toronto this 11<sup>th</sup> day of September 2018.

**ONTARIO TIRE STEWARDSHIP**

A handwritten signature in dark ink, appearing to read "Ma", followed by a horizontal line.

Per: \_\_\_\_\_

Name: Andrew Horsman  
Title: Executive Director

11679

Ministry of Natural Resources and Forestry

3301 Trout Lake Road  
North Bay, ON P1A 4L7  
Tel: (705) 475-5550  
Fax: (705) 475-5500

Ministère des Richesses naturelles et des Forêts

3301 chemin Trout Lake  
North Bay, ON P1A 4L7  
Tel: (705) 475-5550  
Fax: (705) 475-5500



File ☐ Incoming ☐ Other

Mayor ☐

Council ☒ ☐ A

CAO ☐

Building ☐

Finance ☐ S ☐ C

Ec Dev ☐ S ☐ C

Parks & Rec ☐ S ☐ C

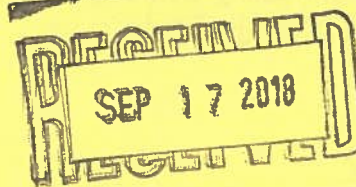
Planning ☐ S ☐ C

Public Wks ☐ S ☐ C

PPP ☐

Social Services ☐

☐



September 11, 2018

To whom it may concern,

Stage Four public consultation on the development of the 2019-2029 Forest Management Plan (FMP) for the Temagami Management Unit begins October 12, 2018. Enclosed please find both English and French copies of the invitation for you to review and comment on the draft plan. This notice can also be found on the Environmental Registry (ER) at <https://www.ebr.gov.on.ca> under number 012-9549. Information centres will be taking place on Friday October 12<sup>th</sup> at the Temagami Community Centre and on Monday October 15<sup>th</sup> at the New Liskeard Golf Clubhouse. Comments are due at the end of the 60-day public review period on December 11, 2018.

All comments and submissions received for Stages Two, Three and Four will be considered as part of the decision-making by MNRF. Under the public consultation provisions of the Forest Management Planning Manual (FMPM), a written response will be provided to all written comments and submissions, and upon request, to all verbal comments. All comments and submissions will become part of the public record. Stage Five; Public Inspection of the MNRF approved FMP is scheduled to occur January 2019. No comments are being sought at that stage.

Approved operations are scheduled for implementation commencing April 1, 2019.

As this is the final opportunity to provide written comments on the draft FMP, I encourage you to continue to participate in the forest management planning process. Should you have further questions, please do not hesitate to contact me at 705-475-5521 or by email [shelley.straughan@ontario.ca](mailto:shelley.straughan@ontario.ca) or Etienne Green, Plan Author, by email at [etienne.green@frmq.ca](mailto:etienne.green@frmq.ca).

Visit us at our website [www.ontario.ca](http://www.ontario.ca) or call 1-800-667-1940.

Please note this is a smoke-free/fragrance-free workplace.

Page 2

All future Temagami FMP notices can be sent electronically to clients who request that format. If you would like notices sent to you by electronic mail going forward, please send an email from your preferred email address along with your name and/or business name and current mailing address to Toby-Anne Gravelle at [toby-anne.gravelle@ontario.ca](mailto:toby-anne.gravelle@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Shelley Straughan', with a large, stylized initial 'S'.

Shelley Straughan, R.P.F.  
A/Management Forester  
North Bay District  
Ministry of Natural Resources and Forestry

SS/ss

Enclosure

Visit us at our website [www.ontario.ca](http://www.ontario.ca) or call 1-800-667-1940.

Please note this is a smoke-free/fragrance-free workplace.



# REVIEW

## Review of Draft Forest Management Plan: Information Centre Temagami 2019-2029 Management Unit

The Ontario Ministry of Natural Resources and Forestry (MNRF), First Resource Management Group Inc. and the Temagami Local Citizens' Committee (LCC) invite you to review and comment on the 2019-2029 Draft Forest Management Plan (FMP) for the Temagami Management Unit.

### The Planning Process

The FMP takes approximately three years to complete. During this time, five formal opportunities for public consultation and First Nation and Métis community involvement and consultation are provided. The third opportunity (Stage Three) for this FMP occurred on April 16, 2018 to June 14, 2018 when the public was invited to review and comment on proposed operations for the ten year period of the FMP. This 'Stage Four' notice is to:

- review and comment on the draft FMP and MNRF's preliminary list of required alterations.

Comments from the public will be considered in revisions to the draft FMP.

### How to Get Involved

The Draft FMP and the Draft FMP summary will be available on the Ontario government website at [www.ontario.ca/forestplans](http://www.ontario.ca/forestplans) and at the First Resource Management Group office and the MNRF North Bay District Office at the location noted below, by appointment during normal office hours for a period of 60 days **October 12, 2018 to December 11, 2018**. Comments on the draft FMP for the Temagami Management Unit must be received by Shelley Straughan, R.P.F. of the planning team at the MNRF North Bay District Office, by **December 11, 2018**.

To assist you in the review and to provide the opportunity to ask questions, information centres will be held at the following locations from 4:00 p.m. - 8:00 p.m. on the following days:

**Friday, October 12, 2018 at the Temagami Community Centre and Arena, 100A Spruce Drive, Temagami, ON**

**Monday, October 15, 2018 at the New Liskeard Golf Clubhouse, 804027 Golf Course Road, New Liskeard, ON**

In addition to the most current versions of the information and maps which were previously available, the following information will also be available:

- Draft FMP, including supplementary documentation;
- Draft FMP summary (copies may be obtained at the information centres);
- MNRF's preliminary list of required alterations;
- Final Report on Protection of Identified First Nation and Métis Values.

Meetings with representatives of the planning team and the LCC can be requested at any time during the planning process. Reasonable opportunities to meet planning team members during non-business hours will be provided upon request. If you require more information or wish to discuss your interests with a planning team member, please contact one of the individuals listed below:

**Shelley Straughan, R.P.F.**  
MNRF North Bay District Office  
3301 Trout Creek Road  
North Bay, ON P0L 1C0  
tel: 705-475-5521  
e-mail: [shelley.straughan@ontario.ca](mailto:shelley.straughan@ontario.ca)

**Etienne Green, R.P.F.**  
First Resource Management Group  
P.O. Box 850  
New Liskeard, ON P0J 1P0  
tel: 705-650-3360  
e-mail: [etienne.green@frmg.ca](mailto:etienne.green@frmg.ca)

**Lorne Hillcoat**  
Temagami LCC  
Site C, 74 Scott Street  
P.O. Box 1810  
New Liskeard, ON P0J 1P0  
tel: 705-628-2444  
e-mail: [lhilcoat@temfund.ca](mailto:lhilcoat@temfund.ca)

During the planning process there is an opportunity to make a written request to seek resolution of issues with the MNRF District Manager or the Regional Director using a process described in the 2017 *Forest Management Planning Manual (Part A, Section 2.4.1)*.

The last possible date to seek issue resolution with the MNRF Regional Director is **January 10, 2019**.

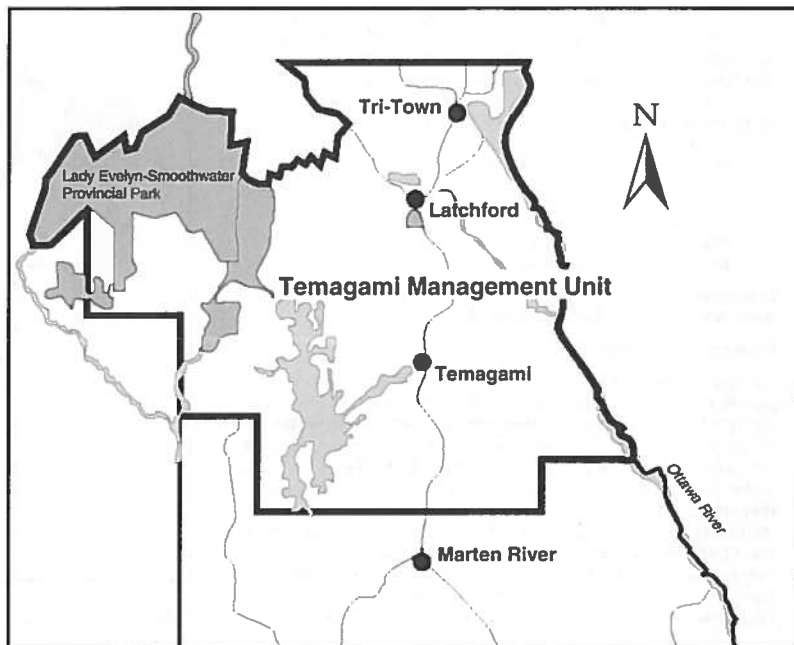
### Stay Involved

A final opportunity to inspect the MNRF-approved FMP before it is implemented will take place during **Stage Five** - Inspection of the MNRF-approved FMP which is tentatively scheduled for February 9, 2019 to March 12, 2019.

The approval date of the FMP is tentatively scheduled for February 9, 2019.

The Ministry of Natural Resources and Forestry is collecting your personal information and comments under the authority of the *Crown Forest Sustainability Act*. Any personal information you provide (address, name, telephone, etc.) will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*; however, your comments will become part of the public consultation process and may be shared with the general public. Your personal information may be used by the Ministry of Natural Resources and Forestry to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Marilyn Mills at 705-475-5598.

Renseignements en français : Guylaine Thauvette R.P.F. au 705 475-5539.



# EXAMEN

## Examen de l'ébauche du plan de gestion forestière : centre d'information L'unité de gestion 2019-2029 de la forêt Temagami

Le ministère des Richesses naturelles et des Forêts (MRNF) de l'Ontario, First Resource Management Group et le comité local de citoyens (CLC) Temagami vous invitent à examiner et à commenter l'ébauche de l'unité de gestion (PGF) 2019-2029 de Temagami.

### Le processus de planification

Environ trois ans seront nécessaires pour mener à bien le PGF. Durant cette période, il y aura cinq occasions officielles de consultation publique ainsi que de consultation et de participation des communautés des Premières Nations et des Métis. La troisième occasion (l'étape 3) pour le PGF dont il est ici question a eu lieu du 16 avril au 14 juin 2018 lorsque le grand public a été invité à examiner et à commenter les activités proposées pour la période de dix ans du PGF. Cet avis de l'étape 4 a pour but de :

- vous inviter à examiner et à commenter l'ébauche du PGF;
- dresser une liste préliminaire des modifications demandées par le MRNF.

Les commentaires du public seront pris en considération dans les révisions de l'ébauche du PGF.

### Comment participer

L'ébauche du PGF et le sommaire de cette ébauche pourront être consultés sur le site Web du gouvernement de l'Ontario à l'adresse [www.ontario.ca/plansforestiers](http://www.ontario.ca/plansforestiers) ainsi qu'au bureau de First Resource Management Group et au bureau de district de North Bay du MRNF à l'adresse indiquée ci-dessous. Les personnes qui désirent les voir devront prendre rendez-vous pendant les heures normales de bureau pendant une période de 60 jours, du **12 octobre au 11 décembre 2018**. Les commentaires au sujet de l'ébauche du PGF de l'unité de gestion de Temagami devront avoir été reçus par Shelley Straughan, F.P.I., de l'équipe de planification du bureau du MRNF au plus tard le **11 décembre 2018**.

Pour vous aider dans votre examen et vous offrir la possibilité de poser des questions, un ou plusieurs centres d'information seront organisés à l'endroit ou aux endroits suivants de 16 h à 20 h à la date ou aux dates suivantes :

**Le vendredi 12 octobre 2018 au Temagami Community Centre and Arena, 100A, promenade Spruce, Temagami (Ontario)**

**Le lundi 15 octobre 2018 au New Liskeard Golf Clubhouse, 804027, chemin Golf Course, New Liskeard (Ontario)**

En plus des dernières versions de l'information et des cartes que l'on avait déjà pu voir, il sera possible d'y examiner les renseignements suivants :

- l'ébauche du PGF, y compris la documentation supplémentaire;
- le sommaire de l'ébauche du PGF (dont on pourra obtenir des copies aux centres d'information);
- une liste préliminaire des modifications demandées par le MRNF;
- rapport final sur la protection des valeurs déterminées pour les Premières Nations et les Métis.

Il est également possible de demander en tout temps durant le processus de planification une réunion avec les représentants de l'équipe de planification et le CLC. Ceux-ci proposeront sur demande des possibilités raisonnables de les rencontrer en dehors des heures normales de bureau. Si vous avez besoin de plus amples renseignements ou si vous souhaitez discuter de vos intérêts avec un membre de l'équipe de planification, nous vous prions de communiquer avec l'une des personnes indiquées ci-dessous :

**Shelley Straughan, F.P.I.**  
Bureau de district de North Bay du MRNF  
3301, rue Trout Creek  
North Bay (Ontario) P0L 1C0  
tél. : 705 475-5521  
courriel : [shelley.straughan@ontario.ca](mailto:shelley.straughan@ontario.ca)

**Etienne Green, F.P.I.**  
First Resource Management Group  
C.P. 850  
New Liskeard (Ontario) P0J 1P0  
tél. : 705 650-3360  
courriel : [etienne.green@frmg.ca](mailto:etienne.green@frmg.ca)

**Lorne Hillcoat**  
CLC de Temagami  
Site C, 74, rue Scott  
C.P. 1810  
New Liskeard (Ontario) P0J 1P0  
tél. : 705 628-2444  
courriel : [lhillcoat@temfund.ca](mailto:lhillcoat@temfund.ca)

Pendant le processus de planification, vous avez la possibilité de présenter par écrit une demande de résolution de différend en communiquant avec le chef de district ou le directeur régional du MRNF. L'édition 2017 du *Forest Management Planning Manual* (partie A, section 2.4.1) décrit le processus à suivre à cet effet.

**Le 10 janvier 2019** est la date limite pour demander la résolution d'un différend au directeur régional du MRNF.

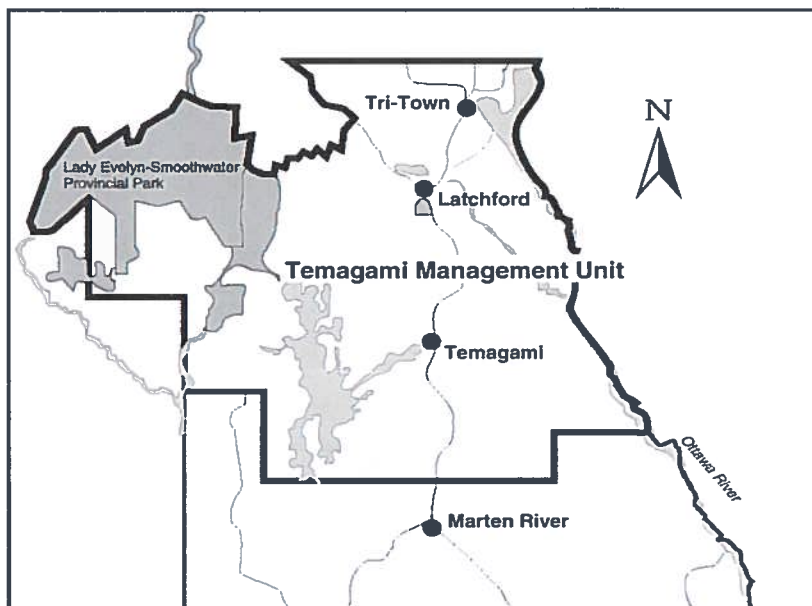
### Continuez à participer

Vous aurez une dernière occasion d'examiner le PGF approuvé par le MRNF avant sa mise en œuvre pendant l'étape 5, à savoir l'inspection du PGF approuvé par le MRNF, qui est provisoirement prévue pour la période du 9 février au 12 mars 2019.

L'approbation du PGF est provisoirement prévue pour le 9 février 2019.

Le ministère des Richesses naturelles et des Forêts recueille vos renseignements personnels et vos commentaires en vertu de la *Loi sur la durabilité des forêts de la Couronne*. Tout renseignement personnel que vous fournirez (adresse, nom, numéro de téléphone, etc.) sera protégé conformément à la *Loi sur l'accès à l'information et la protection de la vie privée*; cependant, vos commentaires seront intégrés au processus de consultation publique et pourraient être communiqués au grand public. Vos renseignements personnels peuvent être utilisés par le ministère des Richesses naturelles et des Forêts pour vous transmettre davantage d'information sur cet exercice de planification de la gestion forestière. Si vous avez des questions sur l'utilisation de vos renseignements personnels, veuillez communiquer avec Marilyn Mills au 705 475-5598.

Information in English: Shelley Straughan, R.P.F. at 705-475-5521





11680

## Tammy Lepage

**From:** Tammy Lepage  
**Sent:** September 19, 2018 3:30 PM  
**To:** Tammy Lepage  
**Subject:** FW: Your help: Remembrance Day event information / Votre assistance : Information sur les événements du jour du Souvenir

*Sincerely,*

**Tammy Lepage, Planning Clerk/ Deputy Clerk**

7 Lakeshore Dr

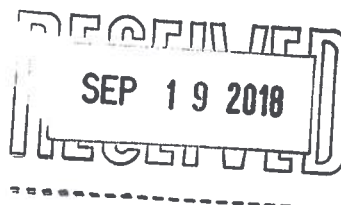
P.O. Box 220

Temagami, ON

P0H 2H0

P: 705-569-3421 ext. 210

E: [planning@temagami.ca](mailto:planning@temagami.ca)



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:** craig.d  
**Sent:** September 19, 2018 3:20 PM  
**To:** Tammy Lepage <[planning@temagami.ca](mailto:planning@temagami.ca)>  
**Subject:** Fwd: Your help: Remembrance Day event information / Votre assistance : Information sur les événements du jour du Souvenir

Incoming Council Information

Sent from my iPhone

Begin forwarded message:

**From:** "Remember (MCCSS)" <[Remember@ontario.ca](mailto:Remember@ontario.ca)>  
**Date:** September 18, 2018 at 1:29:33 PM EDT  
**To:** "[hscott@osmtownship.ca](mailto:hscott@osmtownship.ca)" <[hscott@osmtownship.ca](mailto:hscott@osmtownship.ca)>, "[Jim.Watson@ottawa.ca](mailto:Jim.Watson@ottawa.ca)" <  
**Subject:** Your help: Remembrance Day event information / Votre assistance : Information sur les événements du jour du Souvenir  
**Reply-To:** "Remember (MCCSS)" <[Remember@ontario.ca](mailto:Remember@ontario.ca)>

September 18, 2018

Good afternoon,

On November 11, we honour Canada's fallen veterans and pay tribute to the men and woman in uniform who have served and continue to serve our great country.

**We encourage every Ontarian to attend a local Remembrance Day ceremony.**

I am writing to ask for your help to gather information about upcoming Remembrance Day (Nov. 11) and Remembrance Week (Nov. 5 – 11) ceremonies in communities throughout Ontario. We will use this information to populate a searchable map that makes it easier to find local ceremonies: [ontario.ca/remember](http://ontario.ca/remember).

I kindly ask you to fill out a [form](#) with information about your local Remembrance Day ceremonies and Remembrance Week events by **Sept. 27, 2018**.

We want to ensure as many Ontarians as possible have the information they need to attend a ceremony to honour those who serve and have served our country.

Thank you in advance for helping honour our veterans.

Best wishes,

**Sylvia Jones**  
**Minister**

cc. CAO and city clerk

---

Bon après-midi,

Le 11 novembre, nous rendons hommage aux anciens combattants canadiens tombés au champ d'honneur et rendons hommage aux hommes et aux femmes en uniforme qui ont servi et continuent de servir notre grand pays.

**Nous encourageons tous les Ontariens à assister à une cérémonie locale du jour du Souvenir.**

Je vous écris pour vous demander de m'aider à recueillir de l'information sur les cérémonies du jour du Souvenir (le 11 novembre) et de la semaine du Souvenir (du 5 au 11 novembre) à venir dans les communautés de l'Ontario. Nous utiliserons cette information pour remplir une carte interrogeable qui facilitera la recherche des cérémonies locales : [ontario.ca/souvenir](http://ontario.ca/souvenir).

Je vous saurais gré de bien vouloir remplir un [formulaire](#) avec des renseignements sur vos cérémonies locales du jour du Souvenir et vos activités de la semaine du Souvenir avant le **27 septembre 2018**.

Nous voulons nous assurer que le plus grand nombre possible d'Ontariens disposent des renseignements dont ils ont besoin pour assister à une cérémonie en l'honneur de ceux qui servent et ont servi notre pays.

Nous vous remercions à l'avance de nous aider à rendre hommage à nos anciens combattants.

Cordialement,

11681

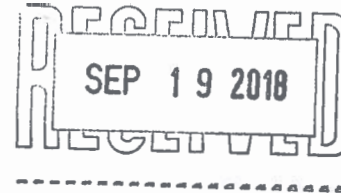
## Tammy Lepage

**From:** craig.d  
**Sent:** September 19, 2018 3:24 PM  
**To:** Tammy Lepage  
**Subject:** Fwd: Temagami North Drinking Water System Inspection Report  
**Attachments:** Temagami North Drinking Water System Inspection Report # 1-I2EJR.pdf; ATT00001.htm; Risk Methodology sheet EN July 2011.pdf; ATT00002.htm; Risk Methodology sheet FR juillet 2011 V2.pdf; ATT00003.htm

Council information - and pw staff and committee I am guessing

Sent from my iPhone

Begin forwarded message:



**From:** "Duquette, Lori (MECP)" <[Lori.Duquette@ontario.ca](mailto:Lori.Duquette@ontario.ca)>  
**To:** "craig.d" <[craig.d@temagami.ca](mailto:craig.d@temagami.ca)>  
**Cc:** "Victor Legault" <[VLegault@ocwa.com](mailto:VLegault@ocwa.com)>, "Bryce Logan ([blogan@ocwa.com](mailto:blogan@ocwa.com))" <[blogan@ocwa.com](mailto:blogan@ocwa.com)>, "Barry Turcotte" <[pwsuper@temagami.ca](mailto:pwsuper@temagami.ca)>, "Rebecca Marshall" <[RMarshall@ocwa.com](mailto:RMarshall@ocwa.com)>, "Ilersich, Sherry (MECP)" <[Sherry.ilersich@ontario.ca](mailto:Sherry.ilersich@ontario.ca)>, "Baldwin, Mitch (MNR)" <[mitch.baldwin@ontario.ca](mailto:mitch.baldwin@ontario.ca)>, "Ryan Peters ([petersr@timiskaminghu.com](mailto:petersr@timiskaminghu.com))" <[petersr@timiskaminghu.com](mailto:petersr@timiskaminghu.com)>, "Yvan Rondeau" <[YRondeau@ocwa.com](mailto:YRondeau@ocwa.com)>  
**Subject:** Temagami North Drinking Water System Inspection Report

Craig,

Attached is the Temagami North Drinking Water System Inspection Report for the focused inspection conducted on August 1, 2018. Also attached is the Inspection Risk Rating methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report.

In an attempt to reduce the amount of paper used in distributing inspection reports the Ministry of the Environment is now sending electronic copies of the inspection reports. Please contact me if you wish to receive a paper copy.

Please let me know if you have any problems opening the attachments or questions regarding the inspection.

Regards,

**Lori Duquette, Water Inspector/Provincial Officer Badge # 812 | Drinking Water and Environmental Compliance Division – North Bay Office | Ontario Ministry of the Environment, Conservation and Parks | 191 Booth Road, Unit 16 & 17, North Bay, Ontario, P1A 4K3 | ph: 705-495-3804 or 1-800-569-5553 | fax: 705-497-6866 | [lori.duquette@ontario.ca](mailto:lori.duquette@ontario.ca)**

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 ☐  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

Ministry of the Environment,  
Conservation and Parks  
Timmins District  
North Bay Area Office  
191 Booth Road  
Unit 16 & 17  
North Bay, ON P1A 4K3  
Telephone: 705-497-6865  
Facsimile: 705-497-6866

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs  
District de Timmins  
Bureau du Secteur de North Bay  
191 rue Booth  
Unité 16 et 17  
North Bay ON P1A 4K3  
Téléphone: 705-497-6865  
Télécopieur: 705-497-6866



September 18, 2018

Mr. Craig Davidson  
Treasurer/ Administrator  
The Corporation of the Municipality of Temagami  
P.O. Box 220  
Temagami, Ontario  
P0H 2H0

Dear Mr. Davidson:

Re: Inspection Report for the Temagami North Drinking Water System - Inspection #1-I2EJR

On August 1, 2018, I conducted the annual inspection of the Temagami North Drinking Water System. The focused inspection included a physical assessment of the water treatment plant as well as a document review for the period of November 23, 2017 to July 31, 2018. The resulting inspection report is attached.

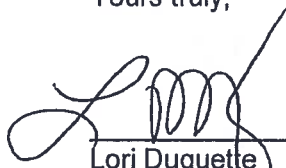
Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

To measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix A of the inspection report, provides a summarized, quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please review the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in the inspection report.

In accordance with the Ministry's Drinking Water Inspection Protocol, electronic copies of this report have been forwarded to the Timiskaming Health Unit and the Ministry of Natural Resources North Bay Office.

If you have any questions or comments regarding this inspection, please feel free to contact me at (705) 495-3804.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lori Duquette', is written over a horizontal line.

Lori Duquette  
Water Inspector/Provincial Officer  
Ministry of the Environment, Conservation and Parks  
Drinking Water and Environmental Compliance Division  
North Bay Area Office

Cc: Barry Turcotte, Municipality of Temagami, Public Works Superintendent  
Victor Legault, OCWA Northeastern Region, Operations Manager  
Bryce Logan, OCWA Northeastern Region, ORO Temagami North and South WTP  
Rebecca Marshall, OCWA Northeastern Region, Process & Compliance Technician (PCT)  
Yvan Rondeau, OCWA Northeastern Region, PCT Manager  
Ryan Peters, Timiskaming Health Unit, Program Manager  
Mitch Baldwin, Ministry of Natural Resources, District Manager of North Bay District Office  
Sherry Ilersich, Supervisor, Safe Drinking Water Branch – Timmins/North Bay, MECP



**Ministry of the Environment, Conservation and Parks**

**TEMAGAMI NORTH DRINKING WATER SYSTEM**

**Inspection Report**

<b>Site Number:</b>	220000433
<b>Inspection Number:</b>	1-I2EJR
<b>Date of Inspection:</b>	Aug 01, 2018
<b>Inspected By:</b>	Lori Duquette

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## **Appendices**

- A. Ministry Inspection Rating Record (IRR)
- B. Key Reference and Guidance Material for Municipal Residential DWS

## OWNER INFORMATION:

<b>Company Name:</b>	TEMAGAMI, THE CORPORATION OF THE MUNICIPALITY OF	<b>Unit Identifier:</b>	P.O. Box 220
<b>Street Number:</b>	7		
<b>Street Name:</b>	LAKESHORE Dr		
<b>City:</b>	TEMAGAMI		
<b>Province:</b>	ON	<b>Postal Code:</b>	P0H 2H0

## CONTACT INFORMATION

<b>Type:</b>	Owner	<b>Name:</b>	Craig Davidson
<b>Phone:</b>	(705) 569-3421	<b>Fax:</b>	
<b>Email:</b>	craig.d@temagami.ca		
<b>Title:</b>	Treasurer/Administrator for the Municipality of Temagami		

<b>Type:</b>	Operating Authority	<b>Name:</b>	Victor Legault
<b>Phone:</b>	(705) 672-5549	<b>Fax:</b>	(705) 672-2534
<b>Email:</b>	vlegault@ocwa.com		
<b>Title:</b>	Senior Operations Manager, OCWA, Northeastern Region		

<b>Type:</b>	Operating Authority	<b>Name:</b>	Bryce Logan
<b>Phone:</b>	(705) 672-5549	<b>Fax:</b>	
<b>Email:</b>	blogan@ocwa.com		
<b>Title:</b>	Operator with Overall Responsibility, OCWA		

<b>Type:</b>	Operating Authority	<b>Name:</b>	Rebecca Marshall
<b>Phone:</b>	(705) 672-5549	<b>Fax:</b>	(705) 672-2534
<b>Email:</b>	rmarshall@ocwa.com		
<b>Title:</b>	Process and Compliance Technician - OCWA		

<b>Type:</b>	Owner	<b>Name:</b>	Barry Turcotte
<b>Phone:</b>	(705) 569-3272	<b>Fax:</b>	(705) 569-2834
<b>Email:</b>	publicworks@temagami.ca		
<b>Title:</b>	Superintendent, Public Works, Municipality of Temagami		

<b>Type:</b>	MECP	<b>Name:</b>	Sherry Ilersich
<b>Phone:</b>	(705) 495-3834	<b>Fax:</b>	(705) 497-6866
<b>Email:</b>	sherry.ilersich@ontario.ca		
<b>Title:</b>	Water Compliance Supervisor, Ministry of the Environment, Conservation and Parks, Drinking Water and Environmental Compliance Division, Northern Region, Timmins/North Bay District		

<b>Type:</b>	Timiskaming Health Unit	<b>Name:</b>	Ryan Peters
<b>Phone:</b>	(705) 647-4305 x2250	<b>Fax:</b>	(705) 647-5779
<b>Email:</b>	petersr@timiskaminghu.com		
<b>Title:</b>	Program Manager, Timiskaming Health Unit		

<b>Type:</b>	MNRF North Bay District	<b>Name:</b>	Mitch Baldwin
<b>Phone:</b>	(705) 475-5550	<b>Fax:</b>	(705) 475-5550



**Email:** mitch.baldwin@ontario.ca  
**Title:** District Manager, Ministry of Natural Resources and Forestry - North Bay District

## INSPECTION DETAILS:

**Site Name:** TEMAGAMI NORTH DRINKING WATER SYSTEM  
**Site Address:** 5 CEDAR AVE S TEMAGAMI ON P0H 2H0  
**County/District:** Temagami  
**MECP District/Area Office:** North Bay Area Office  
**Health Unit:** TIMISKAMING HEALTH UNIT  
**Conservation Authority:**  
**MNR Office:** North Bay Regional Office  
**Category:** Large Municipal Residential  
**Site Number:** 220000433  
**Inspection Type:** Announced  
**Inspection Number:** 1-12EJR  
**Date of Inspection:** Aug 01, 2018  
**Date of Previous Inspection:** Nov 23, 2017

## COMPONENTS DESCRIPTION

**Site (Name):** MOE DWS Mapping  
**Type:** DWS Mapping Point  
**Sub Type:**

**Site (Name):** Net Lake  
**Type:** Source  
**Sub Type:** Surface Water

**Comments:**

The intake facility for the Temagami North Water Treatment Plant (WTP) is located approximately 165 m off the west shore of Net Lake at 10 m below the low water level of the lake. The raw water is directed by gravity via a 222 metre 250 mm diameter intake pipe to a low lift pumping station consisting of a wet well and two submersible low lift pumps, each rated at 3.8 L/second (328 m³/day). These pumps are controlled by the system PLC (Programmable Logic Controller) and discharge to the two "BCA" water treatment package plants located within the WTP.

**Site (Name):** Treatment Plant  
**Type:** Treated Water POE  
**Sub Type:** Treatment Facility

**Comments:**

The system is centred on two "BCA" Pre-Fabricated Water Treatment Plants and their associated treatment and process control components. These treatment trains, their controls and chemical dosing equipment produce filtered water which is directed to three clear wells which have a combined working volume of 259.6 m³. Further chemical treatment for disinfection and pH adjustment is undertaken as the filtered water enters the clear wells and is pumped by the high lift pumps to the distribution subsystem. The plant is equipped with an automated monitoring system which records various component operations, system flows and chemical treatment dosages. The plant operates on a distribution demand basis controlled by water level signals fed back from the water tower. All process and floor drain wastes are directed to waste sumps for pumping to the municipal sewage collection system.

**Site (Name):** Distribution  
**Type:** Other  
**Sub Type:** Other

**Comments:**

Temagami North is classified as a Large Municipal Residential Drinking Water System and has 218 service

connections serving an estimated population of 300 residents. The distribution system is equipped with a standpipe known as the "North Tower" which has a storage capacity of 732 m<sup>3</sup> and assists with maintaining water pressure in the system.

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## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Ontario Clean Water Agency (OCWA) personnel Rebecca Marshall, Process and Compliance Technician and Bryce Logan, Senior Operator and Overall Responsible Operator (ORO) for the Temagami North Drinking Water System (DWS) accompanied Lori Duquette, Water Inspector/Provincial Officer with the Ministry of the Environment, Conservation and Parks during the inspection of the Temagami North DWS on August 1, 2018. OCWA operates the Temagami North DWS on behalf of the municipality.

The drinking-water system inspection included a physical assessment of the treatment works on August 1, 2018 and a document review for the period from November 24, 2017 until July 31, 2018. This period is referred to as the "inspection period" in this report.

### Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.
- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

The Licence identifies the rated capacity for the Temagami North DWS as 328 m<sup>3</sup>/day of total flow into the distribution system on any given calendar day.

A review of plant records for this inspection period indicated that the rated capacity noted above was complied with. The maximum daily flow into the distribution system was 316 m<sup>3</sup>/day in November, 2017.

### Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of

### Treatment Processes

the Drinking Water Works Permit.

- The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.
- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.

In accordance with O. Reg. 170/03, Schedule 1-2(2)3, surface water systems must consist of chemically assisted filtration and disinfection and achieve an overall performance of at least a 2-log 99% removal/inactivation of *Cryptosporidium* oocysts, a 3-log 99.9% removal/inactivation of *Giardia* cysts, and a 4-log 99.99% removal/inactivation of viruses by the time the water is delivered to the first consumer.

The Temagami North WTP is designed to achieve the above performance criteria using conventional filtration followed by chlorination for primary disinfection. The municipal drinking water licence (MDWL) identifies log removal/inactivation credits assigned to the two processes as the following:

- Conventional Filtration receives 2- log for *Cryptosporidium* oocysts, 2.5- log for *Giardia* cysts and 2- log for viruses;
- Chlorination receives 0.5+ log *Giardia* cysts and 2+ log viruses.

Note: In order to receive full log credits the treatment process must be fully operational and the credit assignment criteria met.

#### Chlorination

The CT calculation verified by the Ministry included the following worst-case operating conditions

- Treated water flow rate = 9.58 L/s
- Clear well level = 1.4 m
- Water temperature = 0.5 °C
- pH of water = 8.5
- minimum free chlorine residual after contact time of 0.82 mg/L

However, at the time of the inspection the following operational CT parameter values were being used to set alarms to ensure CT was met at all times:

Treated water flow rate = 19 L/s

- Clear well level = 1.75 m
- Water temperature = 0.5 °C
- pH of water = 8.0
- minimum free chlorine residual after contact time of 0.85 mg/L.

#### Conventional Filtration

In order to receive the full log removal credits assigned to conventional filtration the filtration process must meet the following criteria which are listed in the Municipal Drinking Water Licence No. 201-102, Issue No. 2, in Schedule E;

1. A chemical coagulant shall be used at all times when the treatment plant is in operation,
2. Chemical dosages shall be monitored and adjusted in response to variation in raw water quality,
3. Effective backwash procedures shall be maintained including filter to waste or an equivalent procedure during filter ripening to ensure that the effluent turbidity requirements are met all times,
4. Filtrate turbidity is continuously monitored from each filter, and
5. The plant is operated to meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month for each filter.

### Treatment Processes

Based on a review of the continuous trends for the above noted parameters and a review of the alarm logs and CT calculations performed when operating outside of the above range, CT and the conventional filtration log removal credit requirements were met for the duration of this inspection period.

- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

### Treatment Process Monitoring

- Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.
- Continuous monitoring of each filter effluent line was being performed for turbidity.
- The secondary disinfectant residual was measured as required for the distribution system.
- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.
- All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

### Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

### Logbooks

- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

### Security

- The owner had provided security measures to protect components of the drinking water system.

### Security

Current security measures provided for the Temagami North DWS include the following:

- Locked doors on all buildings (i.e. water treatment plant and water tower);
- An intruder alarm system at the water treatment plant; and
- Frequent visits by operational staff.

### Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

Claude Mongrain was the Overall Responsible Operator (ORO) for the Temagami North DWS for the period of time up until March 15, 2018. Bryce Logan became the ORO for the Temagami North DWS as of March 16, 2018.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**
- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

### Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

Section 10-2 of Schedule 10 of O. Reg. 170/03 required the owner and operating authority for the system to ensure that at least eight (8) water samples were collected monthly from the distribution system sites (based on estimated population of 300). Samples must be tested for E.coli, total coliforms and 25% of those samples tested for general background population expressed as colony counts on a heterotrophic plate count.

Based on a review of the documentation provided during this inspection period, a minimum of two (2) samples were collected weekly from the distribution system. Of the eight to ten samples collected monthly over 25% of them were tested for HPC as required by section 10-2 of O. Reg. 170/03.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

Section 10-3 of Schedule 10 of O. Reg. 170/03 required the owner and the operating authority for the system to ensure that at least one sample of treated water was collected weekly and tested for E.coli, total coliforms and general background population expressed as colony counts on a heterotrophic plate count.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-2 of Schedule 13 of O. Reg. 170/03 requires the owner and operating authority of the system to ensure that at least one sample of treated water was collected every 12 months and tested for every parameter set out in Schedule 23. The most recent sample was collected on October 10, 2017.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-4 of Schedule 13 of O. Reg. 170/03 requires the owner and operating authority of the system to ensure that at least one sample of treated water is collected every 12 months and tested for every parameter set out in Schedule 24. The most recent sample was collected on October 10, 2017.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**



### Water Quality Monitoring

Section 13-6.1 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids (HAA), and have them tested for HAA.

During this inspection period samples for HAA were collected by the operating authority on January 8, April 9 and July 9, 2018.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Section 13-6 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one water sample was collected every calendar quarter from points in the distribution system (including connected plumbing) likely to have an elevated potential for the formation of trihalomethanes (THM). The operating authority completed the sampling in accordance with the regulatory requirements.

During this inspection period samples for THM were collected by the operating authority on January 8, April 9 and July 9, 2018. The running annual average (RAA) for THM as of July 2018 was 54.6 µg/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Section 13-7 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every three months and tested for nitrate and nitrite.

During this inspection period samples were collected on January 8, April 9 and July 9, 2018.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-8 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every 60 months and tested for sodium. The most recent samples were collected in October 2017. Two samples were collected, the first exceeded the maximum acceptable concentration (MAC) of 20 mg/L with a result of 26.5 mg/L, and the resample was 23.7 mg/L.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-9 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every 60 months and tested for fluoride. The most recent sample was collected on October 10, 2017.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

### Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

### Reporting & Corrective Actions

- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and**

**Reporting & Corrective Actions**

took appropriate actions.

**Other Inspection Findings**

- **The following issues were also noted during the inspection:**

At the time of the inspection, it was noted that the operating authority could not locate the clearwell valve isolation standard operating procedure (SOP). This SOP describes the valve positioning to ensure that all three clearwells are in use during normal operation and how to isolate a particular clearwell if needed for maintenance. As this SOP is necessary to ensure adequate contact time is achieved it is recommended that either the original SOP is located and updated to include requirements for contact time re-calculation and possible adjustment to alarm set points to ensure compliance with regulatory requirements or a new SOP is created with valve positioning and CT information.



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## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

**1. The following issues were also noted during the inspection:**

At the time of the inspection, it was noted that the operating authority could not locate the clearwell valve isolation standard operating procedure (SOP). This SOP describes the valve positioning to ensure that all three clearwells are in use during normal operation and how to isolate a particular clearwell if needed for maintenance.

**Recommendation:**

It is recommended that either the original SOP is located and updated to include requirements for contact time recalculation and possible adjustment to alarm set points to ensure compliance with regulatory requirements or a new SOP is created with valve positioning and CT information.

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**SIGNATURES**

Inspected By:

Lori Duquette

Signature: (Provincial Officer)



Reviewed &amp; Approved By:

Sherry Ilersich

Signature: (Supervisor)



Review &amp; Approval Date:



Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

**APPENDIX A****INSPECTION RATING RECORD (IRR)**

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2018-2019)

**DWS Name:** TEMAGAMI NORTH DRINKING WATER SYSTEM  
**DWS Number:** 220000433  
**DWS Owner:** Temagami, The Corporation Of The Municipality Of  
**Municipal Location:** Temagami

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** August 1, 2018  
**Ministry Office:** North Bay Area Office

Maximum Question Rating: 440

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 30
Treatment Processes	0 / 60
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 133
<b>TOTAL</b>	<b>0 / 440</b>

Inspection Risk Rating 0.00%

**FINAL INSPECTION RATING: 100.00%**

**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2018-2019)**

**DWS Name:** TEMAGAMI NORTH DRINKING WATER SYSTEM  
**DWS Number:** 220000433  
**DWS Owner:** Temagami, The Corporation Of The Municipality Of  
**Municipal Location:** Temagami

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** August 1, 2018  
**Ministry Office:** North Bay Area Office

**Maximum Question Rating:** 440

**Inspection Risk Rating** 0.00%

**FINAL INSPECTION RATING:** 100.00%

## **APPENDIX B**

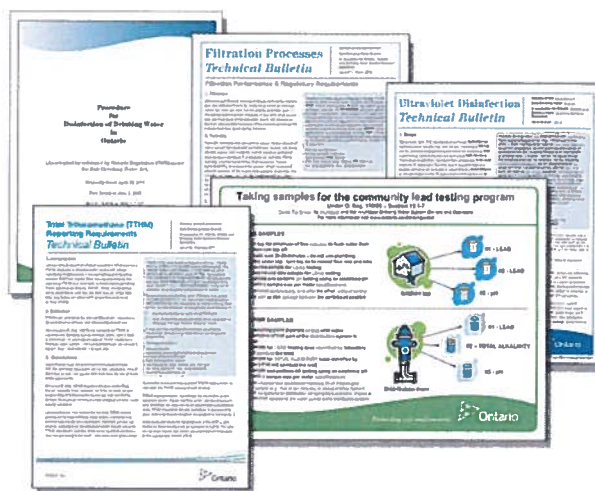
### **KEY REFERENCE AND GUIDANCE MATERIAL FOR STAKEHOLDERS**

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) and email [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) to subscribe to drinking water news.



PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)



# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal year 2008-09. The primary goals of this assessment

are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years to account for legislative and societal changes that affect acceptable risk levels. As a result of the most recent review, the methodology has been modified to present an improved metric for the evaluation of the risk/safety of MRDWS operations.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that

ministry inspectors use when conducting MRDWS inspections. The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. Additionally, the inspection protocol contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry have assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. It shows areas where a system's operation can improve. To that end, the ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards; understanding the likelihood and consequences of the hazards; and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

**TABLE 1:**

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 - 10% (Unlikely)	L = 1
11 - 49% (Possible)	L = 2
50 - 89% (Likely)	L = 3
90 - 100% (Almost Certain)	L = 4

**TABLE 2:**

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8



The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

## Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions that relate to regulatory compliance and input their responses as “yes”, “no” or “not applicable” into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone), type of inspection (i.e., focused, detailed), and source type (i.e., groundwater, surface water).

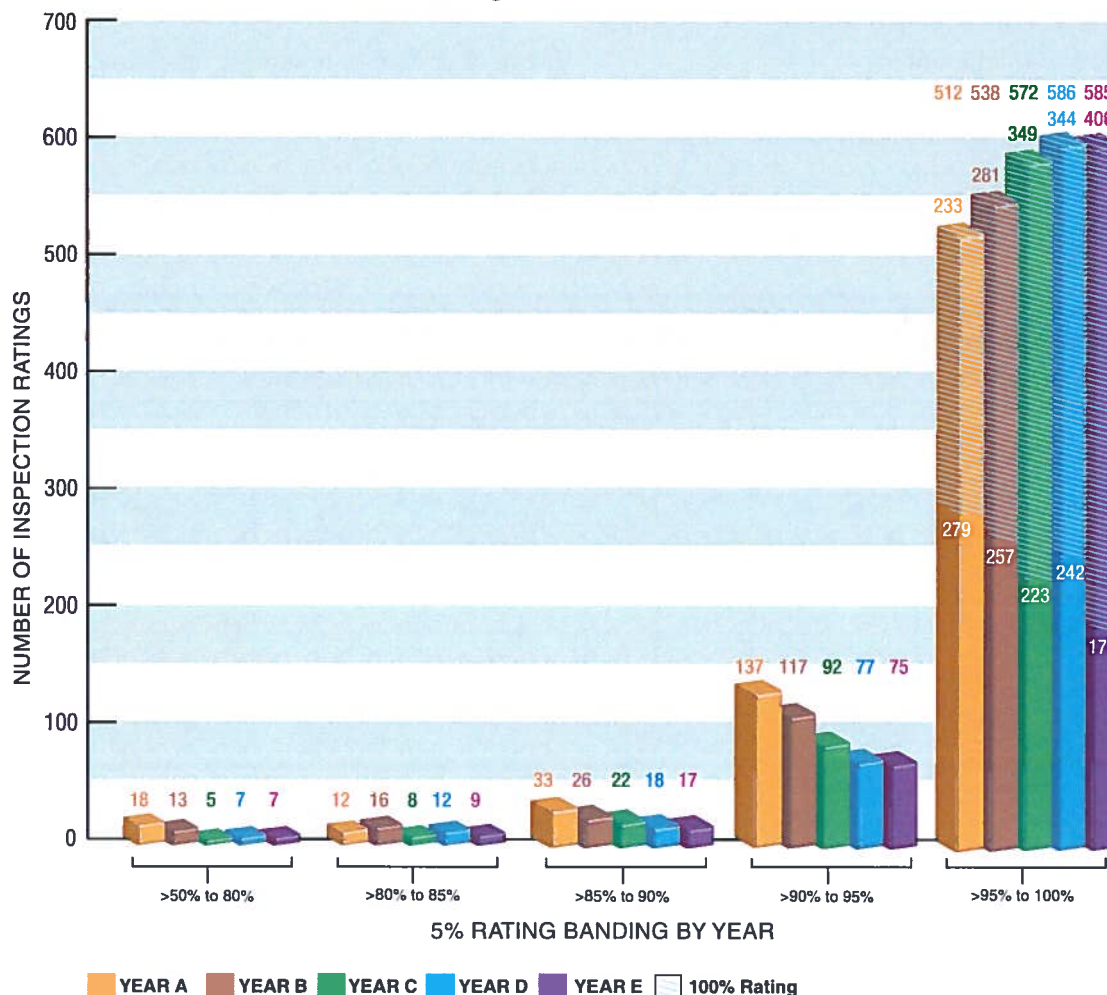
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)

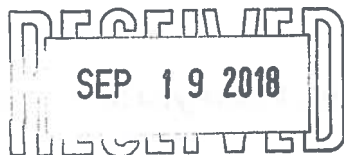
11682

**Tammy Lepage**

**From:** craig.d  
**Sent:** September 19, 2018 3:25 PM  
**To:** Tammy Lepage  
**Subject:** Fwd: 2019 OGRA Conference: 125th Anniversary — Past | Present | Future

Council information

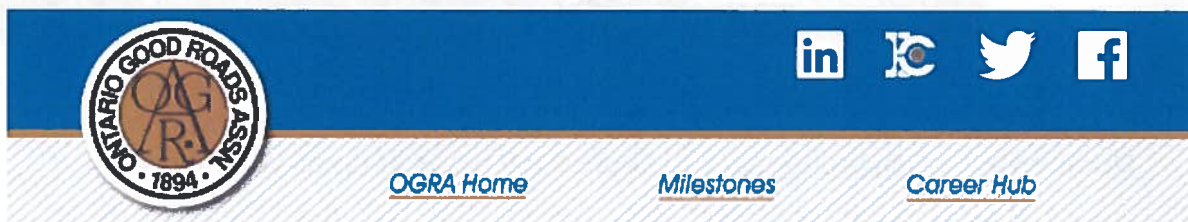
Sent from my iPhone



Begin forwarded message:

**From:** "Ontario Good Roads Association" <[DoNotReply@ConnectedCommunity.org](mailto:DoNotReply@ConnectedCommunity.org)>  
**Date:** September 19, 2018 at 10:56:52 AM EDT  
**To:** [craig.d@temagami.ca](mailto:craig.d@temagami.ca)  
**Subject:** 2019 OGRA Conference: 125th Anniversary — Past | Present | Future  
**Reply-To:** [DoNotReply@ConnectedCommunity.org](mailto:DoNotReply@ConnectedCommunity.org)

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- CAO ☐
- Building ☐
- Finance ☐ S ☐ C
- Ec Dev ☐ S ☐ C
- Parks & Rec ☐ S ☐ C
- Planning ☐ S ☐ C
- Public Wks ☐ S ☐ C
- PPP ☐
- Social Services ☐
- ☐
- ☐



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 February 24 - 27, 2019

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- Housing Opens 10:00 am Tuesday November 6, 2018
- 2019 OGRA Conference – Sunday, February 24 – Wednesday, February 27
- The 2019 OGRA Conference will be held at the Sheraton Centre Toronto Hotel

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# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 18-1415**

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### **Being a bylaw to appoint a Joint Compliance Audit Committee**

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WHEREAS Section 88.37 (1) of the Municipal Elections Act, 1996, as amended requires a council or local board shall establish a Compliance Audit Committee before October 1 of an election year for the purposes of the Act.

AND WHEREAS Section 88.37 (2) of the Municipal Elections Act, 1996, as amended states the committee shall be composed of not fewer than three and not more than seven members and shall not include:

- (a) Employees or officers of the municipality or local board;
- (b) Members of the council or local board;
- (c) Any persons who are candidates in the election for which the committee is established; or
- (d) Any persons who are registered third party advertisers in the municipality in the election for which the committee is established

AND WHEREAS Section 88.37 (3) of the Municipal Elections Act, 1996, as amended states a person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee.

AND WHEREAS Section 88.37 (4) of the Municipal Elections Act, 1996, as amended states in appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria.

AND WHEREAS the Townships of Armstrong, Brethour, Casey, Chamberlain, Coleman, Evanturel, Gauthier, Harley, Harris, Hilliard, Hudson, James, Kerns, Larder Lake, Latchford, Matachewan, McGarry, Village of Thornloe, Municipality of Charlton and Dack and Temagami, and the Towns of Cobalt, Englehart, Kirkland Lake and Temiskaming Shores deem it expedient to establish a Joint Compliance Audit Committee.

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

1. THAT a Committee, to be known as the Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Section 88.33, 88.34 and 88.35 of the Municipal Elections Act, 1996, as amended.
2. AND THAT the Joint Compliance Audit Committee shall consist of the following individuals representing Expertise for Municipalities (E4m), who shall deal with each compliance audit request in accordance with the Terms of Reference attached hereto as Schedule "A":

Peggy Young-Lovelace  
Theresa Cassan

Chris Wray

3. AND THAT the business of the Joint Compliance Audit Committee be conducted in accordance with the procedures set out in the 2018 Municipal Elections Procedures and the Terms of Reference set out in Schedule “A” attached hereto, which shall form part of this By-law.
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.
5. AND THAT this By-law shall come into force and take effect on the date of passage.
6. AND THAT By-law No. 14-1211 and all other by-laws or resolutions, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed. WHEREAS Section 81.1 of the *Municipal Elections Act, 1996* requires municipalities to appoint Compliance Audit Committees to deal with matters regarding election campaign finances before October 1 in an election year.

TAKEN AS READ A FIRST TIME this 27<sup>th</sup> day of September, 2018.

READ A SECOND AND THIRD time and finally passed this 27<sup>th</sup> day of September, 2018.

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Mayor

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Clerk



## **Joint District of Timiskaming 2018 Election Compliance Audit Committee**

### **Terms of Reference**

#### **Name**

The name of the Committee is the “Joint District of Timiskaming 2018 Election Compliance Audit Committee” may consist of the following municipalities:

Township of Armstrong  
Township of Brethour  
Township of Casey  
Township of Chamberlain  
Municipality of Charlton-Dack  
Township of Coleman  
Township of Evanturel  
Township of Harris  
Township of Harley  
Township of Hilliard  
Township of Hudson  
Township of James  
Township of Kerns  
Village of Thornloe  
Town of Englehart  
Town of Cobalt  
Town of Latchford  
Township of Matachewan  
Township of Gauthier  
Town of Kirkland Lake  
Township of McGarry  
Township of Larder Lake  
City of Temiskaming Shores  
Municipality of Temagami

#### **Duration**

The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 election and any by-elections during Council’s term.

#### **Mandate**

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996* (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

#### **Candidate Contravention – Application by Elector**

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances;

- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention;
- g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

#### **Candidate Contributor Contravention – Application by Elector**

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

#### **Registered Third Party Contravention – Application by Elector**

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

#### **Registered Third Party Contributor Contravention – Application by Elector**

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

#### **Application by the Clerk**

- a. Statutory obligations now obligate the Clerk to review contributions made to both candidates, by candidate contributors and registered third parties. Generally, upon review of the submitted financial statements, if the Clerk finds that the contribution limits were exceeded, the Clerk must report this exceedance to the Compliance Audit Committee via a written report.
- b. The reports noted above are mandatory on the Clerk and are not triggered by the request of an elector.
- c. Within 30 days of receiving a report from the Clerk, a Compliance Audit Committee must consider the report of the Clerk and decide if the Committee will commence a meeting to consider the content of the report(s).
- d. All Clerks should be guided by the provisions of the Municipal Elections Act, more precisely Section 88.34 (1) to 88.34 (7) and Section 88.36 (1) to 88.36 (4).

#### **Auditor Selection**

If the committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

### **Membership**

The Committee shall be composed of at least three (3) voting members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.

Membership will be drawn from the following groups who has such qualifications and satisfies the eligibility requirements:

- a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties;
- b. legal;
- c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or
- d. other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2018 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the *Municipal Elections Act, 1996*.

Members may be required to participate in an orientation session as a condition of appointment.

### **Membership Selection**

Members should be solicited having the qualifications as those individuals as set out under section 4 of the Terms of Reference.

Recommended candidates will be submitted to the Council of each member municipality for consideration in a by-law of appointment.

- a. Members will be selected on the basis of the following:
- b. demonstrated knowledge and understanding of municipal election financing rules;
- c. proven analytical and decision-making skills;
- d. experience working on a committee, task force or similar setting;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.

### **Conflict of Interest**

The principles of the *Municipal Conflict of Interest Act*, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.

### **Chair**

The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.

### **Staffing and Funding**

The Clerk from the applicable member municipality shall act as Secretary to the Committee.

The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.

Committee Member Remuneration shall be set at \$150 per meeting, mileage included. Costs with respect to legal fees (if necessary) and the engagement of an auditor would be the responsibility of the member municipality.

### **Meetings**

Meetings of the Committee may be conducted electronically but shall be open to the public. The Clerk of the member municipality shall determine an adequate location for the public to physically attend or participate electronically and with the ability to have the Compliance Audit Committee members participate electronically.

#### *Timing of Meetings*

Meetings shall be called by the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

#### *Meeting Location*

The Committee shall meet at the location determined in consultation with the member municipality.

#### *Electronic Meetings*

A meeting of the Compliance Audit Committee may be conducted by means of visual or audio or audio electronic or other communications equipment, provided that the public is able to participate and the chairperson is in attendance at the meeting.

Committee members who are participating by electronic means in a meeting are deemed to be present.

In the case of an interruption in the communication link to the member(s) participating electronically, the Committee will recess to a maximum of 15 minutes until it is determined

whether or not the link can be re-established. If communications are not re-established, the meeting will be dissolved and rescheduled and the Clerk shall note the same in the minutes.

#### *Meeting Notices, Agendas & Minutes*

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention.

A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website, where available.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result. The applicant and the candidate shall be permitted to make presentations as part of the process.

#### *Agenda Format*

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report *or* Auditor's Report
4. Adjournment

#### *Quorum*

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

#### *Meeting Attendance*

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

#### *Motions & Voting*

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

A motion shall be reduced to writing and shall be signed by the Chair and Secretary.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

#### **Administrative Practices and Procedures**

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*.

The Clerk at any time has the right to develop additional administrative practices and procedures.

**Corporation of the Municipality of Temagami  
Planning Advisory Committee (PAC) Meeting  
Municipal Office Boardroom  
May 15, 2018 at 10:00a.m.  
Draft Minutes**

An audio recording of this meeting was not correctly done and will not be available through the Municipal Website.

**The minutes of this Committee represent ideas or advice to Council. They do not represent decisions of Council and may require further study.**

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**Committee Members Present:** (Acting Chair) John Kenrick, Claire Rannie (By Phone), Cathy Dwyer, Jim Hasler (By Phone). Barry Graham joined meeting at 11:45.

**Staff:** Debbie Morrow

**Absent:** Barret Leudke, Tammy Lepage

**Members of the Public:** Biff Lowery

**Call to Order & Roll Call: 10:05 a.m.**

Staff called the meeting to order and read the audio recording declaration of this meeting.

**Appointment of Chair for this meeting**

18-39

MOVED BY: C. Dwyer

SECONDED BY: C. Rannie (By Phone)

BE IT RESOLVED THAT the Committee appointed John Kenrick as Chair for this meeting.

CARRIED

**Adoption of Agenda**

Amendment to Agenda: Amendment to the May 15, 2018 Agenda: inclusion of Fire Smart literature throughout Plan review. (John Kenrick delivered the Fire Smart Literature.)

18-40

MOVED BY: C. Dwyer

SECONDED BY: J. Hasler (By Phone)

BE IT RESOLVED THAT the agenda for the May 15, 2018 meeting of the Planning Advisory Committee be adopted with the addition of referencing of Fire Smart Literature in the Plan review.

CARRIED

**Disclosure of Pecuniary Interest and Conflict of Interest**

None.

**Minutes of Previous Meeting**

The Committee discussed the following amendments to the Minutes presented for April 23, 2018:

- To include names of the members of the public in attendance.

- Page 3 - 4th bullet point should read: “The Planner to review the areas that is suitable for MNR & Busby Properties.
  - 6<sup>th</sup> bullet point correction replace the word “high” with “highway”.
- Page 4 – 2<sup>nd</sup> bullet point sentence should read: “the planner to clarify the rationale for the distinction between various commercial uses within the OP and expend on the permitted use.”
  - 8<sup>th</sup> bullet point sentence should read: “the planner to consider the concept of the Mine Landing Access Point to become a separate land use zone.

18–41

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the Minutes of the Planning Advisory Committee meeting held on April 23, 2018 be adopted with the amendments listed above.

CARRIED

### **Business Arising from the Minutes**

None.

### **Unfinished Business**

#### **Review of the Official Plan**

*The purpose of the ongoing Official Plan review is to highlight areas for consideration for the planner and the public.*

#### **Page 6-1 Section 6.1 Introduction**

- The Planner is to remove the first 2 paragraphs.
- The Planner to add in the last paragraph: last sentence: “Marten River is a dispersed community of both seasonal and permanent residential properties and significant tourist and commercial highway uses. The development pattern is dispersed low density and mainly interconnected by Hwy 11 and Hwy 64 and non- municipally maintained roads.”
- Section 6.2 “Principles & Goals” the Planner to add definition of Low Capacity and a list of Townships that it includes.
- Section 6.21 –“Land Use” the Planner to include in the first sentence after “Neighbourhood and rural”: “and continue to be characterized by dispersed low density seasonal and permanent development linked by existing roads, trails and waterways.”

#### **Page 6-2 Section 6.2.2-“Economic”**

- The Planner to add to the last sentence to “encourage Tourist Commercial development.”
- Section 6.2.3-“Environmental” the Planner to add at end of first paragraph: “The community supports the retention of older timber roads as recreational trails.”
- The Planner to add an additional bullet point: “Low intensity development while respecting the following four capacities: carry capacity of water, shoreline capacity, fisheries capacity and boat limit capacity.” This statement be added to each neighbourhood in the environmental section.



- Section 6.2.4-“Social” the Planner to add to the last sentence: “It is recognized that this community has been well established and organized before joining the Municipality.”
- Section 6.3.1-“Crown Land” the Planner to consult with the MNRF to update their policies. The Planner to ensure that Crown Land policies are clearly referenced and should be referenced in the “General” part of the Plan”.
  - The Planner to include “Fire Smart Reference” in each neighbourhood where applicable.

**Page 6-4 Section 6.3.2-Permitted Uses**

- The Planner to review “Sleep Cabin” policies throughout the neighbourhoods.
- Section 6.3.3-“Rural Residential and Remote Residential” the Planner to list Rural Development in Special Management areas (2 areas): southwest corner of Milne Twp. and Backend of White Bear Forest.
  - The Planner to include in the Glossary definitions of Special Management Areas and Integrated Management Areas.
  - The Planner is to add in the 1<sup>st</sup> paragraph 2<sup>nd</sup> last sentence after in order: “to preserve low density aesthetics” instead of “conserve wilderness and semi-wilderness values.

**Page 6-5 Section 6.3.3.1 Rural Residential**

- The Planner is to remove the last sentence beginning with Plan of subdivision in the first paragraph 2<sup>nd</sup> sentence.
- The Planner to change the Last bullet point to read: “Utilisation of existing vegetation and topography to minimise erosion control.”
- The Planner to include a bullet point for “Fire Smart” information.

**Page 6-6 Section 6.3.3.2- Remote Residential**

- The Planner to add another bullet point referencing the Capacity Measures to be respected: carrying capacity of water, shoreline capacity, fisheries capacity and boat limit capacity.

A member of the public spoke to a matter concerning Dock Suitable Location Studies.

- Page 6-7 the 7<sup>th</sup> bullet point the Planner to change the sentence to read: “Demonstrated suitable location of dock with consideration of neighbours and approval of local authorities.”

**Page 6-8 Section 6.3.4- Sleep Cabins**

- The Planner to consider each neighbourhoods concerns during the public meeting, with respect to sleep cabins policies.

**Page 6-9 Section 6.3.6 New Development**

- The Planner to remove the 2<sup>nd</sup> paragraph and place in the general section for MNRF policies.
- Section 6.3.7.1 the Planner to include the number of Lots permitted from Patented or Crown Land.
- The Planner to review cumulative in some sections and not in others.
- The Planner to make reference of “Density” as to lots sizes and quantity.

**Page 6-10 Sections 6.3.8 Home Occupations and 6.3.9 Home Industry**

- The Planner to review Home Occupation & Home Industry policies.

**Page 6-11 Section 6.3.10- Shoreline Structures**

- The Planner to make note during public meeting regarding shoreline development (i.e. boathouses) per neighbourhood.

- Section 6.3.11- “Prohibited Uses” Discussion about two places in Marten River area that have mobile homes are Land O Lakes and Red Cedar Camp. The Planner to add this in s.6.3.11 after Marten River Neighbourhood.
- Consideration should be used versus Regulating Mobile Home Trailer Park.
- Planner to review S. 8 Special Provisions in the Zoning By-Law.

**Page 6-12 Section 6.3.13- Telecommunications and Utility Infrastructure**

- Paragraph should read: “Telecommunications and utility infrastructure is encouraged throughout the Marten River Neighbourhood. Where possible the Municipality will request that telecommunication towers be unobtrusive as possible.”
- Section 6.3.14- “Parks/Conservation Reserves” the Planner to change the last sentence should read: “Marten River Provincial Park; however, will continue to work with the municipality to identify and address and concerns.”

**Page 6-13 Section 6.3.16- Bed and Breakfast Establishments**

- The Planner to review Bed and Breakfast restrictions throughout the OP.

**Page 6-14 Section 6.3.19-Transit of Industrial/Building Supplies**

- The Planner to add at the end of 2<sup>nd</sup> paragraph the following: “A contractor’s yard cannot impede public access.”
- The Planner to add to the last sentence after access points: “as a reference to adhere to.”
- Section 6.14 Land Use Designations
- The Planner to add the definition of Integrated Management Area and Special Management Area.
- Section 6.4.1-Integrated Management Area
- The Planner to add the areas that it applies to with a brief description and listing by name of these areas to be included.

**Page 6-15 Section 6.4.2- Special Management Area**

- The Planner to add areas referred to by name and exclude Sisk Township.

**Page 6-16 Section 6.4.3-Protected Area**

- The Planner to add: Marten River Provincial Park as the only area.

**Page 6-17 Section 6.4.5 – Industrial**

- The Planner to add definition of Light Industrial and Heavy Industrial.
- General discussion that the Industrial terminology is dealt with in the Zoning Bylaws.

**Page 6-19 Continuation of Section 6.4.6.2 – New Tourist Commercial Uses**

- The Planner to review new versus expansion with regards to Tourist Commercial.
- The Planner to change the 7th Bullet point to read: “Demonstrated suitable location of dock with consideration of neighbours and approval of local authorities.”
- The Planner to add the following as a separate bullet point: “respect of the 4 capacity measures- water carrying capacity, shoreline capacity, fisheries capacity and boat limit capacity.”

**Page 6-20 Section 6.4.6.3 – Conversions of Tourist Commercial Uses**

- The Planner to change the Title: Conversion of Tourist / Youth and Youth/Tourist Commercial Uses.
- The Planner to replace the wording throughout the paragraphs to reflect Tourist /Youth and Youth/Tourist.

**Page 7-1 Section 7.0- Matabitchuan Neighbourhood**

- CALA representative will be forwarding some information regarding plan review.

- Section 7.1 “Introduction” the Planner to remove the first two paragraphs.
- The Planner to add in the 4<sup>th</sup> paragraph: “Rabbit Lake Access Point”.
- The Planner to remove the last 2 sentences. (Begins with The full environment and social .....)

**Page 7-2 Section 7.2.3 – Environmental**

- The Planner to add in the 2<sup>nd</sup> paragraph: “It is the goal of the Municipality to work with the forestry operators and government agencies with respect to the location of forest access roads, timing of forestry operations, harvesting conditions and rehabilitation issues which may impact and to ensure old timber trails and logging roads are retained for recreational experience of this neighbourhood.”

- Section 7.3.1- Crown Land

- The Planner to update/review with the MNRF.

**Page 7-4 Section 7.3.2 Permitted Uses**

- The Planner to add in the 3<sup>rd</sup> bullet point: “review of sleeps cabins as part of public consultation meetings.”

**Page 7-5 Continued Section 7.3.3 Rural Residential and Remote Residential**

- The Planner to add: “bed and breakfast and sleep cabins to be reviewed at public consultation meetings.”

- Section 7.3.3.1 Rural Residential

- The Planner to add bullet point referencing “Fire Smart Information” and the 4 Capacity Measures: water carrying capabilities, shoreline capabilities, fisheries capabilities and boat limit capabilities.

**Page 7-6 Continued Section 7.3.3.1- Rural Residential**

- The Planner to change the first bullet point to read: “Demonstrated suitable location of dock with consideration of neighbours and approval of local authorities.”

**Page 7-8 Section 7.3.4 Sleep Cabins**

- The Planner to review this policy during the public consultation meetings.

**Page 7-9 Section 7.3.6 New Development**

- The Planner to remove last paragraph and add to the issues table for discussion during public meeting.

**Page 7-10 Section 7.3.7.1 Number of Lots Permitted from Patented or Crown Land**

- The Planner to review Cumulative versus Non-Cumulative.

**Page 7-11 Section 7.3.10 – Shoreline Structures**

- The Planner to review and add this policy to the issues table.
- Section 7.3.11 – Prohibited Uses
- The Planner to add definition of Multi Unit Residential Structures.
- The Planner to review regulating Mobile Home Trailer Park.
- Review of Zoning By-law for this area.

**Page 7-12 Section 7.3.12 – Services and Utilities**

- The Planner to add: Fire Smart Information.
- Section 7.3.13 – Telecommunications and Utility Infrastructure
- The Planner to change the paragraph to read: “Telecommunications and utility infrastructure is encouraged throughout the Matabitchuan Neighbourhood. Where possible the Municipality will request that such infrastructure be as unobtrusive as possible.”

**Section 7.3.14 – Parks/Conservation Reserves**

- The Planner to list: White Bear Conservation Area and Lorraine Lake Special Management Area. (To be confirmed with the MNRF about Lorraine Lake Special Management Area)
- General Discussion about not intermixing Parks and Conservation Areas.

**Page 7-13 Section 7.3.16 – Bed and Breakfast Establishments**

- The Planner to review this policy and add to the issues table.

**Page 7-14 Section 7.13.18 Contractor’s Yard**

- The Planner to add a separate bullet point: “Public Access not to be blocked” and “Storage to not impede on Public Access”

**Page 7-15 Section 7.4.1 – Integrated Management Area**

- The Planner to change the 3<sup>rd</sup> paragraph to read: “Commercial timber harvesting, and aggregate extraction and mining are also encouraged, but they shall be carefully managed in order to ensure compatibility with other permitted uses.”

**Page 7-17 Section 7.4.3 – Protected Area**

- The Planner to add the definition of protected areas and add the list of names i.e. White Bear Forest, etc.

**Page 7-18 Section 7.4.5 – Industrial**

- The Planner to remove the last sentence in the 2<sup>nd</sup> paragraph.

**Page 7-20 Continued Section 7.4.6.2 New Commercial Uses**

- The Planner to add bullet point: “Respecting the 4 Capacity Measures-water carrying capability, shoreline capability, fisheries capability and boat limit capability.”

**Page 7-21 Section 7.4.6.4 – Conversion of Youth Camps to Tourist Commercial Uses**

- The Planner to change the title to: “Conversion of Youth Camps to Tourist Commercial Uses and Tourist Commercial to Youth Camps uses.
- The Planner to replace the wording throughout the policy.

**Items for next agenda**

- Official Plan

**Set Meeting Date**

18-42

MOVED BY: B. Graham

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the next Planning Advisory Committee Meeting be scheduled for June 6, 2018 at 10:00 am.

CARRIED

**Meeting Adjournment**

18-43

MOVED BY: C. Dwyer

SECONDED BY: B. Graham

BE IT RESOLVED THAT the May 15, 2018 meeting be adjourned at 1:43 p.m.

CARRIED

**Corporation of the Municipality of Temagami  
Planning Advisory Committee (PAC) Meeting  
Municipal Office Boardroom  
June 12, 2018 at 11:00a.m.  
Draft Minutes**

An audio recording of this meeting has been made and will be available through the Municipal Website.

**The minutes of this Committee represent ideas or advice to Council. They do not represent decisions of Council and may require further study.**

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**Committee Members Present:** (Chair) Lorie Hunter, Cathy Dwyer, Jim Hasler (By Phone) Barry Graham, John Kenrick and Barret Leudke. Claire Rannie (arrived 11:05)

**Staff:** Tammy Lepage

**Members of the Public: 3**

**Call to Order & Roll Call: 11:00 a.m.**

The Chair called the meeting to order and read the audio recording declaration of this meeting.

**Adoption of Agenda**

18-44

MOVED BY: B. Graham

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the revised agenda for the June 12, 2018 meeting of the Planning Advisory Committee be adopted as amended.

CARRIED

Revision is to change the word “Memo” to “Resolution” for item 9.2 and the amendment is to add item 9.4 correspondence from Latempa executive.

**Disclosure of Pecuniary Interest and Conflict of Interest**

None.

**Minutes of Previous Meeting**

Chair informed the Committee that the minutes of May 15<sup>th</sup> were not circulated, as the minutes need some revisions. She further explained that the minutes are to list issues and not to have suggestions, note, comments and names throughout the minutes.

18-45

MOVED BY: C. Rannie

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Minutes of the Planning Advisory Committee meeting held on May 15, 2018 be tabled for the next planning advisory committee meeting.

CARRIED

**Business Arising from the Minutes**

The Committee discussed having the packages, if possible provided early than the Friday prior to meetings, to allow more time to review the materials. Staff informed the Committee the package

was printed off and left on the printer, for those who requested printed copies and that best efforts will be taken to have the packages sent out in advance.

### **New Business**

#### **Z-18-01 – Krech Zoning By-Law Amendment Application**

Clarification was sought as to why the Committee of Adjustment is not dealing with this application, staff informed the Planning Advisory Committee (PAC) that PAC reviews Zoning By-law Amendments for comment submissions to Council and that Council is the approval authority for Zoning By-Law Amendments. Further clarification was sought as to why the Temagami Lakes Association (TLA) was circulated and that Chair clarified that they had requested to be notified of all zoning by-law amendments, once a request has been submitted all those who makes request to be notified will receive notifications.

Discussion that the maps within the archaeological report doesn't match up with the property and was difficult to distinguish where the archaeological feature are located. Discussion that it be noted in the minutes that the archaeological feature is not located on the applicant's property.

The Committee reviewed and discussed application No. Z-18-01 – Krech zoning by-law amendment application and recommends to Council the following:

18-46

MOVED BY: B. Graham

SECONDED BY: C. Dwyer

WHEREAS the Planning Advisory Committee (PAC) has reviewed the Zoning By-Law Amendment application Z-18-01;

AND WHEREAS the PAC submits the following comment submission to Council as part of the public hearing process;

AND WHEREAS PAC recognizes that cultural and heritage features are to be protected;

AND WHEREAS PAC recommends for Council to be mindful of s. 2.6 Cultural Heritage and Archaeology in the Provincial Policy Statement 2014 and s.2.14 Cultural Heritage Resources of the Municipality of Temagami's Official Plan;

NOW THEREFORE BE IT RESOLVED THAT notwithstanding the archaeological component adjacent to the site, PAC would recommend to Council to approve Zoning By-Law amendment No. Z-18-01 subject to archaeological resources being discovered the proponent should follow s. 48(1) of the Ontario Heritage Act, the Cemeteries Act, R.S.O. 1990 c.C.4 and the Funeral, Burial and Cremation Services Act 2002, S.W.O. 2002, c.33.

CARRIED

The Committee discussed that it would be prudent to send letters to the adjacent property owners and the Committee of Adjustment making them aware of the archaeological features within that area. Staff will confirm with the Ministry of Tourism Culture and Sport, as staff explained that the ministry is reluctant to divulge such sensitive information to avoid foraging and disruption of the any known sites. Staff is to provide an update at the next meeting.

#### **Z-18-02 – Pandolfo Zoning By-Law Amendment Application**

The Committee reviewed and discussed application No. Z-18-02 – Pandolfo zoning by-law amendment application and recommends to Council the following:

18-47

MOVED BY: B. Graham

SECONDED BY: C. Dwyer

WHEREAS the Planning Advisory Committee (PAC) has reviewed the Zoning By-Law Amendment application Z-18-02;

AND WHEREAS the PAC submits the following comment submission to Council as part of the public hearing process;

AND WHEREAS PAC recommends in favour of the proposed garage/shop;

NOW THEREFORE BE IT RESOLVED THAT PAC recommends to Council to approve Z-18-02.

#### CARRIED

The Committee discussed the zoning of the property is highway commercial and that the zoning by-law amendment is not changing the zoning of the property. Staff informed the Committee the zoning by-law amendment is required as the garage/shop is larger than permitted by the zoning by-law and the property will maintain its current zone as highway commercial.

#### **Unfinished Business**

##### **Second Unit OPA draft policy**

Discussion took place regarding the Planning Consultants draft second unit Official Plan Amendment policy and that Council's direction and the Committee's intent is to have second units in all five neighbourhoods. The Chair informed the Committee that various Planners have various interpretations of the legislation and the legislation is unclear.

Discussion also took place regarding the Gray OMB decision and that a sleep cabin can contain both a kitchen & bathroom and is not considered a dwelling. The committee heard from a member of the public regarding this matter.

The Chair informed the Committee that Policies are in place regarding setbacks, and vegetative buffer. The Committee continued discussion regarding second units, and the potential for marrying sleep cabin policies, with the second unit policies and that the Official Plan (OP) can't have conflicting policies. Further discussion took place regarding the policies in the OP and to have the Planning Consultant, the Chair of PAC and the Planning Clerk to have a conversation regarding the intent of PAC and Council's direction and for the Planning Consultant to attend a meeting by phone. Further discussion took place that the Zoning By-Law Amendment be concurrent with the OPA. Committee heard from a member of the public regarding an open house.

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.

*J. Kenrick requested a recorded vote:*

	Yays	Nays
B. Graham	✓	
B. Leudke	✓	
C. Dwyer	✓	
C. Rannie		✓
J. Hasler	✓	
J. Kenrick		✓
Chair L. Hunter	✓	

## Results of recorded vote 5 to 2

CARRIED

*at 12:29p.m. and reconvened at 12:43 p.m.*

## Review of the Official Plan Section 8-10

***The purpose of the ongoing Official Plan review is to highlight areas for consideration for the planner and the public.***

The Committee discussed the following:

- Page 8-1 s. 8-1 “Backcountry Neighbourhood” the planner to review the first two paragraph the term “actively” and that these two paragraphs does not need to be repeated throughout;
  - The Planner to review the issue Crown land disposition and the Municipality as the Agent;
  - 4<sup>th</sup> Paragraph – the planner to review and add a brief description and indicate where the Backcountry neighbourhood is instead of trying to find it within the Schedules.
- Page 8-2 s. 8.2.2 “Economic” the Planner to change the word “support” to “encouraging”.
- Page 8-3 s.8.3.1 “General Policies” “Crown Land” Planner is to review with the Ministry of Natural Resources and Forestry the above noted policies.
- Page 8-4 s. 8.3.2 “Permitted Uses” bullet point one add “Low Density Residential” to the sentence.
  - Third Bullet Point add revise and clarify the term sleep cabin.
- Page 8-5 s. 8.3.3.1 “Rural Residential” fourth bullet point to expand the use of capacity calculation and incorporate other studies as ex. Fisheries capacities & Boat limits.
- Page 8-6 second bullet point – planner to review recommendation regarding Site Plan control as noted in previous minutes.
  - To include “Low Density” in the Lot Creation through Consents on Private Land.
    - The Committee heard from a member of the public on this matter.
- Page 8-8 the Planner to add “Low Density Residential” and include capacity calculation and other studies.
  - S. 8.3.4 “Sleep Cabins” The Planner is to review and clean any and all areas that mentions sleep cabins.

*B. Graham excused himself 2:10 to 2:12*

- Page 8-9 second paragraph – The Planner is to review sleep cabins policies in conjunction with second unit policies.



- S. 8.3.5 “Number of Sleep Cabins Permitted on Lot” Planner to review the third paragraph policy regarding a fully serviced sleep cabin be located on lots that can be severed.
  - S. 8.3.6 – “New Development” The Planner to expend new lot development on backcountry roads and surrounding lakes.
- Page 8-10 s. 8.3.7.1 “Lots Permitted from Patented” the Planner to review this policy throughout.
  - s.8.3.8 & 8.3.9 “Home Occupation & Home Industry” the planner to review these policies.
- Page 8-11 s. 8.3.11 “Prohibited Uses” the Planner to review adjusting the boundaries to include Lake Temagami and review access points such as Cross Lake etc. The Committee heard from a member of the Public regarding this matter.
- Page 8-12 s.8.3.13 “Telecommunications & Utility Infrastructure” the Planner to change the word “permitted” in the first paragraph to “encourage”.
- Page 8-13 s.8.3.16 “Bed & Breakfast Establishments” the Planner to review broadening the bed and breakfast policies throughout.
  - S.8.3.17 “Aesthetic Viewscape Management” the Planner to review the second paragraph regarding land use permits.
  - The Planner to recommend a general statement of encouragement and support of the First Nation Community.
- Page 8-14 s. 8.3.18 “Contractor’s Yard” the Planer to review this policy throughout the OP.
  - S.8.3.19 “Transit of Industrial/Building Supplies at Lake Access Points” the Planner to review this policy throughout as the intent is for a “lay down area” like drop and load sites.
- Page 8-15 s. 8.4.1 “Integrated Management Area” the Planner to change the word “shall” in the first sentence in paragraph 6 to “may”.
- Page 8-17 s.8.4.3 “Protected Area” the Planner to review this policy and list the protected areas.
- Page 8-19 s.8.4.6.2 “New Tourist Commercial Use” the Planner to add the capacity calculations.
- Page 8-21 s.8.4.6.4 “Conversion of Youth Camps to Tourist Commercial uses” the Planner to review this policy and demonstrate the reasoning for potential conversion of Tourist Commercial use to Youth Camps.
  - S.8.4.7 “Future Development” the Planner to review and indicate where the future development areas are.
- Page 9-1 s.9.1 “General” the Planner to clarify the planning tools such as: holding by-laws and development permits and to add the tools to the issues table list.
  - S.9.2 “Planning Administration” the Planner to review the second paragraph regarding members as members are to be increased to 9 members not seven members.
- Page 9-2 s. 9.3 & 9.4 “Review and monitoring of the Plan” & “Amendments to the Plan” the Planner is to review this policies in accordance with the 10 year plan.
- Page 9-4 s. 9.5.2 “Non-Complying Lots & Buildings” the Planner to review the last paragraph and indicate that this varies dependent on neighbourhood and to include Fire Smart policy.

- Page 9-5 s.9.6.2 “Public Consultation” the Planner is to expand the list of ways for public consultation methods.

*Recording secretary stepped away from the meeting for 2 minutes.*

- Page 9-6 s. 9.6.5 “First Nation” The Planner to include which First Nation community is being notified.
- Page 9-7 First sentence, the Planner to review this sentence with the Ministry of Municipal Affairs & Ministry of Housing.
  - The Planner to review bullet point 3 to indicate if this is policy is for “Cold Water Lakes or Warm Water Lakes.” And mentioned other systems of capacity calculations.
- Page 9-8 first bullet point the Planner to review this bullet as it may be varies by neighbourhood regarding site plan control.
- Page 9-9 s. 9.7.2 “Plans of Subdivision” the Planner to review the last bullet point regarding financial impact on the Municipality needs to be explained more to include servicing cost and liabilities.

Staff is to provide a copy of the road agreement to Committee members for the plan of subdivision on Fox Run.

- The planner to clarify municipal road standards.
- Page 9-12 s. 9.7.6 “Development and Site Alterations” the Planner to provide list the natural heritage features and to add the definition that is in the PPS 2014.
- Page 9-13 Table 9.1 the Planner is to review the table with the MNRF and to have the definitions.
- Page 9-14 s.9.9 “Lot creation and Development Plan Study” the Planner is to review this policy.
- Page 9-19 s. 9.15 “Cash-in Lieu of Parkland” the Planner to review and update this policy.
- Page 9-17 s. 9.13 “Site Plan Control” the Planner to review as per previous recommendations.
- Page 9-20 s.9.19 “Ministry of Natural Resources, Comprehensive Planning Process” the Planner to review with the MNRF and propose a statement that the Municipality may request an amendment of the Temagami Land Use Plan.
- Page 9-22 s. 9.23 “Sewer & water Allocations” the Planner to review this policy regarding creation of another lagoon.

Consensus was to hear from member of the public regarding lagoons in terms of volume.

- Page 9-23 s. 9.24 “Complete Application” the Planner to add that the onus is on the applicant/agent for studies that may be required as part of an application.
- The Planner to produce better quality schedules for the Official Plan.

### **Items for next agenda**

- Definitions with the OP
- Begin the Zoning By-Law review
- Correspondence from the Temagami Lakes Association dated May 23, 2018 regarding OP draft Terms of Reference.
- Correspondence from Latempa.

- Issues table for a future meeting.

### **Items for Information**

18-49

MOVED BY: C. Rannie

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the information items be noted, filed and recorded in the minutes of this meeting.

Items for Information were:

- Correspondence from the Temagami Lakes Association dated May 23, 2018 regarding Official Plan draft Terms of Reference Concerns. – bring back at the next meeting.
- Resolution 18-178 Appointment of Chair
- Correspondence from Ministry of Municipal Affairs and Ministry of Housing dated March 20, 2018 regarding the Northeastern Ontario Planning Authorities Workshop 2018.
- Correspondence from the Latempa received June 12, 2018 regarding Terms of Reference for the OP review.

CARRIED

### **Set Meeting Date**

18-50

MOVED BY: B. Graham

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the next Planning Advisory Committee Meeting be scheduled for July 5<sup>th</sup> at 10:00 am.

CARRIED

### **Meeting Adjournment**

18-51

MOVED BY: J. Kenrick

SECONDED BY: B. Graham

BE IT RESOLVED THAT the June 12, 2018 meeting be adjourned at 2:56 p.m.

CARRIED

**The Corporation of the Municipality of Temagami  
COMMITTEE OF ADJUSTMENT  
The Municipality of Temagami Theatre  
August 23, 2018 at 1:00 pm  
DRAFT MINUTES**

An audio recording of this meeting has been made and is available through the Municipal Website.

**The minutes of this Committee represent ideas or advice to Council. They do not represent decisions of Council and may require further study.**

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**Committee of Adjustment Members:** Jim Hasler (arrived 1:20 p.m), Barry Graham, Cathy Dwyer, Gary Cline, Bruce Rice (arrived 1:22 p.m.), Nicole Brooker & Claire Rannie

**Staff:** Secretary-Treasurer: Tammy Lepage; Planner: Jamie Robinson (by phone); Chief Building Official Monty Cummings.

**Absent:** Barret Leudke (Without Notice) Ron Prefasi (With Notice).

**Members of the Public: 7**

**Call to Order**

The consensus of the Committee was to wait for 20 minutes for members to arrive. The Secretary Treasurer informed the Committee that only three members of the committee need to be present to have quorum. The Secretary Treasurer called the meeting to order at 1:21 pm.

In the absence of the Chair, the consensus of the Committee passed the following motion:

18-12

MOVED BY: Barry Graham

SECONDED BY: Claire Rannie

BE IT RESOLVED THAT the Committee of Adjustment appoint Cathy Dwyer as Chair for this meeting.

**CARRIED**

The Chair introduced the Committee members.

The Secretary-Treasurer read out the meeting procedures.

**Adoption of Agenda**

18-13

MOVED BY: C. Rannie

SECONDED BY: B. Graham

BE IT RESOLVED THAT the agenda dated August 23, 2018 be adopted as presented.

**CARRIED**

**Approval of Minutes**

18-14

MOVED BY: N. Brooker

SECONDED BY: J. Hasler

BE IT RESOLVED THAT the minutes of the Committee of Adjustment meeting held March 22, 2018 be adopted presented.

**CARRIED**

**Declarations of Conflict of Interest**

None.

### **Deferred Application**

None.

*J. Robinson joined the meeting by phone at 1:31 p.m.*

### **New Applications**

#### **1) Application No. MV-18-03**

Applicant: Nancy and Steve Prescott

Property Location: 7412 Hwy 11 North

**THE PURPOSE** of the Application is: to permit an existing structure that is located less than two metres from the main building; and to permit an existing structure that is less than five metres from the side lot line.

**THE EFFECT** of the Application is: to permit a structure that is located directly adjacent to the main building where Section 6.04 e) of the Zoning By-law requires a minimum setback of two metres; and to permit a structure to be located within 0.3 metres of a side lot line where Section 7.5.2 – (Any dwelling unit c) requires a minimum side yard of 5 metres and Section 7.5.2 – All other accessory buildings – b) requires a minimum side yard setback of five metres.

#### **Presentation of the Applications**

The Committee had received a copy of the application and the Planning Report from MHBC Planning dated August 13, 2018, with the meeting package. Jamie Robinson of MHBC attended by telephone and summarized the application with a power point presentation for the Committee. He explained the variances being requested was 13% total lot coverage, where 8% is permitted and a proposed 3m side yard setback, where 5m is permitted by the zoning by-law. 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 has been met; however, the intent of the zoning by-law, the desirability of the area, and is the development minor has not been met. He further explained that the side yard requirements are in place to ensure adequate spacing between buildings on adjacent properties and to provide that lots are not over developed. The proposed variance does not change the existing land use; however, is not desirable from a public interest, as the development location reduces and encroaches on the neighbouring property. He further explained that based on his review of the application, the application does not satisfy the four tests of a minor variance and recommends the variance not be approved.

#### **Correspondence Included in the Packages**

- Correspondence from the Timiskaming Health Unit dated August 14, 2018 – no objections.

#### **Correspondence Received After Packages Were Compiled**

The Secretary-Treasurer read out the correspondence below:

- Correspondence from Stephen Simpson received August 21, 2018 – objections to the proposed development.
- Correspondence from Kim and Rick Corbett received August 22, 2018 – no objections.
- Correspondence from Steve Prescott received August 22, 2018 – concerns with regards to the comments received.

#### **Presentation of the Application by the Applicant/Agent:**

The owner Steve Prescott spoke to the application and informed the Committee why the proposed development was placed in the current location. He further explained that he disagreed, with the Planning Consultants review of the application.

Questions/Comments by other Property Owners:

- Mr. Simpson spoke to the fire hazard concerns regarding the proposed development, and that the proposed 3m side yard setback directly on the lot line.

Questions/Comments by Committee of Adjustment Members:

The Committee of Adjustment Members had the following questions/comments:

- Was the buildings grandfathered in and built prior the passing of the current zoning by-law. S. Prescott confirmed buildings were built in 2002 to replace the collapsed wood shed and kept the same foot print.
- The Chief Building Official informed the Committee that the buildings do not meet the requirements of legal non-conforming and it contravenes the zoning by-law setbacks in the 1981 Zoning By-law. J. Robinson also confirmed that the proposed development was erected prior to the passing of the 2006 Zoning by-law and that a minor variance application was required.

Discussion/Decision by Committee Members:

The Committee members discussed the application and the following resolution was passed:

**Application: MV-18-03**

18-15

MOVED BY: C. Rannie

SECONDED BY: G. Cline

BE IT RESOLVED THAT

The Committee of Adjustment: Refused

Minor Variance Application: MV-18-03

Applicant: Steve and Nancy Prescott

Subject to the attached Notice of Decision.

CARRIED

The notice of decision shall reflect that the variance shall be

The reason cited for this decision was that the application satisfies did not satisfy the four test for a minor variance established in Section 45 of the *Planning Act*. The committee considered the comment made in coming to their decision.

*B. Rice returned to the table.*

**2) Application No. MV-18-04**

Applicant: Peter Christie & Nicole Bedard

Property Location: 58 Pozniak Road

**THE PURPOSE** of the Application is: to permit the construction of a detached garage, which would result in a larger gross floor area than permitted by the Zoning By-law.

**THE EFFECT** of the Application is: to permit the construction of a detached garage that has a gross floor area of 142 square metres where a maximum gross floor area of 72.5 square metres is permitted for a detached garage (Section 7.5.2 – Detached Garage - a).

Presentation of the Applications

The Committee had received a copy of the application and the Planning Report from MHBC Planning dated August 13, 2018, with the meeting package. Jamie Robinson of MHBC attended by telephone and summarized the application with a power point presentation for the Committee. This application met all four test of the minor variance. He explained that the property is well vegetated and well set back from the shoreline and the proposed development is not visible. Based on his

review of the application, his recommendation to the Committee would be to grant the minor variance subject to condition that the variance only apply to the garage as shown in the application sketch.

Correspondence Included in the Packages

- Correspondence from the Timiskaming Health Unit dated August 14, 2018 – no objections

Correspondence Received After Packages Were Compiled

None.

Presentation of the Application by the Applicant/Agent:

The applicant Peter Christie, spoke to the application and agreed with the Planning Consultant's assessment of the application. He explained to the Committee that there is no boat traffic, the proposed development is well hidden and he had nothing further to add.

Questions/Comments by other Property Owners:

None.

Questions/Comments by Committee of Adjustment Members:

The Committee of Adjustment Members had the following questions/comments:

- Posed a question of who installed the septic? Mr. Christie informed the Committee that he tried to find records of it being built or registered and had Timiskaming Health Unit come and do a site inspection and found no issues with the septic.
- Staff is to provide a copy of the comment submitted by the Timiskaming Health Unit to Mr. Christie.

Discussion/Decision by Committee Members:

The Committee members discussed the application and the following resolution was passed:

**Application: MV-18-04**

18-16

MOVED BY: B. Graham

SECONDED BY: B. Rice

BE IT RESOLVED THAT

The Committee of Adjustment: Grants

Minor Variance Application: MV-18-04

Applicant: Peter Christie and Nicole Bedard

Subject to the attached Notice of Decision.

CARRIED

The notice of decision shall reflect that the variance shall be granted subject to: the variance only apply to the proposed detached garage as shown in the application sketch.

The reason cited for this decision was that the application satisfies the four test for a minor variance established in Section 45 of the Planning Act. The committee considered the comment made in coming to their decision.

*J. Robinson was excused from the meeting at 2:41 p.m.*

**Adjourned Applications**

None.

## **New Business**

### **Correspondence from Jeff Elkow MTCS regarding Archaeological and Heritage Feature Training**

- The Committee deferred this item until the after the Council election.
- The Committee heard from a member of the public regarding marine archaeological and training services.
- The Committee would like to ensure that within the Planning Report, have within the report that the Temagami First Nation was notified of applications, and that there was no known archaeological features were found during pre-consultation phase.
- Staff is to prepare a report to Council asking if the Planning Department along with the Temagami First Nation can have a shared map regarding archaeological features during pre-consultation phase.

### **Correspondence from Lee Anne Doyle regarding Committee of Adjustment Training.**

- The Committee defer until the new committee is elected – valid keep on the agenda – new committee has this quote for training.

## **Adjournment**

18-17

MOVED BY: B. Graham

SECONDED BY: G. Cline

BE IT RESOLVED THAT the August 23, 2018 Committee of Adjustment meeting be adjourned at 2:55 p.m.

CARRIED

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Prepared by Tammy Lepage  
Secretary-Treasurer Committee of Adjustment





**Corporation of the Municipality of Temagami**

**Memo No.**  
2018-M-006

**Memorandum to Council**

☒ **Staff**  
☐ **Committee**

**Subject:** Train Station Lease Follow Up

**Agenda Date:** January 25, 2018

**Attachments:** COPY of Memo 2017-M-074 from June 2017  
Draft Lease  
Utility Cost Comparison  
List of Activities from Living Temagami

**RECOMMENDATION**

This memorandum is:

☐ To be received for information

**BACKGROUND**

On June 27, 2017, Council received Memo 2017-M-074 at a special meeting of Council. A copy of that memo is attached to this memo for reference. At that meeting, the CAO explained that TAC had backed out as they were unable to source funding for this venture at the same time as other ventures from the same funders, but that they were supporting a new group, called Living Temagami, taking it on. Council passed Resolution 17-403 as follows:

BE IT RESOLVED THAT Council receive Memo 2017-M-074 regarding Update on Expressions of Interest for the Temagami Train Station;

AND FURTHER THAT Council direct staff to get further information from Mr. Camp with regard to his long term commitment for the rental and to ask Living Temagami to submit a written expression of interest, and to ask the Chamber of Commerce regarding their intentions moving in;

AND FURTHER THAT this information be brought back to the regular Council meeting on this Thursday.

CARRIED

At the regular meeting on June 29, 2017, this was considered under Unfinished Business and Council passed Resolution 17-439 as follows:

BE IT RESOLVED THAT Council receive the correspondence with regard to the Temagami Train Station;

AND FURTHER THAT Council support in principle the Living Temagami expression of interest, with a short term lease to be prepared and reviewed in November and with the Information Centre in the south end of the station.

CARRIED

At the December 15, 2017 combined Committee of the Whole and Regular Council meeting, Resolution 17-439 was discussed and referred to the consent agenda. It was passed as part of the consent agenda motion 17-732, as follows:

BE IT RESOLVED THAT Council direct staff to bring a report to the January meeting on the costs year to date for utilities for the building and on what the Living Temagami Group has planned for the rest of the winter, along with the [draft] lease and a report on what revenues the Municipality has received from the agreement to date.

CARRIED

**INFORMATION**

The CAO did obtain a DRAFT lease from our lawyers and did start to fill it in and did discuss the matter with a representative of Living Temagami, but no final version was created and signed. There was also a draft lease in progress for the Chamber of Commerce section of the station.

A director of the Living Temagami board has informed staff that they do have the funds agreed upon (\$250.00 per month) for the five-month trial period set aside in the bank to pay the rent (totaling \$1,250), but were waiting for a lease agreement before paying it.

Staff has compiled a listing of the utility costs for the periods of July to November 2016 and 2017 for comparison between the station not being used and being used. That list accompanies this memo.

Staff has also obtained a list from Living Temagami of the activities that have taken place and that are planned or in development. That list accompanies this memo.

Upon review of the information provided, Council should consider if Council is satisfied with the status to date and if Council wishes to consider continuing the arrangement. If so, the draft lease should be revised if necessary, finalized and executed.

**Prepared by:**  
**Elaine Gunnell**  
**Municipal Clerk / Acting CAO**

Fay - 705-569-2834

Attn: Patrick

THIS INDENTURE made as of the XX day of XX, 2017,  
in pursuance of THE SHORT FORMS OF LEASES ACT

**DRAFT**

BETWEEN:

The Corporation of the Municipality of Temagami

Herein called the "Landlord"

OF THE FIRST PART

AND

XX

Herein called the "Tenant"

OF THE SECOND PART

In consideration of the rents reserved and the covenants and agreements contained in this Lease on the part of the Tenant, the Landlord hereby leases to the Tenant those certain premises situate in the XX of XX, in the District of Nipissing, more particularly described as the North portion of the Temagami Trains Station, Highway 11 North.

hereinafter called the "Leased Premises" for a term of ~~XX~~ years commencing on the XX day of XX, 20XX, being fully completed and ended on the XX day of XX, 20XX.

The rent in respect of the leased premises shall be XX (\$XX) dollars per year, \$250 payable to the Landlord in advance in equal monthly installments of XX (\$XX) dollars each, on the XX day of each month during the term, the first payment becoming due and being payable on the XX day of XX, 20XX. Rental payments to be made to XX or as otherwise directed by the Landlord. Harmonized Sales Tax ("HST") under the provisions of the *Excise Tax Act of Canada* shall be payable in addition to and at the same time as the monthly rental payments.

1. TENANT'S COVENANTS

The Tenant hereby covenants with the Landlord as follows:

- (a) Rent: To pay the rent hereby reserved in the manner and on the days specified herein;

(2)

- (b) Taxes: To pay water and garbage rates, business and other taxes, charges, rates, duties and assessments levied in respect of the Tenant's occupancy of the leased premises or in respect of the personal property or business of the Tenant as and when the same become due;
- (c) Alterations: Not to make any alterations or additions to the Leased Premises without prior consent of the Landlord and any such alterations or additions to be made at the expense of the Tenant. The Landlord will not unreasonably withhold its consent;
- (d) Electric and Other Charges: To pay the cost of electricity, fuel and telephone as and when they fall due;
- (e) Maintenance: To keep the Leased Premises in good repair, reasonable wear and tear only excepted;
- (f) Insurance: Not to use the Leased Premises or permit them to be used for any purpose which may render the insurance on the building void and if the rate of insurance is increased as a result of anything done upon the premises by the Tenant, the Tenant will pay to the Landlord as additional rent the amount by which the insurance premiums are so increased;
- (g) Subletting: Not to sublet the said Leased Premises or any part thereof nor to assign this Agreement without the written consent of the Landlord, which consent shall not be unreasonably withheld;
- (h) Signs: Not to use the outer walls or windows of the said Leased Premises for any notice or nameplate except as approved by the Landlord;
- (i) Repairs: To repair, according to notice in writing, damage by reasonable wear and tear and by fire, lightning and tempest only excepted;
- (j) Indemnity: To indemnify the Landlord against all liabilities, claims, damage or expenses arising out of any act or neglect of the Tenant or its servants, employees, agents, invitees or licensees in and about the Leased Premises, or arising out of any breach, violation or non-performance of any of the terms of this lease by them or any damage to the persons or property of the Tenant's servants, employees, agents, invitees or licensees, other than by reason of the negligence of the Landlord;
- (k) Clear of Obstruction: To keep the sidewalks about the Leased Premises clear of snow and ice and of all other obstructions according to the by-laws and regulations of the municipality;
- (l) Trade or Business: To use the Leased Premises for the purpose of the Tenant carrying on business as and not to carry on or permit to be carried

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on therein any other trade or business without the consent in writing of the Landlord;

- (m) Last Month's Rent: On the date this Lease is signed by the Tenant, the Tenant shall provide the Landlord with a cheque in the amount of five hundred (\$500) dollars, plus H.S.T., as a security deposit to be applied towards payment of the last month's rent and/or damages to the Leased Premises or Tenant's hydro arrears and, or other obligations of the Tenant under the terms of this lease for which the Landlord may become obligated.
- (n) Commercial General Liability Insurance for Bodily Injury or Death and Property Damage Insurance: At the date of execution of this lease by the Tenant, and from time to time thereafter, to provide to the Landlord a Certificate of Insurance that the Tenant has a commercial general liability insurance policy for bodily injury or death and property damage in force which insures the Tenant in respect of injury to or death of any person or property damage in the amount of at least one million (\$1,000,000.00) dollars and names the Landlord as an additional insured.
- (o) Fire Insurance: At the date of execution of this lease by the Tenant, and from time to time thereafter, to provide to the Landlord a Certificate of Insurance that the Tenant has insured its fixtures and personal property against loss or damage by fire, lightning, explosion, water damage and all other standard supplementary perils in an amount of not less than one hundred (100%) per cent replacement value of the said fixtures and personal property;
- (p) Heat: To provide sufficient heating of the Leased Premises to maintain a reasonable temperature therein at all times when reasonably required for use of premises;
- (q) Tax Escalator Clause: To pay annually on demand during the term of this lease and any renewal, extension or holding over and as additional rent an amount equal to any increase in realty taxes, including any H.S.T. payable, for each year during the term hereof over the realty taxes for the Leased Premises for the 20 municipal realty taxation year. For the purpose of this Lease, the municipal realty taxes (including local improvement rates), rates, duties and assessments (in this lease referred to as "Realty Taxes") rated, levied and assessed in any year against the building and the lands upon which it is situate are deemed Realty Taxes for the Leased Premises. The provisions of this paragraph survive the termination of the lease where the expiry of the term and of the municipal realty taxation year do not coincide, the appropriate apportionment shall be made and the Tenant shall pay the amount of the apportionment. (This clause has been inserted because of the uncertainty surrounding the effect of Bill 106 of the first

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session, 36th Legislation, Ontario, 45 Elizabeth II, 1997 (*Fair Municipal Finance Act*, 1997) which proposes the elimination of business assessment and contemplates increases to commercial assessment as a result. Under this lease, business taxes are the Tenant's responsibility and realty taxes are the Landlord's responsibility. The parties wish to keep the *status quo* to the extent possible.)

2. LANDLORD'S COVENANTS

The Landlord covenants with the Tenant:

- (a) Structural Repairs: To maintain and repair all windows, doors, plumbing and electrical fixtures and to make repairs to walls, floors and ceilings of the leased premises which may be necessary.
- (b) Quiet Enjoyment: For quiet enjoyment;
- (c) Parking: To permit the employees, invitees and guests of the Tenant to park automobiles in the parking spaces reserved for the Tenant and designated by number;

3. PROVISOS

Provided always and it is hereby agreed as follows:

- (a) Tax Escalation: If the municipal and other real property taxes, including school and local improvement taxes, payable by the Landlord upon or in respect of the Leased Premises, shall in any calendar year during the term or in the calendar year in which this lease expires or is determined exceed the amount of taxes payable in respect of the calendar year of the commencement of this lease, the Tenant shall pay to the Landlord, as additional rent, the amount of such increase;
- (b) Tenant's Fixtures: Subject to the other provisions of this lease, the Tenant may remove its fixtures;
- (c) Damage and Destruction:
  - (i) Provided that if during the term herein or any renewal thereof the Leased Premises shall be destroyed or damaged by fire or the elements then the following provisions shall apply:
    - (a) If the Leased Premises shall be so badly injured as to be unfit for occupancy, and as to be incapable of being repaired with reasonable diligence within one hundred

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and twenty days of the happening of such injury, then the term hereby granted shall cease and be at an end to all intents and purposes from the date of such damage or destruction, and the Tenant shall immediately surrender the same, and yield up possession of the Leased Premises to the Landlord, and the rent from the time of such surrender shall be apportioned;

(b) If the demised Leased Premises shall be capable, with reasonable diligence, of being repaired and rendered fit for occupancy within one hundred and twenty days from the happening of such injury as aforesaid, but if the damage is such as to render the Leased Premises wholly unfit for occupancy, then the rent hereby reserved shall not run or accrue after such injury, or while the process of repair is going on, and the Landlord shall repair the same with all reasonable speed, and the rent shall recommence immediately after such repairs shall be completed.

(c) If the Leased Premises shall be repaired within one hundred and twenty days as aforesaid, and if the damage is such that the said Leased Premises are capable of being partially used, then until such damage shall have been repaired, the rent shall abate in the proportion that the part of the Leased Premises rendered unfit for occupancy bears to the whole of the Leased Premises.

(d) Landlord's Liability: The Landlord shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Tenant or to employees of the Tenant or to any other person while such property is on the Leased Premises unless such loss, damage or injury shall be caused by the negligence of the Landlord or of its employees, servants or agents;

(e) Re-Entry: If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in the case of breach or non-observance or non-performance of any of the covenants or agreements herein contained or referred to on the part of the Tenant to be observed and performed, the Landlord shall be entitled thereafter to enter into and upon the Leased Premises or any part thereof in the name of the whole the same to have again, repossess and enjoy as of its former state, anything herein contained to the contrary notwithstanding;



(6)

- (f) Vacancy: In case without the written consent of the Landlord the Leased Premises shall remain vacant or not used for a period of twenty-one (21) days or be used by any other person than the Tenant or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Tenant shall at any time be seized in execution or attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of Creditors or become bankrupt or insolvent or take the benefit of any act now or hereafter in force for bankrupt or insolvent debtors, this lease shall at the option of the Landlord cease and determine and the terms shall immediately become forfeited and void and the then current month's rent and the ensuing three months' rent shall immediately become due and payable and the landlord may re-enter and take possession of the Leased Premises as though the Tenant or other occupant of the Leased Premises was holding over after the expiration of the term without any right whatever;
- (g) Overholding: If the Tenant shall continue to occupy the Leased Premises after the expiration of this lease, with or without the consent of the Landlord, without any further written agreement, the Tenant shall be a monthly Tenant at the monthly rental herein mentioned and on the terms and conditions herein set out, except as to length of tenancy;
- (h) Notice of Re-rental: To permit the Landlord during the last two (2) months of the term to affix and retain on any part of the exterior of the Leased Premises a notice that the premises are for rent and during the same period to permit the premises to be viewed at all reasonable times by any person authorized by the Landlord or his agent;
- (i) First Right of Refusal: At the termination of the term or any renewal of this lease, the Landlord will grant to the Tenant the first right of refusal to rent the Leased Premises on such terms and conditions as the Landlord is willing to accept from any other party, the Tenant to have fifteen (15) days within which to notify the Landlord of its acceptance or refusal of such an offer to rent, that time to run from the date it receives written notice of such an offer from the Landlord.
- (j) Early Possession: Upon payment of the first and last months' rent, and H.S.T. thereon, as provided for in this Lease, and the execution of this Lease by both the Landlord and Tenant, the Tenant shall be entitled to possession of the Leased Premises free of rent prior to March 1, 1996, and upon taking possession of the Leased Premises all other provisions in this lease shall apply.
- (k) Entry to view condition and Notice of disrepair: The Landlord may enter and view the state of repair of the Leased Premises and the Tenant will repair according to notice in writing. If the Tenant refuses or neglects to



(7)

make the repairs in such notice, the Landlord may make them and charge the cost of them to the Tenant as additional rent. The rent shall not abate while those repairs are being made, by reason of loss or interruption of the business of the Tenant because of any such work, and the Landlord agrees to complete the work expeditiously.

- (1) Right to show Leased Premises: The Tenant acknowledges that the Landlord or its agents shall have the right to enter the Leased Premises at all reasonable times to show them to prospective purchasers, encumbrancers, lessees or assignees, and may also, during the six month preceding the termination of the terms of this lease, place upon the Leased Premises the usual type of notice to the effect that the Leased Premises are for rent, which notice the Tenant shall permit to remain on them.

4. EFFECT OF LEASE

This lease and everything herein contained shall extend to and bind and may be taken advantage of by the heirs, executors, administrators, successors and assigns as the case may be of each of the parties hereto.

5. NOTICES: Any notice in writing which either party may desire to give to the other with regard to any matter or thing in this lease contained may be validly and effectually given by mailing the same by prepaid registered post addressed as follows:

XX

and every such notice shall be deemed and taken to have been delivered on the day following the day on which it was so mailed.

6. REGISTRATION OF DOCUMENTS ON TITLE TO THE LEASED PREMISES: The Landlord hereby consents to the registration of this lease by way of Notice of Lease registered on title to the Leased Premises at the Land Registry Office in the Land Titles Division at Haileybury, Ontario, PROVIDED the preparation of the document to do so and all costs of registration are at the expense of the tenant.

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IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

**SIGNED, SEALED and DELIVERED**  
in the presence of

**Witness**

**Witness**

C:/LeaseAgreement/LeaseAgreement.doc

*Oralt*

FAY - 705-569-2834

Attn: Patrick

THIS INDENTURE made as of the XX day of XX, 2017,

**DRAFT**

in pursuance of THE SHORT FORMS OF LEASES ACT

BETWEEN:

**The Corporation of the Municipality of Temagami**

Herein called the "Landlord"

OF THE FIRST PART

AND

XX The Temagami &amp; District Chamber of Commerce

Herein called the "Tenant"

OF THE SECOND PART

In consideration of the rents reserved and the covenants and agreements contained in this Lease on the part of the Tenant, the Landlord hereby leases to the Tenant those certain premises situate in the XX of XX, in the District of Nipissing, more particularly described as South portion of The Temagami Train Station — Highway 11 North.

hereinafter called the "Leased Premises" for a term of ~~XX~~ <sup>30<sup>th</sup></sup> years commencing on the XX day of XX, 20XX, being fully completed and ended on the XX day of XX, 20XX.

The rent in respect of the leased premises shall be XX (~~XXX~~) <sup>30<sup>th</sup> June, 17</sup> dollars per year, payable to the Landlord in advance in equal monthly installments of XX (~~XXX~~) <sup>30<sup>th</sup> November, 2017</sup> dollars each, on the XX day of each month during the term, the first payment becoming due and being payable on the XX day of XX, 20XX. Rental payments to be made to XX or as otherwise directed by the Landlord. Harmonized Sales Tax ("HST") under the provisions of the *Excise Tax Act of Canada* shall be payable in addition to and at the same time as the monthly rental payments. 2\$0

1. TENANT'S COVENANTS

The Tenant hereby covenants with the Landlord as follows:

- (a) Rent: To pay the rent hereby reserved in the manner and on the days specified herein;

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- (b) Taxes: To pay water and garbage rates, business and other taxes, charges, rates, duties and assessments levied in respect of the Tenant's occupancy of the leased premises or in respect of the personal property or business of the Tenant as and when the same become due;
- (c) Alterations: Not to make any alterations or additions to the Leased Premises without prior consent of the Landlord and any such alterations or additions to be made at the expense of the Tenant. The Landlord will not unreasonably withhold its consent;
- (d) Electric and Other Charges: To pay the cost of electricity, fuel and telephone as and when they fall due;
- (e) Maintenance: To keep the Leased Premises in good repair, reasonable wear and tear only excepted;
- (f) Insurance: Not to use the Leased Premises or permit them to be used for any purpose which may render the insurance on the building void and if the rate of insurance is increased as a result of anything done upon the premises by the Tenant, the Tenant will pay to the Landlord as additional rent the amount by which the insurance premiums are so increased;
- (g) Subletting: Not to sublet the said Leased Premises or any part thereof nor to assign this Agreement without the written consent of the Landlord, which consent shall not be unreasonably withheld;
- (h) Signs: Not to use the outer walls or windows of the said Leased Premises for any notice or nameplate except as approved by the Landlord;
- (i) Repairs: To repair, according to notice in writing, damage by reasonable wear and tear and by fire, lightning and tempest only excepted;
- (j) Indemnity: To indemnify the Landlord against all liabilities, claims, damage or expenses arising out of any act or neglect of the Tenant or its servants, employees, agents, invitees or licensees in and about the Leased Premises, or arising out of any breach, violation or non-performance of any of the terms of this lease by them or any damage to the persons or property of the Tenant's servants, employees, agents, invitees or licensees, other than by reason of the negligence of the Landlord;
- (k) Clear of Obstruction: To keep the sidewalks about the Leased Premises clear of snow and ice and of all other obstructions according to the by-laws and regulations of the municipality;
- (l) Trade or Business: To use the Leased Premises for the purpose of the Tenant carrying on business as and not to carry on or permit to be carried

(3)

on therein any other trade or business without the consent in writing of the Landlord;

- (m) Last Month's Rent: On the date this Lease is signed by the Tenant, the Tenant shall provide the Landlord with a cheque in the amount of five hundred (\$500) dollars, plus H.S.T., as a security deposit to be applied towards payment of the last month's rent and/or damages to the Leased Premises or Tenant's hydro arrears and, or other obligations of the Tenant under the terms of this lease for which the Landlord may become obligated.
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- (o) Fire Insurance: At the date of execution of this lease by the Tenant, and from time to time thereafter, to provide to the Landlord a Certificate of Insurance that the Tenant has insured its fixtures and personal property against loss or damage by fire, lightning, explosion, water damage and all other standard supplementary perils in an amount of not less than one hundred (100%) per cent replacement value of the said fixtures and personal property;
- (p) Heat: To provide sufficient heating of the Leased Premises to maintain a reasonable temperature therein at all times when reasonably required for use of premises;
- (q) Tax Escalator Clause: To pay annually on demand during the term of this lease and any renewal, extension or holding over and as additional rent an amount equal to any increase in realty taxes, including any H.S.T. payable, for each year during the term hereof over the realty taxes for the Leased Premises for the 20 municipal realty taxation year. For the purpose of this Lease, the municipal realty taxes (including local improvement rates), rates, duties and assessments (in this lease referred to as "Realty Taxes") rated, levied and assessed in any year against the building and the lands upon which it is situate are deemed Realty Taxes for the Leased Premises. The provisions of this paragraph survive the termination of the lease where the expiry of the term and of the municipal realty taxation year do not coincide, the appropriate apportionment shall be made and the Tenant shall pay the amount of the apportionment. (This clause has been inserted because of the uncertainty surrounding the effect of Bill 106 of the first

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- (b) Quiet Enjoyment: For quiet enjoyment;
- (c) Parking: To permit the employees, invitees and guests of the Tenant to park automobiles in the parking spaces reserved for the Tenant and designated by number;

3. PROVISOS

Provided always and it is hereby agreed as follows:

- (a) Tax Escalation: If the municipal and other real property taxes, including school and local improvement taxes, payable by the Landlord upon or in respect of the Leased Premises, shall in any calendar year during the term or in the calendar year in which this lease expires or is determined exceed the amount of taxes payable in respect of the calendar year of the commencement of this lease, the Tenant shall pay to the Landlord, as additional rent, the amount of such increase;
- (b) Tenant's Fixtures: Subject to the other provisions of this lease, the Tenant may remove its fixtures;
- (c) Damage and Destruction:
  - (i) Provided that if during the term herein or any renewal thereof the Leased Premises shall be destroyed or damaged by fire or the elements then the following provisions shall apply:
    - (a) If the Leased Premises shall be so badly injured as to be unfit for occupancy, and as to be incapable of being repaired with reasonable diligence within one hundred

(5)

and twenty days of the happening of such injury, then the term hereby granted shall cease and be at an end to all intents and purposes from the date of such damage or destruction, and the Tenant shall immediately surrender the same, and yield up possession of the Leased Premises to the Landlord, and the rent from the time of such surrender shall be apportioned;

(b) If the demised Leased Premises shall be capable, with reasonable diligence, of being repaired and rendered fit for occupancy within one hundred and twenty days from the happening of such injury as aforesaid, but if the damage is such as to render the Leased Premises wholly unfit for occupancy, then the rent hereby reserved shall not run or accrue after such injury, or while the process of repair is going on, and the Landlord shall repair the same with all reasonable speed, and the rent shall recommence immediately after such repairs shall be completed.

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(d) Landlord's Liability: The Landlord shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Tenant or to employees of the Tenant or to any other person while such property is on the Leased Premises unless such loss, damage or injury shall be caused by the negligence of the Landlord or of its employees, servants or agents;

(e) Re-Entry: If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in the case of breach or non-observance or non-performance of any of the covenants or agreements herein contained or referred to on the part of the Tenant to be observed and performed, the Landlord shall be entitled thereafter to enter into and upon the Leased Premises or any part thereof in the name of the whole the same to have again, repossess and enjoy as of its former state, anything herein contained to the contrary notwithstanding;

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- (f) Vacancy: In case without the written consent of the Landlord the Leased Premises shall remain vacant or not used for a period of twenty-one (21) days or be used by any other person than the Tenant or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Tenant shall at any time be seized in execution or attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of Creditors or become bankrupt or insolvent or take the benefit of any act now or hereafter in force for bankrupt or insolvent debtors, this lease shall at the option of the Landlord cease and determine and the terms shall immediately become forfeited and void and the then current month's rent and the ensuing three months' rent shall immediately become due and payable and the landlord may re-enter and take possession of the Leased Premises as though the Tenant or other occupant of the Leased Premises was holding over after the expiration of the term without any right whatever;
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- (h) Notice of Re-rental: To permit the Landlord during the last two (2) months of the term to affix and retain on any part of the exterior of the Leased Premises a notice that the premises are for rent and during the same period to permit the premises to be viewed at all reasonable times by any person authorized by the Landlord or his agent;
- (i) First Right of Refusal: At the termination of the term or any renewal of this lease, the Landlord will grant to the Tenant the first right of refusal to rent the Leased Premises on such terms and conditions as the Landlord is willing to accept from any other party, the Tenant to have fifteen (15) days within which to notify the Landlord of its acceptance or refusal of such an offer to rent, that time to run from the date it receives written notice of such an offer from the Landlord.
- (j) Early Possession: Upon payment of the first and last months' rent, and H.S.T. thereon, as provided for in this Lease, and the execution of this Lease by both the Landlord and Tenant, the Tenant shall be entitled to possession of the Leased Premises free of rent prior to March 1, 1996, and upon taking possession of the Leased Premises all other provisions in this lease shall apply.
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and every such notice shall be deemed and taken to have been delivered on the day following the day on which it was so mailed.

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IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

**SIGNED, SEALED and DELIVERED**  
in the presence of

**Witness**

**Witness**

C:/LeaseAgreement/LeaseAgreement.doc

*Dr. J. H. H. H.*

# Living Temagami Heritage & Culture Centre

## Updated Expression of Interest for the Temagami Train Station

### 1. Organization History

Living Temagami Heritage & Culture Centre may be a new organization, but the people running this organization are not new to community service and following through on commitments made. Each individual person has a long history of community involvement and support. Each individual person has a long list of successful events and projects they were part of or delivered for other organizations they were members of. Each person has a long history of developing resources and successful fundraising campaigns. Together the people who are Directors on this Board will make a very strong team and do everything in their power to make the Living Temagami Heritage & Culture Centre a success.

#### • Mission statement

Living Temagami ~ Heritage & Culture Centre connects, cultivates and engages community through the arts. Arts and culture are fundamentally linked to quality of life and to the health and wellness of all citizens, shaping identities, fostering life-long learning, promoting creativity and innovation, and engaging citizens across generations.

#### • Vision

Living Temagami ~ Heritage & Culture Centre envisions a vibrant, connected community engaged in discovering, exploring, and creating all art forms. The supportive power of extended family in all its definitions is embraced, as is the belief that the spirit and energy of community, and our participation in it, empowers and transforms. The warmth, enthusiasm, and unity of our cultural hub echo throughout the Temagami area. This serves as an example of the inclusive community making, kinship, and cultural expression that can be created and embraced.

#### • Values

*Community* ~ Living Temagami is a community driven organization committed to those who live, work, study, and play in the Temagami area. We incubate and provide safe, welcoming access to space, experiences, events, learning, and other resources as a strategy to revitalize community and connect people. We believe in our community and the people in it. We foster belonging, self-expression, interdependence, and engagement.

*Heritage & History* ~ Living Temagami believes the heritages and histories of all people should be embraced and celebrated. We believe it is very important to be connected to our history and heritage as it influences what we do in the present.

*Art & Culture* ~ Living Temagami believes the presence of all art forms are essential for a healthy, loving, just community. We believe making, showing, performing and experiencing art, music, dance and all culture should be safe, affordable and accessible to everyone.

*Collaboration* ~ Living Temagami believes our success is tied to that of our volunteers, artists and artisans of all heritages and other members of the community. Our primary commitment is to support, elevate and engage organizations and individuals in the Temagami and surrounding area. We embrace collaboration, partnerships, programming, and commitment as ways to building community.

*Diversity* ~ Living Temagami values and celebrates the diverse history, identities and cultures within our community. We embrace an intersectional, multi-issue approach to all art, programming, partnership, inclusion and community building. We will keep a hyper local focus on Temagami while breaking down boundaries and raising awareness throughout communities.

*Education* ~ Living Temagami believes knowledge and mutual respect are enhanced when we share space, create and learn together. We prioritize providing access to arts, and other education to a community that otherwise lacks such resources within it and/or the schools serving our youth.

*Inclusion* ~ Living Temagami is committed to participatory decision-making. We value and welcome diverse people, art, culture, heritage, and ideas.

#### ● **Terms of Reference**

The purpose of the Living Temagami - Heritage & Culture Centre is to promote community interest, engagement, appreciation, and education in the arts, culture, heritage, local history, and other areas. We will include art & other exhibitions, education, events, and developing needed resources for other specific community interests.

*Mandate:* Living Temagami - Heritage & Culture Centre will, consistent with the purpose described above, undertake the following: Develop and deliver program's to promote and engage people with our rich and diverse cultural heritage. This will include art, artisan, craftsman, music, dance, theatre, and other educational workshops, and to embrace our history and diverse heritage. Foster public awareness, recognition, and support for local talent in all arts, heritage, and archival preservation of the history, lore, and language of the Temagami and surrounding area.

*Meetings:* The Board of Directors will meet a minimum of once per month in accordance with its regular schedule of meetings established by the Board. Special meetings may be held at the call of the Executive Director or by request of other Directors for specific purposes. The meeting rules and procedures will be in accordance with the Standard Accepted Practices such as Robert's Rules of Order.

*Membership:* The Board of Directors will consist of five (5) members including; One (1) Director of the Board shall be Indigenous; and four (4) other Directors who shall bring a variety of skills and knowledge to compliment the various areas of our mandate and will include men and women. At present all Directors shall be chosen by the sitting Board of Directors. Other Committees may be formed in future to develop specific areas of Living Temagami programming and organizational needs.

## **2. Statement of Interest and Experience**

- **Why is the organization interested in the project?**

Living Temagami Heritage and Culture believes that the Temagami Train Station is a focal point of the town. It is a beautiful building with great potential for the right project and venue to come together and breathe life into what is now an empty shell. We agree with the Municipality's and the taxpayers' desire that the Station be a space that engages the Community, becomes an integral part of the Community and has the ability to draw people to the town to help support the Community. In the recent survey provided to the residents of Temagami regarding what uses they would like to see for the Train Station, both having a gallery and having a museum were at the top of the survey results. In speaking with various people in the Municipality you will find there is a clear desire to have workshops and opportunities to learn, to try new things, to have an organized space and come together to create an atmosphere where they can discuss and exchange ideas and thoughts and create a positive dialogue. They desire a town that can be vibrant and viable as it once was. We intend to provide programming to help fulfill those desires and grow to provide more.

The Temagami Artistic Collective has been mainly focused on the music side of "Artistic" with the inclusion of some cultural programming along the way. They have wanted to expand to include the artists, artisans, photographers, craftsmen, and other creative people in the area for some time and we are confident that now is the right time for this inclusion to begin. When TAC was approached about this project they were very excited and the project was begun and this proposal was started. The proposal has been changed to another organization because there was conflict with many of the available grants for TAC's present programming and the proposed programming for the Train Station. The opportunity to use the Train Station as the vehicle to move the representation of artists and a larger cultural community forward and highlight the large and diverse collection of talented people the Temagami area has to offer is still a perfect fit. TAC is in full support of this project. The beauty and architecture of the building will enhance the historical and enduring feel to the space. It will lend a professional look and atmosphere that will augment the programming offered and set the stage for a successful venture. It will put to good use a building that each citizen looks to as a constant in a landscape of change and deteriorating economy. Buildings as rich in history and service as the Temagami Train Station are truly part of the fabric that created the town and helped it endure over the years. There is a strong connection between this building and the people in this town; indeed it is older than all of us. There is a want and desire for the building to have purpose, yet remain accessible; to become self sufficient, yet not be lost; to have a fitting and respectful outcome long deserved. Living Temagami believes we can provide the purpose, increase the accessibility, and strengthen the connection already existing between the Community and the Station to make it a Community Hub, while we work toward becoming self sufficient.

We are willing and hopeful to share the space with the Temagami and District Chamber of Commerce and their operation of the Information Centre. It is a good fit where both organizations' clientele will overlap and be advantageous to both organizations. We have similar interests and desires to be of benefit to the town and the Community, to help strengthen the economy and presence of the town, and to promote what we have to offer. We have been in discussion with the Chamber and have several options in mind as to how the Collaboration could be developed and what compensations could be exchanged or negotiated.

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The Collective has experience in organizing and delivering a multitude of events in a variety of genres. There is a history of Collaboration with other organizations and Community Groups, successful Grant applications and Fund Raising. The Collective is in full support of this project and have made a commitment to offer support and guidance and other help as much as possible. We will be working together and supporting each other in many ways. Living Temagmi will be collaborating with other organizations and groups. We have already engaged our network of contacts to discuss areas of the programming we would like to begin with. We have secured offers of website creation, printing at cost, and several free presentations. Our members are educated and experienced in the areas required to make the planned programming a reality. Collectively, we have years of business and entrepreneurial acumen, facility and retail operations and management experience, administration, marketing, teaching, presentation, workshop and curatorial practice. Strengths include program development, event planning, volunteer procurement and management, team building, resource development, Collaboration, and Grant writing. Living Temagmi will do an excellent job in offering an excellent repertoire of enjoyment and learning opportunities with the same commitment to accountability, organization, and delivery as provided in the past in our service to other organizations and communities. We are artists, musicians, craftsmen and creative individuals, committed to strengthening our town and our Community for the benefit of all.

### **3. Vision for the Project**

- **How does the organization see they will benefit the Community?**

Our goal is to develop the Station into a Community destination by creating a Cultural Center. We will do this by creating a space and programming that will bring people from the Community and beyond together to enjoy the space and events, make new friends, enjoy new experiences, and engage in the learning or enjoyment opportunities we will be offering. People coming to our town may participate in other events, shop, eat, and stay overnight, all boosting the economy and supporting the town. People who have a positive experience will talk with others about what they experienced and enjoyed. They will return again and again.

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### **Living Temagami will be looking to develop programming such as**

#### Artist, Artisan, Craftsmen Exhibitions:

- Local and Guest Artist Exhibits & Installation
- Opening Night events and Artist Discussions
- Curated and Themed Exhibits & Displays
- Sales with a percentage retained by the Collective

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- Presentation and Discussions about their Creative Process and Works
- Sharing of Skills and Techniques

#### Documentaries & Cinematic Presentations

- Variety of Subjects and Community Interests presented in an intimate setting followed by Audience Participation in roundtable Discussion or critique

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- Artist in Residence programs with the Artist using the space to Create Work and have times where the Public is allowed to Observe and Engage the artist about their Work
- Artist in the Schools programs

#### Studio Space

- Studio Space Rental

## Art Camp

- Participate in Helping Facilitate the Annual Art Camp by Supplying Space and Collaboration and Volunteer Staff when needed

## Music

- Sharing and Performances
- Music Appreciation
- Music and Lyrics
- Music Lessons

## Classes & Workshops

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- Photography & Videography
- Woodcraft and Wood Carving
- Jewellery making and Beadwork
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- Ballroom, Line Dancing etc...
- Reiki and other Naturopathic or Health related programs and Lectures
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- Dedicated Space for Historical Items to be displayed on a rotating basis to keep it fresh and Interesting. Grey Owl section. We expect minimal expense for this process
- Historic Presentations & Talks by Local People and Guest Speakers
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## Cultural Education & Events

- Participate in the Annual Cultural Days Festival
- Encourage Community Involvement and Interaction by hosting and helping facilitate presentations or discussions of various history, heritage, and cultures, including both native and non-native in the Temagami and broader area focusing on their roots, heritage, and family traditions, and the area of the world from which their families originated.
- Indigenous Programs and Learning Opportunities, such as traditional dance, language, art, storytelling, history, drum making, drumming, language, traditions and traditional ways, traditional teachings and oral narrative
- Goal of Developing Cultural Understanding and Tolerance, Intergenerational Connections and Community Building
- Language Preservation Archive of the Native Indigenous People – Collaboration Project
- Collaborate with Temagami First Nations for Indigenous Programs and Interest

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program proposed. Each category has elements that have Grant Funding available and a strong likelihood of Qualifying for these Funds. Some of the Funding available is ongoing and geared to long term projects and creating the Cultural Centre we envision. Trillium Funding may also be available for the launching of this project with ongoing Funding available in other Trillium Funding streams to operate and grow the venture. The Ontario Arts Council and other Granting Bodies have Operational Funds available as well. Generated Revenue would be used in conjunction with any Grant Funds received to sustain and further develop the Cultural Centre in becoming Self-Sustaining.

- **How does the organization support the vision of having this space a focal point of the Community?**

Living Temagami is committed to the preservation of the Train Station and in strengthening its place as the focal point of the Community. It is already well established as being the focal point of the town itself. We as a Community are lucky to have retained such a significant and historical piece of our town history, when many others have lost or had to sacrifice similar buildings. A Cultural Centre with strong and desirable programming and a variety of interesting and well executed events will increase the focus of the Community on the Train Station and create a destination place that will draw the Community into its architectural space. By providing a venue for people to share interests, share their ideas and express their creativity, share their heritage, learn about themselves and others, there can be no other outcome except to create a Community within and connection between the building and the greater Community itself.

#### **4. Financials**

- **Please provide your organization's most recent financial statements**

Living Temagami has no financial statements available

Living Temagami is proposing, in the beginning, a Pilot Project for a Cultural Centre that will operate for the remainder of the fiscal year. This time would be used to develop the programming and gain Funding to support the initiatives we have outlined and if viable could proceed as an ongoing venture. The Pilot Project would then be evaluated and if the potential for viability exists it will continue in operation; and as Funding is secured and programming generates income the goal would be to become a self-sufficient and self-sustaining enterprise. The Pilot Project would require the Municipality to support the use of the building free of expense while funding and income is

developed and then re-evaluated every 6 months as needed. If the Pilot Project is viable and as income is generated or appropriate Grants obtained it would be used to offset operating expenses, rent and utilities etc. so the expenses presently covered by the Municipality would decrease or become non-existent. Insurance coverage will be required for the duration we will have the use of the Train Station and we are looking into the coverage and options available.

#### Estimated Proposed Monthly Budget – Example Only Not for the Pilot Project

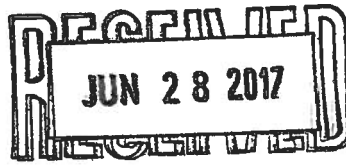
<b>Estimated Income</b>		<b>Estimated Fixed Expenses</b>	
Sales percentage	\$ 50.00	Hydro/Heat	\$ 600.00
Workshops	\$200.00	Water/Sewer	\$ 50.00
Studio Space rent	\$ 50.00	Rent	\$ 800.00
Events	\$300.00	Insurance	\$ 100.00
Grants	\$200.00	Phone/Internet	\$ 75.00
Fund Raising	\$ 50.00	<b>Sub Total</b>	<b>\$1,625.00</b>
Museum	\$ 25.00	LT Contribution	<b>\$ 675.00</b>
<b>Total</b>	<b>\$875.00</b>	Municipal Contribution	<b>\$ 950.00</b>
Minus Expenses	<b>\$200.00</b>		
TAC Contribution	<b>\$675.00</b>		

The above budget is to demonstrate the revenue streams and how they would be used to offset expenses currently paid by the Municipality, or required items, such as insurance, by the organization to be in operation. Actual figures are unknown and require further development currently being completed. They can be made available should the Living Temagam Heritage & Cultural Centre Pilot Project expression of interest be accepted. The budget will also be affected by the presence of the Chamber of Commerce in the shared space. If the Chamber is sharing the space joint use of the phone and internet would be possible and cleaning and supplies would have to be negotiated for the building.

Hours of operation and staffing would depend on several factors and information that is not finalized. Factors include the presence of the Chamber and their staffing abilities and the availability of members based on the needed hours of staffing. Several options for additional staff could include working with several Colleges and Universities in developing an internship program that could be a work experience or Artist in Residence with an assisting in staffing component. This could tie in well with several of the Artists in Business style curriculum offerings. Similar unpaid intern positions may be possible. Artist could be invited to exhibit or be in residence in exchange for staffing assistance. There are Grants available for operating expenses we could obtain.

June 27<sup>th</sup>, 2017

Living Temagami Heritage & Culture Centre  
P.O. Box 333  
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 & Council,

The Board of Directors of the newly formed group, Living Temagami Heritage & Culture Centre, are writing this letter to affirm the Expression of Interest submitted by the Temagami Artistic Collective is now the Expression of Interest from the Living Temagami Heritage and Culture Centre. We were key in drafting the Expression of Interest submitted by the Temagami Artistic Collective and are very familiar with the content of the document.

To date we have drafted a Mission, Vision, Values statement, a Mandate, and our Operational By-laws are under development. Volunteer recruitment has begun and our logo is being designed and a website is under construction, these will be followed by a facebook page. Our goals are to secure sponsorship and several grants over the next 6 months. The first grant submitted was for the New Horizons for Seniors Program where we applied for just under \$24,000.00 for 2 programs with \$4,800.00 of that amount earmarked for rental space fees of the Train Station space for 1 year for the projects submitted. We are working on several corporate sponsorships and donations. We have several events on the table for planning, including Culture Days in September.

Living Temagami is very committed to providing a wide range of events and programming for this community and to make the Temagami Train Station the iconic land mark of this town it deserves to be by making it a vibrant and interesting place to visit, learn, contribute, and interact with other members of the community and beyond.

Living Temagami is planning to have the doors open at the Train Station for Canada Day should your decision be in support of our Expression of Interest. We await your decision.

With regards,

Roxanne St. Germain

John Shymko

Doug Adams

Margaret Youngs

Hugh McKenzie

The Board of Directors

Living Temagami Heritage & Culture Centre

# Living Temagami Heritage & Culture Centre

## Updated Expression of Interest for the Temagami Train Station

### 1. Organization History

Living Temagami Heritage & Culture Centre may be a new organization, but the people running this organization are not new to community service and following through on commitments made. Each individual person has a long history of community involvement and support. Each individual person has a long list of successful events and projects they were part of or delivered for other organizations they were members of. Each person has a long history of developing resources and successful fundraising campaigns. Together the people who are Directors on this Board will make a very strong team and do everything in their power to make the Living Temagami Heritage & Culture Centre a success.

#### • Mission statement

Living Temagami ~ Heritage & Culture Centre connects, cultivates and engages community through the arts. Arts and culture are fundamentally linked to quality of life and to the health and wellness of all citizens, shaping identities, fostering life-long learning, promoting creativity and innovation, and engaging citizens across generations.

#### • Vision

Living Temagami ~ Heritage & Culture Centre envisions a vibrant, connected community engaged in discovering, exploring, and creating all art forms. The supportive power of extended family in all its definitions is embraced, as is the belief that the spirit and energy of community, and our participation in it, empowers and transforms. The warmth, enthusiasm, and unity of our cultural hub echo throughout the Temagami area. This serves as an example of the inclusive community making, kinship, and cultural expression that can be created and embraced.

#### • Values

*Community* ~ Living Temagami is a community driven organization committed to those who live, work, study, and play in the Temagami area. We incubate and provide safe, welcoming access to space, experiences, events, learning, and other resources as a strategy to revitalize community and connect people. We believe in our community and the people in it. We foster belonging, self-expression, interdependence, and engagement.

*Heritage & History* ~ Living Temagami believes the heritages and histories of all people should be embraced and celebrated. We believe it is very important to be connected to our history and heritage as it influences what we do in the present.

*Art & Culture* ~ Living Temagami believes the presence of all art forms are essential for a healthy, loving, just community. We believe making, showing, performing and experiencing art, music, dance and all culture should be safe, affordable and accessible to everyone.

*Collaboration* ~ Living Temagami believes our success is tied to that of our volunteers, artists and artisans of all heritages and other members of the community. Our primary commitment is to support, elevate and engage organizations and individuals in the Temagami and surrounding area. We embrace collaboration, partnerships, programming, and commitment as ways to building community.

*Diversity* ~ Living Temagami values and celebrates the diverse history, identities and cultures within our community. We embrace an intersectional, multi-issue approach to all art, programming, partnership, inclusion and community building. We will keep a hyper local focus on Temagami while breaking down boundaries and raising awareness throughout communities.

*Education* ~ Living Temagami believes knowledge and mutual respect are enhanced when we share space, create and learn together. We prioritize providing access to arts, and other education to a community that otherwise lacks such resources within it and/or the schools serving our youth.

*Inclusion* ~ Living Temagami is committed to participatory decision-making. We value and welcome diverse people, art, culture, heritage, and ideas.

#### ● **Terms of Reference**

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All of the programming listed has the potential for varying levels of Income and Revenue Sources, from being offered for free or minimal cost to current market values depending on the event or

program proposed. Each category has elements that have Grant Funding available and a strong likelihood of Qualifying for these Funds. Some of the Funding available is ongoing and geared to long term projects and creating the Cultural Centre we envision. Trillium Funding may also be available for the launching of this project with ongoing Funding available in other Trillium Funding streams to operate and grow the venture. The Ontario Arts Council and other Granting Bodies have Operational Funds available as well. Generated Revenue would be used in conjunction with any Grant Funds received to sustain and further develop the Cultural Centre in becoming Self-Sustaining.

- **How does the organization support the vision of having this space a focal point of the Community?**

Living Temagami is committed to the preservation of the Train Station and in strengthening its place as the focal point of the Community. It is already well established as being the focal point of the town itself. We as a Community are lucky to have retained such a significant and historical piece of our town history, when many others have lost or had to sacrifice similar buildings. A Cultural Centre with strong and desirable programming and a variety of interesting and well executed events will increase the focus of the Community on the Train Station and create a destination place that will draw the Community into its architectural space. By providing a venue for people to share interests, share their ideas and express their creativity, share their heritage, learn about themselves and others, there can be no other outcome except to create a Community within and connection between the building and the greater Community itself.

#### **4. Financials**

- **Please provide your organization's most recent financial statements**

Living Temagami has no financial statements available

Living Temagami is proposing, in the beginning, a Pilot Project for a Cultural Centre that will operate for the remainder of the fiscal year. This time would be used to develop the programming and gain Funding to support the initiatives we have outlined and if viable could proceed as an ongoing venture. The Pilot Project would then be evaluated and if the potential for viability exists it will continue in operation; and as Funding is secured and programming generates income the goal would be to become a self-sufficient and self-sustaining enterprise. The Pilot Project would require the Municipality to support the use of the building free of expense while funding and income is

developed and then re-evaluated every 6 months as needed. If the Pilot Project is viable and as income is generated or appropriate Grants obtained it would be used to offset operating expenses, rent and utilities etc. so the expenses presently covered by the Municipality would decrease or become non-existent. Insurance coverage will be required for the duration we will have the use of the Train Station and we are looking into the coverage and options available.

#### Estimated Proposed Monthly Budget – Example Only Not for the Pilot Project

<b>Estimated Income</b>		<b>Estimated Fixed Expenses</b>	
Sales percentage	\$ 50.00	Hydro/Heat	\$ 600.00
Workshops	\$200.00	Water/Sewer	\$ 50.00
Studio Space rent	\$ 50.00	Rent	\$ 800.00
Events	\$300.00	Insurance	\$ 100.00
Grants	\$200.00	Phone/Internet	\$ 75.00
Fund Raising	\$ 50.00	<b>Sub Total</b>	<b>\$1,625.00</b>
Museum	\$ 25.00	LT Contribution	<b>\$ 675.00</b>
<b>Total</b>	<b>\$875.00</b>	Municipal Contribution	<b>\$ 950.00</b>
Minus Expenses	<b>\$200.00</b>		
TAC Contribution	<b>\$675.00</b>		

The above budget is to demonstrate the revenue streams and how they would be used to offset expenses currently paid by the Municipality, or required items, such as insurance, by the organization to be in operation. Actual figures are unknown and require further development currently being completed. They can be made available should the Living Temagami Heritage & Cultural Centre Pilot Project expression of interest be accepted. The budget will also be affected by the presence of the Chamber of Commerce in the shared space. If the Chamber is sharing the space joint use of the phone and internet would be possible and cleaning and supplies would have to be negotiated for the building.

Hours of operation and staffing would depend on several factors and information that is not finalized. Factors include the presence of the Chamber and their staffing abilities and the availability of members based on the needed hours of staffing. Several options for additional staff could include working with several Colleges and Universities in developing an internship program that could be a work experience or Artist in Residence with an assisting in staffing component. This could tie in well with several of the Artists in Business style curriculum offerings. Similar unpaid intern positions may be possible. Artist could be invited to exhibit or be in residence in exchange for staffing assistance. There are Grants available for operating expenses we could obtain.



**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2018-M-055

☒ **Staff**

☒ **Committee**

<b>Subject:</b>	Train Station Lease
<b>Agenda Date:</b>	<b>September 11, 2018</b>
<b>Attachments:</b>	Correspondence from Councillor Burrows

**RECOMMENDATION**

This memorandum is:

☒ To be received for information

**INFORMATION**

Two previous resolutions have been considered and passed as it relates to the train station.

Resolution 16-372 passed on July 21, 2016 stated that the Municipality put out an RFP as soon as possible for a multi-year lease for the Train Station and further that a requirement would be that the lessee would pay the full cost of services so there is no costs to the taxpayers.

Resolution 17-439 passed on June 29, 2017, stated that Council support in principle the Living Temagami expression of interest, with a short term lease, to be prepared and reviewed in November with the Information Centre in the south end of the station.

The lease was presented in draft form in January of this year with a written in amount of \$250 per month and lines through the sections related to property taxes and utilities.

The cost of utilities for 2017 attributed to the Train Station were \$10,333.47. This is significantly higher than the total of \$3,000 offered as rent. On average over the past year and a half, it appears that the monthly utility costs are between \$600 and \$1500 per month, depending on the month.

While Council could provide new direction related to the costs to the taxpayers, this decision should be made with the pertinent information.

It may be a consideration for Council to request a reasonable rent (based on market conditions) and that the costs for utilities and taxes are in addition to the rental amount and then consider, on request, a contribution to Living Temagami. This would separate the Train Station lease from the Community Contributions approved from time to time by Council.

It should be noted that the decision on if an activity is taxable from a property tax perspective is the role of MPAC. Snack Bars in Arenas and spaces where items are offered for sale are typically considered to be commercial activities and have, in the past, been assessed as such by MPAC.

As well, as of yet, the draft lease is silent as it relates to the Visitor's Centre and use of the space by the Chamber, this appears to be a concern as noted in the letter from Councillor Burrows, which is attached to this report. With a lease established at the reasonable rate noted above, then there could be more control over the use of the building. Until then, if the municipality is covering the majority of the costs then it is the Municipality that should continue to determine how the building is used.

In summary, further direction is required from Council as the previous directions received are inconsistent. To have a draft lease which appears not to include any cost for utilities or possible future taxation does not follow the earlier direction that the Train Station be leased with such terms so it would not be at a cost to the taxpayers.

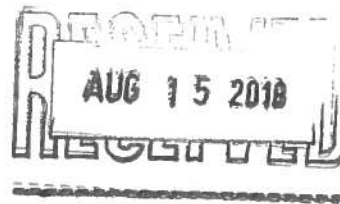
**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer, Administrator**  
Name, Position

Name, Position

11662



August 15, 2018

Mayor and Council

I would like to bring forward the resolution awarding the expression of interest to Living Temagami for clarification on Council's intent when they awarded the EOI.. At the meeting held between myself and Mayor Hunter, Living Temagami and the Chamber of Commerce there was confusion as to who is in authority for the Train Station.

The resolution does not include the Chamber of Commerce it only indicated the Information Center to be moved to the Train Station. Although the Chamber of Commerce has taken responsibility for the Information Center they have also been allowed free space in the building. There is conflicting issues as to who is responsible for the whole building whether it be a maintenance issue, or an event who has the authority to take control.

The students will all be finished in another week and I would like to remind council that the Chamber of Commerce has an agreement with the Municipality to commit to 15 hours a week to having the information center open. This commitment they have not lived up to in the past and with Living Temagami operating an art gallery and other events in the station the doors need to remain open whenever there is someone in the building so everyone can try to promote the art sales to support the artists or for Living Temagami working on projects or events.

Councillor Debby Burrows

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**

NO.: 17- 439

DATE: June 29, 2017

MOVED BY:



SECONDED BY:



BE IT RESOLVED THAT Council receive the correspondence with regard to the Temagami Train Station;

AND FURTHER THAT Council support in principle the Living Temagami expression of interest, with a short term lease to be prepared and reviewed in November and with the Information Centre in the south end of the station.

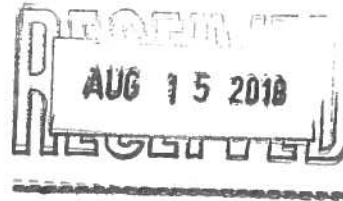
CARRIED ✓ AMENDED \_\_\_\_\_ DEFEATED \_\_\_\_\_ DEFERRED \_\_\_\_\_

**Declaration of Conflict of Interest:**

**MAYOR:**



11662



August 15, 2018

Mayor and Council

I would like to bring forward the resolution awarding the expression of interest to Living Temagami for clarification on Council's intent when they awarded the EOI.. At the meeting held between myself and Mayor Hunter, Living Temagami and the Chamber of Commerce there was confusion as to who is in authority for the Train Station.

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Councillor Debby Burrows

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



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

NO.: 17- 439

DATE: June 29, 2017

MOVED BY:



SECONDED BY:



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AND FURTHER THAT Council support in principle the Living Temagami expression of interest, with a short term lease to be prepared and reviewed in November and with the Information Centre in the south end of the station.

CARRIED ✓ AMENDED \_\_\_\_\_ DEFEATED \_\_\_\_\_ DEFERRED \_\_\_\_\_

**Declaration of Conflict of Interest:**

**MAYOR:**



## Tammy Lepage

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**From:** Lorie Hunter  
**Sent:** September 4, 2018 3:06 PM  
**To:** Tammy Lepage  
**Subject:** Re: Expression of Interest.

Thanks Tammy.

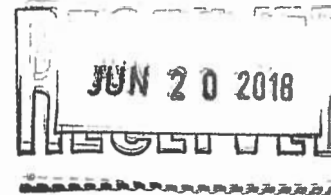
The Terms of Reference for Standing Committees states that the Chair of the committee makes a recommendation and it be forwarded to Council for the appointment of new members - as the Chair of PAC I am recommending that Susan Olynyk from the Amalgamated Areas and Nicole Brooker from the Lake Temagami neighbourhood be appointed as the two new members of PAC.

Lorie Hunter  
Mayor  
The Corporation of the Municipality of Temagami  
705-569-3421 ext 212  
705-948-1000 cell

11620

Petition to Reduce Taxes to Manageable Rate at 6710 and 6714 Hwy 11 Temagami On

To The Treasurer of the Town of Temagami,

6714 known as the Spooner Building

Is unoccupied with no service connection burdening the town. An extensive renovation is currently being planned and considerable money will be invested to establish and attractive viable business for the town of Temagami. We think it practical that the tax be assessed on the mill rate at current value. Taxation for town services should be nil until completion (sewer and water deduction). Also, it would be unwise as an investor in Temagami to not have a clear understanding of the future tax burden of this venture. We have continued to petition the towns people as to the future possibilities of the Spooner building and any input from yourself or council would be greatly appreciated.

6710 know as the Busy Bee

A renovation is underway to rectify the years of neglect to the building. It is our intent to occupy the building as agreed at the time of purchase however, the current tax assessment has been calculated for a restaurant. The planned use of the building will be accommodation for the owner and a storefront to sell their wares. There will be no public use of town services therefore, the burden on the town is one individual. The service portion of the taxes should reflect this planned usage.

We decided on Temagami for several reasons and have had a wonderful experience getting to know the people in town and the town office. You have been exceedingly helpful and generous. We feel for this town, our goal is the same as everyone; to bring these buildings to something we can all be proud of, change the general feel of the area to prosperity and help the downtown revive. This town is a gem, in it's glory it thrived, businesses could afford this tax burden; they will again but it is our opinion that there has to be the ability to prosper. The tax burden is too high. It is well above reasonable taxation in areas like Oakville and Hamilton where the business viability and consumer base is exponentially greater. Absolutely nothing would make us happier to have a thriving business and be able to afford your current assessment, if that comes to pass we would gleefully pay. History shows that has not exactly been the case for these buildings. We are asking for you to invest in us as we invest in Temagami.

A bond has been provided to the town of Temagami of \$15000.00 for the Busy Bee and \$15000.00 for the Spooner building. We are asking the treasurer to consider releasing the Busy Bee portion of the bond. The bond was requested by the town for assurance that the building would not sit vacant and efforts would be made to improve the building. We are on schedule and those funds would aid in completion of the renovation.

Sincerely,

Brian Peatfield and Jeff Hilts (Four Corners Construction)

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 ☐  
☐  
☐

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 18-1393**

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**Being a by-law to amend By-law 16-1279, being a by-law to regulate the proceedings of the  
Council of the Municipality of Temagami.**

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WHEREAS under Section 238 (2), the Municipal Act, S.O., 2001, c.25, c.M. 45, as amended, requires every municipality and local board to pass a procedure by-law governing the calling, place and proceedings of meetings;

AND WHEREAS under Sections 238 (3.1) and (3.2), the Municipal Act, S.O., 2001, c.25, c.M. 45, as amended, the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time; however, the applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public;

AND WHEREAS the Municipal Council of the Corporation of the Municipality of Temagami passed Procedure By-law 16-1279 on the 25<sup>th</sup> day of February 2016;

AND WHEREAS on the 22<sup>nd</sup> day of March 2018, Council passed Resolution 18-096, to receive Memo 2018-M-012 - Options for remote attendance in Procedure By-law and to direct staff to draft an amendment to the Procedure By-law to provide for electronic participation in meetings from the direction given at the March 13, 2018 Committee of the Whole meeting; and to give notice of intent to consider an amendment to the Procedure By-law as required by section 21 of said by-law;

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

1. **That Procedure By-law 16-1279 is hereby amended by** adding the following definition as subsection 1.14, with the remaining subsections to be renumbered accordingly: *“Electronic Participation” shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet, or other electronic as may be decided upon by Council from time to time.*
2. **That Procedure By-law 16-1279 is hereby amended by** adding as section 2.7: *“Subject to the provisions of the Municipal Act, 2001, as amended, the Municipality of Temagami shall allow electronic participation by Members of Council and Committees in the manner and to the extent set out in section 6 of this by-law.”*
3. **That Procedure By-law 16-1279 is hereby amended by** adding the following as section 6, with the remaining subsections renumbered accordingly:

Initials:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

**6. ELECTRONIC PARTICIPATION:**

**6.1. Extent:**

- a. *Electronic participation shall be allowed at all Regular, Special and Committee of the Whole meetings of Council that are open to the public.*
- b. *There shall be no restriction on how often each Member of Council shall be allowed to participate electronically.*
- c. *There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically.*
- d. *A maximum of three (3) Members of Council may participate electronically at a meeting, provided that a quorum of Council is present in person at the meeting.*
- e. *Council Members shall be permitted to vote when participating electronically.*
- f. *In order to Chair a meeting, a Member of Council shall be present in person at the meeting. When the Head of Council is participating in a meeting electronically, another Member shall chair the meeting as set out in Section 3 of this By-law.*
- g. *Although Members participating electronically are not permitted to participate in a closed session, if following the consideration of a matter in closed session a vote is taken in open session, they shall be permitted to vote on the matter, or they may choose to abstain from voting having not been privy to the closed session discussion.*

**6.2. Manner:**

- a. *When the question is called on a motion, a Member or Members participating by telephone may state verbally whether they are for or against, rather than by a show of hands, as required by section 15.8.1.*
- b. *When participating by telephone, a Member may call a point of order or move an amendment verbally. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.*
- c. *A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Municipal Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.*

**6.3. Process:**

- a. *Any Member wishing to participate electronically in a meeting shall send a request to do so by email to the Municipal Clerk. The ability to participate electronically shall be allocated on a first-come-first-serve basis.*
- b. *In order for a Member to participate electronically in an afternoon/evening meeting, the request shall be received by 4:30 pm on the business day before the meeting. In order to participate electronically in a morning meeting, the request shall be received by noon on the business day before the meeting. The Municipal Clerk may, at his or her sole discretion, accept a request submitted later than the*

Initials:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

*prescribed time due to unanticipated circumstances (including, but not limited to weather or road conditions).*

- c. The municipality may use telephone conference calling, or other technology to facilitate electronic participation. The municipality shall pay the cost of the conference calling or technology option and where direct dialing is used the municipality shall initiate the call, so that the cost goes to the municipality.*
  - d. In the event of connection/service interruptions, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes not connected, the meeting shall resume and no more efforts shall be taken to reconnect.*
4. **That Procedure By-law 16-1279 is hereby amended by** adding to the end of section 7.2 *“If the Mayor and/or Deputy Mayor is/are present at the meeting, but is/are participating electronically, this section applies with regard to who will chair the meeting; however, those participating electronically shall be counted as present for the purpose of choosing an alternate Chair.”*
5. **That Procedure By-law 16-1279 is hereby amended by** adding to the end of section 15.8.1: *“Notwithstanding this provision, a Member or Members participating electronically may state verbally whether they are for or against a motion.”*
- 6 **That** this By-law shall take effect upon the final passing thereof.
- 7 **That** the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this 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 this 17<sup>th</sup> day of April, 2018.

TAKEN AS READ A SECOND TIME on this 17<sup>th</sup> day of April, 2018

TAKEN AS READ A THIRD TIME AND FINALLY PASSED on this 17<sup>th</sup> day of April, 2018.

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Mayor

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Clerk



Corporation of the Municipality of Temagami

Memo No.  
2018-M-012

Memorandum to Council

☒ Staff  
☐ Committee

<b>Subject:</b>	Options for remote attendance in Procedure By-law
<b>Agenda Date:</b>	March 13, 2018
<b>Attachments:</b>	(1) Table showing Council direction; (2) Recommended wording for by-law amendment.

**RECOMMENDATION**

That Council receive Memo 2018-M-012 - Options for remote attendance in Procedure By-law and provide direction on the extent and manner that Council would like to see incorporated in changes to our by-law.

**INFORMATION**

Bill 68 amended the Municipal Act to allow electronic participation in Council and/or Committee meetings. Section 238, leaves it up to each individual council to determine the extent and manner of such electronic participation. Some items for consideration are as follows:

At which meetings will electronic participation be allowed: Regular Council, Special Meetings, Committee of the Whole?

How often should each Member of Council be allowed to participate electronically?

Will there be a limit on the number of consecutive meetings that a Member can participate in electronically?

Do Council Members get to vote when participating remotely?

If so, how do you count the votes? [If it is not clear how many voted in favour or against, the results of any vote could be contested, since this is new legislation that has not yet been tested in court.]

Would there be restrictions on when they can vote? [For example: If Council goes into closed session, to receive legal advice prior to the vote, those attending electronically cannot participate. Information might be shared in closed session that might have affect the opinion of a Member if they had been present to participate. If a vote is taken after returning from closed session, would Council Members who did not participate in the closed session be able to vote on an item resulting from information/ discussion they were not privy to?]

What would be the process to move an amendment? Or call a point of order? [There is no ability to show a raised hand-would they be allowed to interrupt? Must the Chair ask for amendments?].

How many can participate electronically at one time? [At least a quorum must be present in person, but does Council want to allow 3 Members to participate electronically, or less than that?]

How do you decide who gets to participate electronically if more than the allowed number wish to do so?

How much notice would have to be given to the Clerk?

Should advance notice be provided to the public that certain Member(s) will be participating electronically?

How do you deal with electronic connections/service interruptions? [This could happen even by telephone. Will there be a limit, for example: “after 10 minutes not connected, the meeting will resume, no more efforts will be taken to reconnect”]

Would the Head of Council, or Acting Head, be allowed to chair the meeting if participating remotely? [Council this be done effectively?]

How will electronic participation be handled when someone has declared a conflict on an item?

Will Council use conference calling (could be a substantial cost) or add additional phone lines to use with the “bat” phone?

How will this affect the ability of people who want to make telephone delegations?

There may be additional questions that Members of Council would like to add to the above list.

**Prepared by:**

Elaine Gunnell, Municipal Clerk



QUESTIONS	SUMMARY OF COUNCIL RESPONSES
At which meetings will electronic participation be allowed?	Electronic participation shall be allowed at all regular, special and committee of the whole meetings of Council that are open to the public.
How often should each Member of Council be allowed to participate electronically?	There shall be no restriction on how often each Member of Council shall be allowed to participate electronically.
Will there be a limit on consecutive meetings that a Member can participate in electronically?	There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically.
Do Council Members get to vote when participating remotely?	Council Members shall be permitted to vote when participating electronically.
If so, how do you count the votes?	When the question is called on a motion, a Member or Members participating by telephone may state verbally whether they are for or against, rather than by a show of hands, as required by section 14.8.1. [Note: 14.8.1 should also be amended to address voting by telephone.
Would there be restrictions on when they can vote? [See example in memo)	No. Although Members participating electronically are not permitted to participate in a closed session, if following the consideration of a matter in closed session a vote is taken in open session, they shall be permitted to vote on the matter, or they may choose to abstain from voting having not been privy to the closed session discussion.
What would be the process to move an amendment? Or call a point of order? [There is no ability to show a raised hand by phone].	When participating by telephone, a Member may call a point of order or move an amendment verbally. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each questions as they would have if participating in person.
How many can participate electronically at one time? [At least a quorum must be present in person]	A maximum of three (3) Members of Council may participate electronically at a meeting, provided that a quorum of Council is present in person at the meeting.
How do you decide who gets to participate electronically if more than the allowed number wish to do so?	Any Member wishing to participate electronically in a meeting shall send a request to do so by email to the Municipal Clerk. The ability to participate electronically shall be allocated on a first-come-first-serve basis.
How much notice would have to be given to the Clerk?	In order for a Member to participate electronically in an afternoon/evening meeting, the request shall be sent by 4:30 pm on the business day before the meeting. In order to participate electronically in a morning meeting, the request shall be sent by noon on the business day before the meeting. The Municipal Clerk may, at his or her sole discretion, accept a request submitted later than the prescribed time due to unanticipated circumstances (including, but not limited to weather or road conditions).
Should advance notice be provided to the public that certain Member(s) will be participating electronically?	No. This is not necessary.
How do you deal with electronic connections/service interruptions?	In the event of connection/service interruptions, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes not connected, the meeting shall resume and no more efforts shall be taken to reconnect.
Would the Head of Council, be allowed to chair the meeting if participating remotely?	No. A Member must be present at the meeting in order to chair the meeting.
How will electronic participation be handled when someone has declared a conflict on an item?	A Member who is participating in a meeting electronically may email the declaration form to the Municipal Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
Will Council use conference calling (could be a substantial cost) or add additional phone lines to use with the “bat” phone?	The municipality may use telephone conference calling, or other technology to facilitate electronic participation. The municipality shall pay the cost of the conference calling or technology option and where direct dialing is used the municipality shall initiate the call, so that the cost goes to the municipality.
How will this affect the ability of people who want to make telephone delegations?	This may be affected by the type of technology option selected, but the municipality will endeavor to find an option that still maintains this option for the public.
<div>Memo 2018-M-006</div> <div>Page 3 of 5 Page 232 of 235</div>	

**Recommended wording for a procedure by-law amendment to be brought for Council's consideration at a future meeting.**

1. That the following definition be added as subsection 1.14, with the remaining subsections to be renumbered accordingly: *“Electronic Participation” shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet, or other electronic as may be decided upon by Council from time to time.*
2. That the following be added as section 2.7: *“Subject to the provisions of the Municipal Act, 2001, as amended, the Municipality of Temagami shall allow electronic participation by Members of Council and Committees in the manner and to the extent set out in section 6 of this by-law.”*
3. That the following be added as section 6, with the remaining subsections to be renumbered accordingly:

**6. ELECTRONIC PARTICIPATION:**

**6.1. Extent:**

- a. *Electronic participation shall be allowed at all Regular, Special and Committee of the Whole meetings of Council that are open to the public.*
- b. *There shall be no restriction on how often each Member of Council shall be allowed to participate electronically.*
- c. *There shall be no limit on the number of consecutive meetings that a Member of Council can participate in electronically.*
- d. *A maximum of three (3) Members of Council may participate electronically at a meeting, provided that a quorum of Council is present in person at the meeting.*
- e. *Council Members shall be permitted to vote when participating electronically.*
- f. *In order to Chair a meeting, a Member of Council shall be present in person at the meeting. When the Head of Council is participating in a meeting electronically, another Member shall chair the meeting as set out in Section 3 of this By-law.*
- g. *Although Members participating electronically are not permitted to participate in a closed session, if following the consideration of a matter in closed session a vote is taken in open session, they shall be permitted to vote on the matter, or they may choose to abstain from voting having not been privy to the closed session discussion.*

**6.2. Manner:**

- a. *When the question is called on a motion, a Member or Members participating by telephone may state verbally whether they are for or against, rather than by a show of hands, as required by section 15.8.1.*
- b. *When participating by telephone, a Member may call a point of order or move an amendment verbally. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.*
- c. *A Member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Municipal Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.*

6.3. Process:

- a. *Any Member wishing to participate electronically in a meeting shall send a request to do so by email to the Municipal Clerk. The ability to participate electronically shall be allocated on a first-come-first-serve basis.*
  - b. *In order for a Member to participate electronically in an afternoon/evening meeting, the request shall be received by 4:30 pm on the business day before the meeting. In order to participate electronically in a morning meeting, the request shall be received by noon on the business day before the meeting. The Municipal Clerk may, at his or her sole discretion, accept a request submitted later than the prescribed time due to unanticipated circumstances (including, but not limited to weather or road conditions).*
  - c. *The municipality may use telephone conference calling, or other technology to facilitate electronic participation. The municipality shall pay the cost of the conference calling or technology option and where direct dialing is used the municipality shall initiate the call, so that the cost goes to the municipality.*
  - d. *In the event of connection/service interruptions, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes not connected, the meeting shall resume and no more efforts shall be taken to reconnect.*
4. That the following be added to the end of section 7.2 *“If the Mayor and/or Deputy Mayor is/are present at the meeting, but is/are participating electronically, this section applies with regard to who will chair the meeting; however, those participating electronically shall be counted as present for the purpose of choosing an alternate Chair.”*
5. That the following be added to the end of section 15.8.1: *“Notwithstanding this provision, a Member or Members participating electronically may state verbally whether they are for or against a motion.”*

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 18-1416**

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### **Being a bylaw to confirm the proceedings of Council of the Corporation of the Municipality of Temagami**

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**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by by-law.

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

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the September 27, 2018 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 27<sup>th</sup> day of September, 2018.

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Mayor

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Clerk