

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

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AUGUST 14, 2019

PRESENT: MAYOR: Leslie GAMBLE
COUNCILLORS: Kevin BURKE, Patricia HNATUIK, Glenda MASSICOTTE, Cheryl PHILLIPS,
Susan SONNENBURG
ACTING-CLERK: Anne WHALEN
ABSENT: COUNCILLOR: Dale RIVERS

Motion No: 2019-217
Moved By: S. SONNENBURG
Seconded By: C. PHILLIPS
WHEREAS there is a quorum of Council present and the time is 6:00 p.m.;
BE IT RESOLVED THAT this regular meeting be open for business;
AND THAT the minutes of the regular meeting of July 24, 2019 be approved;
AND FURTHER THAT in accordance with Section 228(4) of the Municipal Act, 2001, as amended, Anne Whalen is hereby appointed as Acting Clerk for the purpose of this meeting.
CARRIED

Councillor Massicotte declared a conflict of interest on Agenda Item "Closed Session" as her spouse is a Public Works employee.

Consent
Agenda
Motion No. 2019-218
Moved By: G. MASSICOTTE
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT item A1 and E1 contained on the consent agenda be adopted.
CARRIED

A1 –
Accounts
Motion No: 2019-219
Moved By: G. MASSICOTTE
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the attached cheque registers totalling \$112,777.80 be approved as paid;
AND THAT the cash disbursements report totalling \$340,469.01 be paid as funds permit.
CARRIED

E1 –
Library
Meeting
Report
Motion No: 2019-220
Moved By: G. MASSICOTTE
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the following meeting reports be accepted:
- Library Board; April 18, 2019 and May 16, 2019.
CARRIED

A3 –
Survey
Monkey
Subscription
Motion No: 2019-221
Moved By: G. MASSICOTTE
Seconded By: S. SONNENBURG
BE IT RESOLVED THAT we subscribe to "Survey Monkey" at a cost of \$30 per month;
AND THAT this forms part of the Economic Development Budget.
CARRIED

E2 –
Walford
Community
Centre
Board
minutes
Motion No. 2019-222
Moved By: C. PHILLIPS
Seconded By: K. BURKE
BE IT RESOLVED THAT the Walford Community Centre Board minutes be adopted.
CARRIED

G1 – Bylaw
2019-37
Liability
Claims
Policy
Motion No: 2019-223
Moved By: G. MASSICOTTE
Seconded By: K. BURKE
BE IT RESOLVED THAT Bylaw 2019-37 being a bylaw to establish a policy respecting liability claims, be read a first and second time.
CARRIED

Motion No. 2019-224
Moved By: S. SONNENBURG
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT Bylaw 2019-37 being a bylaw to establish a policy respecting liability claims, be read a third and final time and passed in open council.
CARRIED

Closed
session
Motion No. 2019-225
Moved By: C. PHILLIPS
Seconded By: K. BURKE
BE IT RESOLVED we move into closed session to consider personal matters about identifiable individuals including municipal or local board employees.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

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AUGUST 14, 2019

Open
session

Motion No. 2019-226

Moved By: S. SONNENBURG

Seconded By: C. PHILLIPS

BE IT RESOLVED this closed session be adjourned and the regular meeting resumed.

CARRIED

Motion No. 2019-227

Moved By: G. MASSICOTTE

Seconded By: K. BURKE

BE IT RESOLVED THAT this meeting be adjourned until the next regular meeting or call of the Chair.

CARRIED



MAYOR – L. GAMBLE



ACTING-CLERK – A. WHALEN

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
10 Bell Canada, P.O. Box 9000, Stn Don Mills, NORTH YORK, ON, M3C 2X7	2073-7/28/19 (PAP)	7/11/19	\$56.06	\$0.00	\$56.06	PAP
Total Vendor Payment:			\$56.06	\$0.00	\$56.06	
Vendor Payment Method: PAP			\$56.06	\$0.00	\$56.06	
Total Selected for Payment:			\$56.06	\$0.00	\$56.06	
Number of Cheques/eCheques: 1						

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
529 VISA - Brady Ropp, , , ,	VISA6620-6/27/19 (P	7/16/19	\$521.51	\$0.00	\$521.51	PAP
-WEIGHTS & FLEX BANDS FOR SENIOR EXERCISE	Total Vendor Payment:		\$521.51	\$0.00	\$521.51	
- TABLE FOR FARMERS MARKET	Vendor Payment Method:	PAP	\$521.51	\$0.00	\$521.51	
	Total Selected for Payment:		\$521.51	\$0.00	\$521.51	
	Number of Cheques/eCheques:	1				
- LIQUOR LICENCE FOR CANADA DAY .						

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
4 Receiver General, Payroll Deductions, , , Payroll-7/15/19 (PAP		7/24/19	\$14,065.51	\$0.00	\$14,065.51	PAP
Total Vendor Payment:			\$14,065.51	\$0.00	\$14,065.51	
Vendor Payment Method:		PAP	\$14,065.51	\$0.00	\$14,065.51	
Total Selected for Payment:			\$14,065.51	\$0.00	\$14,065.51	
Number of Cheques/eCheques:		1				

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
49	Riverside Enterprises Ltd., 60 McCulloch Dr., Suite 2, ESPANOLA, ON, P5E 1J1					
	20999	7/25/19	\$38,510.40	\$0.00	\$38,510.40	EFT
	21260	7/25/19	\$15,238.05	\$0.00	\$15,238.05	EFT
Total Vendor Payment:			\$53,748.45	\$0.00	\$53,748.45	
Vendor Payment Method:		EFT	\$53,748.45	\$0.00	\$53,748.45	
Total Selected for Payment:			\$53,748.45	\$0.00	\$53,748.45	
Number of Cheques/eCheques:		1				

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

							Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount		Method
10	Bell Canada, P.O. Box 9000, Stn Don Mills, NORTH YORK, ON, M3C 2X7						
	2100-7/28/19 (PAP)	8/07/19	\$48.49	\$0.00	\$48.49		PAP
	2300-7/28/19 (PAP)	8/07/19	\$294.84	\$0.00	\$294.84		PAP
	2358-7/28/19 (PAP)	8/07/19	\$52.02	\$0.00	\$52.02		PAP
	2646-7/28/19 (PAP)	8/07/19	\$430.13	\$0.00	\$430.13		PAP
	3316-7/22/19 (PAP)	8/07/19	\$36.31	\$0.00	\$36.31		PAP
	3491-7/28/19 (PAP)	8/07/19	\$48.49	\$0.00	\$48.49		PAP
	528957155-7/10/19 (8/07/19	\$57.63	\$0.00	\$57.63		PAP
Total Vendor Payment:			\$967.91	\$0.00	\$967.91		
Vendor Payment Method:			PAP	\$967.91	\$0.00	\$967.91	
71	Hydro One, P.O. Box 4102, Station A, TORONTO, ON, M5W L3L						
	30637-8/7/19 (PAP)	8/07/19	\$60.04	\$0.00	\$60.04		PAP
	69473-8/1/19 (PAP)	8/07/19	\$128.80	\$0.00	\$128.80		PAP
	69675-8/6/19 (PAP)	8/07/19	\$50.88	\$0.00	\$50.88		PAP
Total Vendor Payment:			\$239.72	\$0.00	\$239.72		
Vendor Payment Method:			PAP	\$239.72	\$0.00	\$239.72	
520	EASTLINK, PO BOX 5800, SUDBURY, ON,						
	09407580 (PAP)	8/07/19	\$114.97	\$0.00	\$114.97		PAP
	09592423 (PAP)	8/07/19	\$38.02	\$0.00	\$38.02		PAP
Total Vendor Payment:			\$152.99	\$0.00	\$152.99		
Vendor Payment Method:			PAP	\$152.99	\$0.00	\$152.99	
528	VISA - Mark Van Breda, , , ,						
- WATER COURSE REGISTRATIONS	VISA4655-7/29/19 (P	8/07/19	\$340.75	\$0.00	\$340.75		PAP
- NEW PLATE	Total Vendor Payment:						
- PILLOW BLOCKS	Vendor Payment Method:						
	PAP		\$340.75	\$0.00	\$340.75		
529	VISA - Brady Ropp, , , ,						
- POP UP TENT FOR FARMERS MARKET	VISA6620-7/29/19 (P	8/07/19	\$568.39	\$0.00	\$568.39		PAP
- CSA STANDARDS MANUAL	Total Vendor Payment:						
	Vendor Payment Method:						
	PAP		\$568.39	\$0.00	\$568.39		
615	VISA - Michelle Withers, , , ,						
- STAMP	VISA7087-7/29/19 (P	8/07/19	\$257.22	\$0.00	\$257.22		PAP
	VISA9952-7/29/19 (P	8/07/19	\$13.48	\$0.00	\$13.48		PAP
- DRI CRASH PLAN	Total Vendor Payment:						
	Vendor Payment Method:						
	PAP		\$270.70	\$0.00	\$270.70		
684	VISA - Paul Panesar, , , ,						
- CANDY	VISA1891-7/29/19 (P	8/07/19	\$333.74	\$0.00	\$333.74		PAP
- WATER	Total Vendor Payment:						
- POWERADE.	Vendor Payment Method:						
	PAP		\$333.74	\$0.00	\$333.74		

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
704 John Van Norman, Box 713, Massey, ON, P0P 1P0	Caretaker-07/19 (PA	7/29/19	\$408.00	\$0.00	\$408.00	PAP
Total Vendor Payment:			\$408.00	\$0.00	\$408.00	
Vendor Payment Method:			\$408.00	\$0.00	\$408.00	
Total Selected for Payment:			\$408.00	\$0.00	\$408.00	
Number of Cheques/eCheques:			1			

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
22	Espanola Regional Hydro, 500 Second Line East, P.O. Box 9000, SAULT STE MARIE, ON, P6A 6P2					
	5106-7/18/19	8/08/19	\$383.58	\$0.00	\$383.58	EFT
	5109-7/18/19	8/08/19	\$88.49	\$0.00	\$88.49	EFT
	5127-7/18/19	8/08/19	\$1,902.67	\$0.00	\$1,902.67	EFT
	5134-7/18/19	8/08/19	\$3,576.52	\$0.00	\$3,576.52	EFT
	84878-7/18/19	8/08/19	\$76.57	\$0.00	\$76.57	EFT
	84884-7/18/19	8/08/19	\$1,308.65	\$0.00	\$1,308.65	EFT
	86012-7/18/19	8/08/19	\$52.92	\$0.00	\$52.92	EFT
	86106-7/18/19	8/08/19	\$30.14	\$0.00	\$30.14	EFT
	904-7/18/19	8/08/19	\$137.07	\$0.00	\$137.07	EFT
	906-7/18/19	8/08/19	\$67.27	\$0.00	\$67.27	EFT
	912-7/18/19	8/08/19	\$102.19	\$0.00	\$102.19	EFT
Total Vendor Payment:			\$7,726.07	\$0.00	\$7,726.07	
Vendor Payment Method:			EFT	\$7,726.07	\$0.00	\$7,726.07
47	Puroator Courier, P.O. Box 1100, Etobicoke Postal Str. A., ETOBICOKE, ON, M9C 5K2					
	441803954	8/08/19	\$57.32	\$0.00	\$57.32	EFT
Total Vendor Payment:			\$57.32	\$0.00	\$57.32	
Vendor Payment Method:			EFT	\$57.32	\$0.00	\$57.32
6	The Beer Store, 50 Vagnini Cr, LIVELY, ON, P3Y 1K8					
	9300243975	8/08/19	\$1,280.33	\$0.00	\$1,280.33	EFT
Total Vendor Payment:			\$1,280.33	\$0.00	\$1,280.33	
Vendor Payment Method:			EFT	\$1,280.33	\$0.00	\$1,280.33
Total Selected for Payment:			\$9,063.72	\$0.00	\$9,063.72	
Number of Cheques/eCheques:			3			

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

							Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount		Method
4	Receiver General, Payroll Deductions, , ,						
	Payroll-7/31/19 (PAP)	8/08/19	\$14,121.90	\$0.00	\$14,121.90		PAP
	Total Vendor Payment:		\$14,121.90	\$0.00	\$14,121.90		
	Vendor Payment Method:	PAP	\$14,121.90	\$0.00	\$14,121.90		
6	Minister of Finance - EHT, , , ,						
	EHT-07/19 (PAP)	8/08/19	\$2,035.83	\$0.00	\$2,035.83		PAP
	Total Vendor Payment:		\$2,035.83	\$0.00	\$2,035.83		
	Vendor Payment Method:	PAP	\$2,035.83	\$0.00	\$2,035.83		
52	Royal Bank - GFS Service Centre, P.O. Box 6001, Station A, 1 Place Ville Marie - M1, MONTREAL, QC, H3C 3A9						
	RSP Lachance-07/19	8/08/19	\$281.44	\$0.00	\$281.44		PAP
	Total Vendor Payment:		\$281.44	\$0.00	\$281.44		
	Vendor Payment Method:	PAP	\$281.44	\$0.00	\$281.44		
552	OMERS, , , ,						
	OMERS-07/19 (PAP)	8/08/19	\$15,601.18	\$0.00	\$15,601.18		PAP
	Total Vendor Payment:		\$15,601.18	\$0.00	\$15,601.18		
	Vendor Payment Method:	PAP	\$15,601.18	\$0.00	\$15,601.18		
	Total Selected for Payment:		\$32,040.35	\$0.00	\$32,040.35		
	Number of Cheques/eCheques:	4					

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

							Payment
	Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
15	Strongco Equipment, 1640 Enterprise Road, MISSISSAUGA, ON, L4W 4L4						
		90757760	8/09/19	\$25.54	\$0.00	\$25.54	EFT
		90757761	8/09/19	\$220.21	\$0.00	\$220.21	EFT
	Total Vendor Payment:			\$245.75	\$0.00	\$245.75	
	Vendor Payment Method:			EFT	\$245.75	\$0.00	\$245.75
26	Huron Central Railway M2142, Case Postale 11524, Succursale Centre-Ville, MONTREAL, PQ, H3C 5N7						
		FL005959	8/09/19	\$744.00	\$0.00	\$744.00	EFT
	Total Vendor Payment:			\$744.00	\$0.00	\$744.00	
	Vendor Payment Method:			EFT	\$744.00	\$0.00	\$744.00
29	Janeway PharmaChoice, 180 Sauble St., Box 100, MASSEY, ON, P0P 1P0						
		PrescriptionDeductibl	8/09/19	\$98.57	\$0.00	\$98.57	EFT
	Total Vendor Payment:			\$98.57	\$0.00	\$98.57	
	Vendor Payment Method:			EFT	\$98.57	\$0.00	\$98.57
30	J. Breen Coffee Service Ltd, 13 Perini Road, ELLIOT LAKE, ON, P5A 2T1						
		40383	8/09/19	\$78.00	\$0.00	\$78.00	EFT
		40516	8/09/19	\$131.93	\$0.00	\$131.93	EFT
	Total Vendor Payment:			\$209.93	\$0.00	\$209.93	
	Vendor Payment Method:			EFT	\$209.93	\$0.00	\$209.93
33	Laurentian Business Products, 108-450 Notre Dame Avenue, SUDBURY, ON, P3C 5K8						
		330545	8/09/19	\$86.09	\$0.00	\$86.09	Cheque
	Total Vendor Payment:			\$86.09	\$0.00	\$86.09	
	Vendor Payment Method:			Cheque	\$86.09	\$0.00	\$86.09
35	Massey Home Hardware, , P.O. Box 668, MASSEY, ON, P0P 1P0						
		92082	8/09/19	\$39.49	\$0.00	\$39.49	Cheque
		92108	8/09/19	\$150.76	\$0.00	\$150.76	Cheque
		92113	8/09/19	\$24.93	\$0.00	\$24.93	Cheque
		92125	8/09/19	\$35.01	\$0.00	\$35.01	Cheque
		92128	8/09/19	\$39.49	\$0.00	\$39.49	Cheque
		92135	8/09/19	\$33.89	\$0.00	\$33.89	Cheque
		92159	8/09/19	\$22.58	\$0.00	\$22.58	Cheque
		92160	8/09/19	\$5.51	\$0.00	\$5.51	Cheque
		92161	8/09/19	\$8.98	\$0.00	\$8.98	Cheque
		92172	8/09/19	\$77.30	\$0.00	\$77.30	Cheque
		92181	8/09/19	\$3.38	\$0.00	\$3.38	Cheque
		92191	8/09/19	\$131.59	\$0.00	\$131.59	Cheque
		92197	8/09/19	\$3.04	\$0.00	\$3.04	Cheque
		92199	8/09/19	\$25.97	\$0.00	\$25.97	Cheque
		92202	8/09/19	\$15.89	\$0.00	\$15.89	Cheque
		92210	8/09/19	\$177.56	\$0.00	\$177.56	Cheque
		92238	8/09/19	\$14.22	\$0.00	\$14.22	Cheque
		92248	8/09/19	\$52.51	\$0.00	\$52.51	Cheque
		92275	8/09/19	\$20.32	\$0.00	\$20.32	Cheque

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
	92291	8/09/19	\$9.02	\$0.00	\$9.02	Cheque
	92298	8/09/19	\$33.89	\$0.00	\$33.89	Cheque
	92302	8/09/19	\$6.76	\$0.00	\$6.76	Che
	92306	8/09/19	\$36.67	\$0.00	\$36.67	Cheque
	92307	8/09/19	\$22.96	\$0.00	\$22.96	Cheque
	92313	8/09/19	\$22.58	\$0.00	\$22.58	Cheque
	92317	8/09/19	\$42.92	\$0.00	\$42.92	Cheque
	92320	8/09/19	\$37.80	\$0.00	\$37.80	Cheque
	92321	8/09/19	(\$11.29)	\$0.00	(\$11.29)	Cheque
	92322	8/09/19	\$11.29	\$0.00	\$11.29	Cheque
	92324	8/09/19	\$31.95	\$0.00	\$31.95	Cheque
Total Vendor Payment:			\$1,126.97	\$0.00	\$1,126.97	
Vendor Payment Method:			Cheque	\$1,126.97	\$0.00	\$1,126.97
38	Minister of Finance - Policing, P.O. Box 647, 33 King Street West, OSHAWA, ON, L1H 8X3					
	113007191052153	8/09/19	\$56,645.00	\$0.00	\$56,645.00	Cheque
Total Vendor Payment:			\$56,645.00	\$0.00	\$56,645.00	
Vendor Payment Method:			Cheque	\$56,645.00	\$0.00	\$56,645.00
41	Rush Truck Centres, 1035 Falconbridge Road, SUDBURY, ON, P3A 4M9					
	23344SU	8/09/19	\$765.09	\$0.00	\$765.09	EFT
Total Vendor Payment:			\$765.09	\$0.00	\$765.09	
Vendor Payment Method:			EFT	\$765.09	\$0.00	\$765.09
42	Northern Uniform Service, 2230 Algonquin Road, SUDBURY, ON, P3E 4Z6					
	0244789	8/09/19	\$21.27	\$0.00	\$21.27	EFT
Total Vendor Payment:			\$21.27	\$0.00	\$21.27	
Vendor Payment Method:			EFT	\$21.27	\$0.00	\$21.27
47	Purolator Courier, P.O. Box 1100, Etobicoke Postal Stn. A., ETOBICOKE, ON, M9C 5K2					
	442055028	8/09/19	\$127.44	\$0.00	\$127.44	EFT
Total Vendor Payment:			\$127.44	\$0.00	\$127.44	
Vendor Payment Method:			EFT	\$127.44	\$0.00	\$127.44
49	Riverside Enterprises Ltd., 60 McCulloch Dr., Suite 2, ESPANOLA, ON, P5E 1J1					
	21460	8/09/19	\$18,326.34	\$0.00	\$18,326.34	EFT
Total Vendor Payment:			\$18,326.34	\$0.00	\$18,326.34	
Vendor Payment Method:			EFT	\$18,326.34	\$0.00	\$18,326.34
51	Sonnenburg Rona Building Centre, 155 Sable Street, MASSEY, ON, P0P 1P0					
	1128140	8/09/19	\$71.16	\$0.00	\$71.16	Cheque
	1129496	8/09/19	\$580.35	\$0.00	\$580.35	Cheque
	1129497	8/09/19	\$62.13	\$0.00	\$62.13	Cheque
	1202603	8/09/19	\$21.30	\$0.00	\$21.30	Cheque
Total Vendor Payment:			\$734.94	\$0.00	\$734.94	

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
Vendor Payment Method:		Cheque	\$734.94	\$0.00	\$734.94	
2	Town of Espanola, 100 Tudhope Street, Suite 2, ESPANOLA, ON, P5E 1S6					
	2303	8/09/19	\$5,056.99	\$0.00	\$5,056.99	EFT
	2317	8/09/19	\$5,704.41	\$0.00	\$5,704.41	EFT
Total Vendor Payment:			\$10,761.40	\$0.00	\$10,761.40	
Vendor Payment Method:		EFT	\$10,761.40	\$0.00	\$10,761.40	
65	NAPA Espanola, 350 Centre Street, ESPANOLA, ON, P5E 1G3					
	957-434547	8/09/19	\$51.93	\$0.00	\$51.93	EFT
	957-434850	8/09/19	\$135.58	\$0.00	\$135.58	EFT
	957-435375	8/09/19	\$179.73	\$0.00	\$179.73	EFT
	957-435491	8/09/19	\$44.27	\$0.00	\$44.27	EFT
	957-435630	8/09/19	\$47.43	\$0.00	\$47.43	EFT
Total Vendor Payment:			\$458.94	\$0.00	\$458.94	
Vendor Payment Method:		EFT	\$458.94	\$0.00	\$458.94	
67	Walford Truck-N-Tractor, BOX 218, SPANISH, ON, P0P 2A0					
	16287	8/09/19	\$3,699.06	\$0.00	\$3,699.06	EFT
	16318	8/09/19	\$163.57	\$0.00	\$163.57	EFT
Total Vendor Payment:			\$3,862.63	\$0.00	\$3,862.63	
Vendor Payment Method:		EFT	\$3,862.63	\$0.00	\$3,862.63	
71	Hydro One, P.O. Box 4102, Station A, TORONTO, ON, M5W L3L					
	69574-8/8/19 (PAP)	8/09/19	\$635.89	\$0.00	\$635.89	PAP
Total Vendor Payment:			\$635.89	\$0.00	\$635.89	
Vendor Payment Method:		PAP	\$635.89	\$0.00	\$635.89	
79	Northern Communications, True Steel Security, 230 Alder Street, SUDBURY, ON, P3C 4J2					
	35500-08012019	8/09/19	\$919.15	\$0.00	\$919.15	EFT
Total Vendor Payment:			\$919.15	\$0.00	\$919.15	
Vendor Payment Method:		EFT	\$919.15	\$0.00	\$919.15	
84	Public Health Sudbury & Districts, Att: Accounts Receivable, 1300 Paris Street, SUDBURY, ON, P3E 3A3					
	RC020034538	8/09/19	\$9,984.00	\$0.00	\$9,984.00	Cheque
Total Vendor Payment:			\$9,984.00	\$0.00	\$9,984.00	
Vendor Payment Method:		Cheque	\$9,984.00	\$0.00	\$9,984.00	
85	Manitoulin-Sudbury DSSAB, 210 Mead Blvd, ESPANOLA, ON, P5E 1R9					
	IN000016691	8/09/19	\$55,085.59	\$0.00	\$55,085.59	EFT
Total Vendor Payment:			\$55,085.59	\$0.00	\$55,085.59	
Vendor Payment Method:		EFT	\$55,085.59	\$0.00	\$55,085.59	
86	Sun Life Assurance Company, Billing Department - Group Client Services, P.O. Box 11010 Station CV, MONTREAL, QC, H					
	053772-08/01/19	8/09/19	\$9,512.41	\$0.00	\$9,512.41	EFT

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
Total Vendor Payment:			\$9,512.41	\$0.00	\$9,512.41	
Vendor Payment Method:			EFT	\$9,512.41	\$0.00	\$9,512.41
113	Culligan, 450 Second Avenue, SUDBURY, ON, P3B 4A4					
	62503TI-Acct#33751	8/09/19	\$47.00	\$0.00	\$47.00	EFT
	D-54256-Acct#32811	8/09/19	\$29.46	\$0.00	\$29.46	EFT
Total Vendor Payment:			\$76.46	\$0.00	\$76.46	
Vendor Payment Method:			EFT	\$76.46	\$0.00	\$76.46
124	Wat Supplies, 1558775 Ontario Limited, 80 National Drive, GARSON, ON, P3L 1M5					
	208738	8/09/19	\$793.58	\$0.00	\$793.58	EFT
	209647	8/09/19	\$535.35	\$0.00	\$535.35	EFT
Total Vendor Payment:			\$1,328.93	\$0.00	\$1,328.93	
Vendor Payment Method:			EFT	\$1,328.93	\$0.00	\$1,328.93
140	Medical Mart, 6200 Cantay Road, MISSISSAUGA, ON, L5R 3Y9					
	6905873	8/09/19	\$115.23	\$0.00	\$115.23	EFT
Total Vendor Payment:			\$115.23	\$0.00	\$115.23	
Vendor Payment Method:			EFT	\$115.23	\$0.00	\$115.23
193	Ontario Clean Water Agency, Accounts Receivable, 1 Yonge Street, Suite 1700, TORONTO, ON, M5E 1E5					
	INV000114955 (PAP)	8/09/19	\$16,832.00	\$0.00	\$16,832.00	PAP
Total Vendor Payment:			\$16,832.00	\$0.00	\$16,832.00	
Vendor Payment Method:			PAP	\$16,832.00	\$0.00	\$16,832.00
199	Minister of Finance, , , ,					
	103007191106083	8/09/19	\$195.00	\$0.00	\$195.00	Cheque
Total Vendor Payment:			\$195.00	\$0.00	\$195.00	
Vendor Payment Method:			Cheque	\$195.00	\$0.00	\$195.00
211	Steel Communications, 1351 Kelly Lake Road, Unit E-11, SUDBURY, ON, P3E 5P5					
	56157	8/09/19	\$168.43	\$0.00	\$168.43	EFT
Total Vendor Payment:			\$168.43	\$0.00	\$168.43	
Vendor Payment Method:			EFT	\$168.43	\$0.00	\$168.43
230	Northshore Tractor Ltd., 30 Calabogie Road, RR #4, ECHO BAY, ON, P0S 1C0					
	01-164766	8/09/19	\$125.95	\$0.00	\$125.95	EFT
Total Vendor Payment:			\$125.95	\$0.00	\$125.95	
Vendor Payment Method:			EFT	\$125.95	\$0.00	\$125.95
236	Wamco Waterworks, 1771 Old Falconbridge Road, SUDBURY, ON, P3A 4R7					
	30714937-00	8/09/19	\$59.66	\$0.00	\$59.66	EFT
Total Vendor Payment:			\$59.66	\$0.00	\$59.66	

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
Vendor Payment Method:		EFT	\$59.66	\$0.00	\$59.66	
41	Odenback's Outdoor Contracting, General Delivery, 62 Walford Road, WALFORD, ON, P0P 2E0					
	07-7/31/19	8/09/19	\$381.38	\$0.00	\$381.38	EFT
	43-7/31/19	8/09/19	\$237.53	\$0.00	\$237.53	EFT
	44-7/31/19	8/09/19	\$239.88	\$0.00	\$239.88	EFT
	45-7/31/19	8/09/19	\$218.21	\$0.00	\$218.21	EFT
	46-7/31/19	8/09/19	\$249.57	\$0.00	\$249.57	EFT
	47-7/31/19	8/09/19	\$1,430.53	\$0.00	\$1,430.53	EFT
Total Vendor Payment:			\$2,757.10	\$0.00	\$2,757.10	
Vendor Payment Method:		EFT	\$2,757.10	\$0.00	\$2,757.10	
245	Pollard Distribution Inc, P.O. Box 280, HARROW, ON, N0R 1G0					
	1533	8/09/19	\$17,826.27	\$0.00	\$17,826.27	EFT
	1660	8/09/19	\$36,202.19	\$0.00	\$36,202.19	EFT
	1723	8/09/19	\$17,806.70	\$0.00	\$17,806.70	EFT
Total Vendor Payment:			\$71,835.16	\$0.00	\$71,835.16	
Vendor Payment Method:		EFT	\$71,835.16	\$0.00	\$71,835.16	
262	Trail Side Sports, 50 McCulloch Drive, ESPANOLA, ON, P5E 1J1					
	219506	8/09/19	\$93.33	\$0.00	\$93.33	EFT
	220107	8/09/19	\$565.22	\$0.00	\$565.22	EFT
Total Vendor Payment:			\$658.55	\$0.00	\$658.55	
Vendor Payment Method:		EFT	\$658.55	\$0.00	\$658.55	
270	B.M.R. MFG. INC., 673 County Road 38, PO Box 657, CAMPBELLFORD, ON, K0L 1L0					
	361812BMR	8/09/19	\$258.59	\$0.00	\$258.59	EFT
	361813BMR	8/09/19	\$74.65	\$0.00	\$74.65	EFT
Total Vendor Payment:			\$333.24	\$0.00	\$333.24	
Vendor Payment Method:		EFT	\$333.24	\$0.00	\$333.24	
272	Abell Pest Control, 1351-E Kelly Lake Road #3, SUDBURY, ON, P3E 5P5					
	A2354198	8/09/19	\$22.60	\$0.00	\$22.60	EFT
Total Vendor Payment:			\$22.60	\$0.00	\$22.60	
Vendor Payment Method:		EFT	\$22.60	\$0.00	\$22.60	
274	SOS Emergency Response Technologies, 1010 Polytek Court, Unit 36, GLOUCESTER, ON, K1J 9J2					
	OTT4153	8/09/19	\$412.45	\$0.00	\$412.45	EFT
Total Vendor Payment:			\$412.45	\$0.00	\$412.45	
Vendor Payment Method:		EFT	\$412.45	\$0.00	\$412.45	
281	David Frey, 175 Victoria Backline, WALFORD, ON, P0P 2E0					
	9129	8/09/19	\$88.14	\$0.00	\$88.14	Cheque
Total Vendor Payment:			\$88.14	\$0.00	\$88.14	

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
Vendor Payment Method:		Cheque	\$88.14	\$0.00	\$88.14	
292	Freelandt Caldwell Reilly LLP, 62 Frood Road, Suite 301, SUDBURY, ON, P3C 4Z3					
	KWH-41638	8/09/19	\$20,594.25	\$0.00	\$20,594.25	EFT
Total Vendor Payment:			\$20,594.25	\$0.00	\$20,594.25	
Vendor Payment Method:		EFT	\$20,594.25	\$0.00	\$20,594.25	
297	Darch Fire, 9-402 Harmony Road, AYR, ON, N0B 1E0					
	70972	8/09/19	\$528.95	\$0.00	\$528.95	EFT
	70973	8/09/19	\$528.95	\$0.00	\$528.95	EFT
	70975	8/09/19	\$980.95	\$0.00	\$980.95	EFT
Total Vendor Payment:			\$2,038.85	\$0.00	\$2,038.85	
Vendor Payment Method:		EFT	\$2,038.85	\$0.00	\$2,038.85	
298	Bill's Excavating, PO Box 77, SPANISH, ON, P0P 2A0					
	0696	8/09/19	\$353.12	\$0.00	\$353.12	Cheque
Total Vendor Payment:			\$353.12	\$0.00	\$353.12	
Vendor Payment Method:		Cheque	\$353.12	\$0.00	\$353.12	
305	Around & About, 85 Centre Street, ESPANOLA, ON, P5E 1S4					
	0000041144	8/09/19	\$605.45	\$0.00	\$605.45	EF
Total Vendor Payment:			\$605.45	\$0.00	\$605.45	
Vendor Payment Method:		EFT	\$605.45	\$0.00	\$605.45	
315	Corporate Express, C/O T04446C, PO BOX 4446, STN A, TORONTO, ON, M5W 4A2					
	50981521	8/09/19	\$482.54	\$0.00	\$482.54	Cheque
	50982552	8/09/19	\$317.77	\$0.00	\$317.77	Cheque
Total Vendor Payment:			\$800.31	\$0.00	\$800.31	
Vendor Payment Method:		Cheque	\$800.31	\$0.00	\$800.31	
397	Al the Locksmith, 11A Paris, ELLIOT LAKE, ON, P5A 2M1					
	1200	8/09/19	\$130.00	\$0.00	\$130.00	Cheque
Total Vendor Payment:			\$130.00	\$0.00	\$130.00	
Vendor Payment Method:		Cheque	\$130.00	\$0.00	\$130.00	
433	Beamish Construction Inc, BOX 310, 5625 Notre Dame Avenue, HANMER, ON, P3P 1T2					
	I3104-02254	8/09/19	\$10,886.17	\$0.00	\$10,886.17	EFT
Total Vendor Payment:			\$10,886.17	\$0.00	\$10,886.17	
Vendor Payment Method:		EFT	\$10,886.17	\$0.00	\$10,886.17	
534	Double T Pipe Inspections, 2635 Southview Drive, SUDBURY, ON, P3E 4M9					
	3436	8/09/19	\$2,373.00	\$0.00	\$2,373.00	EFT
Total Vendor Payment:			\$2,373.00	\$0.00	\$2,373.00	

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
	Vendor Payment Method:	EFT	\$2,373.00	\$0.00	\$2,373.00	
39	JEAN-GUY'S AUTOMOTIVE, 593 Nortre-Dame Ave, Sudbury, ON, P3C 5L4					
	6871	8/09/19	\$772.80	\$0.00	\$772.80	Cheque
	Total Vendor Payment:		\$772.80	\$0.00	\$772.80	
	Vendor Payment Method:	Cheque	\$772.80	\$0.00	\$772.80	
541	Mark Van Breda, Box 504, Massey, ON, P0P 1P0					
	Mileage-07/19	8/09/19	\$221.72	\$0.00	\$221.72	EFT
	Total Vendor Payment:		\$221.72	\$0.00	\$221.72	
	Vendor Payment Method:	EFT	\$221.72	\$0.00	\$221.72	
551	WSIB, , , ,					
	WSIB-07/19 (PAP)	8/09/19	\$4,870.49	\$0.00	\$4,870.49	PAP
	Total Vendor Payment:		\$4,870.49	\$0.00	\$4,870.49	
	Vendor Payment Method:	PAP	\$4,870.49	\$0.00	\$4,870.49	
557	K. Smart Associates Limited, 584 Clinton Avenue, Unit 102, Sudbury, ON, P3B 2T2					
	30551	8/09/19	\$1,130.85	\$0.00	\$1,130.85	EFT
	Total Vendor Payment:		\$1,130.85	\$0.00	\$1,130.85	
	Vendor Payment Method:	EFT	\$1,130.85	\$0.00	\$1,130.85	
584	TULLOCH ENGINEERING INC., PO Box 579, Thessalon, ON, P0R 1L0					
	1002041	8/09/19	\$601.73	\$0.00	\$601.73	EFT
	Total Vendor Payment:		\$601.73	\$0.00	\$601.73	
	Vendor Payment Method:	EFT	\$601.73	\$0.00	\$601.73	
602	Dream Catcher Fireworks, 153 Loon Way, CAPREOL, ON, P0M 1H0					
	2019-88	8/09/19	\$8,000.00	\$0.00	\$8,000.00	Cheque
	Total Vendor Payment:		\$8,000.00	\$0.00	\$8,000.00	
	Vendor Payment Method:	Cheque	\$8,000.00	\$0.00	\$8,000.00	
610	2275787 Ontario Ltd., Mark Roque Electrical, 276 Watson Ave., Espanola, ON, P5E 1B5					
	9088	8/09/19	\$3,414.79	\$0.00	\$3,414.79	EFT
	Total Vendor Payment:		\$3,414.79	\$0.00	\$3,414.79	
	Vendor Payment Method:	EFT	\$3,414.79	\$0.00	\$3,414.79	
616	Michelle Withers, 7 Lacloche Lake Road, Massey, ON, P0P 1P0					
	PettyCash-07/19	8/09/19	\$25.30	\$0.00	\$25.30	Cheque
	Total Vendor Payment:		\$25.30	\$0.00	\$25.30	
	Vendor Payment Method:	Cheque	\$25.30	\$0.00	\$25.30	
616	Michelle Withers, 7 Lacloche Lake Road, Massey, ON, P0P 1P0					
	Mileage-07/19	8/09/19	\$47.84	\$0.00	\$47.84	EFT

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
Total Vendor Payment:			\$47.84	\$0.00	\$47.84	
Vendor Payment Method:			EFT	\$47.84	\$0.00	\$47.84
624	4 Seasons Septic Service, PO Box 968, 9 East Industrial Rd, Blind River, ON, P0R 1B0					
	3159	8/09/19	\$1,356.00	\$0.00	\$1,356.00	EFT
	3160	8/09/19	\$1,243.00	\$0.00	\$1,243.00	EFT
	3161	8/09/19	\$587.60	\$0.00	\$587.60	EFT
Total Vendor Payment:			\$3,186.60	\$0.00	\$3,186.60	
Vendor Payment Method:			EFT	\$3,186.60	\$0.00	\$3,186.60
643	Ultramar, A Div of Parkland Fuel Corp., PO Box 4528, Stn "A", Toronto, ON, M5W 6A2					
	03124830965913	8/09/19	\$2,182.05	\$0.00	\$2,182.05	EFT
	03124830965914	8/09/19	\$931.17	\$0.00	\$931.17	EFT
	03124830965915	8/09/19	\$663.52	\$0.00	\$663.52	EFT
	03124830965916	8/09/19	\$1,393.54	\$0.00	\$1,393.54	EFT
	03124830965917	8/09/19	\$1,818.89	\$0.00	\$1,818.89	EFT
Total Vendor Payment:			\$6,989.17	\$0.00	\$6,989.17	
Vendor Payment Method:			EFT	\$6,989.17	\$0.00	\$6,989.17
674	Paul Panesar, 26 Young St., Box 247, Webbwood, ON, P0P 2G0					
	Cell Phone-08/19	8/09/19	\$73.45	\$0.00	\$73.45	EF
Total Vendor Payment:			\$73.45	\$0.00	\$73.45	
Vendor Payment Method:			EFT	\$73.45	\$0.00	\$73.45
680	Canadian Tire Associate Store 0022, 801 Centre Street, Espanola, ON, P5E 1T3					
	20002200065233	8/09/19	\$94.92	\$0.00	\$94.92	EFT
Total Vendor Payment:			\$94.92	\$0.00	\$94.92	
Vendor Payment Method:			EFT	\$94.92	\$0.00	\$94.92
722	L.A Trucking, PO Box 68, Blind River, ON, P0R 1B0					
	24045	8/09/19	\$3,657.77	\$0.00	\$3,657.77	Cheque
Total Vendor Payment:			\$3,657.77	\$0.00	\$3,657.77	
Vendor Payment Method:			Cheque	\$3,657.77	\$0.00	\$3,657.77
723	Maximum Signs, 17 Sandbourne Drive, Pontypool, ON, L0A 1K0					
	81325	8/09/19	\$2,156.04	\$0.00	\$2,156.04	Cheque
	81488	8/09/19	\$2,084.09	\$0.00	\$2,084.09	Cheque
Total Vendor Payment:			\$4,240.13	\$0.00	\$4,240.13	
Vendor Payment Method:			Cheque	\$4,240.13	\$0.00	\$4,240.13

Township of Sables-Spanish Rivers
A/P Preliminary Cash Disbursements

						Payment
Vendor	Invoice Number	Date	Gross Amount	Discount	Net Amount	Method
Total Selected for Payment:			\$340,469.01	\$0.00	\$340,469.01	
Number of Cheques/eCheques:		58				

Township of Sables-Spanish Rivers Public Library Board
Minutes from a Meeting – Massey & Township Public Library
April 18, 2019 – 6:00 p.m.

Present:	Board Chair	Kevin Burke
	Board Member	Claire Cressey-Forsyth
	Board Member	Lindsay Lefebvre
	Board Member	Susan Sonnenburg
	Board Member	Ursula Robinson
	Board Member	Denise Trenaman
	Board Member	Carolyn O'Higgins, Recording Secretary
	Interim Library CEO	Elizabeth Gamble
	Library CEO	Rashed Ahmad

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Regrets: Board Member Eira Robinson

1. Kevin Burke called the meeting to order at 6:00 p.m.

2. Additions to the Agenda:

6.6 Letter from MPP Michael Mantha

8.1 Library website

3. Approval of Agenda and Minutes of the Previous Meeting:

MOVED by Denise Trenaman, seconded by Ursula Robinson, that the Agenda, with additions, and the Minutes of the meeting held March 21, 2019 be approved. **CARRIED.** 2019-12

4. Disclosure of Conflict of Interest: None

5. Business Arising from the Minutes:

5.1 The new CEO of the Township of Sables-Spanish Rivers Public Library, Rashed Ahmad, was introduced and welcomed by the Board.

5.2 The bill for snow removal from the roof of the library in Massey was paid by the Township and will be reimbursed by the Public Library.

5.3 Facility Agreement – will be finalized once the capacity for the meeting space (determined by the fire department) has been confirmed.

6. Correspondence:

6.1 RBC fees: Fees for transactions have been increased to 13 cents each by the Royal Bank. Lindsay Lefebvre initiated a discussion about exploring other banking options for the library (ie other banks in Espanola) based on fees, service, etc. This will be looked into by Elizabeth and/or Rashed.

6.2 Pat Deline – Department Head meeting. The notes from the last meeting were read (Elizabeth was unable to attend); a key issue is mindfulness and safety in the workplace.

6.3 Stephen Abram – Executive Director of FOPL, Advocacy Alert – re: the newly-released Ontario budget, cuts to public library funding, and a planned protest at Queen's Park on Library Day in November 2019.

- 6.4 Melissa D'Onfrio – CEO of Ontario Library Services North – funding cuts for OLS-N in the range of 50%. Will impact the structure and services of this organization.
- 6.5 Dayna DeBenedet – CEO of the Dryden Public Library – advocacy strategy concerning public library funding cuts, coalition of northern libraries.
- 6.6 Michael Mantha – letter concerning Ontario budget and library funding from the province.

The Board discussed ways to add our voices to those opposing the provincial library funding cuts and to provide support for those taking action. Kevin will send a letter to the Municipal Council to inform them of this situation.

7. Librarian's Report:

- 7.1 Maintenance: Incident – alarm was not set properly by one of the staff and the alarm was set off inadvertently by a patron. Procedures to investigate were followed, there were no damages, theft, etc. Elizabeth has spoken with staff and drawn up a new library closing procedure sheet which has been made available to staff to follow.
- 7.2 Fundraising: The book sale taking place at both library branches until the end of March raised a total of \$213.40.
- 7.3 Partnerships: Registration with the First Book Program has been completed; this will allow the library to purchase materials using the \$2500 donation from Domtar. Overdrive has been reinstated at the two branches of the library. Notice was received from Young Canada Works that our application for a summer student is on a waiting list.
- 7.4 Event Report:
Amnesty Week, held at the beginning of April, saw the return of 58 books from the Massey Library and 10 books from Webbwood.
- 7.5 Attendance: reviewed
- 7.6 Circulation: reviewed
- 7.7 Staff Training: Tracy Vandergulik is registered for the next library Excel course (Collection Development) which will take place in April/May.
- 7.8 HST remittances – have been completed by Elizabeth Gamble.
- 7.9 Payment of WSIB dues – updated bill will be sent by WSIB.

The Board expressed their sincere thanks to Elizabeth Gamble for the conscientious and thorough work she has done as Interim CEO. She will remain at the library until the end of April to assist the new CEO with his transition.

8. New Business:

- 8.1 There was a discussion about the library website (hosted by OLS-N), its link with the Township website, and other forms of social media that can be used by our public library system.

9. Policy Review: Facility Agreement (discussed earlier in the meeting). Other policies will be reviewed and updated in further meetings and in collaboration with the new CEO.

10. Financial Report:

- 10.1 The proposed 2019 Budget for the Township of Sables-Spanish Rivers Public Library has not yet been approved by Council.

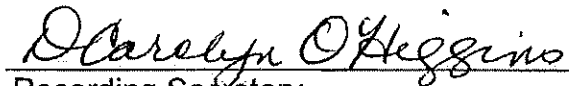
10.2 The financial report was reviewed and discussed.

MOVED by Susan Sonnenburg, seconded by Claire Cressey-Forsyth, that the expenses for March 2019 in the amount of \$14,432.18 be approved.

CARRIED. 2019-13

11. Council Report: None.
12. Strategic Planning and Marketing: None.
13. **Date of Next Meeting:** May 16, 2019 at 6:00 p.m. at the Massey & Township Public Library.
14. Adjournment: Susan Sonnenburg moved to adjourn the meeting.


Chairperson


Recording Secretary

Township of Sables-Spanish Rivers Public Library Board
Minutes from a Meeting – Massey & Township Public Library
May 16, 2019 – 6:00 p.m.

Present:

Board Member	Claire Cressey-Forsyth
Board Member	Ursula Robinson
Board Member	Denise Trenaman
Board Member	Carolyn O'Higgins, Recording Secretary
Board Member	Eira Robinson
Library CEO	Rashed Ahmad

Regrets:

Board Chair	Kevin Burke
Board Member	Susan Sonnenburg
Board Member	Lindsay Lefebvre

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Ursula Robinson agreed to act as Chair of the meeting in the absence of Kevin Burke.

1. Ursula called the meeting to order at 6:00 p.m.
2. Additions to the Agenda:
 - 8.2 Memorial Donation
3. Approval of Agenda and Minutes of the Previous Meeting:

MOVED by Denise Trenaman, seconded by Claire Cressey-Forsyth, that the Agenda, with additions, and the Minutes of the meeting held April 18, 2019 be approved. **CARRIED.** 2019-14
4. Disclosure of Conflict of Interest: None
5. Business Arising from the Minutes:
 - 5.1 The fire department is still working out the capacity for the Harold Maze Room at the Webbwood Public Library. They have been given the square footage and a figure should be forthcoming.
6. Correspondence:
 - 6.1 Rashed Ahmad read a letter sent to Ontario Public Libraries from the Minister of Tourism, Culture and Sport, Michael Tibollo, concerning provincial funding cuts to Southern Ontario Library Services and Ontario Library Services-North and offering justification for those cuts. Interlibrary loan services will be restored and resumed as of June 1st.
 - 6.2 A letter was read from Mellissa D'Onofrio-Jones, CEO of OLS-North outlining the effect of the provincial cuts (50% of OLS-N budget) to the services being offered by this organization. Some positions will be eliminated and some services will be discontinued or reduced. Key points affecting the Township public library system:
 - Postage rebates for interlibrary loans will be retained
 - JASI, the online cataloguing system, will be maintained
 - Courses and staff learning updates will be available online through the LearnHQ website (also governance for Board members)

- Website maintenance will no longer be provided, however, access will be given to public libraries to update their own content
- 6.3 Rashed read the statement created on behalf of 55 Northern Ontario Public Libraries (he was one of the signed participants), which address the provincial cuts to SOLS and OLS-N. There is also an advocacy website dedicated to Saving OLS-North. He also spoke about the advocacy measures being taken and considered by these libraries in light of the biggest funding cut since 1980.

7. Librarian's Report:

- 7.1 Maintenance: Webbwood air conditioner – two quotes have been obtained and Rashed is waiting for a third.
- 7.2 Partnerships:
- First Book Canada – donation from Domtar – 400 books have been purchased already with this donation, largely for teens and children.
 - Local author, Mary Carmichael Owl is publishing another book (her fourth). The library will plan to host an author evening or book launch when this is completed. Rashed has been in touch with Sagamok to partner for this event.
 - Local artists have been invited to display their art work in the Massey branch.
- 7.3 Attendance:
The attendance report was discussed. Rashed has been working with staff to develop new programs (the staff have lots of ideas). He also distributed information about Project Outcomes, a free library toolkit to assist with tracking and measuring the impact of public libraries. He will begin to use this toolkit for the Sables-Spanish Rivers public library system.
- 7.4 Circulation: report reviewed. JASI, the public library cataloguing and tracking system used by northern Ontario libraries, will continue to be maintained by OLS-North, as will CARI, the system used for collections and acquisitions.
- 7.5 Staff Training:
- Rashed informed the Board that staff meetings are taking place every Friday – alternating between Webbwood and Massey branches. Training for all staff is being continued through OLS-N Skype. The staff are currently working with further upgrading related to cataloguing.
 - Training for both staff and Board members can be done through LearnHQ.ca. Board members can register to access the Governance hub on this site and do the modules at their convenience on their personal devices. Some training is via webinar; some modules can be downloaded for printing or review online.

8. New Business:

- 8.1 Valuing Northern Libraries Toolkit: Rashed introduced this toolkit to the Board and discussion related to the Social Return on Investment that can be developed using it. He suggested – and the Board agreed – that he undertake to use this tool for our library system. The ensuing report will be helpful in providing information needed to further the Strategic Plan and obtain funding.
- 8.2 Ursula Robinson informed the Board that a donation will be made to the library in memory of Barbara McKnight – a member of her book club who passed away this winter. A notice will be posted announcing this gift which might alert patrons that such donations are possible and welcome.

9. Policy Review: Rashed Ahmad provided the Board with a list of the Library's policies and bylaws so that a schedule of review could be established. It was determined to

begin by reviewing the current Mission Statement and Statement of Objectives at the June meeting. Carolyn O'Higgins suggested that Rashed use the summer months to consider and draft a new or revised Personnel Policy, which would be reviewed at the September Board meeting.

10. Financial Report:

There was discussion concerning at bank fees for the library. Rashed is investigating the accounts currently held with RBC to make sure that the non-profit rates are being applied. He is also comparing these fees with those of other banks in Espanola.

The financial report was reviewed and discussed.

MOVED by Carolyn O'Higgins, seconded by Eira Robinson, that the expenses for April 2019 in the amount of \$15,855.79 be approved. **CARRIED.** 2019-15

11. Council Report: None.

12. Strategic Planning and Marketing: Rashed has created a spreadsheet to address the current Strategic Plan, called the *SSRPL Operational Plan*. Review of this spreadsheet will begin at the June meeting to determine tasks and timelines. Strategic priority #1 will be discussed in June. The Operational Plan will be shared with staff so that they can see their tasks and opportunities in light of the library's direction – and contribute to the ongoing process of furthering the library's direction.

13. **Date of Next Meeting:** June 20, 2019 at 6:00 p.m. at the Webbwood Public Library. This meeting will commence with a potluck dinner. Board members can meet at the Massey branch at 5:30 p.m. if they wish to carpool to the meeting.

14. Adjournment: Claire Cressey-Forsyth moved to adjourn the meeting.


Chairperson


Recording Secretary

WALFORD COMMUNITY CENTRE BOARD

COPY TO COUNCIL

REGULAR MEETING

August 1, 2019

PRESENT: Cheryl Phillips, Steve Mailloux, Julie Vuorensyrja, Jean Wuorinen, Bryan Lees

ABSENT: Carolyn Folster, Sharon Gamble, Glenda Massicotte Robert Hopkins, Ken Faulkner, Denise Mailloux, Pauline Zarichney

Motion No. 2019-21

Moved By: Jean Wuorinen

Seconded By: Cheryl Phillips

BE IT RESOLVED THAT the Walford Community Centre Board is open for business and the minutes be read.

CARRIED

Motion No. 2019-22

Moved By: Bryan Lees

Seconded By: Cheryl Phillips

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

Motion No. 2019-23

Moved By: Jean Wuorinen

Seconded By: Bryan Lees

BE IT RESOLVED THAT we pay Cheryl Phillips \$ 82.93 from petty cash for ink and pictures for Trillium Grant.

CARRIED

Motion No. 2019-24

Moved By: Cheryl Phillips

Seconded By: Bryan Lees

BE IT RESOLVED THAT we pay PO WH67 for \$902.25 to Espanola Home Hardware and Massey Home Hardware bill for \$20.32 for hall renovation materials.

CARRIED

Motion No. 2019-25

Moved By: Cheryl Phillips

Seconded By: Jean Wuorinen

BE IT RESOLVED THAT any use of the Walford Community Centre authorized by the Township of the Sables-Spanish Rivers be processed through our booking agent and keys obtained and returned to the booking agent or a representative.

CARRIED

Motion No. 2019-26

Moved By: Julie Vuorensyrja

Seconded By: Bryan Lees

BE IT RESOLVED THAT Aush-Bik-Koong can use the Walford Community Centre as an Emergency Evacuation centre.

CARRIED

NOTES FROM THE MEETING:

1. Theresa Minten has begun the mural.
 2. Updates were suggested to the Walford Community Centre Board Constitution Final Draft. This will be carried over to the next meeting.
 3. Food Safety Inspection Report dated June 5, 2019 – no violations will be posted in the kitchen.
 4. \$1200 was paid to RJ Rivers for wages for the rink.
 5. Julie will contact RJ for timesheets for hall cleaning from March to July.
 6. Julie will get petty cash topped up at township.
-

Motion No. 2019-27

Moved By: Cheryl Phillips

Seconded By: Jean Wuorinen

BE IT RESOLVED THAT the meeting adjourn until the call of the chair.

CARRIED

SECRETARY

CHAIRPERSON

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2019 - 37

Being a Bylaw to Establish a Policy
Respecting Liability Claims

WHEREAS Section 10 of the Municipal Act, 2001, as amended, authorizes municipalities to pass bylaws regarding accountability and transparency of the municipality, and for the health, safety and well-being of persons;

AND WHEREAS council deems it expedient to provide for a policy dealing with municipal liability claims;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:


1. That the Liability Claims Policy is hereby adopted, and attached hereto as Schedule 'A' forming part of this bylaw.

READ A FIRST AND SECOND TIME THIS 14TH DAY OF AUGUST, 2019.


MAYOR - L. GAMBLE


ACTING CLERK - A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 14TH DAY OF
AUGUST, 2019.


MAYOR - L. GAMBLE


ACTING CLERK - A. WHALEN

Making a Claim against the Township of Sables-Spanish Rivers

The Township's insurance provider will follow up with claims against the Township. Before submitting a formal claim, it is important to keep in mind the following:

- Making a claim against the Township is not the same as making a claim against your insurance. Making a claim through your insurance company means that you are taking advantage of your existing insurance coverage for your personal assets, via your insurance policy, whereas a claim against the Township requires an investigation to determine whether or not the Township is legally liable.
- If you have auto or property insurance, these should be the first avenues pursued in the event of a loss. Your existing insurance coverage may in fact be more extensive than any recovery that could be made from the Township. If your insurer believes the Township is responsible, they may seek to recover damages against the Township on your behalf.
- Making a claim against the Township is a legal process and will take time as an investigation will be conducted by the insurance adjuster to determine if the Township was negligent, causing the damage.
- Generally speaking, "negligence" involves the failure to meet the appropriate standard of care. For instance, if the Township is aware of a dangerous situation on its property and it does not take steps to fix it within a reasonable time, the Township might be found negligent if someone is hurt at that location. Similarly, the Township might also be negligent if it built something that was not constructed according to the standards in effect at that time.
- Please note that the Township only makes payment where the Township of Sables-Spanish Rivers is legally liable for the damage caused. Determination of liability is based on the presence of negligence on behalf of the Township.
- For property damage claims, if the Township is found negligent, the amount that you would receive in compensation is limited to current value and not replacement value and the Township will not reimburse for improvements beyond the condition of the property just before the damage occurred.
- The investigation of your claim must be completed before the Township will be in a position to consider any compensation with respect to repairs/costs. It is your decision if you choose to proceed with repairing damaged property prior to the outcome of your claim.
- The Township is committed to resolutions that are fair, reasonable, and in keeping with the Township's legal obligations. Although you may not get the answer you are seeking, our staff will treat everyone with respect and professionalism throughout the process.

How to File a Claim

All claims must be submitted in writing on our Claim Submission Application by any of the following methods:

Mail/Courier: Township of Sables-Spanish Rivers
11 Birch Lake Rd.
Massey, ON P0P 1P0

Email: inquiries@sables-spanish.ca

Fax: 705-865-2736

Please ensure to include all of the following details, which are required to properly open and assess your claim:

- Your name, home address, phone number and email address;
- A detailed description of the incident that caused the property damage, including the specific date, time and location;
- Contact information for any witnesses, Township staff and/or other parties with information that could help the Township understand what happened;
- Any supporting documentation, including photos, drawings, receipts, etc.; and
- If a Township contractor was involved please provide the contractor's name

The Claims Investigation Process

All claims should be filed with the Township immediately following an incident or as soon as practical (ie: damage revealed after snow melts). Claims received by the township are logged and handled in the order in which they are received.

Once you have submitted your claim, the Township will send you an acknowledgement within 10 business days. The length of time to investigate will depend on the complexity and severity of the claim as well as the volume of claims received. A relatively straight forward claim may require up to 4 weeks to sufficiently investigate the matter. A more complicated claim may take several months to conclude.

While many claimants may feel that the Township is morally responsible for their loss, it is the question of legal liability that ultimately determines whether a claim is paid. The reliance on legal liability is the basis for the evaluation of claims and is in keeping with the provisions of the Township's insurance policies and reflects the same considerations that would inform a legal assessment in the court system. It serves to ensure that, while claimants may feel that the Township is morally responsible for their loss, all claims are considered fairly and in accordance with the same legal criteria.

Claims Involving Private Contractors

The Township provides many services with its own staff. However, the Township also frequently enters into contracts with independent companies ("contractors") for the provision of services on the Township's behalf. These can include services like major construction projects, road work, snowplowing and garbage removal. The Township's agreements with these contractors contain a requirement that they must have liability insurance coverage. Should a claim be received by the Township whereby it is

determined that a contractor had control over the incident location at the time of the loss/damage, the Township will notify the claimant and will provide the name and contact information of the contractor involved so that they may pursue their claim directly with the contractor.

If Your Claim is Denied

If the investigation determines that the Township is not legally liable, the insurance adjuster will provide written justification for this determination and explain the rationale behind the decision.

Notwithstanding the Township's efforts, some claimants will disagree with the assessment of the extent of the Township's legal responsibility for their losses. In such cases, claimants are free to commence formal proceedings before the courts in an effort to obtain compensation.

Township of Sables-Spanish Rivers - Claim Submission Application

Please note:

All claims submitted to the Township will be forwarded to the Township's insurance provider for investigation on the basis of the presence of legal liability or a legislative or regulatory requirement. Please note that payment will only be made where the Township of Sables-Spanish Rivers is legally liable for the damage caused.

Should you wish to seek immediate compensation for the damages sustained, you may want to speak to your insurer to see whether compensation is available under your existing insurance policy (i.e. auto or home insurance). Your insurance company or broker can provide advice on how to deal with the repairs. Furthermore, if your insurer believes that the Township is responsible, they may seek to recover against the Township, on your behalf.

For vehicle damage claims specifically, if repairs are required to your vehicle, we strongly recommend you contact your auto insurer for immediate assistance in this regard. As noted above, the investigation of claims may take some time and, even where the Township is legally liable, compensation will only be provided for the depreciated value of the damaged item(s).

Once you have submitted your claim, the Township will send you an acknowledgement within ten business days. Please allow time for a thorough investigation of your claim after receiving the acknowledgement. Once the investigation is complete, the Township will provide you with a written response from the insurance adjuster.

Instructions:

1. Complete the following details for the claim you are submitting.

2. All fields are mandatory unless indicated otherwise

If you have any questions regarding this form, please contact the Township Office, 705-865-2646

Incident Location

Street Name

Nearest Cross Street

Incident Details

Date of Event (DD/MM/YYYY)

Time of Event (indicate AM or PM)

Provide the specific details regarding the incident that caused the property damage, etc. below. Attach any photos or drawings

Please indicate below if this incident occurred in relation to construction activity

☐ Yes

☐ No

If Yes, please provide any available details regarding the area and/or contractor involved

Contact Information for other parties/witnesses:

#1

Last Name

First Name

Email

Phone Number

Street Number

Street Name

Town/City

Province

Postal Code

#2

Last Name

First Name

Email

Phone Number

Street Number

Street Name

Town/City

Province

Postal Code

Add contact information for any additional parties/witnesses if required

Acknowledgement

- ☐ I confirm that the information provided is true and correct to the best of my knowledge. I authorize the Township of Sables-Spanish Rivers to use the above information to process and assess this claim. The collection of personal information on this form is necessary for the administration and management of the Township's claims and insurance processes. Information contained on this form will be used by authorized Township staff for the above-noted purposes, and may be shared with the Township's insurance provider or any other party as required by law. Questions regarding this collection should be addressed to the Township of Sables-Spanish Rivers Clerk-Administrator.

Claimant Name

Claimant Signature

Date

TOWNSHIP USE ONLY:

Date Received

Township Signature