

THE CORPORATION OF THE TOWNSHIP OF SABLE-SPANISH RIVERS

REGULAR MEETING

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NOVEMBER 13, 2019

PRESENT: MAYOR: Leslie GAMBLE
COUNCILLORS: Kevin BURKE, Patricia HNATUIK, Dale RIVERS, Susan SONNENBURG
CLERK-ADMINISTRATOR: Kim SLOSS
ABSENT: COUNCILLOR: Glenda, MASSICOTTE, Cheryl PHILLIPS

Motion No: 2019-348
 Moved By: P. HNATUIK
 Seconded By: K. BURKE
 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 October 23, 2019 and of the special meeting of November 1, 2019 be approved.
CARRIED

Addition to
 Agenda -
 Winter
 Maintenance
 -Closed
 Session

Motion No. 2019-349
 Moved By: S. SONNENBURG
 Seconded By: D. RIVERS
 BE IT RESOLVED THAT the following be added to the agenda:
 C2 – Winter Maintenance Services
 Closed Session – personal matters about identifiable individuals including municipal or local board employees respecting the Public Works Department.
CARRIED

Council
 Adjourn

Motion No. 2019-350
 Moved By: K. BURKE
 Seconded By: P. HNATUIK
 BE IT RESOLVED THAT the Council meeting is now adjourned for the purpose of a Public Meeting.
CARRIED

Public
 Mtg –
 OP/ZB

Motion No: 2019-351
 Moved By: P. HNATUIK
 Seconded By: S. SONNENBURG
 BE IT RESOLVED THAT the Public Meeting is now officially open for the purpose of hearing comments regarding amendments to the Official Plan and Zoning Bylaw.
CARRIED

Council
 Reconvene

Motion No: 2019-352
 Moved By: S. SONNENBURG
 Seconded By: D. RIVERS
 BE IT RESOLVED THAT the Public Meeting is now officially closed, and the Council meeting is reconvened.
CARRIED

Consent
 Agenda
 A1-A3,
 B1, E1,E2

Motion No. 2019-353
 Moved By: P. HNATUIK
 Seconded By: K. BURKE
 BE IT RESOLVED THAT items A1 to A3, B1, E1 and E2 contained on the consent agenda be adopted.
CARRIED

A1-Accounts

Motion No: 2019-354
 Moved By: P. HNATUIK
 Seconded By: K. BURKE
 BE IT RESOLVED THAT the attached cheque registers totalling \$96,361.79 be approved as paid;
 AND THAT cash disbursements report totalling \$816,374.99 be paid as funds permit.
DEFEATED

A2-
 Charitable
 Tax Rebate
 -Eagles

Motion No. 2019-355
 Moved By: P. HNATUIK
 Seconded By: K. BURKE
 BE IT RESOLVED THAT pursuant to Bylaw 2013-04, as amended by Bylaw 2016-24 and Bylaw 2018-08, the Fraternal Order of Eagles Aerie 4269 is hereby granted a rebate of property taxes paid in 2019 in the amount of \$1,061.04.
CARRIED

A3- Joint Mtg
 With
 Sagamok
 Anishnawbek

Motion No. 2019-356
 Moved By: P. HNATUIK
 Seconded By: K. BURKE
 BE IT RESOLVED THAT the attached Meeting Report from the Joint Meeting with Sagamok Anishnawbek on August 26, 2019 be accepted.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 2

NOVEMBER 13, 2019

| | |
|-------------------------------------|---|
| B1-Appoint Firefighters | <p>Motion No. 2019-357 Moved By: P. HNATUIK Seconded By: K. BURKE BE IT RESOLVED THAT Michelle Valliere and Kristy Rintjema be appointed as volunteer fire fighters, subject to the usual terms and conditions. CARRIED</p> |
| E1, E2 – Mtg Reports; Library, WCCB | <p>Motion No. 2019-358 Moved By: P. HNATUIK Seconded By: K. BURKE BE IT RESOLVED THAT the following Meeting Reports be accepted: -Library Board – September 26, 2019 -Walford Community Centre Board – October 8, 2019 CARRIED</p> |
| Municipal Audit Services | <p>Motion No. 2019-359 Moved By: P. HNATUIK Seconded By: K. BURKE WHEREAS Council has reconsidered the previous position in the matter of Municipal Audit Services; BE IT RESOLVED THAT motion number 2019-324 is hereby rescinded; AND THAT we are prepared to appoint BakerTilly as municipal auditors for the year ending December 31, 2019. CARRIED</p> |
| Section 357 Applications | <p>Motion No: 2019-360 Moved By: S. SONNENBURG Seconded By: D. RIVERS BE IT RESOLVED THAT pursuant to Section 357 of the Municipal Act, 2001, taxes shall be adjusted for the 2019 taxation year as per the attached schedule. CARRIED</p> |
| Changed Council Meeting Schedule | <p>Motion No: 2019-361 Moved By: P. HNATUIK Seconded By: D. RIVERS BE IT RESOLVED THAT the regular Council meetings of December 11th and December 25th, 2019 be cancelled and replaced with a meeting to be held on December 18, 2019, at 6:00 p.m. CARRIED</p> |
| Christmas Bonus | <p>Motion No: 2019-362 Moved By: S. SONNENBURG Seconded By: K. BURKE BE IT RESOLVED THAT in lieu of a Christmas bonus, all permanent full-time employees shall have December 27, 2019 as a day off with pay. CARRIED</p> |
| Gravel Needs 2020 | <p>Motion No: 2019-363 Moved By: P. HNATUIK Seconded By: D. RIVERS BE IT RESOLVED THAT staff be directed to prepare a tender for the supply of granular material for our use on municipal roads in 2020, and request quotes from all local contractors. CARRIED</p> |
| Winter Maintenance Services | <p>Motion No: 2019-364 Moved By: S. SONNENBURG Seconded By: P. HNATUIK BE IT RESOLVED THAT GFL (Riverside Enterprises) be contracted for winter maintenance services as required, primarily in the east end of the municipality as per the provisions of the Winter Maintenance Services RFQ;2018-2019, at an hourly rate of \$200 for snow removal and \$95 for sanding services. CARRIED</p> |
| Consent Application- Sonnenburg | <p>Motion No: 2019-365 Moved By: D. RIVERS Seconded By: P. HNATUIK BE IT RESOLVED THAT Consent Application File No. C19-07 as applied for by Antoine-Rene Fabris on behalf of Elizabeth Sonnenburg be provisionally approved this 13th day of November, 2019;</p> <p>The land in subject application is composed of land in the Township of Salter, Section 25, Plan D267 Unit 31, 270 Pine Street, Massey.</p> <p>The purpose of this consent is to provide for anew lot in the Residential zone. It is hereby provisionally approved with the following conditions:</p> <ol style="list-style-type: none"> 1. Administration fee – That a \$100.00 administration fee to be paid to the Municipality; 2. No Arrears – that there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing. <p>CARRIED</p> |

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

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NOVEMBER 13, 2019

Bylaws:
2019-48
2019-49
1st / 2nd
Readings

Motion No. 2019-366
Moved By: S. SONNENBURG
Seconded By: D. RIVERS
BE IT RESOLVED THAT the following bylaws be read a first and second time:
Bylaw 2019-48 – being a bylaw to appoint auditors for the municipality;
Bylaw 2019-49 – being a bylaw to provide a time-punch clock policy.
CARRIED

Bylaws:
2019-48
2019-49
3rd / Final
Readings

Motion No. 2019-367
Moved By: P. HNATUIK
Seconded By: K. BURKE
BE IT RESOLVED THAT the following bylaws be read a third and final time and passed in open council:
Bylaw 2019-48 – being a bylaw to appoint auditors for the municipality;
Bylaw 2019-49 – being a bylaw to provide a time-punch clock policy.
CARRIED

Closed
Session

Motion No. 2019-368
Moved By: K. BURKE
Seconded By: P. HNATUIK
BE IT RESOLVED THAT we move into closed session to consider personal matters about identifiable individuals including municipal and local board employees, respecting the Public Works Department.
CARRIED

Open
Session

Motion No. 2019-369
Moved By: K. BURKE
Seconded By: P. HNATUIK
BE IT RESOLVED THAT this closed session be adjourned and the regular meeting resumed.
CARRIED

Motion No. 2019-370
Moved By: S. SONNENBURG
Seconded By: D. RIVERS
BE IT RESOLVED THAT this meeting be adjourned until the next regular meeting or call of the Chair.
CARRIED

MAYOR – L. GAMBLE

CLERK-ADMINISTRATOR – K. SLOSS

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-10/31/19 (| 11/06/19 | \$10,536.81 | \$0.00 | \$10,536.81 | PAP |
| | Total Vendor Payment: | | | \$10,536.81 | \$0.00 | \$10,536.81 | |
| | Vendor Payment Method: | PAP | | \$10,536.81 | \$0.00 | \$10,536.81 | |
| 6 | Minister of Finance - EHT, , , , | EHT-10/19 (PAP) | 11/06/19 | \$1,730.85 | \$0.00 | \$1,730.85 | PAP |
| | Total Vendor Payment: | | | \$1,730.85 | \$0.00 | \$1,730.85 | |
| | Vendor Payment Method: | PAP | | \$1,730.85 | \$0.00 | \$1,730.85 | |
| 52 | Royal Bank - GFS Service Centre, P.O. Box 6001, Station A, 1 Place Ville Marie - M1, MONTREAL, QC, H3C 3A9 | RSP Lachance - 10/1 | 11/06/19 | \$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 - 10/19 (PA | 11/06/19 | \$14,091.66 | \$0.00 | \$14,091.66 | PAP |
| | Total Vendor Payment: | | | \$14,091.66 | \$0.00 | \$14,091.66 | |
| | Vendor Payment Method: | PAP | | \$14,091.66 | \$0.00 | \$14,091.66 | |
| 704 | John Van Norman, Box 713, Massey, ON, P0P 1P0 | Caretaker - 10/19 (P | 11/06/19 | \$408.00 | \$0.00 | \$408.00 | PAP |
| | Total Vendor Payment: | | | \$408.00 | \$0.00 | \$408.00 | |
| | Vendor Payment Method: | PAP | | \$408.00 | \$0.00 | \$408.00 | |
| | Total Selected for Payment: | | | \$27,048.76 | \$0.00 | \$27,048.76 | |
| | Number of Cheques/eCheques: | 5 | | | | | |

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

| | | | | | | Payment |
|-----------------------------------|-----------------------------|----------|--------------|----------|------------|---------|
| Vendor | Invoice Number | Date | Gross Amount | Discount | Net Amount | Method |
| 526 VISA - Kim Sloss, , , , | | | | | | |
| Namespro | 9952-10/28/19 (PAP) | 11/01/19 | \$109.47 | \$0.00 | \$109.47 | PAP |
| Floral arrangement | | | | | | |
| (Portiers) | Total Vendor Payment: | | \$109.47 | \$0.00 | \$109.47 | |
| crashplan | | | | | | |
| Vendor Payment Method: | PAP | | \$109.47 | \$0.00 | \$109.47 | |
| 527 VISA - Patricia Deline, , , , | | | | | | |
| NFOA | VISA0667 - 10/28/19 | 11/01/19 | \$56.50 | \$0.00 | \$56.50 | PAP |
| webinar | Total Vendor Payment: | | \$56.50 | \$0.00 | \$56.50 | |
| Vendor Payment Method: | PAP | | \$56.50 | \$0.00 | \$56.50 | |
| 684 VISA - Paul Panesar, , , , | | | | | | |
| | VISA 1891-10/28/19 (| 11/01/19 | \$71.34 | \$0.00 | \$71.34 | PAP |
| Pizza for | Total Vendor Payment: | | \$71.34 | \$0.00 | \$71.34 | |
| school | Vendor Payment Method: | PAP | \$71.34 | \$0.00 | \$71.34 | |
| visits. | Total Selected for Payment: | | \$237.31 | \$0.00 | \$237.31 | |
| | Number of Cheques/eCheques: | 3 | | | | |

PR

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-10/15/19 (| 10/23/19 | \$12,668.13 | \$0.00 | \$12,668.13 | PAP |
| Total Vendor Payment: | | | \$12,668.13 | \$0.00 | \$12,668.13 | |
| Vendor Payment Method: | | PAP | \$12,668.13 | \$0.00 | \$12,668.13 | |
| Total Selected for Payment: | | | \$12,668.13 | \$0.00 | \$12,668.13 | |
| 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 |
| 1 | Melissa Vachon, Box 522, Spanish, ON, P0P2A0 | | | | | |
| | Refund karate 2019 | 10/28/19 | \$120.00 | \$0.00 | \$120.00 | Cheque |
| Total Vendor Payment: | | | \$120.00 | \$0.00 | \$120.00 | |
| Vendor Payment Method: | | | Cheque | \$120.00 | \$0.00 | \$120.00 |
| 85 | Manitoulin-Sudbury DSSAB, 210 Mead Blvd, ESPANOLA, ON, P5E 1R9 | | | | | |
| | IN000016737 (PAP) | 10/28/19 | \$55,085.59 | \$0.00 | \$55,085.59 | PAP |
| Total Vendor Payment: | | | \$55,085.59 | \$0.00 | \$55,085.59 | |
| Vendor Payment Method: | | | PAP | \$55,085.59 | \$0.00 | \$55,085.59 |
| 550 | Chrystal Gamble, 285 Second St, Box 901, MASSEY, ON, | | | | | |
| | JANITOR - 10/19 (PA | 10/28/19 | \$750.00 | \$0.00 | \$750.00 | PAP |
| Total Vendor Payment: | | | \$750.00 | \$0.00 | \$750.00 | |
| Vendor Payment Method: | | | PAP | \$750.00 | \$0.00 | \$750.00 |
| 555 | GOODCHILD SERVICES, Box 135, Webbwood, ON, P0P 2G0 | | | | | |
| | JANITOR - 10/19 (PA | 10/28/19 | \$452.00 | \$0.00 | \$452.00 | PAP |
| Total Vendor Payment: | | | \$452.00 | \$0.00 | \$452.00 | |
| Vendor Payment Method: | | | PAP | \$452.00 | \$0.00 | \$452.00 |
| Total Selected for Payment: | | | \$56,407.59 | \$0.00 | \$56,407.59 | |
| 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 |
| 1 | A10 Fabrication, 231 Hwy 17, Nairn Centre, ON, P0M 2L0 | | | | | | |
| | | 1767CN | 11/08/19 | \$1,036.78 | \$0.00 | \$1,036.78 | Cheque |
| | Total Vendor Payment: | | | \$1,036.78 | \$0.00 | \$1,036.78 | |
| | Vendor Payment Method: | Cheque | | \$1,036.78 | \$0.00 | \$1,036.78 | |
| 1 | James and Erla Sauder, 75 River road, Massey, ON, P0P1P0 | | | | | | |
| | | FMRefund - Sauder | 11/08/19 | \$100.00 | \$0.00 | \$100.00 | Cheque |
| | Total Vendor Payment: | | | \$100.00 | \$0.00 | \$100.00 | |
| | Vendor Payment Method: | Cheque | | \$100.00 | \$0.00 | \$100.00 | |
| 1 | Patrick Hubbard, 236 Kingsford Road, Sault Ste. Marie, ON, P6C2W1 | | | | | | |
| | | PlotRefund - P.Hubb | 11/08/19 | \$212.00 | \$0.00 | \$212.00 | Cheque |
| | Total Vendor Payment: | | | \$212.00 | \$0.00 | \$212.00 | |
| | Vendor Payment Method: | Cheque | | \$212.00 | \$0.00 | \$212.00 | |
| 1 | Robin Dorney, 3 Temperance Valley road, Massey, ON, P0P1P0 | | | | | | |
| | | FMRefund - Dorney | 11/08/19 | \$100.00 | \$0.00 | \$100.00 | Cheque |
| | Total Vendor Payment: | | | \$100.00 | \$0.00 | \$100.00 | |
| | Vendor Payment Method: | Cheque | | \$100.00 | \$0.00 | \$100.00 | |
| 1 | RoseLynn Martin, 220 Seldom Seen RD, Massey | | | | | | |
| | | FMRefund - Martin | 11/08/19 | \$100.00 | \$0.00 | \$100.00 | Cheque |
| | Total Vendor Payment: | | | \$100.00 | \$0.00 | \$100.00 | |
| | Vendor Payment Method: | Cheque | | \$100.00 | \$0.00 | \$100.00 | |
| 10 | Bell Canada, P.O. Box 9000, Stn Don Mills, NORTH YORK, ON, M3C 2X7 | | | | | | |
| | | 2073-10/28/19 (PAP) | 11/08/19 | \$56.06 | \$0.00 | \$56.06 | PAP |
| | | 2100-10/28/19 (PAP) | 11/08/19 | \$48.98 | \$0.00 | \$48.98 | PAP |
| | | 2300-10/28/19 (PAP) | 11/08/19 | \$294.84 | \$0.00 | \$294.84 | PAP |
| | | 2358-10/28/19 (PAP) | 11/08/19 | \$59.36 | \$0.00 | \$59.36 | PAP |
| | | 2646-10/28/19 (PAP) | 11/08/19 | \$423.97 | \$0.00 | \$423.97 | PAP |
| | | 3316-10/22/19 (PAP) | 11/08/19 | \$36.31 | \$0.00 | \$36.31 | PAP |
| | | 528957155-10/10/19 | 11/08/19 | \$57.63 | \$0.00 | \$57.63 | PAP |
| | Total Vendor Payment: | | | \$977.15 | \$0.00 | \$977.15 | |
| | Vendor Payment Method: | PAP | | \$977.15 | \$0.00 | \$977.15 | |
| 22 | Espanola Regional Hydro, 500 Second Line East, P.O. Box 9000, SAULT STE MARIE, ON, P6A 6P2 | | | | | | |
| | | 5106-10/18/19 | 11/08/19 | \$320.89 | \$0.00 | \$320.89 | EFT |
| | | 5109-10/18/19 | 11/08/19 | \$90.98 | \$0.00 | \$90.98 | EFT |
| | | 5127-10/18/19 | 11/08/19 | \$2,110.13 | \$0.00 | \$2,110.13 | EFT |
| | | 5134-10/18/19 | 11/08/19 | \$3,123.37 | \$0.00 | \$3,123.37 | EFT |
| | | 84878-10/18/19 | 11/08/19 | \$85.12 | \$0.00 | \$85.12 | EFT |
| | | 84884-10/18/19 | 11/08/19 | \$5,371.69 | \$0.00 | \$5,371.69 | EFT |
| | | 86012-10/18/19 | 11/08/19 | \$51.37 | \$0.00 | \$51.37 | EFT |
| | | 86106-10/18/19 | 11/08/19 | \$29.95 | \$0.00 | \$29.95 | EFT |
| | | 904-10/18/19 | 11/08/19 | \$83.73 | \$0.00 | \$83.73 | EFT |

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

| | | | | | | Payment |
|-------------------------------|---|----------|---------------------|---------------------|---------------------|---------------------|
| Vendor | Invoice Number | Date | Gross Amount | Discount | Net Amount | Method |
| | 906-10/18/19 | 11/08/19 | \$34.64 | \$0.00 | \$34.64 | EFT |
| | 912-10/18/19 | 11/08/19 | \$90.08 | \$0.00 | \$90.08 | EFT |
| Total Vendor Payment: | | | \$11,391.95 | \$0.00 | \$11,391.95 | |
| Vendor Payment Method: | | | EFT | \$11,391.95 | \$0.00 | \$11,391.95 |
| 29 | Janeway PharmaChoice, 180 Sauble St., Box 100, MASSEY, ON, P0P 1P0 | | | | | |
| | PrescriptionDeductibl | 11/08/19 | \$93.64 | \$0.00 | \$93.64 | EFT |
| Total Vendor Payment: | | | \$93.64 | \$0.00 | \$93.64 | |
| Vendor Payment Method: | | | EFT | \$93.64 | \$0.00 | \$93.64 |
| 30 | J. Breen Coffee Service Ltd, 13 Perini Road, ELLIOT LAKE, ON, P5A 2T1 | | | | | |
| | 41241 | 11/08/19 | \$119.97 | \$0.00 | \$119.97 | EFT |
| | 41320 | 11/08/19 | \$105.97 | \$0.00 | \$105.97 | EFT |
| Total Vendor Payment: | | | \$225.94 | \$0.00 | \$225.94 | |
| Vendor Payment Method: | | | EFT | \$225.94 | \$0.00 | \$225.94 |
| 38 | Minister of Finance - Policing, P.O. Box 647, 33 King Street West, OSHAWA, ON, L1H 8X3 | | | | | |
| | 112510191119156 | 11/08/19 | \$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 |
| 42 | Northern Uniform Service, 2230 Algonquin Road, SUDBURY, ON, P3E 4Z6 | | | | | |
| | 0265311 | 11/08/19 | \$22.37 | \$0.00 | \$22.37 | EFT |
| | 0269224 | 11/08/19 | \$22.37 | \$0.00 | \$22.37 | EFT |
| Total Vendor Payment: | | | \$44.74 | \$0.00 | \$44.74 | |
| Vendor Payment Method: | | | EFT | \$44.74 | \$0.00 | \$44.74 |
| 49 | GFL Environmental Inc., PO Box 150, CONCORD, ON, L4K 1B2 | | | | | |
| | GP0000002211 | 11/08/19 | \$388,754.51 | \$0.00 | \$388,754.51 | EFT |
| Total Vendor Payment: | | | \$388,754.51 | \$0.00 | \$388,754.51 | |
| Vendor Payment Method: | | | EFT | \$388,754.51 | \$0.00 | \$388,754.51 |
| 51 | Sonnenburg Rona Building Centre, 155 Sable Street, MASSEY, ON, P0P 1P0 | | | | | |
| | 1203278 | 11/08/19 | \$61.00 | \$0.00 | \$61.00 | Cheque |
| Total Vendor Payment: | | | \$61.00 | \$0.00 | \$61.00 | |
| Vendor Payment Method: | | | Cheque | \$61.00 | \$0.00 | \$61.00 |
| 59 | GCR Tire Centres, PO Box 9311, Station A, TORONTO, ON, M5W 3M2 | | | | | |
| | 910-41906 | 11/08/19 | \$787.50 | \$0.00 | \$787.50 | EFT |
| Total Vendor Payment: | | | \$787.50 | \$0.00 | \$787.50 | |
| Vendor Payment Method: | | | EFT | \$787.50 | \$0.00 | \$787.50 |
| 62 | Town of Espanola, 100 Tudhope Street, Suite 2, ESPANOLA, ON, P5E 1S6 | | | | | |
| | 2407 | 11/08/19 | \$5,694.09 | \$0.00 | \$5,694.09 | 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: | | | \$5,694.09 | \$0.00 | \$5,694.09 | |
| Vendor Payment Method: | | | EFT | \$5,694.09 | \$0.00 | \$5,694.09 |
| 65 | NAPA Espanola, 350 Centre Street, ESPANOLA, ON, P5E 1G3 | | | | | |
| | 957-443459 | 11/08/19 | \$60.59 | \$0.00 | \$60.59 | EFT |
| | 957-444729 | 11/08/19 | \$267.69 | \$0.00 | \$267.69 | EFT |
| | 957-444969 | 11/08/19 | \$71.91 | \$0.00 | \$71.91 | EFT |
| Total Vendor Payment: | | | \$400.19 | \$0.00 | \$400.19 | |
| Vendor Payment Method: | | | EFT | \$400.19 | \$0.00 | \$400.19 |
| 67 | Walford Truck-N-Tractor, BOX 218, SPANISH, ON, P0P 2A0 | | | | | |
| | 16458 | 11/08/19 | \$304.82 | \$0.00 | \$304.82 | EFT |
| Total Vendor Payment: | | | \$304.82 | \$0.00 | \$304.82 | |
| Vendor Payment Method: | | | EFT | \$304.82 | \$0.00 | \$304.82 |
| 71 | Hydro One, P.O. Box 4102, Station A, TORONTO, ON, M5W L3L | | | | | |
| | 69473-11/1/19 (PAP) | 11/08/19 | \$129.97 | \$0.00 | \$129.97 | PAP |
| | 69675-11/5/19 (PAP) | 11/08/19 | \$124.27 | \$0.00 | \$124.27 | PAP |
| Total Vendor Payment: | | | \$254.24 | \$0.00 | \$254.24 | |
| Vendor Payment Method: | | | PAP | \$254.24 | \$0.00 | \$254.24 |
| 79 | Northern Communications, True Steel Security, 230 Alder Street, SUDBURY, ON, P3C 4J2 | | | | | |
| | 35500-11012019 | 11/08/19 | \$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 |
| 80 | Espanola Home Hardware, 830 Centre Street, ESPANOLA, ON, P5E 1S3 | | | | | |
| | 871009 | 11/08/19 | \$18.06 | \$0.00 | \$18.06 | EFT |
| Total Vendor Payment: | | | \$18.06 | \$0.00 | \$18.06 | |
| Vendor Payment Method: | | | EFT | \$18.06 | \$0.00 | \$18.06 |
| 85 | Manitoulin-Sudbury DSSAB, 210 Mead Blvd, ESPANOLA, ON, P5E 1R9 | | | | | |
| | IN000016760 | 11/08/19 | \$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 - 11/01/19 | 11/08/19 | \$8,100.08 | \$0.00 | \$8,100.08 | EFT |
| Total Vendor Payment: | | | \$8,100.08 | \$0.00 | \$8,100.08 | |
| Vendor Payment Method: | | | EFT | \$8,100.08 | \$0.00 | \$8,100.08 |
| 103 | Shell Canada, Box 8, Postal Station M, CALGARY, AB, T2P 2H5 | | | | | |
| | 42871365 (PAP) | 11/08/19 | \$1,631.14 | \$0.00 | \$1,631.14 | PAP |

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

| | | | | | | Payment |
|------------------------|---|----------|--------------|------------|------------|------------|
| Vendor | Invoice Number | Date | Gross Amount | Discount | Net Amount | Method |
| Total Vendor Payment: | | | \$1,631.14 | \$0.00 | \$1,631.14 | |
| Vendor Payment Method: | | | PAP | \$1,631.14 | \$0.00 | \$1,631.14 |
| 105 | Weaver Simmons LLP, 233 Brady Street, Suite 400, SUDBURY, ON, P3B 4H5 | | | | | |
| | 152 | 11/08/19 | \$678.00 | \$0.00 | \$678.00 | EFT |
| Total Vendor Payment: | | | \$678.00 | \$0.00 | \$678.00 | |
| Vendor Payment Method: | | | EFT | \$678.00 | \$0.00 | \$678.00 |
| 113 | Culligan, 450 Second Avenue, SUDBURY, ON, P3B 4A4 | | | | | |
| | 05078TI-acct#33751 | 11/08/19 | \$28.74 | \$0.00 | \$28.74 | EFT |
| | D-05331-Acct#32811 | 11/08/19 | \$29.46 | \$0.00 | \$29.46 | EFT |
| Total Vendor Payment: | | | \$58.20 | \$0.00 | \$58.20 | |
| Vendor Payment Method: | | | EFT | \$58.20 | \$0.00 | \$58.20 |
| 119 | Praxair, P.O. Box 400, Station D, SCARBOROUGH, ON, M1R 5M1 | | | | | |
| | 92619046 | 11/08/19 | \$245.37 | \$0.00 | \$245.37 | EFT |
| Total Vendor Payment: | | | \$245.37 | \$0.00 | \$245.37 | |
| Vendor Payment Method: | | | EFT | \$245.37 | \$0.00 | \$245.37 |
| 124 | Wat Supplies, 1558775 Ontario Limited, 80 National Drive, GARSON, ON, P3L 1M5 | | | | | |
| | 217213 | 11/08/19 | \$192.81 | \$0.00 | \$192.81 | EFT |
| | 217215 | 11/08/19 | \$205.74 | \$0.00 | \$205.74 | EFT |
| | 217304 | 11/08/19 | \$566.38 | \$0.00 | \$566.38 | EFT |
| | 218121 | 11/08/19 | \$654.88 | \$0.00 | \$654.88 | EFT |
| Total Vendor Payment: | | | \$1,619.81 | \$0.00 | \$1,619.81 | |
| Vendor Payment Method: | | | EFT | \$1,619.81 | \$0.00 | \$1,619.81 |
| 150 | ThyssenKrupp Elevator (Canada) Limited, C/O T10451C/U, PO Box 4687, STN A, TORONTO, ON, M5W 6B5 | | | | | |
| | 1656909 | 11/08/19 | \$930.31 | \$0.00 | \$930.31 | EFT |
| Total Vendor Payment: | | | \$930.31 | \$0.00 | \$930.31 | |
| Vendor Payment Method: | | | EFT | \$930.31 | \$0.00 | \$930.31 |
| 160 | Soucie Salo Safety, 1300 Lorne Street, SUDBURY, ON, P3C 5N1 | | | | | |
| | 3397425 | 11/08/19 | \$543.48 | \$0.00 | \$543.48 | Cheque |
| Total Vendor Payment: | | | \$543.48 | \$0.00 | \$543.48 | |
| Vendor Payment Method: | | | Cheque | \$543.48 | \$0.00 | \$543.48 |
| 190 | Jim's Portable Toilets & Septic Service, 5040 Regional Road 55, WHITEFISH, ON, P0M 3E0 | | | | | |
| | 8483-19 | 11/08/19 | \$360.00 | \$0.00 | \$360.00 | EFT |
| Total Vendor Payment: | | | \$360.00 | \$0.00 | \$360.00 | |
| Vendor Payment Method: | | | EFT | \$360.00 | \$0.00 | \$360.00 |
| 193 | Ontario Clean Water Agency, Accounts Receivable, 1 Yonge Street, Suite 1700, TORONTO, ON, M5E 1E5 | | | | | |
| | INV000117103 | 11/08/19 | \$2,559.21 | \$0.00 | \$2,559.21 | 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: | | | \$2,559.21 | \$0.00 | \$2,559.21 | |
| Vendor Payment Method: | | | EFT | \$2,559.21 | \$0.00 | \$2,559.21 |
| 199 | Minister of Finance, , , , | | | | | |
| | 10/21/19 | 11/08/19 | \$994.40 | \$0.00 | \$994.40 | Cheque |
| Total Vendor Payment: | | | \$994.40 | \$0.00 | \$994.40 | |
| Vendor Payment Method: | | | Cheque | \$994.40 | \$0.00 | \$994.40 |
| 298 | Bill's Excavating, PO Box 77, SPANISH, ON, P0P 2A0 | | | | | |
| | 0730 | 11/08/19 | \$847.50 | \$0.00 | \$847.50 | Cheque |
| Total Vendor Payment: | | | \$847.50 | \$0.00 | \$847.50 | |
| Vendor Payment Method: | | | Cheque | \$847.50 | \$0.00 | \$847.50 |
| 305 | Around & About, 85 Centre Street, ESPANOLA, ON, P5E 1S4 | | | | | |
| | 0000043193 | 11/08/19 | \$447.48 | \$0.00 | \$447.48 | EFT |
| Total Vendor Payment: | | | \$447.48 | \$0.00 | \$447.48 | |
| Vendor Payment Method: | | | EFT | \$447.48 | \$0.00 | \$447.48 |
| 316 | Royal Canadian Legion, Branch 432, PO Box 117, MASSEY, ON, P0P 1P0 | | | | | |
| | 2019 tax rebate | 11/08/19 | \$2,193.77 | \$0.00 | \$2,193.77 | Cheque |
| Total Vendor Payment: | | | \$2,193.77 | \$0.00 | \$2,193.77 | |
| Vendor Payment Method: | | | Cheque | \$2,193.77 | \$0.00 | \$2,193.77 |
| 432 | Testmark Laboratories Ltd., 7 Margaret Street, GARSON, ON, P3L 1E1 | | | | | |
| | 173660 | 11/08/19 | \$39.55 | \$0.00 | \$39.55 | EFT |
| | 173691 | 11/08/19 | \$39.55 | \$0.00 | \$39.55 | EFT |
| Total Vendor Payment: | | | \$79.10 | \$0.00 | \$79.10 | |
| Vendor Payment Method: | | | EFT | \$79.10 | \$0.00 | \$79.10 |
| 433 | Beamish Construction Inc, BOX 310, 5625 Notre Dame Avenue, HANMER, ON, P3P 1T2 | | | | | |
| | HBRRelease - 14365 | 11/08/19 | \$255,891.32 | \$0.00 | \$255,891.32 | Cheque |
| Total Vendor Payment: | | | \$255,891.32 | \$0.00 | \$255,891.32 | |
| Vendor Payment Method: | | | Cheque | \$255,891.32 | \$0.00 | \$255,891.32 |
| 447 | Brady Ropp, , MASSEY, ON, P0P 1P0 | | | | | |
| | Orthodontics - 10/30/ | 11/08/19 | \$900.00 | \$0.00 | \$900.00 | EFT |
| Total Vendor Payment: | | | \$900.00 | \$0.00 | \$900.00 | |
| Vendor Payment Method: | | | EFT | \$900.00 | \$0.00 | \$900.00 |
| 511 | Coyote Woodworks, 52 Lee Valley Rd, MASSEY, ON, | | | | | |
| | 1557 | 11/08/19 | \$183.91 | \$0.00 | \$183.91 | EFT |
| Total Vendor Payment: | | | \$183.91 | \$0.00 | \$183.91 | |

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 | \$183.91 | \$0.00 | \$183.91 | |
| 520 | EASTLINK, PO BOX 5800, SUDBURY, ON, | | | | | |
| | 10293002 (PAP) | 11/08/19 | \$114.97 | \$0.00 | \$114.97 | PAP |
| | 10473103 (PAP) | 11/08/19 | \$38.26 | \$0.00 | \$38.26 | PAP |
| Total Vendor Payment: | | | \$153.23 | \$0.00 | \$153.23 | |
| Vendor Payment Method: | | PAP | \$153.23 | \$0.00 | \$153.23 | |
| 551 | WSIB, , , , | | | | | |
| | WSIB-10/19 (PAP) | 11/08/19 | \$4,380.94 | \$0.00 | \$4,380.94 | PAP |
| Total Vendor Payment: | | | \$4,380.94 | \$0.00 | \$4,380.94 | |
| Vendor Payment Method: | | PAP | \$4,380.94 | \$0.00 | \$4,380.94 | |
| 557 | K. Smart Associates Limited, 584 Clinton Avenue, Unit 102, Sudbury, ON, P3B 2T2 | | | | | |
| | 30870 | 11/08/19 | \$1,600.94 | \$0.00 | \$1,600.94 | EFT |
| Total Vendor Payment: | | | \$1,600.94 | \$0.00 | \$1,600.94 | |
| Vendor Payment Method: | | EFT | \$1,600.94 | \$0.00 | \$1,600.94 | |
| 579 | Nick McCormick, 5 Centre St., Webbwood, ON, P0P 2G0 | | | | | |
| | Milege - 10/24/19 | 11/08/19 | \$78.20 | \$0.00 | \$78.20 | EFT |
| Total Vendor Payment: | | | \$78.20 | \$0.00 | \$78.20 | |
| Vendor Payment Method: | | EFT | \$78.20 | \$0.00 | \$78.20 | |
| 630 | CIMCO Refrigeration, 65 Villiers Street, TORONTO, ON, M5A 3S1 | | | | | |
| | 90692114 | 11/08/19 | \$1,101.74 | \$0.00 | \$1,101.74 | EFT |
| Total Vendor Payment: | | | \$1,101.74 | \$0.00 | \$1,101.74 | |
| Vendor Payment Method: | | EFT | \$1,101.74 | \$0.00 | \$1,101.74 | |
| 642 | Gallagher Benefit Services Group, Inc., 302 - 62 Frood Rd, Sudbury, ON, P3C 4Z3 | | | | | |
| | 5462 | 11/08/19 | \$381.38 | \$0.00 | \$381.38 | Cheque |
| Total Vendor Payment: | | | \$381.38 | \$0.00 | \$381.38 | |
| Vendor Payment Method: | | Cheque | \$381.38 | \$0.00 | \$381.38 | |
| 643 | Ultramar, A Div of Parkland Fuel Corp., PO Box 4528, Stn "A", Toronto, ON, M5W 6A2 | | | | | |
| | 03124830965928 | 11/08/19 | \$1,228.78 | \$0.00 | \$1,228.78 | EFT |
| | 03124830965929 | 11/08/19 | \$2,684.94 | \$0.00 | \$2,684.94 | EFT |
| | 03130516965930 | 11/08/19 | \$425.57 | \$0.00 | \$425.57 | EFT |
| | 03130516965931 | 11/08/19 | \$745.80 | \$0.00 | \$745.80 | EFT |
| Total Vendor Payment: | | | \$5,085.09 | \$0.00 | \$5,085.09 | |
| Vendor Payment Method: | | EFT | \$5,085.09 | \$0.00 | \$5,085.09 | |
| 653 | Chutes Confectionary, 595 Imperial St., Massey, ON, P0P 1P0 | | | | | |
| | 331954 | 11/08/19 | \$13.64 | \$0.00 | \$13.64 | Cheque |
| | 339429 | 11/08/19 | \$5.65 | \$0.00 | \$5.65 | Cheque |
| | 345901 | 11/08/19 | \$8.72 | \$0.00 | \$8.72 | Cheque |

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

| | | | | | | Payment |
|------------------------------------|---|----------|---------------------|-----------------|---------------------|-----------------|
| Vendor | Invoice Number | Date | Gross Amount | Discount | Net Amount | Method |
| | 352773 | 11/08/19 | \$30.60 | \$0.00 | \$30.60 | Cheque |
| | 362986 | 11/08/19 | \$18.84 | \$0.00 | \$18.84 | Cheque |
| | Chutes - 8/27/19 | 11/08/19 | \$84.39 | \$0.00 | \$84.39 | Cheque |
| Total Vendor Payment: | | | \$161.84 | \$0.00 | \$161.84 | |
| Vendor Payment Method: | | | Cheque | \$161.84 | \$0.00 | \$161.84 |
| 687 | The Manitoulin Expositor, BOX 369, LITTLE CURRENT, ON, P0P 1K0 | | | | | |
| | 2019 Subscription | 11/08/19 | \$52.50 | \$0.00 | \$52.50 | Cheque |
| Total Vendor Payment: | | | \$52.50 | \$0.00 | \$52.50 | |
| Vendor Payment Method: | | | Cheque | \$52.50 | \$0.00 | \$52.50 |
| 690 | DAMIANI LAW, 104 - 3300 HIGHWAY 7, SUITE 133, CONCORD, ON, L4K 0G2 | | | | | |
| | 247 | 11/08/19 | \$573.55 | \$0.00 | \$573.55 | EFT |
| Total Vendor Payment: | | | \$573.55 | \$0.00 | \$573.55 | |
| Vendor Payment Method: | | | EFT | \$573.55 | \$0.00 | \$573.55 |
| 693 | Brenda Taylor, 20 Catalina Crt, Sudbury, ON, P3E 5L2 | | | | | |
| | NPAO membership - | 11/08/19 | \$563.70 | \$0.00 | \$563.70 | EFT |
| | RNAO membership 1 | 11/08/19 | \$345.93 | \$0.00 | \$345.93 | EFT |
| Total Vendor Payment: | | | \$909.63 | \$0.00 | \$909.63 | |
| Vendor Payment Method: | | | EFT | \$909.63 | \$0.00 | \$909.63 |
| 703 | Susie Gross, 81 Moose Lake Rd, Massey, ON, P0P 1P0 | | | | | |
| | SeniorExercise - 10/3 | 11/08/19 | \$240.00 | \$0.00 | \$240.00 | EFT |
| Total Vendor Payment: | | | \$240.00 | \$0.00 | \$240.00 | |
| Vendor Payment Method: | | | EFT | \$240.00 | \$0.00 | \$240.00 |
| 705 | RICOH, P.O. Box 1600 Streetsville RPO, Mississauga, ON, L5M 0M6 | | | | | |
| | SCO92593474 | 11/08/19 | \$186.52 | \$0.00 | \$186.52 | EFT |
| Total Vendor Payment: | | | \$186.52 | \$0.00 | \$186.52 | |
| Vendor Payment Method: | | | EFT | \$186.52 | \$0.00 | \$186.52 |
| Total Selected for Payment: | | | \$816,374.99 | \$0.00 | \$816,374.99 | |
| Number of Cheques/eCheques: | | | 52 | | | |

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**SAGAMOK ANISHNAWBEK
CHIEF AND COUNCIL MEETING MINUTES
JOINT MEETING OF THE COUNCIL'S
TOWNSHIP of SABLES-SPANISH RIVER
AUGUST 26, 2019
10:00am-1:15pm**

Present:

| | |
|-------------------------------|-----------------------------|
| Chief Nelson Toulouse | |
| Councillor Anna Marie Abitong | Councillor Arnelda Bennett |
| Councillor Jessie Hardisty | Councillor Brenda Rivers |
| Councillor Lawrence Solomon | Councillor Edward Southwind |
| Councillor Craig Toulouse | Councillor Kenneth Toulouse |
| Councillor Sheldon Toulouse | Councillor Harvey Trudeau |

Regrets:

Councillor Angus Toulouse

Staff Members and Guests:

Leslie Gamble, Mayor TSSR
Susan Sonnenburg, Councillor TSSR
Dale Rivers, Councillor TSSR
Patricia Hnatuik, Councillor TSSR
Cheryl Philliops, Councillor TSSR
Kim Sloss, Administrator TSSR
Brady Ropp, Recreation Coordinator
Tammy Manitowabi, Director of Operations
Samantha Keysis, Chief & Council Executive Support

Call to Order 10:30am

Discussion following Agenda by Township of Sables-Spanish River (TSSR):

Parks and rec- Enhancements to Mouth Park
Teasdale Park was donated to the Municipality of TSSR and is 106 Acres and approximately

3000ft on the Spanish River which also consists of foot trails. The Horticultural Society would like to transform this green space to host a wild flower garden within the park. This could be a joint opportunity for TSSR and Sagamok Tammy, Arnelda, and Susan will meet and discuss the opportunity.

Age friendly survey is available online at the TSSR website and open invitation for Sagamok to participate and complete the survey. The general focus of the survey is to determine the needs and voice of all ages especially elders so that those needs can be met with services provided by TSSR.

Farmers Market occurs every Friday from June 24 – October 4 starting at 1pm to 4 pm located at Massey Heritage Park. Applications are still being accepted to host a table for interested Sagamok Members. Tables can be fresh produce or hand-crafted items.

Internet coverage for Massey surrounding area is still an issue for providing reliable services to community members. If there is any update information from Sagamok that would be helpful for Massey. Sagamok Economic Development reported that the upgrades for Sagamok has also stalled however will do a follow-up inquiry with Bell in this regard.

Presentation Tammy Manitowabi, Sagamok Survey:

Joint venture could be providing cost effective transportation between the two communities and to Espanola.

Break for Lunch

Meeting Adjourned: 1:30pm

Township of Sables-Spanish Rivers Public Library Board
Minutes from a Meeting – Massey Public Library
September 26, 2019 – 6:00 p.m.

COPY TO COUNCIL

| | | |
|----------|--------------|--|
| Present: | Board Chair | Kevin Burke |
| | Board Member | Eira Robinson |
| | Board Member | Ursula Robinson |
| | Board Member | Glenda Massicotte |
| | Board Member | Denise Trenaman |
| | Board Member | Carolyn O'Higgins, Recording Secretary |
| | Library CEO | Rashed Ahmad |

| | | |
|----------|--------------|------------------------|
| Regrets: | Board Member | Claire Cressey-Forsyth |
| | Board Member | Lindsay Lefebvre |

1. Call to Order – 6:00 p.m.
Note: Susan Sonnenburg has informed the Board that she is unable to continue as Council representative due to other commitments; Glenda Massicotte will join the Board in representing Council going forward. Claire Cressey-Forsyth has been granted a leave of absence until the new year due to health matters. Kevin Burke called the meeting to order.
2. Additions to the Agenda:
 - Indigenous Acknowledgement
 - Working from Home Policy
3. Approval of Agenda and Minutes of the Previous Meeting:

MOVED by Ursula Robinson, seconded by Kevin Burke, that the Agenda, with additions, and the Minutes of the meeting held June 20, 2019 be approved. **CARRIED.** 2019-18
4. Disclosure of Conflict of Interest: None
5. Business Arising from the Minutes:
 - 5.1 Webbwood air conditioner: was installed in late June at a cost of \$6,000.
6. Correspondence: None
7. Librarian's Report:
 - 7.1 Attendance: Rashed submitted an attendance report for the summer months of July and August. The Summer Reading Club was well-attended, as were a number of the workshops. Overall numbers are excellent and are within the range acceptable for accreditation.
 - 7.2 Circulation: The report prepared for the Board was reviewed. Of note was an increase in the borrowing of e-books and e-audio books (Overdrive).
8. New Business:
 - 8.1 Financial Report to Council: A council member has requested that financial reports accompany the Board Minutes sent to the Township in future. Rashed will do this.

- 8.2 RBC Technology Funds: Rashed reported that he has researched the replacement of computers for both library branches. He has found a source (Renewed Computer Technologies) that will supply 8 refurbished computers for \$3,000 through their program for libraries – 4 for Massey and 2 for Webbwood. Additional computers will allow the Massey branch to dedicate one station for catalogue searches. One of these will be used for catalogue searches in Massey. The Board discussed the disposition of surplus (old) computers; Rashed will approach the local public schools to see if they would have a use for them. If not, they can be sent to RCT for refurbishment for their library program. In addition to the purchase of computers, the Board agreed to the purchase of a SmartBoard with the additional monies available from the RBC funds (\$3,000). The SmartBoard will be very helpful for presenting programming and services.
- 8.3 Carolyn O'Higgins suggested that the Board begin its meetings in future with an Indigenous Respect & Acknowledgement Statement. This is done in the interests of mutual respect and recognition of the indigenous community and a desire for reconciliation based on the report of the Truth & Reconciliation Commission and their Calls to Action. She mentioned that she had checked the wording of such a statement with Alan Toulouse (historian) at Sagamok First Nation.

MOVED by Eira Robinson, seconded by Denise Trenaman that Board meetings commence with the following statement of acknowledgement: "We would like to begin by acknowledging that the land on which we gather is the traditional territory of Sagamok Anishnawbek." **CARRIED.** 2019-19

9. Policy Review:

- 9.1 Policy Review Schedule: The draft review schedule submitted to the Board by Rashed was considered and some changes made. A Succession Planning policy will be added and job descriptions will be put into a new Policy entitled HR and Personnel Policy.
- 9.2 The Mission Statement, as revised at the June board meeting was approved:
- MOVED** by Carolyn O'Higgins, seconded by Eira Robinson, that the Mission Statement of the Sables-Spanish Rivers Public Library, dated September 26, 2019, be approved. **CARRIED.** 2019-20
- 9.3 The Statement of Objectives, as revised at the June board meeting was approved:
- MOVED** by Denise Trenaman, seconded by Ursula Robinson, that the Statement of Objectives of the Sables-Spanish Rivers Public Library, dated September 26, 2019, be approved. **CARRIED.** 2019-21
- 9.4 The governance document entitled Policy Development was presented to the Board. After review and one change to a verb tense (Section 2: Responsibilities (b)), this policy was approved:
- MOVED** by Carolyn O'Higgins, seconded by Glenda Massicotte, that the Policy Development policy be approved. **CARRIED.** 2019-22

- 9.5 A new draft Personnel Policy was reviewed and discussed. Changes were suggested; these will be incorporated into the document which will be considered again at the October meeting.
- 9.6 Job Descriptions were reviewed. Terms of reference and a job description for the Chief Executive Officer will be developed by committee prior to the next Board meeting. Kevin Burke and Carolyn O'Higgins will work with this. Rashed presented draft job descriptions for the other staff positions; these were considered and some changes made by the Board. Rashed will incorporate these changes and the Board will review these again at the October meeting. Job descriptions will not be included in the Policy Manual made available to the public.

Criminal records checks (vulnerable sector) for employees was discussed. Glenda Massicotte will look into the cost and proper levels of these checks. Records checks for library volunteers were discussed as well. To be considered further.

- 9.7 The Facility Rental Agreement for the Harold Maze Room was discussed. Further to this agreement, it was determined that the deposit for holding the room be non-refundable and that fees for non-profit organizations (eg. Our Children, Our Future) be considered on a case by case basis – particularly in light of value-added partnerships and organizations that demonstrate benefit to the community. Also discussed was the date when full fees would need to be paid and reference to the Patron Code of Conduct. Rashed will revise this document for approval at the October meeting.
- 9.8 Working at Home procedures/policy. There was a comprehensive discussion about the CEO working at home. This has been done in the past but no details have been considered. Discussion points included notification (stating purpose, hours logged), data security, a sign-off template to be created. Consideration was given to the nature of the work and scope of responsibility of the library CEO, the lack of uninterrupted time or space provided by the library facility, etc. This discussion will be continued and research into proper protocols conducted. For now, Rashed will notify and gain approval from the Board Chair if he plans to work at home.

10. Financial Report:

- 10.1 The financial report was reviewed and discussed. The CEO reported that the service agreements (costly and never used) for both Culligan and Laurentian Office Supplies have been cancelled. It was also determined that Rashed would look into moving payroll from a monthly to a bi-weekly schedule.

MOVED by Eira Robinson, seconded by Glenda Massicotte, that the expenses for June, July and August 2019 in the amounts of \$14,056.46, \$24,822.60 and \$16,374.68 respectively be approved. **CARRIED.** 2019-23

- 10.2 The report of the auditors, Freelandt Caldwell Reilly, for the Sables-Spanish Rivers Public Library Board – Financial Statements for the Year ended December 31, 2018, was considered.

MOVED by Carolyn O'Higgins, seconded by Ursula Robinson, that the report of the auditors (Freelandt Caldwell Reilly) for the Sables-Spanish Rivers Public Library Board, dated June 12, 2019, be approved. **CARRIED.** 2019-24

11. Council Report: None.
12. Strategic Planning and Marketing: Reference was made to the *SSRPL Operational Plan*. Strategic priority 2 (library accessibility and physical space) was reviewed and discussed. It was determined to re-order the actions in the plan as follows:
 - Action 1: Monitor the layout, orientation and use of the current library space. Discussion regarding this action included: available Trillium grants, carpet replacement at the Massey branch. The timeline for this action was listed updated to March 2020.
 - Action 2: Maintain currency with all aspects of the Accessibility for Ontarians with Disabilities Act (AODA) in order to improve services. In regard to this action, Rashed is looking into some of the particulars of the universal AODA, which involves font sizes, styles of type, etc.
 - Action 3: Improve library signage. Discussion included the purchase of an OPEN sign for both branches and set a timeline for this at October 2019.

Rashed will update this priority to incorporate changes. There was also some discussion about the patron survey conducted last year; Rashed will prepare a summary of the survey results for the Board to consider as it reviews its strategic priorities.

The Board commended Rashed on the work he is doing to update the library website, arrange for staff training opportunities (such as that on September 24th in Espanola and upcoming JASI training on October 10), supporting staff to promote programming in both Webbwood and Massey, and providing information for the Board's consideration in a thorough and timely manner (agenda and materials sent out the week prior to Board meetings).

13. **Date of Next Meeting:** October 17, 2019 at 6:00 p.m. at the Massey Public Library.
14. Adjournment: Glenda Massicotte moved to adjourn the meeting.


Chairperson


Recording Secretary

| Circulation by Year | | 2016 | | 2017 | | 2018 | | 2019 | |
|---------------------|--------|----------|---------|----------|--------|----------|--------|----------|-----------|
| | Massey | Webbwood | Massey | Webbwood | Massey | Webbwood | Massey | Webbwood | Overdrive |
| JAN | 1010 | 280 | 1145 | 328 | 1671 | 479 | 1355 | 501 | 22 |
| FEB | 1102 | 117 | 890 | 325 | 1416 | 363 | 811 | 535 | 4 |
| MAR | 989 | 229 | 1109 | 192 | 1552 | 563 | 1086 | 412 | 0 |
| APR | 1069 | 353 | 1248 | 0 | 1233 | 388 | 1015 | 339 | 42 |
| MAY | 935 | 240 | 1387 | 0 | 1360 | 289 | 997 | 470 | 26 |
| JUN | 787 | 240 | 1236 | 164 | 1272 | 267 | 1068 | 297 | 38 |
| JUL | 998 | 249 | 1412 | 232 | 1301 | 342 | 1210 | 259 | 62 |
| AUG | 1281 | 231 | 2023 | 296 | 1563 | 578 | 1293 | 249 | 52 |
| SEP | 1055 | 244 | 1360 | 564 | 1120 | 297 | 1216 | 232 | 27 |
| OCT | 1048 | 228 | 1456 | 480 | 1758 | 454 | | | |
| NOV | 1176 | 330 | 1681 | 576 | 1417 | 536 | | | |
| DEC | 1010 | 217 | 1581 | 445 | 870 | 237 | | | |
| TOTAL | 12,460 | 2,958 | 16,528 | 3,602 | 16,533 | 4,793 | 10051 | 3294 | 273 |
| % Increase | | | 32.5% + | 22% + | | 33% + | | | |
| System Total | | 15,418 | 30.6% + | 20,135 | 6.0% + | 21,326 | | | 12,143 |

| Circulation Report September 2019 | | | |
|-----------------------------------|--------|----------|--|
| | Massey | Webbwood | |
| Fiction | 210 | 59 | |
| Non-Fiction | 67 | 8 | |
| Reference | 0 | 0 | |
| Large Print | 79 | 0 | |
| YA Non-Fiction | 0 | 0 | |
| YA Fiction | 11 | 6 | |
| Graphic Novel | 2 | 0 | |
| Juvenile Fiction | 27 | 11 | |
| Juvenile Non-Fiction | 7 | 1 | |
| Juvenile Graphic Novel | 2 | 0 | |
| Easy Reader | 67 | 4 | |
| French | 2 | 0 | |
| DVDs | 576 | 129 | |
| Blue Ray | 76 | 3 | |
| Daisy CDs | 5 | 0 | |
| Magazines | 60 | 0 | |
| ILLO received | 16 | 11 | |
| ILLO lent | 9 | 0 | |
| Branch Totals | 1216 | 232 | |
| e-books (Overdrive) | | 26 | |
| e-audiobooks (Overdrive) | | 1 | |
| Total | | 1475 | |

| Attendance Report | | | | | | | | | | | | |
|-------------------|---------|----------|-------|-------|------|------|------|--------|-----------|---------|----------|----------|
| Massey | January | February | March | April | May | June | July | August | September | October | November | December |
| Visits | | | | | | | | | | | | |
| Children | 72 | 32 | 66 | 69 | 73 | 75 | 169 | 153 | 102 | | | |
| Teens | 59 | 25 | 38 | 44 | 91 | 59 | 64 | 110 | 84 | | | |
| Adult | 572 | 472 | 499 | 398 | 414 | 474 | 426 | 510 | 540 | | | |
| Senior | 243 | 126 | 155 | 177 | 158 | 169 | 200 | 264 | 229 | | | |
| Subtotal | 946 | 655 | 758 | 688 | 736 | 777 | 859 | 1037 | 955 | | | |
| Programs | | | | | | | | | | | | |
| Childrens | 0 | 0 | 2 | 9 | 3 | 0 | 39 | 63 | 0 | | | |
| Teens | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Adults | 10 | 0 | 8 | 14 | 0 | 9 | 11 | 25 | 0 | | | |
| Seniors | 0 | 0 | 0 | 1 | 15 | 29 | 24 | 10 | 16 | | | |
| Subtotal | 10 | 0 | 11 | 24 | 18 | 38 | 74 | 98 | 16 | | | |
| Branch Total | 956 | 655 | 769 | 712 | 754 | 815 | 933 | 1135 | 971 | | | |
| Webbwood | January | February | March | April | May | June | July | August | September | October | November | December |
| Visits | | | | | | | | | | | | |
| Children | 97 | 100 | 165 | 144 | 117 | 135 | 103 | 140 | 170 | | | |
| Teens | 40 | 40 | 61 | 57 | 58 | 53 | 44 | 49 | 38 | | | |
| Adult | 163 | 133 | 213 | 125 | 115 | 172 | 130 | 191 | 220 | | | |
| Senior | 47 | 29 | 38 | 33 | 40 | 55 | 36 | 45 | 43 | | | |
| Subtotal | 347 | 302 | 477 | 359 | 330 | 415 | 313 | 425 | 471 | | | |
| Program | | | | | | | | | | | | |
| Childrens | 27 | 20 | 52 | 37 | 27 | 45 | 30 | 35 | 30 | | | |
| Teens | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Adults | 19 | 11 | 43 | 36 | 0 | 28 | 0 | 0 | 10 | | | |
| Seniors | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Subtotal | 46 | 32 | 95 | 73 | 27 | 68 | 30 | 35 | 40 | | | |
| Branch Total | 393 | 332 | 572 | 432 | 357 | 483 | 343 | 460 | 511 | | | |
| System Total | 1349 | 987 | 1341 | 1144 | 1111 | 1298 | 1276 | 1595 | 1482 | | | |

| September | |
|------------------------------|-----|
| Computer Usage- Massey Total | 120 |
| adult | 60 |
| seniors | 53 |
| teen/kids | 7 |
| Paper Flower Workshop | 16 |
| Blanket Making | 10 |
| Movie Matinee | 5 |
| Cooking with Kids | 25 |

| SABLES-SPANISH RIVER PUBLIC LIBRARY BOARD BUDGET 2019 | | | | | | | | | | | | | |
|---|------------------------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|--|
| INCOME | | | | | | | | | | | | | |
| LINE # | | 2019 | 2019 YTD | 2019-JAN | 2019-FEB | 2019-MAR | 2019-APR | 2019-MAY | 2019-JUN | 2019-JUL | 2019-AUG | 2019-SEP | NOTES |
| | BALANCE FORWARD | 0.00 | 0.00 | 19,103.25 | 73,503.52 | 65,625.96 | 60,199.37 | 42,616.70 | 30,201.88 | 15,458.55 | 83,926.87 | 69,192.24 | opening balance of monthly statement |
| | Transfer from Reserves | 12,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4200 | Municipality (Operations) | 157,968.82 | 157,969.00 | 72,769.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 85,199.50 | 0.00 | 0.00 | |
| 4201 | Municipality (Capital) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4202 | Municipality(Legal Fees) | 0.00 | 8,238.69 | 723.42 | 0.00 | 7,515.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4220 | ONTARIO GRANT (PLOG) | 7,128.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4222 | PAY EQUITY | 5,725.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4497 | HST REMITTANCE | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2016 rebate filed, 2017/18 not filed yet |
| 4420 | PHOTOCOPIER | 2,500.00 | 2,197.10 | 376.80 | 169.00 | 300.10 | 400.00 | 180.95 | 302.95 | 155.25 | 184.70 | 127.35 | |
| 4440 | FINES/FEES | 800.00 | 1,142.30 | 70.30 | 163.50 | 309.05 | 97.85 | 110.30 | 110.55 | 70.15 | 142.95 | 67.65 | |
| 4480 | DONATIONS | 300.00 | 1,530.15 | 40.55 | 48.90 | 62.00 | 50.50 | 179.35 | 336.05 | 250.85 | 431.95 | 130.00 | |
| 4215 | POSTAGE REBATE | 150.00 | 96.45 | 0.00 | 0.00 | 96.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4470 | BOOK SALE/VIDEOS | 1,500.00 | 1,748.60 | 182.40 | 162.80 | 354.60 | 92.50 | 94.25 | 106.05 | 179.45 | 327.65 | 248.90 | |
| 4460 | FAX | 1,500.00 | 1,316.95 | 92.25 | 133.00 | 213.40 | 157.00 | 130.00 | 208.80 | 92.00 | 203.00 | 87.50 | |
| 4490 | FUNDRAISER | 1,000.00 | 440.80 | 27.50 | 51.00 | 59.30 | 3.00 | 20.50 | 139.00 | 24.50 | 62.00 | 54.00 | |
| 4225 | SOLS CONNECTIVITY | 0.00 | 959.40 | 959.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Canada Summer Jobs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Youth Job Connection Program | 0.00 | 4193 | 0 | 0 | 0 | 1323.00 | 1652.00 | 1218 | 0 | 0 | 0 | wage claim submitted |
| | TOTAL | 193,571.82 | 179,832.44 | 94,345.37 | 74,231.72 | 74,536.13 | 62,323.22 | 44,984.05 | 32,623.28 | 101,430.25 | 85,279.12 | 69,907.64 | |

| EXPENDITURES | | | | | | | | | | | | | | NOTES | |
|--------------|------------------------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|
| 5780 | CEO | 54,843.61 | 28,979.23 | 4,833.97 | 205.08 | 0.00 | 1,443.91 | 4,746.91 | 4,127.76 | 4,746.92 | 4,511.05 | 4,363.63 | | Gross amounts (includes deductions) | |
| | CEO INTERIM | | 6,533.21 | 0.00 | 3,237.31 | 3,295.90 | 3,500.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5784 | ASSISTANT LIBRARIAN 1 | 21,893.66 | 16,451.82 | 1,936.75 | 1,684.13 | 1,726.23 | 1,757.81 | 1,852.54 | 1,684.13 | 2,063.05 | 1,726.23 | 2,020.95 | | | |
| 5790 | BRANCH LIBRARIAN | 18,247.46 | 13,358.04 | 1,567.41 | 1,333.47 | 1,544.02 | 1,263.26 | 1,590.80 | 1,450.44 | 1,614.19 | 1,544.01 | 1,450.44 | | | |
| 5789 | ASSISTANT LIBRARIAN 2 | 16,989.77 | 12,252.22 | 1,455.42 | 1,277.20 | 1,455.42 | 1,284.63 | 1,507.39 | 1,410.86 | 1,247.50 | 1,514.82 | 1,098.98 | | | |
| 5897 | STUDENT 1 | 1,422.30 | 382.94 | 54.70 | 82.06 | 82.06 | 82.06 | 82.06 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Canada Summer Jobs | 0.00 | 4,075.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,154.00 | 1,921.92 | 0.00 | 0 | | | |
| | Youth Job Connection Program | 0.00 | 4,260.15 | 0.00 | 0.00 | 1,375.92 | 1,617.51 | 1,266.72 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | GROSS PAYROLL | 113,396.82 | 86,293.53 | 9,848.25 | 7,819.25 | 9,479.55 | 10,950.15 | 11,046.42 | 8,673.19 | 11,825.66 | 11,218.03 | 8,934.00 | | | |
| | MISC | 0.00 | 25.20 | 0.00 | 25.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Legal Fees + Legal HST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 4499 | HST | 4,000.00 | 3,221.97 | 175.25 | 110.57 | 209.90 | 151.71 | 541.03 | 291.52 | 979.41 | 235.96 | 526.62 | | July amount corrected | |
| 5460 | HEALTH TAX | 1,000.00 | 1,241.20 | 0.00 | 1,180.92 | 0.00 | 60.28 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5610 | AUDIT | 1,800.00 | 1,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,800.00 | | | |
| 5615 | ADV/DONATION | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5620 | COLLECTIONS | 9,200.00 | 7,428.19 | 838.36 | 0.00 | 82.00 | 80.36 | 1363.87 | 721.91 | 1,344.50 | 560.94 | 2,446.25 | | Corrected to only employer CPP and EI contributions; Previous amounts included Staff deductions from their Gross amount reported above | |
| 5630 | REV. CANADA | 8000 | 5,748.61 | 663.6 | 428.57 | 544.14 | 641.37 | 732.21 | 590.90 | 796.93 | 752.14 | 598.75 | | | |
| 5640 | POSTAGE/STAT SUPPLIES | 1,500.00 | 1,455.36 | 232.30 | 31.29 | 302.90 | 410.52 | 75.27 | 109.67 | 213.95 | 0.00 | 79.46 | | July amount corrected | |
| 5645 | INSURANCE | 7,000.00 | 6,715.35 | 6,715.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5650 | CLEANING | 4,800.00 | 3,600.00 | 400.00 | 200.00 | 600.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | 400.00 | | | |
| 5660 | BANK CHARGE | 400 | 140.22 | 35.97 | 28.85 | 0.85 | 21.01 | 25.2 | 14.65 | 8.99 | 4.70 | 11.73 | | | |
| 5680 | TELEPHONE | 1,100.00 | 772.87 | 82.66 | 79.91 | 159.86 | 80.85 | 79.93 | 79.93 | 73.65 | 68.04 | 68.04 | | | |
| | Massey Internet | 1,100.00 | 639.60 | 79.95 | 0.00 | 79.95 | 79.95 | 79.95 | 79.95 | 79.95 | 79.95 | 79.95 | | | |
| | Webbwood Internet | 950.00 | 680.91 | 137.71 | 0.00 | 135.80 | 67.90 | 67.90 | 67.90 | 67.90 | 67.90 | 67.90 | | | |
| 5685 | STAFF TRAINING | 500.00 | 150.00 | 0.00 | 0.00 | 0.00 | 150 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5686 | TRAVEL | 0.00 | 45.00 | 45.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5690 | UTILITIES | 10,000.00 | 8,135.88 | 989.83 | 1,148.22 | 1,420.38 | 1,278.89 | 1,176.19 | 771.17 | 548.00 | 378.27 | 424.93 | | | |
| 5695 | WATER | 800.00 | 958.27 | 185.25 | 0.00 | 383.02 | 195.00 | 0.00 | 0.00 | 195.00 | 0.00 | 0.00 | | | |
| 5696 | WATER TESTING | 625.00 | 518.03 | 27.53 | 77.16 | 0.00 | 0.00 | 109.80 | 0.00 | 0.00 | 0.00 | 303.54 | | HR wages, and facility maintenance charges | |
| 5697 | RENTAL (Culligan) | 800 | 509.94 | 59.99 | 59.99 | 59.99 | 59.99 | 59.99 | 209.99 | 0.00 | 0.00 | 0.00 | | Service Contract cancelled | |
| 5700 | MAINTENANCE | 3,000.00 | 3,234.09 | 0.00 | 349.95 | 348.53 | 22.48 | 1576.29 | 506.84 | 260.00 | 0.00 | 170.00 | | | |
| | SECURITY | 600.00 | 294.72 | 0.00 | 147.36 | 0.00 | 0.00 | 147.36 | 0.00 | 0.00 | 0.00 | 0.00 | | Security paid Oct. | |
| 5730 | EQUIPMENT/SERVICE | 2000 | 1,170.01 | 0.00 | 0.00 | 460.01 | 25 | 0.00 | 0.00 | 0.00 | 685.00 | 0.00 | | | |
| | LBPC | | 986.63 | 0.00 | 0.00 | 225.29 | 50 | 401.54 | 0.00 | 0.00 | 309.80 | 0.00 | | Service Contract cancelled | |
| 5720 | GROUNDS MAINT. | 500.00 | 153.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 108.17 | 0.00 | 44.85 | | | |
| 5740 | HEALTH & SAFETY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5750 | BOARD EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5760 | LICENCES | 1,200.00 | 1,121.00 | 0.00 | 50.00 | 0.00 | 0.00 | 1,071.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5894 | COMPUTERS | 6,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 8 computers ordered and Smart board | |
| | RBC carry forward | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5895 | COMPUTER TECH. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5896 | WSIB | 500.00 | 824.16 | 0.00 | 28.06 | 0.00 | 796.1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | quarly payments; paid Oct. 4th qtr due Jan | |
| 5752 | OLCF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 5753/55 | STRATEGIC/ MARKETING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | PROGRAMMING | 250.00 | 163.88 | 0.00 | 0.00 | 0.00 | 19.06 | 0.00 | 19.39 | 35.88 | 89.55 | 0.00 | | | |
| | SDHU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | ILDS (Imp Lib. Dig. Ser.) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Capital Projects | 12,500.00 | 6,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00 | 0.00 | | | |
| | Transfer to Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Subtotal | 80,175.00 | 57,734.11 | 10,668.75 | 3,946.05 | 5,012.62 | 6,052.92 | 7,897.53 | 3,863.82 | 11,112.33 | 3,632.25 | 7,022.02 | | | |
| | TOTAL | 193,571.82 | 144,027.64 | 20,517.00 | 11,765.30 | 14,492.17 | 15,540.62 | 18,943.95 | 12,637.01 | 22,937.99 | 14,850.28 | 15,956.02 | | | |

WALFORD COMMUNITY CENTRE BOARD

COPY TO COUNCIL

REGULAR MEETING

October 8, 2019

PRESENT: Cheryl Phillips, Pauline Zarichney, Denise Mailloux, Bryan Lees, Julie Vuorensyrja, Steve Mailloux, Robert Hopkins, Jean Wuorinen, Theresa Minten

ABSENT: Glenda Massicotte, Carolyn Folster, Sharon Gamble, Ken Faulkner, Jeff Minten

Motion No. 2019-27

Moved By: Robert Hopkins

Seconded By: Jean Wuorinen

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

CARRIED

Motion No. 2019-28

Moved By: Bryan Lees

Seconded By: Cheryl Phillips

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

Motion No. 2019-29

Moved By: Pauline Zarichney

Seconded By: Jean Wuorinen

BE IT RESOLVED THAT we approve Theresa Minten purchase brown Tremclad paint to paint the rear outside door of the Walford Community Centre PO WH77.

CARRIED

Motion No. 2019-30

Moved By: Jean Wuorinen

Seconded By: Pauline Zarichney

BE IT RESOLVED THAT the weekend before Hallowe'en be reserved annually for a Children's Hallowe'en party over any other hall bookings. If no Hallowe'en party is planned, the hall may be rented out.

CARRIED

Motion No. 2019-31

Moved By: Bryan Lees

Seconded By: Cheryl Phillips

BE IT RESOLVED THAT we accept the appointment of Theresa Minten as representative and Jeff Minten as alternate representative on the Walford Centre Board for the North Shore Anglers and Hunters Conservation Organization Inc. for the remainder of the 2019 year and for the 2020 year.

CARRIED

FINANCIAL STATEMENT:

A financial statement was provided by the Township. \$2000 was received from the Community Club to top up Centre Board money at the Township as we have a deficit of \$418.33 at this time.

BILLS TO BE PAID:

Hall renovation bills have been and are being paid at the Township.

NOTES FROM THE MEETING:

UPDATES:

1. Cheryl was by the Township not through petty cash
2. Cheryl updated us on hall renovations. Renovation total to date is \$6545.20.
3. Cheryl informed us that the Township is retrofitting all municipal buildings to LED lighting. This is also part of our Trillium Grant application.
4. Economic Development has not come forward to help with flower beds at the hall. Jacques Mailloux has offered to help to upgrade the flower beds. We will revisit this in the spring.
5. More updates will be made to the Hall Rental Agreement as discussed in the meeting and provided by our booking agent. The Constitution will continue to be updated. These will be approved at the next meeting pending board members input.
6. The hall cleaning contract will be updated and possibly be posted for new applicants.
7. Letters to organizations regarding representatives and alternates for the 2020 year will go out in November.

NEW BUSINESS:

1. The Walford Community Club has updated the rink caretaker contract to reflect \$500/month pay.
2. A bench to go with the mural was suggested by Theresa Minten and will be revisited in the spring.
3. Outside clean up and revamping including painting doors and the Walford Community Centre sign will be revisited in the spring as well.
4. Jenny Massicotte will look into hosting a Children's Hallowe'en party this year.
5. Denise Mailloux brought forward concerns that the Community Club is holding their Bazaar on the same day as the one planned in Massey.

Motion No. 2019-32

Moved By: Pauline Zarichney

Seconded By: Robert Hopkins

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

CARRIED

SECRETARY

CHAIRPERSON

Section 357 Adjustments
For 2019

| Roll # | Year | Taxes | Reason |
|-----------|------|----------|--------------------------------|
| 002-06906 | 2019 | \$445.71 | Portion of building demolished |
| 004-04917 | 2019 | \$19.29 | Building demolished |
| 004-18100 | 2019 | \$39.61 | Building demolished after fire |
| 012-08900 | 2019 | \$123.31 | Building demolished |

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NUMBER 2019-48

BEING A BYLAW FOR THE PURPOSE OF
APPOINTING AUDITORS FOR THE MUNICIPALITY

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25 requires that the Council of every municipality appoint an auditor;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Sables-Spanish Rivers enacts as follows:

1. THAT the firm of BAKER TILLY SNT LLP be and is hereby appointed as the Municipal Auditors for the Corporation of the Township of Sables-Spanish Rivers.
2. This appointment is for an initial term of one (1) year being the fiscal year of 2019, renewable for a further period of five years upon successful completion of the initial term.
3. The Municipal Auditors shall perform such duties as are prescribed by the Ministry of Municipal Affairs and Housing, and also such duties as may be required by the Council or any local board, that do not conflict with the duties prescribed by the Ministry of Municipal Affairs and Housing.
4. This Bylaw shall come into effect upon third and final reading.

READ A FIRST AND SECOND TIME THIS 13TH DAY OF NOVEMBER, 2019.


MAYOR - L. GAMBLE


CLERK-ADMINISTRATOR - K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 13TH
DAY OF NOVEMBER 2019.


MAYOR - L. GAMBLE


CLERK-ADMINISTRATOR - K. SLOSS

CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2019- 49

Being a Bylaw to Provide a Policy for the Implementation
of Time-Punch Clocks for the Employees of the
Corporation of the Township of Sables-Spanish Rivers

WHEREAS Section 10 of the Municipal Act, 2001 provides authority for this bylaw;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to provide a policy respecting the implementation of time punch-clocks for the employees of the Corporation of the Township of Sables-Spanish Rivers;

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

1. THAT the following policy is attached hereto as Schedule "A" to this bylaw;
2. THAT this bylaw shall come into force upon the third and final reading.

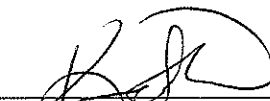
READ A FIRST AND SECOND TIME THIS 13TH DAY OF NOVEMBER, 2019.


MAYOR – L. GAMBLE


CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 13TH DAY OF
NOVEMBER, 2019.


MAYOR – L. GAMBLE


CLERK – K. SLOSS

EMPLOYEE TIME-CLOCK POLICY

POLICY

It is the policy of the Township of Sables-Spanish Rivers to track employee attendance, as well as ensure consistency of treatment of employees.

SCOPE

This policy covers all non-exempt employees that are required to clock in using the timekeeping system.

DEFINITIONS

1. The terms "clock in" "punch in" and "swipe in (or out)" all mean the same. They all refer to the action whereby an employee slides his or her card through the slot on the time clock that reads the employee's code number from the card and transmits the information to the timekeeping database. It may also include the reading by the machine of the employee's fingerprint, should that feature be available, to assure the employee's identity is the same as what has been registered in the system.
2. Non-exempt employees refer to employees of the following departments:
 - Parks & Recreation
 - Public Works
3. Buddy-Punching refers to an employee "punching in" or "punching out" another employee's time-card.

PROCEDURE

Employee Clocking Responsibilities

It is a job requirement that non-exempt employees must "clock in" at the beginning of their shift and "clock out" at the end of work each day.

Missed Time Clock Punches

If an employee forgets to "clock in" or "out" for their shift; they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in or out information. The Supervisor will manually adjust the employee's time on the time card.

Failure to "clock in" or "out" may result in loss of pay.

Employees will be subject to disciplinary action up to and including termination* for excessive failure to clock in or out without reasonable justification.

Falsification or Tampering

Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense subject to disciplinary action, up to and including termination*.

Any employee interfering with another's use of time-clocks or in possession of or defacing another's time-card will be subject to disciplinary action up to and including termination*.

Buddy-Punching

No employee, other than the Supervisor, shall "punch in" or "punch out" another employee's time-card. "Buddy-Punching" will be considered a serious offense and subject to disciplinary action, up to and including termination*.

*The Clerk-Administrator will review the specific details of such an infraction and develop an appropriate response.

Lost or Missing Time-Cards

Employees must keep their time-cards at their designated job site. Any lost cards must be immediately reported to the responsible supervisor or Clerk-Administrator who will report the loss to the Payroll Department and request a new card be issued as soon as possible.

Damaged Time-Cards

If the time-card becomes damaged and cannot be read by the electronic time-clock, the employee is to immediately inform his/her supervisor and turn in the defective card to obtain a replacement.

Excessive worn or damaged cards may be cause for discipline.

Clock Problems

If any employee is unable to "punch in" or "out" because of a time clock malfunction, **it is the employee's responsibility to immediately inform his/her supervisor or the Clerk-Administrator.** In the event of time-clock malfunction, supervisory personnel will clock employees in and out and will notify management of the problem.

Supervisor's Responsibilities

All absences (scheduled and unscheduled) shall be documented on the time detail record by the employee's supervisor.

Supervisors are to review and edit work time entries and absence entries ideally on a daily basis, with a reason code for the revision.

Supervisors are to review all entries each pay period, then sign off on time sheets following the end of the payroll cycle and submit to the Payroll Department.

Supervisors should contact the Payroll Department with time clock issues.

INTERPRETATION AND CONTROL

Employees are responsible for entering accurate information in the time-clock on a consistent basis.

The Department Head in whose department a time-clock is being utilized is responsible for the daily oversight of this policy.

The Payroll Department is responsible for the technical aspects relating to the accurate and consistent functioning of the time clock, as well as for any technical changes or upgrades set forth by the manufacturer.

Where this policy conflicts with the Working Conditions Policy, the Working Conditions policy shall prevail.

The Clerk-Administrator is responsible for the interpretation, authorization and control of this policy.