

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 1

JANUARY 27, 2021

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

Motion No: 2021-20
Moved By: G. MASSICOTTE
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 via Zoom;
AND THAT the minutes of the regular meeting of January 13, 2021 be approved.
CARRIED

Mayor Gamble hereby declares a conflict of interest in the agenda item, F1-Validation Application, as his daughter and son-in-law are purchasing the property.

Consent
Agenda
-G1-G3
Motion No. 2021-21
Moved By: S. SONNENBURG
Seconded By: P. HNATUIK
BE IT RESOLVED THAT items G1 to G3 contained on the consent agenda be adopted.
CARRIED

G1-G3
-Bylaws
2021-06
To 2021-08
Motion No. 2021-22
Moved By: S. SONNENBURG
Seconded By: P. HNATUIK
BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:
Bylaw 2021-06 – being a bylaw to purchase land for road purposes;
Bylaw 2021-07 – being a bylaw to enter into an agreement with WSP for engineering services for the Webbwood Fire Watermain Replacement;
Bylaw 2021-08 – being a bylaw to adopt a Complaint Policy.
CARRIED

Draft
Procedural
Bylaw
Motion No. 2021-23
Moved By: P. HNATUIK
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT Council concurs with the draft Procedural Bylaw as presented, and directs that it be prepared for enactment.
CARRIED

Fire Truck
#450 Repairs
Motion No. 2021-24
Moved By: G. MASSICOTTE
Seconded By: S. SONNENBURG
BE IT RESOLVED THAT the transmission repairs for Fire truck #450, estimated at \$7,400.00 plus hst by Grants Mobile Repair, be authorized as recommended.
CARRIED

Bass Point
Rd-
Engineering
Motion No. 2021-25
Moved By: K. BURKE
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the proposal from WSP for Engineering Consulting Services for Bass Point Road be deferred, and provided to the delegation of residents from Bass Point Road for their review and comments.
CARRIED

Validation
Application
Fee Waived
Motion No. 2021-26
Moved By: P. HNATUIK
Seconded By: S. SONNENBURG
BE IT RESOLVED THAT Council agrees to waive the validation application fee for property in Salter Township, Section 35, Parcel 29259 in order to correct legal description made in error in the original consent application.
CARRIED

Bylaw
2021-
09;1st/2nd
Reading
Motion No. 2021-27
Moved By: S. SONNENBURG
Seconded By: K. BURKE
BE IT RESOLVED THAT Bylaw 2021-09, being a bylaw to regulate and prohibit noise in the Township of Sables-Spanish Rivers, be read a first and second time.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 2

JANUARY 27, 2021

Bylaw
2021-09;
3rd/Final
Reading

Motion No. 2021-28
Moved By: K. BURKE
Seconded By: S. SONNENBURG
BE IT RESOLVED THAT Bylaw 2021-09, being a bylaw to regulate and prohibit noise in the Township of Sables-Spanish Rivers, be read a third and final time and passed in open council.
CARRIED

Closed Session

Motion No. 2021-29
Moved By: K. BURKE
Seconded By: G. MASSICOTTE
BE IT RESOLVED THAT we move into closed session at 6:51 p.m., pursuant to Section 239(2)(b) of the Municipal Act to consider personal matters about identifiable individuals including municipal and local board employees, respecting Parks and Recreation, Public Works and Administration.
CARRIED

Open Session

Motion No. 2021-30
Moved By: P. HNATUIK
Seconded By: D. RIVERS
BE IT RESOLVED THAT this closed session be adjourned at 7:10 p.m. and the regular meeting resumed.
CARRIED

Probationary
Period -
ANDERSON, P

Motion No. 2021-31
Moved By: G. MASSICOTTE
Seconded By: S. SONNENBURG
BE IT RESOLVED THAT Paul Anderson has successfully completed his probationary period and is hereby deemed a permanent full-time employee.
CARRIED

Probationary
Period -
ST. MICHEL, C

Motion No. 2021-32
Moved By: D. RIVERS
Seconded By: S. SONNENBURG
BE IT RESOLVED THAT Connor St. Michel has successfully completed his probationary period and is hereby deemed a permanent full-time employee.
CARRIED

Accounting
Clerk Position

Motion No. 2021-33
Moved By: K. BURKE
Seconded By: D. RIVERS
BE IT RESOLVED THAT we advertise for a permanent full-time Accounting Clerk, with Ruth Clare, Anne Whalen and Susan Sonnenburg being on the interview committee to provide recommendation to Council.
CARRIED

Motion No. 2021-34
Moved By: K. BURKE
Seconded By: P. HNATUIK
BE IT RESOLVED THAT the time is 7:20 pm and this meeting be adjourned until the next regular meeting or call of the Chair.
CARRIED

MAYOR – L. GAMBLE

CLERK-ADMINISTRATOR – K. SLOSS

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021-06

Being a Bylaw to Authorize the Purchase of Land
For Municipal Road Purposes

WHEREAS Section 10(1) of the Municipal Act 2001 as amended allows for a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS it is deemed expedient to purchase land for municipal road purposes as a result of a consent application where the public road (West Lake Road) was deemed to be on the applicants' land;

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

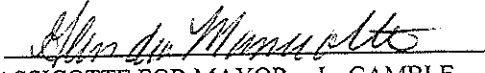
THAT the lands as shown on the sketch attached hereto as Schedule 'A' and described as follows, be purchased for municipal road purposes from Christopher Tatarnuk and Sandy Crites;


P.I.N. 73418-0066
Part of Section 13
Part 2 of Plan 53R-21398
Township of Salter

AND THAT the Transfer/Deed of Land document be attached hereto as Schedule 'B'.

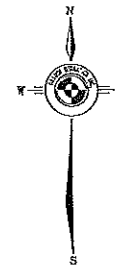
READ A FIRST AND SECOND TIME THIS 27TH DAY OF JANUARY, 2021.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF
JANUARY, 2021.


DEPUTY MAYOR – G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

INTEGRATION COORDINATE TABLE			
COORDINATES ARE DERIVED FROM GPS OBSERVATION USING PROJ. POINT POSITIONING (PPP) SERVICE, UTM ZONE 17 (G) WITH UNADJUSTED, WGS 84 (GEO) (GEO) (GEO) COORDINATE VALUES ARE TO BE USED IN ACCORDANCE WITH SECTION 11 (2) OF THE SURVEY ACT			
DESIGNATED REFERENCE POINT	POINT NO.	EASTING	NORTHING
A	73418-0128	418184.4	418184.4
B	73418-0128	418184.4	418184.4
C	73418-0128	418184.4	418184.4
COORDINATE VALUES ARE TO BE USED IN ACCORDANCE WITH SECTION 11 (2) OF THE SURVEY ACT			



I REQUIRE THIS PLAN TO BE APPROVED UNDER THE LAND TILES ACT		PLAN 53R-21398	
DATE		Nov 16, 2020	
PROJECT & SURVEY OWNING LAND SURVEYOR		REPRESENTATIVE FOR THE LAND SURVEYOR FOR THE LAND TILES DIVISION OF SUDBURY (S.A. 30)	
SCHEDULE			
PART	SECTION	PIN	OWNER
1	PART OF THE NORTH EAST 1/4 OF SECTION 13	PART OF PIN 73418-0060	
GEOGRAPHIC TOWNSHIP OF SALTER			

PLAN OF SURVEY OF
PART OF
THE NORTH EAST 1/4 OF SECTION 13 OF
GEOGRAPHIC TOWNSHIP OF SALTER
MUNICIPALITY OF SABLES - SPANISH RIVER
DISTRICT OF SUDBURY

SCALE 1:1250

0 20 40 60 80 METRES

TULLOCH GEOMATICS INC., O.L.S.
2020

READING NOTE:
READINGS ARE THE ONLY DATA FROM OBSERVED REFERENCE POINTS A AND B BY BEING THE HORIZONTAL (X) COORDINATES, UTM ZONE 17 (G) WEST 1073700.000 (GEO) (GEO) (GEO).

CONVERSION NOTE:
A CONVERSION (X) FACTOR OF 0.0001250000 HAS BEEN ADDED TO THE X COORDINATES OF ALL POINTS TO ADJUST FOR DIFFERENT REFERENCE SYSTEMS.

METRES:
DISTANCES AND COORDINATE VALUES ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCE NOTE:
POINT DISTANCES SHOWN HEREON CAN BE CONVERTED TO LINE ORS BY DIVIDING BY A COSINE SCALE FACTOR OF 0.9999999999.

ADJUSTMENT INFORMATION:
ALL POINTS SHOWN HEREON ARE COORDINATE POINTS WITH NO VERTICAL ADJUSTMENT UNLESS OTHERWISE NOTED.

ALL PLANNED WORKS MUST BEAT THE MAPPING 100%.

LEGEND:

- 1. BOUNDARY LINE
- 2. BOUNDARY LINE WITH AREA
- 3. BOUNDARY LINE WITH AREA AND PERIMETER
- 4. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES
- 5. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE
- 6. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING
- 7. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA
- 8. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING
- 9. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING
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- 11. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 12. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 13. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 14. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 15. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 16. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 17. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 18. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 19. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING
- 20. BOUNDARY LINE WITH AREA AND PERIMETER AND COORDINATE VALUES AND DISTANCE AND BEARING AND AREA AND BEARING AND AREA AND BEARING AND AREA AND BEARING

SURVEY METHOD:
STATION 1 WAS ESTABLISHED BY A PARALLEL LINE TO THE NORTH BOUNDARY OF SECTION 13 THROUGH STATION 6 AND THE DISTANCE ALONG THE SOUTH BOUNDARY OF PART 1 AS PER PLAN 53R-13199.

STATIONS 6, 7, 8 AND 9 WERE ESTABLISHED BY SETTING THE BEARING ON PLAIN 131-1250 TO FIT BETWEEN STATIONS A AND B AND PROPORTIONING THE DISTANCES FROM STATION 1.

STATION 10 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 11 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 12 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 13 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 14 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 15 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 16 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 17 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 18 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 19 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

STATION 20 WAS ESTABLISHED BY SETTING THE BEARING ON PLAIN 53R-13199 TO FIT BETWEEN STATIONS 1 AND 9 AND PROPORTIONING THE DISTANCES ON PLAIN 131-1250.

NOVEMBER 16, 2020		DATE	
TULLOCH		TULLOCH	
TULLOCH GEOMATICS INC.		TULLOCH GEOMATICS INC.	
445 BROADVIEW AVE.		445 BROADVIEW AVE.	
SUDBURY, ONT.		SUDBURY, ONT.	
P.O. BOX 111		P.O. BOX 111	
M5T 1A1		M5T 1A1	
TEL: 705-525-1111		TEL: 705-525-1111	
FAX: 705-525-1111		FAX: 705-525-1111	
WWW.TULLOCHGEOMATICS.COM		WWW.TULLOCHGEOMATICS.COM	

AND FILE WITH THE LAND TILES DIVISION OF SUDBURY

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021-07

Being a Bylaw to Enter into an Agreement
with WSP Canada Inc. for Engineering Services
for the Webbwood Fire Watermain Replacement Project

WHEREAS Section 10(1) of the Municipal Act, 2001, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;


WHEREAS Section 10(2) of the Municipal Act, 2001, as amended provides that a municipality may pass bylaws relating to public assets of the municipality and the health, safety and well-being of persons;

AND WHEREAS it is deemed expedient to enter into an agreement with WSP Canada Inc. for the provision of engineering services for the Webbwood Fire Watermain Replacement Project;

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

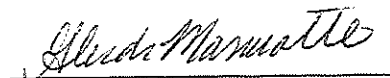
1. That the said agreement is attached hereto as Schedule 'A' to this bylaw;
2. That the Mayor and Clerk are hereby authorized to execute said agreement.


READ A FIRST AND SECOND TIME THIS 27TH DAY OF JANUARY, 2021.


DEPUTY MAYOR-G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF
JANUARY, 2021.


DEPUTY MAYOR-G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

**AGREEMENT
FOR
PROFESSIONAL CONSULTING SERVICES**

Dated the 25th day of January 2021

-BETWEEN-

Corp. of the Township of Sables-Spanish Rivers

Hereinafter called the 'Client'

-AND-

WSP Canada Inc.

Hereinafter called the 'Engineer'

WHEREAS the Client intends to (Description of Project)

Replace the Fire Watermain that crosses Hwy 17 in Webbwood, Ontario, from the north side of Hwy 17, crossing the highway, then southerly on Mary Street and

Hereinafter called the 'Project' and has requested the Engineer to furnish professional Services in connection therewith.

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the Client and the Engineer mutually agree as follows:

5 DESIGN FEES

The fixed fee to complete the topographical survey and engineering design is \$ 15,805.

The above fees do not include a geotechnical investigation, however WSP can provide this service should the MTO require one. We recommend carrying a budget of \$19,500 to complete a geotechnical investigation to the MTO Standards for watermain crossings.

For reference, the breakdown of the geotechnical costs are outlined below.

Professional Fee Incl Disbursements	
Layout, Field tech for Drilling, Lab work and Reporting	\$9,300
Truck-mounted Drill Rig – 4 boreholes to 4.5m	\$3,100
Base Cost	\$12,400
Provisional	
Core Drilling including water truck	\$2,500
MTO Road Occupancy	\$3,000
Traffic Control	\$1,200

Once the construction method is confirmed (MTO Contractor vs. Traditional Tender and Construction), WSP can provide a proposal for Inspections and Contract Administration.

The following items are not included in the above fee as they are not believed to be required for this Project. If requested, these services can be provided for additional fees.

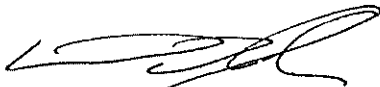
- Legal Surveys;
- Environmental Assessments;
- Archeological Assessments;
- Application Fees/Permitting Fees;
- Material Testing Costs (During Construction); and
- Site Inspections and Contract Administration as noted above.

6 CLOSURE

We trust you will find our proposal clear, concise and responding to your needs. Should you have any questions or require further clarification, please contact the undersigned.

We look forward to working with you and your project team on this assignment.

Yours sincerely,




David Spacek, P.Eng., PMP
Manager of Municipal Infrastructure - Northern Ontario

ARTICLE 4 – FORM OF AGREEMENT

ENGINEER: WSP Canada Inc.

The signatory shall have the authority to bind the Engineer for the purposes of this agreement.



This 25th Day of January, 20 21

Signature		Signature	
Name	David Spacek, P.Eng.	Name	
Title	Manager of Municipal Infra. N. Ontario	Title	

CLIENT: The Corporation of the Township of Sables-Spanish Rivers

The signatory shall have the authority to bind the municipality or its agency for the purposes of this agreement.

This 27 Day of January, 20 21

Signature		Signature	
Name	Glenda Massicotte for Leslie Gamble	Name	Kim Sloss
Title	Deputy Mayor for Mayor	Title	Clerk-Administrator

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021 - 08

Being a Bylaw to Adopt a Complaint Policy

WHEREAS Section 10 of the Municipal Act, 2001, as amended, provides that municipalities may pass bylaws respecting matters of accountability and transparency of the municipality and its operations and of its local boards and their operations;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to provide a complaint policy to allow for a consistent, fair and uniform complaint process and to provide opportunities for feedback;

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

1. That the Complaint Policy, attached hereto as Schedule 'A' to this bylaw, is hereby adopted;
2. That this bylaw shall hereby repeal Bylaw 2018-18.


READ A FIRST AND SECOND TIME THIS 27TH DAY OF JANUARY, 2021.


DEPUTY MAYOR – G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF
JANUARY, 2021.


DEPUTY MAYOR – G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

Corporation of the Township of Sables-Spanish Rivers

Complaint Policy

1. Policy Statement:

The Township of Sables-Spanish Rivers is committed to a consistent, fair and uniform complaint process and to provide opportunities for feedback about the programs, services, facilities and employees of the Township.

The Township recognizes that concerns from the public are at times brought forward and dealt with informally, however not all concerns can be dealt with informally. This policy ensures a consistent and uniform approach to formal complaints with a fair and accountable level of service delivery.

2. Definitions:

2.1 **'Complaint'** means an expression of dissatisfaction relating to the Township's programs, services, facilities, employees and/or bylaw complaints. Anonymous complaints or complaints made on behalf of an unidentified third party will not be entertained or investigated. A complaint is different from a request for service, enquiry, feedback, compliment, or suggestion. Only written complaints shall be considered formal complaints.

2.2 **'Complainant'** means the person who is dissatisfied and filing a complaint.

2.3 **'Compliment'** means an expression of appreciation relating to the Township's programs, services, facilities and employees. This type of communication does not require a response.

2.4 **'Enquiry'** means a general or specific request for information relating to the Township's programs, services, facilities and employees.

2.5 **'Feedback' or 'Suggestion'** means an opinion, comment and expression of interest relating to the Township's programs, services, facilities and employees or an idea submitted to the Township with the aim of improving programs, services or facilities. This type of communication does not require a response.

2.6 **'Request for Service'** means a request made by a member of the public for a specific service provided by the Township. For example, a request for services may include a request to repair/maintain a street surface, report an issue relating to municipal services, or report damage to a facility or park. This type of communication does not require a response.

3. Scope and Responsibility

3.1 This policy applies to communication received from members of the public such as complaints, compliments, feedback and suggestions relating to the Township's programs, services, facilities and employees.

3.2 Compliments, Enquiries, Feedback, Suggestions and Requests for Service made by a member of the public should be submitted in writing and should be resolved at the point of service delivery and may be tracked to identify issues, trends, areas of concern and opportunities for improvement.

3.3 The Township will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

3.4 All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

3.5 Complaints will be tracked and regularly monitored and reviewed to identify issues, trends, areas of concern and opportunities for improvement.

- 3.6 The Clerk-Administrator shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint if it should be brought before Council.

4. Procedure for Submitting a Complaint

- 4.1 Prior to submitting a complaint, members of the public are encouraged to determine whether the subject is either a request for service, enquiry, compliment, feedback, suggestion or complaint. Written complaints shall be considered formal complaints.
- 4.2 All complaints will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act*. Information will be collected, used and disclosed in accordance with the *Act*. The identity of the complainant shall be kept confidential, however, if the matter becomes legal, the complainant could be called to testify and give evidence to substantiate the Township's position. The personal information will only be shared with those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as may be required. Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department.
- 4.3 Bylaw complaints should be submitted in writing to *Rainbow District Animal Services and By-Law Enforcement*, by the complainant on the prescribed "Complaint Form" (attached to Policy) and signed by the complainant. A complaint may be submitted in writing at the Township office at 11 Birch Lake Road, Massey, by email at inquiries@sables-spanish.ca, by fax at 705-865-2736, online through the Township Website www.sables-spanish.ca or by mail to *Rainbow District Animal Services and By-Law Enforcement*, Box 640, Azilda, ON, P0M 1B0.
- 4.4 Animal services, parking concerns, or bylaw concerns of an immediate nature, or where there is an immediate threat to public safety, should be reported by calling 1-800-836-6661 and pressing '0' to speak with an attendant.
- 4.5 Complaints must include the following information:
- Specific details of what happened;
 - Details of where it occurred, who was involved (if applicable);
 - Date and time of occurrence;
 - What outcome is being sought, if any; and
 - Contact information of the complainant.
- 4.6 Within thirty (30) business days of receipt of a complaint, a response in writing will be provided to the complainant and will include:
- Whether the complaint was validated,
 - If the complaint is not validated, provide reason(s) for their decision; and,
 - Any actions the municipality has or will take as a result of the complaint.
- 4.7 If a response is unable to be provided within thirty (30) business days, the complainant shall be notified of the delay and an estimate of when a response will be provided.
- 4.8 If a complaint has been brought to Council and the Township has communicated the decision to the complainant, there is no appeal process at the municipal level. Complainants that are dissatisfied with the outcome or process may submit a complaint to the Office of the Ombudsman at www.ombudsman.on.ca.

5. Attachments:

Complaint Form

TOWNSHIP OF SABLES-SPANISH RIVERS
COMPLAINT FORM

Date (DD/MM/YY): _____ Time: _____

Complainant Name: _____

Address: _____ Town: _____

Postal Code: _____ Home Phone / Cell Phone: _____

Email Address: _____

What is your preferred method of communication: _____

Description of Complaint: (Please include details of the matter such as date(s), time(s), location, and background information about the matter. Please use the back of this form if further space is required. Additional information such as relevant photographs can be attached to this form.)

Signature of Complainant: _____

(Please note: Unsigned and/or incomplete forms will not be processed. Any complaints received electronically are deemed to be signed).

Thank you for taking the time to inform us of your concerns. As per the Township of Sables-Spanish Rivers Complaint Policy, a response to your complaint will be provided within thirty (30) business days of the receipt of the complaint. If you have any questions or concerns during the process please contact the Township Office.

FOR ADMINISTRATIVE USE ONLY

Complaint Received by: _____ Date(DD/MM/YY): _____

Department Forwarded to: _____

Staff Signature: _____

Notice of Collection: The personal information collected on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to receive and investigate public complaints. Questions about this collection can be directed to the Municipal Clerk.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021 - 09

A Bylaw to Regulate and Prohibit Noise
in the Township of Sables-Spanish Rivers

WHEREAS Section 10(2) of the Municipal Act, 2001 provides for a municipality to pass bylaws respecting the health, safety and well-being of person;

WHEREAS Section 129 of the Municipal Act, 2001 authorizes a local municipality to regulate and prohibit with respect to noise;

AND WHEREAS it is in the public interest to regulate the noise level in the Township of Sables-Spanish Rivers and to promote and protect public health, safety, welfare and the peace and quiet of the inhabitants of the Township.

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

1. **DEFINITIONS**

In this bylaw,

- a) **“bylaw enforcement officer”** means the Bylaw Enforcement Officer for the Corporation of the Township of Sables-Spanish Rivers;
- b) **“construction”** includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavation, the laying of pipe and conduit whether above or below the ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any associated or related work;
- c) **“construction equipment”** means any equipment or device designed or intended to be used in construction or material handling including but not limited to air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers, trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;
- d) **“council”** means the Council of the Corporation of the Township of Sables-Spanish Rivers
- e) **“emergency vehicle”** means a land ambulance, fire department vehicle, police services vehicle and any other motor vehicle being used to respond to an emergency;
- f) **“motor vehicle”** includes an automobile, bus, truck, motorcycle, motor assisted bicycle and any other vehicle propelled or driven other than muscular power;
- g) **“municipal services vehicle”** means a vehicle operated by or on behalf of the Township or a contractor retained by the Township while the vehicle is being used for the construction, repair or maintenance of the highway including the clearing and removal of snow, construction repair maintenance of a municipal utility, or the collection or transportation of waste or other municipal purpose;
- h) **“noise”** means any sound which is of such volume or nature that it does, or is likely to disturb any inhabitants of the Township; and
- i) **“point of reception”** is any point on any property or premises other than the property or premises on which the noise originates.

2. **REGULATED NOISE**

No person shall, during the times specified in Schedule A to this bylaw, make, cause or permit the making of noise that is likely to disturb an inhabitant within the Township that is the result of any of the activities described in Schedule A that is audible at the point of reception.

3. **EXEMPTIONS**

3.1 Section 2 shall be deemed not to apply to noise resulting from an activity if:

- (a) it is the result of measures undertaken in an emergency or by emergency vehicles;
- (b) it is caused by municipal services vehicles;
- (c) it is caused by agricultural activities;
- (d) it is undertaken primarily for religious activities; or
- (e) a permit has been issued for the activity pursuant to Section 4.3, and the conditions of the permit are complied with.

4. **PERMITS**

4.1 Upon receipt of a written request as per Section 4.2 Council shall review and if deemed expedient and not contrary to the interests of the community, issue a permit for an exemption from this bylaw.

4.2 A request for an exemption permit shall be in writing, and shall set out particulars of the proposed activity, the area of the Township likely to be affected, and the days and times for which the exemption is being requested. A request shall be accompanied by a fee in the sum of \$25.00. Council may waive the fee in circumstances where it appears reasonable to Council to do so.

4.3 Council may grant a permit for an exemption under this bylaw on such terms and with such conditions or restrictions as deemed appropriate.

5. **ENFORCEMENT AND OFFENCES**

5.1 This bylaw shall be enforced by the Bylaw Enforcement Officer for the Corporation of the Township of Sables-Spanish Rivers.

5.2 Any person who contravenes the provisions of this by-law is guilty of an offence and upon conviction is subject to a fine as provided for in the Provincial Offences Act and to any other applicable penalties.

5.3 If this bylaw is contravened and a conviction entered, the court in which the conviction has been entered or any court of competent jurisdiction thereafter may in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

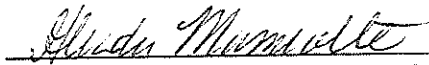
6. **VALIDITY**


If a court of competent jurisdiction declares any provision or any part of a provision of this by-law to be invalid or to be of no force in effect, it is the intension of council enacting this by-law at each and every provision of this by-law authorizes by law be applied and enforced in accordance with its terms to the extent possible according to law.

7. **COMMENCEMENT**

This Bylaw shall come into force and take effect upon third and final reading.

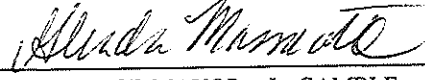
READ A FIRST AND SECOND TIME THIS 27TH DAY OF JANUARY, 2021.


DEPUTY MAYOR – G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF

JANUARY, 2021.


DEPUTY MAYOR – G. MASSICOTTE FOR MAYOR – L. GAMBLE


CLERK – K. SLOSS

REGULATED NOISES PRESCRIBED BY TIME OF DAY

ACTIVITY	PROHIBITED TIME OF DAY
1. Persistent barking, calling or whining or other similar persistent noise making by any domestic pet or any other animal kept or used for any purpose other than agriculture.	AT ALL TIMES
2. The use of a horn, whistle, bell or gong except as a warning device.	AT ALL TIMES
3. The detonation of fireworks.	AT ALL TIMES except 7:00 p.m. to 12:00 a.m. on New Years Day, Victoria Day, Canada Day, Labour Day, New Years Eve
4. The detonation of explosive devices used in construction.	Prohibited between 9:00 p.m. and 7:00 a.m.
5. The operation of an internal combustion engine without an effective muffler.	AT ALL TIMES
6. The operation of any tool or machine including a hammer, saw, nail gun, staple gun, lawn mower, hedge trimmer, drill or the like, except for the purpose of snow removal.	Prohibited between 9:00 p.m. and 7:00 a.m.
7. The operation of construction equipment.	Prohibited between 9:00 p.m. and 7:00 a.m.
8. The operation of a dirt bike, go-cart, dune buggy or other like unlicensed motor vehicles, or mudding/monster trucks for recreational purposes.	Prohibited between 7:00 p.m. and 8:00 a.m.
9. The undertaking of construction work, including erection, alteration, repair, dismantling or any activity related to construction.	Prohibited between 9:00 p.m. and 7:00 a.m.
10. The operation of any electronic device or group of connected electronic devices incorporating one or more loud speakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound.	AT ALL TIMES
11. The operation of a motor vehicle licensed under the Highway Traffic Act, or the Motorized Snow Vehicles Act, without the original manufacturers muffler system, or an equivalent muffler system.	AT ALL TIMES
12. The continuous idling of a motorized vehicle, large or small, gas or diesel engine.	AT ALL TIMES