

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

INAUGURAL MEETING

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DECEMBER 6 2022

PRESENT: MAYOR: Kevin BURKE
COUNCILLORS: Casimir BURNS; Harold CRABS; Edith FAIRBURN; Merri-Ann HOBBS;
Mike MERCIECA; Cheryl PHILLIPS
CLERK-ADMINISTRATOR: Anne WHALEN

Motion No: 2022-368
Moved By: H. CRABS
Seconded By: M. MERCIECA
WHEREAS there is a quorum of Council present and the time is 7:00 p.m.;
BE IT RESOLVED THAT this Inaugural Meeting be open for business;
AND THAT the minutes of the regular meeting of November 9, 2022 be approved.
CARRIED

Addition-
A6 and C4

Motion No. 2022-369
Moved By: E. FAIRBURN
Seconded By: H. CRABS
BE IT RESOLVED THAT the following be added to the regular agenda:
– A6- December 2022 meeting schedule
– C4- Repairs to Truck #12
CARRIED

Consent
Agenda

Motion No. 2022-370
Moved By: C. PHILLIPS
Seconded By: M. HOBBS
BE IT RESOLVED THAT items A1, E1, E2, G1 & G2 contained on the consent agenda, be adopted.
CARRIED

Cheque
Register

Motion No. 2022-371
Moved By: C. PHILLIPS
Seconded By: M. HOBBS
BE IT RESOLVED THAT the attached Cheque Register for the month of November 2022 totalling \$1,372,974.06 be approved as paid.
CARRIED

Library
Board
Minutes

Motion No. 2022-372
Moved By: C. PHILLIPS
Seconded By: M. HOBBS
BE IT RESOLVED THAT the minutes of the Library Board of October 20, 2022 be accepted as presented.
CARRIED

WCCB
Minutes

Motion No. 2022-373
Moved By: C. PHILLIPS
Seconded By: M. HOBBS
BE IT RESOLVED THAT the minutes of the Walford Community Centre Board of November 10, 2022 be accepted as presented.
CARRIED

Bylaw 22-40
Bylaw 22-41

Motion No. 2022-374
Moved By: C. PHILLIPS
Seconded By: M. HOBBS
BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:
– Bylaw 2022-40 Being a Bylaw to Delegate Signing Authority
– Bylaw 2022-41 Being a Bylaw to Provide for the Erection of Stop Signs
CARRIED

Deputy
Mayor

Motion No. 2022-375
Moved By: H. CRABS
Seconded By: E. FAIRBURN
BE IT RESOLVED THAT pursuant to Section 12.1.2 of the Procedural Bylaw, Mike Mercieca is hereby appointed as Deputy Mayor for this term of Council.
CARRIED

Committee
Chairs

Motion No. 2022-376
Moved By: M. HOBBS
Seconded By: H. CRABS
BE IT RESOLVED THAT the following members of Council be appointed as Chair of the following Committees:
Public Works: Harold Crabs; Co-Chair- Casimir Burns
Parks & Recreation: Mike Mercieca
Economic Development & Community Services: Edith Fairburn; Co-Chair- Merri Ann Hobbs
Finance- Head of Council
AND THAT such appointments be reviewed from time to time as determined by Council.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLE-SPANISH RIVERS

INAUGURAL MEETING

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DECEMBER 6 2022

Board Appointments	Motion No. 2022-377 Moved By: C. PHILLIPS Seconded By: M. MERCIECA BE IT RESOLVED THAT the following members of Council be appointed to the following Boards: <ul style="list-style-type: none">Library Board: Merri-Ann Hobbs and Kevin BurkeWalford Community Centre Board: Cheryl PhillipsMuseum Board: Edith FairburnMassey Agricultural Society: Cheryl Phillips CARRIED
Committee & Board Members Advertising	Motion No. 2022-378 Moved By: C. PHILLIPS Seconded By: H. CRABS BE IT RESOLVED THAT we advertise for interested ratepayers to sit on the following committees and boards, to be reviewed at the January 11, 2023 council meeting: <ul style="list-style-type: none">Public WorksParks & RecreationEconomic Development & Community ServicesFinanceLibrary Board CARRIED
Council Meeting Schedule- December	Motion No. 2022-379 Moved By: H. CRABS Seconded By: C. PHILLIPS BE IT RESOLVED THAT the regular Council meetings of December 14 and December 28, 2022 be cancelled and replaced with a meeting to be held on December 19 th , 2022 at 6:00 pm. CARRIED
Fire Chief's Report	Motion No. 2022-380 Moved By: E. FAIRBURN Seconded By: C. BURNS BE IT RESOLVED THAT the Fire Chief's report for the month of November 2022 be accepted as presented. CARRIED
J.I Progress Payment #4	Motion No. 2022-381 Moved By: E. FAIRBURN Seconded By: H. CRABS BE IT RESOLVED THAT the attached Progress Payment #4 in favour of J.I Enterprises in the amount of \$19,650.20 including HST for the Algoma/ Front Street Watermain Replacement Project be approved for payment. CARRIED
Caldwell Bridge Replacement	Motion No. 2022-382 Moved By: C. PHILLIPS Seconded By: H. CRABS BE IT RESOLVED THAT as per the recommendation of WSP Canada Inc., we accept the tender received from James Lathem-Excavating Ltd. in the amount of \$695,578.68 inclusive of HST for the Caldwell Bridge Replacement Project. CARRIED
Old Webbwood Rd Guardrails	Motion No. 2022-383 Moved By: C. PHILLIPS Seconded By: E. FAIRBURN BE IT RESOLVED THAT we accept the quote from M&G fencing to install 275ft of steel beam guardrail on Old Webbwood Road at a cost of \$20,930.00 plus HST. CARRIED
Truck #12 Repairs	Motion No. 2022-384 Moved By: M. MERCIECA Seconded By: C. BURNS BE IT RESOLVED THAT we accept the recommendation from the Public Works Manager, Option #2, to complete the repairs on the 2005 Tandem Truck #12 at a cost of \$11,293.22. CARRIED
2023 ON Ice Fishing Challenge	Motion No. 2022-385 Moved By: C. PHILLIPS Seconded By: M. HOBBS BE IT RESOLVED THAT \$1,000+ HST be allocated from the 2023 Economic Development Special Programming Account to participate as a community sponsor in the 2023 Ontario Ice Fishing Challenge; AND THAT an additional \$500 be allocated for local prizes. CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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DECEMBER 6 2022

Arena Chiller	Motion No. 2022-386 Moved By: C. PHILLIPS Seconded By: C. BURNS BE IT RESOLVED THAT we accept the quote from Toromont CIMCO for the replacement of the chiller at a cost of \$151,755.20 plus HST, with work to be completed in the spring of 2023. CARRIED
Bylaw 2022-39 Drainage Works	Motion No. 2022-387 Moved By: E. FAIRBURN Seconded By: C. PHILLIPS BE IT RESOLVED THAT Bylaw 2022-39, being a bylaw to provide for drainage works in the Township of Sables-Spanish Rivers be read a third and final time and passed in open council. CARRIED
Closed Session	Motion No. 2022-388 Moved By: E. FAIRBURN Seconded By: C. PHILLIPS BE IT RESOLVED THAT we move into closed session at 9:15 p.m., pursuant to Section 239(2) of the Municipal Act to consider: <ul style="list-style-type: none">personal matters about identifiable individualsadvice that is subject to solicitor-client privilege, including communications necessary for that purpose;the security of the property of the municipality CARRIED
Open Session	Motion No. 2022-390 Moved By: E. FAIRBURN Seconded By: C. BURNS BE IT RESOLVED THAT this closed session be adjourned at 10:16 p.m. and the regular meeting resumed. CARRIED
Extend Meeting	Motion No. 2022-391 Moved By: E. FAIRBURN Seconded By: C. PHILLIPS BE IT RESOLVED THAT this meeting be extended beyond the hour of 9:45 p.m. pursuant to Section 11.4 of the Procedural Bylaw. CARRIED
Thank Chris Bevan	Motion No. 2022-392 Moved By: E. FAIRBURN Seconded By: C. PHILLIPS BE IT RESOLVED THAT we thank Chris Bevan representing Intact Public Entities for his presentation to Council regarding municipal insurance provisions. CARRIED
Municipal Insurance 2023	Motion No. 2022-393 Moved By: H. CRABS Seconded By: M. MERCIECA BE IT RESOLVED THAT we accept the proposal from Intact Public Entities for municipal insurance requirements for the year 2023, for the premium of \$175,404.00. CARRIED
Nurse Practitioner Resignation	Motion No. 2022-394 Moved By: M. HOBBS Seconded By: C. PHILLIPS BE IT RESOLVED THAT we accept the resignation from Brenda Taylor, Nurse Practitioner, with regret; AND THAT we wish her all the best in her future endeavours. CARRIED
Nurse Practitioner Position	Motion No. 2022-395 Moved By: E. FAIRBURN Seconded By: M. MERCIECA BE IT RESOLVED THAT we advertise for a Nurse Practitioner for the Massey Medical Clinic; AND THAT an interview committee comprised of the Medical Clinic Manager, Dr. Cherian and the Clerk-Administrator be established to conduct interviews to select a suitable candidate. CARRIED
Adjourn	Motion No. 2022-396 Moved By: C. PHILLIPS Seconded By: E. FAIRBURN BE IT RESOLVED THAT the time is 10:25 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair. CARRIED

MAYOR – K. BURKE

CLERK-ADMINISTRATOR – A. WHALEN

Accounts Payable Cheque Register Report - Payroll & AP-1009588

For The Date Range From 11/01/22 To 11/30/22

For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26171	C	11/09/22	35	Massey Home Hardware	\$816.68	O
26172	C	11/09/22	359	JI Enterprises	\$707,107.69	O
26173	C	11/09/22	153	John's Flower Shop <i>Parkers & Rec - 16 Autumn Blaze</i>	\$1,559.34	O
26174	C	11/09/22	38	Minister of Finance - Policing	\$55,754.00	O
26175	C	11/09/22	44	Pitney Bowes	\$293.78	O
26176	C	11/09/22	84	Public Health Sudbury & Districts	\$12,339.00	O
26177	C	11/09/22	51	Sonnenburg Rona Building Centre	\$292.93	O
26178	C	11/09/22	315	Staples Business Advantage	\$618.92	O
26179	C	11/09/22	762	State Chemical Ltd.	\$231.65	O
26180	C	11/09/22	189	Town of Blind River <i>election exp.</i>	\$3,661.15	O
4476	E	11/03/22	837	Local Authority Services <i>- culverts</i>	\$4,252.71	O
4477	E	11/03/22	535	MSO Construction Limited <i>emulsion & aggregate</i>	\$159,541.54	O
4478	E	11/09/22	739	2612831 Ontario Inc.	\$7,630.21	O
4479	E	11/09/22	751	Andrew Vondette <i>install computers & office</i>	\$430.94	O
4480	E	11/09/22	30	J. Breen Coffee Service Ltd	\$107.63	O
4481	E	11/09/22	13	Carlyle Construction	\$45,096.04	O
4482	E	11/09/22	630	CIMCO Refrigeration	\$10,229.80	O
4483	E	11/09/22	85	Manitoulin-Sudbury DSSAB	\$57,299.25	O
4484	E	11/09/22	778	ECS Cares	\$341.83	O
4485	E	11/09/22	22	Espanola Regional Hydro	\$10,648.50	O
4486	E	11/09/22	247	Espanola Regional Hydro <i>street light maintenance</i>	\$5,187.68	O
4487	E	11/09/22	62	Town of Espanola	\$4,821.35	O
4488	E	11/09/22	565	FORT GARRY FIRE TRUCKS	\$328.32	O
4489	E	11/09/22	49	GFL Environmental Inc.	\$28,083.52	O
4490	E	11/09/22	366	Gin-Cor Industries	\$1,305.71	O
4491	E	11/09/22	80	Espanola Home Hardware	\$530.98	O
4492	E	11/09/22	26	Huron Central Railway M2142	\$890.00	O
4493	E	11/09/22	29	Janeway PharmaChoice	\$36.82	O
4494	E	11/09/22	190	Jim's Portable Toilets & Septic Service	\$64.64	O
4495	E	11/09/22	704	John Van Norman	\$510.00	O
4496	E	11/09/22	557	K. Smart Associates Limited	\$59.33	O
4497	E	11/09/22	251	Massey Area Museum <i>2022 Prop tx rebate</i>	\$12,076.53	O
4498	E	11/09/22	36	Massey Wholesale	\$242.57	O
4499	E	11/09/22	65	NAPA Espanola	\$2,017.89	O
4500	E	11/09/22	79	Northern Communications	\$914.38	O

Township of Sables-Spanish Rivers
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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
4501	E	11/09/22	42	Northern Uniform Service	\$56.50	O
4502	E	11/09/22	664	Rejean Rousseau <i>work boots</i>	\$120.00	O
4503	E	11/09/22	705	RICOH	\$260.96	O
4504	E	11/09/22	816	Shawn McCauley <i>Work boots</i>	\$90.37	O
4505	E	11/09/22	703	Susie Gross <i>Seniors program</i>	\$155.00	O
4506	E	11/09/22	432	Testmark Laboratories Ltd.	\$79.10	O
4507	E	11/09/22	150	TK Elevator (Canada) Limited	\$1,115.31	O
4508	E	11/09/22	643	Ultramar	\$4,920.61	O
4509	E	11/09/22	105	Weaver Simmons LLP	\$2,387.13	O
4510	E	11/29/22	22	Espanola Regional Hydro	\$10,627.28	O
4511	E	11/29/22	29	Janeway PharmaChoice	\$243.98	O
4512	E	11/29/22	30	J. Breen Coffee Service Ltd	\$262.27	O
4513	E	11/29/22	36	Massey Wholesale	\$67.80	O
4514	E	11/29/22	42	Northern Uniform Service	\$141.92	O
4515	E	11/29/22	47	Purolator Courier	\$107.37	O
4516	E	11/29/22	65	NAPA Espanola	\$583.40	O
4517	E	11/29/22	86	Sun Life Assurance Company	\$8,816.58	O
4518	E	11/29/22	106	The Beer Store	\$1,928.90	O
4519	E	11/29/22	113	Culligan	\$44.22	O
4520	E	11/29/22	124	Wat Supplies	\$200.06	O
4521	E	11/29/22	126	SPI Health and Safety Inc.	\$138.04	O
4522	E	11/29/22	140	Medline Canada, Corporation	\$470.31	O
4523	E	11/29/22	147	Bookstore - Annex Publishing & Printing	\$586.92	O
4524	E	11/29/22	176	Morris Sanftenberg Construction	\$5,691.52	O
4525	E	11/29/22	190	Jim's Portable Toilets & Septic Service	\$452.00	O
4526	E	11/29/22	193	Ontario Clean Water Agency	\$11,034.16	O
4527	E	11/29/22	433	Beamish Construction Inc	\$4,395.08	O
4528	E	11/29/22	473	WSP Canada Inc.	\$7,195.28	O
4529	E	11/29/22	544	N-two Medical Inc.	\$28.19	O
4530	E	11/29/22	555	Lynda Goodchild	\$723.20	O
4531	E	11/29/22	587	TELUS Health Solutions	\$1,508.55	O
4532	E	11/29/22	630	CIMCO Refrigeration	\$175.69	O
4533	E	11/29/22	643	Ultramar	\$4,939.70	O
4534	E	11/29/22	667	881683 Ontario Inc. <i>-shredding-</i>	\$113.00	O
4535	E	11/29/22	673	Marla Toulouse	\$750.00	O

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For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
4536	E	11/29/22	704	John Van Norman	\$408.00	O
4537	E	11/29/22	723	Maximum Signs	\$1,350.23	O
4538	E	11/29/22	728	TMI <i>-brushing</i>	\$4,514.35	O
4539	E	11/29/22	730	Brandt Tractor Ltd.	\$3,643.57	O
4540	E	11/29/22	739	2612831 Ontario Inc.	\$13,801.70	O
4541	E	11/29/22	752	J.L. Richards & Associates Limited	\$1,708.56	O
4542	E	11/29/22	756	Bell Conferencing Inc.	\$56.50	O
4543	E	11/29/22	788	C&S Forestry	\$6,780.00	O
4544	E	11/29/22	838	1499545 Ontario Inc <i>grinding @ land fill.</i>	\$55,822.00	O
Bell Canada	E	11/09/22	10	Bell Canada	\$1,137.25	O
Bell Canada	E	11/29/22	10	Bell Canada	\$149.16	O
Bell Mobility	E	11/29/22	11	Bell Mobility	\$40.09	O
Brandt Tractor Ltd.	E	11/15/22	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	11/09/22	520	EASTLINK	\$41.99	O
EASTLINK	E	11/29/22	520	EASTLINK	\$428.31	O
Hydro One	E	11/09/22	71	Hydro One	\$1,303.88	O
Hydro One	E	11/29/22	71	Hydro One	\$601.19	O
Minister of Finance - EHT	E	11/03/22	6	Minister of Finance - EHT	\$1,963.45	O
OMERS	E	11/03/22	552	OMERS	\$15,888.56	O
Ontario Clean Water Agency	E	11/10/22	193	Ontario Clean Water Agency	\$17,600.41	O
Receiver General	E	11/03/22	4	Receiver General	\$10,397.05	O
Receiver General	E	11/22/22	4	Receiver General	\$9,393.02	O
Reliance Home Comfort	E	11/29/22	154	Reliance Home Comfort	\$62.43	O
Royal Bank - GFS Service Centre	E	11/03/22	52	Royal Bank - GFS Service Centre	\$376.48	O
Shell Canada	E	11/29/22	103	Shell Canada	\$3,491.11	O
Visa - Ruth Clare	E	11/01/22	774	Visa - Ruth Clare <i>starting subscriptions/OACFP</i>	\$8,059.12	O
VISA-Anne Whalen	E	11/01/22	829	VISA-Anne Whalen <i>vehicle licenses</i>	\$2,225.46	O
WSIB	E	11/09/22	551	WSIB <i>AMCTO/computer supplies</i>	\$3,195.62	O

Cleared \$0.00

Outstanding \$1,372,974.06

Void \$0.00

Sables-Spanish Rivers Public Library Board
Minutes from a Meeting – via Zoom
October 20, 2022 – 6:00 p.m.

Present:	Board Chair	Kevin Burke
	Board Member	Sue Christiansen
	Board Member	Ursula Robinson
	Board Member	Tim Weatherley (Council Representative)
	Board Member	Carolyn O'Higgins, Recording Secretary
	Library CEO	Serena Mariage

Regrets:	Board Member	Eira Robinson
	Board Member	Denise Trenaman

1. The Board convened at 6:00 p.m.
2. The meeting began with a Statement of Indigenous Respect & Acknowledgement.
3. Additions to the Agenda – None
4. Approval of Agenda and Minutes of the September Meeting: Sue Christiansen pointed out an error in the Minutes which will be corrected prior to them being filed and sent to Council.

MOVED by Ursula Robinson, seconded by Tim Weatherley, that the Agenda and the Minutes of the meeting held September 29, 2022 (with corrections) be approved.

CARRIED. 2022-34

5. Disclosure of Conflict of Interest – None
6. Business Arising from the Minutes:
 - 6.1 New Printer – Serena reported on her research to obtain a new printer for the Massey Library. The CEO recommends purchasing from Laurentian Business Products where she found the preferred machine (Canon) and a competitive price. In addition, Laurentian has a promotion until December that could be taken advantage of. The Board agreed to the purchase of this machine, at a cost of \$7312.26, including a service contract (\$996 for the first year).

Further discussion addressed the printer at the Webbwood Library. The CEO will explore the possibility of obtaining a new printer for that branch as well, perhaps utilizing a payment plan. Also considered will be the value of trading in the current (Massey) printer.
 - 6.2 Use of SmartBoard for advertising events and opportunities – Serena reported that two staff members (Tracey and Thomasina) have been tasked with putting together this material, which will also include a piece about how to join *Friends of the Library*.
 - 6.3 In Camera Meeting (September) – The Chair reported that the status of the matter discussed In-Camera at the last meeting remains unchanged.
7. Correspondence – None

8. Librarian's Report:

- 8.1 Health & Safety: There has been a rise in the number of people getting sick (Covid and other) and the library staff have been instructed to continue to sanitize materials as they come into the library. The CEO will work with staff to monitor and deal with this situation.

Additionally, annual health & safety training for library staff, which can be done with the Township employees, has not happened yet. Serena has emailed the Ruth Clare to inquire about the timing of this. If nothing is forthcoming soon, Serena may need to arrange for the library staff to be trained separately.

8.2 HR & Training:

- a) New Staff: Serena reported that the placement of Thomasina Cuthbert (Mohawk College) is proceeding well. The CEO will working directly with her to learn about policy writing, and building and budget development. Thomasina will work with the other two senior staff to learn about the inter-library loan program.
- b) *Not Myself Today* program: This employee assistance and mental health program began on October 15th. A flat fee is being paid for the service which is also available to members of the Board.
- c) Truth & Reconciliation Training: Serena has enrolled in a course offered by the First Nations University of Canada. She will share information and insights about the course content with library staff.

8.3 Programming & Events:

- *Paint a Rock* – Truth & Reconciliation Day event in Massey – 1 participant
- *Starry Night* event with the Dortwood Observatory – lots of interest – 10-12 people attended. Will do another in Webbwood on November 9th.
- *First Friday* event in Massey – 21 people attended; November and December programs are ready to go.
- *Harry Potter Escape Room* in Webbwood – event is full with a waiting list; may do one for Christmas as well.

8.4 *Friends of the Library*:

Ursula Robinson reported that the *First Friday* events are going well. She reminded the Board that the December event coincides with *Christmas in Massey*, and that there will be only one presenter (Tanya Mannery, who will be demonstrating how to do Christmas floral displays).

A meeting for the *Friends* will be scheduled in the near future.

9. New Business – None

10. Policy Review: The Board received updated policies for Personnel (5.0), Workplace Harrassment & Discrimination (5.7), and a CEO Succession Plan.

- 10.1 Personnel Policy. Discussion included obtaining an answering machine for the Massey (and Webbwood?) branch phones and the creation of a drug and alcohol policy. The CEO will look into the acquisition of an answering machine and will develop a separate policy to address and alcohol use.

MOVED by Carolyn O'Higgins, seconded by Tim Weatherley, that the Personnel Policy (5.0) be approved as circulated. **CARRIED.** 2022-35

10.2 Workplace Harrassment & Discrimination.

MOVED by Carolyn O'Higgins, seconded by Sue Christiansen, that the Workplace Harrassment & Discrimination Policy (5.7) be approved as circulated. **CARRIED.** 2022-36

10.3 CEO Succession Plan. There was discussion regarding this plan; the CEO will continue to work with its development, in particular the handling of payroll and other confidential administrative tasks in the event that the CEO become temporarily unable to perform these functions.

10.4 The Policy Review Schedule was reviewed. Job descriptions & pay grid, a mental health policy, and those policies reviewed and needing further development will be considered at the next meeting of the Board.

11. Financial Report:

11.1 The Board reviewed the financial reports and statements for September 2022.

MOVED by Tim Weatherley, seconded by Ursula Robinson, that the expenses for September 2022, in the amount of \$15,131.75, be approved. **CARRIED.** 2022-37

11.2 The Monthly Tracking report was discussed. Regarding the unsatisfactory and untimely receipt of bills from Bell, it was suggested that e-billing might provide a solution to this problem.

11.3 The 2023 Draft Budget was examined. Increases in excess of the 2022 budget relate primarily to added wage hours for the Assistant Librarian II position and an increase in vacation pay due for Assistant Librarian I (Tracey Vandergulik).

12. Council Report – Tim Weatherley updated the Board on some of the items discussed at the last Municipal Council meeting, including the approval of Sue Christiansen to the Township Public Library Board.

13. Strategic Planning & Marketing – nothing at this meeting.

14. Date of Next Meeting: **Thursday, November 17, 2022 at 6:00 p.m.** via Zoom. It was decided to continue with Zoom meetings through the end of the year and the winter months.

15. Adjournment: **MOVED** by Sue Christiansen, seconded by Tim Weatherley, that the meeting be adjourned. **CARRIED.** 2022-38

WALFORD COMMUNITY CENTRE BOARD

REGULAR MEETING

November 10, 2022

PRESENT: Cheryl Phillips, Stanley Phillips, Jean Wuorinen, Robert Hopkins, Julie Vuorensyrja, Ellen Phillips

ABSENT: Jewel Sanftenberg, Theresa Minten, Jeff Minten, Pauline Zarichney, Donna Mcinnis

Motion No. 2022-42

Moved by: Jean Wuorinen

Seconded by: Ellen Phillips

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

CARRIED

Motion No. 2022-43

Moved by: Bryan Lees

Seconded by: Robert Hopkins

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

Motion No. 2022-44

Moved by: Jean Wuorinen

Seconded by: Robert Hopkins

BE IT RESOLVED THAT we defer the snow guards until 2023.

CARRIED

Motion No. 2022-45

Moved by: Bryan Lees

Seconded by: Robert Hopkins

BE IT RESOLVED THAT we reimburse Cheryl Phillips for lock set \$28.25 for back bar room door (paid with petty cash).

CARRIED

Motion No. 2022-46

Moved by: Ellen Phillips

Seconded by: Jean Wuorinen

BE IT RESOLVED THAT as recommended by the Walford Community Club that we purchase more dinner forks, kitchen countertops, a new kitchen tap, insulated toilet for the staff washroom, new mats for both sets of entrance doors, and post the rink caretaker job.

CARRIED

Motion No. 2022-47

Moved by: Robert Hopkins

Seconded by: Bryan Lees

BE IT RESOLVED THAT the meeting be adjourned until the call of the chair or January 12, 2023.

CARRIED

Meeting Discussions:

- Public Works inspected the entrance to the fire hall. They have patched it for this fall. It is to be repaired in the spring.
- Rink repairs are almost completed. Thanks to the volunteers.
- Discussed snow guards for the hall roof.
- Julie will email Jenal's hall cleaning hours to the township.
- Unopened beer now needs to be returned for credit to Lively.
- Renewal of Smart Serve needs to be completed by June 2023.
- 2 smoke detectors need to be replaced in the hall.
- We will look into purchasing new tables and chairs in the new year.
- Cheryl is to get a copy of the insurance on the hall and contents.
- Bryan & Ellen presented proposed changes to the Constitution and Rental Agreements.
- Cheryl will send a thank you letter to Espanola Home Hardware for discounts on rink supplies and Sherri Brandow for bartending.

Upcoming events:

Nov 19 - Bazaar

Dec 10 - Benefit for Bob & Jenny Zarichney

SECRETARY

CHAIRPERSON

Township of Sables-Spanish Rivers

Memo

To: Clerk, Council
From: Blair Ramsay, Fire Chief
Date: 1 December, 2022
Re: Monthly Fire Department Committee Report

2022 Monthly Fire Call Out Summary:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm	4	3	1	-	-	2	1	1	-	2	1	-
Smoke/CO/Haz Mat	1	-	-	-	-	-	-	1	1	-	1	-
EMS Assist/Rescue	1	1	1	-	-	4	-	-	-	-	1	-
Structure Fires	-		-	-	3	1	-	-	-	1	1	-
Chimney Fires	-	-	-	-	-	-	-	-	-	-	-	-
Brush Fires	-	-	-	1	4	3	2	1	1	-	-	-
MVA / MVC	1	3	-	3	3	4	3	3	2	-	-	-
Hydro Line / Pole	-	-	-	-	-	2	-	-	-	1	-	-
Burn Complaints	-	-	-	4	8	4	6	3	3	2	1	-
Inspections	1	2	1	2	2	1	2	-	1	-	-	-
Mutual Aid	-	-	-	-	1	-	-	-	-	-	-	-
Aid Spanish FD	2	-	1	1		-	-	-	-	-	-	-
Total	10	9	4	9	19	21	14	9	8	6	5	-

Calls for Service:

- To date SSRFD have responded to 113 calls for service.
- This month SSRFD only had 5 calls for service. One fire call involving a male lighting a shed on fire and he was arrested at the scene for arson.

Training:

- Training sessions in November focussed on Auto Extrication Stabilization and make up training session for those that missed training.
- SSRFD Training Department attended a train the trainer for the new stabilization struts that were purchased. The training was administered by Holomatro representative.
- At our Officers meeting, we discussed the new training policy and notification of members not attending training. I made a few changes to the letter and policy. In the coming weeks I will be implementing the policy starting Jan 1st to coincide with the training program launch. Members will have plenty of time to decide if they can make the commitment to continue.
- The FTO Shea and I have received training from a Fire Engineering Online Training Platform that has been purchased with 2022 training budget funds. This platform enhances the SSRFD training program by giving us an online tracking system to ensure our members are not missing any training. The platform is approved by the OFM and has many of the core courses, with content and testing that we require. The cost of the licenses is very competitive compared to other programs we have looked at saving thousands of dollars. SSRFD has purchased 25 licenses with 25 more in 2023. This will cover all our current members. If we require more licenses, the cost is \$50.00 per member per year.
- Fire Engineering is a leading fire training organization in the USA that has created an online training platform for fire departments in North America. There are courses for Firefighter 1 and 2, Auto Extrication, Hazardous Material Awareness courses and many more that are now required by the OFM. These courses meet the National Fire Protection Association (NFPA) standards which is the standards adopted in Ontario.

Pub Ed/Public Education, Recruiting and Fundraising Committee (PERF)

- Committee met and discussed the upcoming Christmas in Massey. SSRFD will be in attendance with hot chocolate and goodies as well to promote winter fire safety and recruitment.
- SSRFD had members attend the Remembrance Day Ceremony in Massey and lay a number of wreaths.

Station Report:

- Station 1 – Tanker #420 will be getting the annual inspection completed with the assistance of Station 2
- Station 2 – Repairs were made to the air hose on the compressor unit after it was damaged by one of the apparatuses.
- Station 4 – #450 was moved back to Station 5 and #445 was put back into service
- Station 5 – Nothing to report.

Administration:

- 2023 budget was submitted. I will be meeting with the Treasurer to follow up on questions. 5 Year plan is nearly completed and will be submitted to the Treasurer in the first week of December.
- In November, I attended the Mutual Aid Plan meeting/training session to review the Sudbury Mutual Aid Plan. This session is mandatory for the mutual aid partners to remain in the Sudbury Mutual Aid Plan.
- During the meeting it was discussed that SSRFD should review the level of service bylaw that council has approved to ensure compliance with the July 1st, 2022 change in the FFPPA as well to review any automatic aid agreements.
- SSRFD has two automatic aid agreements. One with the Town of Spanish where we automatically respond to calls for service as Spanish Fire Department is very low on members. The other automatic Aid agreement is with Espanola Fire Dept who will respond to the Lee Valley Road/Pine Drive/Beauchamps Drive area of Sables Spanish Rivers TP as they are a quicker first response.
- I have been assisting the Town of Spanish with the organization of their training and assisting Township Staff with advice on the administration, training and equipment requirements. Currently Spanish Fire Department does not have a Fire Chief. The Clerk Treasurer is the default Fire Chief. SSRFD has opened our doors to Spanish Fire Dept to attend our training sessions.

Human Resources:

- Currently there are 41 firefighters including officers.
- There were no new hires in November.

- Numbers at training sessions are low. Assistant Chiefs have been reaching out to members that have not been attending training. The new policy mentioned above will set training attendance and training expectation set out in the new FFPPA legislation.
- Training continues to be mandatory. There has been make up training sessions organized in November to assist in getting member caught up.
- There are still members that have not attended training since February 2022 when I became Fire Chief. Those are the members that we are mailing letters too with a copy of the new policy asking if they wish to continue being a member of SSRFD.
- Training has been a hot button topic mainly because training is now mandatory, which for some reason many members are not happy about. In the past training session were 2 hours, once every 2 weeks. Now the expectation is attending training 1 weekly session for 2 hours. The move to weekly training was made to meet the training demands now placed on SSRFD by the law change made to the Fire Protection and Prevention Act requiring mandatory certifications to be a Fire Fighter in Ontario.
- I will be addressing council in January to review the level of service bylaw and educate council on training requirements.

Fire Inspection/Complaints

- There were no inspections completed or requests in November 2022.

WSP
Recommendation for Payment

Project:	Massey Watermain Pipe Replacement		
Owner:	Corporation of the Twp. Of Sables-Spanish River 11 Birch Lake Road Massey, ON P0P 1P0		
Attention:	Ms. Anne Whalen		
Payment №:	Four (4) Progress	Project №:	181-04419-01
Date:	November 2, 2022	Payment to:	October 31, 2022
Contractor:	JI Enterprises (823292 Ontario Ltd.)		
Address:	P.O. Box 1382, 813 Granary Lake Road Bind River, ON P0R 1B0		
Attention:	Vince Iturregui		

Total Amount of Contract (Tendered - Excluding HST):	\$	1,499,650.40
Total Value of Work To Date:	\$	1,053,979.36

Total Contract Value of Work Performed to Date:	\$	1,053,979.36
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Less:	10%	Construction Lien Holdback	\$	105,397.94
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Less:	3%	Maintenance Holdback	\$	31,619.38
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Total Net to Date	\$	916,962.04
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Net Amount of Previous Payments	\$	899,572.48
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Net Amount of This Payment:	\$	17,389.56
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PVAT @	8%		\$	1,391.16
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GST @	5%		\$	869.48
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HST @	13%		\$	2,260.64
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AMOUNT OF THIS RECOMMENDATION	\$	19,650.20
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WSP Canada Inc.

Ben Stewart - WSP

cc:
Vince Iturregui - JI Enterprises
Dave Spacek - WSP

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2022-40

Being a Bylaw to Delegate Signing Authorities

WHEREAS Sections 9 and 10 of the Municipal Act, 2001 as amended, provides the broad authority for this bylaw;

AND WHEREAS Section 23.1 and 23.2 of the Municipal Act, 2001 as amended, provides for a municipality to delegate powers and duties under this or any other Act, to a person or body;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to appoint signing officers for cheque signing and other purposes for 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 all cheques issued by the Township of Sables-Spanish Rivers shall bear the signatures of the following officers:

Mayor or Deputy Mayor

and

Treasurer or Deputy Treasurer; or
Clerk-Administrator

2. The Clerk-Administrator and the Treasurer/Tax Collector are authorized to sign acknowledgements, undertakings, certificates, declarations and similar documents required under the Planning Act, Land Registration Reform Act, Part XI of the Municipal Act 2001 (Sale of Land for Tax Arrears), or other applicable legislation, for the completion of any transaction requiring municipal direction or consent.

This bylaw shall repeal Bylaw 2019-03 or another former bylaw respecting the appointment of signing officers for the Corporation of the Township of Sables-Spanish Rivers

READ A FIRST AND SECOND TIME THIS 6th DAY OF DECEMBER, 2022.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 6th DAY OF DECEMBER, 2022.


MAYOR – K. BURKE


CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2022-41

Being a Bylaw to Provide for the Erection of Stop Signs

WHEREAS Section 137 Subsection (a) of the Highway Traffic Act, R.S.O. 1990 Chap. H.8, as amended, provides for a Council to pass a bylaw to provide for the erection of stop signs at intersections of highways under its jurisdiction;

AND WHEREAS it is deemed expedient to provide for the erection of a stop sign in Webbwood;

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

1. That a stop sign shall be erected at the following location:
 - a) Minto Street – at the intersection of George St facing East
2. That stop signs shall be removed at the following location:
 - a) George Street – at the intersection of Minto St facing South
3. This Bylaw shall become effective upon the appropriate signage being erected in the locations stipulated herein.

READ A FIRST AND SECOND TIME THIS 6th DAY OF DECEMBER, 2022.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 6th DAY OF DECEMBER, 2022.


MAYOR – K. BURKE


CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NUMBER 2022-39

BEING A BY-LAW TO PROVIDE FOR DRAINAGE WORKS
IN THE TOWNSHIP OF SABLES-SPANISH RIVERS
IN THE DISTRICT OF SUDBURY

WHEREAS by Bylaw 2022-26 the council of the Corporation of the Township of Sables-Spanish Rivers in the District of Sudbury appointed K Smart Associated Limited as engineers to prepare a report under Section 76 of *Drainage Act, 1990*, to correct the assessment schedule for maintenance and repair on the Massey Drain and the Dixon Drain respectively;

AND WHEREAS a brief description of the Massey Drain and the Dixon Drain is as follows: The lands affected are in the geographic township of Salter, Section 14, Section 15, Section 21, Section 22, Section 23, Section 24, Section 25, Section 26, Section 27, Section 34, and Section 35;

AND WHEREAS the council of the Corporation of the Township of Sables-Spanish Rivers has procured a report made by K Smart Associates Limited, and the report is attached hereto and forms part of this bylaw;

AND WHEREAS the estimated total cost of preparing the report under Section 76 of *Drainage Act, 1990* to correct the assessments for future maintenance is \$0 (zero dollars)

AND WHEREAS the council is of the opinion that the drainage of the area is desirable;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers, under the *Drainage Act, 1990*, as amended, ENACTS AS FOLLOWS:

1. THAT the report dated June 1, 2022 and attached hereto is adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. THIS By-Law shall be enacted and come into effect upon the third and final reading.


READ A FIRST AND SECOND TIME THIS 12th DAY OF OCTOBER, 2022.

PROVISIONALLY ADOPTED THIS 12TH DAY OF OCTOBER, 2022.


MAYOR - L. GAMBLE


CLERK - A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 6th DAY OF DECEMBER, 2022.


MAYOR - K. BURKE


CLERK - A. WHALEN