

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 1

MARCH 22 2023

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

Motion No: 2023-107
Moved By: H. CRABS
Seconded By: E. FAIRBURN
WHEREAS there is a quorum of Council present and the time is 6:30 p.m.;
BE IT RESOLVED THAT this Regular Meeting be open for business;
AND THAT the minutes of the Regular Meeting of March 8, 2023, be approved.
CARRIED

Community
Safety &
Well-Being
Plan
Motion No. 2023-108
Moved By: E. FAIRBURN
Seconded By: M. HOBBS
BE IT RESOLVED THAT we thank Jennifer Lagrandeur and Jon Brunetti for attending this meeting to provide an update on the Community Safety & Well-Being Plan.
CARRIED

Horticultural
Society
Donation
Motion No. 2023-109
Moved By: M. HOBBS
Seconded By: H. CRABS
BE IT RESOLVED THAT we approve a donation to the Massey-Walford Horticultural Society in the amount of \$500.00;
AND THAT we extend our congratulations to them on the celebration of their 60th Anniversary.
CARRIED

Notice-
Intention to
Adopt
Budget
Motion No. 2023-110
Moved By: C. BURNS
Seconded By: M. HOBBS
BE IT RESOLVED THAT the Council of the Corporation of the Township of Sables-Spanish Rivers hereby gives notice of the intention to adopt the 2023 Annual Budget pursuant to Section 290 of the Municipal Act, S.O. 2001, c.25 at the regular meeting of April 26, 2023.
CARRIED

2023
Compliance
Report-
Excluded
Expenses
Motion No. 2023-111
Moved By: H. CRABS
Seconded By: E. FAIRBURN
BE IT RESOLVED THAT Council adopt the compliance report for expenses excluded from the 2023 budget outlined in the Treasurer's report dated March 22, 2023 as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.
CARRIED

Finance
Committee
Report
Motion No. 2023-112
Moved By: E. FAIRBURN
Seconded By: M. HOBBS
BE IT RESOLVED THAT the Finance Committee meeting report of March 13, 2023 be accepted.
CARRIED

RFQ-
Pesce
Associates
Motion No. 2023-113
Moved By: H. CRABS
Seconded By: M. HOBBS
BE IT RESOLVED THAT we accept the RFQ received from Pesce Associates for an Organizational & Compensation Review.
CARRIED

Fire
Chief
Report
Motion No. 2023-114
Moved By: E. FAIRBURN
Seconded By: C. BURNS
BE IT RESOLVED THAT the Fire Chief's report for the month of February 2023 be accepted as presented.
CARRIED

RFQ-
Supply of
Granular
Materials
Motion No. 2023-115
Moved By: H. CRABS
Seconded By: E. FAIRBURN
BE IT RESOLVED THAT the RFQ for the supply of granular materials for 2023 be awarded to James Lathem Excavating Limited.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 2

MARCH 22 2023

2023 Plow Truck	Motion No. Moved By: Seconded By:	2023-116 C. BURNS H. CRABS	
	BE IT RESOLVED THAT the proposal from Cambrian Truck Centre for a 2024 Western Star plow truck be accepted.		
	CARRIED		
Validation No. 23-01	Motion No. Moved By: Seconded By:	2023-117 E. FAIRBURN M. HOBBS	
	BE IT RESOLVED THAT Council approves the Validation Certificate for property described as Lot 12, Plan 53M-1161 together with Part 4, Plan 53R-19464, Caldwell Street, Massey.		
	CARRIED		
Bylaw's 2023-13 & 2023-14 First & Second Reading	Motion No. Moved By: Seconded By:	2023-118 H. CRABS M. HOBBS	
	BE IT RESOLVED THAT the following bylaws be read a first and second time:		
	– Bylaw 2023-13 being a bylaw to amend the Zoning Bylaw 2003-15.		
	– Bylaw 2023-14 being a bylaw to license recreational vehicles in the Township of Sables-Spanish Rivers.		
		M. Mercieca	For
		C. Burns	For
		H. Crabs	For
		E. Fairburn	For
		M. Hobbs	For
		K. Burke	For
	CARRIED		
Urban Agriculture- Backyard Chickens	Motion No. Moved By: Seconded By:	2023-119 M. MERCIECA E. FAIRBURN	
	BE IT RESOLVED THAT we agree to examine the potential for backyard chickens as an urban agricultural use; AND THAT J.L Richards be requested to provide consultation and a draft bylaw that would provide sufficient regulations and setback requirements, for further review.		
		K. Burke	Opposed
		C. Burns	Opposed
		H. Crabs	Opposed
		E. Fairburn	For
		M. Hobbs	Opposed
		M. Mercieca	For
	DEFEATED		
Urban Agriculture- Backyard Chickens	Motion No. Moved By: Seconded By:	2023-120 E. FAIRBURN C. BURNS	
	BE IT RESOLVED THAT after due consideration, Council confirms the position not to permit the raising of backyard chickens in the urban areas of the municipality.		
		K. Burke	For
		C. Burns	For
		H. Crabs	For
		E. Fairburn	Opposed
		M. Hobbs	For
		M. Mercieca	Opposed
	CARRIED		
Bylaw's 2023-12 First & Second Reading	Motion No. Moved By: Seconded By:	2023-121 E. FAIRBURN M. HOBBS	
	BE IT RESOLVED THAT Bylaw 2023-12, being a bylaw for the purpose of amending a bylaw to Establish and Regulate a Fire Department be read a first and second time.		
	CARRIED		
Bylaw's 2023-12 Third & Final Reading	Motion No. Moved By: Seconded By:	2023-122 E. FAIRBURN M. HOBBS	
	BE IT RESOLVED THAT Bylaw 2023-12, being a bylaw for the purpose of amending a bylaw to Establish and Regulate a Fire Department be read a third and final time and passed in open council.		
	CARRIED		

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Closed
Session

Motion No. 2023-123
Moved By: E. FAIRBURN
Seconded By: H. CRABS
BE IT RESOLVED THAT we move into closed session at 8:29 p.m., pursuant to Section 239(2) of the Municipal Act to consider the following:

- to consider personal matters about identifiable individuals including municipal or local board employees.

CARRIED

Resolutions 2023-124, 2023-125, and 2023-126 were dealt with in closed session and are in a sealed envelope and filed in the office of the Clerk.

Open
Session

Motion No. 2023-127
Moved By: E. FAIRBURN
Seconded By: M. HOBBS
BE IT RESOLVED THAT this closed session be adjourned at 9:36 p.m. and the regular meeting resumed.

CARRIED

Adjourn

Motion No. 2023-128
Moved By: E. FAIRBURN
Seconded By: M. HOBBS
BE IT RESOLVED THAT the time is 9:44 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

**LaCloche
Foothills**
**COMMUNITY
SAFETY AND
WELL-BEING
PLAN**

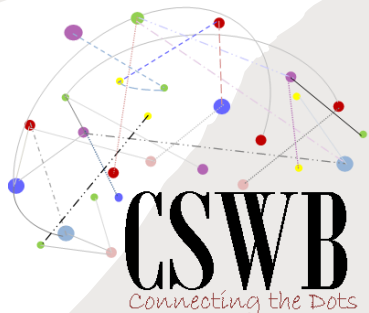
Connecting the Dots



A COLLECTIVE IMPACT PROJECT

The communities of Baldwin, Espanola, Nairn and Hyman, and Sables-Spanish Rivers have joined together to develop a Community Safety Well-Being Plan. Although, these communities already collaborate on many different projects and share many of the same services, this collaboration will be a more complex, integrated, inclusive and impactful approach; enabling us to create a sense of safety for ALL members of our communities.

“ a successful collective impact project has five conditions that together produce alignment and lead to powerful results: a common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and backbone support organizations”



THE PRIORITIES

Community engagement sessions were conducted with:

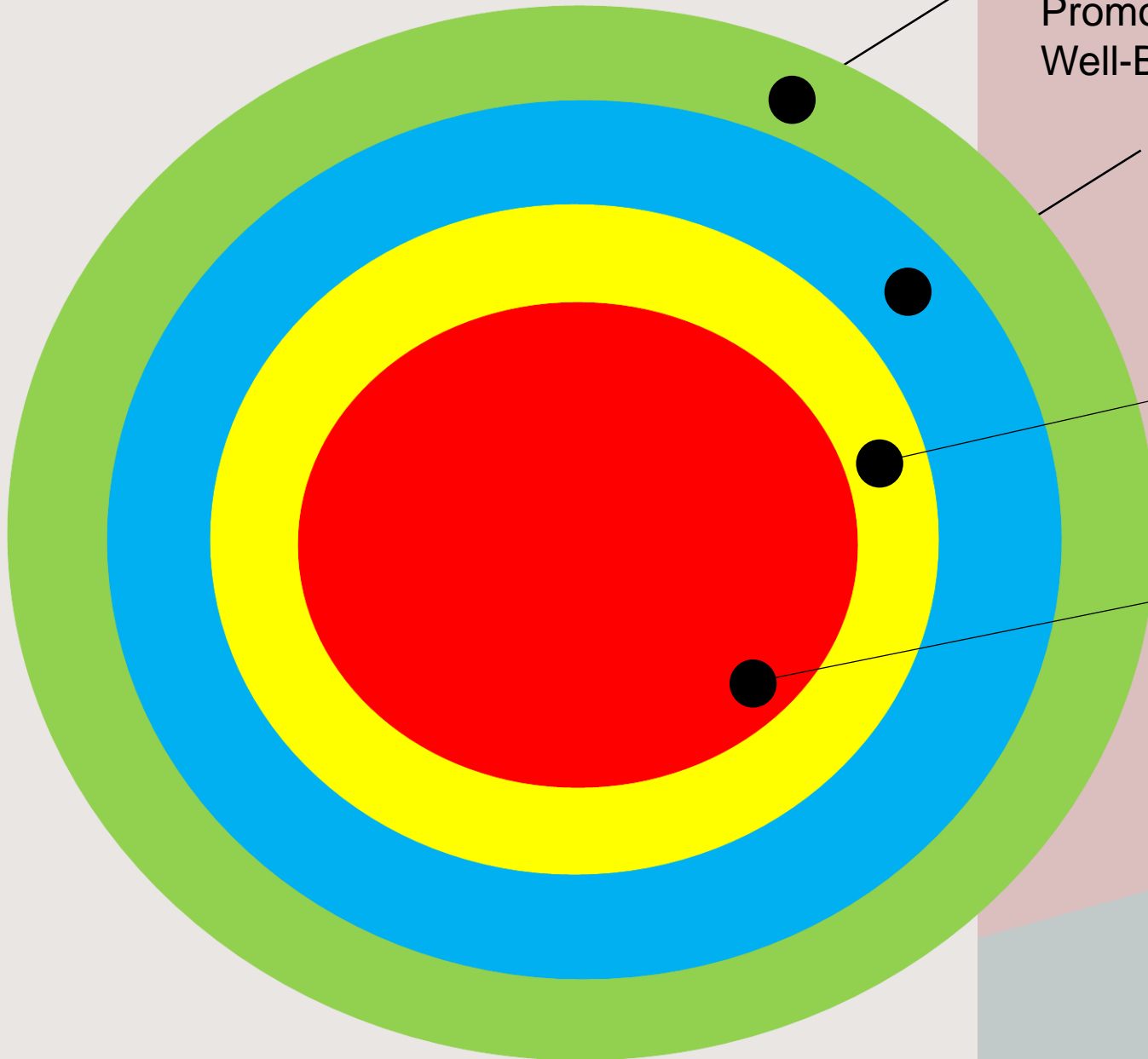
- Community Agencies
- Municipal Agencies
- Members of the Public

RESULTS

Four Priority Risk Areas identified:

1. Mental Health and Addictions
2. Affordable Housing
3. Access to Services
4. Seniors

THE PILLARS



Social Development

Promoting and maintaining Community Safety and Well-Being

Prevention

Proactively reducing identified risks

Risk Intervention

Mitigating situations of elevated risk

Incident Response

Critical and non-critical response

The province provided framework to support planning focuses on four domains of intervention.

The Four Pillars

WHERE TO BEGIN?

Strategic Focus

The following four areas of focus will help guide our collaboration to ensure implementation of action items that will address identified gaps and help connect the dots.

- ➔ **Community Partnerships**
Ensure the appropriate partners are involved in planning and implementation based on expertise required to achieve desired outcomes
- ➔ **Community Outreach**
Ensure services are delivered in the communities and neighborhoods with the most need. Collaborative outreach initiatives will reduce barriers to services and increase the percentage of individuals connected to services.
- ➔ **Community Awareness**
Ensure the general public has access to important information regarding available programs, services, and activities.
- ➔ **Community Engagement**
Ensure local service providers and community partners focus on working with residents in priority areas to include individuals in the implementation and future planning process

Connecting the Dots...



Priorities

Goals

Focus on Community

The Pillars

- Social Development
- Prevention
- Risk Intervention
- Incident response

Mental Health & Addictions

1. Establish community outreach
2. Service inventory and mapping
3. Community Programming
4. Mobile Crisis Response
5. Rapid Response situation table

Affordable Housing

1. Rapid Response situation table
2. Shelter and transitional housing
3. On-site programming
4. Local housing listings

Access to Services

1. Service mapping
2. Community mobilization
3. Collaborative programming
4. Community leadership committee

Seniors

1. Age friendly community plan
2. Community mobilization
3. Community Paramedicine
4. Accessible program delivery and supports

Engagement

Awareness

Partners

Outreach

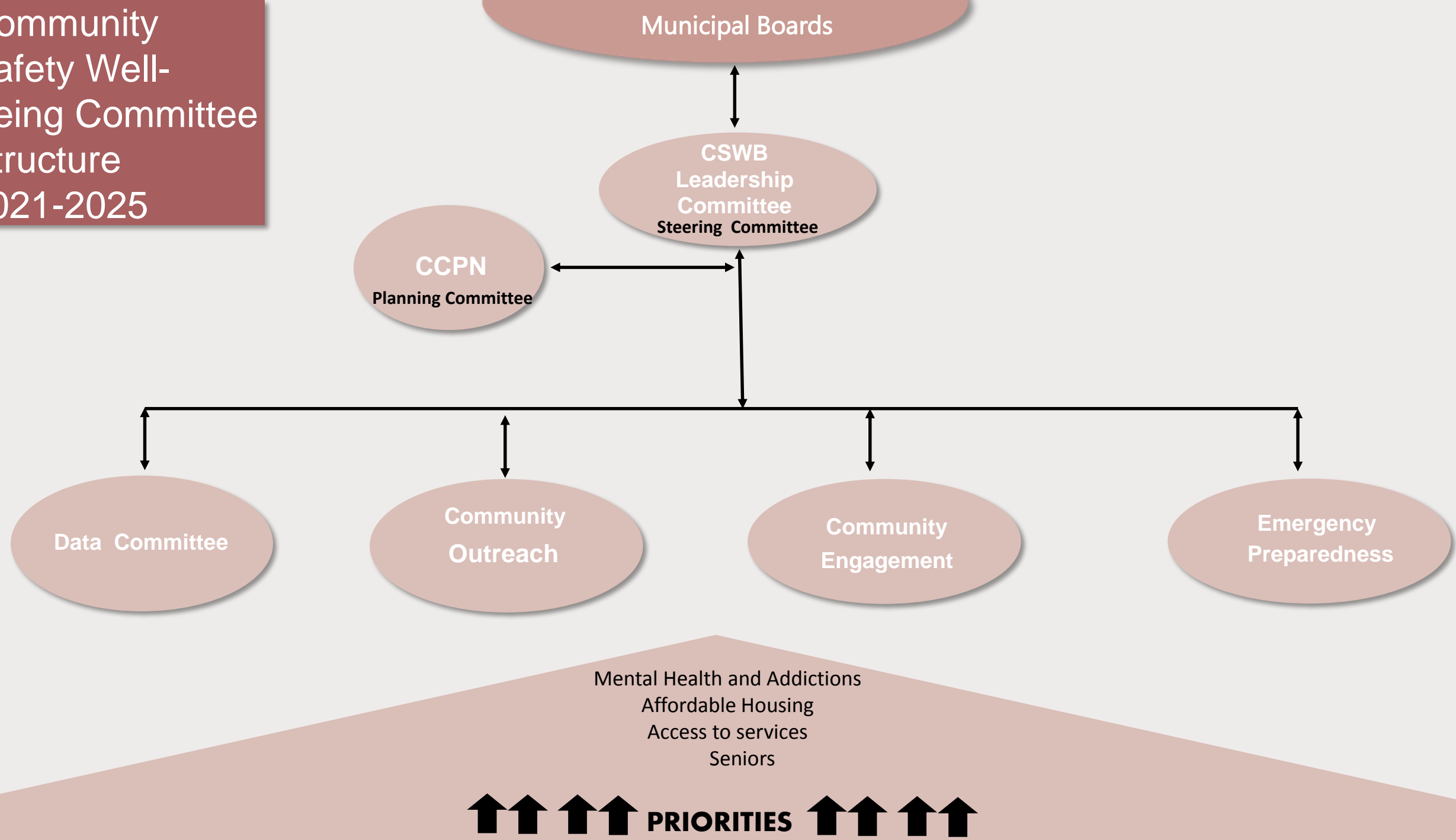
Our
Collective
Impact Project



2021-2025

Strategic Overview

Community
Safety Well-
Being Committee
Structure
2021-2025



Subject: Funding of Amortization and Other Estimated Expenses for 2023

Background:

Significant changes as prescribed by the Public Sector Accounting Board (PSAB) led to changes in the overall financial statement format for the 2009 year-end. The valuation and inclusion of tangible capital assets (TCAs) for 2009 introduced an additional expense for amortization that previously has not been included in the Township of Sables-Spanish Rivers year-end financial statements. Amortization expense, along with post-employment benefit expenses and costs for solid-waste landfill closure and post-closure expenses have not historically been included in the annual budget.

This report outlines the budget measures as stated in Ontario Reg. 284/09 and provides reconciliation information for the 2023 budget year. Ontario Reg. 284/09 requires that the Treasurer prepare a report before the budget is passed outlining the impact of not including amortization, post-employment benefits expense and solid-waste landfill closure and post-closure expenses in the budget. Council is required to adopt this report by resolution.

Comments

Ontario Regulation 284/09 made under the Municipal Act 2001 deals with budget matters on certain or specific expenses. This regulation states that in preparing the budget for a year a municipality may exclude from the estimated expenses all or a portion of the following:

1. Amortization expenses
2. Post-employment benefit expenses
3. Solid waste landfill closure and post closure expense.

This regulation states that for 2011 and subsequent years, the municipality or local board shall, before adopting a budget for the year that excludes any of the expenses listed in Section 1,

- a. Prepare a report about the excluded expenses; and
- b. Adopt a report by resolution.

The report shall contain at least the following:

1. An estimate of the change in the accumulated surplus of the municipality or local board to the end of the year resulting from the exclusion of any of the expenses listed above.
2. An analysis of the estimated impact of the exclusion of any of the expenses on the future tangible capital assets funding requirements of the municipality or local board.

2023 Budget Year

The budget for 2023 excludes amortization, post-employment benefits expenses, and solid-waste landfill closure and post-closure expenses. The anticipated financial impact of excluding these three expenses on the anticipated 2023 year-end accumulated surplus is as follows:

- Amortization expense for 2023 is anticipated to be \$961,344. This estimate does not include the estimated impact of amortization on asset additions for 2022 and 2023.
- Post-employment benefits expense for 2023 is anticipated to be \$0.00 based on past trends.
- Solid-waste landfill closure and post-closure expenses for 2023 will be \$29,680.

These amounts are estimates at this time and will be verified as part of the 2023 year-end audit. In total, the above three expenses will reduce the Township's accumulated surplus at the end of 2023 by \$991,024.

Ontario Reg. 284/09 and the Township's Budget Process

Ontario Reg. 284/09 deals with three expenses as listed in this report that previously have not been included in the Township's budget process. The Municipal Act still requires that municipalities pass balanced budgets even though the three expenses, with emphasis on amortization, introduce significant costs. If the Township of Sables-Spanish Rivers included the three expenses in the 2023 budget, an

additional \$991,024 of revenue would be required to meet the balanced budget requirement. In lieu of other revenue sources, this amount would need to be included in the general tax levy, which, for 2023, would further increase the tax levy by 20.9%

Future Tangible Capital Asset Funding Requirements

Tangible capital assets are included in the Township's financial statements at their historic or original cost. The Township tracks the current replacement cost of the assets which use a current year value. Historically valued assets would cost significantly more in 2023 to replace than their original construction value.

The best method to pay for capital asset renewal and rehabilitation, from a funding standpoint, is based on replacement value. The Township's assets have a current replacement value of approximately \$107,053,057.00. However, from an ability-to-pay standpoint for the Township's tax, water and sewer customers, this funding model is not appropriate or possible. The increases to the tax, water and sewer rates would be unaffordable to the ratepayers.

As outlined in the current Asset Management Plan current annual contributions to capital reserve funds are inadequate to maintain the lifecycle replacement requirements of the Township's capital asset base. Township staff has been attempting to phase in capital asset funding during the budget process by replacing those assets most in need of replacement or renewal. Infrastructure funding strategies to address the Township's long-term infrastructure needs have also been incorporated into the 2023 budget, including a \$138,301 contribution to the Fire Reserve Fund and additional rate funded contributions towards water and wastewater assets.

Staff is not recommending any changes from the approach currently being used in the Township's annual budgets.

Prepared by:

Reviewed by:

Ruth Clare
Treasurer

Anne Whalen
Clerk-Administrator

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

FINANCE COMMITTEE MEETING

PAGE 1

March 13, 2023

PRESENT: Mayor Kevin Burke, Councillor Casimir Burns, Councillor Harold Crabs, Councillor Merri-Ann Hobbs, Councillor Mike Mercieca, Councillor Cheryl Phillips, Resident Edith Mercieca, Resident Brent St. Denis

Staff: Anne Whalen, Clerk-Administrator; Ruth Clare, Treasurer

ABSENT: Councillor Edith Fairburn

The meeting began at 6:35 pm.

Final review - 2023 Draft Capital Budget

One final review of the budget took place and there were no other changes required. The Finance Committee recommends to Council that \$138,301.00 be transferred to Fire Reserves for future fleet replacement as part of the 2023 budget.

Tax Policy Decisions

The Finance Committee makes the following recommendations to Council:

The Treasurer be directed to prepare the 2022 budget with a 3% increase in tax rates over 2022.

That Council give notice at the March 22, 2023 Council meeting of its intention to adopt the 2023 budget at its meeting of April 26, 2023. A resolution of Council will be prepared to this effect and proper notice will be provided as per the Notice Bylaw.

Other

The Annual Treasurer's Report will be considered for adoption at the next council meeting.

Once the final budget has been uploaded to our financial system the Treasurer will provide the Finance Committee and Council an updated Statement of Revenue and Expenditures report for review.

Regular meeting adjourned at 7:49 pm. The next meeting will be at the call of the Chair.

Township of Sables-Spanish Rivers

Memo

To: Clerk, Council
From: Blair Ramsay, Fire Chief
Date: March 5th, 2023
Re: Monthly Fire Department Committee Report

2023 Monthly Fire Call Out Summary:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm		1	-	-	-	-	-	-	-	-	-	-
Smoke/CO/Haz Mat		-	-	-	-	-	-	-	-	-	-	-
EMS Assist/Rescue		1	-	-	-	-	-	-	-	-	-	-
-1Structure Fires	-	-	-	-	-	-	-	-	-	-	-	-
Chimney Fires	-	1	-	-	-	-	-	-	-	-	-	-
Brush Fires	-	-	-	-	-	-	-	-	-	-	-	-
MVA / MVC		2	-	-	-	-	-	-	-	-	-	-
Hydro Line / Pole	-	-	-	-	-	-	-	-	-	-	-	-
Burn Complaints	-	-	-	-	-	-	-	-	-	-	-	-
Inspections	1	1	-	-	-	-	-	-	-	-	-	-
Mutual Aid	-	1	-	-	-	-	-	-	-	-	-	-
Aid Spanish FD	-	-	-	-	-	-	-	-	-	-	-	-
Total	1	7	-	-	-	-	-	-	-	-	-	-

Calls for Service:

- February picked up with 7 calls for service. The mutual aid call was for Sagamok FD. SSRFD assisted with a serious fire in one apartment in a fourplex. SSRFD assisted with resources for checking hotspots after the fire was extinguished and I assisted with the fire cause investigation.

Training:

- SSRFD February training focussed on whmis, worker and supervisor health and safety, traffic control as well as health and wellness.
- Training has been well attended. Assistant Chiefs have been assigned to reach out to those who have been consistently missing training. As a result of this there are a few more members on leave.

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

- SSRFD Perf Committee put on the Valentines Day Dance in Webbwood at the Eagles Club. Proceeds from the event will be going to the Food Bank. Approximately 80 people attended the dance and \$1086.00 was raised for the Food Bank.

Station Report:

- Station 1 – The pumper #415 and tanker #420 are now certified for 2023
- Station 2 – Rescue #400 had some engine codes start coming up. The truck was brought in to Grants and diagnosed. The issue was not pinpointed so the codes were reset to assist in the diagnosed.
- Station 4 – Tanker #440 had two shocks break as well a tank support on the way to a call for service. Tanker #400 has been taken out of service awaiting a quote for repair.
- Station 5 – Tanker #450 has been deployed to Station 4 and Tanker #440 is being stored at Station 5.

Administration:

- February was a busy month on the admin side. As you know we has the officers meeting with council. I would like to thank Council for the opportunity to address some of the training issues in that forum.
- I started officially as Fire Chief with Town of Spanish. There is a lot of work to do to get them into compliance with meeting policy/operating guideline and PPE requirements. Spanish Fire Dept members have been attending training regularly at Station 1 and at Spanish FD.
- In February I have attended the Finance committee meeting to discuss the FPO position as well as attended the department head meeting. I have begun the asset management process and

assessing Station 2 in Massey. I also attended a meeting with the OFM discussing certification requirements and training record expectations, and changes to NFPA.

- I attended several training sessions this month. Levitt Safety – PPE Cleaning solutions to assist in cancer prevention, Fire Fighter Canada Summit on issues building apparatus and NFPA regulations coming where people that repair fire trucks may have to have a specialized course, Essentials for Municipal Fire Protection which was more designed for Municipal Council but there was good information.

Human Resources:

- Currently there are 44 (including 3 new hires) firefighters including officers.
- 6 members on leave – I am formalizing the process to document leave of absence from the department.
- Active members regularly attending calls for service and training: 38

Fire Inspection/Complaints

- One Inspection took place in Walford for a burn permit.

REQUEST FOR COUNCIL:

- **No Requests for Council at this time.**

SUMMARY – 2023 Granular Materials/cu.yd.

March 10, 2023

Supplier/Materials	Supply	Supply, Haul and Spread
Ervin Martin		
Granular A	\$11.25/Tonne	N/A
Morris Sanftenberg		
Granular A	\$13.87/cu.yd	\$19.87/cu.yd
Modified Granular B	\$18.05/cu.yd	\$24.05/cu.yd
Rip Rap	\$20.83/cu.yd	\$26.83/cu.yd
Beamish Construction		
Granular A	\$20.75/Tonne	\$34.70/Tonne
Modified Granular B	\$20.30/Tonne	\$35.00/Tonne
Rip Rap	\$34.00/Tonne	\$48.50/Tonne
Lathem		
Granular A	\$13.00/cu.yd	\$19.80/cu.yd
Modified Granular B	\$17.70/cu.yd	\$22.50/cu.yd
Rip Rap	\$19.50/cu.yd	\$27.20/cu.yd

The RFQ was based on the following quantities:

Granular A - min 8,000 - 10,000 cu. yds

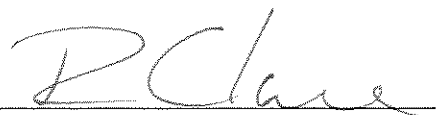
Modified Gran B Type II - min 500 - 800 cu. yds.

Rip Rap - min 50 - 150 cu. yds.

Quotations were to be submitted by 12:00 p.m. on March 10, 2023; and the above summary was compiled for Council's information.



Anne Whalen



Ruth Clare

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2023-12

Being a Bylaw for the Purpose of Amending Bylaws
Establishing and Regulating a Fire Department

WHEREAS Section 10 of the Municipal Act, 2001 provides for a municipality to pass bylaws respecting matters of health and safety of persons and the protection of persons and property;

AND WHEREAS Council has enacted Bylaw 2018-04 and amending Bylaws 2018-26 and 2019-05 to establish and regulate a Fire Department;

AND WHEREAS Bylaw 2018-04 provides that the Fire Chief may recommend to Council the appointment of any officers to the Fire Department as may be deemed necessary;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to make provisions for Fire Training Staff for the Township of Sables-Spanish Rivers Fire Department;

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

1. That Section 1 of Bylaw 2018-04 be amended to include the following definition:

L) *Training Department Staff* means the person(s) appointed by the Training Officer to assist with training relevant to the Fire Department and its activities, under the direction of the Fire Chief;

And all subsequent definitions shall be renumbered to be continuous.

2. That Appendix 'E' of Bylaw 2019-05 is hereby repealed and replaced with the attached Appendix 'E' for the remuneration of Officer positions.

READ A FIRST AND SECOND TIME THIS 22nd DAY OF MARCH, 2023


MAYOR - K. BURKE


CLERK - A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS
22nd DAY OF MARCH, 2023.


MAYOR - K. BURKE


CLERK - A. WHALEN

Appendix "E"

Volunteer Fire Department Remuneration

BASE ANNUAL REMUNERATION

The annual remuneration for Fire Department officers shall be established in the base year of 2023 as follows:

- a. Assistant Chief - \$1,600.00
- b. Fire Prevention Officer - \$3,200.00
- c. Captain - \$800.00
- d. Fire Training Officer - \$1,800.00
- e. Fire Training Staff - \$800.00
- f. Public Information Officer - \$1,000.00

Annual remuneration for each officer will be divided by four and paid in four (4) equal quarterly installments. Payments will be made through the Township of Sables-Spanish Rivers payroll software and will be subject to all applicable federal and provincial regulations regarding such payments.

POINT SYSTEM PER DIEM FUND

The annual point system per diem fund is hereby established for 2023 at \$35,000.00. This fund is to be divided amongst the volunteer fire fighters based on total points accumulated in any given year for attendance as determined by the Fire Chief.

The amounts payable under this policy shall be subject to review during the annual budget deliberations.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2023-13

Being a By-law to amend By-law No. 2003-15

WHEREAS By-law No. 2003-15 regulates the use of land and the use and erection of buildings and structures within the Township of Sables-Spanish Rivers;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it advisable to amend By-law No. 2003-15 as hereinafter set forth;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers enacts as follows:

1. The area affected by this By-law includes all lands within the boundaries of the Township of Sables-Spanish Rivers.
2. By-law No. 2003-15, as amended, is hereby amended as follows:
 - (a) Section 4.26.4 is hereby amended by inserting “or the rural zone” after “**residential zone**” in the first clause of the section.
 - (b) Section 4.26.4 is further amended by inserting “or the rural zone” after “**residential zone**” in the second clause of the section.
 - (c) Section 4.26.4 is further amended by changing “one (1) recreational vehicle” to read “two (2) recreational vehicles” in the second clause of the section.
 - (d) Section 4.26.4 is further amended by inserting “in the residential zone” after “or property” in clause a) under subsection 2.
 - (e) Section 4.26.4 is further amended by inserting the following new clause, “i” immediately after subsection 2, clause a):
 - i. Notwithstanding any other provision of this by-law to the contrary, the storage of up to two (2) **recreational vehicles** on a lot or property located in the **General Residential (R1) or Multiple Residential (R2) zone** shall be permitted without the construction of a **main building**, *provided such lot is within 50 m of a lot under the same ownership with a main building*.
 - ii. Notwithstanding anything to the contrary, a licensed trailer is permitted to be stored on the same lot upon which it is licensed to be used.
 - (f) Section 4.26.4 is further amended by changing “one (1) recreational vehicle” to read “two (2) recreational vehicles” in subsection 2, clause d), bullet point 2.
 - (g) Section 4.26.4 is further amended by inserting the following new subsection immediately after subsection 2:
 - a) Such use is limited to two (2) **recreational vehicles** per lot.
 - b) Such use is only permitted on vacant lots greater than 1.0 ha in area in the Resource Recreation or Rural Zones.
 - c) Such use shall comply with the setbacks for an **accessory use** on a lot with a primary **residential use**; or shall comply with the setbacks for a primary use on a vacant lot.
 - d) Proper servicing must be addressed by the owner, prior to habitation, including, but not limited, to provision for potable water, and disposal of wastewater and solid waste.
3. Temporary habitation in a **recreational vehicle** is permitted on a lot with a primary **residential use** in a **residential zone** or the Rural Zone or on a vacant lot in the Resource Recreation or Rural Zone provided:
 - a) Such use is limited to two (2) **recreational vehicles** per lot.
 - b) Such use is only permitted on vacant lots greater than 1.0 ha in area in the Resource Recreation or Rural Zones.
 - c) Such use shall comply with the setbacks for an **accessory use** on a lot with a primary **residential use**; or shall comply with the setbacks for a primary use on a vacant lot.
 - d) Proper servicing must be addressed by the owner, prior to habitation, including, but not limited, to provision for potable water, and disposal of wastewater and solid waste.

- e) Where Council has enacted a by-law requiring that ***recreational vehicles*** be licensed, the requirements of such by-law shall be complied with.
 - (h) Section 4.26.4 is further amended by renumbering the remaining subsections from 3 to 4.
 - (i) Sections 5.4.1, 5.5.1, 5.6.1, 5.7.1, and 5.18.1 are amended to include “***recreational vehicle*** (See Section 4.26.4)” as an accessory use in the list of accessory uses.
 - (j) Sections 5.6.1 and 5.18.1 are further amended to include “***recreational vehicle*** (See Section 4.26.4)” as a permitted use in the list of permitted uses.
3. This By-law shall come into full force and effect in accordance with the *Planning Act*, R.S.O. 1990.

READ A FIRST AND SECOND TIME THIS 22nd DAY OF MARCH, 2023

MAYOR – K. BURKE

CLERK – A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS _____
DAY OF _____, 2023.

MAYOR – K. BURKE

CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

TRAILER LICENSING BY-LAW

BYLAW NUMBER 2023-14

Being a By-law to license recreational vehicles (trailers) in the Township of Sables-Spanish Rivers.

WHEREAS the *Municipal Act*, S.O. 2001 as amended, Section 164 authorizes a municipality to pass licensing by-laws.

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it advisable to regulate the use of recreational vehicles within the Township;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers enacts as follows:

1 TITLE AND APPLICATION

- 1.1 This By-law shall be cited as the “Trailer Licensing By-law”
- 1.2 This by-law does not apply to:
 - a) Assessed Trailers as defined in Section 2.1.
 - b) Trailers located in Campgrounds as defined in Section 2.2.
 - c) Trailers located on a lot with a Primary Residential Use as defined in Section 2.5 for less than 21 days and in compliance with the Township’s Zoning By-law.
 - d) A Stored Trailer as defined in Section 2.7.
 - e) A Trailer when used for temporary habitation in conjunction with an approved building permit application during construction of a Primary Residential Use.
- 1.3 This By-law applies to any trailer in the Township, even if the trailer was placed on the property prior to date of enactment of this By-law.
- 1.4 Each individual trailer located on property within the Municipality is subject to this Bylaw and requires an approved licence and application as described in “Schedule B”.

2 DEFINITIONS

- 2.1 **ASSESSED TRAILER** means any trailer legally located on a property and that is assessed under the *Assessment Act as amended*.
- 2.2 **CAMPGROUND** Means an area of land, managed as a unit, providing short term accommodation for tents, *recreational vehicles* or campers but shall not include *mobile homes*, *park model trailers* or a mobile home park.
- 2.3 **LICENCE** means a licence issued under this by-law for the authorized use of a trailer to be used in the same calendar year.
- 2.4 **MUNICIPALITY** means the Corporation of the Township of Sables-Spanish Rivers and shall be defined as the lands and premises within the corporate limits.
- 2.5 **PRIMARY RESIDENTIAL USE** shall mean the main use of a lot for a dwelling for permanent or seasonal habitation purposes in compliance with the Township’s Zoning By-law.
- 2.6 **RECREATIONAL VEHICLE** Shall mean any vehicle so constructed that is suitable for being attached to a motor *vehicle* for the purpose of being drawn or is self-propelled and is capable of being used on a short-term basis for living, sleeping or eating accommodation of persons. The term recreational vehicle includes the following: motor homes, travel trailers, tent trailers, campers, motor homes but does not include recreational equipment such as boats, snowmobiles, personal watercraft, all-terrain vehicles, or other equipment used for recreational purposes.
- 2.7 **STORED TRAILER** means any trailer located on a property only for the purpose of storing such trailer for use at any location other the property upon which it is stored.
- 2.8 **TRAILER** shall have the same definition as “recreational vehicle”.
- 2.9 **USE** shall mean to actively occupy a trailer for the purposes of living and/or sleeping and/or eating and/or using sanitary facilities and/or accommodation within the trailer.

3 LICENCE AND REGULATIONS

- 3.1 No person shall use or permit to a trailer to be used for temporary human habitation, on any property within the Municipality, unless such trailer is licensed under this By-law. For clarity, pursuant to Section 1.3 of this By-law this requirement to obtain a licence applies to trailers which were located on property prior to the date of passage of this By-law.
- 3.1.1 Trailers located on a lot with a primary residential use are permitted to be used as an accessory use on a temporary basis in compliance with the Township's Zoning By-law without obtaining a licence. Temporary habitation beyond 21 days is not permitted without obtaining a licence.
- 3.2 A licence issued pursuant to this By-law authorizes the use and maintenance of a trailer for temporary accommodations only from April 1st to November 30th. The issuance of a licence does not grant the licensee the authority to occupy the trailer on a permanent basis. No person shall occupy or permit to be occupied a trailer during the period commencing December 1st of a calendar year and ending March 31st of the following calendar year.
- 3.3 Annual licences issued pursuant to this By-law will be granted for a consecutive period of not more than five (5) years and may be extended with Council approval.
- 3.4 The locating of a trailer and the maximum number of trailers permitted for use on a property shall be in compliance with the Zoning By-law. For clarity, when located on vacant land, the trailer shall comply with the required setbacks for a primary use and when located on a residential lot, the trailer shall comply with the required setbacks for an accessory use.
- 3.4.1 Trailers located on a lot with water frontage shall have a setback of a minimum of 30 metres from the highwater mark of the water. Facilities to handle sewage and grey water on a lot with water frontage shall be located a minimum of 30 metres from the highwater mark of the water.
- 3.5 Accessory structures are permitted to be located on the lot with the licensed trailer, to a maximum of one (1) uncovered deck, one (1) shed and one (1) generator, per trailer, provided it meets the following provisions:
- a) Deck
 - 1. Is not exceeding 10 sqm in area;
 - 2. Is not more than 60 cm above grade;
 - 3. Is not attached to the trailer;
 - 4. Does not have the effect of rendering the trailer as a permanent structure; and
 - 5. Complies with the Zoning By-law.
 - b) Shed
 - 1. Is not exceeding 10 sqm in area;
 - 2. Is not more than 5 metres in height
 - 3. Is not attached to the trailer;
 - 4. Does not have the effect of rendering the trailer as a permanent structure; and
 - 5. Complies with the Zoning By-law.
 - c) Generator
 - 1. Is not attached to the trailer;
 - 2. Does not have the effect of rendering the trailer as a permanent structure; and
 - 3. Complies with the Zoning By-law.
- 3.5.1 Generators are permitted to be used in conjunction with a trailer that is licensed through this by-law. The use of a generator must be in compliance with the Township's Noise By-law. The Township may require additional buffering of the generator.
- 3.6 No person shall connect to an existing grey water or sewage system without receiving authorization from the Sudbury and District Health Unit.
- 3.7 No person shall dispose or allow the disposal of grey water or sewage except in accordance with one or more of the following:
- a) a certified grey water or sewage system;
 - b) an accredited dumping facility;
 - c) with a service provider; or
 - d) from a certified portable receptacle.
- 3.8 No licence shall be issued without proof of an adequate source of water / potable water.
- 3.9 No person shall connect to an existing source of water / potable water without receiving authorization from the Chief Building Official or the Bylaw Enforcement Officer.
- 3.10 No trailer nor the use of property for locating a trailer shall be rented out for profit or gain directly or indirectly.

- 3.11 Every application for a licence shall be accompanied by the consent of the owner of the property upon which the trailer is to be located.
- 3.12 Any licence issued under this By-law is not transferrable.
- 3.13 The issuance of a licence and the requirements therefore are not intended and shall not be construed as permission or consent by the Township for the holder of the licence to contravene or to fail to observe or comply with any law of Canada, Ontario or any By-law of the Township.

4 APPLICATION AND FEES

- 4.1 The licence fee for a trailer shall be as set out in Schedule “A” attached to this by-law.
- 4.2 The licence fee is payable for the current fiscal year upon receipt of an application. Every licence obtained in this paragraph shall expire on the 30th day of November in that year of which it was issued.
- 4.3 Applications for licences shall be made to the Municipal Office and duly signed by the owner of the property on which the trailer is to be located. The owner to whom a licence has been issued shall display the licence on the trailer in a place that can be seen easily from the outside of the trailer.
- 4.4 All applications for such licence shall be made in the prescribed form attached to this By-law as Schedule “B”.
- 4.5 No licence shall be issued if the trailer for which such licence is applied for is not located in compliance with the Zoning By-law
- 4.6 No licence shall be issued if the information provided on the application does not satisfy the Township that all required provisions have been met.
- 4.7 No person shall provide false information on the Application for Trailer Licence.

5 ADMINISTRATION AND ENFORCEMENT

- 5.1 The administration and enforcement of this By-law is delegated to the Clerk, the Chief Building Official, and the By-law Enforcement Officer who may delegate the performance of their functions under this by-law from time to time as occasion requires.
- 5.2 Any person who contravenes any of the provisions of this by-law shall be guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act* and included within Schedule “C”.
- 5.3 Each contravention and each day of contravention shall constitute a separate offence.
- 5.4 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided, the court in which the conviction was entered, and any court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 5.5 If the Township is satisfied that a contravention of this By-law has occurred, the By-law Officer may make an order requiring the person who contravened this By-law or who caused or permitted the contravention or the owner or occupier of the trailer to discontinue the contravening activity or order the owner/occupier of the trailer to do any work necessary to remedy the contravention or remove the trailer.
- 5.6 Any person who fails to comply with an order made under Subsection 5.5 is guilty of an offence. In addition, any work required for compliance with an order made under subsection 5.5 may be performed by the Township. The cost of such work may be recovered by invoice, action or by adding the costs to the tax roll of the property upon which the trailer is situate and collecting such costs in the same manner as property taxes pursuant to section 446(3) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 5.7 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Township in accordance with the provisions of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 5.8 Any person designated by Council to enforce this By-law may, at any reasonable time and upon producing proper identification, enter and inspect any property licensed under or in contravention of the provisions of this By-law.
- 5.9 No person shall obstruct, hinder, or in any way interfere with any person designated to enforce this By-law.
- 5.10 Any trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any trailers from a lot within the time prescribed by the By-law Officer may result in the removal of said trailer by the

Township of Sables-Spanish Rivers, at the expense of the Owner of the lot. The Municipality may recover the costs of any such removal by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes pursuant to section 446(3) of the Municipal Act, 2001, S.O. 2001, c. 25.

6 **VALIDITY AND EFFECTIVE DATE**

- 6.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 6.2 This By-law shall come into effect on the date of the third reading and it being passed.

READ A FIRST AND SECOND TIME THIS 22nd DAY OF MARCH, 2023

MAYOR – K. BURKE

CLERK – A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS ____ DAY
OF _____, 2023.

MAYOR – K. BURKE

CLERK – A. WHALEN

Schedule “A” to By-law

Licence Fees

2023 Trailer Permit Fee \$ 500

Future Years:

Trailer Permit Fee, regular application – if complete application is submitted on or after April 1 (annual use) \$ 700 Per year

Trailer Permit Fee, early application – if complete application is submitted prior to April 1 (annual use) \$ 500 Per year

DRAFT

Schedule "B" to By-law

Application for Trailer Licence

Complete and attach all information prior to submitting this application.

1. Applicant Information

a)	Applicant(s):	
	Address:	
	e-mail address:	
	Phone:	

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for such licence.

Property Owner (if different from 1a)

b)	Property Owner(s):	
	Address:	
	e-mail address:	
	Phone:	

2. Property Information

Municipal Address:					
Lot:		Concession:		Township:	
Registered Plan No.:				Part/Lot/Block:	
Parcel:					
Roll No.:					

Notes: Attach copy of parcel register or deed or provide MPAC Roll Number as proof of ownership.

- If no civic address/911 number has been assigned for this property, one must be applied for prior to submitting this application.
- If not located on a municipal road, acknowledgement that the Township has no obligation to provide emergency services must be included with the application.

3. Trailer Information

Make and Model:	
Serial Number or VIN:	

Please attach four pictures of trailer if already located on the property (one of each side of trailer).

4. Servicing Information

Sewage and Grey Water:

- a) Will the trailer be connected to an existing sewage disposal system? Yes ☐ No ☐

If YES, please provide a Certificate of Approval which indicates that the connection of a trailer or trailers to such system has been approved by the Sudbury and District Health Unit.

- b) Will a grey water pit be utilized? Yes ☐ No ☐

If YES, please provide a Certificate of Approval which indicates that connection of a trailer or trailers to such system has been approved by the Sudbury and District Health Unit.

- c) Will the site be serviced with an outhouse? Yes ☐ No ☐

- d) If the trailer is NOT CONNECTED to a holding tank or sewage disposal system, or is NOT SERVICED by a grey water pit or outhouse, you will be asked to provide the following on site:

_____ Dumping receipts from an accredited dumping facility or service provider

_____ Confirmation of the use of a certified portable receptacle

Potable Water:

- e) Will the trailer be connected to an existing potable water system? Yes ☐ No ☐

If YES, please provide a Certificate of Approval which indicates that the connection of a trailer or trailers to such system has been approved by the Sudbury and District Health Unit.

If NO, please indicate how potable water will be provided to the trailer: _____

Electrical:

- f) Will the trailer be directly connected to electrical services? Yes ☐ No ☐

If YES, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

- g) Will the trailer be directly connected to a generator? Yes ☐ No ☐

If YES, please indicate location on the site plan. Additional buffering may be required.

5. Required Submissions

- ☐ Site Plan – required

Provide a drawing showing the location or proposed location of the trailer in relation to the boundaries of the property and including all existing structures, sewage systems, wells, vegetation, driveways/access, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large, measurements shall be included indicating the distance of the trailer from property boundaries and other features.

- ☐ Proof of Property Ownership – required under Section 2
- ☐ No Obligation for the Township to provide Emergency Services, if applicable under Section 2

I _____ am the applicant named herein, applying to locate a trailer on a property that does not have frontage on an open, maintained municipal road, and I acknowledge that the Township has no obligation or responsibility to provide emergency services to my trailer and/or the property it is located on.

I _____ assume all risk associated with use of the trailer that I am applying to licence, and agree to indemnify, defend, and hold the Township harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, legal fees, arising from, or in any way related to, failure to provide emergency services to the trailers and/or property.

Signature _____ Date: _____

- ☐ Pictures - required under Section 3
- ☐ Permits/Approvals, if applicable under Section 4
- ☐ Applicable Fee: Annual Licence: \$500 (2023 or if complete application is submitted prior to April 1), otherwise \$700

6. Signatures

I confirm that the information provided on this application form is true to the best of my knowledge and belief.

I agree to comply with the provisions of By-Law .

Applicant Signature _____ Date: _____

Property Owner Signature _____ Date: _____

*If property owner and applicant are the same, please sign in both locations.

Schedule "C" to By-law

PART 1 – PROVINCIAL OFFENCES ACT

TRAILER LICENSING BY-LAW

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE
1	Failure to obtain a licence.	3.1	\$300.00
2	Allowing a trailer to be used without a licence.	3.1	\$300.00
3	Occupying a trailer on a residential lot not in compliance with the Zoning By-law	3.1.1	\$300.00
4	Use a trailer on prohibited dates	3.2	\$300.00
5	Allow a trailer to be used on prohibited dates	3.2	\$300.00
6	Use of a trailer that does not comply with Zoning requirements	3.4	\$300.00
7	Constructing an unauthorized structure	3.5	\$500.00
8	Unauthorized connection to septic or greywater	3.6	\$500.00
9	Allowing an unauthorized connection to septic or greywater	3.6	\$500.00
10	Improper disposal of greywater or sewage	3.7	\$500.00
11	Rental of trailer or property for locating a trailer	3.10	\$500.00
12	Unauthorized transfer of a licence	3.12	\$300.00
13	Failure to display a licence	4.3	\$100.00

Note: The Penalty provision for the offences indicated above is Section 61 of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.