

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

**ABSENT: COUNCILLOR:** Edith FAIRBURN

Motion No: 2023-217  
 Moved By: C. PHILLIPS  
 Seconded By: H. CRABS  
 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 June 14, 2023 be approved.  
**CARRIED**

Agenda Addition  
 Motion No. 2023-218  
 Moved By: M. MERCIECA  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT the following be added to the regular agenda:  
 - Payment Certificate 2 & 3 – Douro Roofing  
 - Closed Session  
**CARRIED**

Donation-Canada Day Activities  
 Motion No. 2023-219  
 Moved By: M. HOBBS  
 Seconded By: M. MERCIECA  
 BE IT RESOLVED THAT we approve a donation in the amount of \$300 to the Royal Canadian Legion, Massey to assist with their Canada Day activities.  
**CARRIED**

PSD City Wide AMP Proposal  
 Motion No. 2023-220  
 Moved By: H. CRABS  
 Seconded By: C. PHILLIPS  
 BE IT RESOLVED THAT Council accept the project proposal from PSD Citywide for Professional Asset Management Coordinator Services and O. Reg Compliant 2024 AMP.  
**CARRIED**

Property Standards Costs Added to Tax Roll  
 Motion No. 2023-221  
 Moved By: M. HOBBS  
 Seconded By: C. PHILLIPS  
 BE IT RESOLVED THAT pursuant to Section 6.04(2) of the Property Standards Bylaw #2014-28, the cost of the cleanup at 290 Imperial Street North, Massey, as attached, shall be given priority lien status and added to the tax roll pursuant to Part 1 Section 1(2.1) of the Municipal Act, 2001 as amended.  
**CARRIED**

Cutler Lake Road Culvert Replacement  
 Motion No. 2023-222  
 Moved By: H. CRABS  
 Seconded By: C. BURNS  
 BE IT RESOLVED THAT we accept the recommendation of Kresin Engineering for the Cutler Lake Road Culvert Replacement be awarded to Leroy Construction in the amount of \$960,225.00 plus HST.  
**CARRIED**

EDCS Committee Meeting Report  
 Motion No. 2023-223  
 Moved By: M. HOBBS  
 Seconded By: C. PHILLIPS  
 BE IT RESOLVED THAT the EDCS Committee meeting report dated June 20, 2023 be accepted.  
**CARRIED**

WCCB Meeting Report  
 Motion No. 2023-224  
 Moved By: C. BURNS  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT the Walford Community Centre Board meeting report dated June 20, 2023 be accepted.  
**CARRIED**

Public Works Meeting Report  
 Motion No. 2023-225  
 Moved By: M. HOBBS  
 Seconded By: C. PHILLIPS  
 BE IT RESOLVED THAT Council accept the Walford Community Centre Board’s updated Constitution dated May 2023.  
**CARRIED**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Parks & Recreation Committee Meeting Report  
Motion No. 2023-226  
Moved By: M. MERCIECA  
Seconded By: H. CRABS  
BE IT RESOLVED THAT the Parks & Recreation Committee report dated June 21, 2023 be accepted.  
**CARRIED**

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Progress Payment #2 - Douro Roofing  
Motion No. 2023-227  
Moved By: C. PHILLIPS  
Seconded By: M. MERCIECA  
BE IT RESOLVED THAT the attached Progress Payment #2- Release of Statutory Holdback in favour of Douro Roofing in the amount of \$30,097.55 including HST for the Community Centre & Arena Roof Replacement Project be approved for payment.  
**CARRIED**

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Progress Payment #3- Douro Roofing  
Motion No. 2023-228  
Moved By: H. CRABS  
Seconded By: C. BURNS  
BE IT RESOLVED THAT the attached Progress Payment #3 in favour of Douro Roofing in the amount of \$152,552.54 including HST for the Community Centre & Arena Rood Replacement Project be approved for payment.  
**CARRIED**

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Consent File No. C-23-03  
Motion No. 2023-229  
Moved By: C. PHILLIPS  
Seconded By: M. HOBBS  
BE IT RESOLVED THAT Consent Application File No. C-23-03 as applied for by Christina Bot be Provisionally approved this 28<sup>th</sup> day of June, 2023;

The land in subject application is composed of land in the Township of Hallam, Concession 6, Plan M5 Lots 4, 5 & 6 Bolton St, Webbwood;

The purpose of this consent is to allow for a lot addition in the Residential zone. It is hereby provisionally approved with the schedule of conditions attached hereto.

**CARRIED**

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Consent File No. C-23-05  
Motion No. 2023-230  
Moved By: H. CRABS  
Seconded By: M. HOBBS  
BE IT RESOLVED THAT Consent Application File No. C-23-05 as applied for by Alex Richer and Laurie Patreau be Provisionally approved this 28<sup>th</sup> day of June, 2023;

The land in subject application is composed of land in the Township of Hallam, Concession 5, Lot 10, Parcel 6560 Birch Lake Rd;

The purpose of this consent is to allow for a new lot in the Rural zone. It is hereby provisionally approved with the schedule of conditions attached hereto.

**CARRIED**

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Consent File No. C-23-06  
Motion No. 2023-231  
Moved By: C. BURNS  
Seconded By: C. PHILLIPS  
BE IT RESOLVED THAT Consent Application File No. C-23-06 as applied for by Lynda Goodchild be Provisionally approved this 28<sup>th</sup> day of June, 2023;

The land in subject application is composed of land in the Township of Shakespeare, Concession 2, Lot 7, Plan 53R9984, Parcel 28050, Parts 6 & 7, Concession Rd, Webbwood;

The purpose of this consent is to allow for a lot addition in the Rural zone. It is hereby provisionally approved with the schedule of conditions attached hereto.

**CARRIED**

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AGDrain Inc Quote  
Motion No. 2023-232  
Moved By: C. PHILLIPS  
Seconded By: H. CRABS  
BE IT RESOLVED THAT the quote for the bottom clean out of the McInnis Drain from AGDrain Inc be accepted.  
**CARRIED**

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Closed Session  
Motion No. 2023-233  
Moved By: M. HOBBS  
Seconded By: C. BURNS  
BE IT RESOLVED THAT we move into closed session at 8:40 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**

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**THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS**

*Resolutions 2023-234, 2023-235 and 2023-236 were dealt with in closed session and are in a sealed envelope and filed in the office of the Clerk.*

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Open  
Session

Motion No. 2023-237

Moved By: C. BURNS

Seconded By: M. MERCIECA

BE IT RESOLVED THAT this closed session be adjourned at 9:06 p.m. and the regular meeting resumed.

**CARRIED**

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Adjourn

Motion No. 2023-238

Moved By: M. MERCIECA

Seconded By: M. HOBBS

BE IT RESOLVED THAT the time is 9:40 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.

**CARRIED**

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MAYOR – K. BURKE

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CLERK-ADMINISTRATOR- A. WHALEN

June 23, 2023

COUNCIL MEETING: June 28, 2023 AGENDA GROUP: A

SUBJECT:

Asset Management Support & Plan Development Services

BACKGROUND:

Under the *Infrastructure for Jobs and Prosperity Act, 2015*, principles are set out the provincial government to regulate asset management planning for municipalities. On December 27, 2017, O. Reg. 588/17 was released which regulates asset management planning for municipal infrastructure.

In 2015, Public Sector Digest (PSD Citywide) prepared our current Asset Management Plan using the *Building Together Guide for Municipal Asset Management Plans* provided by the province. PSD Citywide also hosts our Asset Inventory database through Citywide software.

Since 2017, the municipality has been continuously working with PSD Citywide to ensure we are meeting the requirements of O. Reg 588/17. Our current 2022 AMP is available on our website and per the O. Reg we will need to ensure it is up to date for 2024 and annually going forward. As part of this service contract PSD will deliver a draft 2024 AMP and ensure we are meeting all requirements while working with staff to refine our asset management program.

Instead of having a specific project proposal that we must adhere to, PSD has taken a new approach and provided us a coordinator services contract. This enables us to make use of the time as we need it while ensuring we are working within our 2023 operating budget.

RECOMMENDATIONS:

BE IT RESOLVED THAT Council accept the project proposal from PSD Citywide for Professional Asset Management Coordinator Services and O. Reg Compliant 2024 AMP.

ATTACHMENTS:

PSD Project Proposal – Professional Asset Management Coordinator Services and O. Reg Compliant 2024 AMP.



# Township of Sables-Spanish Rivers

## Professional Asset Management Coordinator Services and O.Reg Compliant 2024 AMP

Project Proposal

Date: June 21, 2023

**Submitted By:**

PSD Citywide Inc.

148 Fullarton St, 9th Floor

London, ON, N6A 5P3



## Contact List

### Township of Sables-Spanish Rivers (“Client”)

Name	Title	Telephone	E-Mail
Ruth Clare	Treasurer	705-865-2646	<a href="mailto:rclare@sables-spanish.ca">rclare@sables-spanish.ca</a>

### PSD Citywide Inc. (“PSD Citywide”)

Name	Title	Telephone	E-Mail
Jeff Muir	Regional Manager	519-690-2565 Ext. 2502	<a href="mailto:jmuir@psdcitywide.com">jmuir@psdcitywide.com</a>
Chris Vanderheyden	Senior Asset Management Consultant	519-690-2565 Ext. 2724	<a href="mailto:cvanderheyden@psdcitywide.com">cvanderheyden@psdcitywide.com</a>
Kristie Lapointe	Sales Operations Associate	519-690-2565 Ext. 2509	<a href="mailto:klapointe@psdcitywide.com">klapointe@psdcitywide.com</a>

## Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **Sept 21, 2023**.

## Corporate Profile

PSD Citywide is Canada's top provider of enterprise asset management software and consulting. With a multi-disciplinary consulting team and a leading in-house software development group, PSD Citywide provides complete solutions to deliver best-in-class service for our public sector clients. Our mission is to empower government organizations to turn complex infrastructure and financial decisions into simple directions to move forward.

Founded in 2003 as Public Sector Digest Inc, our firm rebranded as PSD Citywide in 2021 with a renewed focus on our core service areas of software and consulting. Headquartered in London, Ontario with additional offices in Toronto and Victoria, PSD Citywide works closely with local governments from all over North America. To ensure client programs adhere to leading standards, our consultants and analysts are certified through the Institute of Asset Management (IAM) and well-versed in international best practices including ISO 55000.

## Project Deliverables

This document contains a high-level project plan for the township for the purpose of providing professional support services of an Interim Asset Management Coordinator and development of 2024 O. Reg Compliant Asset Management Plan. The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project.

### 1. Asset Management Support & Plan Development Services

The Township of Sables – Spanish Rivers is seeking technical advisory and support in continuing to build its internal Asset Management capacity as well as in meeting provincial asset management planning (AMP) and reporting directives set out through O. Reg 588/17.

The following table highlights some of the project deliverables and key activities that will be undertaken over the **next 10 months** to further advance the townships asset management maturity, ensure complete compliance with O. Reg 588/17, while reflecting current needs and capacity. The project is structured to allow both groups to easily pivot and adjust activities and project plans so that the township's particular requirements can be met. Township staff will have access to both the Asset Management and Financial consulting teams at PSD Citywide as well as Data Analysts and our Software Implementation teams and can leverage the unique expertise of each team as the project progresses. In addition to the table below, which is geared specifically towards the AMP projects, AM Coordinator Support activities will also include, but are not limited to the following:

- Review data and data structure and provide recommendations for enhancements to data quality, accuracy, and comprehensiveness; review of use of software; recommendations to support improved functionality and reporting.
- Coordinating between Township departments and ensuring data consistency and quality.
- Continuing to facilitate the advancement of existing and new infrastructure and asset data.
- Ensuring existing data will satisfy O. Reg 588/17 requirements and advise on the collection of incomplete or unavailable data to ensure compliance.
- Development of a levels of Service Framework to guide effective decision making and annual progress updates.
- Assist and/or perform, as needed, in the development of the Asset Management Plans to meet the 2024 deadline for O. Reg 588/17.
- Provide ongoing training and support of Asset Management activities for all departments as well as training on the Township's Asset Management Software.
- Monthly project and activity reporting.
- Regular scheduled project meetings with Township staff.

Township of Sables – Spanish Rivers 2023-2024 AMP Project Deliverables and Key Activities	Timeline
<b>Inventory Build-Out, Updates, and Training</b>	
· Conduct data gap analysis on inventory against primary (e.g., replacement costs, in-service dates, etc.) and secondary data requirements (attributes, condition, etc.)	<b>2023</b>
· Close identified data gaps to ensure compliance with O. Reg 588/17 and to support good asset management in general	
<b>Develop 2024 O. Reg Compliant AMP</b>	
· Develop 2024 state of the infrastructure report	<b>Q4 2023-Q2 2024</b>
· Departmental Workshops	
· Establish KPIs for non-core assets and gather 2024 performance data	
· Update KPIs for core assets	
· Quantify lifecycle costs for current levels of service	
· Build risk models for non-core	
· Develop Draft 1 of 2024 compliant AMP	
<b>2025 Levels of Service Preparation Considerations</b>	
· Department workshops to obtain feedback on feasibility of adjusting Levels of Service	<b>2024</b>
· Analyze expenditures on current levels of service and identify opportunities to make adjustments	
· Guidance on citizen engagement questions	

## Project Team

A detailed project team list is included below as an Appendix. While the below team member list represents the senior and most involved resources that PSD will allocate for this project, other staff resources will be engaged as required. This will include but not be limited to PSD data analysts, research analysts, and sales support staff. See **Appendix A and B** for resumes.

## Project Schedule

The estimated duration of this project is **10 months**. PSD Citywide is available to begin providing these services in August 2023.

## Project Communication

Due to the size and scope of the project, clear and efficient communications between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Mavenlink, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Mavenlink



## Project Budget

Professional Services	
Service	Monthly Cost
<b>Asset Management Support &amp; Plan Development Services:</b> <ul style="list-style-type: none"> <li>Hourly rate of \$200/hr</li> </ul>	\$ 3,200.00
<b>Total</b>	<b>\$ 3,200.00</b>

<sup>1</sup> Estimate average monthly requirement of up to 16 hours per month; with a total maximum billing of 160 hours over the 10-month engagement

June 28, 2023  
Ref. No. 2343.10

Township of Sables-Spanish Rivers  
11 Birch Lake Road  
Massey, ON POP 1P0

**Attention:** Anne Whalen, Clerk Administrator

**Re:** Cutler Lake Road Culvert Replacement

Dear Ms. Whalen:

We have reviewed the tenders received by Kresin Engineering Corporation at [info@kresinengineering.ca](mailto:info@kresinengineering.ca) on June 27, 2023 for the above-noted project and present herein our Tender Report and Recommendations.

#### **Introduction**

The tendered work generally consists of supplying all materials, labour and equipment necessary to replace the existing failed 4.6m diameter culvert with a new structural plate CSP, including reinstatement of guide rails, road and erosion protection. The site of the work is located south of Lee Valley Road between Espanola and Massey.

Electronic tender packages were provided to James Lathem Excavating, R.E. Mailloux Construction, R.M. Bélanger Construction, Beamish Construction Inc., JI Enterprises, Sanftenburg Morris Construction Ltd. and Leroy Construction.

During the tender period, various inquiries from plan takers were received regarding the technical specifications and drawings. One (1) Addendum was issued to extend the duration of the tender period.

#### **Summary of Tenders**

Four (4) bids were received by Kresin Engineering Corporation prior to the revised tender closing deadline of 3:00 p.m. on Tuesday, June 27, 2023. The tenders were opened at 3:15 p.m. on the same day by Kresin Engineering Corporation staff during a telephone conference with representatives of the Township. During the opening, the bids were reviewed to ensure the submissions were in general compliance with the tender documents including the required tender deposit (i.e. bid bond, certified cheque or irrevocable letter of credit in the minimum amount of 10% of the Tender Price).

The following are the results in ascending order of Total Tender Price, excluding HST, as read during the opening:

	Contractor	Total Tender Price
1.	408761 Ontario Ltd. o/a Leroy Construction	\$960,225.00
2.	James Lathem Excavating Ltd.	\$1,109,420.00
3.	Beamish Construction Inc.	\$1,257,610.00
4.	R.M. Bélanger Limited	\$1,498,096.75

Copies of the tender submissions are enclosed with this report.

#### Tender Review

The tenders were reviewed in detail with respect to requirements set out in the Instructions to Tenderers and the requirements identified in the Form of Tender. The following specific comments were noted from the review of the tender:

1. The tenders submitted were properly executed with the bidder's signature, witnessed and/or sealed.
2. The submissions were checked for mathematical errors. Some minor mathematical errors were found in both James Lathem Excavating Ltd.'s and Beamish Construction Inc.'s submissions, however this does not affect the order presented above. The following is an adjusted table of the Total Tender Prices, excluding HST.

	Contractor	Adjustment	Total Tender Price
1.	408761 Ontario Ltd. o/a Leroy Construction	\$0	\$960,225.00
2.	James Lathem Excavating Ltd.	- \$12	\$1,109,408.00
3.	Beamish Construction Inc.	+ \$9,985.50	\$1,267,595.50
4.	R.M. Bélanger Limited	\$0	\$1,498,096.75

3. The tender documents called for submission of Statements 'A' to 'D' which provide supplemental information for evaluating bids. All bidders complied.
4. The Tenderers were required to submit an Agreement to Bond certifying the Contractor can obtain the required Performance and Labour and Material Payment bonds. Both bidders complied.
5. The tenderers were required to acknowledge receipt of addenda. All bidders acknowledged receipt of the one addendum issued.
6. The Instructions to Tenderers required that all submissions were to include a tender deposit in the minimum amount of 10% of the Tender Price, in the form of a bid bond, bank draft or Irrevocable Letter of Credit. All bidders complied.

## Discussion

From our review of the bids received for this contract, we note that all submissions were in compliance with the requirements outlined in the tender documents.

Based on the information provided and Kresin Engineering Corporation's experience with these contractors, we are satisfied that all tenderers have the necessary experience and background with similar projects to complete the proposed work. With respect to the low tenderer, Leroy Construction, they have successfully completed many similar contracts in the past for other clients.

The low tender amount of \$960,225.00 (excluding HST) is reasonable for the scope of work involved in the project.

Please note that the total tender price includes a \$25,000.00 contingency allowance. The contingency allowance included in the tender is intended to provide cost certainty for potential work which may or may not be required. Should these expenditures be excluded, the resulting estimated total construction cost is \$935,225.00 (excluding HST).

## Recommendations

Based on our review of the tenders submitted and specifically the low tender submitted by Leroy Construction, we believe the prices quoted are reasonable for the proposed work under this Contract. Furthermore, based on our knowledge of their related experience, it is our opinion that the contractor is capable of carrying out and completing the work under this contract.

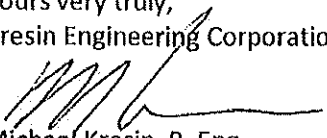
We therefore recommend that the tender submitted by Leroy Construction, in the amount of \$960,225.00 (excluding HST) be accepted for award.

Upon confirmation of the Township's acceptance of this recommendation, we will prepare formal contracts for signing.

Please call should you have any questions or require further elaboration/clarification regarding this Tender Report.

Thank you.

Yours very truly,  
Kresin Engineering Corporation



Michael Kresin, P. Eng.  
Consulting Engineer

Encls.  
MK/eg  
2343 mk tender report

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS  
**Economic Development & Community Services Committee Meeting Minutes**

**REGULAR MEETING**

**JUNE 20, 2023**

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**PRESENT:**   **CHAIR (S):**           Merri-Ann HOBBS  
                  **MEMBERS:**           Thoma CRABS; Edie FAIRBURN; Cathy HICKEY; Rodney JUNKALA; Robert MARTEL; John MOONEY  
**ABSENT:**           Harold CRABS  
**STAFF:**            Amanda ST. MICHEL

**Opening**

The regular meeting of the Economic Development and Community Services Committee was called to order at 6:30 p.m. on June 20<sup>th</sup>, 2023, by Merri-Ann Hobbs.

**Economic Development**

**A       REGIONAL EDO INITIATIVES**

- No update.

**B       GRANTS AND FUNDING OPPORTUNITIES**

- Discussion regarding the Trillium Capital Grant- Parks and Recreation has submitted a grant for tennis court retrofits to make it a multi-use space.
- RED Grant- the application for the Veteran’s Cultural Heritage Banners was successful and we will receive the maximum 30% of project costs (\$2,566.46). The committee reviewed the application form and letter to be distributed to the community, it was noted by the Deputy Clerk that permission from the beneficiaries/executors of deceased veterans will be necessary. The Deputy Clerk will start to distribute the forms and information asap.
  - Discussion-The budget allows for potentially 40 banners, whether the banners are double sided with the same or different veterans affects banner cost. The committee recommends determining this aspect once the application deadline has closed and we see how many veterans there is to be honoured. There are also currently less than 40 approved poles, but it is recommended we order as many banners as possible (40) to meet the grant criteria as applied for and can display the additional banners around town in alternative ways.

**C       TSSR BUSINESS COMMUNITY UPDATES/OPPORTUNITIES**

- Economic Development Corporation Research Update- the Deputy Clerk has contacted the municipalities of Sault St. Marie, Huron Shores, NEMI, Elliot Lake and Espanola so far. Currently most communities operate on a committee basis, however the Deputy Clerk will be meeting with the Elliot Lake & North Shore Corporation of Business Development (ELNOS) in July and will continue to reach out to other communities regarding their experience with economic development corporations operating as extensions of council.

**D       DONATIONS/COMMUNITY SPONSORSHIPS**

- No update.

**E       TSSR STRATEGIC PLAN**

- Council Questions and Senior Staff Review update- council has received the list of questions to establish broad themes for the Strategic Plan (SP), 5 have been received back so far. Senior staff reviewed the old SP on June 15<sup>th</sup>. The results from these reviews will be compiled into a report once all information is received and the report will be referenced to establish questions for future public and staff consultations.

- The Deputy Clerk is working on the SP page on the website for residents to view and understand the SP process and established timeframes-intended launch date is early July.
- The committee reviewed the old SP vision statements and other examples of vision and mission statements. Workshop #2 was completed as the committee brainstormed concepts that could be included in a new/updated vision and mission. The Deputy Clerk will put a new vision/mission statement together, based on the concepts discussed, for the committee to review at the next meeting.

## Community Services

### **F COMMUNITY AESTHETICS**

- Community Partnership with Burk's Shell- Tim Burk has agreed to partner with the Township regarding the maintenance and planting of the flower beds on his property. The committee sees this investment as beneficial to tourism as these flower beds are one of the first impressions when coming into Massey. The parks & Recreation Coordinator has confirmed the students will be able to maintain the beds on top of their other duties. The committee recommends committing \$200 from the Economic Development Materials, Parts & Supplies account to cover the cost of purchasing flowers for this project.

### **G AGE-FRIENDLY PROGRAMING**

- No update.

### **H MUNICIPAL EVENTS/INITIATIVES**

- MyCatch Fishing Tournament-committee reviewed the proposed tournament rules, boundary proposal and advertising materials.
  - The Deputy Clerk will advise Anglers Atlas that it is approved to go live on June 21<sup>st</sup>. Once the tournament is live advertising and donation requests will be rolled out.
  - Review of Township swag materials- the committee recommends a budget of \$2,500 to purchase tournament and general other Township swag and the cost be split between the funds allocated in the Economic Development Materials, Parts & Supplies and Economic Development Special Programming accounts. The deputy clerk noted that Township 25<sup>th</sup> anniversary t-shirts have been ordered and any leftover from Canada Day could be used for the tournament. It was noted that the Legion may also want t-shirts to hand out at Mouth Park on Canada Day if they arrive on time.
  - Advertising- discussion of promotional materials and their distribution. Website/social media posts, radio ads, posters throughout the community, pamphlets, packages to lake associates, Massey Fair booth, Canada Day parade etc.

### **I COMMUNITY ENGAGEMENT**

- Community Calendar on Website- the Deputy clerk is working on getting a community events calendar on the Township website asap.

## Other Business

### **J BUDGET**

- No update.

## Recommendations to Council

- None.

The meeting was adjourned at 8:00 p.m. The next meeting will be held on July 18<sup>th</sup>, 2023, in Council Chambers, at 6:30pm or at the call of the chair.

WALFORD COMMUNITY CENTRE BOARD

REGULAR MEETING

June 20, 2023

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PRESENT: Cheryl Phillips, Stanley Phillips, Jean Wuorinen, Robert Hopkins, Julie Vuorensyrja, Bryan Lees, Theresa Minten, Ellen Phillips, Pauline Zarichney, Pierrette Gervais  
ABSENT: Jewel Sanftenberg, Donna Mcinnis

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Motion No. 2023-14

Moved by: Jean Wuorinen

Seconded by: Pauline Zarichney

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

CARRIED

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Motion No. 2023-15

Moved by: Theresa Minten

Seconded by: Bryan Lees

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

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Motion No. 2023-16

Moved by: Theresa Minten

Seconded by: Bryan Lees

BE IT RESOLVED THAT we hire Classic Coats for \$4474.80 + HST to paint the hallway, kitchen, meeting room and bathrooms at the Community Centre.

CARRIED

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Motion No. 2023-17

Moved by: Pauline Zarichney

Seconded by: Robert Hopkins

BE IT RESOLVED THAT upon approval from Stan & Bryan we accept the quote from and hire Young Boss Roofing from Elliot Lake to install snow guards on the north side of the Community Centre.

CARRIED

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Motion No. 2023-18

Moved by: Ellen Phillips

Seconded by: Jean Wuorinen

BE IT RESOLVED THAT we accept Pierrette Gervais as the alternate Board member for the Anglers & Hunters for the remainder of 2023.

CARRIED

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Motion No. 2023-19

Moved by: Theresa Minten

Seconded by: Bryan Lees

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

CARRIED

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Meeting Discussions:

- Stan fixed the outside door to Seniors' workshop
- \$3000 will be deposited from the Community Club to cover Centre Board expenses
- 4 quotes were received for painting however only Classic Coats has insurance and WSIB

Upcoming events:

- July 8 - Food Handlers 9-3 pm \$25 per person - 22 people registered
- Smart Serve is to be renewed online (expires July 1, 2023)
- June 26 - Community Club will be holding a Roast Beef dinner in recognition of Seniors' month with a musical guest

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SECRETARY

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CHAIRPERSON



2

**Walford  
Community  
Centre Board  
Constitution  
AMENDED  
May 2023**

## LETTER TO COMMUNITY

The Walford Community Club was founded some years ago by the people of Walford to create and maintain recreational facilities for the area. This group of people saw the need for these facilities but were very limited in funds, therefore they had to deal with priorities. The first thing built was an outdoor rink which was a great accomplishment, but the need for other facilities was also there. This club's determined efforts resulted in a change room at the rink. Then over a number of years, a small meeting hall, a playground, and finally a ball field. Within our Walford Women's Institute, which provided for the social needs of the community. With the advent of the New Horizon assistance, the seniors of the community were able to build a games room onto the Community Club's meeting hall.

In November 1982, a fire destroyed the Community Club building, leaving inadequate facilities for the community. Fortunately, we were adequately insured. With the constant need for improvements, and the generosity of the Women's Institute in turning their hall over to the community, it became possible to create a modern facility to more completely serve all of us for many years to come. As well as upgrading the social facilities, we were able to build a more attractive building at the rink in Walford.

Finally after years of working, we have the basis for a complete community centre. It is a proud accompaniment for such a small community, without the aid of any local tax money. Unfortunately, with every improvement there is an increase in maintenance cost, but there is also much more to offer. We now have the potential to accommodate many more activities such as gymnastics, card parties, bingo, teen town dances, or whatever you want to organize.

This is your "Community Centre Complex".  
PLEASE use it and support it to the utmost.

Thank You

Walford Community Centre Board  
Walford, Ontario

Dear Members:

The Walford Women's Institute is willing to turn over title to the property known as the Walford Women's Institute Hall to the Township of the Spanish River under the following conditions:

1. Purchase price will be the minimum legal tender.
2. That the Township of the Spanish River assume all legal fees for transfer of Said parcel of land.
3. That the Walford Women's Institute have use of all and/or part of facilities if they request them twice a month free of charge for any non-profit making function such as meetings or courses sponsored by the Dept. of Agriculture. Hall to be booked through normal channels and subject to same conditions as other groups. This agreement to stand as long as the Walford Women's Institute exists.
4. That the following Women's Institute member; Oneta Harman, Sarah Whalen, Evelyn Gagan, Linda O'Halloran, Amelia Hockridge, Darlene Landriault and Delores Sanftenberg be allowed to rent the hall, bar and kitchen for the weddings of their children and for the 25 and 50 Anniversaries of said members and their spouses for 50% of the rental rate at the time of the function.
5. That the governing body of the hall facilities purchase a plaque to acknowledge the donation of land where the hall stands by Mr. and Mrs. William Phillips and the Walford Women's Institute be allowed to hang a plaque to commemorate the work of the original members who initiated the building of the hall.
6. That the hall be given free for a funeral luncheon for the family of anyone living in this community at the time of their death or anyone who was a former member of this community.

Yours Truly,

Delores Sanftenberg,  
President,  
Walford Women's Institute

Dated at Walford this 19th day of February 1983.

## WALFORD SENIOR CITIZENS AGREEMENT

1. Be it resolved that we agree to the relocation of our headquarters from the present site downtown Walford to a facility to be constructed near the present W. I. hall.
2. Be it resolved that we believe the facilities labelled as pool room and workshop be adequate areas to be under our exclusive control and to house our chattels which we believe should be under our exclusive control.
3. Be it resolved that we agree in principal in turning over to the Community centre Board a \$6,000 grant to assist them in their endeavours in return for spaces in the above mentioned.
4. Be it resolved that we will turn over ownership in the facility downtown Walford to the Community Centre Board and then in turn be able to advance a further \$6,000 New Horizon Grant to the construction of facilities at the new location in return for spaces in the above mentioned.

**THE CORPORATION OF  
TOWNSHIP OF THE SPANISH RIVER**

**By-Law 85-22**

Being a by-law for the purpose of establishing a Community Centre at Walford, Ontario

WHEREAS provision is made for the establishment of a Community Centre in Ontario under the Community Centres Act, and WHEREAS it is desired to establish a Community Centre at Walford in the Township of the Spanish River, enacts as follows:

THAT a Community Centre defined as a Community Hall and Athletic Field under the Community Centre Act and the regulations thereunder, and that the said Community Centre be administered by a Board, duly appointed by Council for each year.

The said Community Centre shall be maintained by the said Board in conformity with the attached policies as changed from time to time and council advised.

AND FURTHER shall operate under the above terms of reference with no monies from the general Municipal funds except as approved by council.

It shall be the policy that council shall not be involved in said operation except as it involves the Fire Garage.

READ A FIRST AND SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 1985

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CLERK

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, 1985

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CLERK

**UNDERTAKING:**

**TO:               ROBERT AND ELLEN PHILLIPS**  
**Remainder of Part 3 Plan SR1857**

**RE:               Access to the remainder of Part 2 Plan SR1857**

In consideration of the transfer of title to Parts 3, 4, 6 and 8, Plan 53R9935 by Robert Phillips and Ellen Phillips to the Corporation of the Township of the Spanish River, the undersigned hereby undertakes and agrees to use best efforts if requested by the owners of the said remainder of Part 2 Plan SR1857 to establish and construct a public road over Parts 1, 2, 3 and 4 Plan 53R9935 to give access to the remainder of Part 2 Plan SR-1857, with title to the public road over Parts 1 and 2 Plan 53R9935 then to be granted to the Township.

DATED at Massey September 1983.

The Corporation of the Township  
Of the Spanish River

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MAC EMIRY, Reeve

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Austin Clipperton, Clerk

**UNDERTAKING**

TO: Robert Phillips and Ellen Phillips

RE: Transfer to the Corporation of the Township of the Spanish River  
Parts 3, 4, 6, 8 Plan 53R9935

IN CONSIDERATION of the transfer with regard to the above noted property, We THE UNDERSIGNED, hereby undertakes to grant the wondrous of parcel 33-1, SudburyWest Section, an easement over parts 3 & 6 of the above noted Plan 53R9935 allowing the said owners of Parcel 33-1, Sudbury West Section to enter, construct, maintain, inspect, alter and repair a well, including all appurtenances thereto, as soon as possible after the registration of the amendment to Plan 53R993.

DATED at Massey, this 13th day of JULY, 1983

THE CORPORATION OF THE TOWNSHIP  
OF THE SPANISH RIVER

\_\_\_\_\_  
\_\_\_\_\_

## **BOARD'S RESPONSIBILITIES**

1. The Board shall help identify and resolve needs and problems in the community.
2. Board members shall first represent Community as a whole and secondly their particular group.
3. The Board shall maintain and manage the buildings under its control efficiently and effectively.
4. The Board shall maintain fairness to all groups and citizens .
5. The Board shall promote and encourage community involvement.
6. The Board shall uphold or re-negotiate agreements made to date

## **Motions**

- 83-213 That any tangible item that the Board has for sale will be sold by tender or public auction.
- 84-11 That all bills pertaining to maintenance and upkeep on buildings be sent to secretary/treasurer for Board approval.
- 84-25 That the Board will authorize a booking agent to receive money and issue receipts for hall rentals and donations.
- 85-19 That all purchases be approved by the board.
- 85-20 That any multiple bookings be dealt with through the board for approval.
- 85-42 That we have a petty cash fund for maintenance supplies for buildings under the Centre board.
- 85-43 That the insurance policy be reviewed annually by the Board on the building and contents.
- 85-45 That all Board members and the Senior Citizens Club have a key for the main entrance, the caretaker has keys for everything and the keys to be signed out for public use from the booking agent or delegate.



## **OFFICERS OF WALFORD COMMUNITY CENTRE BOARD**

### **Chairperson**

1. The chairperson shall be elected at the first meeting of the fiscal year.
2. The chairperson is the head of the board.
3. It is the duty of the head of the board:
  - a) To be vigilant and active in causing the laws for the government of the community centre and facilities to be duly executed and obeyed.
  - b) To oversee the conduct of all members of the board in the government of it
  - c) To communicate to the board from time to time such information and recommend to it such measures as may tend to the improvement of the finances, health, security, cleanliness, comfort and ornament of the Facilities.
  - d) The chairperson shall in co-operation with the secretary establish a meeting agenda.
  - e) The chairperson shall conduct meetings in a most democratic fashion.
  - f) The chairperson shall represent the board at community functions, where and when necessary.

## **VICE CHAIRPERSON**

1. The vice-chairperson shall be elected at the first meeting of the fiscal year.
2. The vice-chairperson shall replace the chairperson when necessary.

## **Secretary/Treasurer**

1. The secretary/treasurer shall be elected at the first meeting of the fiscal year.
2. The secretary/treasurer shall truly record in a book, without note or comment, all resolutions, decisions and other proceedings of the board.
3. If required by any member present, the secretary/treasurer shall record the name and vote of every member voting on any matter or question.
4. The secretary/treasurer shall keep the books, records and accounts of the board.
5. The secretary/treasurer shall keep in his/her office or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the board.

## **Special Project Officer**

1. The board may by resolution appoint a special project officer who:
  - a) Shall have such general control and management of the administration of the project and perform such duties as the board by resolution prescribes.
  - b) Shall be responsible for the efficient administration of all its departments to the extent that he/she is given authority and control over them by resolution.

April 23/96

WALFORD COMMUNITY CENTRE PROPERTY  
Victoria Township, Section 33, Plan 53R-9935 Parts 3-8

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Parts 5 & 7 - Township owned - donated by Walford Women's Institute - is the site of the Community Centre

Parts 3,4,6 & 8 - Township owned - donated by Robert & Ellen Phillips

Parts 7 & 8 - easement granted to Robert & Ellen Phillips (now Eagle Auto Body)

Parts 3 & 6 - undertaking to grant water use and line rights to Robert & Ellen Phillips

\*\* Township to use best efforts to establish public road over Parts 1,2,3 & 4 if, and when required by Robert & Ellen Phillips

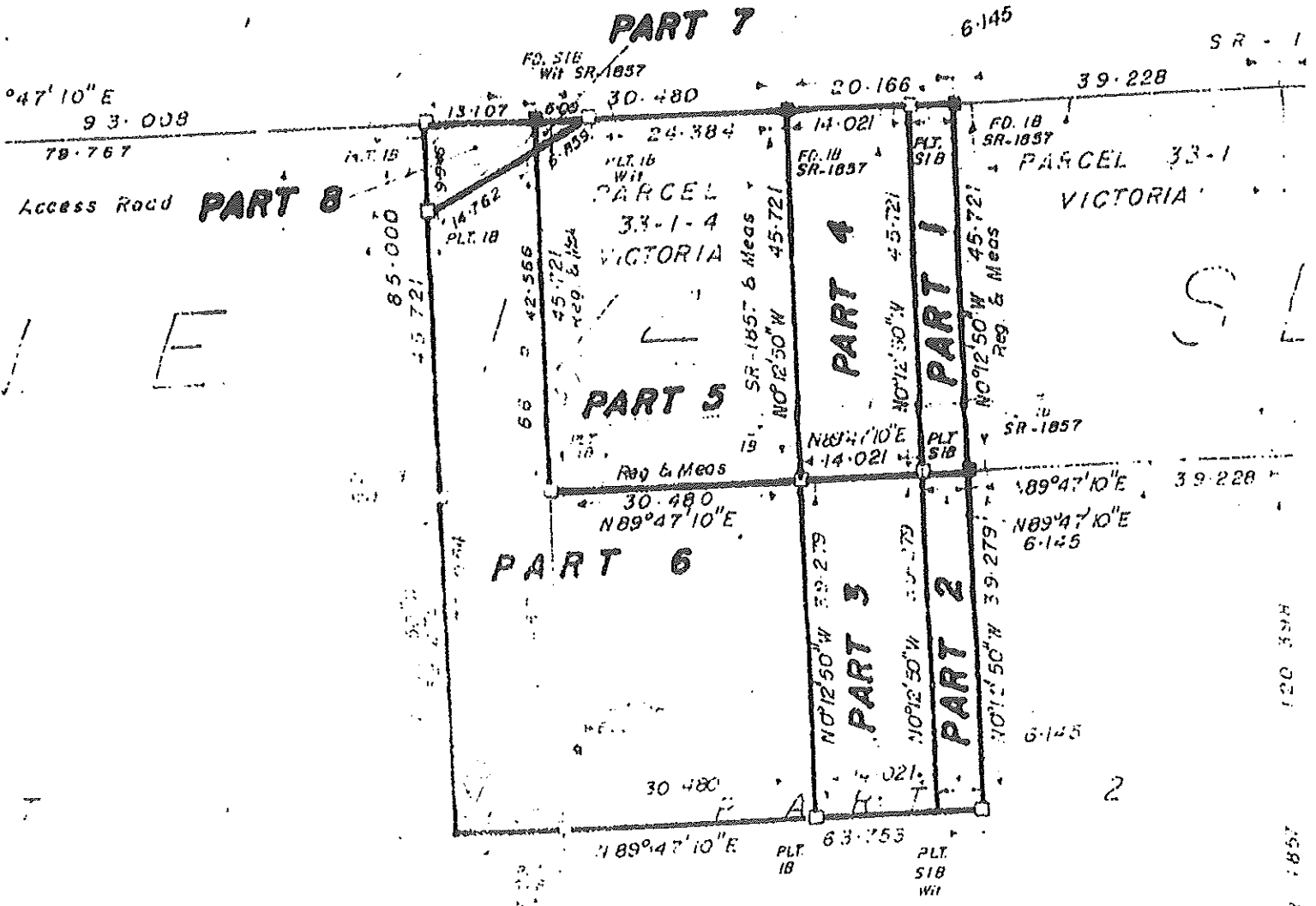


HIGHWAY

M. T. C.

F L A N

P - 2532 -



LAN  
PARCEL

1 & 57  
S. W. S.

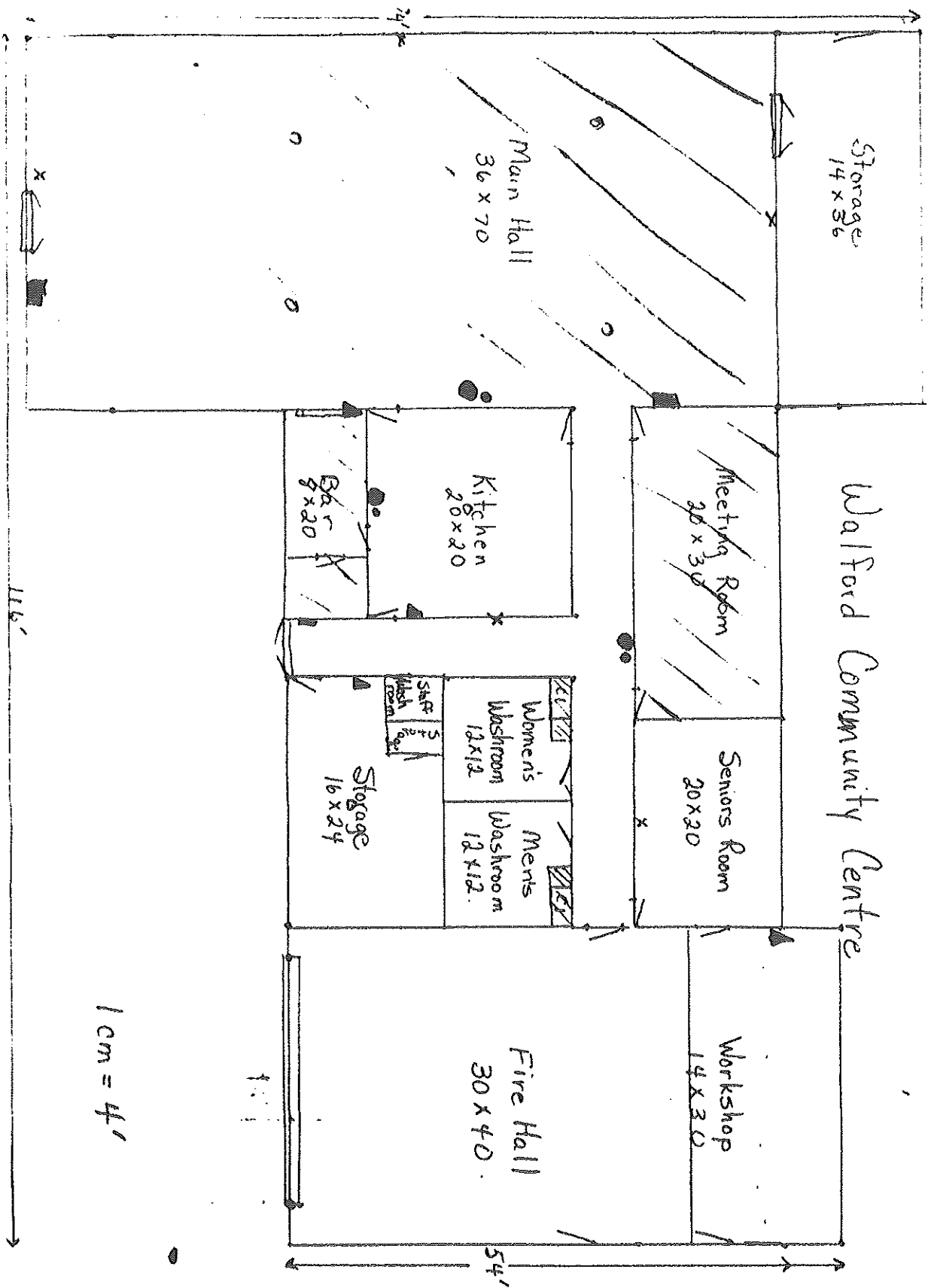
COPY

FD. SSIB  
SR-1857

Reduce -

# Walford Community Centre

- ▲ fire extinguishers
- Emergency with bath
- smoke detector
- X pull station
- fire alarm



1 cm = 4'

*Township of Sables-Spanish Rivers*  
**PARKS AND RECREATION COMMITTEE**  
MEETING SUMMARY

Wednesday, June 21, 2023

Sadowski Hall – Massey & District Community Arena

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**Present**

Mike Mercieca, Cheryl Phillips, Alannah Hobbs, Sandy Yaw, Casimir Burns, Debbie Peters, Anne Whalen & Lori Johnston

**Others**

Merri-Ann Hobbs

**Absent**

JP Fredette & Dana Gamble

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1) **Staffing**

We have our 2 Operators – Chris Berthelot & Shawn McCauley (Assistant Co-ordinator) and 4 summer students – Cece Toulouse (returning), Brody Berthelot, Griffin Podlatis & Cayden Chretien. Students will start after the July 1<sup>st</sup> holiday.

2) **Social Media & Promotion Report**

Our social media presence has increased by 15 new page Likes & 21 new Followers which is about a 10% increase in social media activity. We have taken advantage of promoting June as Recreation & Parks Month in Around & About, added our Community Yard Sale to Community Notes and actively shared what is happening at the arena. Our goal is to showcase what we have to offer as far as facilities go, promote being physically active, promote how our facilities are being utilized and increase revenues from ALL of our facilities including playground buildings.

### 3) 2023 Capital Projects

- **Zero Turn Mower & Bagger** – Husqvarna Z254 26HP 54” from Garnet’s \$6,582.77
- **Soccer Nets** – existing nets were painted, welded & new nets were installed. Capital budget of \$6,500 was not used to purchase new nets.
- **Ball Field Players Benches** – Two quotes were received early May. We will obtain 1 more quote & proceed with the purchase of new players’ benches.
- **Arena Office Electrical Panel** – Quotes have been requested this week for the replacement/upgrade of office electrical panel.
- **Industrial Oven Sadowski**

Two GE 6-burner electric self-clean ranges were purchased from Ashley Homestore Espanola for \$1,804.92. Well under our \$2,500 budget for replacement of the existing Garland range.

The Garland range is hardwired with 240V armoured cable. Quotes were obtained to have it disconnected and to have stove outlets installed to accommodate the new ranges. Dan’s Electric was awarded the job at a cost of \$1,740.00. Work to commence in the next couple of weeks.
- **Chiller**

We have a call in to CIMCO to inquire about when they will be replacing the chiller. The oil tank that was discovered at the back of the arena, just below the condenser structure has been taken care of. Co-ordinator of Infrastructure, Connor St. Michel attended to having the tank pumped out. When emptied, the tank collapsed into itself, buckled in half and the earth around it collapsed into a sink hole. The tank has been removed. An environmental company attended to take soil samples and the hole has been covered & secured until we get the soil sample results. It is expected that there are no contamination issues and that we will be able to fill in the hole without any adverse problems moving forward.
- **Webbwood Outdoor Rink**

Parks & Rec has once again removed a trailer load of garbage & debris from the rink shack. We plan to either power wash or shop vac the floor, paint with grey concrete floor paint, freshen up



the walls with white paint and give the building a good cleaning so that we can begin to rent out this space for birthday parties, anniversaries etc.

There has been ongoing vandalism at this location. The north facing door on the rink side has been kicked in and is currently boarded shut to secure the building. A replacement steel door is required. It is recommended that we place Video Surveillance signs on the park buildings – Webbwood, Walford & Heritage Park – to try to deter further vandalism. Anne Whalen and Shawn McCauley have been in contact with the O.P.P. to have the area patrolled on a more consistent basis. We also would like to place a sign on the building identifying it as a Township Park building so that the general public can be aware of who is responsible for the building & who to contact for it's use.

Public Works will work with Parks & Recreation to remove the berms & timbers around the rink surface. It is expected that this will occur in September/October. Parks & Rec will coordinate to have the replacement rink boards on hand at that time to avoid going into a winter season without a usable rink.

- **Duoro Roofing – Arena**

Work on the arena roof will be completed this week. We have had concerns with the cleanup around the building and an excessive number of screws, nails & debris left after they were last contracted to work on the building. Workers were reminded to curtail their offensive language while on the job as they are at a public facility with school children & seniors fitness participants on the property. Mark Edwards with Kresin Engineering has addressed these issues with Duoro Roofing. Payment for the contract will be withheld until we are satisfied that they have left the property in a hazard & debris-free state.

#### 4) **Maintenance Report**

##### - **Arena Septic**

Sometime prior to May, the family washroom in the arena lobby was put out of service due to the floor drain in both the family washroom and adjacent utility room backing up. Arena staff had attempted to snake the drains, removed a substantial amount of “unflushables” but were not successful in clearing the clog.

Rock Solid Septic was hired to pump out the septic tank. Working with Public Works, we discovered that all 3 compartments of the septic system were at capacity, adjoining baffles were not clear of sludge and drainage was substantially inhibited. We were very close to have septic field bed issues. It appears that the tank has not been pumped out since 1999. The tanks have now been cleaned out & access hatches reset. It is noted that in intake T is dislodged from the wall of the septic tank. This will require a plumber to attend & replace/re-attach the intake next time the tank is pumped at the recommended 4-5 year timeline.

We still have a clog issue somewhere between the washroom and the tank. We are continuing to use industrial drain cleaner, flushed with water before we call in a plumber to use a camera & troubleshoot, unclog the lines. This would be at a much greater expense than in-house efforts by both Parks & Rec and Public Works.

- **Webbwood Rink Shack** – see above under Capital Projects

- **Heritage Park Washrooms** – men’s room exhaust fan needs to be replaced. We are addressing this along with 3 other non-functioning exhaust fans at the arena. The men’s room both upstairs & down at the arena, ladies’ room main floor needs to be replaced. The fans that were there had been removed and not replaced.

#### 5) **Revenue Reports – Community Yard Sale**

We had a successful Community Yard Sale on June 10<sup>th</sup> generating \$50 in table fees for the arena.

The Horticultural Society had 3 tables for plant sales. They were not charged a table fee. We had 2 vendors and 3 other yard sale type people. All were happy with their revenues for the day. Yard sale

was well attended with a steady flow of traffic. We raised \$47.10 in our bottle drive in support of Friends of Mouth Park and collected a bin full of dry goods for the Massey Food Bank.

A Revenue & Expenditure Report will be available at our next meeting in September. A report at that time will better reflect all of the capital projects and expenditures currently ongoing.

#### 6) **Golf Simulator**

Parks & Rec Co-ordinator Lori has done an extensive search of the arena building & investigation into the Golf Simulator. It was found that our software & manual is severely outdated but could easily be downloaded at no cost. Lori did find a box of golf turf panels in the arena tool room however, it appears that two crucial pieces of equipment are no where to be found. The system requires a control panel to select the type of swing (driving vs chipping for example) and a camera sensor that detects the striking of the ball once hit. These pieces of the Simulator system were likely thrown out in carelessness over the years, either not working or not knowing what they were for. The conclusion is that the Simulator is no longer an asset of Sables-Spanish Rivers and does not need to be a line item in our Chart of Accounts. The golf green panels, manual & CD will be provided to Connor St. Michel to dispose of either through GovDeals or simply discarded. The screen & framing for the Simulator system remain at the arena.

#### 7) **Activities**

- Parks & Rec Co-ordinator Lori has made the decision to cancel the shinny style scheduling for pickle ball, ball hockey & rollerblading. We are not getting the attendance to warrant a full-time employee in the evenings or all-day Sunday for no one to show up. We occasionally are seeing one person in attendance for a \$4 revenue. It is not feasible to continue in this manner.

We are fully promoting that these activities are available at any time if pre-booked.

- We will be working to offer Pickleball demonstrations and introduction clinics with the goal of hosting a full pickleball league here in Massey. Lori feels that without some leadership & direction, people are not just going to come & use the pickleball equipment. There is definitely

interest in the sport but knowledge on how to play is lacking. We have so far not had one person come & use the equipment or courts in the shinny style programming.

- We are continuing with wedding & anniversary rentals throughout the summer. Ladies' slo-pitch utilizes the ball field on Monday & Wednesday nights. Seniors' fitness classes continue, and we have Our Children Our Future continuing with their programming through the summer.
- Agricultural Society will be running Bingo on Monday nights starting in the Fall.
- Co-ordinator Lori is working at bringing community interest activities & workshops to the arena including yoga classes, sour dough making and a freezer meal workshop to name a few. We are also looking at hosting several clinics and tournaments to encourage neighbouring communities to participate here in Massey. These would include safety training programs, umpire clinics & referee clinics.

#### 8) **Funding Opportunities**

Councillor Mike Mercieca introduced the Jays Care program which would bring a baseball program & incentives to youth of our community. We will approach this project when applications become available.

Co-ordinator Lori has started a file of potential funding programs and is calendaring when applications open. Programs so far include Blue Jays Field of Dreams, CPRA Youth Employment, Trans Canada Trail Program and the Canada Post Community Foundation Grant.

We have submitted a Trillium Foundation application to resurface & rehabilitate the tennis courts and turn it into a multi-sport facility for tennis, basketball & pickle ball with timer-controlled lighting. The lighting is intended to encourage use in the evenings when users are more available (after work) to come & use the courts.

9) **Other Discussion**

Webbwood rink sink proximity to the electrical panel was discussed. This is to be further investigated by Lori.

Seniors Active Living Centre & exercise facility discussion lead my Councillor Mercieca. Follow up & collaboration with Councillor Mercieca & Co-ordinator Lori.

We will look at promoting the rink to other sports leagues – ringette etc.

The possibility of housing a Rep Hockey Team will be followed up by Co-ordinator Lori.

Curling was discussed. We can't have a curling rink surface & accommodate ice skating & hockey. It's one or the other.

10) **Goals**

Our goals are to increase rental revenues across all of our facilities including playground buildings, bring more community awareness to what we have to offer as far as facilities & programming goes as well as promote a variety of community activities, working collaboratively with other organizations within our own communities as well as neighbouring communities.

**NEXT MEETING – WEDNESDAY, SEPTEMBER 20<sup>TH</sup> AT 6:30 P.M.**