

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

Motion No: 2023-428
 Moved By: C. BURNS
 Seconded By: M. HOBBS
 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 November 8, 2023 be approved.
CARRIED

Agenda Addition
 Motion No. 2023-429
 Moved By: M. MERCIECA
 Seconded By: H. CRABS
 BE IT RESOLVED THAT the following be added to the regular agenda:
 – Christmas in Massey- donation request
 – Bylaw 2023-47- Finance Department policies
CARRIED

4H Club Gold Champions
 Motion No. 2023-430
 Moved By: C. BURNS
 Seconded By: M. HOBBS
 BE IT RESOLVED THAT Council congratulates the Sables-Spanish Rivers 4H Club on winning the 4H Ontario Go for the Gold Championships 2023;
 AND THAT we express our admiration for the work and dedication they have shown as members of 4H and the community.
CARRIED

Adjourn for Public Meeting
 Motion No. 2023-431
 Moved By: C. PHILLIPS
 Seconded By: H. CRABS
 BE IT RESOLVED THAT the Council meeting is now adjourned for the purpose of a Public Meeting.
CARRIED

Open Public Meeting
 Motion No. 2023-432
 Moved By: C. PHILLIPS
 Seconded By: E. FAIRBURN
 BE IT RESOLVED THAT pursuant to Section 34 of the Planning Act, the Public Meeting is now officially open for the purpose of hearing comments regarding proposed amendments to the Zoning Bylaw as follows:
File ZBA 23-06 as applied for by Wayne Carroll and Brenda Crombie for property in Victoria Township, Section 38, Plan 53R13521, Part 12, at civic address 290 River Road, to permit for a Seasonal Recreational Trailer Park in the Rural (R) zone;
File ZB A 23-07 as applied for by Brian Sturdy and Cheryl Maitland for property in Hallam Township, Lot 35 & 36, Plan M14, Parcel 13039, at 51 Main St., Webbwood, to permit an Impound Yard in the Commercial (C) zone.
CARRIED

Close Public Meeting
 Motion No. 2023-433
 Moved By: C. PHILLIPS
 Seconded By: C. BURNS
 BE IT RESOLVED THAT the Public Meeting is now officially closed, and the Council meeting is reconvened.
CARRIED

ZBA File No. 23-06 Deferred
 Motion No. 2023-434
 Moved By: M. HOBBS
 Seconded By: E. FAIRBURN
 WHEREAS council is satisfied that the notices were given in accordance with the Planning Act respecting Zoning Bylaw Amendment File No. ZBA 23-06 as applied for by Wayne Carroll and Brenda Crombie for property in Victoria Township, Section 38, Plan 53R-13521, Part 12, 290 River Road;
 AND WHEREAS sufficient information has been made available at this public meeting for the public to understand generally the zoning proposal being considered;
 BE IT RESOLVED THAT after due consideration with respect to the proposed amendment to the Township of Sables-Spanish Rivers Zoning Bylaw, Council hereby concludes that this application shall be deferred pending further information regarding the following:
 – location of the established flood elevation contour of 177.3 m plotted on the sketch by a qualified Ontario Land Surveyor;
 – location of the 30 meter set-back from the flood plain elevation plotted on the sketch;
 – location of proposed beach or recreational area as required by Section 4.18.7(L) of the Official Plan;
 – information on the topography, soils and vegetative cover of the site.

CARRIED
 Effect of public submission(s):
 – Concerns from the public resulted in Council deferring their decision.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

ZBA File Motion No. 2023-435
No. 23-07 Moved By: M. MERCIECA
Approval Seconded By: C. PHILLIPS

WHEREAS council is satisfied that the notices were given in accordance with the Planning Act respecting Zoning Bylaw Amendment File No. ZBA 23-07, as applied for by Brian Sturdy and Cheryl Maitland for property in Hallam Township, Lot 35 & 36, Plan M14, Parcel 13039, 51 Main St., Webbwood;
AND WHEREAS sufficient information has been made available at this public meeting for the public to understand generally the zoning proposal being considered;
BE IT RESOLVED THAT due consideration of the proposed bylaw has been given and Council hereby concludes that application shall be approved with the condition that visual screening be installed around the perimeter of the impound area to limit the view from neighbouring properties.

CARRIED

Effect of public submission(s):

- Correspondence objecting to this application was noted and resulted in Council requiring a visual screening be installed.
-

Bylaw Motion No. 2023-436
2023-44 Moved By: C. PHILLIPS
First and Seconded By: E. FAIRBURN
Second Reading

BE IT RESOLVED THAT Bylaw 2023-44 being a bylaw to amend the Zoning Bylaw 2020-41 for property in Hallam Township, Lot 35 & 36, Plan M14, Parcel 13039, be read a first and second time.

CARRIED

Bylaw Motion No. 2023-437
2023-44 Moved By: C. BURNS
Third and Seconded By: M. HOBBS
Final Reading

BE IT RESOLVED THAT Bylaw 2023-44 being a bylaw to amend the Zoning Bylaw 2020-41 for property in Hallam Township, Lot 35 & 36, Plan M14, Parcel 13039, be read a third and final time and passed in open council.

CARRIED

Finance Motion No. 2023-438
Committee Moved By: H. CRABS
Meeting Seconded By: E. FAIRBURN
Report

BE IT RESOLVED THAT the Finance Committee Meeting Report of November 16, 2023 be accepted; FURTHER THAT any recommendations be dealt with separately by Council.

CARRIED

RBC Line Motion No. 2023-439
Of Credit Moved By: E. FAIRBURN
Seconded By: H. CRABS

BE IT RESOLVED THAT the Treasurer be directed to set up the line of credit with Royal Bank of Canada (RBC).

CARRIED

Council Motion No. 2023-440
Meeting Moved By: C. PHILLIPS
Schedule Seconded By: M. HOBBS

BE IT RESOLVED THAT the regular Council meeting of December 27, 2023 be cancelled.

CARRIED

Christmas Motion No. 2023-441
Bonus Moved By: E. FAIRBURN
Seconded By: M. HOBBS

BE IT RESOLVED THAT in lieu of a Christmas bonus, all permanent full-time employees shall have December 27, 2023 as a day off with pay.

CARRIED

Section 357 Motion No. 2023-442
Application Moved By: C. PHILLIPS
Seconded By: E. FAIRBURN

BE IT RESOLVED THAT pursuant to Section 357 of the Municipal Act, 2001, property taxes shall be adjusted as per the attached schedule.

CARRIED

Ombudsman's Motion No. 2023-443
Report Moved By: E. FAIRBURN
Seconded By: C. BURNS

BE IT RESOLVED THAT in accordance with s. 239.2(12) of the Municipal Act, 2001, Council accepts the attached Ombudsman's Report regarding two closed meeting investigations; AND THAT we will provide a verbal statement after each closed meeting outlining the general nature of the discussion.

CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Donation-
Christmas
in Massey

Motion No. 2023-444
Moved By: M. HOBBS
Seconded By: E. FAIRBURN

BE IT RESOLVED THAT Council approves a donation to the Christmas in Massey gift basket in the form of Township swag as well as a cash donation of \$200.00;
AND THAT we thank the organizers for their time and commitment to this wonderful community event.
CARRIED

Fire Fighter
Appointment

Motion No. 2023-445
Moved By: C. PHILLIPS
Seconded By: H. CRABS

BE IT RESOLVED THAT Brian Proctor be appointed as a volunteer fire fighter, subject to the usual terms and conditions.
CARRIED

Progress
Payment #2-
Leeroy
Construction
Cutler Lake
Rd Culvert

Motion No. 2023-446
Moved By: E. FAIRBURN
Seconded By: C. PHILLIPS

BE IT RESOLVED THAT the attached Progress Payment #2 in favour of Leroy Construction in the amount of \$165, 597.19 including HST for the Cutler Lake Road Culvert Replacement project be approved for payment.
CARRIED

OCWA
Leak
Detection
Service

Motion No. 2023-447
Moved By: H. CRABS
Seconded By: C. BURNS

BE IT RESOLVED THAT OCWA be approved to perform Leak Detection in the Massey water distribution system at a cost of \$3,525.00 as historical flows are above average;
AND THAT this expense form part of the 2023 Water operating budget.
CARRIED

Parks &
Recreation
Meeting
Report

Motion No. 2023-448
Moved By: E. FAIRBURN
Seconded By: M. HOBBS

BE IT RESOLVED THAT the Parks & Recreation Committee Meeting Report of November 15, 2023 be accepted.
CARRIED

Library
Board
Appointments

Motion No. 2023-449
Moved By: M. HOBBS
Seconded By: E. FAIRBURN

BE IT RESOLVED THAT the following be appointed to the Library Board for the remainder of this term:
– Rachel Maville
– Jolie Bianchin
CARRIED

Webbwood
Rink Board
Installation
Project
RFP

Motion No. 2023-450
Moved By: E. FAIRBURN
Seconded By: M. MERCIECA

BE IT RESOLVED THAT the RFP in amount of \$63,552.00 + HST be accepted from Mailloux Construction for the Webbwood Rink Board Installation Project.
CARRIED

WCCB
Meeting
Report

Motion No. 2023-451
Moved By: M. HOBBS
Seconded By: C. BURNS

BE IT RESOLVED THAT the Walford Community Centre Board Meeting Report of November 16, 2023 be accepted.
CARRIED

2024
Ice
Fishing
Challenge

Motion No. 2023-452
Moved By: C. PHILLIPS
Seconded By: E. FAIRBURN

BE IT RESOLVED THAT Council agrees to participate in the 2024 Ice Fishing Challenge as a community sponsor at a cost of \$1,000 + HST;
AND THAT an additional \$500 be allocated to local prizing;
AND FURTHER THAT this be included in the 2024 Economic Development operating budget.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Consent
File No.
C-23-16

Motion No. 2023-453
Moved By: E. FAIRBURN
Seconded By: M. HOBBS

BE IT RESOLVED THAT Consent Application File No. C-23-16 as applied for by Keven St. Michael be provisionally approved this 22nd day of November, 2023;
The land in subject application is composed of land in the Township of Shakespeare, Lot 2, Concession 1, Part 1, Plan 53R-21060;
The purpose of this consent is to allow for one new lot in the Rural zone. It is hereby provisionally approved with the schedule of conditions attached hereto.

CARRIED

Bylaw
2023-46 &
2023-47
First and
Second
Reading

Motion No. 2023-454
Moved By: C. PHILLIPS
Seconded By: H. CRABS

BE IT RESOLVED THAT the following Bylaws be read a first and second time:
– Bylaw 2023-46- Being a bylaw to provide for an Alternative Installment Tax Payment Program;
– Bylaw 2023-47- Being a bylaw to adopt policies for the Township of Sables-Spanish Rivers Finance Department.

CARRIED

Bylaw
2023-46 &
2023-47
Third and
Final
Reading

Motion No. 2023-455
Moved By: E. FAIRBURN
Seconded By: M. HOBBS

BE IT RESOLVED THAT the following Bylaws be read a third and final time and passed in open council:
– Bylaw 2023-46- Being a bylaw to provide for an Alternative Installment Tax Payment Program;
– Bylaw 2023-47- Being a bylaw to adopt policies for the Township of Sables-Spanish Rivers Finance Department.

CARRIED

Closed
Session

Motion No. 2023-456
Moved By: E. FAIRBURN
Seconded By: M. HOBBS

BE IT RESOLVED THAT we move into closed session at 7:42 p.m., pursuant to Section 239(2) of the Municipal Act 2001: to consider personal matters about identifiable individuals, including municipal or local board employees- Probation review & staffing requirements.

CARRIED

Open
Session

Motion No. 2023-457
Moved By: M. HOBBS
Seconded By: C. PHILLIPS

BE IT RESOLVED THAT this closed session be adjourned at 8:55 p.m. and the regular meeting resumed.

CARRIED

Staff
Reviews

Motion No. 2023-458
Moved By: C. PHILLIPS
Seconded By: M. MERCIECA

BE IT RESOLVED THAT the following employees have successfully completed their probation and shall continue in their respective positions:

- Connor St. Michel- Coordinator of Infrastructure
- Lori Johnston- Parks & Recreation Coordinator
- Amanda St. Michel- Deputy Clerk
- Jeff Lapierre- Chief Building Official

CARRIED

Adjourn

Motion No. 2023-459
Moved By: E. FAIRBURN
Seconded By: M. HOBBS

BE IT RESOLVED THAT the time is 9:00 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.

CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

FINANCE COMMITTEE MEETING

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November 22, 2023

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

Councillor Merri-Ann Hobbs left the meeting at 8:45pm
Councillor Edith Fairburn left the meeting at 8:55pm

Staff: Anne Whalen, Clerk-Administrator; Ruth Clare; Treasurer, Blair Ramsay, Fire Chief

The meeting began at 6:30 pm

Fire Department Fleet – Fire Chief Bair Ramsay

In attendance was the Fire Chief, who reviewed the critical requirement for a new Pumper truck replacement 2024. There are currently two fire trucks out of service, #440 Tanker is having its engine rebuilt, which will extend its useful life, and #415 Pumper's pump failed and wasn't recertified, so it cannot serve as a first response pumper. The Fire Chief informed the committee that the NFPA (National Fire Protection Association) standard for fire apparatus is to replace them when they reach the age of 20 years. Most fire trucks owned by the municipality are currently over 20 years of age except for the #400 Rescue van which was purchased in 2013 and the #410 Tanker which was purchased used in 2022. The Fire Chief emphasized the importance of being compliant since we are also in mutual aid agreements with neighbouring municipalities. If the department was audited by OFM (Ontario Fire Marshall), we would not be compliant. Attached is a more detailed report from the Fire Chief outlining the status of the fleet and the capital requirements coming up in 2024 and 2025. The budgetary pricing received from one supplier was in the range of \$815,000 to \$850,000 for a stock truck. The Fire Chief has been informed that the cost of the chassis of the truck is what is driving up the overall cost of these trucks.

There are currently no open funding opportunities to replace fire apparatus and the municipality's fire reserves are minimal (will be approximately \$158,000 at year end). After some discussion, the Finance Committee recommended that the Treasurer contact Infrastructure Ontario to review the options to debenture the purchase of one pumper and the possibility of two pumpers. The Fire Chief will prepare and send out a Request for Information (RFI) to other suppliers to receive additional pricing information as well as delivery times. This information will be reviewed at the next Finance meeting.

For more information on Infrastructure Ontario I have provided the link to the Infrastructure Ontario FAQs page regarding the Loan Program.

[FAQs - Loan Program \(infrastructureontario.ca\)](https://www.infrastructureontario.ca/FAQs-Loan-Program)

Statement of revenue and Expenditures with 2023 Capital Budget Update

The Treasurer provided the committee with a current Statement of Revenue and Expenditures along with a 2023 Capital Budget update. There were no questions or concerns.

RBC Equipment/Lease Credit line

The municipality was presented with the option to obtain an Equipment Line of Credit (ELOC) from our current banking provider RBC. The credit line is a cost-free initiative which avails credit when needed and eases the burden of high priority or urgent transactions.

The Finance Committee recommends that the Treasurer move forward with this initiative, the Treasurer will advise RBC once approved by Council.

In conjunction with the line of credit RBC will potentially be providing the financing for the new

plow truck. Throughout the year the Treasurer met with three different companies that could offer financing options for the purchase of the truck.

Meetings were held with Whiteway Finance, Dailmer Finance and RBC, as of May of this year RBC was offering the lowest fixed rate. The Finance Committee has asked the Treasurer to follow up with each company to review their current rate offers. The Crew Supervisor advised the Treasurer that the delivery of the truck should be around the third week of December.

Council Remuneration

The Treasurer had asked for a review of the policy. The points system was not easily tracked and there was no clarity in what community events would be considered eligible to receive a point. In addition to points, members of Council receive a quarterly honorarium and an allowance for mileage. Section 5 of the current Council Remuneration Policy was reviewed at the committee and some suggestions were made to possibly remove the points section altogether.

The Treasurer and Clerk were directed to make the proposed changes to the policy and bring to Council for review.

Other Business

Community Emergency Preparedness Grant - The Fire Chief in conjunction with the municipality's Emergency Management Coordinator will be applying for a grant for upgraded communications tower.

Policing – Councillor Crabs wanted to follow up on the possible opportunity of sharing services for policing with our neighbouring indigenous community Sagamok. The municipality's policing costs just keep increasing year over year and the committee felt that although costs increase service seems to be lacking.

As a starting point it was decided that the first course of action should be to notify the OPP of our dissatisfaction and our intentions of considering police shared services. There would be much more review and research required to see what the municipality's actual options are and our responsibility to the community.

Finance Committee Mandate and Terms of Reference – currently there are no terms of reference or mandate for the Finance Committee. The purpose and function are defined in the procedural bylaw but committee members felt more definition may be required. The committee would like to review further and committee member Edith Mercieca has offered to provide the Treasurer with a draft as a starting point. This item will be on the next meeting's agenda.

RECOMMENDATIONS TO COUNCIL:

The Treasurer be directed to set up the line of credit with Royal Bank of Canada (RBC).

The meeting adjourned at 9:00 pm with the next meeting to be scheduled in early January.

10th November 2023

To: Treasurer and Finance Committee
Re: Apparatus Status Report

This report is a status update on SSRFD apparatus which leads to recommendations for capital purchase in 2024 and 2025.

Tanker 440 – 2002 International

In September 2023 enroute to a call for service, Tanker 440 had an engine issue identified by the driver. The diagnosis from Rush Truck Center required the engine to be either rebuilt or replaced as the engine was failing. Tanker 440 holds 2500 gallons of water and is crucial to rural water supply operations in the event of a fire where there are no hydrants. Rush Truck Center reports that Tanker 440's frame and tank are in great condition. Rush Truck Center technicians recommended that we repair the truck. A new or rebuilt engine will allow SSRFD to push Tanker 440s replacement later in the 5-7 year plan. Tanker 420 has been moved to Station 4 as a replacement for Tanker 440. Tanker #440 is currently at Rush Truck Center getting an engine repaired. #440 will be back in service in the coming months. Tanker #420 has been assigned to Station 4 to cover for

Pumper 415 – 1991

In 2018, Pumper 415 had the fire pump rebuilt by Darch Fire. The cost of the rebuild was approximately \$17000.00. In October 2023 technicians were conducting a high-pressure test that is a component of pump certification. During this component of testing the pump failed and stopped pumping water. Technicians determined that the internal components of the pump had a major failure. Pumper 415 did not pass the pump certification and can no longer be used as a first response truck. Pumper 415 is currently being used to bring members and equipment to a fire scene.

Pumper-Tanker 450 has been moved to Station 1 so the west end of the township has a response apparatus. Pumper-Tanker 450 has a fire pump on board that pumps water at 400 gallons per minute. The NFPA 1901 sets the standards for minimum pump size for fire response. The standard for a first response pumper is 750 gallons per minute. Pumper-Tanker 450 does not meet the requirements for a first response fire apparatus. Due to its age I recommend replacing Pumper 415 with a Pumper-Tanker style truck with a pump that meets NFPA 1901 standards.

Pumper 425 – 1995 GMC Topkick

Pumper 425 did not pass the most recent fire pump certification tests. There was an issue identified with the RPM gauges inside the truck and on the pump panel. Further diagnostic testing is required to determine why the RPM gauges are not working. Technicians have reported that Pumper 425 can still pump water according to the current standards but could not pass the certification because they cannot confirm the RPM at along with the water pressure to ensure NFPA compliance. Pumper 425 is still in service.

“Smoke & Carbon Monoxide Detectors Save Lives ...
Test them monthly and change your batteries every 6 months”

Pumper 445 – 1996 Ferra

Pumper 445 did not pass the certification. The rear discharge did not pass the drafting test. The valve must be replaced, and the certification test attempted again. There are other repairs that need to be completed. Light bar and siren require to be replaced and scene lighting repaired.

Ontario Standard Regarding Fire Apparatus

The Ontario Standard for Fire Apparatus according to the NFPA a primary response pumper is to be replaced when the age reaches 20 years of age. Not only is this an NFPA standard, but fire apparatus lifespan is also based on the Insurance Underwriters who regulates insurance companies. At the present time our three primary pumpers, #415, #425 and #445 are 32 years, 27 years old, and 28 years old. #415 is currently out of service due to the pump being damaged.

SSRFD Recommendation

After consultation with the management team, we would like to make the following recommendations to become compliant with current NFPA, Insurance and Ontario Standards:

- Replace pumper #425 and #445. To prevent liability to the Township by being non-compliant with NFPA Standards as well as Insurance Underwriters.
- Purchase new apparatus vs used apparatus – SSRFD team has been researching used trucks for the last few years and has an excellent view of the used fire trucks that are available in the current market. Most of the used trucks are in the 15 years plus age, only leaving 5 years of service life. Used trucks are sold with little or no warranty.
- New apparatus are higher in price however are built to the current health and safety standards, warranty and a 20 year life span.
- Retire #415 immediately – There had been a previous pump failure that when repaired cost close to \$20,000.00. The truck is 27 years old and is well past its 20-year retirement date. Tanker #450 is assigned to Station 1.
- Tanker replacement - #440 is currently getting an engine rebuild. Once rebuilt it is expected that #440 will be one of the last tankers replaced. #420 will be the next tanker replaced and will be assigned to Station 1 as a reserve tanker. Tanker #450 will be assigned as the first response truck at Station #1 and used as a reserve pumper if repairs are required on other pumpers.

FIRE DEPT.

Budget Quotes

As of the creation of this report I have received one quote from Dependable Emergency Vehicles. A pumper truck, 1000 gal of water, Waterax fire pump, and storage for ladders and equipment came in at a cost of between \$815,000.00 and \$850,00.00.

I have spoken to other sales reps and the costs are comparable across other apparatus options. It was explained to me that the cost of chassis is driving up the costs of fire apparatus. I have reached out Dependable for financing options and have not received a response.

Submitted by:



SSRFD Fire Chief Blair Ramsay



FIRE DEPT.

Schedule - Section 357 Adjustments
For 2023

Roll #	Year	Tax Adjustment	Reason
010-09200	2023	\$1,457.78	Residence razed by fire
008-00500	2023	\$99.68	Classification change
003-11800	2023	\$313.73	Demolition of house
006-09700	2023	\$254.83	Classification change
012-09100	2023	\$1,876.25	Demolition of seasonal residence
005-01500	2023	\$232.59	Structure demolished



J. Paul Dubé, Ombudsman

BY EMAIL

November 16, 2023

Council for the Township of Sables-Spanish Rivers
c/o Mayor Kevin Burke
11 Birch Lake Road
Massey, Ontario P0P 1P0

Dear Members of Council for the Township of Sables-Spanish Rivers:

Re: Closed meeting complaint

My Office received a complaint regarding two closed meetings held by council for the Township of Sables-Spanish Rivers (the “Township”) on July 26 and August 9, 2023. The complaint alleged that council did not provide sufficient information about the general topic of discussion in its resolution to proceed into closed session. The complaint also raised a concern that the closed sessions at both meetings were not listed on the publicly posted agendas prior to each meeting.

For the reasons set out below, I have determined that council for the Township of Sables-Spanish Rivers contravened section 239(4)(a) of the *Municipal Act, 2001* (the “Act”)¹ by failing to provide sufficient information about the general topic of discussion in its resolution to proceed into closed session for the meetings on July 26 and August 9, 2023.

Ombudsman’s role and authority

As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own. My Office is the closed meeting investigator for the Township of Sables-Spanish Rivers.

¹ SO 2001, c 25.

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www.ombudsman.on.ca

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My Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman's decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues related to open meeting procedures. Summaries of the Ombudsman's previous decisions can be found in the digest: www.ombudsman.on.ca/digest.

Investigative process

In response to the complaint, my Office spoke with the Clerk-Administrator. We also reviewed the public agendas and minutes, the video recordings of the open sessions, and the closed session minutes for the July 26 and August 9, 2023 meetings, as well as the Township's procedure by-law. My Office notified the Township of our intent to investigate this complaint in October 2023.

Background

The complaint stated that the agendas posted in advance of the July 26 and August 9, 2023 meetings did not contain notice of any closed session items but that at both meetings, council held a closed session discussion.

According to the meeting materials, on July 26, 2023, council met in council chambers at 6:30 p.m. The agenda for that meeting did not list a closed session. At 8:28 p.m., council passed the following resolution:

BE IT RESOLVED THAT we move into closed session at 8:28 p.m., pursuant to Section 239(2) of the Municipal Act: -to consider personal matters about identifiable individuals including municipal or local board employees.

Council then discussed a matter regarding the performance of a Township staff member. Council did not pass any resolutions in closed session, and returned to open session at 8:54 p.m. The minutes and meeting recording indicate that council did not report back on what was discussed in the closed session. The meeting adjourned at 9:05 p.m.

On August 9, 2023, council met in council chambers at 6:30 p.m. The agenda for that meeting also did not list a closed session. At 6:56 p.m., the Mayor introduced a motion to move into closed session. The minutes record that council passed the following resolution:

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

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BE IT RESOLVED THAT we moved into closed session at 6:56pm, pursuant to Section 239(2) of the Municipal Act: -to consider personal matters about identifiable individuals including municipal or local board employees.

However, based on my Office's review of the recording of the open session meeting, the Mayor only read part of the resolution orally and did not include that council was relying on the open meeting exception for personal matters about an identifiable individual.

In closed session, council discussed a human resources matter involving a particular individual and voted to direct staff in closed session. Council returned to open session at 7:35 p.m. The meeting adjourned at 8:15 p.m.

The complaint did not raise concerns about whether or not the discussion fit within the cited open meeting exceptions.

Analysis

Did council provide sufficient information about the topic to be discussed in its resolution to proceed into closed session?

Section 239(4)(a) of the Act requires that, before holding a closed meeting, council must state by resolution "the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting." The Court of Appeal for Ontario stated in *Farber v. Kingston (City)* that a resolution to go into a closed meeting should provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for proceeding into closed session.²

I have previously determined that merely citing the open meeting exception that council is relying on does not typically meet the requirement set out in *Farber v. Kingston (City)*. Rather, municipalities are required to add a "level of informative detail" to the resolution to close a session to the public,³ and situations where no further information can be provided tend to be a rarity.⁴ In a report to the City of Brockville, I observed that council had cited the open meeting exceptions for personal matters about an identifiable individual and for litigation or potential litigation, without describing the topic of discussion further. In that

² *Farber v. Kingston (City)*, 2007 ONCA 173, online: <<https://canlii.ca/t/1qtz/>>.

³ *Brockville (City of)*, 2016 ONOMBUD 12, online: <<https://canlii.ca/t/h2ssr/>>.

⁴ *Casselman (Municipality of) (Re)*, 2022 ONOMBUD 14 [*Casselman*], online: <<https://canlii.ca/t/jrnx7/>>.



case, council had discussed an employee's performance, and I found that council could have provided additional information without undermining the reason for proceeding into closed session.⁵

In the case of the July 26, 2023 closed session, council cited the exception for personal matters about an identifiable individual without providing further information about the general topic of the closed session discussion. My Office was told that this resolution followed the Township's standard practice, which is to not include additional information in the resolution. In this case, council could have provided a general description of the topic to be discussed in closed session, such as "staffing matter", without undermining the reason for excluding the public.

Similarly, the August 9, 2023 resolution to proceed *in camera* did not provide an appropriate level of informative detail about council's intended discussion. For example, council could have orally stated what closed meeting exception it was relying on and identified that it was going into closed session to discuss a human resources matter.

Accordingly, council for the Township of Sables-Spanish Rivers contravened section 239(4)(a) of the Act on both July 26 and August 9, 2023, by failing to provide sufficient information about the general nature of the matter to be considered in each closed session.

Was there a lack of notice of the closed session discussions?

The complaint raised a concern that the agendas for both the July 26 and August 9, 2023 meetings did not provide notice of any closed session discussions prior to the meetings. As I have previously noted,⁶ the Act does not require municipalities to provide advance notice of the matters to be discussed in closed session. The Township's procedure by-law also does not require such notice. Further, for both the July 26 and August 9 meetings, the closed session discussion was not initially planned as part of the agenda.

As a best practice, and when possible, I encourage municipalities to provide advance notice of closed sessions with a general description of the matter to be discussed in closed session. Such a description should include enough information to allow citizens to make an informed choice about whether to attend a particular meeting. My Office has prepared a series of tip cards to assist municipalities. The Township may wish to consult the tip card containing this and other best practices related to closed meetings.⁷

⁵ *Brockville (City of) (Re)*, 2022 ONOMBUD 12, online: <<https://canlii.ca/t/jrhjr>>.

⁶ *Woolwich (Township of) (Re)*, 2015 ONOMBUD 24, online: <<https://canlii.ca/t/gtp6r>>.

⁷ Ontario Ombudsman: Tips for Municipalities – Closed Meetings: Best Practices, online: <<https://www.ombudsman.on.ca/resources/brochures-and-posters/municipal-resources#Tip%20Cards>>.



Conclusion

Council for the Township of Sables-Spanish Rivers contravened section 239(4)(a) of the *Municipal Act, 2001* on July 26 and August 9, 2023 by failing to provide sufficient information about the general topic of discussion in its resolution to proceed into closed session. In the future, council should ensure it provides an appropriate level of informative detail in its resolutions to move into closed session.

However, council did not contravene the Act by failing to provide notice of the closed session discussions. Where possible, I encourage the Township to adopt the best practice of providing notice of closed sessions on agendas, including a general description of the matter to be discussed in closed session.

The Mayor and Clerk-Administrator for the Township of Sables-Spanish Rivers were given the opportunity to review the contents of this letter and provide comments to my Office. All comments received were considered before the finalization of this letter.

I would like to thank the Township of Sables-Spanish Rivers for its co-operation during my review. This letter will be published on my Office's website, and should also be made public by the Township. In accordance with section 239.2(12) of the *Municipal Act, 2001*, council is required to pass a resolution stating how it intends to address this letter.

Sincerely,



Paul Dubé
Ombudsman of Ontario

cc: Anne Whelan, Clerk-Administrator, Township of Sables-Spanish Rivers

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

www.ombudsman.on.ca

Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman



CONTRACT PAYMENT CERTIFICATE



KEC Project 2343.05

CERTIFICATE No.: 2

TYPE: Progress

DATE: 10-Nov-23

OWNER: The Corporation of the Township of Sables-Spanish Rivers
 CONTRACT TITLE: Cutler Lake Road Culvert Replacement (Massey, Ontario)
 CONTRACT No.: 2023-C-11

This is to certify that, in accordance with the above contract executed June 28, 2023, that to the best of our knowledge; the contractor, 408761 Ontario Limited o/a Leroy Construction, is entitled to payment of :

One Hundred Sixty-Five Thousand Five Hundred Ninety-Seven 19/100 DOLLARS (incl. HST)
 (\$165,597.19)

for work done and materials supplied for the period ending October 31, 2023

Original Contract Price	including HST : \$	1,085,054.25
	excluding HST : \$	960,225.00
Estimated Final Contract Price	excluding HST : \$	1,046,910.00
Estimated Value of Work Performed and Materials Supplied To-Date	\$	610,317.10
Holdback		
10% statutory holdback:	\$	61,031.71
less statutory holdback released:	\$	-
warranty holdback:	\$	18,309.51
less warranty holdback released:	\$	-
Total heldback to-date:	\$	79,341.23
	Total Held Back: \$	79,341.23
	Total Due To - Date (excluding HST): \$	530,975.87
	Less Previous Payments (excluding HST): \$	384,429.68
	Recommended Payment This Certificate (excluding HST): \$	146,546.19
	HST @ 13% \$	19,051.00
TOTAL PAYMENT THIS CERTIFICATE	\$	165,597.19

RECOMMENDED:


Michael Kresin, P. Eng.
 Kresin Engineering Corporation

November 10, 2023
 Date



2023 Third Quarter Activity Report November 16, 2023

The following is the most recent consolidated Quarterly Report that the Manitoulin-Sudbury District Services Board (DSB) will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2023 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$490,276**. Ontario Works is forecasted to be over budget by \$3,084; Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$333,969. Paramedic Services is forecasted to be over budget by \$458,268. Interest revenue on non-reserve accounts is forecasted to be \$622,506 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

The following provides some insight into the Manitoulin-Sudbury District Services Board Programs during the months of July, August, and September of 2023.

Paramedic Services

Human Resources

Staffing continues to be a challenge however we have been successful in recruiting 3 Part-Time Paramedics.

Fleet

We have received notice from our Ambulance vendor that our 2022 order will only be delivered in August of 2024 meaning that our aging fleet will be under significant pressure as mileage rises on older vehicles accompanied by maintenance costs. Staff are

considering long-term strategies on how best to manage this supply chain issue to ensure effective service continuity while being fiscally responsible.

Community Paramedicine (CP)

Our Community Paramedic Program now with stabilized staffing are ramping up for this upcoming fall Influenza and COVID-19 immunization campaigns. Our team has also participated in several training initiatives to further enhance knowledge and skills in dealing with our most vulnerable populations. CP has also played an integral role in the deployment of our active recruitment campaign by attending several job fairs and school presentations.

Non-Urgent Patient Transportation Services

Staff are currently in the process of issuing a second posting for Patient Transfer Attendant/Personal Support Worker to fill one available Full-Time position and up to four Regular Part-Time positions. Recruiting for these positions has proven more challenging than anticipated given the current economic climate and perceived available workforce. We have regrouped and will re-issue the posting with revised language and cast a bigger net in the hopes to attract more suitable applicants.

Integrated Human Services

Children's Services

In the 3rd quarter, the average enrollment in licensed child care was 592 children, 488 full fee and 104 subsidized. Compared to last quarter there has been a 7% increase and compared to last year at this time, enrollment has increased by 5%.

The waitlist for licensed childcare at the end of the 3rd quarter is 534 children. The highest waitlist are ages 0-5 years.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 2606, and the total activity kits provided was 26. Compared to last quarter the number of visits decreased by 14%, activity kits provided decreased by 19%, attendance is traditionally lower during the summer months. Compared to last year at this time, number of visits increased by 30%, and activity kits provided decreased by 55%.

Launch of Capital Priorities Projects 2023/24

On August 14th, 2023, staff received a [memo](#) from the Ministry of Education regarding the launch of the 2023-24 Capital Priorities Program. This program allows school boards to request Child Care Capital funding for projects associated with a larger Capital Priorities project within the school. Funding announcements will be made in Winter 2024.

Approved Child Care Capital Priorities Projects – Little Current

In 2017-18 the Rainbow District School Board received approval for a child care capital project to support 10 infant spaces at Little Current Public School. Due to high student enrolment and the subsequent pandemic, the project did not proceed as originally scheduled. On August 23, 2023 staff received [confirmation](#) that this project is now moving forward. These new spaces will help support waitlist pressures and align with our space creation targets and Directed Growth Plans.

Revised Licensing Approach for Home Child Care

On September 7th, 2023 a [memo](#) from the Ministry of Education provided details about a revised licensing approach for home child care in the coming months. Under the new approach, the Ministry will be setting out on all licenses a unique capacity by service system manager for each service area where the agency oversees child care. This change supports improved data collection and leads to a more accurate understanding of where home child care premises are in the province.

Revised Directed Growth Plan

Further to the [Access and Inclusion Space Target Issue Report](#) approved by the board in February of this year, the Manitoulin-Sudbury DSB continues to increase access to more affordable, inclusive, and high-quality early learning child care for families in the district.

With the combination of naturally occurring growth in schools and the opening of licensed home child care, we have surpassed our 2023 space creation target of 36 spaces.

From January – June 2023, 52 new spaces have opened. An additional 29 spaces opened in September with an estimate of 6 additional spaces before year end. This will bring the total number of spaces created in 2023 to 87. We have not requested additional spaces, however reallocated spaces from future years.

School based spaces have opened in Espanola and Mindemoya. Our Children Our Future has opened 24 preschool spaces at their Sacred Heart site in Espanola. Manitoulin Family Resources has opened 10 toddler spaces at Central Manitoulin Public School in Mindemoya. There will be 10 Infant Spaces opening at Little Current Public School with an estimated opening date of January 2024. This project is under the approved childcare capital priorities project mentioned in this report.

The Chapleau Child Care Centre has opened an additional 5 toddler spaces at their community location in Chapleau. West Nipissing Childcare Corporation has opened an additional 12 home child care spaces in St Charles and Noëlville and Manitoulin Family Resources has opening 30 new home child care spaces in Gore Bay, Manitowaning, Espanola and Mindemoya. We anticipate that our plans will continue to shift over time in response to ever-changing community and economic needs.

Ontario Works

In the 3rd quarter, the Ontario Works/Temporary Care Caseload average was 457. Compared to last year at this time, the caseload has decreased by 6.5%.

Centralized Intake

111 applications were received by the Manitoulin-Sudbury DSB in the 3rd quarter. Of the 111 applications received, 40 were granted by the Intake and Benefits Administration Unit (IBAU), 27 were referred by the IBAU to the DSB for processing, and 23 were transfers from another Ontario Works (OW) office. The remaining 21 applications were processed at the local office rather than being referred to Centralized Intake as certain applications, such as Emergency Assistance, are not yet being processed by the IBAU, or there were extenuating circumstances surrounding the application that warranted an expedited approach to granting assistance.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the 3rd quarter, 36% of applications were completed by the IBAU.

Centralized Intake: Expanding the Province's Role

On August 31, 2023, MCCSS shared a [memo](#) outlining the steps that the province will be taking to expand the provincial role in centralized intake for Ontario Works.

Since centralized intake began, the province has been supporting municipalities by reviewing and assessing Ontario Works applications. The formal authority for making eligibility decisions, however, remained with the municipalities and DSSAB's. The province has expanded its role after proclaiming legislative amendments, which allows the ministry to be designated in regulation as an Ontario Works delivery agent. With these amendments, the ministry has authorization to make eligibility decisions and further reduce the administrative burden for municipalities.

The ministry will work with three sites- the District Municipality of Muskoka, City of Peterborough, and the Regional Municipality of York and will begin taking on formal decision-making authority. The ministry will also work with these partners to expand the scope of applications it currently reviews and further streamline the intake process.

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office. During the 3rd quarter there were eight new registrations for Employment Services and 14 files were closed for several reasons including 12 for employment. There were no new registrations for the YJC program. Training for YJCS was completed in July and August and there were seven students who registered and attended the training. Three of the seven registrants have been placed with employers and two are currently waiting for start dates. During the 3rd quarter 296 individuals and 17 employers were assisted by Employment Services.

Quality Assurance

It has been a busy quarter for the Quality Assurance Coordinators. The coordinators continue to identify training gaps, seek out appropriate training, provide a leadership and supportive role with staff and community partners.

Visits were conducted at every child care site in the district with a focus on building relationships with educators, pedagogical leads, and supervisors. The QA coordinator supported the planning and development of Strategic Planning for the Manitoulin Sudbury Network for Children and Families and coordinated Integrated Human Services staff development with a focus on wellbeing and Indigenous Culture teachings. In the coming months Integrated Human Services staff will be provided with additional support as they relate to Empathic Strain and Trauma Informed Care. Onboarding packages are being developed for new Integrated Human Services Staff.

In September, the Manitoulin-Sudbury DSB hired a Housing and Homelessness Program Quality Assurance Coordinator. This role will support consistency in our Homelessness programs including, but limited to, the By-Name-List, Change Team, Community Food Banks, and outreach efforts.

The additional staff support will ensure a dedicated focus on the homeless population and address the needs and barriers these households face daily such as transportation and food security.

Community Housing

Waiting list (Applicants)

There were 891 applications at the end of the 3rd quarter. The applicant breakdown is as follows:

1 Bedroom	691	2 Bedroom	92
3 Bedroom	64	4 bedroom	44

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 212 active DSS recipients. At the end of Q2 of this year there were 199 recipients and at this time last year there were 201.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 15 market rent tenants and 118 affordable rent tenants. This represents 5% and 41% of our portfolio. This represents an increase of 2 market rent tenant and 7 affordable from last quarter. Last year at this time we had 11 market rent tenants (4%) and 94 affordable (32%)

Smoke Free Housing – Unit Count-down

As of the end of the 3rd quarter of 2023, 212/287 of the portfolio's units are designated as Smoke-free. This represents 74% of the full portfolio currently. Units are designated as turnover occurs.

Canada-Ontario Housing Benefit (COHB)

To address rapid increases in rent across the province, the Ministry has updated the COHB monthly payment calculation effective July 1, 2023, to increase benefit amounts for many households. The update to the COHB calculation considers the actual shelter costs (rent and utilities) paid by participants.

During the quarter, the Manitoulin-Sudbury DSB successfully assisted 11 households to apply for COHB and/or First and Last months' rent. This brings our total households assisted with this benefit to 63. At the end of this quarter, we have fully utilized our \$93,600 [allocation](#) for the 2023-2024 year.

Fielding Place

Fielding Place, our new build in Little Current, held a [Grand Opening](#) on August 30th with attendees from all levels of Government in attendance. Although chilly, the sun shone brightly and so did the property! The building began housing new residents using a staged approach on September 1st with 1 unit per pod moving in each week in September. The building now boasts full occupancy.

Capital Projects with Housing Services Corporation

Manitoulin

Work continues in Mindemoya with the balcony replacement project at 29 Nixon. This project was awarded to Barné Builders and is scheduled to be finalized by the end of October 2023 or early November (weather contingent). This unexpected change to the work scope has affected 4 units of the building since the Spring. We are happy to see that this will be completed before winter and that those residents affected will have things safe and back to normal soon.

Lacloche

The Massey Paramedic Services Base had some additional repairs made to the HVAC system before fall to support the newly installed furnace and heat pump. This base is now fully operational with the new systems installed for Radon Mitigation as well as Heating and Cooling.

The Espanola Paramedic Base has been undergoing a generator upgrade on the site which includes a natural gas installation. This additional upgrade to the property will assist with other future equipment replacements as they are coming to the end of life allowing for the purchase and installation of more economical gas-powered units.

Second Avenue Administration Office has recently undergone a landscaping change with the removal of the wooden lean-to located in the back parking lot. Working with the Town of Espanola, the structure was under order to be demolished and a new section of fencing was erected. This has made a substantial improvement to not only the esthetics of the site but has increased the working area of the property. Plans to erect a new storage shed and relocate the current one on site will be completed before winter.

Work Orders

During the 3rd quarter a total of 269 Work Orders were generated: 206 for Community Housing; 23 for Administration Offices, and 40 for Paramedic Services. There was a total of 162 Work Orders closed or resolved during that time. There were 16 work orders for unit turnovers: 5 family unit and 11 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source. Many of our buildings are laden with multiple back-to-back unit turnovers, however cross coverage has been assisting with these.

General

As many of our projects are wrapping up for the season, we have begun to procure reports that will support the 2024 season. Designated substance surveys to determine any hazardous materials within the buildings are being done in Espanola, and Gogama, as well as mechanical requirements for Make Up Air replacements in Espanola, Little Current, Manitowaning and HVAC systems in our 2 Espanola Administration buildings.

All locations have also secured winter contracts for snow removal with many holding pricing from last year for us. This is a much-needed break with ever-increasing costs for fuel, supply and labour making many projects more costly than anticipated. The team are working diligently to secure cost-effective measures for supplies and services to keep things moving.

Lastly, the Mead Office generator has suffered a failure following several service calls on the unit. The unit was inspected and was determined to need a replacement radiator.

The unit is scheduled to be back up and running by the end of October and the rental removed once this occurs. Plans for replacement of the equipment in the future have been undertaken to ensure that there is a contingency fund available.

Donna Stewart

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: donna.stewart@msdsb.net

Website: www.msdsb.net

Manitoulin-Sudbury DSB								
3rd Quarter Report (Unaudited)								
AS AT 9/30/2023								
Total Gross Budget				Municipal Share Budget				
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						FORECAST	BUDGET	Forecast
Ontario Works	\$ 1,535,495	\$ 1,851,559	\$ (316,065)	\$ 2,457,230	\$ 748,302	\$ 1,046,115	\$ 1,043,031	\$ 3,084
100% Funded	\$ 4,357,878	\$ 4,897,850	\$ (539,972)	\$ 6,529,697				
Child Care	\$ 8,572,092	\$ 8,295,538	\$ 276,554	\$ 11,055,146	\$ 334,019	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 1,823,127	\$ 2,201,443	\$ (378,316)	\$ 2,843,611	\$ 1,823,127	\$ 2,007,944	\$ 2,341,913	\$ (333,969)
100% Funded	\$ 167,669	\$ 601,859	\$ (434,190)	\$ 802,478				
Paramedic Services	\$ 12,188,389	\$ 12,871,296	\$ (682,907)	\$ 16,684,916	\$ 4,977,964	\$ 7,572,809	\$ 7,114,541	\$ 458,268
Wiikwemikong, PTS, CP	\$ 3,250,461	\$ 3,608,811	\$ (358,350)	\$ 4,811,750	\$ 62,424	\$ 124,848	\$ 120,000	\$ 4,848
TOTAL EXPENSES	\$ 31,895,110	\$ 34,328,356	\$ (2,433,245)	\$ 45,184,828	\$ 7,945,835	\$ 11,419,754	\$ 11,287,523	\$ 132,231
Interest Revenue	\$ (616,252)	\$ (74,372)	\$ (541,880)	\$ (99,163)	\$ (616,252)	\$ (721,669)	\$ (99,163)	\$ (622,506)
TOTAL EXPENSES	\$ 31,278,858	\$ 34,253,984	\$ (2,975,125)	\$ 45,085,665	\$ 7,329,583	\$ 10,698,084	\$ 11,188,360	\$ (490,276)

Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF September 30, 2023
Ontario Works	\$ 3,084	Municipal share of administration expenses are forecasted to be \$3,084 over budget due to the 2021 reconciliation by Ministry.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$ (333,969)	<p>(29,406) + \$69,813 + (\$277,255) + (\$97,121) = (\$333,969) surplus</p> <p>Federal Funding forecasted to be (\$29,406) more than budgeted, resulting in a surplus.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be \$69,813 over budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be \$30,738 less than budgeted. - Direct operating expenses are forecasted to be \$189,482 over budget due to: <ul style="list-style-type: none"> utilities \$27,379 over budget, salaries & benefits \$15,567 over budget, maintenance expenses over budget \$140,792, other admin expenses over budget \$11,790; bad debt expense is under budget by (\$6,046) - Program Support Allocation is forecasted to be (\$150,407) under budget. <p>Rent Supplement program is forecasted to be (\$277,255) under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$97,121) under budget.</p>
Paramedic Services	\$ 458,268	<p>Paramedic Services municipal share is forecasted to be \$458,268 over budget.</p> <p>The MOHLTC funding is forecasted to be under budget by \$42,487 with the First Nation and 50-50 Funding letter received in August 2023.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by \$446,412.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by (\$112,702)</p> <p>Non Wages are forecasted to be over budget by \$82,071</p> <ul style="list-style-type: none"> - Transportation & Communication is forecasted to be (\$16,453) under budget - Program Support is forecasted to be (\$66,381) under budget - Vehicle repairs and maintenance are forecasted to be over budget by \$36,955. - Building repairs and maintenance, grounds and utilities are forecasted to be \$67,620 over budget - Mal Practice Liability Insurance is forecasted to be \$11,688 over budget - Supplies are forecasted to be \$48,642 over budget.
Patient Transfer Service	\$ 4,848	Patient Transfer Service annual increase not budgeted in 2023. Overbudget by \$4,848
Interest Revenue	\$ (622,506)	Interest Revenue is forecasted to be (\$622,506) more than budgeted which results in a municipal surplus.
	\$ (490,276)	

Expenditure Request And Approval to Proceed

Ontario Clean Water Agency
815 Imperial Street
MASSEY , ON
Phone:
Email:

Client: Township of Sables-Spanish River
Client Contact: Ruth Clare, Treasurer
OCWA Contact:

Part 1 - Submitted By OCWA

Work Description: 6636 Massey WTP Distribution Leak Detection
Facility / Location: Massey WTP
Total Cost: \$3,525.00

Work Order: 3664997
Work Type: CAP
Project Start Date:

Work Details:

6636 Massey WTP Distribution Leak Detection
- Quote to perform Leak Detection in the Distribution System as Historical Flows are above average

Submission Prepared By:

Kevin Spec

Name (Print)



Signature

November 17, 2023

Date

Authorized Representative for the Ontario Clean Water Agency

PART 2 - To be Completed by Client

Approval to Proceed:

Approved

Declined

Deferred

Comment:

Upon approval, The Ontario Clean Water Agency is authorized to proceed with the project/expenditure according to the description and cost estimate provided above. This may include but is not limited to the hiring of sub-contractors, consulting firms, etc. as required. The Client agrees to pay OCWA the costs associated with this work upon its completion based on the terms of the Client's agreement with OCWA.

Approved By:

Name(Print)

Signature

Date

Authorized Representative

Township of Sables-Spanish River
11 Birch Lake Rd.
Massey , Ontario
P0P1P0

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

Wednesday, November 15, 2023

Sadowski Hall – Massey & District Community Arena

Present

Mike Mercieca, Alannah Hobbs, Sandy Yaw, Cheryl Phillips, Debbie Peters, JP Fredette & Lori Johnston

Others

Merri-Ann Hobbs

Absent

Casimir Burns, Dana Gamble

1) **Staffing**

Successfully hired one part-time Operator. He has worked a couple of shifts so far, is very eager and is getting along well in his position.

2) **Elliot Lake Vikings Junior A**

The Committee was given a tour of the ongoing plumbing additions to add showers, toilets & sinks to the referee room & girls dressing room. So far, the concrete floor has been excavated and drain piping installed. We hope to have the trenches filled in by Friday of this week and project completed by Friday, November 24th.

The rink glass & rubber matting arrived this week. The staff are scheduled this coming week to get all of this installed.

We anticipate hosting our first Junior A Home Game on Sunday, November 26th at 2:00 p.m.

All Committee Members are encouraged to attend.

3) **Canteen Lease**

We issued an RFP twice in hopes of tendering out the canteen operation and did not receive any submissions. There are two interested parties that have inquired but have yet to submit a proposal to Council.

If we haven't heard from anyone by Friday, November 17 with a solid proposal, we plan to proceed with ordering stock from Massey Wholesale on Monday and running with a very basic menu ourselves – coffee, hot chocolate, pizza, hot dogs, popcorn, nachos & cheese and the standard pop, chips, chocolate bars.

Gilles Poirier has agreed to provide a pizza warmer & provide pizza at reduced rate. We would profit \$17/pizza selling it at \$4 per slice.

4) **2024 Capital Projects**

Coordinator Lori will be meeting with Ruth to finalize the capital budget items. Projects we are considering:

Potable water & washroom upgrades at Webbwood Rink

Playground sand at each playground & for two volleyball pits

Push mowers (2)

4 x 6 utility trailer for water tank

Road rims & tires for the Olympia

John Deere backhoe attachment

New edger machine

Sea Can or trailer for outside storage

Larger projects funded by grant money like shelter, seating & washrooms at Memorial Park; multi-use outdoor court for tennis, basketball & pickleball; splash pad; covered rink at Webbwood & Walford

Non-combustible, fixed ladders to access storage areas above change rooms/storage rooms (5)

5) **Programming Status** – Copies of November & December scheduling calendars provided

6) **Winter Carnival – Tentative Date February 10th, 2024**

A Committee needs to be formed to plan activities for the Carnival. A few volunteers have come forward (Debbie Peters & Lindie Weston) but more need to be approached. The Fire Dept. may host a community bonfire and we are looking at bringing back many of the traditional carnival events like the lumberjack competition, jug curling on the tennis court surface and sno-pitch tournament on the ball field.

ADDITIONS:

Coordinator Lori is working with Deputy Clerk Amanda to provide lighting and Christmas music at Heritage Park for the Christmas in Massey event.

NEXT MEETING – WEDNESDAY, JANUARY 17, 2024, AT 6:30 P.M.

SUMMARY - Webbwood Rink Board Installation

November 10, 2023

Supplier	\$ (HST extra)	Comments
Mailloux Construction	\$63,552.00	<ul style="list-style-type: none">- Does not include supply of materials for the installation- No warranty on rink boards- Not responsible for engineering approval if required

Bids were to be submitted by noon on November 10, 2023. The bid was received in person and opened by Ruth Clare & Lori Johnston.

WALFORD COMMUNITY CENTRE BOARD

REGULAR MEETING

November 16, 2023

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

ABSENT: Pierrette Gervais, Jewel Sanftenberg, Bryan Lees, Pauline Zarichney, Donna Mcinnis

Motion No. 2023-28

Moved by: Jean Wuorinen

Seconded by: Ellen Phillips

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

CARRIED

Motion No. 2023-29

Moved by: Robert Hopkins

Seconded by: Theresa Minten

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

Motion No. 2023-30

Moved on WCCB Facebook Messenger group - approved on October 22, 2023

Approved by: Pauline Zarichney, Ellen Phillips, Bryan Lees, Theresa Minten

BE IT RESOLVED THAT a new bar fridge was purchased from Chef Supplies for \$1864.49. (WH98).

CARRIED

Motion No. 2023-31

Moved by: Jean Wuorinen

Seconded by: Theresa Minten

BE IT RESOLVED THAT the WCCB purchase plaques to acknowledge purchase of fridges in Memory of Neil Lees and Calvin & Evelyn Gagan.

CARRIED

Motion No. 2023-32

Moved by: Ellen Phillips

Seconded by: Julie Vuorensyrja

BE IT RESOLVED THAT we accept the 2024 budget as presented.

CARRIED

Motion No. 2023-33

Moved by: Robert Hopkins

Seconded by: Jean Wuorinen

BE IT RESOLVED THAT the meeting be adjourned until the call of the chair or January 11, 2024.

CARRIED

Meeting Discussions:

- Tender has been awarded for the snow guards
- May have a floor polisher donated - at least short term
- RJ is going to be our rink caretaker for the 2023-2024 season
- Flag has been changed
- \$2000 donated by Ellen Phillips in Memory of Calvin & Evelyn Gagan - this will be used towards the new bar fridge and plaques
- Cheryl contacted the township public works for driveway markers for the hall entrances

Upcoming events:

Nov 18 - Yaw Anniversary

Nov 25 - Christmas Tea & Bazaar

Dec 17 - Santa & a movie or Trip to Science North Festival of Lights

Dec 17 - Christmas Cheer Boxes - at hall - approx 30

SECRETARY

CHAIRPERSON

November 17, 2023

COUNCIL MEETING: November 22, 2023 AGENDA GROUP: E

SUBJECT: 2024 Ontario Ice Fishing Challenge

BACKGROUND:

At the October 17th, 2023, meeting the Economic Development and Community Services Committee recommended that TSSR participate in the 2024 Ontario Ice Fishing Challenge for the third time at a cost of \$1,000 +HST and that \$500 be allocated to local prizing again in the form of purchasing gift cards from local businesses. The provincial event runs from February 1st -28th 2024.

These expenses have been proposed in the 2024 Economic Development operating budget. It is desired to advertise TSSR's participation in the event prior to the budget being passed to ensure that residents are aware of the event and hopefully boost participation. Advertising before Christmas further provides opportunities for residents to "gift" the entry free to their family/friends.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Council agrees to participate in the 2024 Ice Fishing Challenge as a community sponsor at a cost of \$1,000 +HST;
AND THAT an additional \$500 be allocated to local prizing.

ATTACHMENTS: None.

November 17, 2023

COUNCIL MEETING: November 22, 2023 AGENDA GROUP: A

SUBJECT:

Pre-Authorized Tax Payment Plan

BACKGROUND:

Earlier this year the Finance Committee recommended an update to the municipality's Pre-Authorized Tax Payment Program.

Currently the program allows property owners to pay their annual taxes monthly but if they have any outstanding property taxes owing after the instalment due dates, 1.25 % interest is charged on the outstanding balance.

The Bylaw being brought to Council for consideration allows for an Alternative Instalment (Pre-Authorized) Tax Payment Program. Under Section 342 (1) (b) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality may pass a by-law providing for the payment of taxes by alternative instalments and due dates in the year for which the taxes are imposed, in addition to those established under the interim levy by-law and final levy by-law, to allow taxpayers to spread the payment of taxes more evenly over the year.

The new options available to property owners are as follows:

Option 1 - 12 month plan - option to pay annual taxes in 12 monthly instalments.

Option 2 - Due Date Plan - option to pay 2 payment per year on due dates.

Option 3 - Payment amount chosen by property owner - 1.25% interest will be charged on any outstanding property taxes.

In addition to the new Bylaw, updates to the "Tax Billing and Collection Policy" and the "Water and Sewer Billing and collection Policy" were required. Changes are highlighted in yellow, and the new Pre-Authorized Payment Application Forms are attached for Council's review.

It may take some time to transition existing property owners to the new pre-authorized program, but the Finance Department is eager to roll out the new program as soon as it is approved by Council.

RECOMMENDATIONS:

That the attached Bylaws be enacted.

ENCLOSURES:

-Draft Bylaw 2023-46 - Being a Bylaw to Provide for an Alternative Instalment (Pre-Authorized) Tax Payment Program

-Tax Billing and Collection Policy w/ highlighted changes

-Water and Sewer Billing and Collection Policy w/ highlighted changes

-Draft Bylaw 2023-47 w/ schedules

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2023-44

Being a Bylaw to amend Zoning Bylaw 2020-41,
the Comprehensive Zoning Bylaw for
the Township of Sables-Spanish Rivers

WHEREAS authority is granted under Section 34 of the Planning Act, 1990, R.S.O., as amended;

AND WHEREAS Council deems it appropriate to rezone to allow for an impound yard;

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

1. The land subject to this bylaw is described as *Hallam Township, Lot 35 & 36, Plan M14, Parcel 13039, located at 51 Main Street, Webbwood* as shown on the attached sketch- Schedule 'A' to this Bylaw:
2. By-law No. 2020-41, as amended, is hereby amended as follows:
(a) Section 5.8.4 is amended by adding the following after subsection 4:

5. C-5: Hallam Township, Lot 35 & 36, Plan M14; Parcel 13039; 51 Main St., Webbwood (By- law 2023-44)

(b) Section 6 is amended by adding the following at the end of the table:

By-law #	Zone	Uses Permitted	Uses Prohibited	Provisions
2023-44	C-5	Impound Yard		-Visual screening to be installed around perimeter of impound area.

2. That this bylaw shall take effect subject to the requirements of the *Planning Act*.

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


MAYOR - K. BURKE


CLERK - A. WHALEN

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


MAYOR - K. BURKE


CLERK - A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2023-46

Being a Bylaw to Provide for an Alternative Instalment
(Pre-Authorized) Tax Payment Program

WHEREAS under Section 342 (1) (b) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality may pass a by-law providing for the payment of taxes by alternative instalments and due dates in the year for which the taxes are imposed, in addition to those established under the interim levy by-law and final levy by-law, to allow taxpayers to spread the payment of taxes more evenly over the year;

AND WHEREAS under Section 342 (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a taxpayer may request to pay taxes in accordance with the alternative instalments and due dates provided that the Treasurer receives and approves the taxpayer's request to use the alternative instalments and due dates;

AND WHEREAS under Section 342 (4) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, if a request is approved under subsection (3), the taxes of the taxpayer are payable in accordance with the alternative instalments and due dates established under clause (1) (b); and

AND WHEREAS under Section 342 (5) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the use of the Program shall cease if the taxpayer requests it; if the taxes of the taxpayer are unpaid after the due date; or if the municipality does not provide the Program;

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

1. **Definitions:** As used in this by-law, the following terms shall have the meanings indicated:

Program – Alternative Instalments (Pre-authorized) Tax Payment Program

2. The Program shall commence for the 2024 taxation year and will continue each and every year thereafter until such time as Council determines to amend or cancel.
3. The Program will consist of twelve instalments.
4. The due dates for the instalments under this Program shall be the 1st or 15th business day of each month: January, February, March, April, May, June, July, August, September, October, November and December.
5. The instalments shall be automatically debited from taxpayer's bank account.
6. Taxpayers must complete the Township of Sables-Spanish River's application form and submit it, at least 15 days before the next instalment due date, to the Treasurer, who must approve the application before the Program commences.
7. Property taxes cannot be past-due or in arrears at the time the application is made.
8. Taxpayers must pay all missed instalments if the taxpayer wishes to commence the Program at any time after the January 1st instalment has been processed.
9. Supplementary, omitted, and/or other amounts added to the tax roll must be paid by the taxpayer in accordance with the due dates for those amounts levied and

will not form part of this Program's instalments.

10. Taxpayers must submit, in writing, changes to applications at least 15 business days before the next instalment due date.

11. Taxpayers must request in writing:

- a) when the Program is to cease on the property that has been approved under this Program;
- b) a transfer of the application from one property to another; or,
- c) any changes in banking information approved in the application.

12. The Program will be cancelled when the taxpayer has unpaid taxes after the due date and written notice is given to the taxpayer.

13. If a bank payment is returned twice during any taxation year, enrolment in the Program will be terminated.

READ A FIRST AND SECOND TIME THIS 22ND DAY OF NOVEMBER, 2023.



MAYOR - K. BURKE



CLERK - A. WHALEN

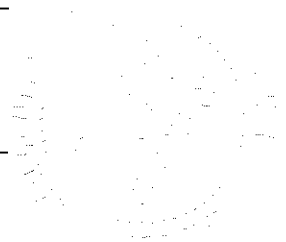
READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 22ND DAY OF NOVEMBER, 2023.



MAYOR - K. BURKE



CLERK - A. WHALEN



THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2023-47

Being a Bylaw to Adopt Policies
For the Township of Sables-Spanish Rivers
Finance Department

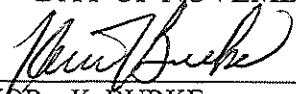
WHEREAS Section 10 of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides authority for this bylaw;

AND WHEREAS it is deemed expedient by the Council of the Corporation of the Township of Sables-Spanish Rivers to establish policies respecting billing and collecting property taxes, water and sewer services billing and collection and accounts receivable;

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

1. THAT the following policies are hereby adopted:
 - a) Schedule A – Tax Billing and Collecting Policy
 - b) Schedule B – Water and Sewer Billing and Collection Policy
 - c) Schedule C – Accounts Receivable and Collection Policy
2. THAT the aforesaid policies are attached hereto and shall form part of this bylaw.
3. THAT this bylaw shall repeal Bylaw 2018-55 and shall come into force upon the third and final reading.

READ A FIRST AND SECOND TIME THIS 22ND DAY OF NOVEMBER, 2023.



MAYOR – K. BURKE



CLERK – A. WHALEN

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



MAYOR – K. BURKE



CLERK – A. WHALEN