

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 1

November 8, 2023

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

Motion No: 2023-403
Moved By: C. PHILLIPS
Seconded By: C. BURNS
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 October 25, 2023 be approved.
CARRIED

Agenda
Addition
Motion No. 2023-404
Moved By: M. HOBBS
Seconded By: H. CRABS
BE IT RESOLVED THAT the following be added to the regular agenda:
– Fire Department Report – October 2023
– Espanola Regional Hospital – Request for Support – CT Scanner
CARRIED

Cheque
Register
Motion No. 2023-405
Moved By: C. PHILLIPS
Seconded By: E. FAIRBURN
BE IT RESOLVED THAT the attached Cheque Register for the month of October 2023 totaling \$1,752,698.09 be approved as paid.
CARRIED

Donation-
Espanola
Elks
Motion No. 2023-406
Moved By: E. FAIRBURN
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT we approve a donation in the amount of \$500.00 to the Espanola Elks Christmas Hamper Fund.
CARRIED

LFMA
Meeting
Minutes
Motion No. 2023-407
Moved By: C. PHILLIPS
Seconded By: C. BURNS
BE IT RESOLVED THAT the minutes of the Lacloche Foothills Municipal Association meeting of September 26, 2023, be approved.
CARRIED

Fire
Dept.
Meeting
Report
Motion No. 2023-408
Moved By: C. PHILLIPS
Seconded By: M. HOBBS
BE IT RESOLVED THAT the Fire Department Report for the month of October 2023 be accepted;
AND THAT any recommendations to Council will be dealt with separately.
CARRIED

Public
Works
Meeting
Report
Motion No. 2023-409
Moved By: H. CRABS
Seconded By: C. BURNS
BE IT RESOLVED THAT the Public Works Meeting Report of November 1, 2023, be accepted.
CARRIED

740
Volvo
Grader
Repairs
Motion No. 2023-410
Moved By: H. CRABS
Seconded By: C. BURNS
BE IT RESOLVED THAT Brendan Addison Mobile Mechanical's quote in the amount of \$14,990 + HST be accepted for the repairs to the 740 Volvo Grader.
CARRIED

Vulnerable
Road
User
Campaign
Motion No. 2023-411
Moved By: H. CRABS
Seconded By: E. FAIRBURN
BE IT RESOLVED THAT we partner with Public Health Sudbury & Districts in their Vulnerable Road User Campaign which aims to remind drivers to slow down and pay more attention while driving through our communities.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 2

November 8, 2023

Lacloche Transportation Initiative- Capital Commitment	Motion No. 2023-412 Moved By: C. PHILLIPS Seconded By: M. HOBBS BE IT RESOLVED THAT Council approve the 2024 capital expenditure of \$24,748 for the purchase of a specialized transit vehicle in partnership with the Town of Espanola to provide transportation for seniors in the LaCloche Foothills region; AND THAT the annual operating cost of approximately \$38,461.25 be budgeted for accordingly in 2024. CARRIED
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Espanola Hospital CT Scanner Support	Motion No. 2023-413 Moved By: H. CRABS Seconded By: C. PHILLIPS WHEREAS the Township of Sables-Spanish Rivers is acutely aware of the critical role that state-of-the-art medical equipment plays in providing the highest quality of healthcare to the community; AND WHEREAS the Espanola Regional Hospital & Health Centre serves as a vital healthcare resource for the residents of our township and surrounding communities; BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers hereby fully supports the Espanola Regional Hospital & Health Centre’s initiative to acquire a CT scanner. CARRIED
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Parks & Recreation Committee Report	Motion No. 2023-414 Moved By: M. HOBBS Seconded By: M. MERDIECA BE IT RESOLVED THAT the Parks & Recreation Committee Meeting Report of October 18, 2023, be accepted. CARRIED
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Massey Arena Engineering Design	Motion No. 2023-415 Moved By: C. PHILLIPS Seconded By: C. BURNS BE IT RESOLVED THAT the quote in the amount of \$9,500 + HST be accepted from John R. Hamalainen Engineering Ltd. for the engineering of the mechanical and electrical systems at the Massey and District Arena. CARRIED
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Massey Arena- Plumbing Additions	Motion No. 2023-416 Moved By: E. FAIRBURN Seconded By: M. MERDIECA BE IT RESOLVED THAT the quote in the amount of \$59,800.00 + HST be accepted from Sudbury Plumbing Medics Inc. for the plumbing upgrades at the Massey and District Arena. CARRIED
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Massey Arena- Tempered Rink Glass	Motion No. 2023-417 Moved By: H. CRABS Seconded By: C. BURNS BE IT RESOLVED THAT the quote in the amount of \$12,889.65 + HST be accepted from Marketing & Consulting Ltd. for clear tempered rink glass at the Massey and District Arena. CARRIED
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SSRPL Board Resignation	Motion No. 2023-418 Moved By: M. HOBBS Seconded By: E. FAIRBURN BE IT RESOLVED THAT we accept the resignation of Denise Trenaman from the Library Board with regret; AND THAT we thank her for her time and contribution to the board. CARRIED
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SSRPL Meeting Minutes	Motion No. 2023-419 Moved By: M. HOBBS Seconded By: E. FAIRBURN BE IT RESOLVED THAT the following Library Board minutes be accepted: - April 20, 2023 - May 18, 2023 - June 15, 2023 - October 2, 2023 CARRIED
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Validation Application VAL 23-02	Motion No. 2023-420 Moved By: C. BURNS Seconded By: H. CRABS BE IT RESOLVED THAT Council approves the Validation Certificate for property described as Part of the North half of Lot 9, Concession 6, Hallam, being Part 1 on Plan 53R12111. CARRIED
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THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Bylaws 2023-41 2023-42 First & Second Reading	Motion No. 2023-421 Moved By: C. PHILLIPS Seconded By: E. FAIRBURN BE IT RESOLVED THAT the following Bylaws be read a first and second time: - Bylaw 2023-41 – Being a bylaw to repeal a bylaw appointing an Assistant Fire Chief; - Bylaw 2023-42 – Being a bylaw to provide for a policy outlining the Administration of Salaries for employees of the Township of Sables-Spanish Rivers. CARRIED
Bylaws 2023-41 2023-42 Third & Final Reading	Motion No. 2023-422 Moved By: H. CRABS Seconded By: M. HOBBS BE IT RESOLVED THAT the following Bylaws be read a third and final time and be passed in open council: - Bylaw 2023-41 - Being a bylaw to repeal a bylaw appointing an Assistant Fire Chief; - Bylaw 2023-42 - Being a bylaw to provide for a policy outlining the Administration of Salaries for employees of the Township of Sables-Spanish Rivers. CARRIED
Bylaw 2023-43 First & Second Reading	Motion No. 2023-423 Moved By: C. PHILLIPS Seconded By: H. BURNS BE IT RESOLVED THAT Bylaw 2023-43 being a bylaw to amend the Comprehensive Zoning Bylaw 2003-15, be read a first and second time. <div><div><div>K. Burke</div><div>C. Burns</div><div>H. Crabs</div><div>E. Fairburn</div><div>M. Hobbs</div><div>M. Mercieca</div></div><div><div>Opposed</div><div>For</div><div>For</div><div>For</div><div>For</div><div>For</div></div></div> CARRIED
Bylaw 2023-43 Third & Final Reading	Motion No. 2023-424 Moved By: C. BURNS Seconded By: M. HOBBS BE IT RESOLVED THAT Bylaw 2023-43 being a bylaw to amend the Comprehensive Zoning Bylaw 2003-15, be read a third and final time and passed in open council. <div><div><div>K. Burke</div><div>C. Burns</div><div>H. Crabs</div><div>E. Fairburn</div><div>M. Hobbs</div><div>M. Mercieca</div></div><div><div>Opposed</div><div>For</div><div>For</div><div>For</div><div>For</div><div>For</div></div></div> CARRIED
Closed Session	Motion No. 2023-425 Moved By: E. FAIRBURN Seconded By: H. CRABS BE IT RESOLVED THAT we move into closed session at 7:20 p.m. in accordance with Section 239 (2) of the Municipal Act 2001 to consider personal matters about identifiable individuals. CARRIED
Open Session	Motion No. 2023-426 Moved By: C. PHILLIPS Seconded By: H. CRABS BE IT RESOLVED THAT this closed session be adjourned at 7:32 p.m. and the regular meeting resumed. CARRIED
Adjourn	Motion No. 2023-427 Moved By: C. PHILLIPS Seconded By: E. FAIRBURN BE IT RESOLVED THAT the time is 7:46 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair. CARRIED

Accounts Payable Cheque Register Report - Payroll & AP-1009588

For The Date Range From 10/01/23 To 10/31/23

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26371	C	10/11/23	209	M & L Supply	\$19,661.11	O
26372	C	10/11/23	253	McQuarrie Motors	\$497.42	O
26373	C	10/11/23	38	Minister of Finance - Policing	\$60,398.00	O
26374	C	10/11/23	84	Public Health Sudbury & Districts	\$13,648.70	O
26375	C	10/11/23	316	Royal Canadian Legion Poppy Fund Br. 432 2 Wreaths	\$110.00	O
26376	C	10/11/23	753	Tenaquip	\$172.86	O
26377	C	10/17/23	860	408761 Ontario Limited o/a Leroy Construction - Cutler Lake	\$434,405.54	O
26378	C	10/17/23	151	R.M. Belanger Limited - Webbwood Culvert	\$93,759.83	O
26379	C	10/17/23	558	Fraternal Order of Eagles - Aerie 4269 - Township talks - rent hall	\$150.00	O
26380	C	10/17/23	1	The Little Brew Café - Pastries for Township talks	\$55.00	O
26381	C	10/17/23	726	Walford Community Club - Township talks - rent hall	\$150.00	O
26382	C	10/25/23	1	Elsie Lillian Malleau and Mary Charlene Houle - Refund - Prop tax	\$596.41	O
26383	C	10/25/23	558	Fraternal Order of Eagles - Aerie 4269 Charitable tax Rebate	\$588.79	O
26384	C	10/25/23	35	Massey Home Hardware	\$967.01	O
26385	C	10/25/23	1	Julie Rancourt and Robert Rancourt - Refund - Prop tax	\$308.39	O
26386	C	10/25/23	804	Julie Vuorensyrja - reimburse - purchase for WCC	\$45.29	O
26387	C	10/25/23	313	Len's Clean Air	\$299.45	O
26388	C	10/25/23	209	M & L Supply	\$16,361.27	O
26389	C	10/25/23	199	Minister of Finance	\$5,409.40	O
26390	C	10/25/23	734	Poirier's Clover Farm	\$101.68	O
26391	C	10/25/23	51	Sonnenburg Rona Building Centre	\$454.87	O
26392	C	10/25/23	315	Staples Business Advantage	\$183.01	O
26393	C	10/25/23	762	State Chemical Ltd.	\$885.92	O
26394	C	10/25/23	503	TBELL Transport Inc.	\$757.97	O
26395	C	10/25/23	726	Walford Community Club	\$4,474.80	O
26396	C	10/31/23	188	AMCTO Zone 7	\$250.00	O
26397	C	10/31/23	433	Beamish Construction Inc - Webbwood Paving	\$457,214.95	O
26398	C	10/31/23	853	James Lathem Excavating Ltd - Caldwell Bridge	\$207,725.15	O
5173	E	10/11/23	102	A.J. Stone Company Ltd	\$1,389.90	O
5174	E	10/11/23	433	Beamish Construction Inc	\$4,991.38	O
5175	E	10/11/23	730	Brandt Tractor Ltd.	\$10,822.03	O
5176	E	10/11/23	630	CIMCO Refrigeration	\$1,265.29	O
5177	E	10/11/23	576	Dan's Towing & Recovery	\$1,130.00	O
5178	E	10/11/23	85	Manitoulin-Sudbury DSSAB	\$59,105.49	O
5179	E	10/11/23	22	Espanola Regional Hydro	\$5,227.04	O

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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5180	E	10/11/23	718	Fluent IMS	\$1,469.00	O
5181	E	10/11/23	49	GFL Environmental Inc.	\$29,546.87	O
5182	E	10/11/23	26	Huron Central Railway M2142	\$207.00	O
5183	E	10/11/23	853	James Lathem Excavating Ltd	\$862.41	O
5184	E	10/11/23	29	Janeway PharmaChoice	\$58.64	O
5185	E	10/11/23	704	John Van Norman	\$836.00	O
5186	E	10/11/23	636	Massey Food Bank Q3 Donations	\$1,860.00	O
5187	E	10/11/23	36	Massey Wholesale	\$46.56	O
5188	E	10/11/23	65	NAPA Espanola	\$260.22	O
5189	E	10/11/23	483	Nordoors Sudbury Ltd.	\$672.46	O
5190	E	10/11/23	42	Northern Uniform Service	\$58.06	O
5191	E	10/11/23	241	Odenback's Outdoor Contracting	\$1,714.79	O
5192	E	10/11/23	105	Weaver Simmons LLP	\$223.74	O
5193	E	10/11/23	301	Anne Whalen Reimburse for Mileage	\$194.40	O
5194	E	10/25/23	739	2612831 Ontario Inc.	\$4,032.37	O
5195	E	10/25/23	305	Around & About	\$1,352.84	O
5196	E	10/25/23	433	Beamish Construction Inc	\$1,525.50	O
5197	E	10/25/23	106	The Beer Store	\$568.58	O
5198	E	10/25/23	730	Brandt Tractor Ltd.	\$1,012.88	O
5199	E	10/25/23	30	J. Breen Coffee Service Ltd	\$254.52	O
5200	E	10/25/23	707	Cheryl Phillips Reimburse purchases for WCC	\$878.43	O
5201	E	10/25/23	630	CIMCO Refrigeration	\$119,078.99	O
5202	E	10/25/23	113	Culligan	\$112.44	O
5203	E	10/25/23	62	Town of Espanola	\$1,000.00	O
5204	E	10/25/23	642	Gallagher Benefit Services Group, Inc.	\$1,977.50	O
5205	E	10/25/23	24	Garnet's Rental	\$90.40	O
5206	E	10/25/23	654	Guy's Auto & Glass Service	\$545.27	O
5207	E	10/25/23	26	Huron Central Railway M2142	\$1,097.00	O
5208	E	10/25/23	752	J.L. Richards & Associates Limited	\$222.47	O
5209	E	10/25/23	846	Jeff Lapierre	\$100.00	O
5210	E	10/25/23	190	Jim's Portable Toilets & Septic Service	\$452.00	O
5211	E	10/25/23	557	K. Smart Associates Limited	\$550.88	O
5212	E	10/25/23	858	Lori Johnston Mileage and reimburse purchase - Hart - blinds	\$188.33	O
5213	E	10/25/23	460	M & G Fencing	\$105.09	O
5214	E	10/25/23	251	Massey Area Museum - Charitable tax rebate	\$12,304.45	O

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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5215	E	10/25/23	37	McDougall Energy	\$12,192.41	O
5216	E	10/25/23	140	Medline Canada, Corporation	\$1,168.79	O
5217	E	10/25/23	73	Municipal Property Assessment Corp	\$16,827.44	O
5218	E	10/25/23	65	NAPA Espanola	\$486.10	O
5219	E	10/25/23	79	Northern Communications	\$914.68	O
5220	E	10/25/23	42	Northern Uniform Service	\$29.03	O
5221	E	10/25/23	544	N-two Medical Inc.	\$28.19	O
5222	E	10/25/23	81	O.J. Graphix Inc.	\$5,997.48	O
5223	E	10/25/23	620	PINCHIN Ltd.	\$12,632.04	O
5224	E	10/25/23	47	Purolator Courier	\$23.14	O
5225	E	10/25/23	705	RICOH	\$330.11	O
5226	E	10/25/23	703	Susie Gross	\$270.00	O
5227	E	10/25/23	432	Testmark Laboratories Ltd.	\$45.20	O
5228	E	10/25/23	660	The Cutting Edge Sales & Sharpening	\$169.50	O
5229	E	10/25/23	556	UTIL-EQUIP Manufacturing Inc.	\$1,165.93	O
5230	E	10/25/23	236	Wamco Waterworks	\$839.03	O
5231	E	10/25/23	473	WSP Canada Inc.	\$2,158.30	O
5232	E	10/30/23	825	Elisabel Coates - PT Janitor @ clinic	\$340.90	O
5233	E	10/30/23	704	John Van Norman	\$494.00	O
5234	E	10/30/23	555	Lynda Goodchild	\$723.20	O
5235	E	10/30/23	673	Marla Toulouse	\$409.10	O
5236	E	10/30/23	86	Sun Life Assurance Company	\$10,140.82	O
Bell Canada	E	10/11/23	10	Bell Canada	\$840.75	O
Bell Canada	E	10/25/23	10	Bell Canada	\$160.46	O
Bell Mobility	E	10/11/23	11	Bell Mobility	\$75.89	O
Brandt Tractor Ltd.	E	10/16/23	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	10/17/23	520	EASTLINK	\$45.38	O
EASTLINK	E	10/25/23	520	EASTLINK	\$735.98	O
Hydro One	E	10/11/23	71	Hydro One	\$261.07	O
Hydro One	E	10/25/23	71	Hydro One	\$897.97	O
Minister of Finance - EHT	E	10/06/23	6	Minister of Finance - EHT	\$2,714.37	O
OMERS	E	10/06/23	552	OMERS	\$19,464.12	O
Ontario Clean Water Agency	E	10/10/23	193	Ontario Clean Water Agency	\$17,864.41	O
Receiver General	E	10/06/23	4	Receiver General	\$23,144.82	O

Township of Sables-Spanish Rivers
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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
Receiver General	E	10/24/23	4	Receiver General	\$13,067.23	O
Royal Bank - GFS Service Centre	E	10/06/23	52	Royal Bank - GFS Service Centre	\$376.75	O
Shell Canada	E	10/05/23	103	Shell Canada	\$4,538.34	O
VISA - Anne Whalen	E	10/06/23	829	VISA - Anne Whalen ORFA / P.R. Ontario Ambassador / Playground safety / Amato	\$1,504.78	O
VISA - Jeff Lapierre	E	10/06/23	852	VISA - Jeff Lapierre	\$144.76	O
VISA - Marla Toulouse	E	10/06/23	732	VISA - Marla Toulouse Car Wash / fuel	\$75.28	O
Visa - Ruth Clare	E	10/06/23	774	Visa - Ruth Clare cleaning supplies LCBO / survey monkey / Starlink	\$1,459.38	O
WSIB	E	10/25/23	551	WSIB JHSC certification / Namepro / crashplan	\$6,116.06	O

Cleared \$0.00

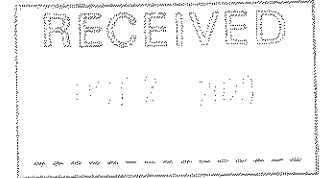
Outstanding \$1,752,698.09

Void \$0.00

B.P.O. ELKS OF CANADA

BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF CANADA

Espanola BPO Elks Lodge #346
539 Second Avenue
Espanola Ontario P5E 1M1



"47th YEAR HOSTING HAMPER FUND"

November 01, 2023

To: All Businesses, Unions, Church Groups, Clubs, Individuals at place of work in surrounding Communities, Visitors & Friends, we bid you Welcome.

The Espanola Elks are once again asking for your support with putting on The Christmas Hamper Fund. This is such a worthy endeavor. Last year we delivered 150 Christmas Hampers.

We need your financial support or any kind of support you can give so that we can provide a good Christmas Dinner to those families who are not so fortunate, especially at this time of year. We service from Massey to Nairn and South to Whitefish Falls.

Please, make your cheque out to the "Espanola Elks Christmas Hamper Fund". Donations of prizes or gifts can be dropped off at the Elks Hall.

The Elks Christmas Hamper Radiothon is at the Espanola Mall on Saturday, November 25th from 10:00 am to 3pm and on the Moose 99.3 f.m.

TO QUALIFY FOR A CHRISTMAS HAMPER - YOU MUST COME IN PERSON TO SIGN UP

LOCATION: ESPANOLA ELKS HALL, 539 SECOND AVENUE, ESPANOLA

SIGN UP DATES: THURSDAY, NOVEMBER 23RD 1:00 PM - 4:00 PM

FRIDAY, NOVEMBER 24TH 1:00 PM - 4:00 PM

SATURDAY, NOVEMBER 25TH 1:00 PM - 4:00 PM

Delivery of hampers will be on Saturday, December 23rd, starting at 8:00 am. Volunteers are welcome! For further information call Gary Tennant at 249-234-0164.

Let's make this another successful year!

Hoping you and yours have a Merry Christmas and a very happy new year,
From all of us at the Elks Hamper Fund Committee



Thank You for Supporting The Espanola Elks

LACLOCHE FOOTHILLS MUNICIPAL ASSOCIATION

MEETING REPORT

Town of Espanola
Main Level Boardroom

September 26, 2023
10:00 a.m.

Present: Chair: Kevin Burke, Mayor, Township Sables-Spanish Rivers;
Doug Gervais, Mayor, Town of Espanola;
Vern Gorham, Mayor, Township of Baldwin;
Joseph Burke, Clerk, Town of Espanola;
Allan Hewitt, CAO, Town of Espanola;
Holly Zahorodny Clerk Administrator, Township of Baldwin;
Anne Whalen, Clerk-Administrator, Township of Sables-Spanish Rivers;
Amanda St. Michel, Deputy Clerk, Township of Sables-Spanish Rivers
Amy Mazey, Mayor, Township of Nairn-Hyman;
Belinda Ketchabaw, CAO / Clerk-Treasurer, Township of Nairn-Hyman;
Rob Walsh, OPP
Louisa Orford, Regional EDO
Susanne Cassidy, Community Health Navigator

Regrets: Arnelda Bennett, Sagamok Anishnawbek

1. Call to Order & Approval of Minutes of January 17, 2023

Moved by D. Gervais /Seconded by V. Gorham – That the minutes of March 27, 2023 be approved. **Carried**

2. Community Safety & Well-Being Plan Update

Susanne Cassidy provided an update on the initiatives of the Community Safety & Well-Being Plan (see handout provided).

Joseph Burke provided an update on the funding approval for the Transportation Initiative. He will be approaching each Council to provide an update with potential costs and seek commitment in everyone's budget for 2024.

3. Domtar Closure – discussion took place on what has been happening since the announcement of Domtar's intent to "idle" the mill. Job fairs have taken place to assist workers with opportunities from other companies. A meeting took place yesterday (Sept 25th) with area Clerks, health & mental health professionals, employment services and more to discuss what may be needed to support families affected by Domtar. A meeting with various Ministries and our MP & MPP is scheduled for October 12th, 2023 to receive updates from all levels of government with respect to this and provide an opportunity to collaborate.

4. "Slow Down" Campaign & Community Signage – Belinda Ketchabaw provided information on the "Slow Down" campaign which involves placing signage to make

people aware of their speed in residential areas. She showed the committee some sample signage that could be used. Belinda will provide a copy of her report to all Clerks to gain support from each Council.

5. **Regional EDO Internship**

- Louisa Orford gave an update on the Job Fairs that have been happening since Domtar's announcement. 3 Job fairs have taken place with one more scheduled for October 6th & 7th.

6. **OPP Calls for Service Update**

Inspector Rob Walsh provided a verbal update on the detachment, calls for service and recruiting efforts by OPP.

7. **Other Business**

From last meeting – It was asked if the request from Espanola Fire Chief Pichor for the Mayors & Fire Chiefs to meet was still going ahead. Joseph Burke will follow up with potential dates for a meeting.

8. **Next Meeting**

The next meeting is scheduled for December 5th, 2023 at 10:00 am in the Espanola Board Room.

Moved by D. Gervais/Seconded by V. Gorham – that this meeting be adjourned.

Carried

Kevin Burke, Chair



Fall Update on Plan Initiatives

Presented by:
Susanne Cassidy,
Community Health Navigator

Community Safety and Well-Being Plan



Pillars of Priority.

- Mental Health & Addictions
- Affordable Housing
- Access to Services
- Seniors



Project Plan Initiatives

- 1] Trade Show, Bike Exchange & Rodeo ✓
- 2] Transition from Incarceration to Community ⚙️
- 3] Safe Hand Off -- Police-Hospital Transition ⚙️
- 4] Community Outreach RAAM Project ⚙️
- 5] Change Team to End Homelessness ⚙️
- 6] Transportation Project ⚙️
- 7] Red Book ⚙️
- 8] Bikes for O.P.P. ✓
- 9] Community Health Contact List ✓
- 10] Massey Clinic Help ✓



kids bike exchange

JULY 16/10AM-12PM

RED MCCARTHY PAVILION
(THE BALL FIELDS), ESPANOLA



Trade Show, Bike Exchange & Rodeo

Gather service providers and organizations serving the LaCloche Foothills region at a Trade Show event to showcase services available within our communities. Bike Exchange to offer opportunities for families to upsize their bikes for one that would fit current needs at no charge and Rodeo portion to offer community bike safety service and outreach by the OPP.

- Successful first event held July 16 in Espanola; many community members pleased with the opportunity for health/well-being and social outlet provided by the free bike exchange.
- Revised event due to staffing changes of Community Health Navigator role / availability of Sessions Bikes staff to provide their members to support the event / availability of OPP to offer Bike Safety training.
- Earlier planning slated for 2024 events in Espanola and Massey, with attempts for mini bike exchanges in Nairn-Hyman and Baldwin. Fall collection of bikes happening now.

✓ **Pillars = Access to Services, Mental Health**

Transition From Incarceration to Community

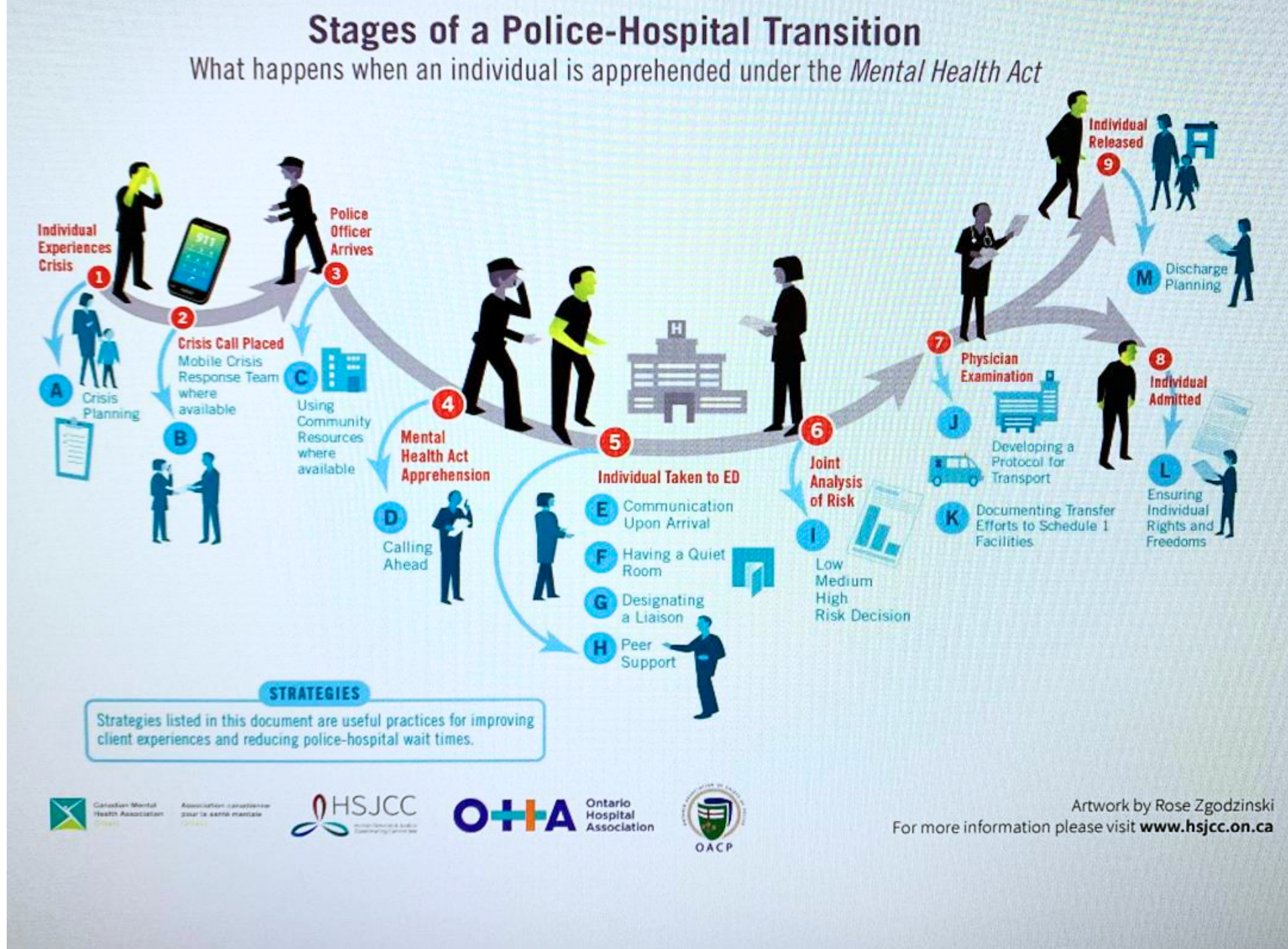
Initiative lead by OPP to develop a program for community members being released from custody and re-entering community and aiding them by providing a “Care Plan” to successfully re-enter their community and be provided with direct supports needed to achieve this. ie. Housing, Food, Clothing, Money, Job/skills etc

- A newly evolving project; started first week of September.
- Committee members formed but continuing to recruit as we identify needs for experts in various fields who can assist developing this program ie SOLGEN Probation & Parole Officers, MSDSB QA Staff (Food/Housing), Mental Health Navigator, MCRT from Mobile Crisis (new), Nooj NP (new)
- Outreach to community services taking place, CCPN meeting Sept 28, who can provide programs already in existence to support this endeavour ie. Cambrian College “Try It Trades” mtg on Oct 18.
- Discussion taking place with the Sudbury Jail rehabilitation coordinator to learn what is currently in place for released individuals and how we can offer this ‘Care Plan’ as well as with other partners involved in the region/processes.

Update: Following my presentation at the CCPN meeting and discussing this project and the need for community agencies to discern who best to provide the ‘after hours’ or in general the ‘follow up’ regarding a Care Plan, it was determined that a program that aligns with what we are attempting to achieve already exists in the area!! CMHA Sudbury office representative noted the similarities and said how their program called Release from Custody checks all the boxes that we are seeking and is already established. Through a meeting with them Oct 2, it was decided that it would be mutually beneficial to include them in our committee meeting Oct 4 to assess their fit and determine if we could adopt their program. It turns out that many of the same players are involved and we would be essentially reinvigorating this program in the LaCloche based on needs identified. The program had lost traction/need around covid time frame and perhaps just needs to be reintroduced and service providers brought back together to fill the gap identified. Working towards this! Yay! This may allow for the project to come to fruition much quicker than originally thought! Double win!

✓ **Pillars = Access to Services, Mental Health & Addictions**

"Safe Hand Off"



Police-Hospital Transition

The stages of Transition for an individual in crisis or apprehended under the Mental Health Act and the pathways outlined from the moment of the onset of a mental health or addictions-related crisis, to police officers arriving on the scene for support, to their arrival at the hospital, through to their release back into the community. --cited from the Tools and Guideline booklet developed by the CMHA, Human Services and Justice Coordinating Committee, Ontario Hospital Association and Ontario Association of Chiefs of Police.

- Initial steps have been made to get this project active in our region and connections have been made between the Hospital and OPP lead staff as well as including members from the APS, EMS and HSN Mobile Crisis support.
- An initial meeting has been arranged and confirmed for the end of October to brief the committee members (committee has been formulated specifically in accordance with the project guidelines)
- A series of meetings and comprehensive training will ensue in months following to get this project and its delivery of protocols securely in place in ERHHC and in collaboration with the OPP to ensure efficiency of services and a safer approach for the individual, hospital staff, and police

✓ Pillars = Access to Services, Mental Health & Addictions



Community Outreach RAAM Program

The Rapid Access Addictions Medicine (RAAM) Clinic offers support to anyone over the age of 16 that is looking for help regarding their substance use. Our staff have experience supporting individuals and can provide help even if someone isn't sure they have a problem or are not ready to stop using substances.

No referrals are necessary, however we can also take referrals from primary health care providers (family doctors or nurse practitioners) or other health care agencies.

- CSWB continues to be in contact with the coordinator receiving regular updates as to how this program benefits the region surrounding community safety and well-being.
- RAAM program is considering being introduced to each municipality that welcomes its services and that have a time / location for outreach to happen.
- RAAM was invited to participate in the overdose awareness walk in August
- Currently aiding in organizing some outreach programs with Public Health to be delivered over the next few months

✓ **Pillars = Access to Services, Mental Health & Addictions**



Change Team to End Homelessness

A project being developed by MSDSB to offer assistance/supports to anyone experiencing homelessness, couch surfing/transient -- sourcing out housing options within the LaCloche region. Rent geared to income housing, low income, temporary aid, help with short-term one-time assistance for such things as hydro arrears or disconnection, rental arrears to avoid eviction as well as other emergency situations.

- Continuing to work with partners involved on this project as well as sitting on the committee to help bring about Change in the region.
- A By-Name List is a real-time list of all known people experiencing homelessness in your community. It includes a robust set of data points that support coordinated access and prioritization at a household level and an understanding of homeless inflow and outflow at a system level. This real-time actionable data supports triage to services, system performance evaluation and advocacy (for the policies and resources necessary to end homelessness).
- Development of proper documentation and channels of being able to share an individual's needs with a team of service providers is taking place. This is a lengthy process and is working towards collaborative "Case Conferencing" which would allow a concerted and collaborative effort.
- Program Leads continue to assess, locate, aid anyone who identifies as homeless or transient, as needing assistance.

✓ Pillars = Affordable Housing, Access to Services, Mental Health & Addictions



Transportation Project

An initiative brought forward to address the need and relevant concerns expressed by citizens throughout the LaCloche Foothills of the lack of availability of transportation services needed to access vital medical appointments for people aged 55+ (or families in need of specialized transport).

- A significant amount of research and corroboration has been conducted in the past few months, sourcing available transportation options in a similarly sized region currently offering the capacity to provide service for age 55+, and feasibility of providing residents of LaCloche Foothills with an equal or better service in the future/ongoing.
- Public Opinion Poll on Scheduling Needs was conducted from July to August, findings were tabulated and provided direct input from regional constituents. Service to Espanola for appointments vs Service to Sudbury was also questioned to determine frequency / need.
- From the Poll findings, and conversations with hospital officials at HSN Sudbury, a solid idea on scheduling evolved. Espanola TBD.
- Next steps include further research on acquiring an appropriately sized vehicle/seating model, exploring sustainability methods for operational costs, as well as organizing driver/schedule/locations for pick up/drop off and other intricate considerations.

✓ **Pillars = Access to Services, Mental Health, Seniors**



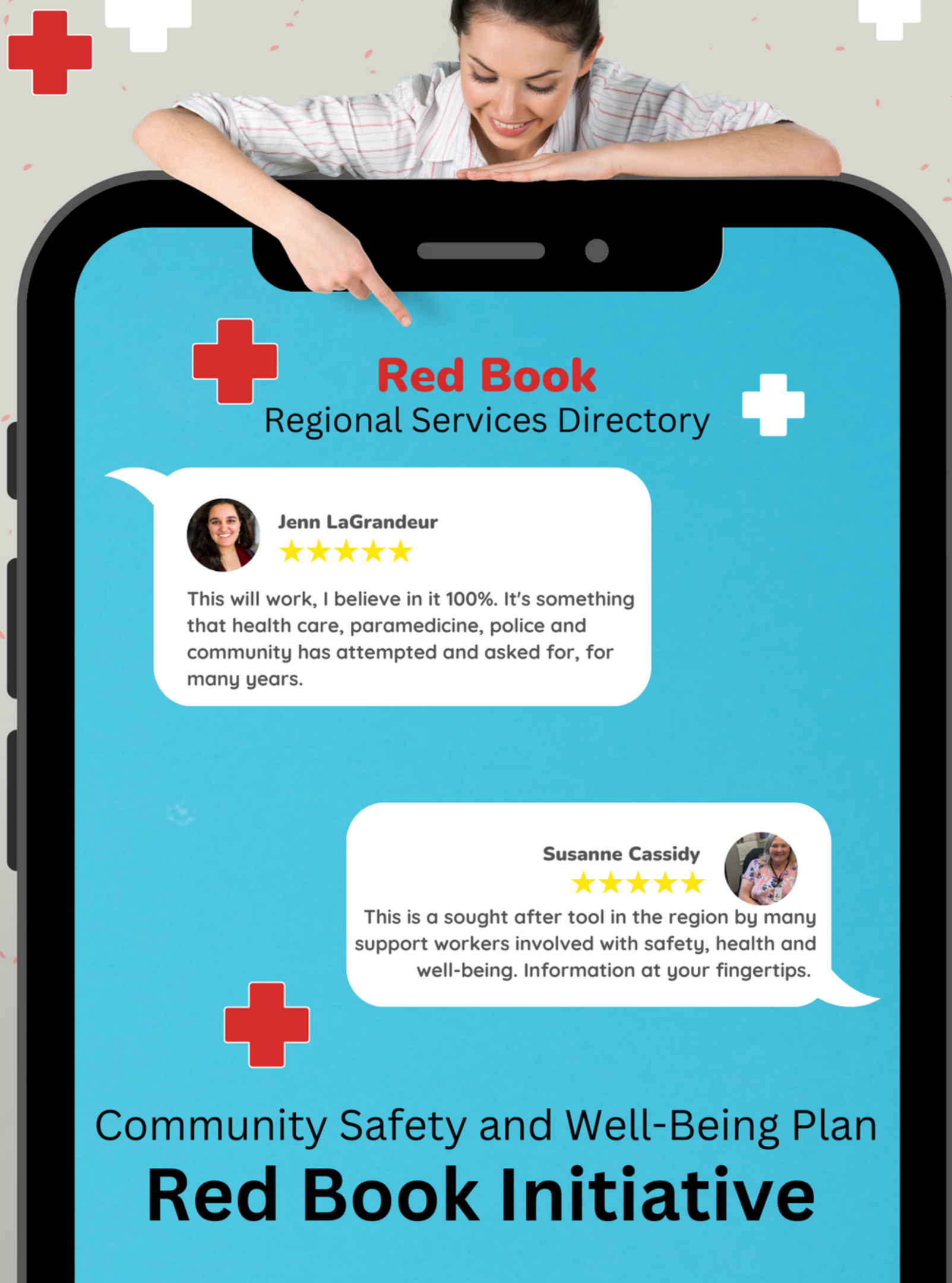


Red Book

Developed in response to the identified need by various partnering service providers/stakeholders of an accessible inventory or list 'red book directory' to use as a tool by front-line staff as well as citizens to provide immediate aid in sourcing applicable services relevant to need and program eligibility requirements and corresponding documents needed to fulfill service.

- Service Inventory and Mapping the region continues and is ongoing. A significant amount has been accumulated to date however accuracy checks need to be completed on all sources found to date.
- The research and sourcing of a potential agency to acquire, develop, and maintain the compilation of municipal agencies, services, groups and organizations, including businesses and social outlet/recreational supports within the LaCloche Foothills, continues.
- Research is being conducted on Ontario 2-1-1, Care Dove, as well as Ontario Health to determine best solutions and approaches to developing and maintaining a current database/directory of identified services within LaCloche.
- This directory and creation of it would serve to fulfill so many needs of the community members as well as service providers and police and emergency providers by allowing them quick and accurate access to services available and subsequent ability to direct the public to a helpful pathway and access services that would improve the overall health and safety of the region and its citizens. And help streamline services by directing the client to the proper channel to receive help.

✓ **Pillars = Access to Services, Mental Health & Addictions, Affordable Housing, Seniors**



COMMUNITY SAFETY AND WELL-BEING PLAN INITIATIVE



**BICYCLE PATROL FOR INCREASED POLICE PRESENCE AND
POSITIVE PUBLIC RELATIONS WITHIN THE REGION**

O.P.P. BIKES

SERVING ESPANOLA, MCKERROW, WEBWOOD, MASSEY, NAIRN-CENTRE



Bikes for O.P.P.

This initiative was put forth by OPP to provide bicycles for regional OPP Officers to improve Public Relations utilizing the bikes at public events etc. as well as to offer another layer of security by offering Bicycle Patrol within the LaCloche region.

Update: The bikes were procured in the Spring for use by the OPP in the LaCloche region to perform Bike Patrol.

Officers completed training in early Summer and performed active bike patrol duty over the summer and will continue seasonally as weather permits.

Next steps: Hoping to include the OPP bikes/Officers in the Bike Exchange Event 2024 providing training to public on Bike Safety (Rodeo) which includes safe operation and rules of the road while riding. Also offers a great opportunity for Police-Public Relations and potentially recruitment opportunities.

✓ **Pillars = Access to Services, Mental Health**

Community Health Contact List



Community Health Contact List

An initiative brought forth to provide a quick reference guide for service providers/front line staff/community members for mental health supports within the LaCloche region. Magnetic list produced.



- Community Mental Health resource quick reference list magnet produced to circulate throughout the region to assist front line staff with the ability to provide an immediate connection to an appropriate service provider in the LaCloche region.
- Magnet was updated and produced in June and circulation of this resource has taken place among many service agencies and is continuing.
- A QR code of the magnet was created and also circulated in the region through various municipal platforms, the hospital directly/on FaceBook page, as well as posted in community locations. Distribution continues!

Scan the QR Code for quick access to some of the services offered in our region to help with your health and well-being.

✓ **Pillars = Access to Services, Mental Health & Addictions**



Massey Clinic Help

A short term program meant to provide assistance to the Massey Clinic with their file management system to be then able to offer more stream-lined service and improved efficient level of care to community/regional clients.

Update: Previous Community Health Navigator attended the Massey Clinic to help get their EMR (Electronic Medical Records) running properly and equip the clinic with proper resources and connections to better serve the public.

Nurses and NP staff were trained; the RPN from Massey came for PAP training and the necessity noted for more hours being allocated to management and reception to adequately operate this clinic/offer proper levels of care to community members.

The Clinic Manager has been connected with appropriate supports and they are onboarding OCEAN (Referral system with encryption capability).



Pillars = Access to Services



Thank-you!

**If you have questions or
would like to offer ideas,
insights and feedback,
let's talk! Call or email me.**



**Susanne Cassidy
Community Health Navigator
(Community Safety & Well-being Plan)
705-869-1420 Extension 3112
scassidy@esphosp.on.ca**

Township of Sables-Spanish Rivers

Memo

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

2023 Monthly Fire Call Out Summary:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm		1	1	-	1	-	-	-	-	-	-	-
Smoke/CO/Haz Mat		-	1	-	-	2	-	-	2	1	-	-
EMS Assist/Rescue		1	-	1	-	2	1	-	-	-	-	-
Structure/Vehicle	-	-		2	-	-	4	-	1	2	-	-
Fires												
Chimney Fires	-	1	-	-	-	-	-	-	-	-	-	-
Brush Fires	-	-	-	-	1	2	2	-	1	-	-	-
MVA / MVC		2	2	2	2	1	2	1	2	5	-	-
Hydro Line / Pole	-	-	-	-	-	-	1	-	-	-	-	-
Burn Complaints	-	-	-	4	-	4	8	3	2			-
Inspections	1	1	1	-	-	-	2	5	-	-	-	
Mutual Aid	-	1	-	-	-	1	-	-	1	2	-	-
Aid Spanish FD	-	-	-	1		-	-	-	1		-	-
Total	1	7	4	10	4	13	20	9	10	10	-	-

Calls for Service:

- There were 10 calls for service in the month of October. There were 5 motor vehicle collision calls for service this month. The two notable calls were the two fatalities. One east of Webbwood where a car collided with a transport. The 63-year-old driver was pronounced at the scene. Three days later there was another motor vehicle collision between Webbwood and Massey where a pick-up truck collided with another transport. Sadly, two young people passed away and two others were seriously injured. In the second collision, the truck driver pulled three victims away from a burning

truck. Later it was learned that he had a fractured neck and back. The OPP are putting in a life saving award for the transport driver.

As a result of the two serious fatalities, mental health protocol for our members have been put into place. Assistant Chief Laronde and I have met with each member from both collisions offered mental health services and we will be conducting health checks on a biweekly basis.

Training:

- October training had two sessions where the focus was public education. The first was an open house during Fire Prevention Week. During this session the public was invited to Fire Stations for fire extinguisher demos and fire safety information.
- The second public education session involved members continuing the door-to-door Smoke Alarm program.
- There was a session on forcible entry and pumps fans and auto extrication tools.

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

- Perf committee attended three sessions for local government week and had a successful Halloween night at the fire stations in Massey and Webbwood. There were over 400 children attended both Stations.
- Members also attended St Mary School for a fire alarm drill.
- SSRFD Facebook page reached 5267 people which was a slight decrease from September. Posts included a feature of younger firefighters with a recruitment message, Halloween safety and safe cooking.

Station Report:

- Station 1 – Pumper #415 failed the pump certification test due to the pump failing during a high-pressure test. The pump no longer works and was seriously damaged. Tanker #450 has been deployed to Station 1 to be the first response pumper. #415 is still being used to transport equipment and personnel however due to the age (27 years) and the pump had already been rebuilt at a cost of approximately \$25,000.00 a few years ago, I recommend that #415 be retired and be sent for auction.
- Station 2 – Pumper #425 also failed the pump test due to a failure in the RPM gauges. #425 can still pump water and passed all the required tests however since the RPM could not be confirmed, the certification could not be signed. The issues are being diagnosed and another test will be conducted once the gauges are repaired.

- Station 4 – Tanker #440 is getting repaired. Parts have been ordered. Tanker 420 has been deployed to Station 4 to assist while #440 is being repaired. Pumper #445 also failed a portion of the pump certification. The rear valve requires to be changed, then a new pump test will be conducted.
- Station 5 – Using Station 5 for Storage.

Administration:

- Capital Projects: Waiting for final schedule for the exhaust system. The valves and nozzles have been ordered. Wildland coveralls are being delivered.
- The SCBA masks are in and are being delivered.
- Organizing training and calls for service took most of my admin time. There is an opportunity for a retired member to assist with managing training.
- I attended meeting for the emergency management for the Killarney region.
- I attended a training session on changes to NPFA and the Fire Academy.
- Final capital budget items are completed.

Human Resources:

- Currently there are 37 active firefighters including officers. There are 3 members on leave.
- November public education posts are focussing on recruitment.

Fire Inspection/Complaints

- Conducted a follow up inspection at the arena, they are still working on items to be rectified. No new inspections were conducted in October.

REQUEST FOR COUNCIL:

- **A report on the condition of the apparatus will follow this report. As well a confidential report on reorganization of the fire department will be forwarded to Anne upon completion.**
- **Remove #415 from service to be auctioned.**

Township of Sables-Spanish Rivers

PUBLIC WORKS COMMITTEE
Roads/Water/Waste Management

REPORT

Wednesday, Nov 1st, 2023, at 6:30 p.m. in Council Chambers

Chair: Harold Crabs; Co-Chair: Casimir Burns
Committee Members: Kevin Burke; Thoma Crabs; Cameron Hobden
Staff: Jacques Mailloux; Connor St.Michel

A. ROADS

1. Capital Budget – Discussion
The Committee discussed a draft list for capital projects for 2024, awaiting quotes for finalized list for finance committee.

B. EQUIPMENT

1. Capital Budget – Discussion
The Committee discussed a draft list for capital improvements for 2024, awaiting quotes for finalized list for finance committee.
2. *The Committee recommended that work on the 740 Volvo take place with the single quote received. Quotes were requested from two other companies; parts supply was determined to be an issue so they declined to quote the work required. This is to provide a suitable temporary replacement for the plow truck that is currently on backorder, while maintaining the municipalities level of service.*

C. WATER/WASTEWATER

- a. Water Treatment Plant Tour – OCWA
The committee recommends the tour take place on November 17th at 10am.

D. WASTE MANAGEMENT

E. CEMETERIES

F. BUILDING MAINTENANCE

1. Soffit and Facia Repairs Public Works and North Shop– Update
The soffit and facia repairs are complete, the contractor is awaiting materials for the guard around the vent pipe.

G. OTHER:

1. Boat Launches – Discussion

Concerns were raised during the “Township Talks” sessions of which boat launches the township maintains. Upon review of the files pertaining to boat launches, the Township has received permission to perform maintenance on the following locations from the Ministry of Natural Resources and Forestry:

- a. Spanish River, Burns crossover Rd*
- b. Spanish River, River Rd (Ottokars boat launch)*
- c. Spanish River, Kring Rd*
- d. Spanish River, Mouth Park*
- e. Lacloche Lake*

2. *The committee discussed cancelling the January 3rd, 2024, meeting to allow for holiday travels.*

Next Meeting:

Wednesday, Dec 6th, 2023, at 6:30 p.m.

November 2, 2023

Council: Nov. 8, 2023 AGENDA GROUP: C

SUBJECT: Public Works 740 Volvo Grader

BACKGROUND:

Upon replacement of the 740 Volvo Grader the public works committee felt it was appropriate to not dispose of the old grader. This ensures that the level of service provided would not be affected if an issue was to arise that resulted in downtime of another piece of equipment. The 740 Volvo requires a clutch repair to allow for continued use of the machine in a safe and effective manner.

Due to delays in the arrival time of truck #15 (tandem axel plow truck) and the old #15 not being mechanically fit for operations the 740 Volvo would be a suitable contingency for snow plowing until the new #15 arrives.

The quoted amount \$14,990 before HST was received from Brendan Addison Mobile Mechanical. Quotes were requested from two other repair shops, and due to supply issues for parts they declined to quote the required work.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Brendan Addison Mobile Mechanical quote in the amount of \$14,990.00 +HST be accepted for the repairs to the 740 Volvo grader.

ATTACHMENTS:

- Brendan Addison Mobile Mechanical Quote

From: Aimee Belanger <belangera@phsd.ca>
Sent: October 19, 2023 2:34 PM
To: Aimee Belanger
Subject: Vulnerable Road User Campaign

Good Afternoon,

My name is Aimee Belanger and I am a Public Health Nurse with Public Health Sudbury & Districts in the Health Promotion Division. I am working on a vulnerable road users campaign which aims to help remind drivers to slow down and pay more attention while driving through our communities. These signs have been developed and I am looking for partnership for distribution throughout the Lacloche Foothills. The campaign will launch in early spring and I am wondering if your municipality would be interested in partnering with PHSD to get them out to residents in the communities.

Here are some details of the campaign:

- Signs are printed on chloroplast with step stakes and are similar to election signs (metal frame that sticks in the ground)
- Signs are 24" x 16" double sided (image of sign at the bottom of the email)
- Early spring dissemination (March/April, depending on when the snow leaves)
- Residents who are interested in a sign can have one at no cost
- Pick up location in each municipality (ex. Municipal office, library, etc.)
- Signs are given out first come first served
- There will be a small survey that comes with the sign we hope recipients will fill out to help inform our planning on the go forward
- Looking to partner on advertising of the campaign (where and when to pick up a sign)

Questions to consider:

- Does your municipality have any by-laws that prohibit the use of signs like this?
- Do you want to partner on this campaign?
- How many signs would you like for your municipality?

I am happy to discuss this campaign further with you, please reach out if you have questions or concerns.

Thanks,
Aimee

Aimee Belanger RN, B.Sc.N. (she/her)

Public Health Nurse
Health Promotion Division
Public Health Sudbury & Districts
Espanola Mall, 800 Centre St., Unit 100 C, Espanola, ON, P5E 1J3
705.522.9200 ext.351
1.866.522.9200

Fax: 705.869.5583

belangera@phsd.ca

www.phsd.ca

Twitter and Facebook—@PublicHealthSD

Healthier communities for all



STAFF REPORT

Department: Community Safety and Well-being Plan

Date: October 4, 2023

Item: Information Regarding Regional Transportation System for Seniors

Recommendation: For information and discussion, decision at future meeting

Background: In November 2022, the Councils for Sables-Spanish Rivers, Nairn and Hyman and Espanola approved respective one-time contributions of \$8,229.25 based on the maximum allocation available to the Town of Espanola under the Investing in Canada Infrastructure Program (ICIP) – Public Transit Stream grant program. At that time, Espanola was submitting a funding application in hopes of receiving \$90,508 that could be put toward the purchase of a specialized transit vehicle for seniors to medical appointments in Sudbury and for general transportation into Espanola from surrounding Townships. The 8,229.25 equaled 4 shares of the minimum required municipal contribution of \$32,917 in order to receive the full grant allocation of \$90,508.

The reason this grant application was submitted was that in Spring of 2022, the Town of Espanola worked with students from Western University to share a report and feasibility study for this type of transportation initiative. The studies revealed that there is a serious need for this in our region, particularly for those who receive certain medical services in Sudbury that are not available at the Espanola Hospital such as dialysis. A further need was identified simply for getting into Espanola from the surrounding Townships to access medical services and also other amenities.

The Town of Espanola recently learnt that its funding application has been approved. The purpose of this staff report is to provide an initial overview of how the purchase of the vehicle would work, the share of each municipality and the same for operating costs. It should be understood that the Town Clerk and Mayor of Espanola intend to provide a second presentation on this item in November at each Municipal Council, at which time a decision can be made by each respective Council. This report and presentation provide an initial overview to provide time for each Council to consider the proposal and ask questions. Questions that cannot be answered today will be answered at the second presentation.

Analysis:

Since submitting the grant application, further research has taken place including a community survey that further outlines the need in our community. It is attached to this report and specifics for each municipality can be provided. If Council Members would like to discuss the identified need for this service further, further discussion can take place at the Council Meetings or certainly by calling Joseph Burke at the Espanola Municipal Office at 705-869-1540 ext. 2113.

Capital Expenditure

At this time, the potential purchase has been narrowed down to one. Other options were more costly for lesser value or had the same price, but did not have the most ideal configuration with flat floor and easy to get into seating (height wise). Due to our specific needs, it is proposed to sole-source this purchase, understanding that we did receive quotes on similar vehicles that were either more expensive and/or did not fit our needs as well as this one. The proposed vendor is Move Mobility whose website can be viewed here: <https://movemobility.ca/about/>. The proposed vehicle is the P5 Side Entry Vehicle. A proposal package is provided with further information on the vehicle. The vehicle is set up in a 2023 Dodge Promaster 3500 159". Proposed floor plan is also attached to the proposal report. A number of factors were considered in selecting this vehicle, such as balancing space for cost, also consulting our mechanics and our current specialized transit vehicle driver for typical issues that are encountered with our current vehicle for in-town service. We have also been able to inspect a smaller version of this vehicle as Noojmowin Teg Health Centre has one. This vehicle will be able to accommodate 1-2 wheelchairs with 6-8 passengers depending on the number of wheelchairs and how we configure the seats. Seats are easily movable so there is some flexibility in configuration to ensure we are able to adjust to best serve our passengers. Another bonus is that this vehicle only requires the driver to have a G license, which is an issue we have encountered with maintaining back-up drivers for the Espanola Care Van. The idea will be to replace the Espanola Care Van in a few years with a similar vehicle to the proposed vehicle for the regional program so that we can put the newest vehicle on the longer routes and the older vehicle will remain in Espanola for the in-town service. This will help prolong the life of the vehicle that is purchased in partnership between the municipalities. Once the jointly procured vehicle is at end of life, then the Town of Espanola would be coming back to the partner municipalities to share the cost of a new vehicle. We would hope to get 5-8 years out of the vehicle. We also expect to receive additional Public Transit Gas tax funding each year. Of that additional funding, we are hoping an annual 20K can go to a reserve for the eventual replacement of the shared vehicle and 10K to operating. Confirmation of expected additional gas tax funds to what the Town receives for its in-town service is forthcoming.



Capital breakdown

Total cost: \$158,428 + tax
Total cost with tax less municipal tax rebate: \$161,216.33
ICIP Public Transit Grant: \$90,508
Total less grant: \$70,708.33

Shared capital and operating costs are based on population percentage as this was deemed the fairest way of ensuring the service can be provided for all. Populations are based on the 2021 Census.

Espanola: \$38,890 (Population: 5,185 or 55%)
Sables-Spanish Rivers: \$24,748 (Population: 3,237 or 35%)
Baldwin: \$4,243 (Population: 579 or 6%)
Nairn and Hyman: \$2,828 (Population: 373 or 4%)

Total Population: 9,374

Operating Expenditure

After discussion with stakeholders in the health care space at both Espanola Regional Hospital and Health Sciences North in Sudbury, it has been determined that a schedule that travels to Sudbury 3 times per week would be ideal to serve dialysis patients and that this schedule would work well for others who have appointments fewer times in a month as they can schedule their appointments accordingly. The vehicle would then provide service from the Townships to Espanola on two other days per week. With this level of service and in light of the need to provide service from the Townships to Espanola also, the bus would operate 5 days per week, requiring a 40 hour per week schedule for the driver. During downtime in Sudbury, the driver would be set-up to complete administrative tasks required such as reporting, appointment bookings and so on. This is similar to how the current specialized transit vehicle in Espanola works with slightly reduced hours.

Operating breakdown (annual and subject to inflation)

Employee @ hours per week (including benefits and pension): \$64,003.00
Insurance for vehicle: approx. \$5,000 (max)
Gasoline: \$15,000 (based on 300 km per day @\$1.70 per litre X 3 days per week and 100 km per day @\$1.70 per litre X 2 days per week) – vehicle will average 15 litres per 100km, better on highway.
Vehicle equipment and parts: \$3,000
Materials and supplies: \$500
Telephone: \$300
Advertising: \$1000
Total: \$88,803



Espanola: Share of the Sudbury Routes (3/5 of total operating at 55% as Espanola only utilizing for 3 Sudbury trips): \$29,305

Total operating (before revenue) minus Espanola's partial share to be split between Townships according to percentage of population of the total of their three populations.

Sables Spanish Rivers: \$45,813.46 (77%)

Baldwin: \$8,329.72 (14%)

Nairn and Hyman: \$5,354.82 (9%)

The above totals do not take into consideration any additional public transit gas tax funding we may receive. As mentioned previous in the report, we are waiting on that estimate. We would recommend putting 20K into reserves each year for eventual vehicle replacement from the gas tax funding, but any additional could be put toward offsetting operating (potentially 10-20k).

Total revenue:

Further to the above-mentioned additional grant funding, there will be a fee for passengers. Fees for trips to Sudbury are proposed as follows: Walford (eligible for Northern Health Travel Grant): 20\$ one-way, Massey: \$15.00 one-way, Webbwood/Espanola/Baldwin: \$12.00 one-way, Nairn and Hyman: \$8.00 one-way. Based on reasonable projection that 2 passengers from Massey and 2 from Espanola/Baldwin/Webbwood will attend dialysis appointments 3 times per week for the year in Sudbury, this would account for \$13,104 in revenue.

Local fees for trips into Espanola are proposed at : Walford: \$10 one-way, Massey: \$7.50 one-way, Webbwood \$5.00 one-way, Baldwin: \$2.50 one-way, Nairn and Hyman, \$7.50 one-way. Conservatively based on 2 passengers per week from Massey, Baldwin and Nairn, this would provide an additional \$4,160 in revenue annually. We recommend using these conservative estimates to project revenue for year 1 at \$17,264. This will offset the total operating costs as follows with a strong likelihood of additional revenue.

Annual operating cost share:

Espanola (55% of 3/5): \$23,607.88 (revenue share of \$5,697.12)

Sables Spanish Rivers (77% of remainder): \$36,629.76 (revenue share of \$9,183.70)

Baldwin (14% of remainder): \$6,659.96 (revenue share of \$1,669.76)

Nairn and Hyman (9% of remainder): \$4,281.40 (revenue share of \$1,073.42)

Given that the Town of Espanola will be managing the service, a 5% administrative fee based on each municipality's operating commitment above is proposed.



This would bring the final total operating commitment without any additional grant funding to:

Espanola (55% of 3/5): **\$23,633.38**

Sables Spanish Rivers (77% of remainder): $\$36,669.65 + 5\% = \$38,461.25$

Baldwin (14% of remainder): $\$6,667.21 + 5\% = \$6,992.96$

Nairn and Hyman (9% of remainder): $\$4,286.06 + 5\% = \$4,495.47$

In summary,

Capital (one-time) investment:

Espanola: \$38,890 (Population: 5,185 or 55%)

Sables-Spanish Rivers: \$24,748 (Population: 3,237 or 35%)

Baldwin: \$4,243 (Population: 579 or 6%)

Nairn and Hyman: \$2,828 (Population: 373 or 4%)

Annual Operating for Year 1 (maximum):

Espanola (55% of 3/5): **\$23,633.38**

Sables Spanish Rivers (77% of remainder): $\$36,669.65 + 5\% = \$38,461.25$

Baldwin (14% of remainder): $\$6,667.21 + 5\% = \$6,992.96$

Nairn and Hyman (9% of remainder): $\$4,286.06 + 5\% = \$4,495.47$

Prepared By: Joseph Burke

From: Jennifer Lagrandeur <jlagrandeur@esphosp.on.ca>
Sent: November 3, 2023 2:49 PM
To: Anne Whalen
Cc: Anna Love; Jane Battistelli
Subject: Request for Letter of Support for Computed Tomography (CT) Scanner at Espanola Regional Hospital and Health Center
Attachments: Letter of Support - SSR.doc

Dear Mayor Burke; Township of Sables-Spanish Rivers,

I am writing to you to formally request your support for the acquisition of a CT scanner for the Espanola Regional Hospital and Health Center (ERHHC). As a valued partner to our organization and community, your endorsement would greatly contribute to the success of this endeavor.

ERHHC's vision is "Caring for the Health of our Community", and we are committed to our comprehensive plan to build a healthcare system that puts patients first. Our goal is to provide care close to home through the additional of a CT to our Diagnostic Imaging Services. We are advocating for investments in health infrastructure with the Ministry of Health, so our residents and the residents of surrounding areas will be able to rely on and have timely equitable access to high levels of care close to home.

The benefits of CT scanner on our rural healthcare campus would be substantial but to highlight a few it would improve wait times, patient outcomes, improve timely diagnoses, treatments, confidence in diagnoses, appropriateness of referrals to specialists and reducing the need for patients to travel long distances for specialized care. By offering a comprehensive range of diagnostic services, ERHHC would be better equipped to meet the growing healthcare needs of our community.

We kindly request your support in the form of a letter indicating your endorsement of the CT scanner acquisition project. Your letter of support would underscore the significance of this initiative and strengthen our case when seeking funding and approval from the Ministry.

We have attached a template for your convenience, which includes key points and information. If you would prefer to customize it to reflect your unique perspective and the positive impact this project would have on our community, we would also welcome this.

We kindly request that you submit the letter of support no later than Friday November 17, 2023. Should you have any questions or require further information, please do not hesitate to contact me at jbattistelli@esphosp.on.ca or Anna Love, CNO at alove@esphosp.on.ca

Thank you in advance for your consideration and support. Together, we can make a significant difference in the lives of our community members, ensuring state-of-the-art healthcare services right here in Espanola.

Enclosure: Letter of Support Template

Jennifer Lagrandeur
Executive Assistant
PH:(705) 869-1420 ext. 3004
Cell: (705) 936-6095

Township of Sables-Spanish Rivers
PARKS AND RECREATION COMMITTEE

MEETING SUMMARY

Wednesday, October 18, 2023

Sadowski Hall – Massey & District Community Arena

Present

Mike Mercieca, Alannah Hobbs, Sandy Yaw, Casimir Burns, Dana Gamble & Lori Johnston

Others

Merri-Ann Hobbs

Absent

Cheryl Phillips, Debbie Peters, JP Fredette

1) Staffing

Received 5 applications for the part-time operator position. Our successful candidates are Chris Hobbs & Aaron Yaw. Lori has spoken with Ruth regarding the budget & rate of pay. The operators will start at the advertised \$18/hour but propose to increase the rate in January 2023 according to the pay equity scale and to be in line with the other casual employees at the clinic & such. The rate at that time would increase to \$19.39/hour & be budgeted for in our 2024 budget. Chris would be very adaptable to many positions as an equipment operator, welder, landscape worker and has a 1st year millwright certificate. Should another position open up within the Township, he would be a very good candidate. He does understand that this is a part-time casual position at \$18/hour.

2) Capital Projects

We will be completing the outstanding capital projects and ordering the players benches for the ball field, completing the office electrical panel and of course, the Webbwood outdoor rink. The rink boards for Webbwood should be here any day now. We received two quotes for their installation. One from GCS – Gilles Carpentry Services Ltd. for \$24,600.10 and one from Mailloux Construction in the amount of \$14,000.00. The RFP was for installation only, but we are amending it to include securing the existing light standards, basketball nets and to install protective netting at both ends of the rink.

3) RFP – Canteen Lease

We did not receive any proposals for running the canteen. The RFP has been extended & reissued. I suspect that due to Harvest Week, people like the Little NHL, were all extremely busy and had no time to submit. Should we not receive any proposals this time, our Plan B is to run a very basic canteen ourselves with, at the very least, coffee, hot chocolate, juice/Gatorade and popcorn.

4) Maintenance Report

Heritage Park is closed for the season. Flowerpots have been picked up & stored for the winter.

Buoys have been removed from Mouth Park. The Mobi mat will be removed this week.

5) Revenue & Expense Report – copies provided

6) Elliot Lake Programming

We have a very busy schedule with Elliot Lake Minor Hockey practices & games. This Sunday, for instance, we have back-to-back hockey games starting at 11:00 a.m. with the U11 Thundercats vs Sudbury Lady Wolves, U13 Thundercats following that vs Nickel City Sons and then the U15 teams. This brings us 4 hockey teams, parents & fans in the arena at one time.

Following that, we have Sagamok Child & Youth Skate from 3:30 – 4:30. The Sagamok group is booked Sundays starting this week through to mid-December.

Elliot Lake Figure Skating Club is here Sundays & Tuesdays.

Elliot Lake Vikings Junior A practices here Monday – Thursday from 4:00 – 5:30. They are anxious to book their home games here pending the completion of the washrooms, rink glass & rubberized flooring.

Rec Coordinator Lori provided Week at a Glance calendars to show you the programming for this week and next. The only addition is our Trunk or Treat Halloween event on October 28th at 5:00 p.m.

7) **Winter Carnival**

Our tentative date for the 2024 Massey Winter Carnival is the weekend of February 10th. A call for volunteers & committee members will go out this week. Lindie Weston has agreed to run the children's games portion of the carnival.

NEXT MEETING – WEDNESDAY, NOVEMBER 15TH AT 6:30 P.M.

**Township of Sables-Spanish Rivers
Parks and Recreation
Facility Week at a Glance Report
All Facilities**

Week of: October 15, 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	15	16	17	18	19	20	21
Massey Arena » Facilities » Arena Ice	12:00PM - 02:00PM Family Skate 02:00PM - 03:00PM Family Shinny	01:00PM - 02:00PM Seniors 55+ Skate 04:00PM - 05:30PM Elliot Lake Vikings Jr A 06:00PM - 07:30PM Elliot Lake U11 REP ATOMS 07:30PM - 09:00PM Elliot Lake U13 PEE WEE 09:00PM - 10:00PM Sportsmen Hockey	02:00PM - 03:00PM Parents & Tots Skate 04:00PM - 05:30PM Elliot Lake Vikings Jr A 06:00PM - 07:30PM Figure Skating 08:00PM - 09:30PM Elliot Lake U18 REP Midget 09:30PM - 10:30PM Sagamok Recreational Hockey	01:00PM - 02:00PM Seniors 55+ Skate 04:00PM - 05:30PM Elliot Lake Vikings Jr A 06:00PM - 07:30PM Elliot Lake U7/U9 Timbits & Novice 07:30PM - 09:00PM Elliot Lake U13 REP PEE WEE 09:00PM - 10:00PM Sportsmen Hockey	04:00PM - 05:30PM Elliot Lake Vikings Jr A 05:30PM - 06:30PM Learn to Skate with Kait Harvey 06:30PM - 08:00PM Elliot Lake U11 REP ATOMS 08:00PM - 09:30PM Elliot Lake U15 REP Bantam 09:30PM - 10:30PM Sagamok Recreational Hockey	01:00PM - 02:00PM Seniors 55+ Skate 02:00PM - 03:00PM Parents & Tots Skate 05:30PM - 06:30PM Shinny 14+ 07:00PM - 09:00PM Public Skating	
Massey Arena » Facilities » Sadowski Hall		11:00AM - 12:00PM Pickleball Recreational 05:00PM - 07:15PM Northern Dance Movement	01:00PM - 03:00PM Local Gov't Week Info Session 05:00PM - 07:45PM Northern Dance Movement		09:00AM - 12:00PM OCOF playgroup 05:45PM - 07:45PM Northern Dance Movement		
Massey Arena » Facilities » Kitchen			01:00PM - 03:00PM Seniors Social				

Note: Report does not include Facility Approval Requests.

**Township of Sables-Spanish Rivers
Parks and Recreation
Facility Week at a Glance Report
All Facilities**

Week of: October 22, 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	22	23	24		25	26	27	28
Massey Arena » Facilities » Arena Ice	11:00AM - 12:30PM Northshore Thundercats U11	01:00PM - 02:00PM Seniors 55+ Skate	02:00PM - 03:00PM Parents & Tots Skate	01:00PM - 02:00PM Seniors 55+ Skate	04:00PM - 05:30PM Elliot Lake Vikings Jr A	01:00PM - 02:00PM Seniors 55+ Skate	10:00AM - 11:00AM Family Skate	
	12:30PM - 02:00PM Northshore Thundercats U13	02:00PM - 03:00PM Private Shinny	06:00PM - 07:30PM Figure Skating	04:00PM - 05:30PM Elliot Lake Vikings Jr A	05:30PM - 06:30PM Learn to Skate with Kait Harvey	02:00PM - 03:00PM Parents & Tots Skate	11:00AM - 12:30PM Elliot Lake Vikings Jr A	
	03:30PM - 04:30PM Sagamok Child & Youth Skate	04:00PM - 05:30PM Elliot Lake Vikings Jr A	08:00PM - 09:30PM Elliot Lake U18 REP Midget	06:00PM - 07:30PM Elliot Lake U7/U9 Timbits & Novice	06:30PM - 08:00PM Elliot Lake U11 REP ATOMS	05:30PM - 06:30PM Shinny 14+	01:00PM - 02:00PM Family Shinny	
		06:00PM - 07:30PM Elliot Lake U11 REP ATOMS	09:30PM - 10:30PM Sagamok Recreational Hockey	07:30PM - 09:00PM Elliot Lake U13 REP PEE WEE	08:00PM - 09:30PM Elliot Lake U15 REP Bantam	07:00PM - 09:00PM Public Skating		
		07:30PM - 09:00PM Elliot Lake U13 PEE WEE		09:00PM - 10:00PM Sportsmen Hockey	09:30PM - 10:30PM Sagamok Recreational Hockey			
		09:00PM - 10:00PM Sportsmen Hockey						
Massey Arena » Facilities » Sadowski Hall		05:00PM - 07:15PM Northern Dance Movement	10:00AM - 11:00AM Pickleball Recreational		09:00AM - 12:00PM OCOF playgroup			
			12:00PM - 04:00PM Sagamok Wills & Estates Workshop		05:45PM - 07:45PM Northern Dance Movement			
			05:00PM - 07:45PM Northern Dance Movement					
Massey Arena » Facilities » Kitchen			09:00AM - 12:00PM Seniors Social - Painting Class					
			01:00PM - 03:00PM Seniors Social					

Note: Report does not include Facility Approval Requests.

November 3, 2023

COUNCIL MEETING: November 8, 2023

AGENDA GROUP: E

SUBJECT: Massey & District Arena Engineering Design of Mechanical & Electrical Systems -Plumbing Additions

BACKGROUND:

The Parks & Recreation department obtained two quotes for the engineering of mechanical & electrical systems to install a shower stall & toilet in each of the existing Referee & Girls' Changerooms.

Suppa Engineering & John R. Hamalainen Engineering Ltd. provided quotes.

- Suppa Engineering - \$25,475.00 (excluding HST)
- John R. Hamalainen Engineering Ltd. - \$9,500 (excluding HST)

Both proposals include reviewing existing building drawings, site visit(s) for data collection (completed) and to create design & drawings covering the architectural, mechanical, and electrical components of the upgrades as well as final site inspection, deficiency reports (if any) and providing letter of compliance for occupancy once the project is complete.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT the quote in the amount of \$9, 500 + HST be accepted from John R. Hamalainen Engineering Ltd. for the engineering of mechanical and electrical systems at the Massey and District Arena.

ATTACHMENTS:

- Suppa Engineering Quote
- John R. Hamalainen Engineering Ltd. Quote

November 3, 2023

COUNCIL MEETING: November 8, 2023

AGENDA GROUP: E

SUBJECT: RFP- Massey & District Arena- Plumbing Additions

BACKGROUND:

The Parks & Recreation department distributed RFPPR23-03 for Plumbing additions on October 26, 2023, to four (5) area plumbers:

- a) Steve's Plumbing & Heating - Espanola
- b) Executive Plumbing - Matt Amy (new to the North Shore)
- c) Greater Sudbury Plumbing - Sudbury
- d) Sudbury Plumbing Medics
- e) MBS Plumbing & Heating Ltd. - Marc Brunet, Elliot Lake

No response from the first three (3) businesses was received. Marc Brunet of MBS Plumbing & Heating visited the arena on Friday, November 1, 2023 but has advised that he does not have time to do this project and did not submit a quote. Plumbing Medics also attended the arena on Friday, November 1st, 2023, to scope out the project prior to submitting a quote. One estimate was received from Sudbury Plumbing Medics Inc.

This project would provide the arena with 6 fully operational change rooms complete with shower, toilet & sink facilities. If the Township intends to host higher caliber hockey, tournaments and other events at the Massey & District Community Arena in the future, these additions would be a substantial asset to our facility. Note that any females playing high energy sports here at the arena cannot take a shower after the event as they are required to change in a separate room from the male athletes. Further, the referees at higher levels of hockey will benefit from having private facilities separate from the public washrooms & team changerooms.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT the quote in the amount of \$59,800.00 + HST be accepted from Sudbury Plumbing Medics Inc. for plumbing upgrades at the Massey and District Arena.

ATTACHMENTS:

- Sudbury Plumbing Medics Inc. Quote

November 3, 2023

COUNCIL MEETING: November 8, 2023

AGENDA GROUP: E

SUBJECT: Massey & District Arena - Rink Tempered Glass

BACKGROUND:

Currently there is no glass installed on the south side of the rink at the Massey and District Arena. The Northern Ontario Junior Hockey League requires that all sides of the arena have glass, except for in front of players benches. Therefore, to host the Elliot Lake Vikings Junior A games, glass installation is required.

One quote from Marketing & Consulting Ltd. Has been received for \$12,889.65 plus HST for 12mm clear tempered glass with arena grind edge.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT the quote in the amount of \$12,889.65 + HST be accepted from Marketing & Consulting Ltd. clear tempered rink glass at the Massey and District Arena.

ATTACHMENTS:

- Marketing & Consulting Ltd. Quote

Sables-Spanish Rivers Public Library Board
Meeting Minutes April 20th, 2023

Present: Mark Williams (CEO)
Sue Christianson (SC)
Kevin Burke (KB)
Ursula Robinson (UB)
Kathy Moore (KM)
Marianne Hobbs (MH)
Stacey Wagler (SW)

Regrets: Jolie Biachin (JB). And Denise Trenaman (DT)

Informal Discussion around moving the meeting nights. Await JB see if she can re-schedule.

6:02 Meeting called to order

Land Acknowledgement

No disclosure of conflict of Interest.

Review of March Board Meeting Minutes

- On page 4 check spelling of cognicent
- Cricut machine- misspelled

Move to accept (SC) moved and (KB) Seconded it, All in favour -yes

6. Business Arising from the minutes

6.1 Pay Equity Report

(MW). In 1996 Legislation was interpreted to the best of everyones ability.

- there were legal challenges
- proxy method approved at the time.
- no male comparisons
- our Library employees were compared to Spanish.
- Benefits are to be included as part of pay equity.
- MW did this process in his previous position and in speaking with a pay equity advisor, if you are making attempts to put this pay-equity program in place, they will support you.
- MW had asked Anne and Sue in Spanish to find the plan.
- Question around who is the employers of Librarians staff: Township or Library Board.
- It could be interpreted both ways: Township because it approves the budget, or Library Board ensures everyone gets paid.

(KB) Library Board sets the budget and Township just over-sees

(MW) Through the process each employee will get a score. You need to find someone of a similar score (not necessarily- similar job)

(KB) stated that the difficulty becomes that many positions are volunteer, limited positions to score against, and we should really wait until the township has gone through with the consultation. Township may already have created something uniform.

(MW) suggested we go in with the township at the same time and connect with Ruth and Anne and that he could help with the process.

(MH) stated she has been in contact with Anne. She said that in Huntsville the library was included in with the township, but that it might be an additional fee for the library.

(MW) stated that most likely the legislation would fall to township and that the Library Board is deemed the employer. He suggested that if there is a fee we should absorb it, and make efforts to move this forward.

(SW) What would be an estimate of the cost to do this?

(KB) thought it might be around \$10,000 for the whole township with over a dozen different positions.

(MW) Milton cost about \$10,000 for a staff of over 80.

(KB) so the best guess would be around \$2000 for the Library.

(MW) we would need a motion to communicate with the town and look at the plan closer. It might take 3-5 years to absorb the cost, but we would be moving forward.

(UR) stated she believes we have received a pay equity grant roughly in 2016 and we should use it.

Motion (based on MW recommendations)

Recommendation:

That the Sables Spanish Rivers Public Library Board receive the report entitled "Pay Equity Compliance," for its review,

That the Sables Spanish Rivers Public Library Board, through the Chief Librarian, undertake the following:

1. Score each of the job descriptions in existence at SSRPL currently

2. Continue discussions with senior staff at the township; identify male comparators and compare pay and benefits

3. Develop a plan for applying and implementing any and all changes that need to be made to the hourly rates of pay and inclusion of a benefits programme for SSRPL staff

4. Ensure all new job descriptions created are evaluated under the job evaluation programme as per the pay equity act

5. Ensure any changes to existing job descriptions are reviewed under the plan on an ongoing basis

These actions are urgent and must be undertaken in a timely manner as not only are we non compliant with the pay equity legislation, we are in direct breach of the Ontario Human Rights Code. Please note, the benefits programme at the township is only available to full time staff. However, all job descriptions need to be evaluated to ensure the hourly rate of pay is consistent whether the staff are full or part time. As things stand at SSRPL there are currently two full time staff.

Attachments: "Understanding the Pay Equity Act". Pay Equity Office. 2019

Moved by (KB) seconded by (SC) All in favour-Carried.

6.2 New Website

(MW) Essentially the old website was continuously updated but it was never visible. A lot of the back work was completed. But effective the 12th of March we have started to move forward with the new website. Much more user friendly. Google will eventually eliminate the old when more people access the new.

6.3. OMERS -Verbal update

(MW) there has been communication between OMERS and MW but people are on holidays and it has not yet moved forward completely. There has been some issue with the names "Massey Public Library" and "Sables-Spanish River Public Library". Mark will need confirmation of dates of amalgamation or a motion from us stating when the Library became reflective of the townships of Walford, Massey, and Webbwood.

(UR) also noted that this name change has been a problem with CRA, banks, etc.

(MW) states that the SSRPL **BOARD** is required. The word "board" is the missing piece.

(MH) motioned to clean up the confusion around the name...

Part 1 Motion: that we confirm amalgamation 1998 resulted in the township now including Walford, Massey, and Webbwood.

And

Part 2 Motion: SSRPL Board deems that the name of the Library henceforth be known as the Sables Spanish River Public Library Board

Motion moved by (KB) seconded (KM) Allin favour-carried.

(MW) thanked (KB) for taking hours to try and sort this out with CRA.

6.5 Recruitment

(MW) said we currently have 45 applications. 21 reside in the SSR Township. All are qualified. Interview process is on hold until council approves the budget for 2023.

(MW) will interview the top 5 candidates.

(KB) Have the hours changed?

(MW) not until the new person is hired.

(UR) Saturdays are usually quiet and thus Tracey might be able to have an occasional Saturday off.

(MW) we will be able to possibly trial and new schedule but no-one will end up with less hours. And it will be based on busiest times of the Library.

6.6 Additional Updates

(MW) No date yet for J. Singh

-MW will attend Librarians Meeting

-All passwords have been reset. Ruth, Tracey and Mark can all access now as administrator.

7.0 Correspondence- NONE

8.0 Librarians Monthly Report

(MW) -reviewed statistics

- Heat has been repaired.
- Circulation, Computer Usage, Revenues- good shape.

9.0 New Business

9.1 Grant Funding Update

(MW) We are able to get new picnic tables and external book drop bins.

(MW) Young Canada Work Grant- we were not originally selected. Funding may come through in the second round. We will most likely get some money but we don't know when.

-We did not get funding for "Stories in the Cloud"

9.2 Radon Testing

(MW) There was an increase in the quote. Installation was completed on March. 12th. We will continue to monitor the levels in Massey and Webbwood.

(KB) asked has there been any complaints about noise?

(MW) It is not on patrons side, but on the staff side. It is quite noisy. But it is safe in the Library now and glad it is done.

9.3 Alarm Battery

(MW). After the power outage, the battery and back up power failed. New Battery installed. Monitoring company asked not to interrupt staff if they know it is a battery issue.

9.4. Survey Statistics

(MW) it is usually due by April but MW has asked for an extension. The Ministry has approved the extension until the end of May. Grants will not be released until the stats have been completed.

Motion to move in Camera

(SC) moved (KB) seconded All in Favour-carried

Sick Leave Discussion

Out of Camera-moved by (KB) seconded (MH) All in favour-carried

10. Policy Review Schedule

(MW) will pick 2 or 3 new policies to review, not in any particular order but to as needed.

11. Financial Report

(MW) all payments are going through. All matching

(KM) what is JASI?

(MW) thought it was a collections database but will confirm

(KM) Tell us more about the Water Testing in Webbwood.

(KB) we test the water because there is no water system- it is not from a municipal water source.

March Financials 2023

(UR) There are high totals for Hydro?

(MW) believes it to be front end charges, but will monitor that it does not run that high for more than winter months

Motion to accept March financials moved by (KM) and seconded by (SC) All in favour Carried

Move in Camera moved by (MH) seconded (KB) all in favour- carried
Transition from old CEO to new CEO

Move back in session motion- (KB) seconded (SC) all in favour-carried

12.0. Council Report

(KB) CRA issues over phone, it will be critical that (MW) get here soon.

13. Strategic Planning and Marketing

(UR) Friends of the library update May 5th Emiry Farms and Paper Flower Crafts Phyllis Kutschke

(MW) excited to work on new Vision and Process

14. Next Meeting

(UR) to find old vision

(KB)/ (MH) Township-Auditors Statement

(MW) Box of paperwork

(UR) Wait for (JB) to discuss date change of meetings- everyone contacted by email.

(KM) would like to meet in person when (MW) is here

15. Motion to adjourn (KB) seconded by (KM) All in favour-carried

Sables-Spanish Rivers Public Library Board
Agenda
18th May 2023 at 6:00p.m, via Zoom

Present:

Present: Mark Williams (CEO)

Sue Christianson (SC)

Kevin Burke (KB)

Ursula Robinson (UB)

Kathy Moore (KM)

Marianne Hobbs (MH)

Stacey Wagler (SW)

Denise Trenaman (DT)

Ursula called the meeting to order at 6:01 p.m

1. Call to Order

2. Statement of Indigenous Respect & Acknowledgement

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Sagamok Anishinabee People. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect. May we respectfully honour the voices of the Anishinabee and ensure they are represented in our collections, programmes, and services.

3. Disclosure of Conflict of Interest -none

(SW) said that she would act as Secretary moving forward.

Minutes will be sent to (MW) for editing, in-case of anything missed.

(UR) and (SW) will make arrangements to go to the bank, for signing approval.

4. Approval of Minutes & Agenda- (KB) moved (SC) seconded

4.1. Draft April Board Minutes- presented by (MW)

5. Business Arising from the Minutes

5.1 Pay Equity Update – Report 2023-6- (MW) stated that the township has allowed us to piggyback on their Job Evaluation process. The hired HR consultants will review SSRPL staff's completed questionnaires. A meeting has been scheduled for May 31st with (MW) and the HR Consultants.

(KB) agrees that now is the time to collaborate and work with the township.

5.2 OMERS Update – Report 2023-7 – (MW) stated OMERS required a lot of information. Essentially a four part process 1) declare intent to become OMERS employer 2) prove public sector 3) show proof of bylaw confirming establishment and 4) a Ministers Proclamation. (MW) OMERS has reviewed all documentation and confirmed eligibility as of May 11th. Final process is for SSRPLB to approve resolution.

(KB) who is the HR Committee Chair?

(MW) thought it was (DT)

(KB)/(UR) asked (DT) to stand on as Committee Chair?

(DT) said yes

**(KB) moved to appoint (DT) as Committee Chair (MH) seconded it
All in favour- carried**

(MW) has given OMERS everything they need and will send it by email to SSRPLB for electronic signatures.

Report #2023-7 read in its entirety

(KB) moved to accept the report (KM) seconded the motion

(UR) all in favour- carried

Resolution #2 OMERS to be put in place by June 2, 2023 and accept mandatory clauses 1-6

Moved by (MH) (SC) seconded

(UR) all in favour- carried

(MW) will go ahead and sign.

5.3 Recruitment Update – Report 2023-8

(MW) 45 candidates applied 7 of whom were from the township

Moved to go in camera

(KB) moved (DT) seconded. (UR) all in favour- carried

-Discussion around interviews

Move to come of camera (DT) (SC) seconded

(UR) all in favour-carried

5.4 2022 Annual Survey Statistics – verbal update

(MW) provided a verbal update- all good but will be watching trends coming out of covid-times – although active cardholders have dropped since 2021.

5.5 2022 Audit – verbal update

(MW) has met with the auditor from Baker-Tilley and is working hard to retroactively complete missing pieces since last CEO left. MW is aiming to get everything completed by June. Library audit will be presented separately at a town council meeting.

(KB) stated that the library has always presented separately so that is fine.

(UR) volunteered to help go into library and look as well if needed.

5.6 2023 COLA increase – verbal update

(MW) has confirmed lump sum payment to employees and has applied for 2023.

(UR) asked if it a once a year payment.

(KB) confirmed it is standard annual increase.

5.7 Staff Sick entitlement/ personnel policy – verbal update

(MW) has stated that Anne will provide info as to what the township staff has for sick-leave and then SSRPLB will most likely fall in line. This information can be expected around September.

5.8 Draft Room rental policy– Report 2023-9

(MW) there is a need for a room rental policy. He developed one based on a policy from the Calgary Public Library. This policy will not prevent anyone from using the room, but will ensure insurance coverage and safety needs are met.

-Discussion around fees

-Public Health has approved the kitchen in Webbwood for use.

(KB) asked what we have charged in the past?

(MW) \$45 for use of room in 3 hour chunks.

Discussion around flat fee, free, or waiver of fees if approved by SSRPLB?

(SW) fee could use to help cover cost of cleaning and insurance.

(KB) non-for profit groups can request the fee to be waived or we can donate it.

(MW) if in partnership with the Library, we can donate the time.

(SC) asked for updated general rules-such as small appliances? Capacity limit?

(KB) seek information from the fire department

6. Correspondence

6.1 Resignation from Jolie B.

(UR) has confirmed that the Library was not part of her decision to leave.

7. Chief Librarian's Monthly Report

8. New Business- **None**

9. Policy Review

9.1 New Draft Policy – 4.28 Room Rental-**ongoing**

9.2 4.26 – Working Alone Policy- (MW) CEO to perform a risk assessment and review emergency procedures.

9.3 Policy Review Schedule

(MW) continues to track

10. Financial Report

(MW) some transition from old CEO to new CEO.

10.1 April Financial Statements-

Motion to approve Aprils Financial Report moved by (DT) seconded by (KM)

(UR) all in favour-carried

10.2 Monthly Budget Tracking

10.3 Approved 2023 Budget

11. Council Report

12. Strategic Planning & Marketing-

(MW) to look into re-branding and sign support

(SC) ask for a Vector file.

(MW) possible extension?

13. Next Meeting- **In-person Thursday June 15th at 5:30 Potluck**

14. Motion to Adjourn -DT moved (KB) adjourned and all were in favour.

Sables-Spanish Rivers Public Library Board

Minutes

15th June 2023 at 5:30p.m

Present:	Board Chair:	Ursula Robinson
	Board Member:	Merri-Ann Hobbs
	Board Member:	Stacey Wagler
	Board Member:	Kathy Moore
	Board Member:	Sue Christiansen
	Board Member:	Denise Trenaman
	Library CEO:	Mark Williams
Regrets:	Board Member	Kevin Burke

1. Potluck Dinner 5:30pm

2. Meeting to be Called to Order at 6pm- Called to order at 6:23p.m.

3. Statement of Indigenous Respect & Acknowledgement

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Sagamok Anishinaabe People. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect. May we respectfully honour the voices of the Anishinaabe and ensure they are represented in our collections, programmes, and services.

4. Disclosure of Conflict of Interest – none

5. Approval of Minutes & Agenda

MOVED by Sue Christiansen, seconded by Kathy Moore, that the Agenda and the Minutes of the meeting held May 18th, 2023 be approved.

CARRIED 2023-30

5.1. Draft May Board Minutes

6. Business Arising from the Minutes

6.1 Pay Equity – verbal update – MW met with HR consultants on June 8th and wanted to understand how robust it would be for SSRPLB. Something that started as Pay equity, it has become more and two processes are happening. They may find additional costs to benefits and we will need to think about budgeting that in. We want to be sure the library's needs are being met in the process.

(DT) If pay equity process drives increased expense- when budget goes to township, there is a direct correlation with pay equity process.

(MW) Library's below 5000 have responded and there may be other libraries to compare to, for qualified staff.

6.2 OMERS – Initially MW could not be signing and needed to appoint 2 additional SSRPLB members. Because the library is run by volunteer board members, MW, as CEO, can be the signing agent but has much training to go along with it.

Therefore, there will be a period of retroactivity, possibly until the end of June. Full-time staff will be registered, part-time are given the option. In the past the employers contributed to the full-time and part-time (since 2023).

6.3 Recruitment: Jessica Morneau has been hired and has experience as ECE and has been asked to do the Summer Reading program and will revert back to part-time after Summer Hours. Jess's hours are 17 hours a week but 35 for the Summer.

Summer Reading Program Info: We can add an additional day in Massey, because there are a lot of students registered.

Surprisingly, there was no orientation package for new staff training, but one has been developed now since realizing this. Mark, Ruth and Tracey have all helped developed this.

A grant has been approved to buy new book drop bins. Have Summer students design image or ask Danika Gravelle if Pascal can do it. (SW) will ask Danika if her son will help with this project. Bring the interest forward to other students who might be artistic to help.

6.4 Room Rental policy – (MW) has not yet moved forward but will get on that as soon as possible.

7. Correspondence- (MW) follow up email from Jagmeet Singh's office about hopefully getting a date soon. Carol Hughes will be approached to do an introduction if a date is set.

8. Chief Librarian's Monthly Report-

Physical circulation is holding up well. DVDs are a driving circulation and new DVDs have been ordered. Mark has ordered some of the suggestions from the Summer Reading Club book list and will support increasing our LGTBQ2+ books in circulation.

Attendance is good in both locations. Promoting programs is helping increase attendance. Revenue is good and is being put forward by printing.

Kathy asked about French Book collection.

Denise shared a patron's concerns about the selection of books being "University Level" and how we select our books to purchase. Mark shared that patrons can make requests. Kathy shared the Indigo library list.

Mark is open to suggestions and asking for help to make sure that reluctant readers are getting what they need.

Sue asked if there is a way to make suggestions on the website?

Stacey offered to help with early-learner decodable book list suggestions to build the Children's area.

Mark noted that book budget is limited.

9. New Business- none

10. Policy Review – no change to review this month.

10.1 Policy Review Schedule – no change this month.

11. Financial Report –

11.1. May Financial Statements

Ursula asked why the CEO and Advertising is highlighted. Mark stated he accidentally paid the bill twice. It has been refunded and will show up in June. Budget tracking matches.

Kathy pointed out that the Bell for Webbwood shows up twice. Mark said it has to do with timing of bill. It was paid when received.

Denise Trenaman **MOVED** to accept financials. Sue Christiansen Seconded.

CARRIED 2023-31

11.2 Monthly Budget Tracking

Website fee will come into effect in June. SSRPL will now be discoverable through Google. Once done, we can stop paying that fee to bump up analytics.

11.3 Approved 2023 Budget

We received the remaining money from the township.

12. Council Report

Merri-Ann said we are not mentioned in council meetings and that is good.

13. Strategic Planning & Marketing

Mark wanted to know if we have the discretion to not charge if affiliated with the library.

All: Yes!

There was a discussion around the Psychic Reading event planned for this weekend. Partial donation of entry fee was donated to the library.

Ursula expressed a concern about the rising Hydro amounts.

Mark suggested that we might want to think about what we ask for in next year's budget and look for an appropriate amount and right balance to move forward.

There was a township willingness to support a program room here in Massey. This continues to be an idea to think about.

14. Next Meeting- Fourth Monday September 25th, 2023 at 6:00pm.

15. Adjournment: **MOVED** by Denise Trenaman, seconded by Kathy Moore, that the meeting be adjourned. **CARRIED. 2023-32.**

November 1, 2023

COUNCIL MEETING: November 8, 2023

AGENDA GROUP: F

SUBJECT: VALIDATION APPLICATION - SECTION 57 OF THE PLANNING ACT – of Pt of the North half of Lot 9, Concession 6 Hallam being Part 1 on Plan 53R12111

BACKGROUND:

Section 57(1) of the *Planning Act* (the “Act”) allows a council authorized to grant consents the ability to issue what is known as a “certificate of validation”. These certificates state that a prior contravention of the subdivision control provisions of the *Act* are deemed to have never had the effect of preventing the conveyance of land or the creation of an interest in land.

In 1989 Consent was granted to create Part 1 on Plan 53R-12111. The Certificate of Official for the severance showed the plan as 53R1211 and not 53R12111.

There is no need for a public meeting or circulation, nor is there any right of appeal or appeal period. The Validation Certificate will result in a valid document that relates to an already recognized parcel of land.

RECOMMENDATION:

BE IT RESOLVED THAT Council approves the Validation Certificate for property described as Pt of the North half of Lot 9, Concession 6 Hallam being Part 1 on Plan 53R12111.

ENCLOSURES:

- Application for Validation

Township of Sables-Spanish Rivers

CERTIFICATE OF VALIDATION
Section 57 of the *Planning Act*

A contravention of Section 50 or a predecessor of it, or of a by-law passed under a predecessor of Section 50, or an order made under clause 27(1)(b) of the *Planning Act* as it reads on the 25th day of June, 1970, being chapter 296 of the Revised Statutes of Ontario, 1960 or a predecessor of it, does not have and shall be deemed never to have had, the effect of preventing the conveyance of, or creation of any interest in the parcel of land described as follows:

PIN 73415-0200
Part 1 Plan 53R-12111
Part of the North half of Lot 9, Concession 6
Township of Hallam
Now in the Township of Sables-Spanish Rivers
District of Sudbury

This Certificate of Validation is issued in accordance with Section 57 of the *Planning Act*, R.S.O. 1990,c.P.13, as amended, and the decision of the Council of the Township of Sables-Spanish Rivers dated November 8, 2023.

Dated November 8, 2023



Mayor – K. Burke



Clerk – A. Whalen

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

BYLAW NUMBER 2023-41

**Being a Bylaw for the Purpose of Repealing a Bylaw to
Appoint an Assistant Fire Chief**

WHEREAS Section 10 of the Municipal Act, 2001 provides the authority to pass a bylaw for the protection of persons and property and for the health, safety and well-being of persons;

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

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

1. THAT the portion of Bylaw 2021-05 that appoints Jody Goodchild as an Assistant Chief is hereby repealed;
2. THAT this Bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 8th DAY OF NOVEMBER, 2023.

Kevin Burke

MAYOR – K. BURKE

Anne Whalen

CLERK – A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 8th DAY OF NOVEMBER, 2023.

Kevin Burke

MAYOR – K. BURKE

Anne Whalen

CLERK – A. WHALEN

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

BYLAW NUMBER 2023-42

**Being a Bylaw to Provide a Policy Outlining the Administration
of Salaries for the Employees of the Corporation of the
Township of Sables-Spanish Rivers**

WHEREAS Section 10 of the Municipal Act, 2001 provides the authority to pass a bylaws respecting matters of governance;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to provide a policy respecting the administration of salaries for the employees of the Corporation of the Township of Sables-Spanish Rivers;

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

1. THAT the Salary Administration Policy is hereby adopted and attached hereto as Schedule A to this Bylaw;
2. THAT this Bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 8th DAY OF NOVEMBER, 2023.

Kevin Burke

MAYOR – K. BURKE

Anne Whalen

CLERK – A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 8th DAY OF NOVEMBER, 2023.

Kevin Burke

MAYOR – K. BURKE

Anne Whalen

CLERK – A. WHALEN

TOWNSHIP OF SABLES-SPANISH RIVERS SALARY ADMINISTRATION POLICY

INTRODUCTION

The Township of Sables-Spanish Rivers' compensation program is a comprehensive plan based on achievement of performance objectives. The Salary Administration Policy outlines the policy and procedures for administration of job evaluation, pay bands and salary grids.

PURPOSE

The purpose of the compensation program is to attract and retain high performing employees who contribute to the Township's achievement of its goals.

Compensation is one element of the overall employment package. It is a supporting tool in attracting people to the Township. The employment package reflects the changing needs of the organization and the needs of the individual. The employment package includes base pay, benefits, non-monetary recognition rewards, training and development opportunities.

PRINCIPLES AND GUIDELINES

The job evaluation plan, pay bands and salary grids have been developed under the following guiding principles. It shall:

- Combine internal equity, legislative compliance and external competitiveness.
- Accurately and equitably assess the internal value of a role and systematically evaluate market competitiveness.
- Regularly assess the market to be competitive.
- Be consistent when the defined rules and principles of the compensation program are applied to all employees in the same way.
- Acknowledge that actual pay levels may vary, based on skill scarcity and market competitiveness.
- Ensure that employees can trust that it is fairly administered and consistently applied.
- Be maintained within the financial means of the Township.
- Be communicated in a transparent manner so that the program is easily understood by all.

POLICY

Job Descriptions

Job descriptions are to be reviewed and updated whenever there are substantive changes to a job, and/or whenever a new position is created.

Job Evaluation/Pay Equity

Internal Equity is maintained at the Township through the process of Job Evaluation. Job Evaluation is a systematic process that provides a consistent measure of job worth by determining and maintaining the value of a job within the organization, relative to all other jobs within the organization.

The following principles will guide the Job Evaluation process:

- Normally all positions shall be evaluated by a third-party compensation consultant and approved by the Clerk-Administrator.
- Positions shall be evaluated when they are new or have undergone a change that has resulted in a significant change to the positions' accountability and responsibilities.

Positions are evaluated using a point factor job evaluation system based on the relative level of skill, effort and responsibility and working conditions under which the work is performed. The Township's Job Evaluation Plan meets the requirements of the Pay Equity Act. The Plan shall be reviewed at least every five years to ensure it remains relevant and legislatively compliant.

A position shall be evaluated when it is newly created or when there is a substantive change to the responsibilities of the position. A substantive change is defined as a change to the job content that affects the overall value of the job class in terms of skill, effort, responsibility and working

conditions. A position shall be forwarded for evaluation upon discussion with the department manager and the Clerk-Administrator.

All positions will be described, evaluated and assigned a pay band. This is an ongoing program to ensure that Pay Equity is maintained and that both new positions and existing positions maintain an equitable relationship to each other.

External Market Competitiveness

Comparator markets – markets against which the elements of compensation will be compared – will be identified on the basis of criteria that includes similar positions; knowledge and skills required to perform the work; areas for recruitment; the nature and size of the comparator organizations; and location.

An informal market review shall take place annually utilizing existing market data, compensation network data, and other bona fide compensation studies.

A formal market survey shall be conducted every three years or as deemed necessary by the Clerk-Administrator.

Pay Bands and Salary Grids

Based on market comparisons a salary range shall be maintained for each pay band. Each pay band shall encompass jobs of similar value.

Each salary grid is comprised of 6 steps with a 3% differential between steps. The top step is set to the 50th percentile of the external market.

a) Salary Placement at the Time of Hiring

An employee shall receive, at time of hiring, a salary that is at least equal to step 1 of the salary scale for their position's pay band.

Placement on the grid shall be based on market demands as well as the candidate's additional competence attained through previous applicable education, experience and training beyond the minimum qualifications for the position. Placement upon hiring shall not be higher than step 3 except under extenuating circumstances and if above step 3 must be approved by the Clerk-Administrator.

The Clerk-Administrator must approve any starting salaries that are an exception to the policy. Approval shall be contingent upon the maintenance of internal equity.

b) Movement Through the Salary Ranges/Annual Salary Adjustments:

Progression on the salary grid is based on the employee's length of service with the Township. An employee will move to the next step on the salary grid on the date of their annual anniversary in the position. Employees who do not have satisfactory performance will not move to the next step on the grid.

If an employee is not meeting a satisfactory level of performance, they shall not receive any increase for the fiscal year other than that which may be required to keep them at the minimum of the salary range.

The salary ranges may be adjusted on an annual basis based on affordability as determined in the budgeting process and as approved by Council. Any such adjustment will be based on market trends and represent a contribution to the cost of living.

c) Placement During Acting Appointment:

When an employee is temporarily assigned the full duties of a position in a higher pay band, they shall receive the minimum of the new salary range or the next step that provides an increase greater than 5%. After the assignment they shall return to their original salary.

Acting Assignments will generally apply when an employee is temporarily filling a vacant position for a period greater than 30 days due to:

- A leave of absence.
- A promotion, reversion, resignation, retirement or termination.

- A pending management decision regarding the future status of a position or where a recommended change in organizational structure will affect a position.
- As an alternative to filling a temporary exempt position with an external candidate.
- Other extenuating circumstances as approved by the Clerk-Administrator.

d) Stipend for Temporary Additional Duties:

When an employee is assigned temporary additional duties to manage a special project or assignment that is outside the scope of their expected position responsibilities, they shall receive a 5% stipend for the duration of the assignment.

This does not apply to increased workload caused by an influx of work, a coworker being on vacation or work that comes from having vacant positions within the department.

e) Movement to a Higher Pay Band:

When an employee moves into a position in a higher pay band, the employee will move onto the new grid at the next step that provides them with a minimum 5% increase.

f) Movement to a Lower Pay Band

When an employee has successfully posted into a vacant position within a lower job band, the individual's salary may be reduced subject to the following conditions:

- the salary reduction shall be sufficient to ensure that the new salary is not greater than the maximum of the new salary range; and
- the salary reduction shall not result in a new salary that is less than the minimum of the new salary range.

Note: An employee's salary may be frozen at the higher rate under special circumstances, as approved by the Clerk-Administrator.

g) Lateral Movement

When an employee moves into a position that is at the same grade level, they may be considered for an increase up to a maximum of two steps based on documented rationale that the move requires acquisition of additional knowledge, skills and competencies or, that not providing an increase would cause some obvious inequities within the new department.

h) Salary Protection/Treatment Involuntary Change

If an employee's job is changed as a result of re-structuring and the job is evaluated to a lower pay band and the employee's salary is above the maximum of the lower pay band, the employee's salary will be frozen until the new range catches up with them.

i) Market Supplements and Market Driven Extraordinary Salary Increases

In demonstrated circumstances of special recruitment and retention difficulties, the Clerk-Administrator may approve a market supplement or extraordinary salary increase be applied to the salary of the candidate or employee in question by creating a "Market Salary Range" that shall remain in effect as long as the market conditions warrant it.

j) Policy Review

This policy shall be reviewed and updated as required to align with compensation best practices and the fiscal reality of the Township.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2023-43

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

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

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

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

1. The area affected by this By-law includes all lands within the boundaries of the Township of Sables-Spanish Rivers.
2. By-law No. 2003-15, as amended, is hereby amended as follows:
 - (a) Table 4.32 – Requirements for Storage Containers and Storage Trailers be amended as per “Schedule A” attached to this bylaw;
3. This By-law shall come into full force and effect in accordance with the *Planning Act*, R.S.O. 1990.

READ A FIRST AND SECOND TIME THIS 8th DAY OF NOVEMBER, 2023

Kevin Burke

MAYOR – K. BURKE

Anne Whalen

CLERK – A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 8th DAY OF NOVEMBER, 2023.

Kevin Burke

MAYOR – K. BURKE

Anne Whalen

CLERK – A. WHALEN

Table 4.32 – Requirements for Storage Containers and Storage Trailers			
Item	Residential Zones	Commercial Zones	Industrial & Rural Zones
Number of Storage Containers and Storage Trailers (Units) permitted per lot	-not permitted in R2, and MHP - 1 storage container in R1 as an accessory use -1 storage container per dwelling unit in RR as an accessory use -Storage trailers are prohibited in any residential zone	-maximum of 3 units whether storage containers or storage trailers or a combination thereof in a C, CR and CL zone only - no limit where the C and CR permitted use is for the commercial display and sale of storage containers or where the permitted use is a commercial self-storage facility	- maximum of 3 units whether storage containers or storage trailers or a combination thereof in any Industrial Zone and in a Rural Zone for a non-residential use with a minimum 0.4 ha lot area -one (1) additional unit shall be permitted for each additional 4 ha of land area in a Rural Zone only, up to a maximum of 10 total -not permitted in any source protection, environmental and open space zones
Maximum Container Dimensions	- R1 & RR Zone: 3m (width) by 4.8 m (length) by 2.9 m (height) and a maximum gross floor area of 14.4 m² per unit	-3 m (width) by 12.1 m (length) by 2.9 m (height) and a maximum gross floor area of 36.3 m² per unit	-3 m (width) by 12.1 m (length) by 2.9 m (height) and a maximum gross floor area of 36.3 m² per unit
Location	-Rear Yard only except on a temporary basis -all other applicable setbacks shall continue to apply -minimum 1.5 m distance separation from any main building, the window or door of a habitable room	-Rear Yard or Interior Side Yard only except on a temporary basis -all other applicable setbacks continue to apply -minimum 1.5 m distance separation from any main building, window or door of a habitable room	-No restriction provided unit(s) set back a minimum of 30 m from street line -all other applicable setbacks shall continue to apply -minimum 1.5 m distance separation from any main building, window or door of a habitable room
Maximum Lot Coverage	Shall apply as per the zone affected	Shall apply as per the zone affected	Shall apply as per the zone affected
Location Restriction	Not permitted on any required parking space, parking aisle, driveway, stacking lane or on a required landscape buffer	Not permitted on any required parking space, parking aisle, driveway, stacking lane or on a required landscape buffer	Not permitted on any required parking space, parking aisle, driveway, stacking lane or on a required landscape buffer
Use Restriction	Human habitation is prohibited. A storage container shall not be used for the storage of fuels or hazardous materials.	Human habitation is prohibited. A storage container shall not be used for the storage of fuels or hazardous materials.	Human habitation is prohibited. A storage container shall not be used for the storage of fuels or hazardous materials.
Maximum Height Restriction	No stacking of storage units shall be permitted	No stacking of storage units shall be permitted	No stacking of storage units shall be permitted
Ventilation	Ventilation shall be required	Ventilation shall be required	Ventilation shall be required
Fencing	Use for the purpose of screening or fencing prohibited	Use for the purpose of screening or fencing prohibited	Use for the purpose of screening or fencing prohibited
Advertising on a Storage Container or Storage Trailer	Prohibited	Prohibited	Prohibited
Snow Load, Rain Load, Fire, Occupancy and Foundations	Shall comply with <i>Ontario Building Code</i>	Shall comply with <i>Ontario Building Code</i> . Trailer wheels to be removed	Shall comply with <i>Ontario Building Code</i> . Trailer wheels to be removed
Additional Provisions: 1. A storage container and a storage trailer shall be considered as an accessory use. 2. Despite the number of storage containers and storage trailers permitted in Table 4.32 , this section shall not be deemed to prevent the use of a storage container or storage trailer as a temporary use in any zone where required for the storage of building materials or equipment or use as a field office associated with construction on the same lot provided a valid building permit is in place. Despite the location limitations, any storage unit may be located in any yard except in a sight triangle (see also Section 3.25).			

Table 4.32 – Requirements for Storage Containers and Storage Trailers			
Item	Residential Zones	Commercial Zones	Industrial & Rural Zones
3.	Despite the number of storage containers and storage trailers permitted in Table 4.32, this section shall not be deemed to prevent the use of a storage container or storage trailer required as part of the operation of a Contractor's Yard as defined in this by-law or as part of a processing or other operation of an industrial use.		
4.	Despite the requirements on the <i>Ontario Building Code</i> , a foundation shall not be required for any storage container with a gross floor area of less than 55 m ² .		
5.	A storage container shall be permitted in a driveway on a residential property for a period not to exceed five (5) days and only for the purpose of loading or unloading household items during the process of moving, but in no case shall encroach upon a public sidewalk or create a site line obstruction to traffic.		