

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

Motion No: 2024-001
Moved By: C. PHILLIPS
Seconded By: H. CRABS
WHEREAS there is a quorum of Council present and the time is 6:30 p.m.;
BE IT RESOLVED THAT this Regular Meeting be open for business;
AND THAT the minutes of the Regular Meeting of December 13, 2023 be approved.
CARRIED

The Mayor called for the disclosure of pecuniary interest- none declared.

Consent Agenda Motion No. 2024-002
Moved By: M. HOBBS
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT items A1, E1, G1, and G2 contained on the consent agenda be adopted.
CARRIED

A1- Cheque Register Motion No. 2024-003
Moved By: M. HOBBS
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the attached Cheque Register for the month of December 2023 totaling \$1,392, 410.97 be approved as paid.
CARRIED

E1- SSRPL Meeting Report Motion No. 2024-004
Moved By: M. HOBBS
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the Library Board Minutes of December 4, 2023, be accepted as presented.
CARRIED

G1 & G2- Bylaw 2024-01 & Bylaw 2024-02 Motion No. 2024-005
Moved By: M. HOBBS
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:
- Bylaw 2024-01- being a bylaw to authorize Temporary Borrowing
- Bylaw 2024-02- being a bylaw to provide for an Interim Tax Levy
CARRIED

Capital Purchases Motion No. 2024-006
Moved By: M. MERCIECA
Seconded By: H. CRABS
BE IT RESOLVED THAT the attached schedule of payments be approved as paid.
CARRIED

Fire Dept. Meeting Report Motion No. 2024-007
Moved By: M. HOBBS
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the Fire Department Report for the month of December, 2023, be accepted.
CARRIED

2024 Great Lakes Waterfront Trail Adventure Motion No. 2024-008
Moved By: C. BURNS
Seconded By: M. HOBBS
BE IT RESOLVED THAT Council supports the 2024 Great Lakes Waterfront Trail Adventure;
AND THAT overnight camping at the Massey and District Community Centre and Arena be permitted on August 17th, 2024;
AND FURTHER THAT the Massey and District Community Centre and Arena be rented to the Waterfront Regeneration Trust at a reduced cost of \$887.50 for this event.
CARRIED

Douro Roofing Progress Payment-#6 Motion No. 2024-009
Moved By: H. CRABS
Seconded By: C. BURNS
BE IT RESOLVED THAT the attached Progress Payment #6- Warranty Holdback Release, in favour of Douro Roofing in the amount of \$9,029.27 including HST for the Massey & District Community Centre Roof Replacement project be approved for payment.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Closed
Session

Motion No. 2024-010
Moved By: M. HOBBS
Seconded By: C. BURNS

BE IT RESOLVED THAT we move into closed session at 7:04 p.m., pursuant to Section 239(2) of the Municipal Act to consider the following:

- Personal matters about identifiable individuals, including municipal or local board employees- probation review & staffing requirements.
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

Resolution 2024-011 was dealt with in closed session and is in a sealed envelope and filed in the office of the Clerk.

Open
Session

Motion No. 2024-012
Moved By: H. CRABS
Seconded By: C. PHILLIPS

BE IT RESOLVED THAT this closed session be adjourned at 7:40 p.m. and the regular meeting resumed.

CARRIED

Probation
Review-
A.Stewart

Motion No. 2024-013
Moved By: M. MERCIECA
Seconded By: M. HOBBS

BE IT RESOLVED THAT Alex Stewart, having successfully completed a 6-month probationary period as a full-time Public Works Operator/Labourer, is hereby recognized as a permanent full-time employee.

CARRIED

Acting
Crew
Supervisor

Motion No. 2024-014
Moved By: M. HOBBS
Seconded By: M. MERCIECA

WHEREAS Jacques Mailloux announced his retirement as Crew Supervisor;

BE IT RESOLVED THAT Trevor Stack be appointed Acting Crew Supervisor until this position is filled;

AND THAT his salary be adjusted as per the Salary Administration Policy.

CARRIED

Adjourn

Motion No. 2024-015
Moved By: M. MERCIECA
Seconded By: C. BURNS

BE IT RESOLVED THAT the time is 7:42 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.

CARRIED

MAYOR – K. BURKE

CLERK-ADMINISTRATOR – A. WHALEN

Accounts Payable Cheque Register Report - Payroll & AP-1009588

For The Date Range From 12/01/23 To 12/31/23

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26425	C	12/13/23	602	Dream Catcher Fireworks - Fire works	\$10,000.00	O
26426	C	12/13/23	770	Foothill Industries	\$52.79	O
26427	C	12/13/23	35	Massey Home Hardware	\$1,211.38	O
26428	C	12/13/23	1	Howies Hockey Inc - hockey supplies	\$643.75	O
26429	C	12/13/23	1	I.C.E. Marketing and Consulting Ltd. - arena supplies	\$795.52	O
26430	C	12/13/23	839	JENAL RIVERS - Janita - Walford Hall	\$637.18	O
26431	C	12/13/23	1	Kelvin Connelly - livestock claim	\$478.44	O
26432	C	12/13/23	498	LaCloche Foothills Municipal Association	\$236.85	O
26433	C	12/13/23	673	Marla Toulouse - reimburse Petty Cash	\$115.25	O
26434	C	12/13/23	38	Minister of Finance - Policing	\$60,215.44	O
26435	C	12/13/23	1	NEVCO SCOREBOARD COMPANY ULC - timekeep's switch	\$272.14	O
26436	C	12/13/23	734	Poirier's Clover Farm	\$210.02	O
26437	C	12/13/23	84	Public Health Sudbury & Districts	\$13,648.70	O
26438	C	12/13/23	51	Sonnenburg Rona Building Centre	\$2,752.06	O
26439	C	12/13/23	315	Staples Business Advantage	\$72.14	O
26440	C	12/13/23	1	Sudbury Plumbing Medics Inc. - plumbing - Arena upgrades	\$67,574.00	O
26441	C	12/13/23	531	Twsp of Sables-Spanish Rivers - Petty Cash	\$205.55	O
26442	C	12/14/23	1	Shannon Denault - X-mas parade donation	\$200.00	O
26443	C	12/20/23	860	408761 Ontario Limited o/a Leroy Construction	\$404,636.99	O
26444	C	12/20/23	1	Carr McLean Limited - return box's for library	\$13,363.38	O
26445	C	12/20/23	845	Douro Roofing & Sheet Metal Contractors Ltd - Catter lake	\$30,097.55	O
26446	C	12/20/23	1	John R. Hamalainen Engineering Ltd. - Mechanical & electrical designs - Arena Upgrades	\$8,588.00	O
26447	C	12/21/23	209	M & L Supply	\$11,514.25	O
26448	C	12/21/23	734	Poirier's Clover Farm	\$31.46	O
26449	C	12/21/23	316	Royal Canadian Legion Poppy Fund Br. 432 - Fire Dept Weathers	\$100.00	O
26450	C	12/21/23	315	Staples Business Advantage	\$43.04	O
26451	C	12/21/23	110	Technical Standards & Safety Authority	\$492.12	O
26452	C	12/28/23	38	Minister of Finance - Policing	\$61,618.00	O
5319	E	12/12/23	172	Conseil Scolaire Catholique du Nouvel-Ontario	\$6,468.27	O
5320	E	12/12/23	173	Conseil Scolaire du district du Grand Nord	\$327.03	O
5321	E	12/12/23	175	Huron-Superior Catholic District School Board	\$21,136.22	O
5322	E	12/12/23	174	Rainbow District School Board	\$123,115.62	O
5323	E	12/13/23	765	Amanda St.Michel - Ameto course / Solar lights	\$568.32	O
5324	E	12/13/23	305	Around & About	\$676.42	O
5325	E	12/13/23	433	Beamish Construction Inc	\$5,004.16	O

Township of Sables-Spanish Rivers
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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5326	E	12/13/23	730	Brandt Tractor Ltd.	\$165.43	O
5327	E	12/13/23	630	CIMCO Refrigeration	\$1,553.75	O
5328	E	12/13/23	113	Culligan	\$92.44	O
5329	E	12/13/23	289	Dan's Electric Espanola Ltd.	\$1,469.12	O
5330	E	12/13/23	117	Desmarais, Keenan	\$419.97	O
5331	E	12/13/23	85	Manitoulin-Sudbury DSSAB	\$59,105.49	O
5332	E	12/13/23	778	ECS Cares	\$335.61	O
5333	E	12/13/23	22	Espanola Regional Hydro	\$62.95	O
5334	E	12/13/23	24	Garnet's Rental	\$96.02	O
5335	E	12/13/23	49	GFL Environmental Inc.	\$28,221.38	O
5336	E	12/13/23	793	Gilles Carpentry Services LTD	\$4,407.00	O
5337	E	12/13/23	654	Guy's Auto & Glass Service	\$208.60	O
5338	E	12/13/23	26	Huron Central Railway M2142	\$1,097.00	O
5339	E	12/13/23	406	Jacques Mailloux <i>Glasses for Jacques & wife \$200 each</i>	\$400.00	O
5340	E	12/13/23	29	Janeway PharmaChoice	\$249.75	O
5341	E	12/13/23	557	K. Smart Associates Limited	\$4,114.05	O
5342	E	12/13/23	840	Larissa Toulouse - <i>bartender</i>	\$74.48	O
5343	E	12/13/23	858	Lori Johnston - <i>reimburse gatorade for Canteen - curtains for Arena</i>	\$247.65	O
5344	E	12/13/23	36	Massey Wholesale	\$1,096.95	O
5345	E	12/13/23	37	McDougall Energy	\$4,568.67	O
5346	E	12/13/23	757	Melanie Veilleux - <i>CNO renewal</i>	\$404.20	O
5347	E	12/13/23	65	NAPA Espanola	\$1,378.35	O
5348	E	12/13/23	79	Northern Communications	\$914.68	O
5349	E	12/13/23	42	Northern Uniform Service	\$99.90	O
5350	E	12/13/23	544	N-two Medical Inc.	\$261.08	O
5351	E	12/13/23	81	O.J. Graphix Inc.	\$309.39	O
5352	E	12/13/23	193	Ontario Clean Water Agency	\$5,060.36	O
5353	E	12/13/23	47	Purolator Courier	\$105.15	O
5354	E	12/13/23	705	RICOH	\$229.77	O
5355	E	12/13/23	700	Ron Mailloux - <i>beaver-trapper</i>	\$450.00	O
5356	E	12/13/23	703	Susie Gross	\$300.00	O
5357	E	12/13/23	643	Ultramar	\$1,121.81	O
5358	E	12/13/23	124	Wat Supplies	\$477.74	O
5359	E	12/13/23	105	Weaver Simmons LLP	\$372.90	O
5360	E	12/13/23	301	Anne Whalen - <i>Mikease - 2 to Espanola / South St. Marie - reimburse for Volunteer Gifts</i>	\$373.24	O

Township of Sables-Spanish Rivers

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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5396	E	12/28/23	844	Merri-Ann Hobbs - M. wage & Wage Comp	\$82.40	O
5397	E	12/28/23	846	Jeff Lapierre - Reimburse for fuel	\$117.50	O
5398	E	12/28/23	847	Edith Fairburn - M. wage & Wage Comp	\$73.76	O
5399	E	12/28/23	849	HAROLD CRABS - M. wage & Wage Comp	\$73.76	O
5400	E	12/28/23	853	James Lathem Excavating Ltd	\$8,604.59	O
Bell Canada	E	12/13/23	10	Bell Canada	\$896.18	O
Bell Canada	E	12/28/23	10	Bell Canada	\$80.23	O
Bell Mobility	E	12/13/23	11	Bell Mobility	\$50.45	O
Brandt Tractor Ltd.	E	12/15/23	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	12/13/23	520	EASTLINK	\$45.38	O
EASTLINK	E	12/20/23	520	EASTLINK	\$734.77	O
Hydro One	E	12/13/23	71	Hydro One	\$2,291.97	O
Hydro One	E	12/20/23	71	Hydro One	\$1,371.20	O
Minister of Finance - EHT	E	12/05/23	6	Minister of Finance - EHT	\$1,901.86	O
OMERS	E	12/05/23	552	OMERS	\$15,634.82	O
OMERS	E	12/29/23	552	OMERS	\$19,705.50	O
Ontario Clean Water Agency	E	12/11/23	193	Ontario Clean Water Agency	\$17,864.49	O
Postage By Phone	E	12/14/23	5	Postage By Phone	\$500.00	O
Receiver General	E	12/05/23	4	Receiver General	\$12,711.35	O
Receiver General	E	12/19/23	4	Receiver General	\$12,115.73	O
Royal Bank - GFS Service Centre	E	12/05/23	52	Royal Bank - GFS Service Centre	\$301.40	O
Royal Bank - GFS Service Centre	E	12/29/23	52	Royal Bank - GFS Service Centre	\$376.75	O
Shell Canada	E	12/05/23	103	Shell Canada	\$4,345.35	O
VISA - Anne Whalen	E	12/05/23	829	VISA - Anne Whalen ORFA/Amazon-office	\$232.79	O
VISA - Marla Toulouse	E	12/05/23	732	VISA - Marla Toulouse Office supplies - Amazon	\$294.16	O
Visa - Ruth Clare	E	12/05/23	774	Visa - Ruth Clare License renewals/pitney lease	\$6,963.86	O
WSIB	E	12/05/23	551	WSIB Zone 7 accomadations/WSPS/webrobt/starlink Crash plan	\$5,228.84	O
Cleared					\$0.00	
Outstanding					\$1,392,410.97	
Void					\$0.00	

Township of Sables-Spanish Rivers
Accounts Payable Cheque Register Report - Payroll & AP-1009588
For The Date Range From 12/01/23 To 12/31/23

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5361	E	12/20/23	433	Beamish Construction Inc	\$66,690.34	O
5362	E	12/20/23	587	TELUS Health Solutions	\$4,248.80	O
5363	E	12/28/23	14	Dr. Shiny Rachael Cherian - reimburse for cell phones Mar - Dec 2023	\$689.30	O
5364	E	12/28/23	22	Espanola Regional Hydro	\$17,399.92	O
5365	E	12/28/23	23	Dr. Allan Garland - reimburse for cell phones Jan - Dec 2023	\$745.80	O
5366	E	12/28/23	30	J. Breen Coffee Service Ltd	\$107.63	O
5367	E	12/28/23	36	Massey Wholesale	\$231.85	O
5368	E	12/28/23	37	McDougall Energy	\$12,896.63	O
5369	E	12/28/23	42	Northern Uniform Service	\$199.80	O
5370	E	12/28/23	66	USTI Canada Inc.	\$830.55	O
5371	E	12/28/23	80	Espanola Home Hardware	\$2,265.32	O
5372	E	12/28/23	86	Sun Life Assurance Company	\$10,166.29	O
5373	E	12/28/23	101	Firechek Protection Services	\$603.31	O
5374	E	12/28/23	124	Wat Supplies	\$177.67	O
5375	E	12/28/23	140	Medline Canada, Corporation	\$476.69	O
5376	E	12/28/23	169	Kresin Engineering	\$94,295.40	O
5377	E	12/28/23	289	Dan's Electric Espanola Ltd.	\$506.75	O
5378	E	12/28/23	305	Around & About	\$1,155.54	O
5379	E	12/28/23	466	Stericycle Inc	\$604.00	O
5380	E	12/28/23	555	Lynda Goodchild	\$791.00	O
5381	E	12/28/23	557	K. Smart Associates Limited	\$1,374.36	O
5382	E	12/28/23	566	Meier Construction Ltd	\$339.00	O
5383	E	12/28/23	579	Nick McCormick - beaver trapping	\$750.00	O
5384	E	12/28/23	621	Mailloux Construction - Webbwood Rink	\$71,773.08	O
5385	E	12/28/23	636	Massey Food Bank	\$2,435.00	O
5386	E	12/28/23	673	Marla Toulouse	\$750.00	O
5387	E	12/28/23	698	Kevin Burke - Mileage & Wage Comp	\$82.40	O
5388	E	12/28/23	703	Susie Gross	\$150.00	O
5389	E	12/28/23	704	John Van Norman	\$570.00	O
5390	E	12/28/23	730	Brandt Tractor Ltd.	\$811.95	O
5391	E	12/28/23	739	2612831 Ontario Inc.	\$3,411.47	O
5392	E	12/28/23	752	J.L. Richards & Associates Limited	\$880.24	O
5393	E	12/28/23	797	Trans Canada Safety	\$11,299.25	O
5394	E	12/28/23	840	Larissa Toulouse bartender	\$198.60	O
5395	E	12/28/23	843	Casimir Burns M. base & Wage Comp	\$156.16	O



Sables-Spanish Rivers Public Library
November 2023 Minutes
Meeting Held December 4th, 2023 at 6PM

1. Meeting to be Called to Order at 6:02PM

Present: Board Chair: Ursula Robinson
 Board Secretary: Jolie Bianchin
 Board Member: Merri-Ann Hobbs
 Board Member: Kathy Moore
 Board Member: Kevin Burke
 Board Member: Stacey Wagler
 Board Member: Rachel Maville
 Library CEO: Tracey VanDerGulik

Regrets: Board Member: Sue Christiansen

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 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.

3. Additions to Agenda.

None

4. Disclosure of Conflict of Interest.

None

5. Approval of Minutes & Agenda.

MOVED by Merri-Ann Hobbs to approve the November Minutes and December Agenda; **SECONDED** by Stacey Wagler.
CARRIED 2023-46

6. Business Arising from the Minutes.

6.1. CEO RBC Business Credit Card Update.

RBC Credit Card – Cannot access records for when the former CEO had the card. Tracey VanDerGulik is applying (through proper channels) to gain access of the records. Tracey VanDerGulik now has a card in her name.

6.2. CRA Update

Kevin Burke has added Tracey VanDerGulik as a Representative on the SSRPLB CRA Business Account. Proving to be a bit more difficult to add Ursula Robinson. Kevin Burke will continue to move forward with adding Ursula Robinson as Director

6.3. Sewage Update

The septic system has been inspected. There is no evidence of rusting or damages. Tracey VanDerGulik will contact Bobby Mailloux in the spring about another inspection. TRACEY will investigate Capital Grants that will assist in replacement of septic if deemed necessary. Merri-Ann Hobbs believes that the septic was replaced in 2014 (Jacque) or work has been done on it in the last 10 years. Something is causing it to back it up – we do not have any ideas on what is causing this.

Suggestions:

- Jolie Bianchin suggested understanding maintenance of septic system and the addition of an enzyme. Merri-Ann Hobbs suggested enzyme (CLR).
- Kevin Burke suggesting do a pump out once a year due to heavy usage. Tracey VanDerGulik to add this cost to budget.
- Merri-Ann Hobbs suggests pumping out septic it in the spring (May/June).

6.4. Update to A/C Repair at Webbwood Library

Tracey VanDerGulik spoke to Rob Hunter regarding going forward with the repair to the AC. He is ordering the part and will contact Tracey to set up an appointment to do the replacement. Rob also confirmed that the part is separate from the heating system.

6.5. Lighting Update

Tracey VanDerGulik spoke to Mark Roque electrical about a quote for switching both libraries over to LED lighting. She is waiting to hear back from them. Tracey also reached out to Amanda regarding grants that we may be able to apply for that will offset the cost. Waiting for quote to add to budget.

Rachel Maville suggested contacting Don Falkingham for a quote.

7. Correspondence.

7.1 Radon Testing Report (see attachment for full correspondence)

See attachment: "radon report 2023.pdf"

Re: Long-term Radon Gas Testing for Massey and Webbwood Libraries

Please find attached the long-term radon gas testing reports for the Massey Library and Webbwood Library. The testing commenced on June 12, 2023, and was completed on October 26, 2023, for a total 135.96 days.

<u>Device Type</u>	<u>Location</u>	<u>Start Test</u>	<u>Finish Test</u>	<u>Results</u>
Eperm Radon Monitor	Webbwood Library	06/12/2023	10/26/2023	135.1 Bq/m3
Eperm Radon Monitor	Massey Library	06/12/2023	10/26/2023	131.3 Bq/m3

The radon levels were below Health Canada’s Action Level of 200 Bq/m3. Normal background levels range from 25 to 45 Bq/m3. The results, however, indicate that there is some radon migrating into the building in those areas.

Please note that the radon testing was completed during the summer season. Consideration should be given to testing during the winter season to ensure that the radon levels do not increase.

Please do not hesitate to contact me if you require additional information or if I can be of service.

Kevin Burke will approach council to consider a second meter as there is a waiting list currently for the unit. KEVIN suggests doing a long-term testing again at both sites. The cost to have the testing done by the Algoma Radon Testing is \$105 per test/site. Ursula Robinson is suggesting getting our name on the waiting list. If the wait is too long, then we can move on to having 3rd party testing.

7.2 Intact Insurance Report.

See attachment: "Intact Report.pdf"

There were 4 areas identified at a Priority 2:

PRIORITY 2 – Denotes conditions in which the possibility of property loss or bodily injury is probable and reasonably foreseeable. Risks in this category should be addressed as soon as reasonably possible. **Items in this rating category are recommended to be addressed within 60 days of this report issue date.**

All identifiable concerns have been addressed/fixed. We only have one outstanding, and this is because we are awaiting on contractor for quote – this is for page 7 of 7 on the report.

Recommendation:

At the time of inspection it was noted that paper exit signs were present. The use of paper exit signs is strongly discouraged, as all exit signs should be illuminated and connected to a back up battery system.

Tracey VanDerGulik will reach out to contractor once again and press upon them that we do have a deadline to meet.

8. Chief Librarian’s Monthly Report:

8.1. Programming Events Update

See attachment: "October financials.docx"

See attachment: "October 2023 Monthly Report.docx"

Circulation Statistics for October at both branches with Webbwood going up. Hours have changed and this has proven to be successful.

Massey September 2023 Attendance		Webbwood September 2023 Attendance	
Computers	156	Computers	16
Other in person visits	400	Other in person visits	95
Total:	556	Total:	111

Mass. Programs:		Webb. Programs:	
Board Meeting	11	Family Movie Night	7
Craft Kits	25	Our Children, Our Future	21
Nanny McGhee	9	Craft Kits	19
Moon Watch	8	Harry Potter Escape Room	29
Halloween (Trick or Treat)	11		
Total:	64	Total:	76

Kathy Moore is wondering why Massey reads adult fiction at 87 but zero for Webbwood ? Tracey VanDerGulik stating that in Webbwood it reads fiction (not adult fiction). Perhaps for consistency we can change headings to read the same.

Kathy Moore also noted that there is no large print in Webbwood? Tracey VanDerGulik communicated that the past CEO made the decision to bring all large print to Massey as this is where it was being utilized more. Discussion ensued:

- Ursula Robinson asked Tracey VanDerGulik if she feels people are shy about asking or if they are even aware that they can ask and make suggestions? Tracey VanDerGulik feels that people are comfortable with asking.
- Jolie Bianchin – asked if we have signage that reads: “Anything you are looking for that we do not carry?” Tracey VanDerGulik communicated that we did have such signs before covid but that they were taken down. It was agreed that we should encourage more visible signage to promote community engagement.
- Ursula Robinson communicated the need for the Smart Board to be on with messaging such as this running during the day.

- Stacey Wagler – has smart board training. She would be willing to come and assist with smart board. Stacey has generously donated her time and talent in developing an **“Ask a teacher Day”**. Tracey and Stacey will work together to bring this program to light. What a fantastic opportunity for our community. More news to come with this exciting opportunity.
- Stacey Wagler also suggested Decodable Books for the library. Decodable text is the type of text that focuses on the phonetic code and presents words to students that follow the concepts that they have been taught. In this way, students are encouraged to attend to the code and use their phonics knowledge to decode words.

We can request a sample from this company:

<https://justrightreader.com/>

- Kathy Moore noticed that there may be an error in the donations section – Tracey VanDerGulik will investigate.

Programing events:

Evening with Spirit, and Paint Night were very well attended. These two ladies (Natasha Mack and Caitlin Christakos have donated half the proceeds back to the library.

Ursula Robinson would like to see special acknowledgment to these two ladies for their kindness (donations). Feature them on the smart board?

In-person Auction. Christmas in Massey. Finished today. 175 items in auction – most of it sold. 315 people came into the library.

Webbwood book club – new community member has a love of books and reached out about the possibility of starting a book club . Book Club interest Survey was successful. Looks like a new book club will be started in the new year. If any interested parties, should email MasseyLibrary@gmail.com – att: Stacie – Branch librarian.

Moon Watch with Dortwood Observatory in Webbwood. Dortwood donated a scope (and people can borrow a telescope just like a book). 4H club came to Webbwood as well for the observatory. The event was well attended with the 4H club as well as community members. Dortwood was in the community room doing education/activity with community members as well.

Kevin Burke – fantastic local organization.

8.2. Computer Repairs & Updates in Massey & Webbwood.

Virus protection has expired on computers. Tracey VanDerGulik understands the urgency to have malware on all the computers. Bit Defender was the software suggested.

All computers need to be replaced (they are outdated and cannot run properly with new software or updates). In the meantime, another software addition that the library will need to install to keep the computers running safe is System recovery software to protect workstations against vulnerabilities and threats by rebooting and restoring computers to former state each day. We have a total of 6 units. Tracey VanDerGulik will purchase asap.

Jolie Bianchin suggested contacting Tech Soup: <https://www.techsoup.ca/search/node/computer>

TechSoup is a platform that offers deeply discounted computers for Non-Profits. Tracey VanDerGulik will talk to her computer tech (Andrew Vondette) to find the best fit for the library.

Stacey Wagler – asked if being a public space that offers public computers - are we liable for data breaches that may occur? Tracey VanDerGulik will investigate asap. This is a priority.

8.3. Lights in Webbwood

Mark Roque Electrical replaced 2 ballasts and 6 bulbs at the Webbwood branch.

8.4. 2022-2023 Audit Update

Mark Belanger (auditor) has not done 2022 or 2023 (as they information has not been presented to him). He said not to panic. Both must be submitted by April 2024. After the holidays – priority will be given by Tracey VanDerGulik to have the 2022 and 2023 audits completed.

8.5. OMERS Reporting Update

Former CEO did not update Omer's before his departure. Current CEO has completed necessary transfer and will be adding Stacie.

9. **New Business:**

- Add Health and Safety Section in agenda.
- First Aide Training with AED/overdose kits– possible to take training with town office? Tracey VanDerGulik will get back to us on training.

9.1. Welcome new/returning Board members Rachel Maville and Jolie Bianchin (will now be a secretary).

9.2. Library Marketing.

Under the Influence with Terry O'Reilly: Long Overdue: Creative Boom of Library Marketing. Black Friday. Kathy Moore/Jolie Bianchin/Ursula Robinson found the program enlightening and fascinating. Kathy Moore noted that people may still not understand that borrowing of books, movies, material is FREE.

Discussion for possibilities in further promotion:

- Library Cards – Free.

- Sometimes the best marketing is not to even mention the library – just doing something fun. Smack talk about books, etc.
- Features of the month – Free this/Free That.
- Monthly Calendar – Morning announcement for teachers to write in agenda,
- Social Media

9.3. Emailed Statistics Canada: Core Public Infrastructure Survey 2022. Extended deadline.

We felt that this survey was not relatable to the library. It had more to do with infrastructure. CEO will reach out the Statistic Canada and explain that we can only answer to anything relatable to the library.

9.4. Santa Clause Parade – Library Float & Donation and volunteers.

Parade committee in Webbwood. Libraries were invited to participate. Sue, Stacie, Colleen Thompson, Kathe – putting in a float for the library. December 16th 7:30 pm. Kevin Burke will consider to be on the float. Giving out Hot Chocolate and Loot Bags – Prizes. Will the Library consider doing a donation? Township consider giving out swag/t-shirts?

Kevin Burke **MOVED** to Donate \$100 to the Webbwood Santa Cause Parade. **SECONDED** by Stacey Wagler. **CARRIED 2023-47**

9.5. Pump/Water issue at Webbwood Library.

Ongoing issue. Water stops working and we must call fire department to turn it back on. We share water with fire station. Inquired: UV sensors or low water pressure will shut down the system. We are sometimes without water. This is a public space – it cannot continue.

Kevin Burke – will talk to public works and assist in coming up with a solution.

9.6. 2024 Staff Schedule (Effective January 8th, 2024).
See attachment: "2023-2024 Staff Schedules.xlsx"

Jessica's Maternity Leave starts immediately. Stacie & Ruth to split the hours until Jessica Returns.

9.7. Fire Check Inspection:

Three (3) Extinguishers from Webbwood and One (1) from Massey had to be replaced/fixed. Spares have been left until they are replaced with retrofitted units.

10. Policy Review.

See attached "POLICY REVIEW SCHEDULE 2023.docx"

10.1. Policy Review Schedule.

Need to change wording job description for CEO. Currently reads must have "Masters". Change to Preference given to Masters?

Read through Strategic Plan – Revisit on the 18th or next year. Change the names on back of report.

In addition, the following are up for review today:

- 1.3 Mission Statement
- 4.21 Record Retention
- 4.10 Health and Safety Policy
- 1.4 Statement of Objectives
- 4.11 Interlibrary Loan

MOVED by Kevin Burke to accept the above-mentioned policies as documented (that are scheduled for review in the policy review Schedule). **SECONDED** by Stacey Wagler. **CARRIED 2023-48**

11. Financial Report: October 2023
See attached: "October 2023 Monthly Report.docx"

MOVED by Jolie Bianchin to approve October 2023 Monthly Report. **SECONDED** by Stacey Wagler. **CARRIED 2023-49**

11.1. Monthly Budget Tracking: October 2023
See attached: "October 2023 Monthly Budget.docx"

Discussion around budget:

- Jasi – when is it due? Tracey VanDerGulik to follow up.
- Technology /Equipment purchases:
 - Purchase a laptop for the cricket – 5894.
 - Quotes/Purchase 6 hard drives
 - Accounting Basics – Course (CEO)
 - Accounting Program (Generic Accounting Software)

11.2. Draft Budget for 2024
See attached: "2023 and draft 2024 budget .xlsx"

Discussion :

\$10,000 balance forward keep in.
Accumulated Surplus – You can find that in your Year end report.
Capital Projects – \$10,000
Septic System - Massey
Well - Webbwood
Privacy Pods
Furniture - \$2,500
Wages – Increasing
HST –
Health Tax – Rachel will investigate.

Rev. Canada – see notes - Discrepancy. Gross pay – Net Pay. Actuals – Can this be fixed.
Employer Tax Remittance.
Wreath – Remembrance Day
VSC – Vulnerable Sector Check
Canadian Mental Health – Not being used/Has not been used. Take off budget,

Work in progress with this budget. Will continue to review and assist where needed until ready for submission.

12. Council Report

None

13. Next Meeting:

December 18th, 2023, meeting in person or on computer; 6:00 pm.

14. Motion to Adjourn. 9:50 pm.

MOVED by Kevin Burke to adjourn. SECONDED by Stacey Wagler. CARRIED 2023-49

Attachments:

"Board Meeting Minutes_December 04, 2023.docx"

"1.3 Mission Statement.pdf"

" 1.4 Statement of Objectives.pdf"

"4.10 Health and Safety Policy (1).pdf"

"4.11 Interlibrary Loan.pdf"

"4.12 Local History.docx"

"2023-2024 Staff Schedules.xlsx"

"2023 and draft 2024 budget .xlsx"

"Intact Report.pdf"

"October 2023 Monthly Report.docx"

"October 2023 Monthly Budget.docx"

"October financials.docx"

"POLICY REVIEW SCHEDULE 2023.docx"

"Radon report 2023.pdf"

"record retention policy.pdf"

"Strategic Plan 2018 - 2022 (1).pdf"

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-01

Being a Bylaw to authorize temporary borrowing
from time to time to meet current expenditures
during the fiscal year ending December 31, 2024

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

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

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of council.
3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1 to September 30 of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$ 500,000.00, whichever is less.
4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.
b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.

6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.

7. The treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by- law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.

8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.

9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.

10. This by-law shall take effect on the final day of passing.

READ A FIRST AND SECOND TIME THIS 10th DAY OF JANUARY, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 10th DAY OF JANUARY, 2024.



MAYOR - K. BURKE



CLERK-ADMINISTRATOR - A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NO. 2024-02

Being a Bylaw to provide for an Interim Tax Levy

WHEREAS Section 317 of the *Municipal Act, 2001*, as amended, provides that the Council of a local Municipality may, in 2024, before the adoption of the estimates for the current year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying the prescribed percentage (or 50 percent if no percentage is otherwise prescribed) of the total taxes levied for municipal and school purposes;

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

In this by-law the following words shall be defined as:

“Collector” shall mean the Tax Collector;

“Minister” shall mean the Minister of Finance;

“MPAC” shall mean the Municipal Property Assessment Corporation;

1. The amounts levied shall be as follows:

1.1 For the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the Municipal Act; or,
- b) 50%, if no percentage is prescribed,

of the total taxes for municipal and school purposes levied in the year 2023.

1.2 For the Multi-residential, Commercial and Industrial property classes there shall be imposed and collected in interim levy of:

- c) the percentage prescribed by the Minister under Section 317(10) of the Municipal Act; or,
- d) 50%, if no percentage is prescribed,

of the total taxes for municipal and school purposes levied in the year 2023.

2. For the purposes of calculating the total amount of taxes for the year 2023 under paragraph 1, if any taxes for municipal school purposes were levied on a property for only part of 2023 because assessment was added to the collector’s roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. The provisions of this by-law apply in the event that assessment is added for the year 2023 to the collector’s roll after the date this by-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied under this by-law shall be payable into the hands of the Collector at the Township of Sables-Spanish Rivers Municipal Office, Massey, Ontario in accordance with the provisions of this by-law.

5. The said interim tax levy shall become due and payable on the 29th day of February, 2024.

6. On all taxes of the interim levy, which are in default on the 1st day of March a penalty of 1.25 percent per month will be added on the first day of each and every month during which the default continues, until December 31st.
 - (a) On all of the interim tax levy in default on January 1st, 2025, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default;
 - (b) On all other taxes in default on January 1st, 2024, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
7. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
8. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
9. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 5 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 10th DAY OF JANUARY 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 10th DAY OF JANUARY, 2024.



MAYOR – K. BURKE



CLERK-ADMINISTRATOR – A. WHALEN

SCHEDULE OF PAYMENTS

Vendor Number	Vendor Name	Invoice Number	Check ID	Check Date	Amount
169	Kresin Engineering	13968	5376	12/28/23	\$94,295.40
621	Mailloux Construction	1545	5384	12/28/23	\$70,118.76
621	Mailloux Construction	1546	5384	12/28/23	\$1,654.32

Township of Sables-Spanish Rivers

Memo

To: Clerk, Council
 From: Blair Ramsay, Fire Chief
 Date: January 3rd, 2024
 Re: Monthly Fire Department Committee Report – December 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	1	1
EMS Assist/Rescue		1	-	1	-	2	1	-	-	-	1	-
Structure/Vehicle	-	-		2	-	-	4	-	1	2	-	2
Fires												
Chimney Fires	-	1	-	-	-	-	-	-	-	-	-	-
Brush Fires	-	-	-	-	1	2	2	-	1	-	-	-
MVA / MVC		2	2	2	2	1	2	1	2	5	1	-
Hydro Line / Pole	-	-	-	-	-	-	1	-	-	-	1	1
Burn Complaints	-	-	-	4	-	4	8	3	2			-
Inspections	1	1	1	-	-	-	2	5	-	-	1	2
Mutual Aid	-	1	-	-	-	1	-	-	1	2	-	-
Aid Spanish FD	-	-	-	1		-	-	-	1			-
Total	1	7	4	10	4	13	20	9	10	10	5	6

Calls for Service:

- There were 6 calls for service in the month of December. Inspections were completed at the Massey and Webbwood Libraries. A small list of items at both libraries to complete prior to signing off the inspection.
- In 2023, there was a total of 99 calls for service. There were 11 structure fires that SSRFD attended. 3 major fires on Lee Valley Road and two recent arsons. One in Webbwood and the other in Massey.

- SSRFD attended 20 motor vehicle collisions. There were two fatal collisions in the fall within a week of each other where sadly 3 people lost their lives. After the collisions all member that attended the scene were offered assistance in accordance with the mental health awareness plan.

Training:

- Training sessions in December focussed on First Aid review and first aid practical scenarios. There was an open session for hall cleaning. Members were given a 2 week break. Training resumes on the 9th of January, 2024.
- The Ontario Fire Marshall Advisor for the Sudbury Region and I have had meetings to determine best practises for SSRFD to get 33 Firefighters certified in Firefighter 1 and Auto Ex. The best course of action is to enter into a learning contract with the Ontario Fire College. There is an 80 hour online course that is to be completed first, then 10 in class session with the 10th class being the exam and practical certification.
- The plan is to start with one Firefighter 1 course in February with the in class sessions and certification in April. Then a Fire Instructor course for the Training Dept members.
- SSRFD has 3 trainers (Capt Bob Mailloux, Capt Terry Chartrand and I). We will be asking Espanola Fire Dept for assistance with a trainer for the in class and practical sections of the course.
- The OFM advised me that we can offer Officer 1 courses and Fire Trainer Courses via learning contracts.
- The Driver/Pump Operations training requires an outside trainer to attend. SSRFD does not have a certified member. This course is required for all drivers. FF St Michel and I took the course but did not complete the certification.
- I also learned that only members with Firefighter 1 or higher can instruct weekly training as well as instruct the certification in class portion of Firefighter 1. The Training Dept members can assist but only under the direction of a qualified trainer. This puts a lot of pressure on three people to run the training program.
- I have advertised for a Training Manager (changed from Training Officer) to manage the training program, OFC courses, and training records. The position will no longer be a fire ground rank. The position will be directly reporting to the Fire Chief. Interviews are to be completed at the end of January.

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

- Perf committee and other members attended Christmas in Massey. This event was well attended by the public. SSRFD gave out nearly 300 cups of hot chocolate and all our pub ed material.
- The Firefighter Christmas Dinner and Appreciation night took place on the 22nd of December. Firefighters were recognized for years of service.

- SSRFD led the Christmas Parade in Webbwood driving Santa around for the children.
- SSRFD Facebook page reached 2101 people which was a slight decrease from November. Posts included a feature of winter safety tips, Emergency Management tips for power outages and storms.
- Future events include, Winter Carnival, Valentines Dance as well as a fundraising event for the food bank.

Station Report:

- Station 1 – Pumper/Tanker #450 continues to be assigned to Station 1. #415 is currently out of service but is being stored at Station 1 until Tanker #440 is repaired.
- Station 2 – New Hydrant valves and nozzles have been received and placed on trucks.
- Station 4 – Tanker #440 is waiting for parts to come to be repaired. I am in weekly contact with Rush Truck Center who is providing updates. Tanker #420 continues to be assigned to Station 4 until #440 repairs are completed. New Hydrant valves and nozzles have been received and placed on trucks
- Station 5 – Using Station 5 for Storage.

Administration:

- Capital Projects: Wild Land Coveralls and nozzles/valves have been received and deployed. Exhaust fan equipment is on back order and has not been completed. The door cover for Station 4 is also pushed to 2024.
- Organizing training reorganizing training program has taken up most of my admin time in December.
- I have completed an organizational efficiency review that I will present to council in a closed session at the end of January.
- I have been in meetings with two sales reps regarding new fire pumpers. I have received a second quote to present to the finance committee. A third quote is expected in the next week. Once the third quote is received I will prepare a report for council.

Human Resources:

- Currently there are 37 active firefighters including officers. There are 4 members on leave.
- The new firefighters are completing recruit training on January 9th.

Fire Inspection/Complaints

- Inspections were completed at the Webbwood and Massey Libraries. The inspections went well and only a few items are required before signing off. The doors are required to be safety doors which will match the doors installed in the Massey library.
- There were no complaints in December.

REQUEST FOR COUNCIL:

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

CONTRACT PAYMENT CERTIFICATE
Release of Warranty Holdback



2264.04

CERTIFICATE No.: **6** TYPE: **Warranty Holdback Release** DATE: **3-Jan-24**

OWNER: **The Township of Sables-Spanish Rivers**
 CONTRACT TITLE: **Massey Community Centre Roof Repair**
 CONTRACT No.: **N/A**

This is to certify that, in accordance with the above contract executed November 9, 2022 that to the best of our knowledge; the contractor, Douro Roofing & Sheet Metal Contractors Ltd., is entitled to payment of:

Nine Thousand Twenty-Nine 27 / 100 DOLLARS (incl. HST)
(\$9,029.27)

for the Release of Warranty Holdback - Phase 1 - Maintenance Period Ending January 3, 2024

Original Contract Price	including HST :	\$	765,801.00
	excluding HST :	\$	677,700.00
Estimated Final Contract Price	excluding HST :	\$	532,700.00
Estimated Value of Work Performed and Materials Supplied To-Date		\$	532,700.00
Holdback			
10% statutory holdback:	\$		53,270.00
less statutory holdback released:	\$		53,270.00
warranty holdback	\$		15,981.00
less warranty holdback released:	\$		7,990.50
Total heldback to-date:	\$		7,990.50
	Total Held Back:	\$	7,990.50
	Total Due To - Date (excluding HST):	\$	524,709.50
	Less Previous Payments (excluding HST):	\$	516,719.00
	Recommended Payment This Certificate (excluding HST):	\$	7,990.50
	HST @ 13%:	\$	1,038.77
TOTAL PAYMENT THIS CERTIFICATE		\$	9,029.27

RECOMMENDED: 
 Kresin Engineering Corporation

JAN 03 2024
 Date