

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

Motion No: 2024-030  
 Moved By: C. PHILLIPS  
 Seconded By: M. HOBBS  
 WHEREAS there is a quorum of Council present and the time is 6:30 p.m.;  
 BE IT RESOLVED THAT this Regular Meeting be open for business;  
 AND THAT the minutes of the Regular Meeting of January 24, 2024 be approved.  
**CARRIED**

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*The Mayor called for the disclosure of pecuniary interest. Councillor Phillips declared a conflict of pecuniary interest on agenda item closed session-staffing recommendation.*  
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Agenda Addition Motion No. 2024-031  
 Moved By: M. MERCIECA  
 Seconded By: C. BURNS  
 BE IT RESOLVED THAT the following be added to the regular agenda:  
 - C4- Leroy Construction- Payment Certificate #4  
 - G4- Bylaw 2024-06 being a bylaw to authorize the purchase of a Maxi Paragon Pumper  
 - G5- Bylaw 2024-07 being a bylaw to enter into an agreement for long-term borrowing with OILC  
 - G6- Bylaw 2024-08 being a bylaw to confirm the proceedings of Council  
 - Other Business- Renaming the Massey and District Community Centre and Arena  
**CARRIED**

OPP Billing Presentation Motion No. 2024-032  
 Moved By: E. FAIRBURN  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT we thank representatives from the OPP for attending this meeting to explain the OPP Billing Model to Council.  
**CARRIED**

Consent Agenda Motion No. 2024-033  
 Moved By: E. FAIRBURN  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT items A1, E1, G1, G2 and G3 contained on the consent agenda, be adopted.  
**CARRIED**

Cheque Register Motion No. 2024-034  
 Moved By: E. FAIRBURN  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT the attached Cheque Register for the month of January 2024 totalling \$877,360.74 be approved as paid.  
**CARRIED**

SSRPL Meeting Minutes Motion No. 2024-035  
 Moved By: E. FAIRBURN  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT the following Library Board Minutes be accepted;  
 - January 19, 2023  
 - February 23, 2023  
 - December 18, 2023  
**CARRIED**

Bylaw 2024-03 Bylaw 2024-04 Bylaw 20224-05 First, Second, Third, and Final Reading Motion No. 2024-036  
 Moved By: E. FAIRBURN  
 Seconded By: M. HOBBS  
 BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:  
 - Bylaw 2024-03- being a bylaw to confirm the proceedings of Council- January 10, 2024  
 - Bylaw 2024-04- being a bylaw to confirm the proceedings of Council- January 24, 2024  
 - Bylaw 2024-05- being a bylaw to enter into an agreement for transportation services  
**CARRIED**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

FONOM Conference Motion No. 2024-037  
Moved By: C. PHILLIPS  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT the following be authorized to attend the FONOM Conference to be held in Sudbury May 6,7, & 8, 2024 at a cost of \$400.00 per person:  
– Mayor Kevin Burke  
– Councillor Harold Crabs- May 7  
**CARRIED**

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LFMA Meeting Report Motion No. 2024-038  
Moved By: M. HOBBS  
Seconded By: H. CRABS  
BE IT RESOLVED THAT the Lacloche Foothills Municipal Association Meeting Report of December 5, 2023 be accepted.  
**CARRIED**

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Public Works Committee Meeting Report Motion No. 2024-039  
Moved By: H. CRABS  
Seconded By: C. BURNS  
BE IT RESOLVED THAT the Public Works Committee Meeting Report of February 7, 2024 be accepted;  
AND THAT the following recommendation to Council be approved:  
– The RFQ for granular materials will substitute Granular A with Granular M, and that the suppliers shall provide quality assurance and quality control measures as per OPSS 1010.  
**CARRIED**

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Lathem Excavating Progress Payment #3 Motion No. 2024-040  
Moved By: E. FAIRBURN  
Seconded By: C. PHILLIPS  
BE IT RESOLVED THAT the attached Progress Payment #3 in favour of James Lathem Excavating in the amount of \$85,873.59 including HST for the Caldwell Bridge Replacement project be approved for payment.  
**CARRIED**

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Leroy Construction Progress Payment #4 Motion No. 2024-041  
Moved By: H. CRABS  
Seconded By: C. PHILLIPS  
BE IT RESOLVED THAT the attached Progress Payment #4- Holdback Release, in favour of Leroy Construction in the amount of \$115,475.83 including HST for the Cutler Lake Road Culvert Replacement project be approved for payment.  
**CARRIED**

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Public Health Meeting Report Motion No. 2024-042  
Moved By: E. FAIRBURN  
Seconded By: C. BURNS  
BE IT RESOLVED THAT the minutes of the Board of Health- Public Health Sudbury & Districts of January 18, 2024 be accepted.  
**CARRIED**

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OCWA Expenditure Request Motion No. 2024-043  
Moved By: C. BURNS  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT Council approve the attached expenditure request for a PH Analyzer, Spectrophotometer, and a Highlift Pump replacement at the Water Treatment Plant in Massey.  
**CARRIED**

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Clean Up Days 2024 Motion No. 2024-044  
Moved By: E. FAIRBURN  
Seconded By: C. BURNS  
BE IT RESOLVED THAT the 2024 Clean Up Days be scheduled for the following dates: May 10, 11, 24, 25 and September 20, 21, 27, 28, 2024.  
**CARRIED**

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EDCS Meeting Report Motion No. 2024-045  
Moved By: E. FAIRBURN  
Seconded By: H. CRABS  
BE IT RESOLVED THAT the Economic Development & Community Services Committee Meeting Report of January 23, 2024 be accepted;  
AND THAT the recommendations to Council contained in the meeting report be approved:  
– Elect not to pursue the ChargeON Grant  
– Submit an application under the RED Grant to support the Historical Marker Replacement Project  
– Accept the Strategic Plan Result Report  
– The Strategic Plan public sessions to be held in mid-February  
**CARRIED**

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THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

WCCB Meeting Report Motion No. 2024-046  
Moved By: C. PHILLIPS  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT the Walford Community Centre Board Meeting Report of February 8, 2024 be accepted.  
**CARRIED**

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Bylaw 2024-06 First and Second Reading Motion No. 2024-047  
Moved By: M. HOBBS  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT Bylaw 2024-06 being a bylaw to approve the purchase of an Emergency Response Vehicle, be read a first and second time.  
**CARRIED**

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Bylaw 2024-06 Third and Final Reading Motion No. 2024-048  
Moved By: C. BURNS  
Seconded By: M. HOBBS  
BE IT RESOLVED THAT Bylaw 2024-06 being a bylaw to approve the purchase of an Emergency Response Vehicle, be read a third and final time and passed in open council.  
**CARRIED**

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Bylaw 2024-07 First and Second Reading Motion No. 2024-049  
Moved By: C. PHILLIPS  
Seconded By: M. HOBBS  
BE IT RESOLVED THAT Bylaw 2024-07 being a bylaw to approve a submission of an application to Ontario Infrastructure and Lands Corporation and enter into a Rate Offer Letter Agreement, be read a first and second time.  
**CARRIED**

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Bylaw 2024-07 Third and Final Reading Motion No. 2024-050  
Moved By: H. CRABS  
Seconded By: C. PHILLIPS  
BE IT RESOLVED THAT Bylaw 2024-07 being a bylaw to approve a submission of an application to Ontario Infrastructure and Lands Corporation and enter into a Rate Offer Letter Agreement, be read a third and final time and passed in open council.  
**CARRIED**

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Closed Session Motion No. 2024-051  
Moved By: M. MERCIECA  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT we move into closed session at 8:12 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- staffing requirements.  
**CARRIED**

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*Resolution 2024-052 was dealt with in closed session and is in a sealed envelope and filed in the office of the Clerk.*

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Open Session Motion No. 2024-053  
Moved By: M. HOBBS  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT this closed session be adjourned at 8:22 p.m. and the regular meeting resumed.  
**CARRIED**

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Confirmatory Bylaw Motion No. 2024-054  
Moved By: C. PHILLIPS  
Seconded By: E. FAIRBURN  
BE IT RESOLVED THAT Bylaw 2024-08 being a bylaw to confirm the proceedings of the regular meeting of February 14, 2024 be read a first, second, third and final time and passed in open council.  
**CARRIED**

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Adjourn Motion No. 2024-055  
Moved By: E. FAIRBURN  
Seconded By: M. HOBBS  
BE IT RESOLVED THAT the time is 8:49 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.  
**CARRIED**

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**Township of Sables-Spanish Rivers**  
**Accounts Payable Cheque Register Report - Payroll & AP-1009588**

For The Date Range From 1/01/24 To 1/31/24

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26453	C	1/09/24	237	Northern Lights Chapter of OBOA	\$80.00	O
26454	C	1/09/24	84	Public Health Sudbury & Districts	\$15,286.55	O
26455	C	1/09/24	493	Walkerton Clean Water Centre	\$315.00	O
26456	C	1/23/24	845	Douro Roofing & Sheet Metal Contractors Ltd	\$9,029.27	O
26457	C	1/23/24	35	Massey Home Hardware	\$431.39	O
26458	C	1/23/24	868	House of Broadloom Limited - Flooring Station #2	\$5,957.62	O
26459	C	1/23/24	864	Howies Hockey, Inc	\$214.21	O
26460	C	1/23/24	867	I.C.E Marketing and Consulting Ltd	\$14,785.09	O
26461	C	1/23/24	209	M & L Supply	\$2,177.56	O
26462	C	1/23/24	491	MSR Tire Ltd.	\$4,757.30	O
26463	C	1/23/24	869	Patrick Roofing (Northern) Ltd - Massey Arena	\$6,395.73	O
26464	C	1/23/24	219	Pitney Works	\$1,760.00	O
26465	C	1/23/24	734	Poirier's Clover Farm - Juice for bar	\$12.88	O
26466	C	1/23/24	51	Sonnenburg Rona Building Centre	\$4,595.26	O
26467	C	1/23/24	866	Sport Direct - rink boards	\$29,351.75	O
26468	C	1/23/24	762	State Chemical Ltd.	\$737.89	O
26469	C	1/23/24	531	Twsp of Sables-Spanish Rivers - Petty Cash - Fishing tournament prizes	\$500.00	O
26470	C	1/23/24	663	Versus Business Forms & Labels	\$2,710.85	O
26471	C	1/30/24	180	Cambrian Truck Centre 2024 Plow truck	\$446,829.12	O
26472	C	1/30/24	359	Jl Enterprises	\$35,999.26	O
26473	C	1/30/24	199	Minister of Finance	\$1,651.02	O
5401	E	1/09/24	26	Huron Central Railway M2142	\$1,210.00	O
5402	E	1/09/24	29	Janeway PharmaChoice	\$42.08	O
5403	E	1/09/24	37	McDougall Energy	\$2,259.47	O
5404	E	1/09/24	47	Purolator Courier	\$44.84	O
5405	E	1/09/24	49	GFL Environmental Inc.	\$27,675.59	O
5406	E	1/09/24	65	NAPA Espanola	\$27.15	O
5407	E	1/09/24	66	USTI Canada Inc. Annual maintenance	\$15,831.51	O
5408	E	1/09/24	73	Municipal Property Assessment Corp	\$17,004.41	O
5409	E	1/09/24	77	Association of Municipalities of Ontario 2024 Membership	\$2,480.47	O
5410	E	1/09/24	79	Northern Communications	\$915.81	O
5411	E	1/09/24	92	AMCTO 2024 Membership - Ruth & Anne	\$1,017.00	O
5412	E	1/09/24	93	Ontario Good Roads Association 2024 Membership	\$930.44	O
5413	E	1/09/24	105	Weaver Simmons LLP	\$12,022.84	O
5414	E	1/09/24	117	Desmarais, Keenan	\$336.25	O

**Township of Sables-Spanish Rivers**  
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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5415	E	1/09/24	163	Fire Marshal's Public Fire Safety Council <i>2024 Membership</i>	\$100.00	O
5416	E	1/09/24	169	Kresin Engineering	\$152.58	O
5417	E	1/09/24	171	PSD Citywide Inc.	\$9,831.00	O
5418	E	1/09/24	176	Morris Sanftenberg Construction	\$1,580.42	O
5419	E	1/09/24	193	Ontario Clean Water Agency	\$13,885.00	O
5420	E	1/09/24	247	North Bay Hydro	\$2,236.61	O
5421	E	1/09/24	289	Dan's Electric Espanola Ltd.	\$339.00	O
5422	E	1/09/24	305	Around & About	\$10.16	O
5423	E	1/09/24	438	Wenrick Kennels	\$14,860.40	O
5424	E	1/09/24	446	MEPCO	\$88.99	O
5425	E	1/09/24	619	Phoenix Emergency Management Logic	\$3,390.00	O
5426	E	1/09/24	642	Gallagher Benefit Services Group, Inc.	\$423.75	O
5427	E	1/09/24	705	RICOH	\$235.26	O
5428	E	1/09/24	808	Ontario Municipal Tax and Revenue Association <i>2024 Membership</i>	\$282.50	O
5429	E	1/09/24	810	Goldstream Publishing Inc. - <i>Angler's Atlas</i>	\$1,130.00	O
5430	E	1/09/24	846	Jeff Lapierre	\$100.00	O
5431	E	1/09/24	850	B.A.M.M - Brendan Addison Mobile Mechanic <i>-repairs to garden</i>	\$17,889.04	O
5432	E	1/09/24	853	James Lathem Excavating Ltd	\$6,949.50	O
5433	E	1/23/24	37	McDougall Energy	\$9,025.08	O
5434	E	1/23/24	42	Northern Uniform Service	\$104.14	O
5435	E	1/23/24	65	NAPA Espanola	\$89.71	O
5436	E	1/23/24	101	Firechek Protection Services	\$1,665.22	O
5437	E	1/23/24	106	The Beer Store	\$824.07	O
5438	E	1/23/24	112	B & D Auto	\$45.20	O
5439	E	1/23/24	169	Kresin Engineering	\$814.48	O
5440	E	1/23/24	247	North Bay Hydro	\$1,350.20	O
5441	E	1/23/24	289	Dan's Electric Espanola Ltd.	\$3,792.36	O
5442	E	1/23/24	432	Testmark Laboratories Ltd.	\$90.40	O
5443	E	1/23/24	544	N-two Medical Inc.	\$28.19	O
5444	E	1/23/24	587	TELUS Health Solutions	\$1,107.40	O
5445	E	1/23/24	625	Valley Blades Limited	\$1,648.08	O
5446	E	1/23/24	630	CIMCO Refrigeration	\$3,672.50	O
5447	E	1/23/24	667	881683 Ontario Inc. <i>-shredding</i>	\$56.50	O
5448	E	1/23/24	730	Brandt Tractor Ltd.	\$683.18	O
5449	E	1/23/24	840	Larissa Toulouse <i>-Bartender</i>	\$99.30	O

**Township of Sables-Spanish Rivers**  
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For The Date Range From 1/01/24 To 1/31/24

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5450	E	1/23/24	853	James Lathem Excavating Ltd	\$6,949.50	O
5451	E	1/23/24	858	Lori Johnston -reimburse for amplifier rentals	\$88.14	O
5452	E	1/23/24	865	Gauthier, Carrie-Lynn -bartender	\$306.18	O
5453	E	1/30/24	730	Brandt Tractor Ltd.	\$9,432.03	O
5454	E	1/30/24	704	John Van Norman	\$480.00	O
5455	E	1/30/24	870	Lacey Hobbs - clinic janitor	\$750.00	O
5456	E	1/30/24	555	Lynda Goodchild	\$723.20	O
5457	E	1/30/24	86	Sun Life Assurance Company	\$10,083.58	O
Baker Tilly SNT LLP	E	1/23/24	735	Baker Tilly SNT LLP	\$6,780.00	O
Bell Canada	E	1/09/24	10	Bell Canada	\$797.96	O
Bell Canada	E	1/23/24	10	Bell Canada	\$160.46	O
Bell Mobility	E	1/09/24	11	Bell Mobility	\$65.87	O
Brandt Tractor Ltd.	E	1/15/24	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	1/09/24	520	EASTLINK	\$45.38	O
EASTLINK	E	1/23/24	520	EASTLINK	\$723.42	O
Hydro One	E	1/09/24	71	Hydro One	\$1,250.55	O
Hydro One	E	1/23/24	71	Hydro One	\$3,210.30	O
Minister of Finance - EHT	E	1/02/24	6	Minister of Finance - EHT	\$3,874.74	O
Ontario Clean Water Agency	E	1/19/24	193	Ontario Clean Water Agency	\$18,132.42	O
Postage By Phone	E	1/23/24	5	Postage By Phone	\$4,520.00	O
Receiver General	E	1/02/24	4	Receiver General	\$25,283.06	O
Receiver General	E	1/18/24	4	Receiver General	\$8,978.19	O
The Ontario Aggregate Resources Corporation	E	1/23/24	170	The Ontario Aggregate Resources Corporation	\$1,972.00	O
WSIB	E	1/02/24	551	WSIB	\$5,997.07	O

Cleared                      \$0.00

Outstanding **\$877,360.74**

Void \$0.00

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, January 19, 2023 - VIA Zoom

Present:	Library CEO	Mariage, <b>Serena</b> (CEO)
	Board Chair	Robinson, <b>Ursula</b> (UR)
	Board Member (Secretary/VC)	Bianchin, <b>Jolie</b> (JB)
	Board Member	Burke, <b>Kevin</b> (KB)
	Board Member	Christiansen, <b>Sue</b> (SC)
	Board Member	Hobbs, <b>Merri-Ann</b> (MH)
	Board Member	Moore, <b>Kathy</b> (KM)
	Board Member	Trenaman, <b>Denise</b> (DT)
	Board Member	Wagler, <b>Stacey</b> (SW)

1. The Board Meeting called to order at 6:01 pm.
2. The meeting began with a **Statement of Indigenous Respect and Acknowledgement**.
3. Addition to Agenda:

**MOVED** by KB to nominate a new chair, recording secretary, Vice Chair and welcome new members (Stacey, Kathy, Jolie). **CARRIED**.

UR was nominated Chair and accepts the nomination.

JB was nominated for Secretary and accepts the nomination.

JB volunteered for Vice-Chair and accepts the position should UR not be able to attend a meeting.

DT is tendering her resignation to the Board. She has kindly extended her stay until a new CEO is appointed.

4. Approval of Minutes & Agenda

4.1. December Board Minutes

**MOVED** by KM, seconded by SC that the Agenda and the Minutes of the meeting held December 15, 2022, be approved. **CARRIED**. 2023 - 01?

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, January 19, 2023 - VIA Zoom

4.2. Agenda

**MOVED** by KB, **SECONDED** by UR to approve January 19, 2023, Agenda.  
**CARRIED**

5. Disclosure of Conflict of Interest - **NONE**

6. Business Arising from the Minutes - **NONE**

7. Correspondence

Serena (CEO) has applied for a Hydro One Grant in the amount of \$14,000 that would assist the library to hire a social worker for a year to run programming. Still waiting to hear back.

Kari Deneault (Public Health Nurse from The Sudbury District Health Unit) is offering a partnership with libraries to run public health programming and visits. Programming such as mental health focus to school aged youth. Board member was concerned if there would be a conflict of interest if a community member had to pay for a service? It is not believed that payment will be required. CEO will follow up on actual services and discuss at next meeting.

SW communicated that access to Espanola is difficult for some youth and bringing these services to our community would be an asset.

8. Librarian Report

8.1 Grants and Financing:

- a. Canada Summer jobs Grants have changed a bit. The funding is split between Canada Summer Job (CSJ) Grants and Young Canada Works (YCW); 50% of funding will come from CSJ and 50% from YCW.

The grants will cover cost for a minimum wage worker at 35 hours per week for 8 weeks.

- b. C02 Lending Program (CAVI)

CEO had applied for CAVI Program (Community Access to Ventilation Information). Our application was approved. Both Massey Library and Webbwood Library will have access to one unit each.



## Sables - Spanish Rivers Public Library Board

### Meeting Minutes

Thursday, January 19, 2023 - VIA Zoom

Guide books that come with the units are in the works as they need to have a copyright application done. CEO will follow up.

#### c. Auction Results

Christmas Auction Fundraiser was a success. Hats off to **Ruth Declerk** for her wonderful work. The auction keeps growing as does attendance. The fundraiser raised \$1,390.00.

### 8.2 Program Events & Attendance

#### a. Valentine's Escape Room

DT suggested that Valentine themed event should be in line with Winter Carnival date (Feb 11<sup>th</sup>). Supporting the Massey Carnival venue. Attendance may be better as well. All agreed.

Massey set for Saturday, Feb 11, 2023 (10 – 5).

Webbwood set for February 18, 2023.

**MOVED** by SW to accept these dates and **SECONDED** by SC. **CARRIED.** **2023-02**

#### b. Vision Board Program

- Drop in event Webbwood, Wednesday, January 25, 2023
- Drop in event in Massey. Saturday, January 2023.
- Tracy over seeing this event.
- There will be poster boards, Magazines, Inspirational messages, Pipe cleaners, sparkles, etc., available for community members to use to create their Vision Boards.

#### c. Friends of Library. "First Friday: The Art of ..."

- Low Attendance. It was a shame as Angela Bartlett Cake Decorating was informative and fun for all that attended.
- It was communicated that CEO is advertising on Facebook and is making posters and it would be helpful if the committee members can help spread the word by picking up posters and placing in areas that we can advertise (such as grocery stores, malls, coffee shops, hardware stores, etc. ). It would be very appreciated.

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, January 19, 2023 - VIA Zoom

d. Upcoming Events

February 03, 2023 - **Teresa Minten** – Various Style of Painting

Suzy Gross – Activity and Aging

Kathy McKie – Recycled Mittens

8.2.1 HR (a portion of this subject moved to in camera)

- a. Serena resignation departure date set for March 03, 2023. Serena graciously offered to stay a bit longer if necessary. She does not want to leave the library or community stuck.
- b. Tracy has applied for an Ontario College Diploma for Library and Information Technician at Mohawk College. See link for details:

<https://cereg.mohawkcollege.ca/public/category/courseCategoryCertificateProfile.do?method=load&certificateId=1016557#Program%20Description>

It is Tracy's aspirations to be Branch Librarian. It will take 2 to 3 years for completion of her courses in order to apply (This course would be required for her to take on this position).

There is budget allocated in the amount of \$2,000 for staff training for excel courses. All excel training has been completed and CEO has suggested to allow this portion (\$2,000) to be allocated to Tracy to be put towards this programming.

DT communicated that investing in our employees is the best thing that we can do for not only our employees but also for our community.

**MOVED** by KB to allow \$2,000 of budget to go towards Tracy's courses. **SECONDED** by SC.  
**CARRIED.** 2023 - 03

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, January 19, 2023 - VIA Zoom

The CEO reported that she has been contacted by Nicole McMurray of *Our Children, Our Future* with a request to offer their program at the Webbwood Branch twice monthly, rather than once a month. The Board agreed to this; the new schedule will begin in January.

9. New Business – NONE

10. Policy Reviews

10.1 By-Laws

CEO communicated that all by-laws have been completed. By-Laws were similar to last term with some language has changed.

UR questioned the addition of by-law for Vice Chair as the committee never had a Vice Chair?

KB thought this was a great idea and asked the committee if we wanted to elect a vice-chair or just have someone step up?

It was agreed to have someone step up and JB volunteered her name. The Committee was all in favour of accepting JB as Vice Chair.

JB thanked CEO for the hard work on by-laws and policies – specifically “Working Alone.” “To have a community care enough for it’s employees to target a working alone policy is respected. Not too many industries or businesses take the time to address this area”. Fantastic.

MH **MOVED** to accept By-Law and Policy documents. KB **SECONDED. CARRIED.**  
2023-04

10.2 Policy Review Schedule

Work needs to be done on Mission Statement, Statement of Objectives, and Governance. This would be a job for the new CEO that will hopefully start in Late February or early March.

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, January 19, 2023 - VIA Zoom

11. Financial Report

11.1 December Financial Statements

The Board Members reviewed the financial statements.

11.2 Monthly Budget

The Board Members reviewed the December Monthly Budget, as well as December Monthly Budget Tracking report, and Variance Report.

DT – Fantastic job budgeting. Variance Reporting spot on.

11.3 2023 Budget Draft

Budget is same as previous Budget. Suggest new CEO work with committee to revisit the draft.

KB – impressed with the programming the library is offering to the community. “We are the only “business” in town that offers intellectual programming. Can’t put a price on that.”

CEO been the driver for programming and this has been boosted by Ruth and Tracy. Great job.

UR **MOVED** to accept December Financials and KB **SECONDED. CARRIED.** 2023-04

12. Nomination of Officers to the Board.

Done earlier in meeting. See above.

Hiring Committee for the Library: Merri-Ann, Sue, Denise and Ursula are appointed to the hiring committee. They will oversee the hiring of new CEO.

SW did not volunteer to join hiring committee due to time commitment however she has experience and was part of the interview committee with the school board and can assist in reviewing questions if the hiring committee needs her. (Thank you Stacey).

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, January 19, 2023 - VIA Zoom

13. Council Report

KB: committees are starting to get into gear. There is a lot of participation. New faces. Some committee's need some more people. Overall, there are good things coming down the pipe. Good things to come. We have funding for our area that not many other communities are receiving.

14. Strategic Planning & Marketing

14.1 Social Return on Investment 2022

CEO presented this report to the board. We are seeing a great return on investment. The report will be posted for public to review on social media, library website, etc.

14.2 Yearly Report 2022

- a. CEO discussed being an accredited library. Currently our library is not accredited. We are a not-for-profit entity. Being accredited is a work in progress that has been started. Being "accredited" will assist on being approved for better funding, independent grants, Trillium grants, etc. Most of the work has been done by CEO for the application process. It was suggested that the new CEO be tasked with the completion of this project.
- b. New CEO. Posting closes January 31<sup>st</sup> and it will take the entire month of February to interview and select a candidate. Start date in March. With CEO offering to push out her leave another month this should leave some room for training and smooth take over.

15. Next Meeting

**Thursday, February 16, 2023 – 6:00 pm. – via ZOOM**

16. Adjournment: DT **MOVED** to adjourn the meeting and **SECONDED** by KB.

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, February 23, 2023 - VIA Zoom

Present:	Board Chair	Robinson, <b>Ursula</b> (UR)
	Board Member (Secretary/VC)	Bianchin, <b>Jolie</b> (JB)
	Board Member	Burke, <b>Kevin</b> (KB)
	Board Member	Hobbs, <b>Merri-Ann</b> (MH)
	Board Member	Moore, <b>Kathy</b> (KM)
	Board Member	Trenaman, <b>Denise</b> (DT)
	Board Member	Wagler, <b>Stacey</b> (SW)
Regrets:	Library CEO	Mariage, <b>Serena</b> (CEO)
	Board Member	Christiansen, <b>Sue</b> (SC)

1. The Board Meeting called to order at 6:05 pm. There was a mix up for start time and JB entered the meeting just before 7 p.m.  
MH notified that she would not be able to attend till after 7:00 pm (arrived 7:10 pm.). There were enough members at beginning of meeting to make quorum. UR/SW took minutes until JB took over.
2. The meeting began with a ***Statement of Indigenous Respect and Acknowledgement.***
3. Addition to Agenda: NONE
4. Approval of Minutes & Agenda  
4.1 January 2023 Board Minutes  
**MOVED** by KB, **SECONDED** by KM that the Agenda and the Minutes of the meeting held January 19<sup>th</sup>, 2023, be approved. **CARRIED.** 2023-07
5. Disclosure of Conflict of Interest - **NONE**
6. Business Arising from the Minutes : **NONE**
7. Correspondence  
CEO was unable to attend due to winter storm and no internet. No Correspondence was available.
8. Librarian Report  
N/A – CEO was not present. It has been communicated by UR that a report will be sent to each of us by email.

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, February 23, 2023 - VIA Zoom

8.1 ***Program Events and Attendance***

Friends of Library Report – Last First Friday of... was a great success. 11 people attended.

March 3<sup>rd</sup> event will be:

Maple Syrup presented by Jodie Graham

Weaving by Susan Moodie.

8.2 Canada Post Community Fund Grant – CARRIED to next meeting.

8.3 Harold Maze Room Rental – CARRIED to next meeting.

8.4 HR, CEO Training.

9. ***New Business***

9.1 Hiring of New CEO

**MOVED** by DT and **SECONDED** by KB that this communication be moved to in-camera. **CARRIED. 2023-09**

9.2 OMERS

**MOVED** by DT, **SECONDED** by KB that going forward we offer OMERS to our employees. **CARRIED. 2023-10**

10. ***Policy Review***

10.1 2.8 Policy Development. UR asked CEO to make new Policy books for all board members. She will send in a reminder to CEO.

**MOVED** by KB to accept review on 2.8 Policy Development **SECONDED** by JB. **CARRIED. 2023-11**

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, February 23, 2023 - VIA Zoom

10.2 Planning

KM **MOVED** to accept Planning. **SECONDED** by JB. **CARRIED**. 2023-12

10.3 Financial Oversight

Discussion on who signing officers will be.

*“Bank accounts*

*In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 s. 15(4b), the*

*treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board.*

*Signing officers*

*a) The board shall appoint at least three signing officers, one of which will be the treasurer.”*

It was discussed that the new CEO will have signing authority along with the Chair (UR) and Recording Secretary (JB).

**MOVED** by DT to accept 3.8 Financial Oversight Policy. **SECONDED** by MH. **CARRIED**. 2023-13

10.4 Policy Review Schedule

Note: Ask CEO why parts of the report are highlighted. Is there a certain significance to highlighted areas vs areas not highlighted?

Also, some areas not revised. KB/UR thought it was all revised? SM can you clarify?

1.7 Statement of Diversity and Inclusion									
<b>2. Governance</b>									
2.1	Statement of Authority	every term	February 17, 2010				<input checked="" type="checkbox"/>		
2.2	Terms of Office		February 17, 2010				<input checked="" type="checkbox"/>		
2.3	Responsibilities of the Board		February 17, 2010				<input checked="" type="checkbox"/>		
2.4	Meetings of the Board		February 17, 2010				<input checked="" type="checkbox"/>		
2.5	Attendance at Meetings		February 17, 2010				<input checked="" type="checkbox"/>		
2.6	Orientation of New Members		February 17, 2010				<input type="checkbox"/>		
2.7	Terms of Reference for the Chairperson		February 17, 2010				<input checked="" type="checkbox"/>		
2.8	Policy Development		September 26, 2019	September 26, 2019			<input type="checkbox"/>		
2.9	Planning						<input type="checkbox"/>		
3. Rv-Jaws 1-15									

No changes noted by board.

KB **MOVED** to accept review schedule. JB **SECONDED**. **CARRIED**. 2023-14



Sables - Spanish Rivers Public Library Board

Meeting Minutes

Thursday, February 23, 2023 - VIA Zoom

11. Financial Report

There are some questions on the financial report, specifically the carrying forward of \$10,000. “KB – is this \$10,000 accumulated surplus year after year? Concerned that if this is not used it will be taken away. Serena to provide clarity.

SABLES-SPANISH RIVERS PUBLIC LIBRARY BOARD BUDGET 2023 DRAFT						
INCOME	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	
LINE #	BALANCE FORWARD	27,900.00	27,900.00	10,000.00	10,000.00	
	Accumulated Surplus					

11.1 January Financial Statements

Denise **MOVED** to accept January Financials. **SECONDED** by JB. **CARRIED**. 2023-15

11.2 Monthly Budget Tracking

**Board found oddities that need to be reviewed with CEO. CARRIED to next meeting.**

11.3 2023 Budget Draft  
Has already been submitted to township.

12. Council Report

Not much to report right now. KB will be meeting with Sagamok next month for mutual friendship/benefit.

13. Strategic Planning & Marketing

New CEO candidate had communicated that our website needs work and updating. Experienced and eager to work on that.

He has read 12 steps of Truth and Reconciliation and demonstrated confidence in the importance of working with our neighbours.

Sables - Spanish Rivers Public Library Board

**Meeting Minutes**

Thursday, February 23, 2023 - VIA Zoom

14. Next Meeting

**Thursday, MARCH 16, 2023 – 6:00 pm. – via ZOOM**

15. Adjournment: DT **MOVED** to adjourn the meeting and **SECONDED** by KB. 2023-16



**Sables-Spanish Rivers Public Library**  
**Minutes**  
**December 18<sup>th</sup>, 2023**

I. Meeting to be Called to Order at 6:07pm.

Present:

Board Chair:	Ursula Robinson
Board Member:	Sue Christiansen
Board Member:	Kathy Moore
Board Member:	Kevin Burke
Board Member:	Rachel Maville
Library CEO:	Tracey VanDerGulik

Regrets:

Board Member: Jolie Bianchin  
Board Member: Merri-Ann Hobbs  
Board Member: Stacey Wagler

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.

Webbwood Santa Claus Parade

4. Disclosure of Conflict of Interest.

None

5. Approval of Minutes & Agenda.

Moved by Sue to approve the November 27, 2023, minutes and December 18, 2023 Agenda.

Seconded by Kevin

**CARRIED 2023-50**

6. Business Arising from the Minutes.

6.1. Sewage Treatment Update.

Tracey purchased A one-year supply of Green Gobbler Septic Saver from Amazon. Tracey mentioned that Connor St. Michel, Director of Infrastructure for the Township has offered to inspect our septic system yearly for us.

7. Correspondence:

Canada summer jobs was denied because of lack of funding.

8. Programming Events Update: In person auction total was \$ 1117.00.

8.1. Computer Repairs & Updates in Massey & Webbwood.

Laptop was purchased through Andrew Vondette for Cricut machine. Motion made by Kevin and all in agreement with Andrew Vondette refurbishing computers at both Library Branches as well as a purchase of a refurbished laptop for the price of \$1276.82, \$1209.03, \$37289. Seconded by Rachel. **CARRIED. 2023.51**

8.2. QuickBooks and Accounting Course Update.

Tracey, Ursula, and Rachel had a discussion regarding purchasing QuickBooks. Tracey to purchase QuickBooks now. Accounting course to follow when she has time.

8.3. OMERS Update:

Stacie has handed in form, her payment to start in January or February.

9. Health & Safety Review:

Fire inspection:

- Accessibility button in Webbwood needs to be replaced with recommendation of contacting Dan's Electric.
- Illuminated Exit signs on two doors at Webbwood branch need to be installed in new year some time.
- Sign and Accessibility button in Massey has been replaced. Costs \$343.52, \$111.31 and \$291.43 to be paid in 2023.

9.1. Fire Safety Inspection with Chief Ramsay.

Blair Ramsay came last week, his suggestions to be in compliance with code are:

- 3 doors at Webbwood to have lock bars installed.

Tracey to get quotes. Blair to follow up with recommendation on who to purchase from.

9.2. Intact Insurance Update:

- All items have been completed and up to code.

9.3. Radon Monitor Update:

- Long term Radon detectors have been set up at both branches by Algoma Radon Testing. Discussed having another Radon awareness night possibly at the library.

9.4. First Aid & CPR training update:

- Tracey to make sure we are in compliance with WHIMS.
- First Aid and CPR training: Blair to let Tracey to know when the Fire Department is hosting their next session.

10. New Business:

10.1. Board Christmas Gift Update & Staff Christmas Gift using petty cash.

- \$25.00 gift card for Staff
- \$50.00 gift card for CEO

10.2. Money reimbursed from Santa Clause Parade, \$43.35 donated back to Webbwood Library petty cash.

11. Policy Review.

Where are sealed in Closed Session Minutes? Ursula to look into this.

11.1. Policy Review Schedule:

- Yellow highlighted, Tracey can't find some of the listed policies, Ursula to investigate these.
  - Green highlighted are items to be talked about at current meeting.
- Policy changes to come electronically instead of printing hard copies. Policy Review to be put aside, Tracey to update in person.

12.1 Monthly Report: Circulation & Revenue November 2023

- Large Print and Audio to come back to Webbwood.
- "Feature of Month" to start in New Year.

12.2 Monthly Budget Tracking: November 2023

- 5894 is the cost of Mark's work laptop.
- 5645 \$990.88 - Tracey can't find what that amount is for. Will continue to investigate this amount.

12.3 Payroll Update:

Previous CEO did not always pay staff member at current hourly rate, some were paid at her old rate.

Tracey has since corrected. Staff member has been reimbursed \$143.00.

12.4 2024 Draft Budget Update:

Tracey to send final draft as soon as possible.

12.3 Council Report.

None

13. Strategic Planning & Marketing.

Reviewed 2018 plan.

14. Next Meeting.

January 22 via Zoom

15. Motion to Adjourn: 9:15pm

**MOVED** by Kathy, seconded by Rachel. **CARRIED 2023.52**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NO. 2024 – 03

Being a Bylaw to confirm the proceedings of the regular  
Council Meeting held on January 10, 2024.

WHEREAS Section 5(3) of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that a municipal council shall exercise its powers by by-law, except where otherwise provided; and

WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw or resolution of Council;

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

1. THAT the actions of the Council of The Township of Sables-Spanish Rivers, at its meeting of Wednesday, January 10, 2024 with respect to each motion, resolution, direction and other action passed and taken by the Council at its said meeting is, except where such resolutions or directions were passed in Closed Session, is hereby adopted, ratified and confirmed.
2. THAT the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed, and to affix the Corporate Seal to all such documents as required.

READ A FIRST AND SECOND TIME THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 14<sup>TH</sup> DAY OF FEBRUARY, 2024.

  
\_\_\_\_\_  
MAYOR – K. BURKE

  
\_\_\_\_\_  
CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NO. 2024 – 04

Being a Bylaw to confirm the proceedings of the regular  
Council Meeting held on January 24, 2024.

WHEREAS Section 5(3) of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that a municipal council shall exercise its powers by by-law, except where otherwise provided; and

WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw or resolution of Council;

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

1. THAT the actions of the Council of The Township of Sables-Spanish Rivers, at its meeting of Wednesday, January 24, 2024 with respect to each motion, resolution, direction and other action passed and taken by the Council at its said meeting is, except where such resolutions or directions were passed in Closed Session, is hereby adopted, ratified and confirmed.
2. THAT the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed, and to affix the Corporate Seal to all such documents as required.

READ A FIRST AND SECOND TIME THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 14<sup>TH</sup> DAY OF FEBRUARY, 2024.

  
\_\_\_\_\_  
MAYOR – K. BURKE

  
\_\_\_\_\_  
CLERK – A. WHALEN

# LACLOCHE FOOTHILLS MUNICIPAL ASSOCIATION

## MEETING REPORT

Town of Espanola  
Main Level Boardroom

December 5, 2023  
10:00 a.m.

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**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;  
Amy Mazey, Mayor, Township of Nairn-Hyman (via Zoom);  
Belinda Ketchabaw, CAO / Clerk-Treasurer, Township of Nairn-Hyman;  
Rob Walsh, OPP  
Arnelda Bennett, Sagamok Anishnawbek

**Also**

**Present:** Louisa Orford, Regional EDO;  
Mike Pichor, Fire Chief – Town of Espanola

**Regrets:** Susanne Cassidy, Community Health Navigator

**1. Call to Order & Approval of Minutes of September 26, 2023**

Moved by V. Gorham /Seconded by D. Gervais – That the minutes of September 26, 2023 be approved. **Carried**

**2. Highway Rescue Services**

Chief Pichor elaborated on the suggestion of an agreement between the member municipalities for auto-extrication. Mutual Aid is not for highway calls; not covered by what is established by the Province.

Coverage would be mostly personnel as one department may have the equipment but not the people to respond, especially in the summer (busy season).

A draft agreement was provided – can be tweaked to what each municipality would want. Would need to work with dispatch to have the primary/secondary page go out.

Discussion took place on what implications this may have on insurance. It was suggested that each municipality reach out to their insurance provider for advice.



3. **“Vulnerable Road User Campaign”– Presentation by Aimee Belanger & Laura Cousineau, Public Health Sudbury & Districts**

Some background on who Public Health is and what they do was provided to the group. The Vulnerable Road User Initiative is a community signage program to raise awareness of drivers within the community. A copy of the presentation is attached.

4. **Community Safety & Well-Being Plan**

Susanne Cassidy, Community Health Navigator sent her regrets so Clerk Joseph Burke provide the group with an update. A copy of the update is attached.

5. **Regional EDO Update**

Louisa Orford updated the group on the Inclusive Communities Grant funding for age friendly assessments. This will have a regional scope and opens opportunities for other grant applications.

An update on Domtar’s labour action centre was provided. It is now open for Domtar employees that were laid off due to the idling of the mill.

Work is being done on the 2024 Career Fair – target audience is the High School/post-secondary students.

6. **OPP Calls for Service Update**

Inspector Rob Walsh provided a verbal update on the detachment, calls for service and recruiting efforts by OPP. They have a net total of 25 new officers onboard this year.

Although there has been an increase in violent crimes, there has also been an increase in enforcement initiatives.

7. **Other Business**

Nothing to report.

8. **Next Meeting**

The next meeting is scheduled for April 4, 2024 at 10:00 am in the Espanola Board Room.

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

**Carried**

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Kevin Burke, Chair

*Township of Sables-Spanish Rivers*

**PUBLIC WORKS COMMITTEE**  
***Roads/Water/Waste Management***

**AGENDA/REPORT**

Wednesday, Feb 7<sup>th</sup>, 2024, at 6:30 p.m. in Council Chambers

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Chair: Harold Crabs; Co-Chair: Casimir Burns  
Committee Members: Kevin Burke; Thoma Crabs, Cameron Hobden  
Staff: Connor St.Michel; Trevor Stack  
Absent: None

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**A. ROADS**

1. 4-Way Stop Request – Government Rd & Aberdeen St.  
*The committee recommends the installation of a 4-Way stop at the intersection of Government Rd and Aberdeen St in Massey to aid students in crossing the street. The committee discussed the installation of a new sidewalk from the sidewalk dead end on Government Rd through to the arena. It would be approximately 200m.*
2. Gravel RFQ – Granular A vs Granular M – Recap previous discussions for 2024 RFQ  
*The committee recommends the RFQ for granular materials substitute granular A for granular M, and that the suppliers provide quality assurance and quality control measures as per OPSS 1010.*

**B. EQUIPMENT**

1. Maintenance Cost Review – 2020-2024  
*The committee reviewed the historical values of third-party maintenance performed on municipal vehicles. The committee recommends an in house mechanic be retained to reduce the overall labour costs performed on vehicle maintenance and enhance a preventative maintenance program.*  
  
*After meeting note: The creation of a new position would need to be reviewed by the Finance Committee and Council to determine the feasibility of the position.*
2. Grader Blades – Enhanced Products Discussion  
*The committee discussed the use of enhanced grader blades, and believes the cost difference balances out the extended life expectancy. The cost savings will come from a reduction in time spent changing the blades on the graders. The committee discussed monitoring the duration each blade is on the machine to verify the projected life expectancy increase.*
3. 2024 Western Star Plow Truck- Update  
*The committee was informed the plow truck has arrived, the rear conveyor feed is on back order and will arrive prior to the summer.*

## **C. WATER/WASTEWATER**

1. Walford Community Centre - Public Health Small Water System Inspection – Update  
*The committee was informed that public health noted one defect in the initial inspection and the defect was corrected and a reinspection was completed. The report came back all in compliance.*

## **D. WASTE MANAGEMENT**

1. Clean Up Days Schedule – Spring and Fall  
*The committee recommends going ahead with spring and fall clean up days on May 10<sup>th</sup> and 11<sup>th</sup> and September 20<sup>th</sup> and 21<sup>st</sup> from 10am to 4pm.*

*After meeting note: A second weekend in the spring and fall is being proposed for additional clean up days- dates are to be determined dependent on the landfill caretaker's availability.*

## **E. CEMETERIES**

1. Webbwood Protestant Cemetery and Walford Cemetery Gates – Update  
*The committee was informed that the warranty work for the gates at the two cemeteries were completed and the gates will be reinstalled by public works once the weather is suitable.*

## **F. BUILDING MAINTENANCE**

1. Walford Community Centre Snow-stops – Update  
*The committee was informed that the snow stops are installed and everything is complete with regards to that project.*

## **G. OTHER:**

### **RECOMMENDATIONS TO COUNCIL:**

- *That a 4-Way stop at the intersection of Government Rd and Aberdeen St in Massey to aid students in crossing the street.*
- *That the RFQ for granular materials substitute granular A for granular M, and that the suppliers provide quality assurance and quality control measures as per OPSS 1010.*
- *That the Public Works Supervisor explore the costs/benefits for a in house mechanic and that they be presented to the Finance Committee through the budget review process. That Spring and Fall Clean up Days be scheduled for the following dates: May 10<sup>th</sup> and 11<sup>th</sup> and September 20<sup>th</sup> and 21<sup>st</sup> from 10am to 4pm.*

Next Meeting:

**Wednesday, March 6<sup>th</sup>, 2024, at 6:30 p.m**

February 8, 2024

Council: February 14, 2023      AGENDA GROUP:   C  

SUBJECT:    4 Way Stop – Government Rd and Aberdeen St

BACKGROUND:

Due to concerns raised by a resident, regarding the safety of students crossing the intersection of Government Rd and Aberdeen St, a 4-way stop was requested. After reviewing the area in question during school bus pickup and drop off, there is a substantial increase of vehicular traffic in the area.

This is the second concerned individual to raise this concern in the past six months.

The installation of a two additional stop signs, based on 2023 material cost, would be approximately \$1,000. This would include two “stop” signs (RA-1), four “all way” signs (RA-1T), two “new” signs (WB-3), two sign post, and the labour associated.

RECOMMENDATION(S)/OPTIONS:

The Committee Recommends the installations of two additional “stop” signs on Government Rd at the intersection of Aberdeen St, to create a four way stop.

ATTACHMENTS:

February 8, 2024

COUNCIL : February 14, 2023      AGENDA GROUP:     D    

SUBJECT:              Clean Up Days

BACKGROUND:

Historically the municipality has scheduled spring and fall clean up days during the months on May and September. During the cleanup days landfill fees are waived for the residents who bring household waste to the Tennyson landfill. This typically takes place on a Friday and Saturday from 10am to 4pm.

The Proposed dates, pending approval from the landfill attendant are May 10<sup>th</sup> and 11<sup>th</sup> for the spring cleanup days, and September 20<sup>th</sup> and 21<sup>st</sup> for the fall cleanup days.

RECOMMENDATION(S)/OPTIONS:

The committee recommends going ahead with spring and fall clean up days on May 10<sup>th</sup> and 11<sup>th</sup> and September 20<sup>th</sup> and 21<sup>st</sup> from 10am to 4pm.

ATTACHMENTS:



**UNAPPROVED MINUTES - FIRST MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, SECOND FLOOR**  
**THURSDAY, JANUARY 18, 2024 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Ryan Anderson  
Robert Barclay  
Renée Carrier  
Guy Despatie

René Lapierre  
Bill Leduc  
Abdullah Masood  
Ken Noland

Michel Parent  
Mark Signoretti  
Al Sizer  
Natalie Tessier

**STAFF MEMBERS PRESENT**

Stacey Gilbeau  
Stacey Laforest

France Quirion  
Rachel Quesnel

Renée St Onge  
Dr. Penny Sutcliffe

**R. QUESNEL PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT**

The meeting was called to order at 1:30 p.m.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

There will be an in-camera session and addendum for today's meeting.

**4. ELECTION OF OFFICERS**

Following a call for nominations for the position of Chair of the Board of Health, René Lapierre was nominated. There being no further nominations, the nomination for the Board of Health Chair for Public Health Sudbury & Districts for 2024 was closed. R. Lapierre accepted his nomination.

**01-24 APPOINTMENT OF CHAIR OF THE BOARD**

**MOVED BY TESSIER – SIGNORETTI: THAT the Board of Health appoints René Lapierre as Chair for the year 2024.**

**CARRIED**

### **R. LAPIERRE PRESIDING**

Following a call for nominations for the position of Vice-Chair of the Board of Health, Mark Signoretti was nominated. There being no further nominations, the nomination for Vice-Chair for the Board of Health for 2024 was closed. M. Signoretti accepted his nomination.

#### **02-24 APPOINTMENT OF VICE-CHAIR OF THE BOARD**

**MOVED BY SIZER – MASOOD: THAT the Board of Health appoints Mark Signoretti as Vice-Chair for the year 2024.**

**CARRIED**

Following a call for nominations for three positions of Board Member at Large to the Board Executive Committee, Ken Noland, Natalie Tessier, and Abdullah Masood were nominated. There being no further nominations, the nominations for the Board Executive Committee for the year 2024 was closed. The three nominees accepted their nominations.

#### **03-24 APPOINTMENT TO BOARD EXECUTIVE COMMITTEE**

**MOVED BY SIZER – BARCLAY: THAT the Board of Health appoints the following individuals to the Board Executive Committee for the year 2024:**

- 1. Ken Noland, Board Member at Large**
- 2. Natalie Tessier, Board Member at Large**
- 3. Abdullah Masood, Board Member at Large**
- 4. René Lapierre, Chair**
- 5. Mark Signoretti, Vice-chair**
- 6. Medical Officer of Health/Chief Executive Officer**
- 7. Director, Corporate Services**
- 8. Secretary Board of Health**

**CARRIED**

Following a call for nominations for three positions of Board Member at Large to the Finance Standing Committee of the Board, Michel Parent, Mark Signoretti, and Ken Noland were nominated. There being no further nominations, the nominations for the Finance Standing Committee of the Board of Health for the year 2024 was closed. The three nominees accepted their nominations.

#### **04-24 APPOINTMENT TO FINANCE STANDING COMMITTEE OF THE BOARD**

**MOVED BY NOLAND – ANDERSON: THAT the Board of Health appoints the following individuals to the Finance Standing Committee of the Board of Health for the year 2024:**

- 1. Mark Signoretti, Board Member at Large**
- 2. Mike Parent, Board Member at Large**
- 3. Ken Noland, Board Member at Large**
- 4. René Lapierre, Chair**
- 5. Medical Officer of Health/Chief Executive Officer**
- 6. Director, Corporate Services**
- 7. Secretary Board of Health**

**CARRIED**

#### **5. DELEGATION/PRESENTATION**

##### **i) Food Insecurity: An Urgent Public Health Issue**

- Stacey Gilbeau, Director, Health Promotion Division
- Bridget King, Public Health Dietitian, Health Promotion Division

S. Gilbeau and B. King were invited to present on the topic of household food insecurity and provide a greater understanding of the complexities of food insecurity and the need for solutions to address inadequate incomes. Household food insecurity is defined as the inadequate or insecure access to food due to financial constraints (Li et al., 2023).

Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue. The healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure, and consequentially negatively impacting the health care system.

Food insecurity is more common among the female single-parent households, those living in rental housing, households receiving any form of social assistance and non-white households. It was noted that food insecurity is rooted in poverty and for racialized groups experiencing food insecurity, the experience is also entrenched in colonialism and racism.

Food affordability within the Public Health Sudbury & Districts service area was outlined and Board members were reminded that, since 1998, Ontario boards of health have been mandated to monitor food affordability using the National Nutritious Food Basket. In all four income scenarios, with the exception of a family of four on a median Ontario income, families or individuals were demonstrated to be likely to be struggling financially and may experience food insecurity.

It was noted that food charity is the most common response to food insecurity; however, evidence shows food banks do not address the root causes of the problem of food



insecurity. Programs and policies are needed to address inadequate incomes. All levels of government have a role to play for income solutions to address the root of the problem of food insecurity, including a living wage, social assistance, benefit rates, and minimum wage rates that match the cost of living and indexed to inflation as well as a basic income guarantee. Food insecurity is an urgent public health problem and a serious human rights and social justice issue for federal, provincial, and local public policy agendas.

Questions were entertained relating to food accessibility and affordability in remote areas and sourced data for the income scenarios. It was clarified that Public Health focuses on addressing income disparities versus advocating to lower food cost. It was noted that the DSSAB are another voice as it relates to food insecurity for those struggling financially.

## **6. CONSENT AGENDA**

### **i) Minutes of Previous Meeting**

- a. Seventh Meeting – November 16, 2023
- b. Special Board of Health Meeting – November 21, 2023
- c. Special Board of Health Meeting – December 13, 2023

### **ii) Business Arising from Minutes**

### **iii) Report of Standing Committees**

### **iv) Report of the Medical Officer of Health / Chief Executive Officer**

- a. MOH/CEO Report, January 2024

### **v) Correspondence**

- a. Public Health Strengthening and Chronic Disease Prevention
  - Letter from Middlesex-London Health Unit Board of Health Chair, Medical Officer of Health and Secretary and Treasurer to Dr. Sutcliffe, dated December 19, 2023
- b. Universal Healthy School Food Program
  - Letter from Middlesex-London Health Unit Board of Health Chair, Medical Officer of Health and Secretary and Treasurer to Dr. Sutcliffe, dated December 19, 2023
- c. Congratulatory letter re provincial appointment to Board of Health for Public Health Sudbury & Districts
  - Letter from the Deputy Premier and Minister of Health to R. Anderson, dated December 14, 2023
- d. Regulation of Nicotine Products
  - Letter from alPha President to Federal Minister of Health, December 1, 2023
- e. Bill 103, Smoke-Free Ontario Amendment Act (Vaping is not for Kids), 2023
  - Letter from Haliburton, Kawartha, Pine Ridge District Health Unit Board of Health Chair to the Deputy Premier and Minister of Health, dated November 16, 2023

- f. Ontario Not-for-Profit Corporations Act for Boards of Health
  - Letter from LeNoury Law to aPHa, dated May 11, 2023
- vi) **Items of Information**
  - a. Annual Survey Results from 2023 Regular Board of Health Meeting Evaluations
  - b. Annual Meeting Attendance Summary Board of Health for Public Health Sudbury & Districts 2023
  - c. aPHa’s Virtual 2024 Winter Symposium and Section Meetings and Workshops, February 14-16, 2023
  - d. Memo from Chief Medical Officer of Health Re: 2024 Annual Service Plan and Budget Submission Package dated December 13, 2023

R. Lapierre introduce Kathy Dokis who started on January 8, 2024, as the Director of Indigenous Public Health for Public Health Sudbury & Districts.

Board members were reminded that Public Health Sudbury & Districts’ Indigenous Engagement work formally started in 2018 when the Board of Health endorsed the *Indigenous Engagement Strategy, Finding our Path Together*. The Board had also endorsed the Indigenous Engagement Governance ReconciliAction Framework in June 2023 following a Board of Health education session that helped inform the steps for governance-level action. As part of this, the need for focused and experienced Indigenous leadership to further our path, leverage and build on the excellent work to date, and support our vision into the future was recognized.

The 2023 Board of Health meeting evaluation roll up includes informative data and the Board Chair will share the summary with Dr. Hirji.

#### **05-24 APPROVAL OF CONSENT AGENDA**

**MOVED BY ANDERSON – TESSIER: THAT the Board of Health approve the consent agenda as distributed.**

**CARRIED**

#### **7. NEW BUSINESS**

- i) **Household Food Insecurity**
  - Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated January 11, 2024

The 2023 Public Health Sudbury & Districts’ monitoring food affordability results outlined in English and French Appendix A continue to indicate that some households struggle with eating healthfully and must make the choice between healthy eating and paying for other

core living expenses. Due to its impact on health, food insecurity is an urgent public health problem.

The proposed motion covers detail highlighting the importance of social assistance rates as well as population health assessment and surveillance as it relates to monitoring food environment and monitoring food affordability. The briefing note and motion build on today's presentation, *Food Insecurity: An Urgent Public Health Issue*,

#### **06-24 HOUSEHOLD FOOD INSECURITY**

**MOVED BY TESSIER – SIZER: WHEREAS** food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (ALPHA) resolutions: [AO5-18](#) (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), [A18-02](#) (Minimum Wage that is a Living Wage), [A15-04](#) (Basic Income Guarantee), and [A23-05](#) (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)

**THEREFORE BE IT RESOLVED THAT** the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and

**THAT** in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and

**FURTHER THAT** the Board of Health for Public Health Sudbury & Districts share this motion broadly with local and provincial stakeholders.

**CARRIED**

#### **ii) Gender-based and Intimate Partner Violence**

- Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated January 11, 2024

The public health sector, including Public Health Sudbury & Districts, has an important role in denouncing acts of gender-based and intimate partner violence and in contributing to improved health opportunities for those directly affected, as well as families and communities.

The seriousness of this issue, including within our catchment area, was recognized, as evidenced by local statistics. The motion recommends endorsing the City of Greater

Sudbury motion declaring gender-based violence and intimate-partner violence an epidemic. Many other municipalities, including some within Public Health Sudbury & Districts have declared gender-based violence and intimate partner violence as an epidemic.

It was added that police-reported family violence in Canada has been rising annually for at least the last five years and it was noted that there is evidence of an increase in gender-based violence and intimate partner violence during the COVID-19 pandemic.

#### **07-24 GENDER-BASED AND INTIMATE PARTNER VIOLENCE**

**MOVED BY LEDUC – CARRIER: WHEREAS boards of health are required under the Ontario Public Health Standards to develop interventions to prevent injuries, including those caused by violence; and**

**WHEREAS police-reported family violence across Canada is increasing and locally, in 2022, the Greater Sudbury Police Service investigated 3,227 intimate partner violence reports, resulting in 867 intimate partner violence charges; and**

**WHEREAS in Sudbury, between 2018 and June 2023, there were 218 emergency department visits related to intimate partner violence; and**

**WHEREAS the [City of Greater Sudbury](#), [Northeastern Manitoulin and the Islands](#), [Billings Township](#), and [93 other municipalities](#) in Ontario have declared gender-based violence and intimate partner violence as an epidemic; and**

**WHEREAS calling out the urgency of the issue and denouncing violence contributes to changing norms and improving coordinated multi-sector action, ultimately improving health outcomes for those directly affected, as well as families and communities;**

**THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts endorse the November 7, 2023, City of Greater Sudbury [motion](#) declaring gender-based violence and intimate-partner violence an epidemic.**

**CARRIED**

Consensus was sought and received for agenda items 7 iv) and v) to be addressed before agenda item 7 iii).

**iii) Ministry of Health Public Health Strengthening – Voluntary Mergers**

- Algoma Public Health and Public Health Sudbury & Districts Feasibility Assessment
- Joint Board of Health session, Sault Ste Marie, January 12-13, 2024

Dr. Sutcliffe walked through a slide deck outlining the journey Public Health Sudbury & Districts has been on since the Board of Health [motion 52-23](#) at the September 21, 2023, Board meeting. Steps to date were summarized for exploring the feasibility of a voluntary merger in response to the Board's direction on November 16, 2023, that the Medical Officer of Health to engage with Algoma Public Health to seek provincial funding to study the feasibility of a voluntary merger of our two local public health agencies.

The structure of the model for this work is similar to the North East Public Health Transformation Initiative (NEPHTI) model and recognizes important components such as change management and communication. Public Health Sudbury & Districts Board membership on the Merger Governance Working Group and Oversight Committee was outlined.

A timelines diagram identifying milestones since the Ministry's Strengthening Public Health Strategy announcement in August 2023, was reviewed. Work completed to date include the key informant interview, the development of the Snapshot and current work underway by the various working groups to gather information for the Integrated Working Document (IWD) that will be tabled at Board meetings in February. The IWD will inform the business case submission to Ministry. It is still unknown how long it will take for the Ministry to approve merger submissions. The business case requires a budget for the new merger entity and a business continuity. Before the final step of merger, there is an offramp opportunity for respective Boards of Health. The Ministry has indicated in their announcement that voluntary mergers would be taking affect January 1, 2025.

The IWD will help inform Board of Health deliberations. The consultants are leading this work and we are populating separately and jointly. Areas from within the IWD that will be the responsibility of Governance Working Group include governance/BOH, organizational leadership, geographic delivery model and staffing. It is proposed that the materials be tabled at a special Board meeting on February 15 for the Board's review and decision making at a Board meeting on February 20, 2024.

A joint education session was held for Algoma Public Health and Public Health Sudbury & Districts Boards of Health in Sault Ste Marie on Friday January 12 and Saturday, January 13, 2024. There was uneven participation with 9/10 APH Board members (10/10 until supper on Friday) and 6/12 PHSD Board members. It is important that all Board members have the opportunity the receive the same information and go on the journey.

Board members who were present at the Joint Education Session shared their observations. It was noted as being valuable to meet in person and provided opportunities to get to know

APH counterparts, gain clarity regarding their perspectives, better understand challenges, assumptions, concerns, and opportunities.

It was noted that the Snapshot was very helpful for both Boards in understanding their own organization and how their organization compares with their neighbour. The time and efforts that were put into the development of the Snapshot were recognized by the Board.

As evidenced through the key informant interviews and voiced at the Joint Education Session, not all BOH members are in favor of a merger.

Dr. Sutcliffe reviewed the current state for Algoma Public Health and Public Health Sudbury & Districts as these are informed by unique histories and milestones. Populations served/local demographics for both organizations were reviewed as well as geography, office locations, budget allocations by Foundation, Health Promotion, and Health Protection Standards, workforce/full time equivalents and individuals by main function, overview of Corporate Services and financial overview. Difference in provincial and municipal per capita funding were reviewed.

PHSD staffing functions include an emphasis on foundational standards and health equity. It was noted that there are no French language requirements for Algoma Public Health staffing positions. There are differences in APH has a central pool for support staff and PHSD embeds support staff, APH contracts out IT services and PHSD contracts out facilities management. It was also noted that both main offices are own with APH having 75,000 ft<sup>2</sup> and PHSD 47,000 ft<sup>2</sup> and APH has a mortgage.

The legal presentation by L. Stoltz, Morris+Stoltz+Evans LLP, during the Joint Board Education Session regarding legislative considerations for the merger was summarized. The threshold question for the Board is *will the proposed merger improve, or best protect, delivery of public health programs and services to population served by your BOH?* (during day-to-day and in times of extraordinary need/surge capacity).

Merger-related wise words from the speaker Karen McLure at Friday's Joint Education Session:

1. One team – all in
  - Do it quickly
2. Progress not perfection
  - Analysis paralysis
3. Find your North Star
  - Why are we doing this?
  - Believe in it!

Next steps were reviewed and it was mentioned that a letter will be going to community partners to inform them of the merger discussions.

A motion will come forward via today's addendum to hold a special Board meeting on February 15 to review and discuss details of the proposed merger and to change the regular meeting to February 20 for decision making. Both Boards are aligning Board meetings as meeting schedules are out of sync. If there is a need for another face to face meeting, PHSD will invite APH to Sudbury.

**iv) Board of Health Manual**

- Revised B-I-10 Vision/Mission Information Sheet
- B-I-11 Strategic Plan Policy
- Revised B-I-12 Strategic Priorities Information Sheet

The Board of Health manual policy and information sheets relating to Public Health Sudbury & District's strategic plan have been reviewed and updated to reflect the 2024–2028 strategic plan. A fulsome review of the Board of Health Manual will be conducted at a later date this year; however, it is timely to ensure the strategic plan is up to date in the Board of Health manual.

**08-24 BOARD OF HEALTH MANUAL**

**Moved by ANDERSON – PARENT: THAT the Board of Health, having reviewed the revised B-I-10 Vision/Mission Information Sheet, B-I-11 Strategic Plan Policy and B-I-12 Strategic Priorities Information Sheet, approves the contents therein for inclusion in the Board of Health Manual.**

**CARRIED**

**v) Board of Health Remuneration**

- Board of Health Manual Board of Health Remuneration Policy and Procedure I-I-10

The Board Chair noted that the Board remuneration for Public Health Sudbury & Districts has not changed in 20 years. Further follow-up will be undertaken to determine what other local public health agencies are providing as Board remuneration.

Dr. Sutcliffe added that there was a scan conducted in 2016 of BOH remuneration and it was determined at that time that the rate would not change. The most recent scan resulted in a recommendation to increase the \$100 daily rate to \$110 and a rate of \$150 for Board functions that are longer than 4 hours. It was clarified that there are restrictions in remuneration per the Health Protection and Promotion Act in that if a BOH members is remunerated by their council, then Public Health Sudbury & Districts cannot remuneration.

The exception is the Board of Health Chair. Also, the remuneration rate cannot be higher than that for councillors within municipalities in the Board’s catchment area. The recommended motion provides a better alignment with the remuneration of other boards.

#### **09-24 BOARD OF HEALTH REMUNERATION**

**MOVED BY SIGNORETTI – DESPATIE: WHEREAS the *Health Promotion and Protection Act (HPPA)* provides by way of Board of Health Policy I-I-10 for the remuneration of Board of Health members; and**

**WHEREAS Board of Health members are a valuable and integral part of the public health system, providing essential governance leadership of local public health agencies, and being accountable to the community for ensuring that the health of the public is protected and promoted; and**

**WHEREAS motion 17-04 set the rate of daily remuneration of board members for attendance at Board of Health meetings and approved Board of Health functions at \$100; and**

**WHEREAS it is reasonable to increase rates set 20 years ago, based on a current scan and ensuring compliance with applicable legislation;**

**THEREFORE BE IT RESOLVED THAT the rate of daily remuneration of board members for attendance at Board of Health meetings and approved Board of Health functions be set at \$110, and \$150 for should the meeting(s) and/or approved function(s) be of total duration of four hours or more in a day, effective January 1, 2024.**

**CARRIED**

#### **8. ADDENDUM**

##### **10-24 ADDENDUM**

**MOVED BY BARCLAY – CARRIER: THAT this Board of Health deals with the items on the Addendum.**

**CARRIED**

#### **DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

##### **i) Board of Health Meeting Date**

The motion proposes to switch the February 15, 2024, regular Board meeting to February 20 and that a special meeting be held on February 20, 2024. The Integrated



Working Document (IWD) would be shared for review and discussed at the special February 15 meeting, and a motion would be entertained for the Board’s decision at the February 20, 2024, regular board meeting.

Algoma Public Health is also looking at hold a special Board meeting and regular Board meeting on a similar schedule.

**11-24 CHANGE IN BOARD OF HEALTH MEETING DATE**

**MOVED BY SIGNORETTI – DESPATIE: WHEREAS the Board of Health regularly meets on the third Thursday of the month; and**

**WHEREAS By-Law 04-88 in the Board of Health Manual stipulates that the Board may, by resolution, alter the time, day, or place of any meeting.**

**THEREFORE, BE IT RESOLVED THAT this Board of Health agrees:**

- **THAT a Special Board of Health meeting be held at 1:30 p.m. on Thursday, February 15, 2024, to discuss merger planning as set out in the provincial government’s Strengthening Public Health plan; and**
- **THAT the regular Board of Health meeting scheduled for 1:30 p.m. Thursday, February 15, 2024, be rescheduled to 1 p.m. on Tuesday, February 20, 2024.**

**CARRIED**

**9. IN CAMERA**

**11-24 IN CAMERA**

**MOVED BY MASOOD – SIZER: THAT this Board of Health goes in camera to deal with personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: \_\_\_\_\_**

**CARRIED**

**10. RISE AND REPORT**

Quorum was lost at 4:40 p.m. during the in-camera session; therefore, the remainder of the agenda was deferred and the meeting adjourned

**11. ANNOUNCEMENTS**

**12. ADJOURNMENT**

**12-24 ADJOURNMENT**

**MOVED BY BARCLAY – TESSIER: THAT we do now adjourn. Time: 4:44 p.m.**

Unapproved

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

**REGULAR MEETING**

**JANUARY 23, 2024**

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

**Opening**

The regular meeting of the Economic Development and Community Services Committee was called to order at 6:30 p.m. on January 23<sup>rd</sup>, 2024, by Merri-Ann Hobbs.

**Delegation(s)**

None.

**Special Note:** Robert Martel has resigned from the committee effective immediately.

**Economic Development**

**A        REGIONAL EDO INITIATIVES**

- **A1 Electric Vehicle (EV) ChargeON Grant-** update/discussion from the Regional Economic Development Officer regarding the open ChargeON grant and the potential partnership with Charger Crew to lease land for EV chargers. The grant covers 75% of project costs excluding site preparation. To meet the grant criteria the Township would have to apply for 2 Level 3 DC Fast Charging Ports (tandem). With installation and training costs, the quote provided from Charger Crew came to a total of \$153, 725. The cost for site preparation would be on top of any grant money received, and be the responsibility of the Township, which is estimated at \$50-60,000 (provided the hydro at the proposed site, Heritage Park, was sufficient to support the chargers).

The lease option would provide no revenue to the Township as Charger Crew would run and maintain the chargers and therefore receive all profits, leasing of the land would be a minimal fee of \$10/year. Additionally, should private business implement EV chargers within the Township the municipal charger should not be in competition with them. It is noted that EV chargers are available already along Highway 17 in McKerrow and Blind River, so tourists are still able to access the TSSR area without worry of not having the ability to charge. The committee recommends that this grant not be pursued at this time.

**B        GRANTS AND FUNDING OPPORTUNITIES**

**B1 Rural Economic Development (RED) Grant-** the committee reviewed the current situation regarding the Historical Markers within the Township and recommends that an Alupanel style plaque be sought, and an application be prepared for the upcoming RED Grant to replace/repair the Historical Markers. The application would include updating all 26 historical markers with the potential to add sites and new aspects to the plaques such as learning words and pictures. The opportunity to partner with various organizations, including the museum, was also discussed as well as creating a digital aspect through QR codes that would direct the user to more information regarding the marker on the Township website. This project has been proposed in the 2024 capital budget, however receiving grant funds could extend additional signage to promote the markers. The Deputy Clerk and Regional EDO will initiate preparing an application once the grant opens.

**C        TSSR BUSINESS COMMUNITY UPDATES/OPPORTUNITIES-** no update.

**D        DONATIONS/COMMUNITY SPONSORSHIPS-** no update.

## **E TSSR STRATEGIC PLAN**

E1 Survey Report Review and Public Session Question Review- the committee reviewed the Strategic Plan Public Survey Result Report. Next, questions for the public session were discussed and reviewed based on the survey results. The session is proposed to take place mid-February and is intended to be a structured discussion, where participants are to listen to why the question is being asked, discuss it with their peers in attendance and then answer the question. The session would hopefully capture individuals who may not have participated in the original survey and narrow down some directions for the strategic plan. The Deputy Clerk will update and finalize the questions and confirm the session date (subject to venue availability). Once details are finalized the session will be advertised and would be open to all residents. The Survey Results Report will be posted publicly on the "Strategic Plan" page on the Township website.

After meeting note: the public session questions have been updated and are attached to these minutes.

## **Community Services**

**F COMMUNITY AESTHETICS**- no update.

## **G AGE-FRIENDLY PROGRAMING**

G1 Age Friendly Sub-Committee Responsibilities and Functions- the committee discussed the potential for this sub-committee and recommends that their responsibilities and functions be outlined before being implemented. The Deputy Clerk is to prepare examples of Terms of Reference for similar committees in other areas for the EDCS committee to review and eventually determine if the sub-committee is needed and what they would be responsible for.

## **H MUNICIPAL EVENTS/INITIATIVES & COMMUNITY ENGAGEMENT**

H1 2024 Ontario Ice Fishing Challenge- discussion regarding the challenge. 7 Residents have registered with TSSR so far, hopefully more will register once the local prizing is uploaded. Discussion regarding ice conditions and safety also occurred.

H2 Great Lakes Waterfront Trail Adventure- An update was provided to the committee that Council has approved the Great Lakes Waterfront Trail Adventure to utilize the Massey and District Community Centre and Arena for their event, including camping on site. This event will bring in 130-150 cyclists to our area. Responsibilities of the Township will include ensuring proper signage is erected, that municipal roads along the trail be prepared, that the facility be accessible for their needs and act as a general partner to promote the event to local businesses/residents. Final details have not been established for the event; however, planning is under way.

## **Other Business**

**J BUDGET**- no update.

## **Recommendations to Council**

- That the ChargeON Grant is not pursued.
- That a RED Grant application be sought once it opens to support the Historical Marker Replacement project.
- That the Strategic Plan Survey Result Report be accepted and the Public Session be scheduled for mid-February.

The meeting was adjourned at 8:30 p.m. The next meeting will be held on February 20<sup>th</sup>, 2024, in Council Chambers, at 6:30 p.m. or at the call of the chair.

WALFORD COMMUNITY CENTRE BOARD

REGULAR MEETING

February 8, 2024

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

ABSENT: Jewel Sanftenberg, Bryan Lees, Ellen Phillips, Pauline Zarichney, Donna Mcinnis

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Motion No. 2024-07

Moved by: Jean Wuorinen

Seconded by: Theresa Minten

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

CARRIED

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Motion No. 2024-08

Moved by: Theresa Minten

Seconded by: Jean Wuorinen

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

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Motion No. 2024-09

Moved by: Robert Hopkins

Seconded by: Theresa Minten

BE IT RESOLVED THAT we reimburse Cheryl Phillips for keys, thermostat, and smoke detectors totaling \$138.40 (WH#01).

CARRIED

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Motion No. 2024-10

Moved by: Jean Wuorinen

Seconded by: Julie Vuorensyrja

BE IT RESOLVED THAT we accept the following representatives and alterates for 2024

ORGANIZATION	REPRESENTATIVE	ALTERNATE
Township	Cheryl Phillips	---
CWL	Ellen Phillips	Pauline Zarichney
UCW	Bryan Lees	---
Community Club	Julie Vuorensyrja	Stanley Phillips
Seniors	Robert Hopkins	Donna McInnis

Fire Department Station 1	Jean Wuorinen	Jewel Sanftenberg
Anglers & Hunters	Theresa Minten	Pierrette Gervais

CARRIED

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Motion No. 2024-11

Moved by: Jean Wuorinen

Seconded by: Robert Hopkins

BE IT RESOLVED THAT the meeting be adjourned until the call of the chair or March 7, 2024.

CARRIED

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Meeting Discussions:

- Community Club has deposited \$5000 into the WCCB account
- Discussed countertops - butcher block countertops are no longer available so we will go ahead with a laminate countertop (preferably white with gray and beige flecks)

Upcoming events:

Feb 11 - CWL Pancake Breakfast

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SECRETARY

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CHAIRPERSON

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS  
BYLAW NUMBER 2024-06

Being a Bylaw to Approve the Purchase  
of an Emergency Response Vehicle

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the "Act") provides that a municipal power shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient to authorize the purchase of a Maxi Paragon Pumper Truck 1200G from Commercial Emergency Equipment Co. as described in Schedule "A" attached hereto and forming part of this By-law;

AND WHEREAS the Municipality has submitted an Application to Ontario Infrastructure and Lands Corporation to request funding in respect of the Maxi Paragon Pumper Truck 1200G;

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

1. THAT the Council of the Township of Sables-Spanish Rivers hereby confirms, ratifies and approves the purchase of a Maxi Paragon Pumper Truck 1200G as described in Schedule A attached hereto;
2. THAT this purchase shall form part of the 2024 Capital Budget;
3. THAT the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, and to execute all documents as may be necessary and directed, and to affix the Corporate Seal to all such documents as required;
4. THAT this By-law takes effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS  
14<sup>th</sup> DAY OF FEBRUARY, 2024.

  
\_\_\_\_\_  
MAYOR – K. BURKE

  
\_\_\_\_\_  
CLERK – A. WHALEN

CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NUMBER 2024-07

Being a Bylaw to approve the Submission of an Application to Ontario Infrastructure and Lands Corporation (OILC) for the Long-Term Financing of Certain Capital Work(s) of The Corporation of the Township of Sables-Spanish Rivers (The Municipality);  
And to authorize the Entering into a Rate Offer Letter Agreement Pursuant to Which the Municipality Will Issue Debentures to OILC.

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (“**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under Section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule “B” hereto and forming part of this By-law (the “**Application**”);



AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the "**Rate Offer Letter Agreement**");

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

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$711,255.00, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6.
  - (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.
  - (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that

money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

7. This By-law shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

  
MAYOR - K. BURKE

  
CLERK - A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

  
MAYOR - K. BURKE

  
CLERK - A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NO. 2024 – 08

Being a Bylaw to confirm the proceedings of the regular  
Council Meeting held on February 14, 2024.

WHEREAS Section 5(3) of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that a municipal council shall exercise its powers by by-law, except where otherwise provided; and

WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw or resolution of Council;

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

1. THAT the actions of the Council of The Township of Sables-Spanish Rivers, at its meeting of Wednesday, February 14, 2024 with respect to each motion, resolution, direction and other action passed and taken by the Council at its said meeting is, except where such resolutions or directions were passed in Closed Session, is hereby adopted, ratified and confirmed.
2. THAT the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed, and to affix the Corporate Seal to all such documents as required.

READ A FIRST AND SECOND TIME THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 14<sup>th</sup> DAY OF FEBRUARY, 2024.

  
MAYOR – K. BURKE

  
CLERK – A. WHALEN