

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

AGENDA

Council Chambers – 11 Birch Lake Road, Massey

REGULAR MEETING JANUARY 22, 2025; 6:30 p.m.

We begin this meeting by acknowledging that we are on land that has been inhabited by Anishnawbek Nations. We would like to acknowledge that the land on which we gather is the traditional territory of the Sagamok Anishnawbek and we would like to give thanks for sharing this land.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

DELEGATIONS: Massey Area Museum – Audit Requirements

PUBLIC MEETINGS:

CONSENT AGENDA – Resolution to approve the following agenda items:

(For the purpose of convenience and for expediting the meeting, matters of repetitive or routine nature are included in the Consent Agenda and are voted on collectively. A Member of Council may request an Item to be singled out from the Consent Agenda to allow debate while all other Items remaining are voted on collectively. Each Item contained in the Consent Agenda is recorded separately in the minutes of the meeting.)

REGULAR AGENDA	ACTION
A GENERAL GOVERNMENT	
A1 FONOM Registration	Resolution
A2 2026 Municipal & School Board Elections	Resolution
A3 Library Board Appointment	Resolution
A4 Christian Heritage Month	Resolution
A5 Alzheimer’s Awareness Month	Resolution
B PROTECTION TO PERSONS AND PROPERTY	
B1 Building Inspector Internship Program	Resolution
B2 Lacloche OPP Board Minutes – November 28, 2024	Resolution
C PUBLIC WORKS	
D ENVIRONMENT, HEALTH AND WELFARE	
E RECREATION, TOURISM AND CULTURE	
E1 Parks & Recreation Meeting Report – January 15, 2025	Resolution
F PLANNING	
F1 Consent File 2024-21 – PRESSEAU – Conditional Approval	Resolution
G BYLAWS	
G1 Bylaw 2025-07 – Confirm Proceedings of Council	

CLOSED SESSION

OTHER BUSINESS

MASSEY AREA MUSEUM
150 IMPERIAL STREET
MASSEY ONTARIO
P0P1P0

December 3, 2024
Sable Spanish River Township
11 Birch Lake Road
Massey, Ontario
P0P1P0

Dear Mayor and Council Members:

We the Massey Area Museum have yearly operated on provincial grants and fundraising.

At this time we are needing a Audit done for the years 2022, 2023 and present year 2024.

The grants procedure is assessed with our yearly Audit!

In past years we had our Audit done by the Municipality Sable Spanish River Auditor!

We the present Executive and Directors understand the same Auditor from 3 years ago is not the present one for the Township!


We request the use of your present Auditor in hoping a rate suitable for our Museum Finances!

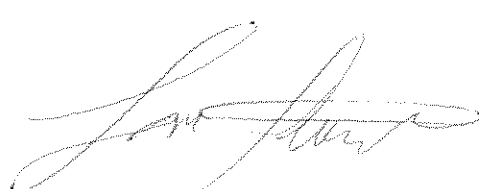
Our year end is approaching and our Museum Council Member has changed in the last month so at this time we need to proceed with our yearly Audits!

We have asked our Council Rep Thoma Crabs to submit our letter at the next Council Meeting!

Sincerely yours,

Massey Area Museum President


BILL MAWHINNEY

TOM STURDY


May 5, 6 and 7, 2025 at the **Best Western** 700 Lakeshore Dr, North Bay, Ontario

Delegate Registration Form

(Please complete ONE FORM for each person attending)

Name: _____

Title/Position: _____

Municipality or Organization: _____

Address: _____

Postal Code: _____ E-mail: _____

Tel: _____ Fax: _____ Cell: _____

Full Delegate Package Includes all meals (2 breakfasts, 3 lunches, 4 breaks, Welcome Reception on Monday and Banquet on Tuesday), Trade Show, all sessions/workshops and a delegate kit.	By April 4 <input type="checkbox"/> After April 4 <input type="checkbox"/>	\$400 \$440
One Day – Monday, May 5 Includes lunch, afternoon break and Welcome Reception, all sessions on Monday, Trade Show and a delegate kit.	By April 4 <input type="checkbox"/> After April 4 <input type="checkbox"/>	\$180 \$210
One Day – Tuesday, May 6 Includes breakfast, lunch, morning & afternoon breaks, all sessions/workshops, Ministers' Forum on Tuesday, Trade Show and a delegate kit. Does NOT include Banquet ticket – order below.	By April 4 <input type="checkbox"/> After April 4 <input type="checkbox"/>	\$190 \$220
One Day – Wednesday, May 7 Includes breakfast, lunch, morning break and a delegate kit. Also includes the FONOM Annual Business Meeting if you are a FONOM member and several sessions.	By April 4 <input type="checkbox"/> After April 4 <input type="checkbox"/>	\$180 \$210
Extra Banquet Ticket Any banquet attendee can note special dietary requirements below:	<input type="checkbox"/>	\$165
(Payable to the City of North Bay)	Total	\$
	HST - 13%	\$
	Final Total	\$

Send payment and completed form

to: The City of North Bay
200 McIntyre Street East
North Bay, ON P1B 8V6

Inquiries: Carrie

Arts, Culture, & Recreation
Tel: (705) 474-0626 ext. 2329
Email: fonom@northbay.ca

Please register by April 4th to obtain early bird rate. Your sent registration form by this deadline will guarantee the lower price. Payment must be received by the first day of the conference. Cancellation Policy: Registration fees, less a \$50 administration charge, are refundable only if written notification is received by Friday, April 4th, 2025, however substitutions may be made without financial penalty.

FONOM collects, uses and discloses the information requested to promote the interests of the municipal sector. It may also be shared with selected third parties to generate operating revenues for FONOM. Under the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) some of the information may constitute personal information. By filling out this form you agree that all personal information provided by you on the form may be collected, used and disclosed by FONOM for all purposes described above.

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: January 22, 2025
AGENDA GROUP: A
DEPARTMENT: Administration
AUTHOR: Anne Whalen
SUBJECT: 2026 Municipal & School Board Elections

BACKGROUND:

The next Municipal and School Board Election will take place on October 26, 2026. As per Section 42 of the Municipal Elections Act (MEA), as amended, it states that by May 1 in the year of an Election, the Council of a local municipality may pass by-laws that authorize:

- the use of voting and vote-counting equipment; and,
- the use of alternative voting methods that do not require electors to attend at a voting place in order to vote.

Although 2026 appears to be in the distant future, it is prudent for the municipality to approve a voting method and select a vendor to secure equipment and their expertise. Many vendors put a cap on the number of municipal clients they support during an election to ensure effective and efficient customer service.

The Municipal Election Act provides that the Clerk of a municipality is responsible for conducting municipal elections including the preparation and conduct of the election, maintaining peace and order and preparing and submitting reports.

Comments and Analysis

There are three (3) main voting methods used in Ontario municipal elections:

- Paper Ballot counted manually or with Tabulators (additional vendor required)
- Internet Voting
- Vote by Mail

The Township of Sables-Spanish Rivers has used paper ballots and counted manually. In 2022 we made the move to utilize internet and telephone voting as a hybrid voting method.

When choosing a voting method, the principles of the MEA need to be applied as they serve as a benchmark and guide the conduct for municipal elections:

- secrecy and confidentiality of the voting process;
- fair and non-biased;
- accessible to voters;
- integrity of the voting process;
- results of the election reflect votes cast;
- voters and candidates shall be treated fairly and consistently.

Below at a high level, is a synopsis of each of the three (3) voting methods.

Paper Ballots with Tabulators

Paper Ballots with tabulators is an in-person voting method that requires the voter to attend the voting station during advance votes and or Election Day. A vote tabulator (optical scan unit) reads and records how ballots are marked. The tabulator reads and stores the information in the unit. At the close of voting on Election Day the vote tabulator will produce cumulative totals of all votes cast and the totals will be compiled to produce the final election results.

The system is precise, easy to use for voters, and capable of generating final election results very quickly following the close of voting. Moreover, manual counting of ballots is not required.

There are limited suppliers of tabulator equipment in Ontario. Dominion voting is one of the largest suppliers and their equipment is reserved quickly with larger municipal clients having their order fulfilled first. In an election where tabulators are used, it's important to not only have the equipment needed for each poll, but a back-up in case of failure.

It should be noted that in 2022 there was a shortage of tabulators, resulting in manual counts of ballots. This increases the probability of human error and is very time consuming.

Paper Ballots with Manual Count

This was the traditional way our municipal election was managed. In-person voting locations must be accessible which can limit the facilities that can be used. With the use of paper ballots the voter loses the ability to vote anywhere, at their leisure during the voting period. In this technological world where ease of online services has become the norm, voting is no different. It's a benefit to residents, such as weekenders and university students who cannot make the in-person voting dates, as well as those whose work and personal schedules conflict with those dates.

It should be noted that increased staff resources are required for this method. A minimum of three workers are required for each polling station in addition to administration staff. Staff is on hand to answer questions should the Poll Clerks need assistance. Since the municipal office is also open on voting day, it makes for a long and busy day. Typically election results are not available until late into the evening (10:00 pm – 11:00 pm).

Internet Voting

Internet voting has been increasingly implemented across Ontario municipalities with the passing of each municipal election. In fact, 217 of the 444 Ontario municipalities utilized online voting in the 2022 election. Internet voting modernizes the election experience for voters. It offers a convenient, accessible and secure way to cast a vote without the need to attend a physical voting location and inherently offers flexible voting times – you can vote anywhere, anytime. Electors receive their voting letter in the mail providing the date of the voting period, voting website and their personal, unique voting PIN to cast their ballot. In conjunction with the PIN, many municipalities require that the birth date of the elector also be inputted as an additional security feature.

Internet voting offers benefits such as the integration of accessible technology and enables the voter to identify errors in the ballot selections prior to casting a ballot. This voting method also allows for automated election processes like online ballot processing, striking names off the voters list, and an effective and rapid count of the votes at the close of voting. Sables-Spanish Rivers voters are familiar with this voting method as it was used in a hybrid format for the 2022 election.

Considerations:

For those that still like to “vote in person” during the voting period we set up laptops in the Council Chambers for voters to electronically cast their vote up to Election Day. It is a similar set-up to in-person paper ballots, where the voter goes behind the voting screen and instead of using paper, they use the laptop. Less staff resources are needed for this service as we do not require a ballot clerk.

Cyber security risks with internet voting also need to be mitigated to the best of our ability. It's important to choose a vendor that is reputable and will provide a list of their system's security features. Security was a large concern with the introduction of internet voting in 2022. The vendor for that election provided user information materials to answer all elector questions, with most being specific to security and confidentiality of the voting process.

Vote by Mail

Vote by Mail is a voting method that allows voters to receive their ballots by mail, which are then completed without attending a physical voting location and returned by mail.

There are step by step instructions when the voter receives their package. There is a deadline to provide the ballots by mail to ensure it is counted by the time of the election. After the deadline, voters would be required to attend the Administration Centre in person to drop off their ballot and voter declaration. Smaller and more rural municipalities are well-versed in using this voting method, primarily due to geographic considerations that make it an effective option for administering an election. Other municipalities also use this method (sometimes in a supplementary capacity) to address accessibility needs of its residents.

Considerations:

Like every voting method, vote by mail also presents some challenges. Mail processing times may impact when voters receive their vote by mail packages and when election administrators get the returned ballots to be counted. Also, over the past few elections the expiry of the union contract term for Canada Post workers has coincided with the Municipal Election. This does provide uncertainty for using a voting method that heavily relies on the postal service as there is always the possibility for workers to strike.

Furthermore, with vote by mail there is an increased chance that errors in ballot marking will occur as voters do not have the assistance of elections staff readily available. There are also increased costs given the need to use the mail service and the potential that ballots can get lost in the mail. Vote by mail may also pose issues for voters who have moved or do not have a consistent residence as their voting package may be sent to the wrong address. There is also the need for increased election support as residents may phone in to confirm their vote has been counted (i.e. delivered by Canada Post and declaration has been counted). This is not an issue with the other two voting methods as electors know they have cast a ballot in real time.

When looking at internet voting, it's accessible to all voters while being fair and non-biased. It does support secrecy, confidentiality and the integrity of the voting process. From a staff resources perspective, internal staff members can assist where needed (i.e. advance voting, adding electors to the Voter's List, etc.) in coordination with the Clerks Department. It allows for flexibility for the voter to cast their ballot when it's convenient for them. Results of the election were obtained in less than one hour after close of polls.

Staff recommend using internet voting as the method for the 2026 Municipal & School Board Election for cost savings and to promote the most effective and efficient use of resources during the Election.

For the 2022 Municipal and School Board election, Sables-Spanish Rivers partnered with three neighbouring municipalities, this provided a cost savings to the participating municipalities and an opportunity for each of the Clerk's Departments to collaborate on creation of the Elections manual and required reporting.

We are looking to collaborate again for the 2026 Municipal and School Board Election. In 2022 the collaboration was highly effective and successful.

RELATED POLICY:

Bylaw 2021-43 – Authorize Alternative Voting Methods – 2022 Municipal & School Board Elections.

STRATEGIC PLAN:

Goal – Effective Municipal Governance & Operations

Strategic Direction –

Action Item –

BUDGET IMPLICATION:

Since 2022, funds have been transferred to Reserves annually to offset costs for subsequent elections.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Council of the Township of Sables-Spanish Rivers hereby receive the report "2026 Municipal & School Board Elections";
AND THAT Council approve Internet Voting as an alternative voting method for the 2026 Municipal and School Board Election;
AND FURTHER THAT staff be directed to bring a by-law forward to Council to establish alternative voting methods and to permit advance voting as per the Municipal Elections Act, 1996, once an elections vendor has been chosen.

ATTACHMENTS:

None

History of Election Turnout for Sables-Spanish Rivers:

2006 – all council members acclaimed

2010 – 33%

2014 – 21%

2018 – 31%

2022 – 33%

Christian Heritage Month

December 2024

WHEREAS during Christian Heritage Month, we celebrate Toronto's Christian communities and acknowledge their contributions to our city.

Christian Heritage Month is a wonderful opportunity to learn more about the diverse traditions of Christian communities as well as their significant contributions to Toronto.

This month and next, many Christians will celebrate Christmas as a time of celebration, charity, family and community. Christianity consists of many diverse traditions, beliefs, and customs that have deep roots in communities from around the world. Residents are encouraged to learn more about the many diverse Christian communities throughout Toronto.

The City of Toronto acknowledges with gratitude Toronto's Christian communities, that form an important part of Toronto's motto: "Diversity Our Strength."

NOW THEREFORE, I, Mayor Olivia Chow, on behalf of Toronto City Council, do hereby proclaim December 2024 as "Christian Heritage Month" in the City of Toronto.

<https://www.toronto.ca/city-government/awards-tributes/tributes/proclamations-congratulatory-scrolls-and-letters-of-greeting/proclamations/proclamations-2024/#:~:text=The%20City%20of%20Toronto%20acknowledges,in%20the%20City%20of%20Toronto.>

AI Overview

[Learn more](#)

Yes, Ottawa, Ontario has declared December as Christian Heritage Month.

Explanation

- The city of Ottawa has proclaimed December as Christian Heritage Month.
- Many other municipalities across Canada have also made the same proclamation, including Toronto, Markham, and Vaughan.
- The initiative was the result of a grassroots campaign led by the Banerjeis and other Christians.

- The campaign aimed to counter any perceived antagonism towards their faith.

-

Christians in Mississauga have new reason to celebrate in the month of December.

December 2024 will be recognized as “Christian Heritage Month” in Mississauga, following a unanimous city council vote Wednesday, Oct. 30.

The official commemoration comes after Mississauga councillors Brad Butt and John Kovac [moved a motion](#) that said establishing the heritage month is an “opportunity for all residents to celebrate the history, traditions and teachings of the Christian faith, promoting understanding and appreciation of the diverse religious and cultural heritage of our city.”

Butt and Kovac’s motion also calls on the province to recognize December as Christian Heritage Month across Ontario.

Before the vote at the meeting, Kovac said the motion was a “nice gesture” many Christians would appreciate.

https://www.mississauga.com/news/council/nice-gesture-city-of-mississauga-to-celebrate-christian-heritage/article_ae3da622-f6ea-5ca9-9c76-63a93ccf50f7.html#:~:text=The%20city%20officially%20recognizes%20Christian,a%20recent%20city%20council%20vote.&text=Christians%20in%20Mississauga%20have%20new,city%20council%20vote%20Wednesday%2C%20Oct.

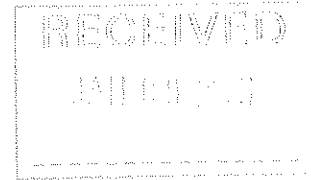
- Yes, Markham, Ontario declared December as Christian Heritage Month. The city's flag-raising ceremony to celebrate the month was described as special and historic.
- Explanation
- The Christian Music Festival launched a national campaign to have December recognized as Christian Heritage Month.
- The campaign aims to ensure that Christians receive the same recognition as other religions.
- The campaign also seeks to recognize the values of compassion, love, and service that are central to the Christian community.
- Markham was one of the first municipalities to declare December as Christian Heritage Month.
- Other municipalities that have declared December as Christian Heritage Month include Toronto, Ottawa, Vaughan, and Brampton.
-

<https://www.westernstandard.news/news/saskatchewan-and-calgary-to-declare-december-as-christian-heritage-month/60080>

https://www.facebook.com/ChristianMusicFestivalCanada/photos/a-powerful-and-exciting-announcement-cape-breton-nova-scotia-has-just-declared-d/1119980849699129/?_rdr

Société Alzheimer Society

Mayor Kevin Burke
Township of Sables-Spanish Rivers
11 Birch Lake Road
Massey, Ontario, P0P 1P0



December 17th, 2024

Subject: Request for Proclamation and Flag Raising Ceremony for Alzheimer's Awareness Month

Dear Mayor Kevin Burke,

I trust this letter finds you well. I am writing to you on behalf of the Société Alzheimer Society of Sudbury-Manitoulin North Bay & Districts. Our organization provides support, education, respite and resources for individuals and families affected by Alzheimer's disease in our community.

As we approach January 2025, we are eager to engage our community in raising awareness about Alzheimer's disease, particularly during Alzheimer's Awareness Month. To achieve this goal, we would like to request the issuance of an official proclamation declaring January as Alzheimer's Awareness Month in Sables-Spanish Rivers. This proclamation will serve as a testament to our city's commitment to raising awareness and fostering understanding about Alzheimer's Disease. Additionally, I would like to request the raising of a symbolic flag in honor of Alzheimer's Awareness Month at City Hall in Massey. The flag serves as a visible reminder of our collective dedication to promoting awareness, encouraging dialogue, and supporting those living the dementia journey.

By officially recognizing and commemorating Alzheimer's Awareness Month, we not only show our solidarity with the individuals and families living the dementia journey, but we also take a significant step towards building a more compassionate and informed community.

I understand that your schedule is busy, and I genuinely appreciate your time and consideration of this request. I am available at your earliest convenience to discuss this proposal further and address any questions or concerns you may have. Thank you for

Main office:
960B Notre Dame Avenue, Sudbury, ON, P3A 2T4
TEL: (705) 560-0603 TOLL FREE: 1-800-407-6369 FAX: (705)-560-6938
EMAIL: info@alzheimersudbury.ca
www.alzheimersudbury.ca
CRN: 12423 7124 RR 0001

Société Alzheimer Society

considering our request, and we look forward to the possibility of collaborating to make this event a success.

Sincerely,



Shannon Ketchabaw
Executive Director

Main office:

960B Notre Dame Avenue, Sudbury, ON, P3A 2T4
TEL: (705) 560-0603 TOLL FREE: 1-800-407-6369 FAX: (705)-560-6938
EMAIL: info@alzheimersudbury.ca
www.alzheimersudbury.ca
CRN: 12423 7124 RR 0001

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: January 22, 2025
AGENDA GROUP: B – Protection to Persons & Property
DEPARTMENT: Building Services
AUTHOR: Anne Whalen
SUBJECT: Municipal Intern Inspector Program

BACKGROUND:

For the past few years, the building industry, including most municipalities, have been experiencing significant recruitment challenges (due in large part to the retirements of experienced building officials during the global pandemic, which has created a talent pool shortage and gaps within key areas of the workforce).

In response to this emerging province-wide concern, the Ministry of Municipal Affairs & Housing took action to effect legislative change. As of July 1, 2022, the Ontario Building Code (OBC) was amended to allow for the Chief Building Official (CBO) to undertake an Intern Inspector Program, which would enable the onboarding of individuals that do not meet all of the full minimum requirements, with the intention that they would become Building Officials at the end of the program. This OBC amendment was announced by Minister Clark in January of 2023.

The amendment to the OBC is in part an effort to increase the number of qualified Building Officials in the industry, to expedite the review and issuance of building permits, and to advance home construction throughout the province, as part of the housing supply strategy.

This program will help to minimize barriers that are commonly encountered by those who wish to become building officials. Such barriers include financial constraints to attend required courses, and time pressures to study and write a rigorous number of exams within a very compressed timeframe. The program would also benefit individuals by exposing them to the job faster to obtain real life work experience, with appropriate safeguards in place.

As with many internships, there is a requirement for oversight and mentorship. The length of the program for each intern is intended to take 18 months. At the end of this period, upon successfully obtaining the required qualifications and demonstrating the knowledge they have gained, the incumbents may progress to an established position within the Township.

In support of this program, an “Inspector Internship Program Policy” will be created in consultation with the CBO. This provides direction to staff in the handling, training, reporting and development on an intern.

A job description will be created for this position. Using the tools obtained from our HR Review, the proposed position would be placed on our salary grid at an appropriate level. Given the length of the program, there is sufficient time for staff to ensure that pay increases are incorporated within future year budgets. Additionally, an application to NOHFC under their internship program, if approved, would help offset wage costs for at least one year.

RELATED POLICY:

None

STRATEGIC PLAN:

Goal- Effective Municipal Governance

Strategic Direction- Support and encourage ongoing professional development

Action Item- review the responsibilities and performance of departments to determine staffing needs

BUDGET IMPLICATION:

Intern salaries could be off-set by NOHFC Internship program funding

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers establish an Intern Program for Inspectors;

AND THAT the Clerk be directed to create a policy and job description for a Building Inspector Intern in consultation with the CBO.

ATTACHMENTS:

3.1.4.3 OBC – Qualifications for Intern Inspectors.

R19.1 3.1.4.3. Qualifications for Intern Inspectors

- (1) A person may be appointed or remain appointed under the Act as an intern *inspector* whose duties include supervised plans review or inspection under the Act, even if the person does not have the qualification set out in Article 3.1.4.1., if the person is enrolled in an internship program that,
 - (a) is approved by the Minister, or
 - (b) meets the minimum requirements described in Sentence (2).
- (2) For the purposes of Clause (1)(b), the following are the minimum requirements for an internship program:
 - (a) the internship program in a *municipality* shall be established and administered by the *chief building official* of the *municipality*,
 - (b) the *chief building official* shall notify the *director* in writing within 30 days of the date an internship program is established, altered or revoked,
 - (c) the *chief building official* shall establish and maintain a written policy with respect to the,
 - (i) enrolment of persons in the internship program, and
 - (ii) the supervision of an intern *inspector* by an *inspector* or *chief building official* who is registered in the class of registration in respect of which the intern *inspector* will exercise the powers or perform the duties,
 - (d) the *chief building official* shall ensure that the written policy described in Clause (c) is brought to the attention of the public,
 - (e) every 12 months, the *chief building official* shall prepare and transmit to the *director* a report that contains information about,
 - (i) the number of intern *inspectors* that entered or left the internship program in the past 12 months,
 - (ii) the number of intern *inspectors* that were enrolled in the internship program that became registered with the *director* under Sentence 3.1.4.2.(1) in the past 12 months,
 - (iii) the number of intern *inspectors* enrolled in the internship program at any point in the past 12 months who has been trained or practiced as a building official in a country other than Canada, and
 - (iv) the number of persons who were refused enrolment in the program or whose enrolment in the program was terminated,
 - (f) subject to Sentence (3), each intern *inspector* enrolled in the internship program in respect of a type of *building* described in Column 3 of Table 3.5.2.1. is not eligible to be enrolled in the program in respect of that type of *building* for longer than 18 months, and
 - (g) the *chief building official* shall provide to the *director* such information as the *director* requests.
- (3) The *director* may, at the request of a *chief building official*, authorize an intern *inspector* to be enrolled in a program for more than 18 months if the *director* has reasonable grounds to believe there are extenuating circumstances including maternity or parental leave, illness, disability, bereavement or personal hardship.
- (4) The *chief building official* shall notify the *director* of any failure in *construction* or *demolition* or in the enforcement of the Act or this Code associated with the internship program or a person enrolled in the program within 10 days of the *chief building official* becoming aware of the failure.
- (5) The *director* may terminate a program described in Clause (1)(b) if the *director* has reasonable grounds to believe the program has or will result in a failure in *construction* or *demolition* or in the enforcement of the Act or this Code associated with the internship program or a person enrolled in the program.
- (6) An intern *inspector* who is exempt under Sentence (1) shall be supervised by an *inspector* or *chief building official* who is registered in the class of registration in respect of which the intern *inspector* will exercise the powers or perform the duties.

Municipal Intern Inspector Programs

Information for Municipalities

Ministry of Municipal Affairs and Housing
September 2024

Ontario 

Contents

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3. Internship programs currently underway: 2022 model
4. Program guidelines
5. Benefits of the new program model
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7. Supporting intern inspectors: 2024 Ontario Building Code
8. Supporting intern inspectors: BCIN exams
9. Supporting intern inspectors: Courses
10. Questions? Contact us

Introduction

- Ontario's new building inspector internship program under Ontario's Building Code provides an additional opportunity for municipalities to design and administer their own programs.
- The Ministry of Municipal Affairs and Housing originally introduced a program model for intern inspectors in 2005, since adopted by the City of Ottawa and the Ontario Building Officials Association of Ontario (OBOA).
- Associations representing building officials in Ontario and the City of Toronto's building department asked the ministry for an additional option to help them address their staff shortages and increasing demands for building permits.
- In response to associations representing building officials in Ontario and the City of Toronto's building department, the ministry further amended the Building Code in 2022 to establish a new, alternate framework for the local delivery of internship programs.

Intern inspectors: New (2022) program model

Overview of the new model

To support public safety, the new (2022) model continues to **require a qualified building inspector or Chief Building Official to supervise the work of interns**, and for interns to pass ministry technical and legal exams before being able to practice independently as building officials.

Municipalities that develop and administer their own local internship program will:

- Provide **30 days notification** to minister on establishment, alteration or revocation of a program.
- Develop a **written policy (enforcement and supervision)** and make it available to the public (for example, on the municipality's website).
- Report **high-level program data** to the ministry on an annual basis e.g. number of enrollments and exits, entry into profession as qualified building officials.
- Ensure that programs are **no longer than 18-months** in duration.

Internship programs currently underway

- The **Ontario Building Officials Association (OBOA)** and the **City of Ottawa** currently administer internship programs introduced under Ontario's 2005 Building Code.
- In addition, **eight** municipalities have adopted policies for the design and implementation of their own local programs under the new 2022 model: the **Township of South Stormont** and **Township of North Dundas** in the United Counties of Dundas, Glengarry and Stormont; the **Town of Laurentian Hills**, the **Town of Renfrew**; the **City of Brockville**; the **City of Markham**; the **City of Pickering**; and the **Municipality of Casselman**.
- Click the links below to view the local intern inspector policies and opportunities:
 - [Township of South Stormont](#)
 - [Township of North Dundas](#)
 - [Town of Laurentian Hills](#)
 - [Town of Renfrew](#)
 - [City of Brockville](#)
 - [City of Markham](#)
 - [City of Pickering](#)
 - [Municipality of Casselman](#)
- The ministry continues to field inquiries from other municipalities interested in developing local capacity to recruit and retain qualified building officials through an intern inspector program.

Program guidelines

Location of guidelines on the web

- View the program guidelines by visiting the ministry's webpage:

<https://www.ontario.ca/page/ontarios-building-code>

[Home](#) > [Home and community](#) > [Building and renovating](#)

Ontario's Building Code

Learn more about Ontario's Building Code so you can meet our building regulations.

Compliance

[Building inspector internship program: Guidelines for municipalities](#)

[Regulatory roles for construction and renovation](#)

[Building Code updates](#)

Certification


[Building inspector internship program: Information for applicants](#)

[Study guide for Building Code exams](#)

[Become a registered building practitioner](#)

Program guidelines for municipalities

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Building inspector internship program: Guidelines for municipalities

Learn how to design and deliver the program under the Building Code.

On this page

[1. Introduction](#)

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Introduction

Ontario's new building inspector internship program under the [Building Code Act, 1992](#) provides an additional opportunity for municipalities to design and administer their own programs.

Information for potential applicants

[Home](#) > [Home and community](#)

Building inspector internship program: Information for applicants

Learn about which municipalities offer the internship program and pathways to become an intern inspector.

On this page

1. [Overview](#)
2. [Eligibility](#)
3. [Find an internship program near you](#)
4. [Pathways to becoming a building practitioner](#)
5. [Becoming a qualified building practitioner after completing your internship](#)

Overview

Building inspector internship programs are designed for individuals interested in becoming a plans examiner or inspector in Ontario. As an intern inspector, you will work alongside experienced professionals to gain hands-on experience in the field.

You will learn about:

- the [Ontario Building Code](#) and how to apply it

Related

[Ontario's Building Code](#)

[Become a registered building practitioner](#)

Benefits of the new program model

Benefits of the new model

Some stakeholders found that the criteria for the original 2005 program model was too burdensome and hindered program implementation.

This new internship model provides a number of benefits to municipalities that were requested by building officials:

- **More flexibility:** municipal building departments determine program eligibility criteria for their interns.
- **Less administratively burdensome:** municipal building departments do not have to apply to establish a program; there is no eligibility review or formal agreement with the ministry; and the obligations for the municipality to provide information are less frequent.
- **Broader scope of work:** municipal building departments can allow interns to inspect footings and other work leading to issuance of occupancy permits.

Submitting information about your internship program

The amount and frequency of information that municipalities need to provide the ministry are less under this new model, and use a web form accessible on laptops, phones or tablets.

It only takes a few minutes to provide the required information about the municipality, the CBO, the public availability of your program's policies, and the date it was launched.

No prior approvals required – ministry staff will reach out if we have any questions.



Image from Ontario.ca

Submitting information about your internship program

Online form for easy access on any device

Annual Information about your Municipal Intern Inspector Program

This report will take approximately 6 minutes to complete.

This is the information to be submitted by the Chief Building Official annually by February 15 regarding the municipal intern inspector program designed and administered under Article 3.14.3. (2) of Division C, Part 3 of the 2012 Ontario Building Code.

Please email the Building Development Branch at the Ministry of Municipal Affairs and Housing at buildingtransformation@ontario.ca if you have any comments or questions about this annual information return.

* Required

Annual Information Return

For municipal intern inspector programs designed and administered under Article 3.14.3. of Division C, Part 3 of the 2012 Ontario Building Code

1. Name of Municipality: *

- ☐ North Dundas (Township)
- ☐ Pickering (City)
- ☐ Renfrew (Town)
- ☐ South Stormont (Township)

Information about Intern Inspectors in your Municipal Program

This is the information to be submitted by the Chief Building Official **annually by February 15** regarding the municipal intern inspector program designed and administered under Article 3.14.3. (2) of Division C, Part 3 of the 2012 Ontario Building Code.

Please email the Building Development Branch at the Ministry of Municipal Affairs and Housing at buildingtransformation@ontario.ca if you have any comments or questions about this annual information return.

For each of the questions below, please provide the number of intern inspectors related to your municipal program during the 2023 calendar year:

5. The number of intern inspectors that **entered the internship program** between January 1 and December 31, 2023: *

The value must be a number

6. The number of intern inspectors that **left the internship program** between January 1 and December 31, 2023: *

The value must be a number

7. The number of intern inspectors that **registered with the ministry in the Qualification and Registration Tracking System (QuARTS)** between January 1 and December 31, 2023: *

Supporting intern inspectors: 2024 Ontario Building Code

The 2024 Ontario Building Code was introduced on April 10. Changes include:

- Harmonization with the National Building Code of many provisions in Ontario's Code including secondary suites, Large Farm Buildings, mitigation of the effects on buildings of radon gas, and fire protection systems (standpipe, fire alarms and fire sprinklers)
- Updates to standards for prefabricated septic tanks and sewage holding tanks

MMAH is developing a comprehensive training approach to help the industry understand the new requirements in the 2024 Ontario Building Code, to help build capacity in the sector and facilitate a seamless adjustment to the new requirements.

Building Code exams provided by Humber College will continue to use the 2012 Building Code provisions. An announcement will be made at a later date about exam changes that correspond to the 2024 Ontario Building Code.

Supporting intern inspectors: BCIN exams

To qualify and practise in the building and development sector a building practitioner must:

- pass examinations for each of their practices
- register with the Ministry of Municipal Affairs and Housing
- pay the annual fees

During their internships, municipalities can support interns to write their qualification exams, called BCIN exams, through courses offered through George Brown College.

Municipalities can tailor internship program to focus on the qualifications (exams) required for development in the community.

Supporting intern inspectors: Courses

The courses offered by George Brown College are not mandatory, but they help your staff prepare for Building Code examinations.

George Brown College develops and updates training courses and self-study manuals, and provides new course offerings throughout the year.

Since the pandemic, more training has moved online (both by necessity and by preference of students), so there are many more offerings available to municipal staff than those offered at local brick-and-mortar locations.

AGENDA

Meeting of the LaCloche OPP Detachment Board

64 McIntyre Street, Nairn Centre Community Centre

Thursday, November 28th, 2024

Time: 2:00 pm

Members: Douglas Gervais, Bert McDowell, Merri-Ann Hobbs, Tim Weatherley,
Wayne Austin, Robert Towns

Acting Board Secretary: Joseph Burke

Staff: Inspector Robert Walsh, Staff Sergeant Baker

A. Call To Order

B. Disclosure of Pecuniary Interest

C. Indigenous Land Acknowledgement

We would like to begin this meeting by acknowledging the Robinson Huron Treaty of 1850 and acknowledging that the LaCloche Foothills Region is located on the traditional territories of the Whitefish River First Nation, Sagamok Anishnawbek and Atikameksheng Anishnawbek. We acknowledge this as part of our commitment to truth and reconciliation with Indigenous Peoples and to working together for our future generations.

D. Adoption of Minutes of Previous Board Meeting

D.1 Be It Resolved That: The Minutes of the October 17th, 2024 Meeting of the LaCloche OPP Detachment Board be approved as drafted.

E. Accounts and Financial Statements

None

F. Question Period

G. Presentations

G.1 Community Safety and Well-being Plan – Nancy Lacasse **(See Attachment G.1)**

H. Delegations

I. Correspondence

J. Reports

J.1 OPP Detachment Board Report for September – November 2024,
Inspector Robert Walsh **(See Attachment J.1)**

K. Bylaws and Resolutions

K.1 Be It Resolved That: The LaCloche OPP Detachment Board Appoint Joseph Burke as the Board's Executive Assistant pursuant to Bylaw 001/24 and Be It Further Resolved That: The Board enter into an agreement with the Town of Espanola for the provision of administrative services to the Board including standard administrative and financial services for the operation of the Board pursuant to the attached Memorandum of Agreement. **(See attachment K.1)**

K.2 Be It Resolved That: The Board approves the apportionment of the annual budget for each municipality based on number of representative seats at the table and that the 2025 annual budget for the Board be approved as follows:

Executive Assistant Services: \$10,000 (10 hours per month)

Board Insurance: \$3,888.00

Travel and Training for Members and Executive Assistant: \$11,112 (includes enough for 1-2 members or secretary to attend OAPSB Zone meetings and the annual OAPSB conference).

Board Member Remuneration (\$100 per meeting): \$4,800 (8 members for 6 meetings per year, Separate policy to be developed)

Admin Fee to Espanola for Financial Services: 5% of total above = \$1,490

Total: \$31,290

Apportionment:

Nairn and Hyman: \$5,215

Baldwin: \$5,215

SSR: \$10,430

Espanola: \$10,430

L. New business

- 1) 2025 Meeting Schedule
- 2) Items for upcoming approval: Member Remuneration/Travel and Training

M. In-Camera Meeting

N. Pass any Motions Developed in Closed Sessions

O. Adjournment

Township of Sables-Spanish Rivers
PARKS AND RECREATION COMMITTEE

MEETING SUMMARY

Wednesday, January 15, 2025

Sadowski Hall – Massey & District Community Arena

Present

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

Absent

Cheryl Phillips, JP Fredette, Debbie Peters

1) **Elliot Lake Vikings**

The status of the Elliot Lake Vikings was discussed and points clarified regarding their Leave of Absence from the NOJHL. We hope that they will regroup with a fresh team of players for the 2025/2026 season and we will happily welcome them back to the Massey Arena as their home ice should they decide to ice a team next season. We are still very busy with Elliot Lake Minor Hockey, both house league as well as U13 & U15 rep teams & Elliot Lake Figure Skating Club.

2) **Canteen**

Without the revenues from the Elliot Lake Vikings games, the canteen contractor has decided to withdraw their services. Parks & Recreation will continue to operate the canteen during public skating events, when there are minor hockey games and for select other events that are scheduled.

3) **Staffing**

We have hired a part-time student to work with the Assistant Coordinators with building maintenance, janitorial duties and ice maintenance.

4) **Winter Carnival – February 21 – 23, 2025**

A tentative Carnival schedule was shared & will be posted by January 17th, 2025 once sponsors are confirmed.

We are looking for a lead volunteer to organize a euchre tournament Saturday evening and to coordinate Broomball Shinny on the tennis court for Saturday afternoon.

Sables-Spanish Rivers Fire Department will host a Community Bonfire in the arena parking lot on Friday night.

Carrie-Lynn Gauthier is running the children's games & minnow races.
Northern Dance Movement is organizing the Rock 'n Glo Public Skating Friday night as well as a Talent Show.

Maddie Gamble is leading the Jug Curling Funspiel on Saturday.

Denise Mailloux is leading the Poker Walk for both Saturday & Sunday.

Massey Area Museum is hosting a Pancake Breakfast Saturday morning.

Espanola Masonic Lodge #527 is hosting a Chili Luncheon on Saturday.

Deputy Mayor Mike Mercieca is helping with the Lumberjack Games on Saturday and sponsoring the Hot Chocolate Bar.

Noreen Clement is leading a Vendor/Craft Fair on Sunday

Lindie Weston is leading the Guided Hike or Snowshoe at Chutes Park on Sunday

Realtor Justin Bartlett is sponsoring the Community Skate on Sunday afternoon
and Massey Public Library is providing Winter Carnival Craft Kits for the kids.

5) **50th Season Anniversary**

2025 the Massey & District Community Arena is celebrating it's 50th Season. To commemorate that, we have purchased 50 commemorative tumblers for the Winter Carnival.

The tumblers will have the Township logo and Winter Carnival insignia on them and will be for sale for \$25 per tumbler. Anyone that purchases a tumbler can enjoy free hot chocolate during carnival weekend.

6) **Upcoming Events**

February 20 th	Biidaaban School Annual Tournament
February 21 – 23	Winter Carnival
February 27 – March 2	REP Hockey Playoffs
June 19 – 22	Poutine Feast

Museum Bingo February 3rd, March 3rd & 31st, April 28th, May 4th and June 1st.

7) **Webbwood Rink**

Due to the air pockets and uneven ice surface at the Webbwood Rink, the flooding will no longer be done by volunteers. There are areas of thin ice & air pockets that could create unsafe ice and liability issues for the Township. Parks & Recreation staff will solely be responsible for flooding the ice surface as required & weather permits.

Volunteers are welcome to continue shovelling the snow & clearing the ice surface.

The rink shack is to be used as a warming station only and not a hangout for local youth. A key is available to borrow from the Webbwood library and is to be returned after each use.

Any person or community group wishing to use the facility for any event or special occasion MUST contact Parks & Recreation prior to the event and MUST sign a Facility Rental Agreement.

For the safety of the youth in the community, any person over the age of 18 organizing or supervising a youth activity is required to provide the Township with a Vulnerable Sector Check obtained from the Ontario Provincial Police.

NEXT MEETING – TBD

Parks & Recreation will resume Recreation Committee Meetings in the spring or on an as needed basis to address any concerns. Deputy Mayor Mike Mercieca is the Chair of the Recreation Committee.

Massey Winter Carnival 2025

February 21 - 23, 2025



50th Season
Anniversary!!

Massey & District Community Arena



Friday, February 21st

7:00 – 9:00 p.m. Rock 'n Glo Skating \$4/skater

**7:00 – 9:00 p.m. Community Bonfire &
Hot Chocolate Bar**

7:00 – 8:00 p.m. Talent Show – Open to All
The Northern Dance Movement

Saturday, February 22nd

9:00 a.m. Pancake Breakfast

Hosted by Massey Area Museum

10:00 a.m. Hot Chocolate Bar Opens

Hosted by Massey Seniors

10:00 a.m. Jug Curling Funspiel

Mixed Teams only – 2 males/2 females
Indoor Ice Surface

10:00 a.m. – 4:00 p.m. Poker Walk

Register in Arena Lobby - \$5/hand
Cards must be handed in by 3:00 p.m. to
Determine daily winner(s)
Best Hand 50/50
2nd Place \$10 & 3rd Place \$5

12:00 p.m. Chili Luncheon – Chili & Bun \$12

Hosted by Espanola Masonic Lodge #527

**1:00 p.m. – 4:00 p.m. Kids Games &
Minnow Races**

1:00 p.m. – 4:00 p.m. Lumberjack Games

Mens, Ladies & Youth Log Sawing, Nail Driving, Log
Rolling

2:00 p.m. – 4:00 p.m. Broomball Shiny

All Ages
Outside Tennis Court

Pet Save Sudbury Puppy Room

Come meet the puppies available for adoption!

Pet Save Sudbury will be at the arena on Saturday
with adoption applications, Pet Save swag &
volunteers to answer questions about adopting

ALL DAY SATURDAY !!!

10:00 a.m. – 4:00 p.m.

Sunday, February 23rd

**9:30 a.m. Northshore Thundercats U13 REP vs
Copper Cliff Reds**

10:00 a.m. – 4:00 p.m. Poker Walk Day 2

10:00 a.m. – 4:00 p.m. Craft/Vendor Fair –
Upstairs Sadowski Hall - \$25/table

1:00 – 3:00 FREE Community Skate

Sponsored by Justin Bartlett – Revel Realty Inc.

1:00 Guided Hike or Snowshoe @ Chutes Park

Walking poles provided

**UNLIMITED HOT CHOCOLATE DURING CARNIVAL
HOURS WITH PURCHASE OF \$25
COMMEMORATIVE TUMBLER**

Hot Chocolate Sponsor Deputy Mayor Mike Mercieca

**TWP. SABLES-SPANISH RIVERS SWAG AVAILABLE
FOR PURCHASE @ ARENA - Toques, Hoodies,
Mugs & T-Shirts**

Massey Public Library Winter Carnival Craft Kit

Come grab a kit to take home & make your own

*while supplies last

**CALL OR EMAIL MASSEY ARENA @ (705) 865-2519
or recreation@sables-spanish.ca FOR INFO**

Print Area: FRONT/BACK 1.75"H x 3.25"W

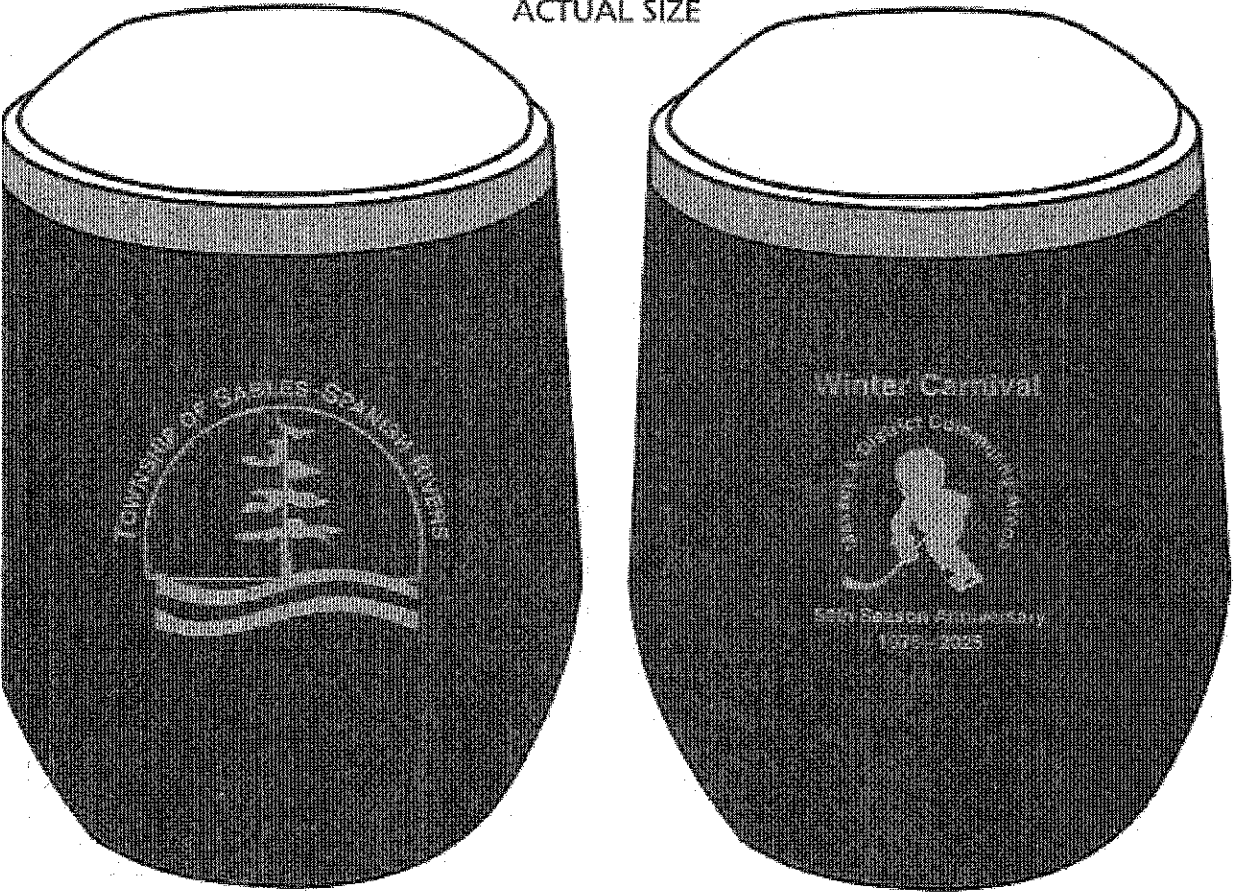
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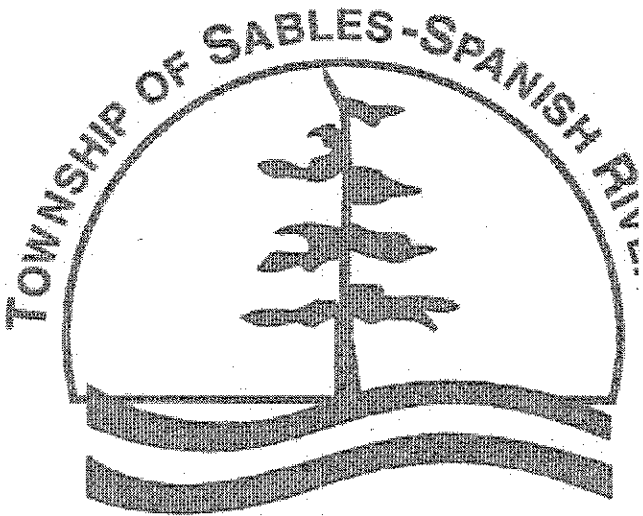


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Winter Carnival



50th Season Anniversary
1975 - 2025



Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: January 22nd, 2025
AGENDA GROUP: F
DEPARTMENT: Planning/Administration
AUTHOR: Amanda St. Michel, Deputy Clerk
SUBJECT: Consent File No. C24-21

BACKGROUND:

On November 27, 2024, Council reviewed Consent File No. C24-21 to create a new lot on River Road. The following resolution was passed:

“BE IT RESOLVED THAT Consent Application File No. C-24-021 as applied for by Richard Presseau be deferred pending confirmation of the following:

- that the setbacks be shown on the sketch to demonstrate a buildable area to accommodate a dwelling;*
- that a well and septic system can be accommodated on the property.”*

Additional Information No.1- *“that the setbacks be shown on the sketch to demonstrate a buildable area to accommodate a dwelling”*

- the applicant shall provide a survey that indicates the measurements, as outlined below, to confirm a potential buildable area for a dwelling, well, and septic on the property:
 - the location of the flood elevation on the property and the 30m setback from this flood plain elevation
 - the 20m front yard setback from River Road
 - the 4m interior yard setbacks

Additional Information No.2- *“that a well and septic system can be accommodated on the property”*

- the applicant shall demonstrate that a standard septic system and well can be accommodated on the property within the established building area.
- It is recommended that the applicant contact the Sudbury Public Health Unit regarding the requirements and capacity options for well and septic systems.

The applicant has retained Keatley Surveying Ltd. to address these requirements. All applicable setbacks have been noted in the attached sketch. The applicant has determined there is a building area of approximately 17.8m x 21.4m in size (etched rectangle on the survey) which could accommodate a 4100 square foot dwelling, and a septic/well system could be accommodated within the south portion of the property.

RELATED POLICY:

- Official Plan, 2020
- Zoning Bylaw 2020-41

STRATEGIC PLAN:

Goal 4- Development & Tourism

Strategic Direction-Pursue innovative initiatives to support development & planning.

Action Item- N/A

BUDGET IMPLICATION:

- No budget implication to the municipality.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT, Consent Application File No. C24-21 as applied for by Richard Presseau be provisionally approved this 22nd day of January, 2025;

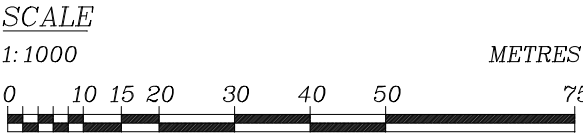
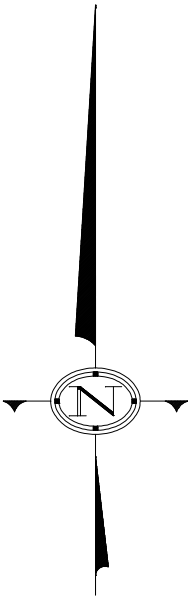
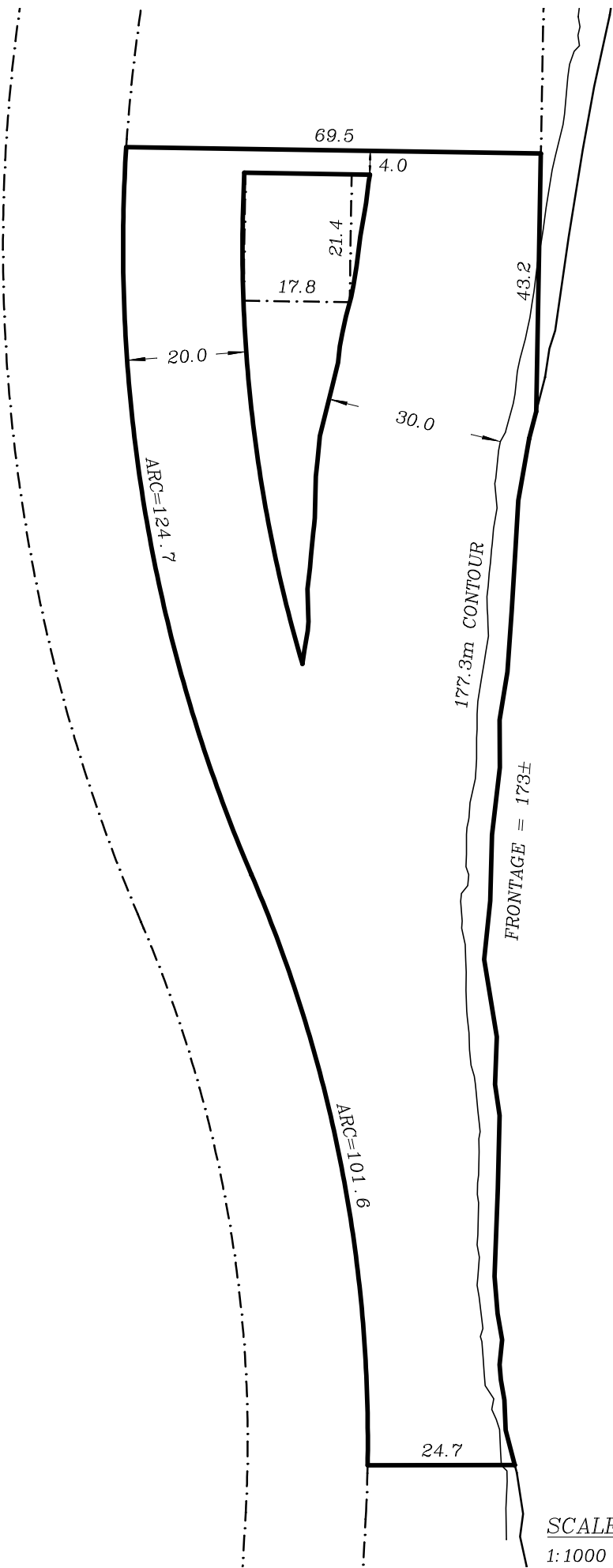
The land in subject application is composed of land in the Township of Salter, part of broken Front Concession, Lot 4, Parcel 6240 & 6561.

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

ATTACHMENTS:

- Keatley Surveying Ltd. sketch
- Original application & schedule of conditions

SKETCH PREPARED FOR SEVERANCE APPLICATION
LOT 4, BROKEN FRONT CONCESSION
TOWNSHIP OF SALTER
DISTRICT OF SUDBURY



NOTE
THIS SKETCH IS PREPARED FROM COMPILED AND
CALCULATED INFORMATION NOT FROM AN ACTUAL SURVEY.

DISTANCES SHOWN HAVE NOT BEEN VERIFIED.
CAUTION
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
FOR TRANSACTION OR MORTGAGE PURPOSES.

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DATE: DECEMBER 5, 2024

FILE: 6242

SCALE = 1:1,000

KEATLEY SURVEYING LTD.
ONTARIO LAND SURVEYOR
P.O. BOX 578
LITTLE CURRENT, ONTARIO

Draft Resolution and Schedule of Conditions:

Provisional Approval – Consent Application File No. C-24-21

Schedule of Conditions:

1. Road Allowance – That if a survey is required, the road allowance(s) deemed to be approximately 33 ft. from the centre of the existing road(s) in front of the land to be severed be surveyed, and together with other road allowances that may be on this or existing surveys be conveyed to the Township of Sables-Spanish River at the applicant's expense and appropriately certified that the Township's title is free and clear of all encumbrances and the Township has a good and marketable title.
2. No deviation - The official survey must not deviate substantially from the application. The applicant must provide a copy of the draft reference plan to the Municipality.
3. Administration fee – That a \$200.00 administration fee be paid to the Municipality.
4. Pursuant to Section 3.16 of the Official Plan, a qualified Ontario Land Surveyor shall establish the flood elevation contour on the property. On the Spanish River, the flood plain elevation is 177.3 meters. The 30m setback from the flood elevation contour and other lot line setbacks shall also be shown to demonstrate a buildable area to accommodate a dwelling, well, and septic.
5. Confirmation that a well and septic system can be accommodated on the property.
6. No arrears - That there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing.
7. The applicant shall cause a restriction under Section 118 of the Land Titles Act, R.S.O. 1990 to be entered in the parcel register for the remainder of the severed portion to read as follows: No transfer of the lands shall be made or charge created unless the consent of the Township of Sables-Spanish Rivers is obtained.

PLANNING APPLICATION STAFF REPORT

File No(s):	Consent; C-24-21
Owner(s)/Applicant(s):	Richard & Michel Presseau
Date Rec'd by Twsp.	October 22, 2024
Date of Public Meeting:	November 27, 2024

Proposal:

The purpose of consent application C-24-21 is to provide for a new residential lot in the Rural zone. The property is described as Salter Township, Concession BF, PT Lot 4, Parcels 6240 & 6561, SEC SWS. The applicant proposes to create a new lot approximately 1.25 ha in size.

This property was subject to a consent application in 2022, C-22-02, for the creation of a new lot which was approved by Council. A condition of this consent was that a restriction under Section 118 of the Land Titles Act, R.S.O. 1990 to be entered in the parcel register for the benefiting parcel of the severed portion to read “No transfer of the lands shall be made or charge created unless the consent of the Township of Sables-Spanish Rivers is obtained”.

Therefore, the portion of the subject property that abuts the Spanish River stayed with the remainder of the parcel and did not create a new lot through a natural severance. The proposed new lot in application C-24-21 is currently subject to this restriction.

Provincial Review:

OMAFRA (Ontario Ministry of Agricultural, Food & Rural Affairs)

- The application indicates that there is no agricultural activity within 500m of the subject property.

MECP (Ministry of the Environment, Conservation and Parks)

- There is no municipal servicing for water supply; private sewage disposal services are required.
- Proposal is compatible with adjacent residential uses.

MTCS (Ministry of Tourism, Culture and Gaming and Ministry of Sport)

- Screening of questions and MC mapping relating to known archaeological sites and built heritage resources indicate no features to protect. Local knowledge may indicate otherwise.

MTO (Ministry of Transportation)

- N/A.

MNDMNRF (Ministry of Northern Development, Mines, Natural Resources and Forestry)

- Application is not within an area of significant planning interest.

OP Designation:

Section 3.16.1 Policies-Flood Plains and Natural Hazards

- This property is adjacent to the Spanish River which as an established flood plain elevation (regulatory flood) of 177.3m. As per Section 3.16.1.6 all new construction would be required to meet the 30m setback from the established flood elevation.
- It is recommended that the proponent provide a survey indicating the location of the flood elevation on the property and the 30m setback to confirm a potential buildable area for a dwelling, well, and septic on the property, as a condition of approval.

Section 4.8 Rural District – Residential Uses

- Permitted uses include rural residential development, both seasonal or permanent occupancy. The proposed lot size conforms to the OP.
- Section 4.9.1 notes rural residential uses within 300m of a water body are also subject to Section 4.10- Resource Recreation District.

Section 4.10- Resource Recreation District

- Permitted uses include residential development
- Section 4.10.4 outlines new lots shall be 1ha in size, with a minimum frontage of 80m. “Lots shall be properly proportioned (e.g. have sufficient depths), to accommodate the safe installation of a water supply and sewage disposal system”.

Zoning:Section 5.18 Rural

- Residential use is permitted; access by year-round maintained municipal road: River Road.
- The Front Yard setback (1) with shoreline frontage shall be 20m. This property is also subject to Section 4.20.6 which outlines 30m setback for a dwelling or septic system. (see attached)
- The applicant notes that the depth of the widest section of the proposed lot is 68m, however the mid section of the lot is only 40-50m.
- The applicant had obtained a survey for a previous consent application for this property (C-22-02), the measurement of this section of the proposed lot is not included on it. The surveyor has been contacted for this measurement, and noted at its widest point the lot would be approx. 68m. It is recommended that the depth of the lot be confirmed to ensure an undersized lot not be created.

Section 4.20.6 Minimum Distance Separation, Influences Areas and Special Setbacks-Water Bodies

- The minimum setback from the shoreline for a habitable structure (dwelling) or a non-residential building shall be 30m.

Provincial Planning Statement:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities provides that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs, including providing for an appropriate range and mix of housing options and densities required to meet projected requirements.

2.5.1 Healthy, integrated and viable rural areas should be supported by building upon rural character, and leveraging rural amenities and assets.

2.6. Rural Lands in Municipalities

1. On rural lands located in municipalities, permitted uses are:
 - c. residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;
2. Development that can be sustained by rural service levels should be promoted.
3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

3.6 Sewage, Water and Stormwater

1. Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

5.2 Natural Hazards

2. Development shall generally be directed to areas outside of:

- b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and

3. 3.1.2 Development and site alteration shall not be permitted within:

- d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

Circulation / Agency Consultation:

- Around & About – November 12, 2024
- Adjacent landowners; 60 metres
- Sagamok Anishnawbek

Draft Resolution and Schedule of Conditions:

Provisional Approval – Consent Application File No. C-24-21

Schedule of Conditions:

1. Road Allowance – That if a survey is required, the road allowance(s) deemed to be approximately 33 ft. from the centre of the existing road(s) in front of the land to be severed be surveyed, and together with other road allowances that may be on this or existing surveys be conveyed to the Township of Sables-Spanish River at the applicant's

expense and appropriately certified that the Township's title is free and clear of all encumbrances and the Township has a good and marketable title.

2. No deviation - The official survey must not deviate substantially from the application. The applicant must provide a copy of the draft reference plan to the Municipality.
3. Administration fee – That a \$200.00 administration fee be paid to the Municipality.
4. Pursuant to Section 3.16 of the Official Plan, a qualified Ontario Land Surveyor shall establish the flood elevation contour on the property. On the Spanish River, the flood plain elevation is 177.3 meters. The 30m setback from the flood elevation contour and other lot line setbacks shall also be shown to demonstrate a buildable area to accommodate a dwelling, well, and septic.
5. Confirmation that a well and septic system can be accommodated on the property.
6. No arrears - That there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing.
7. The applicant shall cause a restriction under Section 118 of the Land Titles Act, R.S.O. 1990 to be entered in the parcel register for the remainder of the severed portion to read as follows: No transfer of the lands shall be made or charge created unless the consent of the Township of Sables-Spanish Rivers is obtained.

6. Water Bodies

- a) Subject to **Section 4.11**, the minimum setback from the **shoreline** for a habitable structure (**dwelling**) or a non-residential **building** shall be 30 m [98.4 ft.] except for a **boat house**, dock, wharf and deck. The minimum **setback** for a low impact accessory structure such as a steam or sauna bath, **gazebo**, storage shed and deck shall be 15 m [49.2 ft.]. The **setback** shall be measured as the shortest horizontal distance from the nearest main wall of the **building** to the **shoreline** (see also **Section 4.22 - Natural Vegetative Buffer**);
- b) Subject to **Section 4.11**, the minimum **setback** from the **shoreline** for an on-site sewage disposal system shall be 30 m [98.4 ft.] and shall be measured as the shortest horizontal distance from the nearest edge of the filter bed/tile bed or septic tank to the **shoreline**; and
- c) Where there is a shoreline road allowance between the front **lot line** and a lake or water body, the minimum **setback** for a habitable structure (**dwelling**) or a non-residential **building** shall be 4 m [13.1 ft.] and a minimum of 10 m [32.8 ft.] for a filter bed/tile bed or septic tank.

7. Helipad, Heliport

Where a Helipad or Heliport is **permitted** in this By-law, the following provisions shall apply:

- a) The setback between the edge of the helipad and the main wall or receptor of a **sensitive land use** shall be determined by a noise and vibration study undertaken by a professional competent in undertaking such studies. Reference shall be made to Ministry of the Environment, Conservation and Parks Guideline “NPC 300, Environmental Noise Assessment Guideline”;
- b) The setback between the edge of the helipad and any **non-residential use** not classified as a sensitive land use shall be 200 m [656.2 ft.]; and
- c) The classification, design, construction and operation of a Heliport shall comply with Standard 325, Heliports, Part III, Canadian Aviation Regulations issued under the Aeronautics Act, administered by Transport Canada.

4.21 Natural Heritage Features

1. Requirements for Natural Heritage Features

No use of land, **buildings** or **structures** except a **conservation use** shall be **permitted** within the distances prescribed below of an identified natural heritage feature as shown on the Zone Schedules to this By-law except where an Impact Assessment and/or mitigating measures or conservation practices are implemented as approved by the public body having jurisdiction: (See illustrations)

5.18.2 Zone Requirements

1. Kennel, Hobby Farm

Minimum Lot Area4.0 ha [9.9 ac.]

Minimum Lot Frontage 92 m [301.8 ft.]

Minimum Yard Requirements

- Kennel - All Yards 30 m [98.4 ft.]
- Hobby Farmsame as Other Uses

Maximum Building Height 10 m [32.8 ft.]

Maximum Building Height - Accessory Building 6 m [19.7 ft.]

2. Other Uses

Minimum Lot Area per Dwelling Unit1 ha [2.47 ac.]

Minimum Lot Frontage 80 m [262.4 ft.]

Minimum Lot Depth 50 m [164.ft.]

Minimum Yard Requirements

- Front Yard (1) with shoreline frontage 20 m [65.6 ft.]
- Front Yard (2) back lot 15 m [49.2 ft.]
- Rear Yard 4 m [13.1 ft.]
- Interior Side Yard..... 4 m [13.1 ft.]
- Exterior Side Yard..... 4 m [13.1 ft.]

Minimum Yard Requirements - Accessory Building

- Front Yard..... 15 m [49.2 ft.]
- Rear Yard 1.2 m [3.93 ft.]
- Interior Side Yard..... 1.2 m [3.93 ft.]
- Exterior Side Yard..... 4 m [13.1 ft.]

Maximum Building Height

- Main Building 11 m [36 ft.]
- Accessory Building 6 m [19.6 ft.]

Maximum Lot Coverage 10%

Maximum No. of Dwelling Units per Lot*

Application for Consent Under Section 53 of the Planning Act

FOR OFFICE USE ONLY:

Date Complete Application Received:	Fee Paid:	Receipt No.:	Roll No.:	File No.:
October 22, 2024	\$1,500	56452	5218-000-003-20700	24-21

SUBMISSION OF THE APPLICATION:

1. In this form the term "subject" land means the land to be severed and the land to be retained.
2. The information in this form must be provided by the applicant to ensure a quick and complete review. If information is not provided that is necessary, the application may be deferred or refused or may be returned to the applicant.
3. One application form, including sketch is required for each parcel to be severed.
4. The fee is \$500.00 per application.
5. Measurements are to be in metric units.

Please Print and Complete or Check Appropriate Box(es)**1. Application Information**

- 1.1 Name of Owner(s). An owner's authorization is required in Section 11 & 12, if the applicant is not the owner.

Name of Owner(s) Richard Presseau Michel Presseau	Home Telephone No. 705-865-2835 705-862-1599	Business Telephone No.
Address 1525 River Road	Postal Code POB 1 PO.	

- 1.2 Agent / Applicant: Name of the person who is to be contacted about the application, if different than the owner.

This may be a person or firm acting on behalf of the owner(s).

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	E-Mail

2. Location of the Subject Land (Complete applicable boxes in 2.1)

2.1 Geographic Township Salter	Parcel No. 6240 + 6561	Lot / Section 4	Concession No. BF
Registered Plan No.	Lot(s)/Block(s)	Reference Plan No.	Part No.
			Civic/Street Address River Rd

- 2.2 Are there any easements or restrictive covenants affecting the subject land?

☐ No ☐ Yes If Yes, described the easement or covenant and its effect.
3. Purpose of this Application

- 3.1 Type and purpose of proposed transaction (check appropriate box)

Transfer: ☒ Creation of a new lot ☐ Addition to a lot ☐ An easement ☐ Other purpose
 Other: ☐ A charge ☐ A lease ☐ A correction of title

- 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

- 3.3 If a lot addition, identify the lands to which the parcel will be added.

4. Description of Subject Land and Servicing Information (complete each subsection)

4.1	Description	Frontage (m)	severed 360 meter	Retained 668	
		Depth (m)	36m (south) / 66m North	505 meter	
		Area (ha)	2.75-3.25 acres 1.25 ha.	72 acres / 29.14 ha.	
4.2	Use of Property	Existing Use(s)	NONE	NONE	
		Proposed Use(s)			
4.3	Buildings or Structures	Existing (date of construction)	NONE	NONE	
		Proposed			
4.4	Access (check approp. space)	Provincial Highway			
		Municipal road, maintained all year			
		Municipal road, seasonally maintained	✓	✓	
		Other public road (specify below)			
		Right of way (specify below)			
If access is by private road, or "other public road" or "right of way", indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.					
Water Access (if so, indicate the location of the parking and boat docking facilities to be used)					
4.5	Water Supply (check approp. space)	Publicly owned and operated piped water system			
		Privately owned and operated individual well			
		Privately owned and operated communal well			
		Lake or other water body			
		Other means			
4.5.1 If existing, is the supply and quality of water adequate?					
If proposed, is there any reason to expect there would not be an adequate supply of quality water?			NO		
4.6	Sewage Disposal (check approp. space)	Publicly owned and operated sanitary sewage system			
		Privately owned and operated individual septic tank	NONE		
		Privately owned and operated communal septic system			
		Privy			
		Other means			
4.6.1 If existing, is there any known deficiency in the system?					
If proposed, is there any reason to expect that a Certificate of Approval may not be issued by the Health Unit?			NO		
4.7	Other Services (check if the service is available)	Electricity			
		School bussing			
		Garbage collection	✓	✓	

5. Land Use

- 5.1 What is the current official plan designation(s) of the subject land? rural
- 5.2 What is the current zoning of the subject land? rural
- 5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified?
Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, incl. livestock facility or stockyard	<u>NO</u>	
A landfill site	<u>NO</u>	
A sewage lagoon	<u>NO</u>	
Hazard land	<u>NO</u>	
Any mine site - active or abandoned (please specify)	<u>NO</u>	
An industrial or commercial use, specify the use(s)	<u>NO</u>	
An active railway line	<u>NO</u>	
An airport or airstrip	<u>NO</u>	
Utility corridors	<u>NO</u>	

6. History of the Subject Land

- 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?
☒ No ☐ Yes ☐ Unknown If Yes and if known, provide the application file number and the decision made on the application.
- 6.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land?
☒ No ☒ Yes ☐ Unknown If Yes, provide the date of the transfer, the name of the transferee and the land use of the severed land.
River Road 2023/09/20 (as per requirement for severance)
42 acres - 2027/09/20

7. Current Applications

- 7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval? ☒ No ☐ Yes ☐ Unknown If Yes and if known, specify the Ministry file number and the status of the application.
- 7.2 Is the subject land the subject of an application for a zoning bylaw amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision? ☒ No ☐ Yes ☐ Unknown If Yes, and if known, specify the appropriate file number and status of the application.
- 7.3 Is the application consistent with policy statements issued under subsection 3(1) of the Planning Act?
yes

8. Sketch

8.1 This application shall be accompanied by a sketch showing the following, in metric units:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- the location and type of wells and/or septic tanks and the distance from the proposed severance line, if less than 50 metres
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas
- the existing use(s) on adjacent lands
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used
- the location and nature of any easement affecting the subject land

9. Other Information

Is there any other information that you think may be useful for the review of this application? If so, explain below or attached on a separate page.

This area would be ideal for building a residential home.

10. Affidavit or Sworn Declaration

I, Richard Presseau of the Sable Spanish River
in the district of Sudbury make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application are true.

Sworn (or declared) before me

at the Township of Sables-Spanish Rivers
in the District of Sudbury
this 21 day of October 2024

A. H. Michel
Commissioner of Oaths

Richard Presseau
Applicant

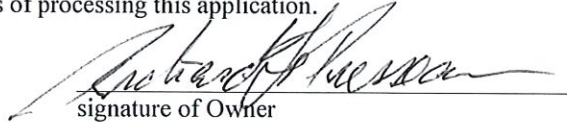
11. Consent of the Applicant / Owner(s)

11.1 Complete the consent of the owner(s) concerning personal information set out below.

Consent of the Owner(s) to the Use and Disclosure of Personal Information

I/we, Richard Pousseau Michel Pousseau, am/are the applicant / owner(s) of the land that is the subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

September 30, 2024
date


signature of Owner


signature of Owner

12. Authorization for Agent

12.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be attached to this application, or the authorization set out below must be completed.

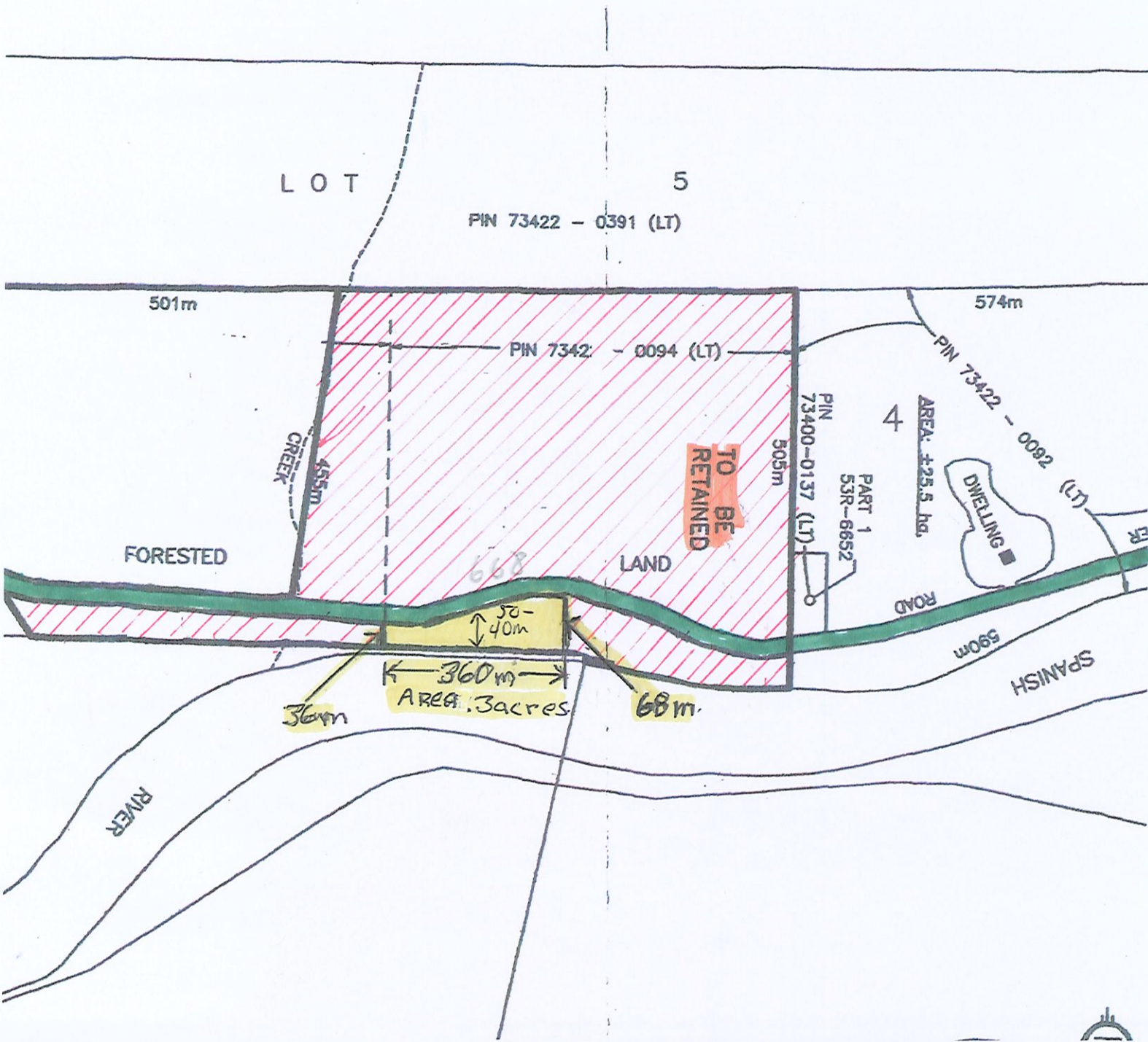
Authorization of Owner(s) for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to make this application on my/our behalf.

date

signature of Owner

signature of Owner



- - River Road.
- ▨ - Property to be retained.
- - Property to be severed.

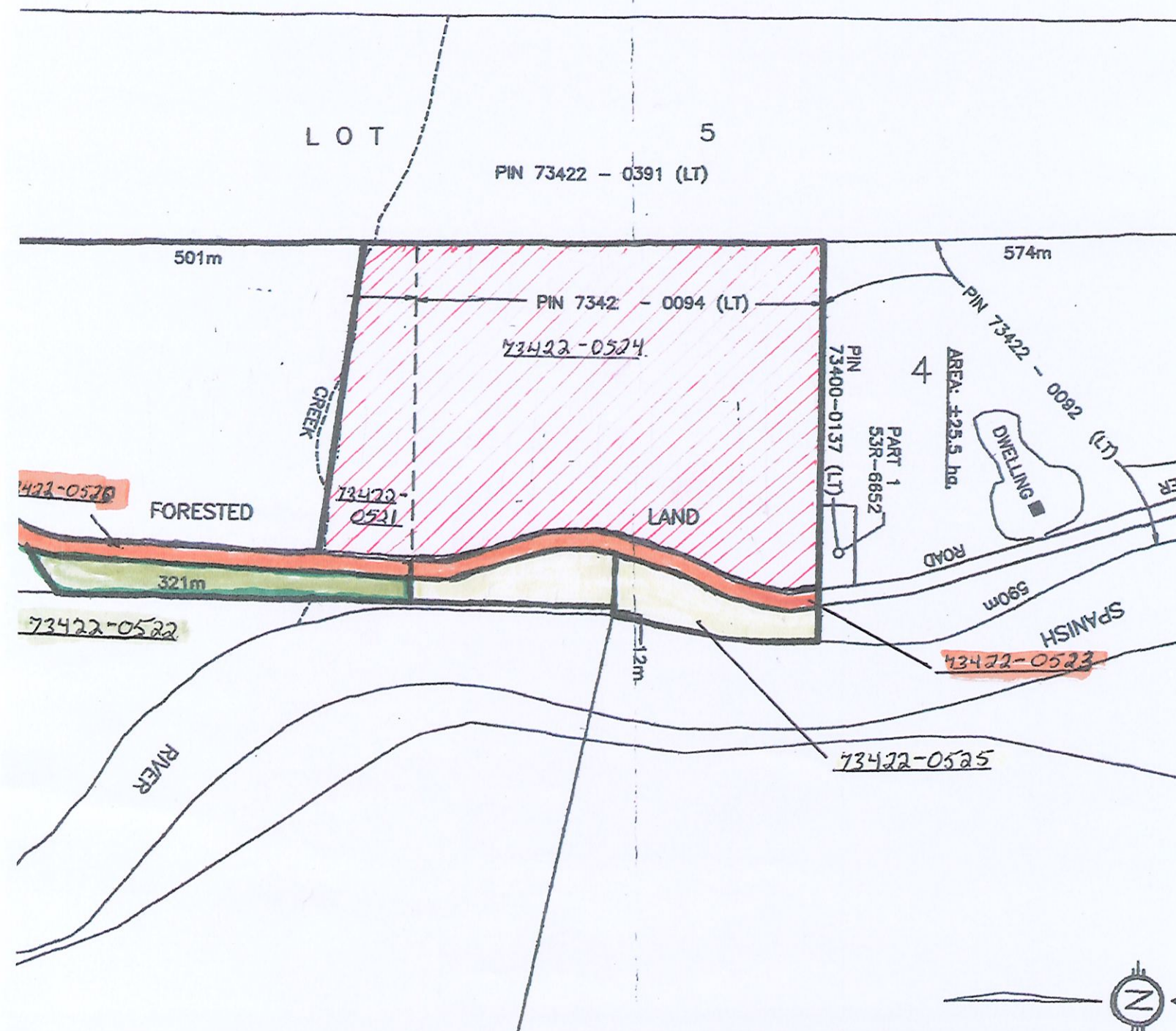
Land office
Property PIN #

73422-0520 - Road transfer
to Sables-Spanish River
2023/09/20

73422-0523 - Road transfer
to Sables-Spanish River
2023/09/20

73422-0522 - New farm
Richard F. Presseca
Michel R. Presseca
2023/04/26

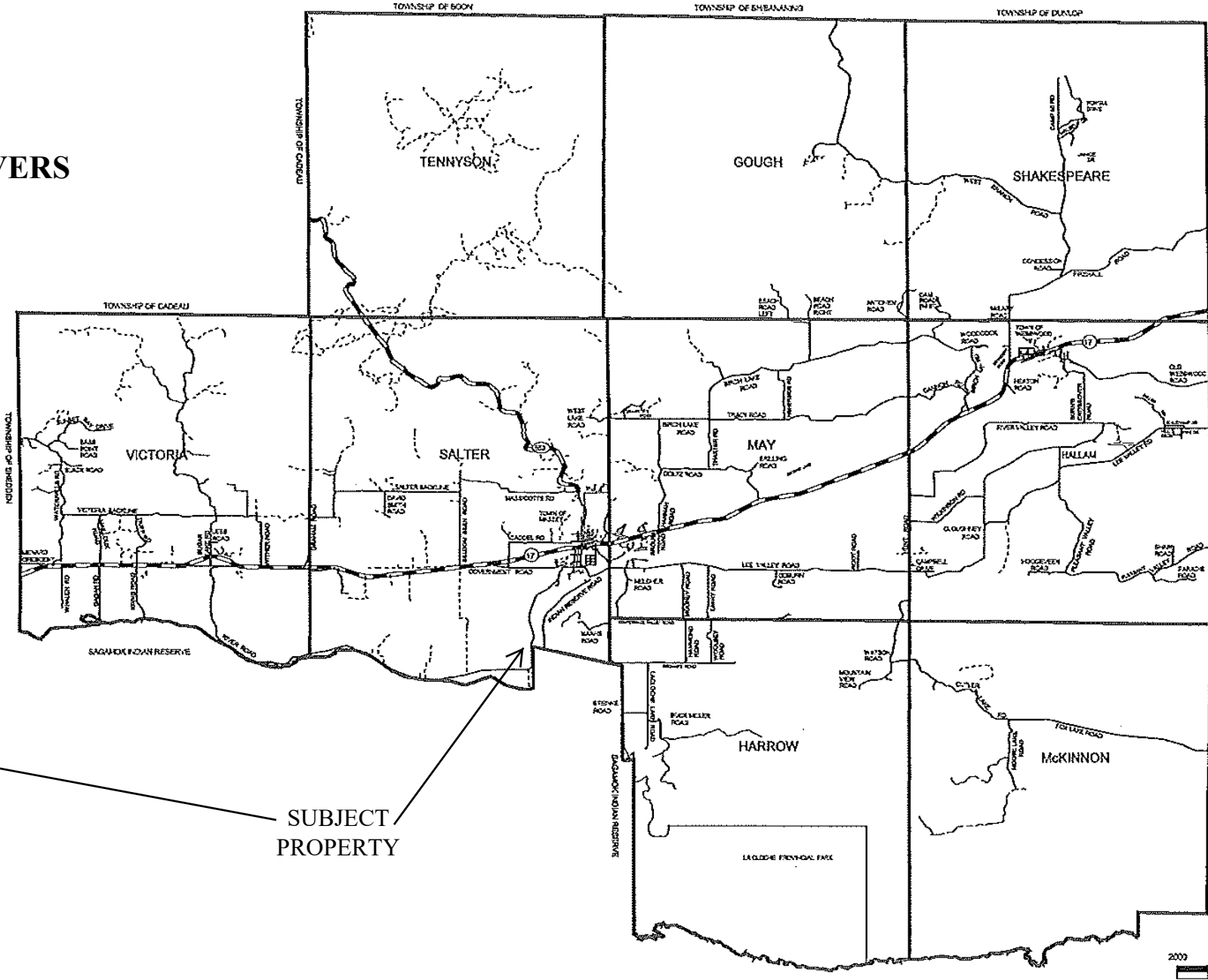
73422-0525 - New farm
Richard F. Presseca
Michel R. Presseca
2023/04/26





TOWNSHIP OF SABLES-SPANISH RIVERS

CONSENT FILE NO. C-24-21
SALTER TWP; PRESSEAU



SUBJECT
PROPERTY

NOTICE OF A PUBLIC MEETING

Concerning Applications for Consent

TAKE NOTICE that the Council of the Corporation of the Township of Sables-Spanish Rivers will hold a public meeting to consider the proposed application for Consent under Section 53 of the Planning Act, RSO 1990 as amended. The public meeting will be held on **Wednesday, November 27th, 2024 at 6:30 p.m.** in Council Chambers, at 11 Birch Lake Road, Massey, Ontario.

Consent File No. C-24-21 Purpose and Effect: To provide for a new lot within the Rural Zone. The property is described as Salter Township, Broken Front Concession, Part Lot 4, Parcel 6240 and 6561, SEC SWS. The land in subject application is not subject to any other Planning Act application.

IF YOU WISH TO BE NOTIFIED of the decision of the Township of Sables-Spanish Rivers on the proposed consent application you must make a written request to the Township of Sables-Spanish Rivers.

ANY PERSON may attend the Public Meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent application.

IF A PERSON OR PUBLIC BODY has the ability to appeal the decision of the Township of Sables-Spanish Rivers in respect of the proposed consent to the Ontario Land Tribunal but the does not make written submissions to the Township of Sables-Spanish Rivers or make oral submissions at a public meeting, before it gives or refuses to give a provisional consent, the tribunal may dismiss the appeal.

ADDITIONAL INFORMATION AND MATERIAL about the proposed consent application will be available for inspection during regular office hours at the municipal office, 11 Birch Lake Road, Massey.

DATED at the Township of Sables-Spanish Rivers this 12th day of November, 2024.

Anne Whalen, Clerk-Administrator
(705)-865-2646
inquiries@sables-spanish.ca
11 Birch Lake Rd, Massey ON, P0P 1P0

Please Note: you are receiving this notice as you are a property owner within a 60 metre radius of the subject property. *Planning Act Ont. Reg. 197/96 s. 3(3)*

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-07

Being a Bylaw to confirm the proceedings of the regular
Council Meeting held on January 22, 2025

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 22, 2025 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 22nd DAY OF JANUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL
THIS 22nd DAY OF JANUARY, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN