

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

Motion No. 2025-054
Moved By: C. BURNS
Seconded By: T. CRABS
WHEREAS there is a quorum of Council present and the time is 6:30 p.m.;
BE IT RESOLVED THAT this Regular Meeting be open for business;
AND THAT the minutes of the Regular Meeting of February 12, 2025 be approved.

CARRIED

The Mayor called for the disclosure of pecuniary interest. None declared.

Public Meeting
Motion No. 2025-055
Moved By: C. PHILLIPS
Seconded By: T. CRABS
BE IT RESOLVED THAT the Council meeting is now adjourned for the purpose of a Public Meeting.
CARRIED

File ZBA 25-001
Motion No. 2025-056
Moved By: H. CRABS
Seconded By: C. PHILLIPS
BE IT RESOLVED THAT pursuant to Section 34 of the Planning Act, the Public Meeting is now officially open for the purpose of hearing comments regarding a proposed amendment to the Zoning Bylaw; File ZBA 25-001 as applied for by Robert Martel for property in Harrow Township, Lot 10, Concession 3, Parcel 18694, 100-I Buckmiller Road, Massey.
CARRIED

Regular Meeting Resumed
Motion No. 2025-057
Moved By: H. CRABS
Seconded By: C. BURNS
BE IT RESOLVED THAT the Public Meeting is now officially closed, and the Council meeting is reconvened.
CARRIED

File ZBA 25-001
Motion No. 2025-058
Moved By: C. PHILLIPS
Seconded By: T. CRABS
WHEREAS Council is satisfied that the notices were given in accordance with the Planning Act respecting Zoning Bylaw Amendment File No. ZBA25-001 as applied for by Robert Martel for property in Harrow Township, Lot 10, Concession 3, Parcel 18694, 100-I Buckmiller Road;
AND WHEREAS sufficient information has been made available at this public meeting for the public to understand generally the zoning proposal being considered;
BE IT RESOLVED THAT after due consideration with respect to the proposed amendment to the Township of Sables-Spanish Rivers Zoning Bylaw, Council hereby concludes that this application shall be deferred pending further information regarding the following:
--Agreement with the adjacent landowner for a lot addition
- Additional survey completed
Effective of public submission(s):
- Concerns from public resulted in Council deferring their decision
CARRIED

Consent Agenda
Motion No. 2025-059
Moved By: C. PHILLIPS
Seconded By: T. CRABS
BE IT RESOLVED THAT items G1 – G5 contained on the consent agenda be adopted.
CARRIED

Bylaws 2025-11 - 2025-15 1st, 2nd, 3rd & Final Reading
Motion No. 2025-060
Moved By: C. PHILLIPS
Seconded By: T. CRABS
BE IT RESOLVED THAT the following Bylaws be read a first, second, third and final time and passed in open council:
Bylaw 2025-11 – Being a bylaw to adopt a policy for remuneration of Council
Bylaw 2025-12 – Being a bylaw to adopt a policy for Frozen Water Service Line Response
Bylaw 2025-13 – Being a bylaw to adopt a policy for residential Service & Restoration
Bylaw 2025-14 – Being a bylaw to adopt a policy for Waste Management
Bylaw 2025-15 – Being a bylaw to enter into Agreement with GFL Environmental for cover and Compaction at the Tennyson Landfill Site
CARRIED

General Gov -Treasurer's Annual Statement 2024
Motion No. 2025-061
Moved By: C. PHILLIPS
Seconded By: T. CRABS
BE IT RESOLVED THAT Council receives the Treasurer's "Annual Statement of Council Remuneration and Expenses Paid in 2024" for public record, as required under Section 284 of the Municipal Act, 2001.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

OPP Board Motion No. 2025-062
 Memorandum Moved By: C. BURNS
 Agreement & Seconded By: T. CRABS
 Renumeration Policy **BE IT RESOLVED THAT Council accepts the Memorandum of Agreement and Renumeration Policy for the Lacloche OPP Board.**

CARRIED

Progress Motion No. 2025-063
 Payment#1 Moved By: T. CRABS
 Henderson Metal Seconded By: M. MERCIECA
 Fabricating Company Ltd. **BE IT RESOLVED THAT the Progress Payment #1 in favour of Henderson Metal Fabricating Company Ltd. In the amount of \$12,119.25 including HST for the Medical Clinic Upgrades project be approved for payment.**

CARRIED

RFP - Motion No. 2025-064
 Age Friendly Moved By: C. PHILLIPS
 Community & Action Plan Seconded By: M. HOBBS
BE IT RESOLVED THAT Council of the Township of Sables-Spanish Rivers accept the attached proposal from KA Community Consulting to develop a 2025-2028 Age-Friendly Community and Accessibility Action Plan at a cost of \$34,246, excluding HST.
AND THAT the acceptance of this RFP be contingent upon funding through the 2024-2025 Inclusive Community Grant.

CARRIED

WCCB Motion No. 2025-065
 Board Moved By: T. CRABS
 Minutes Seconded By: C. PHILLIPS
BE IT RESOLVED THAT the minutes of the Walford Community Centre Board of February 20, 2025 be accepted;

CARRIED

Consent Motion No. 2025-066
 Application Moved By: C. BURNS
 File No. C-25-001 Seconded By: H. CRABS
 NELSON **BE IT RESOLVED THAT Consent Application File No.C-25-001 as applied for by Peggy Ferguson on behalf of Arthur & Linda Lou nelson be provisionally approved this 26th day of February, 2025;**
The land in subject application is composed of land in the Township of Victoria, Section 27, Parcel 27-2, 330 Victoria Backline, Walford.
The purpose of this consent is to allow for one new lot in the Rural zone. It is hereby provisionally approved with the schedule of conditions attached hereto.

CARRIED

Closed Motion No. 2025-067
 Session Moved By: T. CRABS
 Seconded By: M. MERCIECA
BE IT RESOLVED THAT we move into closed session at 7:20 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 – employee probation and labour relations
 - matters relating to solicitor-client privilege

CARRIED

Resolution 2025-068 & 2025-069 were dealt with in closed session and are in a sealed envelope and filed in the office of the Clerk

Regular Motion No. 2025-070
 Session Moved By: H. CRABS
 Resumed Seconded By: T. CRABS
BE IT RESOLVED THAT the closed session be adjourned at 9:15 p.m. and the regular meeting resumed

CARRIED

Extension Motion No. 2025-071
 Agreement Moved By: H. CRABS
 -LEDUCCI Seconded By: C. BURNS
BE IT RESOLVED THAT Council hereby directs the Treasurer to enter into an Extension Agreement with Miguel Leducci for the payment of property tax arrears for the property located at 45 and 47 Main Street, Webbwood, ON;
AND THAT all payments under this Extension Agreement shall be made by Pre-Authorized Withdrawal from the property owner's bank account to ensure consistent and timely payments.

CARRIED

General Motion No. 2025-072
 Gov.- Moved By: C. PHILLIPS
 Clinic Janitor Resignation Seconded By: H. CRABS
BE IT RESOLVED THAT Council accepts, with regret, Lisette Sonnenburg's resignation as Clinic Janitor;
AND THAT we wish her well in her future endeavours.
AND FURTHER THAT this position be advertised, and a suitable candidate be selected by the clinic Office Manager.

CARRIED

Public Works Motion No. 2025-073
 Supervisor- Moved By: M. HOBBS
 D. Seconded By: T. CRABS
 MONCION **BE IT RESOLVED THAT David Moncion having successfully completed a 6-month probationary period as Public Works Supervisory, is hereby recognized as a permanent full-time employee.**

CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 3

FEBRUARY 26, 2025

Confirmatory Motion No. 2025-074
Bylaw Moved By: C. PHILLIPS
2025-16 1st Seconded By: M. HOBBS
2nd, 3rd &
Final Reading BE IT RESOLVED THAT Bylaw 2025-16 being a bylaw to confirm the proceedings of the regular council meeting of February 26, 2025 be read a first, second, and third time and final time and passed in open council.
CARRIED

Adjourn Motion No. 2025-075
Moved By: M. HOBBS
Seconded By: T. CRABS
BE IT RESOLVED THAT the time is 9:25 p.m. and this meeting be adjourned until the next regular meeting or call of the chair.
CARRIED

MAYOR –K. BURKE

CLERK-ADMINISTRATOR – A. WHALEN

**PLANNING APPLICATION
STAFF REPORT**

File No(s):	Zoning Bylaw: ZBA25-001
Owner(s)/Applicant(s):	Robert & Francine Martel
Date Rec'd by Twsp.	January 24, 2025
Date of Public Meeting:	February 26, 2025

Proposal:

The amendment being proposed is to allow for a site-specific reduced interior side yard setback in the Resource Recreation zone. The attached application was received for property located at 100 I Buckmiller Road, Massey. The applicant is proposing a reduced interior yard setback of 0.11m (0.36ft) to accommodate an existing addition to a dwelling.

This property was granted an amendment for a reduced front yard setback in 2007 under Bylaw 2007-31, the supporting sketch notes that the dwelling had a 4m interior yard setback at that time. The current owner purchased the property in 2010, and notes that the addition was existing. There is no permit for this addition on file. The current owner is now selling the property and is looking to receive approval from Council to rectify the existing setbacks.

The applicant has been required to provide a survey prepared by a professional surveyor to confirm the proposed 0.11m (0.36 ft) setback. The survey confirms that the body of the building is 0.11m (0.36 ft) from the property line, however the eaves on the dwelling do cross the property line.

It is recommended that that the applicant approach the neighbouring property owner in regard to a lot addition to provide the additional allowance and then continue with the proposed zoning bylaw amendment if the 4m setback still can't be met. The alternative is that the applicant would need to remove the building overhanging the neighbouring property and then apply for the corresponding amendment if the required setback still can't be met.

Official Plan:Section 4.10 Resource Recreation District

- Provides for seasonal residential uses.

Zoning Bylaw:Section 5.6 Resource Recreation

- Seasonal residential uses are permitted.
- The established interior setback with shoreline frontage is 4m or 13.1 ft (Bylaw 2020-41). Prior to amendments in 2010 and 2020, Bylaw 2003-15 also noted that the interior yard setback for a dwelling in this zone was 4m (13.1 ft).

Circulation / Agency Consultation:

- Around & About – February 4, 2025
- Adjacent landowners; 120 metres
- Applicable agencies

Attachments

- ZBA Application
- Public Notice

THE TOWNSHIP OF SABLES-SPANISH RIVERS

Application for a Zoning Bylaw Amendment
Under Section 34 of the Planning Act

FOR OFFICE USE ONLY:

Date Complete Application Received: JANUARY 24, 2025	Fee Paid: \$1,500	Receipt No.: 56884.	Roll No.(if applicable): 5218-000-001-04800000	File No.: ZBA25-001
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INSTRUCTIONS TO APPLICANTS:

This application is to be used for all requests for approval for Zoning Bylaw amendments within the Township of Sables-Spanish Rivers. The application form requests information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information shall be submitted at the time of application.

In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

Any measurements are to be in metric units. The applicable application fee must accompany the application. If the application is not complete and/or the fee not provided, the Township may return the application.

Please Print and Complete or Check Appropriate Box(es)

1. Applicant Information

1.1 Name of Owner(s). An owner's authorization is required in Section 10 & 11, if the applicant is not the owner.

Name of Owner(s) Robert & Francine Martel	Home Tel. No. 1-705-865-1742	Business Tel. No. 1-705-669-9557
Mailing Address 1001 Buckmiller Road, Massey ON	Postal Code P0P 1P0	E-Mail rmid@vianet.ca

1.2 Applicant / Agent: 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).

Name of Contact Person/Agent Robert Martel	Home Tel. No.	Business Tel. No. 1-705-669-9557
Mailing Address 1001 Buckmiller Road, Massey ON	Postal Code P0P 1P0	E-Mail rmid@vianet.ca

2. Location of Subject Land

2.1 Geographic Township Sables-Spanish Rivers	Parcel No.	Lot/Section 10	Concession 3
Registered Plan No. 18694RP	Lot(s) / Block(s)	Reference Plan No. SR-214 & 53R-11494	Part No. 1
Lot Area (m ² or ha) .3075 Ha (.76 A)	Frontage (m) 45.7m/40.5 (Rear)	Depth (m) 82m (East/69.7m (West)	Civic Address 1001 Buckmiller Road

2.2 Are there any mortgages, charges or other encumbrances in respect of the subject land?
Yes No If Yes, indicate the names and addresses of the holders.

2.3 If known, what was the date that the subject land was acquired by the current owner? November 2010

3. Land Use

- 3.1 What is the current Official Plan designation of the subject land and how does this application conform to the Official Plan?
(maps are available at the municipal office for verification)
Resource Recreation District
- 3.2 What is the current zoning of the subject land? (maps are available at the municipal office for verification)
Resource Recreation District
- 3.3 If known, what are the existing uses of the subject land, and how long have these uses continued?
Resource Recreation District

3.4 Are there any buildings or structures on the subject land? yes

If yes and known, provide the following for each building or structure;

Type and Use of Bldg/Structure	Lot Line Setbacks (m)			Height (m)	Floor Area	Date Constructed
	Front	Rear	Sides			
Refer to Appendix 'B'						
Dwelling	varies	Varies	varies	4.3m±	134.7m2±	1960's-2008-2019
Garage	varies	varies	varies	7.5m±	62.80m2	2014

3.5 What is the nature and extent of the proposed rezoning, and why is it being requested?
obtain sire yard setback variance becuase of adjacent property owner complaint

3.6 What are the proposed uses of the subject land?
Resource Recreation District

3.7 Are there any buildings or structures proposed to be built on the subject land? no
 If yes, provide the following for each proposed building or structure;

Type and Use of Bldg/Structure	Lot Line Setbacks (m)			Height (m)	Floor Area
	Front	Rear	Sides		

3.8 Has a gas station been located on the subject land or land adjacent to the subject land at any time? Yes No Unknown
 Has petroleum or other fuel been stored on the subject land or land adjacent to the subject land? Yes No Unknown

3.9 Is there reason to believe the subject land may have been contaminated by former toxant uses on the site or adjacent sites (ie: transformers) Yes No Unknown

3.10 What information did you use to determine the answers to questions 3.8 and 3.9? on-site survey

3.11 Is the subject land within an area where there are pre-determined minimum and maximum density requirements or minimum and maximum height requirements? If yes, provide a statement of these requirements. no

3.12 If the proposed amendment alters all or any part of the boundary of an area of settlement or implements a new area of settlement, indicate the details of the official plan or official plan amendment that deals with the matter. na

3.13 If the proposed amendment is to remove land from an area of employment, indicate the details of the official plan or official plan amendment that deals with the matter. na

3.14 If the subject land is within an area where zoning with conditions may apply, explain how the application conforms to the official plan policies relating to zoning with conditions. na

3.15 Is the proposed amendment consistent with the policy statements issued under subsection 3(1) of the Planning Act?
yes

4. Servicing Information

4.1 Access (check appropriate space(s))	Provincial Highway	
	Municipal Road - year-round maintenance	yes
	Municipal Road - seasonal maintenance	
	Other Public Road (specify)	
	Right-of-Way	
	Water	

4.1.1 If access to the subject land is by private road, or right-of-way, state who owns the land or road, who is responsible for its maintenance and what type of agreement is in effect. Kluge/Kutschke w/ Road access on title

4.1.2 If access to the subject land is by water only, please state the parking and docking facilities used, or to be used, and the approximate distance of these facilities from the subject land and the nearest public road. na

4.2 Water Supply (check appropriate space)	Publicly owned/operated piped water system	
	Privately owned/operated individual well	
	Privately owned/operated communal well	
	Lake or other water body	X
	Other means	
4.3 Sewage Disposal (check appropriate space)	Publicly owned/operated sanitary sewage system	
	Privately owned/operated individual septic system	X
	Privately owned/operated communal septic system	
	Privy	
	Other means	
4.3.1 Will the requested amendment permit development on a privately owned and operated individual or communal septic system with more than 45000 litres of effluent being produced per day as a result of the development being completed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, the following reports shall be required; i) a servicing options report, ii) a hydrogeological report.		
4.4 Storm Drainage (check if applicable)	Sewers	
	Ditches	
	Swales	X
	Other means	natural flow to lake

5. Adjacent Land Uses

5.1 What are the present land uses of properties adjacent to the subject land?
to the north Forest/farmland to the east Resource Recreation District
to the south LaCloche Lake to the west Resource Recreation District

6. History of the Subject Land

6.1 If known, has the subject land ever been the subject of an application for a site-specific zoning bylaw/zoning bylaw amendment or a Minister's Zoning Order (if so, indicate Ontario Regulation number of that order). Unknown

6.2 Is the subject land the subject of an application for approval of a plan of subdivision or a consent under the Planning Act?
 Yes No Unknown If Yes, and if known, provide the Ministry's application file number and the status of the application.

7. Sketch Refer to Appendix 'B' Existing As-built Key Site Plan/KSP-1

- 7.1 This application must be accompanied by a sketch showing the following, in metric units:
- the boundaries and dimensions of the subject land
 - the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines
 - the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
 - the current uses on land that is adjacent to the subject land
 - 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
 - the location of the parking and docking facilities to be used, if access to the subject land is by water only
 - the location and nature of any easement affecting the subject land.

8. Public Consultation Strategy

The applicant must submit a "proposed strategy for consulting with the public with respect to this application request." Please indicate what steps will be taken or have been taken to consult with the neighbourhood.
Refer to Appendix 'E'

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 attach on a separate page. Refer to:

- Appendix 'A' Order to Comply 2025-002 for existing back addition;
- Appendix 'B' Existing As-built Key Site Plan/KSP-1;
- Appendix 'C' Existing Site Plan Side yard Setback Declaration Bylaw Amendment 2007-31 File No. 07-08 Harrow Twp;
- Appendix 'D' Existing Partial Survey Plan Part 1, 53R-11494, Part 1, S.R. 214
- Appendix 'E' Public Consultation Strategy
- Appendix 'F' Other (Related) Information

10. Affidavit or Sworn Declaration of Applicant(s)

10.1 Affidavit or Sworn Declaration for the Information set out in this Application

I/we Robert Martel of the Sables-Spanish Rivers Township 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 Sables-Spanish Rivers Township in the District of Sudbury this 24 day of January 2025

A. St. Michel
Commissioner of Oaths

Robert Martel
applicant 

**AMANDA ST. MICHEL
COMMISSIONER OF OATHS**

11. Consent of the Applicant / Owner(s) of the ~~TWP OF SABLES~~ TWP OF SABLES SPANISH RIVERS

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

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

I/we, Robert and Francine Martel, am/are the applicant / owner(s) of the land that is the subject of this application for an official plan amendment 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.

January 13, 2025
date

Robert Martel
signature of Applicant / Owner

Francine Martel
signature of Applicant / 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, Robert and Francine Martel, am/are the owner(s) of the land that is the subject of this application for an official plan amendment and I/we authorize Robert Martel interior Design Inc to make this application on my/our behalf.

January 13, 2025
date

Robert Martel
signature of Owner

Francine Martel
signature of Owner

Order to Comply OTC 2025-002 (10-01-'25)

- There is no documentation to indicate the back addition was built under an approved building permit

Township of Sables-Spanish Rivers
11 Birch Lake Road R.R. #3 Box 5
Massey, ON P0P 1P0 (705) 865 - 2646

ORDER TO COMPLY
Pursuant to Subsection 12(2)
of the *Building Code Act, 1992*

Order Number: OTC 2025-02 Date Order issued: January 10, 2025

Address to which Order applies:

100 1 Buckmiller Road
Massey, ON
HARROW CON 3 LOT 10 PCL

Order issued to:

1. Robert Martel
100 1 Buckmiller Road
Massey, ON
PO BOX 153
P0P 1P0
- 2.

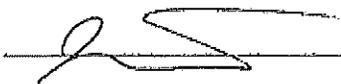
The inspection on or about January 9, 2025, at the above referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below or by 30 days from the date of this Order.

Item	Reference	Description and location	Required action and compliance date
1	Building Code Act	Section 8. (1) of the Act.	No Person shall construct or demolish or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official. <u>Required Action</u> – A Building/Demolition Permit is required for the construction without a building permit. An application along with an engineer's report, a design with proper specifications, site plan, and drawings shall be submitted. The construction appears to be too close to the property line.

Order issued by:

Name Jeff Lapierre, Chief Building Official BCIN 32251

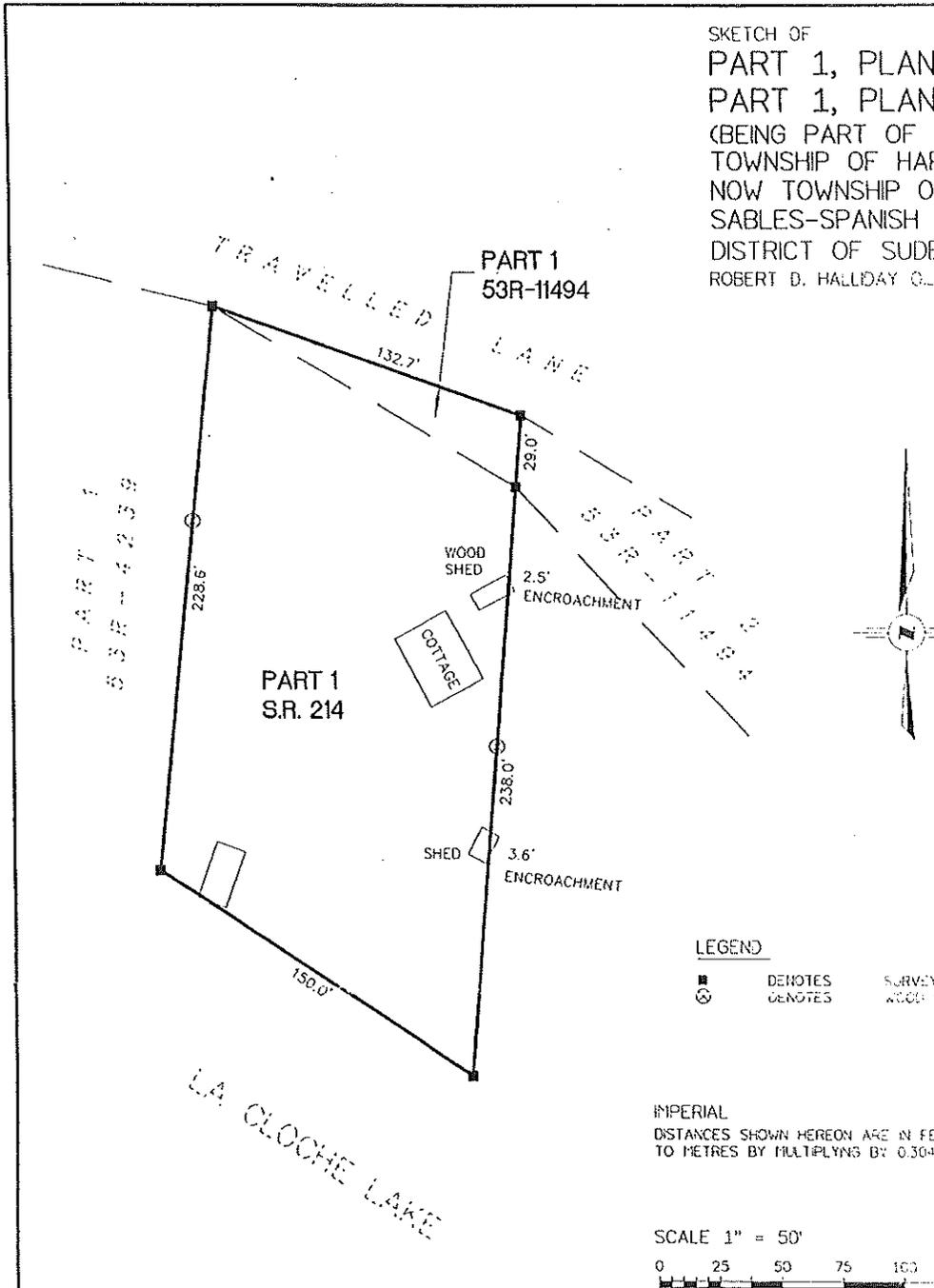
Signature  Telephone No. (705) 865 - 2646

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. (Building Code Act, 1992 s.20)
- An Order may be appealed to the Superior Court of Justice. (Building Code Act, 1992 s.25) It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. (Building Code Act, 1992 s.24)
- Failure to comply with this Order could result in a Stop Work Order. (Building Code Act, 1992 s.14)
- Failure to comply with this Order is an offence which could result in a fine. (Building Code Act, 1992 s.36)
- No construction affected by this Order is to be covered until inspected and approved. (Building Code Act, 1992 s.13)

Partial Survey Site Plan/Part 1 53R-11494, Part 1 S.R. 214 provided at time of purchase in 2010

- The existing Cottage declared by the Owner by submission of the partial survey site plan, does not show any additions to the front, side or back of the cottage and any apparent side yard setback infringements to the cottage.
- The existing Wood Shed(s) have since been removed.



8. Public Consultation Strategy

The applicant must submit a "proposed strategy for consulting with the public with respect to this application request." Please indicate what steps will be taken or have been taken to consult with the neighbourhood.

- Unfortunately the adjacent neighboring owner, in dispute, is of the opinion that our property is now not compliant to side yard property setback requirements and encroaching onto his property and, wants us to rectify the situation, end of discussion.
- I have since been advised by my lawyer not to communicate any further with the adjacent property owner in dispute.
- When we purchased the property in 2010, it was not declared an addition to the back end of the dwelling had been constructed w/o a building permit and not in compliance to side yard setback requirements;
- It has not been an issue over the years w/ the previous owners and the new adjacent property owner, also purchased the property with pre-existing site conditions;
- a sleep cabin encroaching onto the easterly side yard property line, which has since been removed without having to 'trespass' onto his property requiring heavy equipment crane.

9. Other (Related) Information

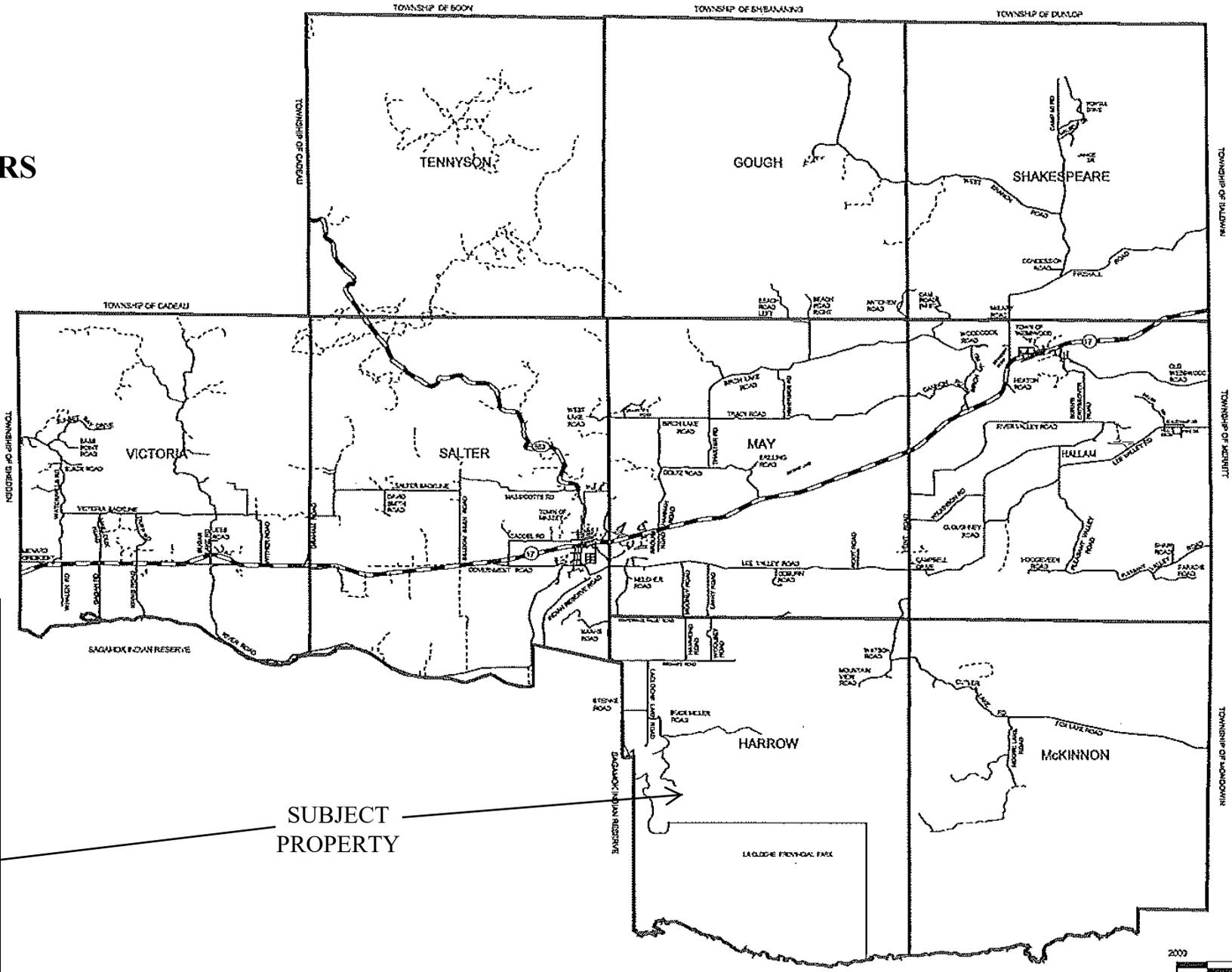
Is there any other information that you think may be useful for the review of this application? If so, explain below or attach on a separate page.

- When we purchased the property in 2010, we were informed an addition to the front of the building had been constructed under building permit in 2008;
- We were not made aware and it was not declared by the previous owner that an addition to the back & possibly side of the dwelling had been built without a building permit and non-compliant w/ side yard setback requirements
- The adjacent property owner in dispute, removed a property peg at the lakefront last year;
- The adjacent property owner in dispute, has removed a shared drainage swale between our property & constructed a stone/masonry retaining wall meandering across the property line; the new drain tile he installed drains & erodes onto our property & sand beachfront;
- The adjacent property owner in dispute, is now disputing the side yard setback compliance and a dividing w/ grade embankment, which was existing when we purchased the property in 2010 and when the adjacent property owner purchased the property with these pre-existing site conditions;
- The adjacent property owner in dispute, has since removed a the dividing wall w/ grade embankment that was built onto his property to prevent water from draining onto the adjacent property, which is now a flooding concern onto our property;
- The adjacent property owner in dispute, has since haphazardly erected sections of 6' high fence, held in place with stacked concrete blocks w/ no trespassing signs & surveyance cameras, invading our privacy;
- The adjacent property owner in dispute, frequently flies a drone over our properties, further invading our privacy;
- The adjacent property owner in dispute, is in contravention to a side yard setback zoning Bylaw Amendment to a recent garage built in 2020 and;
- The adjacent property owner in dispute, has numerous permanently set cargo storage trailer & buildings, which are set within property line set back requirements
- The adjacent property owner in dispute, has a permanent travel trailer w/ deck & leaching septic pit;
- The adjacent property owner in dispute, has installed a sauna building at the lakefront water's edge;
- All of the above ancillary buildings far exceed the maximum property building area.

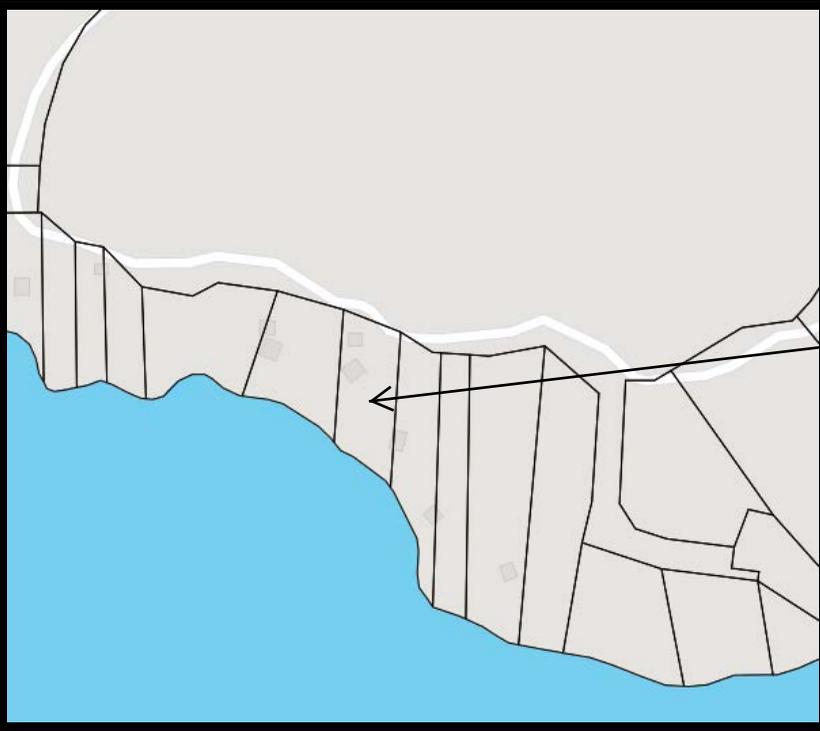


TOWNSHIP OF SABLES-SPANISH RIVERS

ZONING BYLAW AMENDMENT FILE NO. ZBA-25-001
HARROW TWP; MARTEL



SUBJECT
PROPERTY





TOWNSHIP OF SABLES-SPANISH RIVERS
NOTICE OF A PUBLIC MEETING
Concerning a Proposed Zoning Bylaw Amendment

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 an amendment to the Comprehensive Zoning Bylaw 2020-41 under Section 34 of the Planning Act, RSO 1990 as amended. The public meeting will be held on **Wednesday, February 26th, 2025 at 6:30 p.m.** in Council Chambers, at 11 Birch Lake Road, Massey, Ontario.

PURPOSE AND EFFECT: ZBA File No. ZBA-25-001 To allow for a reduced interior yard setback in the Resource Recreation zone. The property subject to this amendment is described as Harrow Township, Concession 3, Lot 10, Parcel 18694, RP SR 214 Part 1, 53R 11494 Part 1. 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 zoning bylaw amendment 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 zoning bylaw amendment.

TAKE NOTICE THAT only the applicant, a public body that, before the approval authority made its decision, made oral comments at a public meeting or written submissions to the approval authority, a specified person prescribed by the Planning Act, the Minister, or the municipality in which the subject land is located, may appeal this decision.

An appeal to the Ontario Land Tribunal (OLT) in respect to the proposed zoning bylaw amendment may be made by filing a notice of appeal with the Clerk of the Township of Sables-Spanish Rivers either via the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) at <http://olt.gov.on.ca/e-file-service> by selecting Township of Sables-Spanish Rivers as the Approval Authority or by mail to 11 Birch Lake Road, Massey Ontario POP 1P0. The notice of appeal must set out the reasons for the appeal.

Any person or public body may, not later than 20 days after the giving of notice is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Tribunal by filing with the clerk of the municipality or the Minister a notice of appeal setting out the reasons for the appeal, accompanied by the fee charged by the Tribunal.

The filing of an appeal after 4pm., in person or electronically will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the OLT or request a fee reduction for an appeal, forms are available from the OLT website www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to inquiries@sables-spanish.ca.

AND TAKE NOTICE THAT no person or public body shall be added as a party to the hearing of the appeal unless, before the zoning bylaw amendment was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

ADDITIONAL INFORMATION AND MATERIAL about the proposed zoning bylaw amendment 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 4th day of February, 2025.

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

Please Note: you are receiving this notice as you are a property owner within a 120 metre radius of the subject property. Planning Act O. Reg 545/06 S.5(4)

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-11

Being a Bylaw to Adopt a Policy for
Remuneration of Members of Council

WHEREAS pursuant to Section 283 (1) of *The Municipal Act 2001, S.O. 2001, c.25*, a Municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.

AND WHEREAS pursuant to Section 283(2) of *The Municipal Act 2001, S.O. 2001, c.25*, a Municipality may only pay the expenses of the members of its Council or of a local board of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if the expenses are actually incurred.

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

1. THAT the Remuneration Policy is attached hereto as Schedule 'A' to this bylaw;
2. THAT this bylaw shall hereby repeal Bylaw 2022-18;
3. THAT the effective date of this bylaw shall be January 1, 2025.

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

	TOWNSHIP OF SABLES-SPANISH RIVERS	
	Document Title -	Council Remuneration Policy – Schedule A
	Department -	Administration
	Date Authored -	February 12, 2025
	Approval Level -	Council of Township of Sables-Spanish Rivers
	Date of Approval -	February 26, 2025
	Revision Date -	
	Bylaw No. -	2025-11

1. PURPOSE

The purpose of this policy is to provide for remuneration to members of Municipal Council under authority of the Municipal Act, R.S.O. 2001, c.45, as amended.

2. SCOPE

This policy applies to all Township of Sables-Spanish Rivers members of Council. The amounts payable under this policy shall be subject to review during the annual budget deliberations.

3. ADMINISTRATION

The Treasurer will administer this policy in consultation with the Clerk-Administrator and Council.

4. ANNUAL REMUNERATION

The annual remuneration for members of Council shall be established in the base year of 2025 as follows:

Mayor (Head of Council) - \$14,520

Councillor - \$8,580

Annual remuneration for each member of Council will be divided by four and paid in four (4) equal quarterly installments. Payments will be made through the Township of Sables-Spanish Rivers payroll software and will be subject to all applicable federal and provincial regulations regarding such payments.

Members of Council will be responsible for keeping track of their meeting attendance and submitting the meeting attendance sheets, attached hereto as Appendix I, to the Treasurer by the first week of December.

5. ANNUAL MILEAGE ALLOWANCE

The annual mileage allowance for members of Council is hereby established for 2025 at \$1500.00. The allowance is for attending Council meetings and any other such meetings held within the Township of Sables-Spanish Rivers municipal boundaries. The annual mileage allowance shall be divided by four and paid in four (4) equal quarterly installments.

6. ISSUANCE OF ELECTRONIC DEVICES

As per Bylaw 2020-29 - Council Technology Policy, members of Council will each receive one municipally owned laptop and required software to use for the entirety of their Term of Office (4 years), in order to conduct Council duties.

Administration staff will make provision in the municipal budget for these expenses and provide support for the electronic devices and software assigned to members of Council.

Members of Council must at the end of their Term of Office (or upon resignation, removal or non-re-election) return all electronic devices and software to the Clerk-Administrator.

7. EXPENSES REIMBURSEMENT

When on municipal business authorized by Council, members of Council shall be entitled to reimbursement of expenses incurred in the course of performing their duties. All expenses must be substantiated with appropriate documentation, and reimbursements will be made in accordance with the following provisions:

a. **Accommodation**

Reimbursement for overnight accommodation will be based on the actual expenses incurred.

b. **Meals**

Reimbursement for meals will be based on the actual expenses incurred, excluding alcoholic beverages.

- **Group Meals**

Meals must be for the purpose of municipal business, including Council members, municipal staff, or external guests. These meals must directly relate to municipal

duties, such as meetings, recruitment, or dinners with community stakeholders, and must be pre-approved by the Mayor or Council.

Non-reimbursable items: Alcoholic beverages and gratuities above 15% will not be reimbursed.

Documentation: Itemized receipts and a list of attendees must accompany all claims for group meal expenses.

c. Mileage

Reimbursement for mileage will align with the current provincial rate set by the Canada Revenue Agency (CRA). Any updates to the CRA's mileage rate will automatically apply to this policy.

Mileage will be reimbursed for travel outside of the Township of Sables-Spanish Rivers municipal boundaries, commencing from the location of the municipal office.

Mileage claims must specify the event, location, and total kilometers traveled.

Appendix III serves as a guide for recording the distances traveled to commonly visited locations.

d. Registration Fees

Registrations for conferences, workshops, and other professional development activities will be managed by the Clerk-Administrator. In the event that the Clerk-Administrator is unavailable to handle the registration, the following procedures will apply:

Reimbursement will be made for the actual cost incurred.

Receipts must be provided for registration fee reimbursements.

Registration fees for out-of-town events or conferences should be pre-approved by Council to ensure alignment with budgetary limits and Council priorities.

e. Miscellaneous Expenses

Members of Council may also be reimbursed for miscellaneous expenses directly related to municipal business, such as parking fees, tolls, and public transportation costs.

Receipts for all miscellaneous expenses must be submitted.

f. Reimbursement Process

All claims for reimbursement must be submitted to the Treasurer on the "Record of Expense Report", attached hereto as Appendix II, and must include all original receipts.

Claims should be submitted within 30 days of the incurred expense, unless a longer period is pre-approved by the Clerk-Administrator or Treasurer.

Claims will be processed by the Treasurer in consultation with the Clerk-Administrator, and payments will be made according to the Township's regular payment schedule.

Members of Council who receive compensation from other boards or committees shall not be eligible for additional remuneration from the municipality.

8. CONFERENCE/WORKSHOP COMPENSATION

Members of Council who attend conferences or workshops on behalf of the municipality are entitled to compensation for their time spent attending the event. The compensation is provided as follows:

a. Full-Day Conference/Workshop

Compensation Amount: \$100 per full day of conference or workshop attendance.

A full day is defined as any event lasting more than 4 hours.

b. Half-Day Conference/Workshop

Compensation Amount: \$50 per half-day of conference or workshop attendance.

A half-day is defined as any event lasting 4 hours or less.

c. Claim Process

Members of Council requesting compensation for attending a conference or workshop must submit the amount requested on the Record of Expenses (Appendix II).

Supporting Documentation: Copies of the conference or workshop agenda, registration details, and proof of attendance must be attached to the claim for verification. A verbal or written report regarding the event shall be provided to Council by the attendee.

9. REMUNERATION TERMS FOR RESIGNED, REMOVED, OR NON-RE-ELECTED COUNCIL MEMBERS

a. Resignation

Effective Date: A member who resigns must submit a written resignation with the effective date.

Final Payment: The Council member will receive remuneration up to the resignation date. Any outstanding honorariums or expenses will be processed and paid in the final payroll cycle.

Expense Claims: Expenses must be submitted within 30 days of resignation for reimbursement.

b. Removal from Office

Effective Date: If a Council member is removed from office due to misconduct or other causes, their remuneration is cut off at the removal date.

Final Payment: The Council member will receive compensation for time worked up to the removal date. Any outstanding honorariums or expenses will be processed and paid in the final payroll cycle.

Expense Claims: Any outstanding expenses must be submitted within 30 days of removal.

c. Non-Re-election

Effective Date: A Council member who does not seek re-election or is not re-elected will continue to receive full remuneration until the end of the term.

Final Payment: All remuneration and expenses claims will be paid through the final meeting or event attended before the new Council is sworn in.

Expense Claims: Final expense claims must be submitted within 30 days of the end of the term.

d. General Provisions

No Severance: Council members are not entitled to severance or additional exit payments unless specified in a contract or by law.

Return of Township Property: Any member resigning, being removed, or not re-elected must return all Township property (e.g., keys, equipment) within 7 days of the resignation or removal date.

10. ANNUAL REPORTING REQUIREMENTS

In accordance with the Municipal Act, R.S.O. 2001, c.45, as amended, the municipality will disclose the total remuneration and expenses paid to each member of Council on an annual basis.

This report will include, but is not limited to, the following:

Remuneration: The salary or honorarium paid to each council member.

Expenses: Reimbursements for travel, accommodation, meals, and any other expenditure incurred in the course of performing official duties.

The total remuneration and expenses for each council member will be publicly accessible and available through the municipality's official channels.

Appendix III
Approximate Kilometers

START LOCATION - Township of Sables-Spanish Rivers municipal office

<u>END LOCATION</u>	<u>KILOMETRES</u>
City of Sault Ste. Marie	215
Town of Spanish	23
Town of Espanola	30
Township of Baldwin	26
Township of Nairn-Hyman	42
City of Greater Sudbury	100
City of North Bay	225
City of Timmins	370
City of Toronto	475

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-12

Being a Bylaw to Adopt a Policy for
Frozen Water Service Line Response

WHEREAS Sections 8 and 10 of the Municipal Act, 2001, S.O. 2001 as amended, authorize the Council of a Municipality to pass by-laws.

AND WHEREAS Section 10 of the Municipal Act, 2001 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

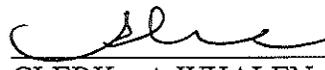
NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

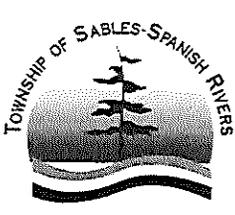
1. THAT the Frozen Water Service Line Response Policy is attached hereto as Schedule 'A' to this bylaw;
2. THAT this bylaw shall hereby repeal any bylaw or resolution which is not consistent with this policy;
3. THAT this bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.


MAYOR - K. BURKE


CLERK - A. WHALEN

	Corporation of the Township of Sables-Spanish Rivers	
	Document Title	Frozen Water Service Line Response Policy – Schedule A
	Department-	Public Works and Infrastructure
	Date Authored	8 January, 2025
	Approval Level	Council of Township of Sables-Spanish Rivers
	Date of Approval	February 26, 2025
	Revision Date	
	Bylaw No.	2025-12

Policy Statement:

The intent of this policy is to establish municipal obligation and financial responsibility for the performance of all work necessary address frozen water supply lines for Residential and Commercial structures within the Town of Massey.

Legislative Authority:

Municipal Act R.S.O. 2001, S.O. 2001 Section 8 (1) The powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues.

Scope of powers

- (3) Without limiting the generality of subsections (1) and (2), a by-law under sections 10 respecting a matter may,
- (a) regulate or prohibit respecting the matter;
 - (b) require persons to do things respecting the matter;

Policy:

Upon notification of a Frozen Water Supply Service, the following will apply:

1. The Township of Sables-Spanish Rivers Public Works Department will locate and verify the operation of the curb stop. Upon verification of operation, the curb stop will be left in the open position;
2. The property owner will be instructed to request permission to cross connect the water supply with the nearest practical location. No property owner is compelled to agree to the connection under this by-law;
3. The Township will install NSF-61 certified hose, in a non-intrusive manner where possible, between the donor location and the location with the frozen service. The cross connected home owner may incur charges or additional fees to cover materials necessary to complete the cross connection. No charges will be applied against the residence providing the water supply;
4. The Public Health Unit will be notified of the cross connected service by the Township of Sables-Spanish Rivers. The Health Unit may require a boil water advisory to be issued for the residence being supplied;
5. The home owner being supplied service via the cross connection will be instructed to run their water using a flow equal to approximately one liter per minute until such time as the frost has left the ground and service has been restored;
6. No financial benefit shall be realized by any party involved, including the owner of the location with the frozen service, or the donor residence;
7. Once service is restored, the home owner is to notify the Public Works Department. Upon notification of service restoration, two consecutive bacteriological samples will be taken before the advisory is lifted;
8. All materials used in the cross connection remain the property of the Township of Sables-Spanish Rivers and are to be returned in functional condition once the service is restored;
9. The municipality assumes no responsibility for the ongoing operation or maintenance of the cross connections. Failure by the property owner to run the water supply per instruction in this policy will result in further freezing of the

cross connection. Restoration of the supply will be charged time and material by the Township;

10. Municipal personnel will not perform any work inside any facility, either commercial or residential. Work required within buildings will be the responsibility of the property owner;

In the event that the owner of the property with a frozen service elects to take measures to remediate the situation, the following procedures shall apply;

1. The homeowner may elect to secure the services of an outside contractor to attempt repairs to their system.
2. Use of electrical current generating devices are strictly prohibited as the potential for damage to components in the distribution system or neighboring locations exists;
3. Contractors are not permitted to perform work beyond the curb stop without express permission from the Coordinator of Infrastructure. Authorization to work beyond the curb stop will only be considered in instances where licensed distribution workers using NSF certified, fully disinfected equipment are utilized and a guarantee that the infrastructure will not be harmed is presented.
4. The Township of Sables-Spanish Rivers will not be responsible for any costs incurred, regardless of the location of the ice obstruction.

Bylaws or Policies Repealed:

Resolution 2015-115

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-13

Being a Bylaw to Adopt a Policy for
Residential Service and Restoration

WHEREAS Sections 8 and 10 of the Municipal Act, 2001, S.O. 2001 as amended, authorize the Council of a Municipality to pass by-laws.

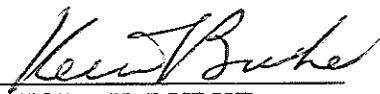
AND WHEREAS Section 10 of the Municipal Act, 2001 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

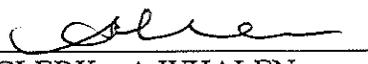
NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT the Residential Service and Restoration Policy is attached hereto as Schedule 'A' to this bylaw;
2. THAT this bylaw shall hereby repeal any bylaw or resolution which is not consistent with this policy;
3. THAT this bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.


MAYOR - K. BURKE


CLERK - A. WHALEN

	Corporation of the Township of Sables-Spanish Rivers	
	Document Title	Residential Service and Restoration Policy - Schedule A
	Department	Public Works and Infrastructure
	Date Authored	7 January, 2025
	Approval Level-	Council of Township of Sables-Spanish Rivers
	Date of Approval	February 26, 2025
	Revision Date	
	Bylaw No.	2025-13

Policy Statement:

The intent of this policy is to establish financial responsibility for the performance of all work necessary to maintain sanitary sewer lines (laterals) and water supply lines in good working order. This Policy pertains to:

- a) Sanitary sewer laterals between the main sanitary line and the residence or structure being serviced. This lateral may, at the discretion of the municipality, be considered in two distinct parts, being the length of pipe between the sanitary main and the property line, and, the lateral between the property line and the structure.
- b) Residential supply line (water service) between the water main and the curbstop at the property line.

Legislative Authority:

Municipal Act R.S.O. 2001, S.O. 2001 Section 8 (1) The powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

Scope of powers

- (3) Without limiting the generality of subsections (1) and (2), a by-law under sections 10 respecting a matter may,
- (a) regulate or prohibit respecting the matter;
 - (b) require persons to do things respecting the matter;

Policy:

1. The **property owner** will be responsible to locate and establish the cause of any blockage in the line between the residence and the sanitary main line.
2. The **property owner** will be responsible for the clearing and removal of all material causing blockage between the residence and the main sanitary line.
3. The **property owner** will be responsible for all the work required on their property to repair or correct any structural or design deficiencies in the line between the structure and the property line.
4. The **municipality** will be responsible for work required to correct structural or design deficiencies in the residential lateral line between the property line and the sanitary main line.
5. The **municipality** will be responsible for work required to restore water service due to deficiencies in the residential supply line between the water main and the curb stop.
6. The **municipality** will not troubleshoot or perform any work on privately owned property. Work within the road allowance up to the property line **may** be performed by municipal forces or contracted service providers. Property owners are not permitted to perform work on municipal property without express written authorization by the municipal staff (Supervisor of Public Works or designate).
7. The **municipality** will be responsible for restoration of municipally owned property to a finished standard not exceeding replacement of lawn using topsoil

and seed, replacement of sidewalks, and replacement of existing asphalt. Interlocking brick and other specialty surfaces will be the responsibility of the property owner. Restoration of asphalt will be scheduled by the municipality to coincide with other municipal paving projects. The municipality will not be responsible for restitution of improvements to municipal property undertaken and completed by adjacent property owners.

8. Property owners informing the municipality of the inability of the sewer lateral servicing their property to drain will be advised to contact a plumber. Should the plumber's report identify that the inability of the lateral to drain was a result of a structural or design deficiency in the line between the property line and the sanitary main, the property owner **may** be reimbursed for the services of the plumber once the report has been reviewed by municipal staff (Supervisor of Public Works or designate).
9. The **municipality**, at its discretion may use closed circuit camera equipment to determine deficiencies in the line. Costs will be applied according to Section 3 or 4 as applicable.

Bylaws or Policies Repealed:

Not applicable.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-14

Being a Bylaw to Adopt a Policy for
Waste Management

WHEREAS Sections 8 and 10 of the Municipal Act, 2001, S.O. 2001 as amended, authorize the Council of a Municipality to pass by-laws.

AND WHEREAS Section 10 of the Municipal Act, 2001 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

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

1. THAT the Waste Management Policy is attached hereto as Schedule 'A' to this bylaw;
2. THAT this bylaw shall hereby repeal any bylaw or resolution which is not consistent with this policy;
3. THAT this bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.


MAYOR - K. BURKE


CLERK - A. WHALEN

	Corporation of the Township of Sables-Spanish Rivers	
	Document Title -	Waste Management Policy – Schedule A
	Department -	Public Works and Infrastructure
	Date Authored -	9 January, 2025
	Approval Level -	Council of Township of Sables-Spanish Rivers
	Date of Approval -	February 26, 2025
	Revision Date -	
	Bylaw No. -	2025-14

Policy Statement:

This policy establishes a system for the collection, removal, and disposal of garbage and other refuse including recycled materials. The policy provides mechanisms to encourage environmental stewardship with regard to waste management practices within the Township of Sables-Spanish Rivers. Aspects of this policy have been introduced to maximize usable capacity of the Tennyson Landfill site.

Legislative Authority:

Municipal Act R.S.O. 2001, S.O. 2001 Section 10 - **By-laws re: matters within spheres of jurisdiction**, including services and things that the municipality is authorized to provide.

Policy:

Curbside Collection - Garbage:

- 1) The Township of Sables-Spanish Rivers will enter into a contract for the collection of curbside waste in accordance with the Municipal Procurement Policies and Procedures Bylaw as amended from time to time.
- 2) The Schedule for curbside pickup will be established through negotiation with the curbside collection operator of record. Schedules will be posted and advertised through the Township website, social media and the semi-annual Township news letters.
- 3) The following standards for curbside waste disposal have been established:
 - Two bags per week are permitted per registered residential location. Formally established multi-residential locations are permitted two bags per individual residence. Bag weight must not exceed a maximum of 40lbs / 18kg,
 - Additional bags are permitted with the purchase of bag tags which are available at the Township Office and are priced per Schedule ‘C’ of Fees and Rates By-law No. 2024-55, as amended. Bag Tags must be intact and affixed to the knotted area of the bag.
 - Bags are to be placed by 7am on the day of collection. Empty waste receptacles must be removed from curbside no later than 4:30 pm on the day of collection.
 - No bags or receptacles are permitted to be left curbside overnight.
- 4) The Township will not collect any quantity or type of waste material from Commercial, Industrial and/or Institutional premises except for a combined total of not more than eight (8) bags or cans of household type wastes.
- 5) The following materials will not be collected through curbside collection by the Township:
 - Liquid waste and pathogenic wastes from hospitals.
 - Human or animal waste.
 - Any material which has become frozen to the receptacle and cannot be removed by shaking.
 - Industrial or trade waste including any abandoned, condemned or rejected product, or waste material, builders' and contractors refuse, and the stock of any wholesale or retail merchant.
 - Discarded truck and automobile parts and accessories from automotive service stations or similar automotive establishments or any other premises, apartment buildings or townhouse complexes.
 - Discarded furniture or appliances
 - Hot ashes or any waste materials capable of starting fires.

- Explosive or highly combustible materials.
 - Sod, earth, brick, stone, building material or building rubbish
 - Carcasses or parts thereof of any animal, domestic or otherwise. (with the exception of Bonafide kitchen waste).
- 6) Material set out for collection shall normally be placed as close as possible to the edge of the roadway, without obstructing the roadway, sidewalk or footpath.

Curbside Collection - Recycling:

- 1) The Township of Sables-Spanish Rivers will enter into a contract for the collection of curbside recycled material in accordance with the Municipal Procurement Policies and Procedures Bylaw as amended from time to time.
- 2) The Schedule for curbside pickup will be established through negotiation with the curbside collection operator of record. Schedules will be posted and advertised through the Township website, social media and the semi-annual Township news letters.
- 3) The Township will not collect any quantity or type of recycled material from Commercial, Industrial and/or Institutional premises.
- 4) Blue box materials must be placed curbside by no later than 7am on the day of collection. Empty waste receptacles must be removed from curbside no later than 4:30 pm on the day of collection.
- 5) Materials may be placed curbside in a blue bin, clear plastic bag, or any open receptacle that can be readily emptied.
- 6) New residents will be given one (1) new blue box at no charge upon request at the Township Office.
- 7) Recycled material collection follows an alternating weekly schedule between fiber material (paper and cardboard) and commingle (cans/plastics/glass).
- 8) Recycling schedule as well as details surrounding material that is considered recyclable is available through the contractor of record and at the Township Website.

Seasonal Road Service:

Curbside collection services are not provided at any time for seasonal roads. Waste transfer sites and the Tennyson Landfill site are to be utilized by property owners on seasonally serviced roads.

Transfer Sites:

- 1) Transfer sites have been established at the following locations:
 - Beach Road
 - Sugar Lake Road
 - Watson Road
 - Steinke Lake Road
 - Webbwood Landfill Site
- 2) Beach Road Transfer site is picked up weekly on a year-round basis.
- 3) Sugar Lake Road, Watson Road, and Cutler Lake Road transfer sites utilize a secure bin system to collect waste materials. These transfer sites require a key for access by key holding residents. New residents to the area requiring a key are to make the request in person at the Town Office. The sites are picked up weekly from the week of the Victoria Day long weekend until Thanksgiving Day long weekend. Pickup frequency is reduced to every second week for the duration of the off-season.
- 4) Webbwood Transfer Site is staffed each Sunday by the contracted landfill operator. An access card is provided to all residences who are authorized to utilize this site. No waste material may be deposited at this site without presenting the access punch card.

Tennyson Landfill Site:

- 1) The Tennyson Landfill Site, operated under ECA No. A7141001 and is the approved operational landfill site for the Township. The site is open to the public every Saturday from 10:00am to 2:00pm.
- 2) Access and use of the site is strictly limited to residents of the Township of Sables-Spanish Rivers. Proof of Residency is required prior to deposition of materials at the site;
- 3) Fees for use of the site are established under Municipal Fees and Charges Bylaw No. 2024-55 as amended from time to time;
- 4) The site is operated by a Contracted Landfill Operator charged with the following duties and responsibilities:

- Verifying and ensuring site security;
 - Accessing incoming waste streams, applying, and collecting appropriate fees;
 - Confirmation of Residency;
 - Instructing users regarding proper location for offloading of various materials;
- 5) Discharge of firearms and/or harvesting of wildlife within the boundaries of the Tennyson Landfill Site is strictly prohibited.
 - 6) Entry onto landfill property outside of the identified operating hours without express authorization by municipal staff constitutes trespassing and will be subject to prosecution to the fullest extent of the law.

Penalties:

- 1) The dumping or disposal of material in any manner or location other than identified in this Bylaw or in Municipal Illegal Dumping Bylaw 2021-25 is strictly prohibited.
- 2) The By-law Enforcement Officer is hereby authorized and empowered to enforce the provisions of this By-law.
- 3) The provisions of this By-law shall not relieve any person from compliance with any provisions of the Environmental Protection Act, Public Health Act, or any other applicable Act or Regulation.

Bylaws or Policies Repealed:

Not Applicable.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-15

Being a Bylaw to Enter into an Agreement
with GFL Environmental Inc. for
Cover and Compaction Services

WHEREAS Section 10(1) of the Municipal Act, 2001, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

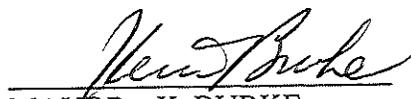
AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it necessary to enter into an Agreement with GFL Environmental Inc. for Cover and Compaction Services.

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

1. That the said agreement is attached hereto as Schedule 'A' to this bylaw;
2. That the Mayor and Clerk are hereby authorized to execute said agreement;

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.


MAYOR - K. BURKE


CLERK - A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-15

Being a Bylaw to Enter into an Agreement
with GFL Environmental Inc. for
Cover and Compaction Services

WHEREAS Section 10(1) of the Municipal Act, 2001, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it necessary to enter into an Agreement with GFL Environmental Inc. for Cover and Compaction Services.

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

1. That the said agreement is attached hereto as Schedule 'A' to this bylaw;
2. That the Mayor and Clerk are hereby authorized to execute said agreement;

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS
Schedule A to Bylaw 2025-15

Cover and Compaction Agreement
GFL Environmental Inc.

Introduction

This contract is an agreement between GFL (The Contractor) and the Township of Sables-Spanish Rivers (The Township) for the compaction and cover of waste deposited at the Tennyson Landfill site in the Township of Sables-Spanish Rivers pursuant to the requirements identified in ECA No. A7141001.

Description of Services

The Tennyson Landfill Site ECA requires all waste streams permanently landfilled at the site to be compacted and covered following deposit at the site. This agreement requires the contractor to supply the necessary personnel and equipment required to perform the duties indicated. All work must be done in compliance with the requirements of the site ECA.

The Environmental Compliance Approval and associated documents are appended to this agreement and also form part of this agreement.

Term of Contract:

This contract shall be in effect from January 1st, 2025 to April 30th, 2029.

Renewal of this agreement requires written mutual consent by both the Contractor and the Township of Sables-Spanish Rivers. Any change to the existing terms will be negotiated between the Contractor and Township of Sables-Spanish Rivers staff. Changes will only be accepted upon Resolution of Council. Council reserves the right to accept or reject a renewal contract for any reason.

Subsequent contracts shall be negotiated in conjunction with the negotiation for Curbside and Overhead waste collection services.

General Specifications - Equipment:

Prior to entering into the contract, all landfill compaction and cover equipment identified herein shall be made available for inspection by, and approval of, the Coordinator of Infrastructure or designate not later than two (2) weeks after being notified by the Municipality.

If the equipment does not pass initial inspection, the Contractor will have seven (7) days to correct noted deficiencies for re-inspection. Further inspections may also be performed at any time throughout the term of contract.

In the opinion of the Coordinator of Infrastructure, or designate, at the time of inspection, the equipment must be in satisfactory running condition to provide continuous service for the duration of the contract.

If the Contractor's equipment becomes inoperable due to mechanical failure or otherwise, at any time during the contract, the Contractor will be responsible for all costs that the Municipality must incur in order to have the service provided in a timely manner. Substitution of equipment is acceptable only with consent of the Coordinator of Infrastructure or designate.

All equipment must be capable of performing the required functions in all operating conditions.

Landfill Compactor-

- Compacting equipment shall be in good operating condition, and equipped with cleated steel compaction wheels.
- Compactor shall be equipped with a rotating amber flashing light mounted on

top of cab and a back-up alarm.

- The brakes, steering systems and related parts must not be altered, changed or modified from original manufactured state.

Loader-

- The Contractor shall supply an articulating loader with a minimum 2.5 yd. capacity bucket.
- Loader shall be equipped with a rotating amber light mounted on top of cab in addition to a back-up alarm.
- The brakes, steering systems and related parts must not be altered, changed or modified from original manufactured state.

Scope of Services:

The scope of services to be provided includes:

Curbside Waste Stream Maintenance

- Level, compact, and cover incoming waste streams from curbside and overhead waste streams on Thursday of each week;
- Compaction to achieve a target density of 500 lbs/yd³ – 600 lbs/yd³
- Material to be spread between a minimum 1' depth to a maximum of 2.5' prior to compaction;
- A minimum of five (5) passes of the compactor is required **after** spreading of waste, ensuring that ALL waste has been compacted.
- Contour all slopes between limit of fill and top of cell at maximum 4:1 slope;
- Cover all compacted waste at time of compaction with locally sourced cover material in accordance with site ECA No. A7141001;
- Stockpiling of cover materials as required;

Public Site Access Waste Stream Maintenance

- Level, contour, compact, and cover waste material deposited by the general public and contractors following the landfill open hours as soon as practicable (no later than end of next business day).
- Compaction to achieve a target density of 500 lbs/yd³ – 600 lbs/yd³
- Contour all slopes between limit of fill and top of cell at maximum 4:1 slope;
- Compacting on slopes to be completed at 45-degree angles. Sideways compaction to be avoided, if possible, to provide even weight distribution.
- Cover all compacted waste at time of compaction with locally sourced cover material in accordance with site ECA No. A7141001;
- Stockpiling of cover materials as required.

Occupational Health and Safety:

At all times during the duration of the contract, when awarded, the contractor shall adhere to all conditions as outlined in the Occupational Health and Safety Act and all policies and practices adopted by the Township and GFL.

Accessibility:

In accordance with the Accessibility for Ontarians with Disabilities Act 2005, S.O. 2005, c.11, the Township of Sables-Spanish Rivers shall ensure that

contracted service providers have regard for the accessibility for persons with disabilities in respect to goods and services purchased by the Township.

Insurance:

The successful contractor will carry liability insurance in the amount of not less than \$5,000,000.00 naming the Township as additional insured parties. Proof of liability insurance as well as a WSIB clearance certificate will be required upon award of the contract and prior to commencing any work.

Payment:

There will be no progress payments associated with this project. Fee for services indicated will be \$880.⁰⁰ / week, invoiced monthly.

Fee structure is as follows:

- Curbside waste stream management (Thursday operations) - \$440.⁰⁰ / week
- Public Site Access Waste Stream Maintenance (Monday operations) - \$440.⁰⁰ / week

Payment shall be net 30 days following receipt of invoice.

Change in Circumstance:

In the event that there is a change in circumstances or condition that is not covered under the Scope of Services of this Agreement, such as a change in applicable law resulting in a change in the scope of services required (a “Change in Circumstance”), then the Party asserting the occurrence of such Change in Circumstance shall give written notice to the other Party, and the written notice shall contain:

- details of the Change in Circumstance;
- details of the inadequacy of this Agreement; and
- a proposal for an amending agreement to remedy the Change in Circumstance.

The Parties shall negotiate in good faith any amendments to this Agreement necessary to give effect to or comply with the Change, including any adjustments to the Annual Price or the Services to be provided, which shall be affected as of the date of the Change.

I, THE UNDERSIGNED, HAVE CAREFULLY EXAMINED THE SCOPE OF WORK, SPECIFICATIONS AND UNDERSTAND ALL CONDITIONS. I HEREBY OFFER TO ENTER INTO A CONTRACT TO DO SAID WORK FOR THE TOWNSHIP OF SABLES-SPANISH RIVERS.

Contractor’s Authorized Signing Authority:

Signature: _____ Dated: _____

(Print Full Name and Title)

Accepted on Behalf of the Municipality:

Date: _____

MAYOR – K. BURKE

Date: _____

CLERK – A. WHALEN

Township of Sables-Spanish Rivers
COUNCIL REPORT



COUNCIL MEETING: February 26, 2025
AGENDA GROUP: A
DEPARTMENT: Finance
AUTHOR: Ruth Clare - Treasurer
SUBJECT: STATEMENT OF REMUNERATION AND EXPENSES PAID IN 2024

BACKGROUND:

The *Municipal Act, 2001*, S.O.2001, c.25, Section 284 reads as follows:

Statement

284 (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the *Municipal Freedom of Information and Protection of Privacy Act*, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

The remuneration or expenses were authorized to be paid under Bylaw 2022-18 to adopt a policy for remuneration of members of Council. The amounts payable under this policy are subject to review during the annual budget deliberations.

Council's Compensation and Training, Travel and Accommodations Budget for 2024 was \$92,021.00.

RELATED POLICY:

The Municipal Act
Bylaw 2022-18

STRATEGIC PLAN:

Goal 5 – Effective municipal governance and operations.
Strategic Direction - Focus on enhanced communication with residents and promote transparency of municipal operations.
Action Item – N/A

BUDGET IMPLICATION:

Council remuneration and expenses were paid in accordance with the allocated budget.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Council receives the Treasurer's "Annual Statement of Council Remuneration and Expenses Paid in 2024" for public record as required under Section 284 of the *Municipal Act, 2001*.

ATTACHMENTS:

Annual Statement of Council Remuneration & Expenses for the year ending December 31, 2024.

Name/Title	Remuneration	Per Diem	Benefits	Travel Allowance	Wage Compensation	Expenses Mileage, Meals/Accom	Conference & Training	Total
Mayor								
BURKE, KEVIN	\$8,226.92	\$5,579.27	\$1,000.95	\$1,500.00	\$1,250.00	\$1,557.28	\$1,884.26	\$20,998.68
Deputy Mayor								
MERCIECA, MIKE	\$4,811.04	\$3,402.74	\$559.14	\$1,500.00	\$0.00	\$0.00	\$0.00	\$10,272.92
Councillors								
BURNS, CASIMIR	\$4,811.04	\$4,536.99	\$648.75	\$1,500.00	\$50.00	\$132.27	\$180.80	\$11,859.85
CRABS, HAROLD	\$4,811.04	\$4,843.55	\$217.53	\$1,500.00	\$0.00	\$0.00	\$193.34	\$11,565.46
CRABS, THOMA	\$889.00	\$429.17	\$31.11	\$277.17	\$0.00	\$0.00	\$0.00	1626.45
FAIRBURN, EDITH	\$3,184.61	\$1,778.01	\$280.40	\$1,222.83	\$50.00	\$0.00	\$381.60	\$6,897.45
HOBBS, MERRI-ANN	\$4,811.04	\$4,046.51	\$609.99	\$1,500.00	\$150.00	\$90.93	\$562.40	\$11,770.87
PHILLIPS, CHERYL	\$4,811.04	\$4,291.75	\$629.37	\$1,500.00	\$0.00	\$19.45	\$0.00	\$11,251.61
Total	\$36,355.73	\$28,907.99	\$3,977.24	\$10,500.00	\$1,500.00	\$1,799.93	\$3,202.40	\$86,243.29

The above remuneration and expenses were paid pursuant to by-law 2022-18

Manitoulin-Sudbury District Services Board

BURKE, KEVIN	\$3,993.66					\$719.80		\$4,713.46
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Public Health Sudbury & Districts

						\$0.00		\$0.00
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The *Municipal Act, 2001* states:
284.1 (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.
2001, c.25, s. 284 (1).

MEMORANDUM OF AGREEMENT
FOR ADMINISTRATIVE AND FINANCIAL SERVICES

Made this 28th day of November, 2024

BETWEEN:

The LaCloche OPP Detachment Board

("The Board")

-and-

The Town of Espanola

-and-

The Township of Sables-Spanish Rivers

-and-

The Township of Nairn and Hyman

-and-

The Township of Baldwin

WHEREAS the LaCloche OPP Detachment Board established under the Community Safety and Policing Act, 2019, as amended, wishes to establish administrative and financial services for the purposes of Board operations

And WHEREAS the Town of Espanola has offered to provide such services

NOW THEREFORE the Board and the municipalities hereby covenant and agree as follows:

1. SCOPE

The Town of Espanola will provide services according to the following scope:

1. The CAO/Clerk of the Town of Espanola will provide Executive Assistant services to the Board equivalent to 10 hours per month.
2. The Town of Espanola will provide the full suite of financial services for the Board including payroll and financial reporting.

2. FEES

The fees for these services will be calculated based on the hourly wage equivalent of the Town of Espanola CAO/Clerk for 10 hours per month.

In addition, the Town of Espanola will charge an administrative fee equivalent to 5% of the Board's annual budget for the provision of administrative and financial services.

3. ENTIRETY

The entire terms of this Agreement are set out above and no verbal representations or agreement shall alter, change or modify the terms and provisions of this Agreement.

This agreement shall endure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the said Corporations have hereto for affixed their Corporate Seals duly attested by their proper Officers on their behalf.

The LaCloche OPP Detachment Board

Douglas Gervais, Chair

Merri-Ann Hobbs, Vice-Chair

Town of Espanola

Douglas Gervais, Mayor

Julie Bouthillette, Treasurer

Township of Sables-Spanish Rivers

Mike Mercieca, Deputy Mayor

Anne Whalen, Clerk-Administrator

Township of Nairn and Hyman

Amy Mazey, Mayor

Belinda Ketchabaw, CAO-Clerk-Treasurer

Township of Baldwin

Vern Gorham, Mayor

Holly Zahorodny, Clerk-Administrator/Treasurer

LaCloche OPP Detachment Board

Member Remuneration, Travel and Training Expenses Policy

O. Reg. 135/24 concerning OPP Detachment Boards outlines that the member municipalities to the OPP Detachment Board are to mutually agree upon remuneration for members appointed by the Minister. Given that the OPP Detachment Board has agreed that all members should be compensated equally the following policy serves to outline member remuneration as well as travel and training expenses.

1. REMUNERATION

- 1.1 Members of the Board shall receive \$100 per meeting which has been determined as a suitable amount to encompass remuneration and to cover mileage to and from any meeting of the Board.
- 1.2 All Members of the Board will be paid the same including members appointed by the Minister.
- 1.3 Member Municipalities shall not pay their members in addition to the amount paid by the Board and shall not reimburse members for mileage given that this is included in their remuneration.
- 1.4 Members of the Board will not be remunerated for a meeting if they do not attend the meeting regardless of whether notice is provided in advance.

2. TRAVEL AND TRAINING

- 2.1 Travel and training of Members of the Board will be paid for according to the budget of the Board and will be coordinated by the Town of Espanola.
- 2.2 Mileage and per diems for travel and training will be paid according to the Town of Espanola policies

3. ADMINISTRATION

- 3.1 All financial administration shall be managed by the Town of Espanola and at the discretion of the Executive Assistant to the Board.

Mayor
Town of Espanola

Mayor
Township of Sables-Spanish Rivers

Mayor
Township of Baldwin

Mayor
Township of Nairn and Hyman

WSP
Recommendation for Payment

Project: Massey Medial Center - LED Upgrades
Owner: Corporation of the Township of Sables-Spanish Rivers
11 Birch Lake Road
Massey, ON P0P 1P0
Attention: Anne Whalen, Township of Sables-Spanish Rivers

Payment №: One (1) **Project №:** 221-11961-00
Date: February 12, 2025 **Payment to:** November 30, 2024
Contractor: Henderson Metal Fabricating Company Ltd.
Address: 76 Industrial Park Crescent
Sault Ste. Marie, ON P6B 5P2
Attention: Brad Bibeau, Henderson Metal Fabricating Company Ltd.

Total Amount of Contract (Tendered - Excluding HST):	\$ 10,725.00
Total Value of Work To Date:	\$ 10,725.00

Net Amount of Previous Payments:	\$ -
Net Amount of This Payment:	\$ 10,725.00

PVAT @ 8%	\$ 858.00
GST @ 5%	\$ 536.25
HST @ 13%	\$ 1,394.25

AMOUNT OF THIS RECOMMENDATION	\$ 12,119.25
--------------------------------------	---------------------

WSP Canada Inc.



Johnny Barrette - WSP

cc:

Dave Spacek, P.Eng. - WSP

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: February 26th, 2025
AGENDA GROUP: E
DEPARTMENT: Economic Development
AUTHOR: Amanda St. Michel, Deputy Clerk
SUBJECT: RFP-Age-Friendly Community & Accessibility Action Plan

BACKGROUND:

In May 2024 an application was submitted to the Ministry of Seniors and Accessibility for their 2024-25 Inclusive Community Grant intake. The application requested \$34,800 to obtain a consultant to create an Age-Friendly Community and Accessibility Action Plan.

On January 9, 2025, notice was received that the municipality had been chosen as a successful applicant. The Township was to receive \$34,000 to obtain a consultant to create the plan. This initiative is directly referenced as an action item within the Strategic Plan.

An updated workplan has been submitted to the Ministry and they are preparing the grant agreement to be adopted by Council, an Operating Letter has been received outlining the funding to be allocated to this project. A Request for Proposal (RFP) was issued, in consultation with the Treasurer, on February 3rd, 2025, and was due February 20th, 2025. Two submissions were received and evaluated based on the understanding of work, methodology, qualifications/experience and price. Additional consideration was also given to the ability to interact with the public, Council, project committee and other applicable stakeholders, in person as required.

Due to the Provincial election the grant process is now on hold, acceptance of an RFP would therefore be conditional upon funding at this time. Once the election occurs the Ministry will provide more information on the status of the grant.

RELATED POLICY:

- Bylaw 2005-04 Procurement Policy

STRATEGIC PLAN:

Goal 1: Quality of Life.

Strategic Direction: Promote initiatives to sustain an accessible and inclusive community.

Action Item: Develop an Age-Friendly/Accessibility Action Plan.

BUDGET IMPLICATION:

Should bids exceed the \$34,000 grant funding or if the grant funding is cancelled, the municipality would need to cover the remaining cost. This project has been included in the proposed 2025 Capital Budget, totaling \$37,400.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Council of the Township of Sables-Spanish Rivers accept the attached proposal from KA Community Consulting to develop a 2025-2028 Age-Friendly Community and Accessibility Action Plan at a cost of \$34,246, excluding HST.

AND THAT the acceptance of this RFP be contingent upon funding through the 2024-2025 Inclusive Community Grant.

ATTACHMENTS:

- RFP Summary Report
- RFP Age-Friendly & Accessibility Action Plan Submissions
 - KA Community Consulting
 - Cardea Health Consulting

RFP SUMMARY- Age-Friendly Community and Accessibility Action Plan

February 20, 2025

Supply of Consulting Services to create an Age-Friendly Community & Accessibility Action Plan (Quote excl. HST)	
Supplier	Quote
Cardea Health Consulting (British Columbia)	\$33,000.00
KA Community Consulting (Ontario)	\$34, 246.00

RFPs were to be submitted by 12:00 p.m. on February 20th, 2025; and the above summary was compiled for Council's consideration.



Anne Whalen, Clerk-Administrator



Ruth Clare, Treasurer

Township of Sables-Spanish Rivers Request for Proposal

Consulting Services: Age Friendly Community and Accessibility Action Plan 2025 – 2028





Thank you for the opportunity to provide a proposal for Consulting Service for an Age Friendly Community and Accessibility Action plan. This is an important exercise for the Township of Sables-Spanish Rivers it navigates its way to a new vision and plan that incorporates the traditions and opinions of established residents, while recognizing an ever-changing landscape.

I have a strong skill set that includes expertise in public consultation and administration, education, and strategic planning. This is coupled with significant experience and appreciation for working with rural municipalities. I believe that truly engaging your community in the process, and having real learning conversations, can help create a deep understanding of local needs, interests, and priorities. All this will ensure that the Township receives a unique and personalized plan that is reflective of its character and values.

This proposal outlines the scope of work, proposed methodology, timeline, and budget. Should this not meet the needs of the Township, I would be pleased to review and amend the proposal so as to ensure a successful outcome for all parties. The fee for providing these services is \$34,246 plus HST, as detailed in this proposal.

On a more personal note; I grew up in Espanola, and lived in Massey for a period of time. I know that it is an incredible place, and I have a vested interest in ensuring that the community is prepared to support active, healthy lifestyles for its seniors and that it can effectively and efficiently support ageing-in-place.

I am confident that K.A. Community Consulting can be your preferred partner in this work. I appreciate your consideration and look forward to discussing the project with you further. Should you require additional information, please do not hesitate to contact me at: (613) 929-4237 or by email at kim@kacommunityconsulting.ca

Sincerely,

Kim Goodman

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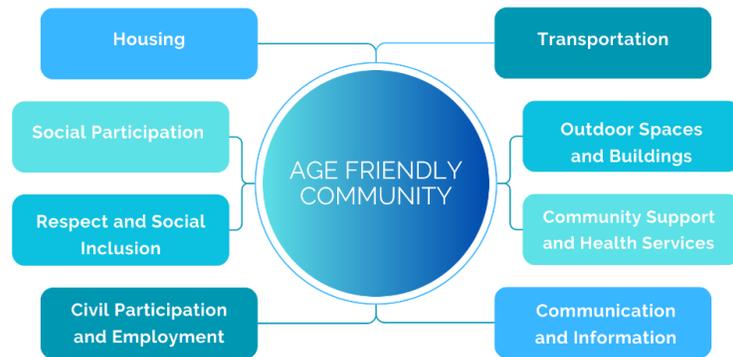
Background

Age Friendly Community Planning

Globally, there is a shift in the demographic make up of the population; the proportion of individuals over 60 years of age is growing faster than any other age group¹. With this change, comes the need for municipalities to be proactive in their preparation for changing needs in terms of facilities, programs and services, and other amenities. It is increasingly important for communities to support its ageing population so that they can continue to enjoy active and healthy lifestyles so that they can comfortably age in place.

In 2007, the World Health Organization (WHO) launched the Global Age-friendly Cities Guide that identified the characteristics of an age friendly city and provided a structure for communities that wanted to become 'age-friendly'². An age-friendly community recognizes the range of capabilities and resources among older people,

anticipates and responds to age related needs, respects the decisions and lifestyle choices of the elderly, protects the vulnerable and promote senior's inclusion in all aspects of community life.



Local Context

In developing an Age Friendly Community and Accessibility Action Plan, the Township of Sables-Spanish Rivers is demonstrating its commitment to look through an age-friendly lens and make informed decisions regarding all aspects of the community such as access to program and services or inclusive design of public spaces. This is especially significant when you consider that 2021 Census data shows that 24% of the Township's population is 65+, and those age 50-64 account for another 26% of the demographic make up³.

¹ World Health Organization (WHO), 2002. Active Aging: A Policy Framework

² <https://extranet.who.int/agefriendlyworld/age-friendly-cities-framework/>

³ <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=P0p%201P0&GENDERlist=1,2,3&STATISTIClist=1&DGUIDlist=2021A00053552023&HEADERlist=0>



Scope of Work and Project Objective

Scope

The scope of work is to complete an Age Friendly Assessment and create a corresponding Age Friendly Community and Accessibility Action Plan for the Township of Sables-Spanish Rivers. This plan to address the 2025 - 2028 timeframe. A background report, Inventory of Community Dimensions (or Age Friendly Assessment Report), will be provided June 2025, and the final plan will be completed for September 2025. The plan will be provided in digital and print-ready format, and will meet accessibility (AODA) requirements.

Objective

This project will

- Consider and evaluate the eight (8) community dimensions as identified by WHO:
 - Physical Environment
 - Outdoor spaces and public buildings
 - Transportation, and
 - Housing
 - Social Environment
 - Social participation
 - Respect and social inclusion
 - Civic participation and employment
 - Personal Well-Being
 - Community support and health services
 - Communication and information)
- Reflect feedback from residents, seniors, and Township staff/Council and other key stakeholders, as gathering through an extensive engagement process
- Create a vision and mission statement for an Age-Friendly Sables-Spanish Rivers
- Include a series of recommendations to address gaps and prepare for opportunities and trends
- Include a framework for implementation that includes a timeline (low, medium and high priority), funding recommendations and partnership opportunities
- Provide guidance on communications and marketing to engage seniors in the community during the implementation of the plan
- Offer a strategy and tools for monitoring and evaluation



Methodology

KA Community Consulting is proposing the following critical path and level of effort to complete the Inventory of Community Dimensions (Age-Friendly Assessment) and create an Age Friendly Community and Accessibility Action Plan.

It should be noted that there are several tools such as the Creating a More Inclusive Ontario: Age Friendly Community Planning Guide for Municipalities and Community Organizations (a government of Ontario publication); and the Creating a More Inclusive Ontario: Age-Friendly Planning Toolkit that have helped inform the implementation strategy outlined herein.

Approach

This work will be completed in two phases as described below.

Phase 1: Assessment of Community Dimensions (March - June, 2025)

Project Initiation and Project Management

a. Establish Age Friendly Committee (AFC)

The role of the Committee is to help inform local priorities and context, facilitate communications and engagement by acting as champions for the project, help create a vision and mission for an Age-Friendly Township of Sables-Spanish Rivers, and provide general input, guidance, and assistance through the consultation process. This team will meet in person or remotely as needed.

b. Kick-off meeting

The project will kick off with a meeting of the Project Committee. The aim is to confirm goals, timelines, expectations, and context. At the same time, we will review the internal and external communications strategy.

c. Regular reoccurring team meetings

The Project Team meet regularly, at which time a status report will be provided; at this time the consultant can answer any questions and respond to emerging issues, should they arise.



Communications

K.A. Community Consulting will prepare and provide various communications materials throughout the duration of the project; this will include: media releases, website content, social media posts, and print materials if/as needed.



Information Gathering

Following the initial meeting, the next step will be to begin a gathering information from various sources to inform both the Inventory of Community Dimensions and actions and recommendations for the Action and Accessibility Plan.

a. Literature Review

This will include a literature review and a synthesis of relevant corporate plans, studies, and reports. Additionally, KACC will review resources that reflect current trends, best practices, demographics, socioeconomic, and future projections as it relates to aging communities. This would include local and regional resources, and broader references that speak to provincial and national trends.

b. One-on-One Interviews

One-on-one interviews will be completed with Council, Senior Management, and other key stakeholders. The goal is to develop a deep understanding of how the Township is addressing its ageing population, and to identify challenges, opportunities, and priorities.

c. Site Visits / Facility Assessments

An assessment of indoor and outdoor municipal infrastructure / facilities will occur to create a sense of space and confirm data / observations garnered from the literature review, focus groups, and interviews. It will also provide the opportunity to review accessibility and needs as it relates to the ageing population and overall inclusivity.



A broader review of public spaces will be included as part of the assessment under the Age Friendly Planning process to ensure that a fulsome review of the physical environment is completed.

d. Focus Group Sessions

Focus group sessions will be hosted to help with a SWOT analysis, and refine identified needs, priorities, obstacles, etc. The AFC will be instrumental in ensuring the right audience is identified for these sessions.

e. Program and Service Review

A review of programs and services will be included in the information gathering stage to ensure a comprehensive understanding of current and recent programs, challenges, cost recovery, etc.

f. Community Survey

To round out information gathering phase, the consultant will prepare a survey to solicit public input. The draft survey will be vetted by the Project Committee and made available in both print and digital format. A multi-faceted communications strategy will be employed to maximize uptake. The data will be compiled and used in the determination of needs and priorities, and development of recommendations or actions.



g. Administrative / Budget Review

To complete the information gathering process, KACC will scan administrative and operational related documents such as policies, standard operating procedures, customer service guidelines, et cetera, with the lens age friendliness. A review of the Township's age-friendly related expenses and budget projects will be completed at the same time.

Inventory of Community Dimensions

It is important to 'know where we come from' to begin to plan for the future. The Inventory of Community Dimensions will serve as the age friendly assessment and will summarize the consultant's understanding of how age friendly services and facilities are currently being provided. It will draw in materials gathered through Phase 1, and will capture challenges and opportunities, the state of physical infrastructure, programs, services and events. The document will consolidate this information and present it in a succinct, easy to digest format.

Phase 1 will wrap with a presentation to Township Council.

Phase 2: Age Friendly Community Action Plan (April – August 2024)

Analysis of Opportunities

a. Create Vision, Mission, Values and Goals Statement

Drawing from Steering Committee input, focus group session feedback and community survey data, a vision, mission and value statement will be created to frame age-friendly goals for the Township of Sables-Spanish Rivers.

b. Identify Actions and Create Recommendations

Once complete, the detailed analysis and preliminary actions / recommendations will be submitted to the AFC for review and comment. At this time, all actions and recommendations will be vetted to ensure that they align with Sables-Spanish Rivers' priorities, vision, mission and capacity.



Create Framework for Implementation

The next step in the process is to take all the opportunities and create a plan for implementation. A timeline will be created for the implementation of recommendations and actions, and will be based on prioritization as identified in Phase 1.

a. Determine Resource Requirements

The resources required for Plan implementation will be identified, and possible sources, such as grants or sponsorships will be listed.



b. Identify Partners

It is important to identify delivery partners. This is especially true in the case of Age Friendly Community planning, when physical infrastructure, programs and services may be managed by an external agency (e.g. automatic door openers at the post office, or programs offered by the Seniors Group, or other local organizations).

c. Create Tools for Monitoring and Evaluation

KA Community Consulting will identify key indicators and processes/tools to be used in evaluating the implementation of the plan. The consultant will also provide direction on regular review of the Plans as a whole; with the understanding that things can happen (such as the COVID-19 pandemic) that cannot be planned for and need to be addressed in guiding documents so that they remain current and have teeth.

d. Prioritize Actions and Create Timelines

All actions will be prioritized based on need, value, resource requirements and feasibility. From this, an implementation plan will be established.

e. Establish Communications and Marketing Strategy

To complement the plan and ensure broad uptake, KACC will identify strategies, tools and best practices to communicate with and engage the senior population.

Age Friendly Community and Accessibility Action Plan

a. Draft Full Plan

A full draft of the Age Friendly and Accessibility Action Plan will be completed. It will include an introduction, background and methodology, current state and demographics, recommendations, timelines and budget, and evaluation tools. The draft will be vetted by Age Friendly Committee.

b. Public Review and Consultation

Public presentations / engagement sessions will be hosted to solicit feedback on the draft plans. If, and as warranted, additional focus groups or surveys will be conducted to ensure depth and breadth of review.

c. Final Plans

All feedback gained from the consultation process will be reviewed and incorporated in the final versions of the plan. A final draft will be provided to the Project Committee in advance of the final presentation to Council to allow time for any final revisions or changes.

Phase 2 will wrap with a presentation to Council and the adoption of the Age Friendly Community and Accessibility Action Plan.



Critical Path

Phase 1: Inventory of Community Dimensions

Project Initiation and Management	Establish Project Team / Age Friendly Committee	Mar 10	
	Kick Off Meeting	Mar 17	
	Reoccurring Meetings / Status Reports	Ongoing	

Communications	Media Content	Ongoing	
	Social Media Content	Ongoing	
	Website Content	Ongoing	

Information Gathering	One-on-One Interviews	Mar 31	Apr 7
	Site Visits / Facility Assessments	Mar 31	Apr 7
	Focus Group Sessions	Mar 31	Apr 7
	Literature Review	Mar 31	Apr 21
	Program and Service Review	Apr 14	Apr 21
	Administrative / Budget Review	Apr 14	Apr 21
	Community Survey	Apr 14	May 5

Inventory of Community Dimensions	Draft Report	May 5	May 19
	Final Report	May 19	May 26
	Report and Presentation to Council	May 26	Jun 2

Phase 2: Age Friendly and Accessibility Action Plan

Analysis of Opportunities	Create Vision, Mission, Values and Goals Statement	Jun 9	Jun 9
	Identify Actions and Create Recommendations	Jun 9	Jun 16

Create Framework for Implementation	Determine Resource Requirements	Jun 16	Jun 23
	Identify Partners	Jun 16	Jun 23
	Prioritize Actions and Create Timelines	Jun 23	Jun 31
	Create Tools for Monitoring and Evaluation	Jun 30	Jul 7
	Create Strategy for Effective Engagement with Older Adults, Marketing and Communications	Jun 30	Jul 7

Age Friendly Community & Accessibility Action Plan	Draft Plan	Jul 14	Jul 28
	Public Consultation	Aug 4	Aug 11
	Final Plan	Aug 18	Aug 25
	Report and Presentation to Council	Sep 8	

See Appendix 2: GANNT Chart



Qualifications and Experience

K.A. Community Consulting understands how plans are implemented and the challenges that municipal staff and Council have at times in balancing budget, risk, community needs and other priorities. KACC had seen great plans that just sit on the shelf – perhaps the plan failed to meet the needs of the community or had no clear actionable items making it challenging to implement. Aware of these challenges, Kim and K.A. Community Consulting brings a unique perspective that will ensure the Age Friendly and Accessibility Action Plan makes sense for the Township of Sables–Spanish Rivers.

About K.A. Community Consulting

K.A. Community Consulting is a new firm based in Lyndhurst, ON with a focus on community development and grant writing. Kim Goodman, sole proprietor of K.A. Community Consulting, brings to the table vast experience in the municipal and non-profit sectors. She has played a lead role in the development of strategic documents such as recreation master plans, active transportation plans and age friendly plans. Over the last 20 years, Kim has worked tirelessly to find innovative and effective ways to improve her community through engagement, strategic action, and implementation.

Relevant Experience

- Strategic Planning and Action
 - Prepared Age-Friendly Community Plans; Parks, Recreation and Culture Community Plans; Strategic Plans for rural communities
 - Developed projects and initiatives in response to these (and other) plans to ensure successful implementation of the plan and meet organizational goals and objectives.
- Communications & Community Engagement
 - Lead regular internal and external communications (including newsletters, reports to Council, community surveys, website, etc)
 - Built and fostered relationships with community organizations, various levels of government and government agencies, local businesses, residents and other stakeholders
- Municipal Governance
 - Obtained Executive Diploma in Municipal Management (recipient of the Academic Excellence Award)
 - Worked for 10 years in the municipal sector with progressively advancing roles and responsibilities, and well versed in the day-to-day operations within the municipal setting.
- Financial Management
 - Developed and managed capital and operating budgets that are informed by strategic documents (and mindful of political sensitivities); facilitated cost sharing agreements and other contractual obligations; considered cost recovery efforts; knowledgeable of the municipal procurement process.



- Community Development
 - Planned and implemented projects and initiatives in response to community needs and interests (youth development, aging communities, recreation programming, community events, volunteer capacity building)
- Grant Writing and Partnerships
 - Generated millions in funding (wage subsidy, capital, programs and projects) through grants, leveraged against in-kind contributions.
 - Brought various organizations and agencies together to achieve their goals and improve their communities.
- Program Review / Quality Assurance
 - Prepared data driven recommendations based on local priorities, provided clear and measurable goals for the long-term horizon, all while recognizing industry trends
- Recreation Facilities Review
 - Included life cycle planning, ensuring codes requirements are met (AODA, building Code, Fire Code), that spaces are being used to their capacity, being run effectively and efficiently, and remain a safe place for community.

Relevant Projects

- Town of Espanola Age Friendly Community Action Plan (2024)
- Town of Deep River Recreation and Culture Master Plan (current)
- City of Pembroke Parks and Recreation Master Plan (2024)
- Township of Rideau Lakes Parks and Recreation Master Plan Update (2024)
- Age Friendly Community Action Plan, Township of Leeds and the Thousand Islands (2018) (completed as Township staff)

Each of these project include: communications and community engagement, background reporting, and strategy development.



References

Louisa Nadeau, Economic Development Manager
Town of Espanola / LaCloche Foothills Municipalities
lnadeau@espanola.ca
705-583-6051

Jordan Durocher, Director Parks and Recreation
City of Pembroke
jdurocher@pembroke.ca
613-735-6821



Financial Proposal

Item	Description	Total
Fees		
Consulting Fees	170 hours @ \$180/hr	\$30,618
Fees Subtotal		\$30,618
Disbursements		
Mileage	Estimated 4 visits	\$2628
Communications and Community Engagement	Printing, display materials, focus group supplies	\$1000
Disbursements Subtotal		\$3628
Total		\$34,246
HST (HST Number 77183 6814 RT0001)		\$4451
Grand Total		\$38,697



Appendices

1. Signature Page
2. GANNT Chart
3. Kim Goodman Personal Profile





The Township of Sables-Spanish Rivers

11 Birch Lake Rd
Massey, ON
POP 1P0

P 705-865-2646 - F 705-865-2736 - www.sables-spanish.ca

RFP – Age-Friendly Community and Accessibility Action Plan

SCHEDULE A – SIGNATURE PAGE

Proponent Information

All fields must be completed by Proponent.

Authorized Signing Authority: Kim Goodman, Owner
(Print Full Name and Title)

Signature: Kim Goodman Dated: February 18, 2025

Witness: Dan Elwood Dated: February 18, 2025

Mailing Address: 3378 County Road 3

Lyndhurst ON K0E 1N0

Email: kim@kacommunityconsulting.ca

Phone: 613-929-4237 Cell: 613-876-3963 Fax: _____

Proposal/Quotation Price

Consulting services for an Age-Friendly
Community & Accessibility Action Plan

Sub-Total	<u>\$34,246</u>
HST	<u>\$4,451.98</u>
Total Price	<u>\$38,697.98</u>



Project GANNT Chart

Task	Action(s)	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25	7-Apr-25	14-Apr-25	21-Apr-25	28-Apr-25	5-May-25	12-May-25	19-May-25	26-May-25	2-Jun-25	9-Jun-25	16-Jun-25	23-Jun-25	30-Jun-25	7-Jul-25	14-Jul-25	21-Jul-25	28-Jul-25	4-Aug-25	11-Aug-25	18-Aug-25	25-Aug-25	1-Sep-25	8-Sep-25
Project Initiation and Management	Establish Project Team / Age Friendly Committee	█																										
	Kick Off Meeting			█																								
	Reoccurring Meetings / Status Reports												█										█					
Communications	Media Content		█			█								█								█						
	Social Media Content		█			█								█								█						
	Website Content		█			█								█								█						
Information Gathering	One-on-One Interviews				█	█																						
	Site Visits / Facility Assessments				█	█																						
	Focus Group Sessions				█	█																						
	Literature Review				█	█	█	█																				
	Program and Service Review						█	█																				
	Administrative / Budget Review						█	█																				
	Community Survey						█	█	█	█																		
Inventory of Community Dimensions	Draft Report									█	█	█																
	Final Report											█	█															
	Report and Presentation to Council												█	█														
Analysis of Opportunities	Create Vision, Mission, Values and Goals Statement														█													
	Identify Actions and Create Recommendations														█	█												
Create Framework for Implementation	Determine Resource Requirements																											
	Identify Partners																█	█										
	Prioritize Actions and Create Timelines																	█	█									
	Create Tools for Monitoring and Evaluation																		█	█								
	Create Strategy for Effective Engagement with Older Adults, Marketing and Communications																		█	█								
Age Friendly Community & Accessibility Action Plan	Draft Plan																			█	█	█						
	Public Consultation																						█	█				
	Final Plan																							█	█			
	Report and Presentation to Council																											█



Kim Goodman, Personal Profile

KIM GOODMAN

Sole Proprietor / Community Developer

613-929-4237 

kim@kacommunityconsulting.ca 

Lyndhurst, Ontario 

SUMMARY

I am a community development professional passionate about creating and supporting vibrant communities. I excel at building relationships and thrive on innovation, change, and collaboration. My skills include project and time management, communication, problem-solving, and decision-making. With strong analytical and creative problem-solving abilities, I respond quickly to opportunities. I have experience leading successful teams and driving divisional and cultural transformation through various initiatives.

EDUCATION

AMCTO

Executive Diploma in Municipal Management
2018 - 2019

Sault College of Applied Arts & Technology

Parks and Outdoor Recreation Technician (honours)
2000 - 2002

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and collaborative skills
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- Able to pivot in response to changing needs and priorities
- A talented leader and team builder

VOLUNTEERISM

- Ontario Trails Council, Board Member (2023 - Present)
- Rural Recreation Association, Board Member (2012 - Present)
- North Leeds Youth Committee, Co-Chair (2012 - Present)
- North Leeds Soccer, Secretary (2018 - Present)

PROFESSIONAL EXPERIENCE

Entrepreneur

K.A. Community Consulting | 2023 - Present

- Offer a range of services to support community development such as strategic development or grant writing

Program Coordinator & Professor (Part time)

Recreation and Leisure Services Algonquin College | 2022 - Present

- Provide instruction in the Recreation and Leisure field employing various teaching methods to ensure student success

Director of Community and Business Services

Twp Leeds & Thousand Islands | 2012 - 2022

- Facilitated high quality programs and services for residents and businesses; engaged and supported community projects; managed parks and facilities, oversaw corporate communications, recreational services and events

Executive Director

Centre for Sustainable Watersheds | 2004 - 2011

- Engaged in broad tasks to ensure organizational success in reaching its objective of supporting community-based water stewardship efforts

PRESENTATIONS

- Algonquin College: Community Development & Grant Writing (2016 - 2021)
- Ontario East Municipal Conference: Age Friendly Community Planning (2018)
- Eastern Ontario Planners Forum: Age Friendly Community Planning (2017)
- Rural Recreation Association: Recreation Lending Library & Age Friendly Communities (2016/17)



Request for Proposals Response

Consulting Services for an Age-Friendly Community and Accessibility Action Plan 2025-2028. Prepared for The Corporation of the Township of Sables-Spanish Rivers

February 20, 2025



Submitted to:

Amanda St. Michel, Deputy Clerk
Township of Sables-Spanish Rivers
11 Birch Lake Rd,
Massey, ON, POP 1P0

Submitted by:

Kate Milne, Principal
Cardea Health Consulting
2809 W. 7th Ave
Vancouver, BC V6K 1Z5

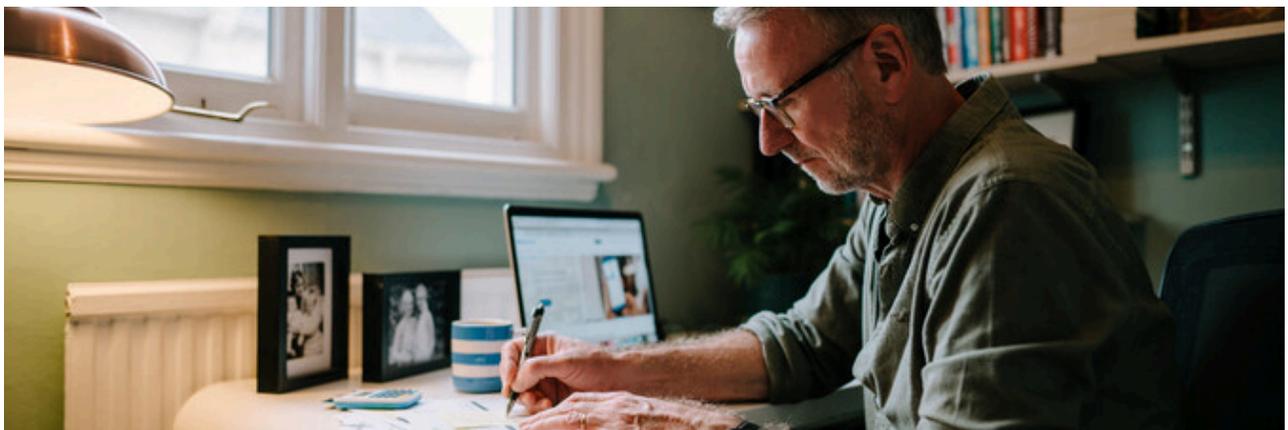
Introduction

Cardea Health Consulting is pleased to submit this proposal in response to the Township of Sables-Spanish Rivers' Request for Proposal (RFP) for consulting services to develop an Age-Friendly Community and Accessibility Action Plan (AFCAAP) for the years 2025-2028. We are confident that our expertise in age-friendly planning, community engagement, and project management will enable us to deliver a comprehensive and actionable plan that meets the Township's goals and objectives.

Our firm has been at the forefront of age-friendly planning and healthy aging initiatives since 2000, with a proven track record of successfully completing 11 age-friendly projects. Our expertise also spans a wide range of initiatives, including:

- Comprehensive community assessments and action plans
- Emergency preparedness for older adults
- Accessibility and inclusion planning
- Service plan updates for older adults
- Wellness program sustainability planning
- Peer-reviewed research
- Community development projects for seniors' services

With our deep understanding of the unique challenges communities face in creating accessible and age-friendly environments, we are uniquely positioned to support the Township of Sables-Spanish Rivers' commitment to fostering an accessible and inclusive community for all ages. Our experience in stakeholder engagement, evidence-based program development, and data-driven strategies ensures that we can effectively facilitate the development of a comprehensive AFCAAP document.



Qualifications and Experience

Our team brings extensive experience in Age-friendly and accessibility planning and facilitation with northern rural-based municipalities. We have successfully completed similar projects that involved engaging community stakeholders, municipal councils, and business communities to achieve positive outcomes. Our highly developed project management skills ensure we deliver projects on time and within budget. We have included the following selection of similar projects that demonstrate our expertise.

1. City of Kimberley Age-friendly Accessibility Plan (population ~8100)

We are currently working with the City of Kimberley on their Age-friendly Accessibility project, which is intended to enhance accessibility and inclusivity within the community. This plan will identify, remove, and prevent barriers to accessibility, ensuring that all residents, including those with disabilities and older adults, can participate fully in community life.

The project involves several key components. We are working closely with the Kimberley project team to engage a wide range of stakeholders, including isolated or marginalized individuals, people with disabilities, Indigenous elders, community workers supporting older adults, healthcare staff, and caregivers. This engagement will help gather valuable input to refine the plan. We will develop a comprehensive plan that includes specific actions to improve accessibility across the organization and municipality. This includes recommendations for properties and assets, actions related to accessibility for older adults, para-athletics, and adaptive sports tourism. The project involves various community engagement methods, such as public forums, online surveys, and direct stakeholder interviews.

The deliverables for this project include a detailed action plan outlining project activities, recommendations, timelines, and deliverables, an Age-Friendly Accessibility Plan that adheres to the Accessible British Columbia Act and addresses gaps in accessibility, and a final report with a summary presentation for the City Council. The project is expected to be completed by June 1, 2025

Reference: Jasmine Nelson, Administrative Assistant: 250.432.1334, email: jnelson@kimberley.ca

2. Age-friendly Accessibility and Inclusion Action Plan - The District of Mackenzie (population ~3100)

Cardea Health Consulting partnered with the District of Mackenzie to co-create an Age-friendly Accessibility and Inclusion Action Plan. Through collaborative community engagement and tailored consultations, we developed customized tools and resources, resulting in a comprehensive Action Plan. This plan addresses the unique needs of Mackenzie's residents, enhancing accessibility and inclusion for all ages and abilities.

Reference: Emily Kaehn, Director of Corporate Services: 250.997.3221, email: aehn@districtofmackenzie.ca

Qualifications and Experience

3. Age-Friendly Assessment and Action Plan – Kaleden, Area “I” (population ~ 1200)

This unincorporated rural district, with multiple communities with differing priorities and needs, presented unique challenges and opportunities for age-friendly planning. Our approach began with a thorough assessment of the current state of assets and services in Kaleden and Area "I," followed by extensive community consultations through public forums, online surveys, and direct interviews. We worked closely with the Kaleden Seniors Committee and various stakeholders, including healthcare providers, educational institutions, and Indigenous communities. The final deliverable was a comprehensive Age-Friendly Assessment and Action Plan addressing eight key areas defined by the WHO's framework. It included prioritized initiatives, strategies, an implementation timeline, cost estimates, and potential funding sources to ensure feasibility and sustainability. Our recommendations covered transportation, healthcare access, and social isolation, with innovative solutions tailored to the unique needs of Kaleden and Area "I."

Reference: Sydney Clement, Recreation Coordinator: 250.497.8188, email: sclement@rdos.bc.ca

4. The Resort Municipality of Whistler Emergency Preparedness for Older Adults Assessment and Awareness Campaign (population ~12,000): This specialized project focused on enhancing community age-friendliness by prioritizing the safety and inclusion of older adults in emergency preparedness planning. We conducted inclusive community consultations, assessed existing emergency plans, and developed an awareness campaign (with recommended tools) highlighting older adults' needs during emergencies. We also completed Whistler's original Age-friendly Assessment and Action Plan in 2022.

Reference: Courtney Beaubien, Manager of Planning, 604.935.8208, email: cbeaubien@whistler.ca

5. Town of Osoyoos Age-Friendly Assessment and Action Plan (population ~5,000): For this smaller interior municipality, we reviewed best practices in similar-sized communities, inventoried existing age-friendly services and resources, and conducted surveys, focus groups and one-on-one interviews. The action plan included specific priorities, proposed timelines, required resources, partnerships, and desired outcomes in each of the eight WHO focus areas.

6. City of Quesnel Age-Friendly Assessment and Action Plan (population ~10,000): This project involved comprehensive background research, stakeholder engagement, primary data collection, and the development of an action plan for a rural and remote northern community facing unique challenges related to isolation and severe winter weather.

Qualifications and Experience

7. **District of Wells Age-Friendly Assessment and Action Plan (population ~250):** For this small, remote northern community, we inventoried existing services and resources, conducted surveys of the target population, and organized World Café events to gather community input. The resulting action plan was tailored to the unique needs of this unique rural community.

8. **Village of Valemount Age-Friendly Assessment and Action Plan (population ~1,000):** This project involved extensive background research and community consultations to assess the "age-friendliness" of this smaller community. The results were a comprehensive action and outreach plan submitted to the village council.

9. **City of Port Moody Age-Friendly Assessment and Action Plan (population ~33,000):** This project aimed to help Port Moody become an age-friendly community through actions and policy changes. We conducted a thorough assessment and developed a tailored action plan to address the needs of the city's aging population.

10. **City of Richmond Age-Friendly Assessment and Action Plan and Updated Seniors Services Plan (population ~200,000):** This comprehensive project involved extensive background research, community consultation, and data collection. Working with a diverse steering committee, we conducted wide-ranging consultations with older adults and stakeholders to identify age-friendly features and determine the next steps toward becoming an increasingly age-friendly community through actions and policy changes. The process included desk research, survey development, community mapping, interviews, focus groups, and data analysis, resulting in a robust action plan and service delivery tools.

Throughout these projects, we have consistently demonstrated our ability to:

1. **Engage diverse stakeholders:** Our experience includes working with local governments, business representatives, older adults, community organizations, and service providers across various cultural and linguistic backgrounds.
2. **Employ multi-method research approaches:** We have expertise in using surveys, focus groups, interviews, and community consultations to gather comprehensive data.
3. **Utilize co-design methods:** We have successfully implemented participatory approaches to create resources and tools for organizational and policy change.
4. **Collaborate with public sector entities:** Our extensive work with local governments has given us an understanding of public sector processes and requirements.
5. **Translate knowledge effectively:** We have a proven track record of translating complex research into practical, actionable plans that communities can implement.

Qualifications and Experience

6. Address aging issues: Our understanding of issues related to older people and aging is supported by extensive research and numerous commissioned projects in the field of aging.

7. Work with the business community: In most projects, we have worked with local businesses and ultimately recommended and outlined an age-friendly business program.

Over the past 25 years, we have gained significant expertise in aging and older adults through five publications, over 30 commissioned projects, and involvement in health policy initiatives. Our research includes a role in the REACH Pilot Program and the EASY Pilot Study with the BC Centre for Hip Health and Mobility. These evidence-based interventions to promote healthy aging resulted in five peer-reviewed journal articles.

We have gained a clear understanding of some of the challenges in rural and remote communities. Through these community-based projects, we have consistently demonstrated the ability to engage diverse stakeholders, including older adults, community services organizations, and service providers, to help strengthen partnerships in the community.

Our work has also created various resources and tools for organizational and policy change related to aging and older adults. For example, we developed the Leadership in Wellness Management Certificate for the International Council on Active Aging (ICAA) to identify competencies needed for Wellness Managers working with older adults. Additionally, our work on the provincial snapshot of the Better at Home program for the United Way showcased our expertise in program evaluation and policy development. This project involved developing tools like a theory of change and a logic model to evaluate a program that supports older adults in staying in their homes longer.

Our track record highlights a dedication to creating environments that support healthy aging and the well-being of older adults. As a result, our business brings a deep understanding of the complexities involved in aging and related accessibility issues.



Team and Expertise



Education

Master of Science, Kinesiology

Thesis:

Interprofessional collaboration in primary care to support physical activity and healthy lifestyle adoption among older adults.

Master of Health Studies

Thesis:

The role of the primary care physician in the adoption of physical activity among older adult patients.

Clinical Exercise

Physiologist with a speciality training in fall prevention, bone health, and balance and mobility for older adults

As a result of our experiences in projects of similar scope, we propose assigning a Project Manager and an Accessibility Consultant who provide expertise in health promotion, community engagement, accessibility assessments, and age-friendly planning. The Project Manager will oversee all aspects of the initiative, while the Accessibility Consultant will provide advice on accessibility matters. This collaborative approach ensures that we can effectively address any challenges while delivering measurable outcomes.

Project Manager: Kate Milne, Principal Consultant

Kate brings over 25 years of expertise in age-friendly planning and healthy aging initiatives. She has successfully completed ten significant age-friendly assessments and action plans, most of which were in small, rural or northern communities. Her experience encompasses a wide variety of age-friendly initiatives, including comprehensive community assessments, emergency preparedness for older adults, accessibility and inclusion planning, service plan updates, wellness program sustainability planning, and community development projects for seniors' services.

Kate's interdisciplinary knowledge in health promotion, program development, and policy analysis offers a holistic perspective that is essential for comprehensive age-friendly planning. In addition to her practical experience, Kate has contributed to the academic body of knowledge on older adult health through four peer-reviewed publications. This research experience, combined with her extensive work on older adult projects for municipalities, health authorities, and the provincial government, gives her a unique perspective that bridges academic rigor and practical application. Kate's breadth and depth of experience, coupled with her consistent delivery of high-quality, impactful age-friendly plans, makes her an ideal candidate to lead this important project for the Township.

Team and Expertise



Accessibility Consultant: Cliff Feng

Cliff Feng, MCP, RHFAC, is a community planner and a Rick Hansen Foundation Accessibility Certification (RHFAC) Professional who specializes in equity, diversity, inclusion, and accessibility (EDIA) planning for marginalized populations, with a focus on promoting universal access in the built environment. He serves as an Associate Project Manager in Campus Development at Vancouver Island University (VIU), acts as an independent accessibility consultant, and is a candidate member of the Planning Institute of British Columbia (PIBC). As one of the first members of VIU’s Universal Access Team, he has actively contributed to advancing accessibility initiatives. Passionate about inclusive community planning, he is dedicated to fostering a more equitable and accessible Canada.

Education & Certifications

Master of Community Planning, City/Urban, Community and Regional Planning

Rick Hansen Foundation Accessibility Certification™ (RHFAC) Training

Rick Hansen Foundation Accessibility Certification™ (RHFAC) Professional

Candidate Member of the Canadian Institute of Planners



Approach, Methodology and Schedule

We understand that the Township of Sables-Spanish Rivers seeks to develop an AFCAAP that will present feasible projects and timelines for adapting municipal services and infrastructure to best serve the aging population and residents with differing accessibility needs. The plan will involve engaging businesses, community stakeholders, municipal council, staff, council committees, and other key agencies and individuals. Our workplan is as follows:

DELIVERABLES	ACTIVITIES AND TASKS	ROLE EXPECTATIONS	DATES
PHASE 1: Project Planning, Document Review, and Bylaw Assessment – Completed by April 5, 2025			
Meeting with the Project Team	<ul style="list-style-type: none"> • Online meeting with Township Project Team for project kick-off • Make plans to connect with the Steering Committee 	Township Project Team to provide the Project Manager with relevant reports and documents for the project's next phase.	March 3, 2025
Review of Township Documents and local bylaws	<ul style="list-style-type: none"> • Review Township documents (bylaws, reports, plans, strategies) to understand the current state of accessibility while identifying gaps or possible recommendations for use in the Accessibility Action Plan. 	The Project Manager and Accessibility Consultant will conduct all review activities, including collecting and compiling all data.	March 3-March 21, 2025

Approach, Methodology and Schedule

DELIVERABLES	ACTIVITIES AND TASKS	ROLE EXPECTATIONS	DATES
<p>PHASE 1: Project Planning, Document Review, and Bylaw Assessment Complete by April 5, 2025</p>			
<p>Review of Township Documents and local bylaws</p>	<ul style="list-style-type: none"> • Assess the Township’s municipal organization, policies, long-term goals, financial status, and relevant research. • Conduct a SWOT analysis to identify the Township’s strengths, weaknesses, opportunities, and threats concerning age-friendly initiatives and accessibility • Meet with the Steering Committee. • Progress report. 	<p>The Project Manager and Accessibility Consultant will conduct all review activities, including collecting and compiling all data.</p>	<p>March 21-April 4, 2025</p>

Approach, Methodology and Schedule

DELIVERABLES	ACTIVITIES AND TASKS	ROLE EXPECTATIONS	DATES
<p>PHASE 2: Assessment and Community Engagement Completed by June 14, 2025</p>			
<p>Engagement and Communication Strategy</p>	<ul style="list-style-type: none"> • In collaboration with the Sables-Spanish Rivers project team, the consultant will help develop a plan to reach a breadth of stakeholders (including those who are isolated or marginalized, those with disabilities, Indigenous elders, those working with older adults in the community, healthcare staff, and caregivers) • Meet with the project team and/or committee • Give the profile and engagement overview and gather project team input 	<p>The Project Manager will develop a communication and engagement strategy</p>	<p>March 28-April 18, 2025</p>

Approach, Methodology and Schedule

DELIVERABLES	ACTIVITIES AND TASKS	ROLE EXPECTATIONS	DATES
PHASE 2: Assessment and Community Engagement Completed by June 14, 2025			
Community Engagement	<ul style="list-style-type: none"> • Meet stakeholders through interviews and focus groups, including service providers, business community members, older adults, people with disabilities, and their caregivers, working to include the voices of underserved populations. Host a public Open House event to gather various perspectives. • Assess the built environment and accessibility of outdoor spaces and buildings with older adults and local residents using a standardized assessment tool (e.g. SWAN) along with visual data (e.g., photovoice) 	The Project Manager will conduct interviews and focused conversations	May 19-24, 2025

Approach, Methodology and Schedule

DELIVERABLES	ACTIVITIES AND TASKS	ROLE EXPECTATIONS	DATES
PHASE 2: Assessment and Community Engagement Completed by June 14, 2025			
Community Engagement	<ul style="list-style-type: none"> • Ongoing digital community engagement available, including phone/video interviews and keeping online survey open. • Progress report 		May 27 –June 14, 2025
PHASE 3: Age-Friendly Community & Accessibility Action Plan Completed by August 23, 2025			
AFCAAP: Draft 1	The Project Manager (with input from the Accessibility Consultant) will prepare a draft AFCAAP for the Council to review and approve. The AFCAAP will include the following: a Township Vision, Mission Statement, Values and Strategic goals for being age-friendly, recommended attainable actions to achieve the age-friendly vision and goals, a list of strategic issues relevant to the accessibility of Township	The Project Manager will prepare a draft of the Plan. The Township Project Team will review the draft.	June 14 – July 12, 2025

Approach, Methodology and Schedule

DELIVERABLES	ACTIVITIES AND TASKS	ROLE EXPECTATIONS	DATES
<p>PHASE 3: Age-Friendly Community & Accessibility Action Plan Completed by August 23, 2025</p>			
	<p>spaces and resources to the aging population, recommendation for key performance measurement tools to be used during the implementation phase, communication and marketing strategies to be used during the implementation phase, and any other relevant information.</p>		
<p>AFCAAP: Draft 2</p>	<p>The Project Manager will create a second draft of the Action Plan, incorporating feedback.</p>	<p>The Project Manager will develop the second draft.</p>	<p>July 15– August 9, 2025</p>
<p>AFCAAP: Final Draft</p>	<p>The Project Manager will create the final plan document fully formatted and ready for dissemination and summary presentation ready to be presented to Council.</p>	<p>The Project Manager will take any additional feedback and incorporate it into the final document.</p>	<p>August 23, 2025</p>

Proposed budget

Activities	Hours	Fee
Kick-off meeting with City staff, and two committee meetings, monthly updates	10	1500
Document and bylaw review		
Thorough review of documents and bylaws	40	6000
Community Engagement		
Develop tools and communication plan	20	3000
Conduct interviews (virtual and in-person)	40	6000
Conduct focus groups	20	3000
Collate and code data	15	2250
Accesibility Plan Development		
Develop a draft Accessibility Plan	40	6000
Submit draft with changes	10	1500
Edit and submit the final Plan	10	1500
Total consulting services cost		\$30,750
Travel cost (hotel, car, flight)	\$ 2250	\$2250
	Subtotal (upset price)	\$33,000
	HST on Consulting Services	3997.50
	Total with tax	\$36,997

Conclusion

The Cardea team will implement a comprehensive quality assurance and control system for the Sables-Spanish Rivers project, ensuring consistent data collection, detailed documentation, and monthly reports on project progress. Preliminary findings will be shared with Township staff and the Steering Committee to make sure that we are aligned with local needs. All project deliverables will be reviewed thoroughly to ensure accuracy and relevance, providing reliable information for the Township's Plan.

We are excited about the opportunity to work with the Township of Sables-Spanish Rivers on this important project. Our team is committed to delivering a high-quality, actionable plan to enhance the community's age-friendliness and accessibility. We look forward to the possibility of collaborating with you to achieve these goals.

For questions about this proposal, please contact us.



www.cardeahealthconsulting.com
kate@cardeahealthconsulting.com
604.710.6464





The Township of Sables-Spanish Rivers

11 Birch Lake Rd
Massey, ON
P0P 1P0

P 705-865-2646 - F 705-865-2736 - www.sables-spanish.ca

RFP – Age-Friendly Community and Accessibility Action Plan

SCHEDULE A – SIGNATURE PAGE

Proponent Information

All fields must be completed by Proponent.

Authorized Signing Authority: Kate Milne, Principal Consultant
(Print Full Name and Title)

Signature:  Dated: 02/13/25

Witness:  Dated: 02/13/25

Mailing Address: 2809 West 7th Ave, Vancouver, BC, V6K1Z5

Email: kate@cardeahealthconsulting.com

Phone: 604-710-6464 Cell: _____ Fax: _____

Proposal/Quotation Price

Consulting services for an Age-Friendly
Community & Accessibility Action Plan

Sub-Total	<u>\$33,000</u>
HST	<u>\$3997.50</u>
Total Price	<u>\$36,997</u>

WALFORD COMMUNITY CENTRE BOARD

REGULAR MEETING

February 20, 2025

PRESENT: Cheryl Phillips, Robert Hopkins, Julie Vuorensyrja, Theresa Minten

ABSENT: Pierrette Gervais, Ellen Phillips, Stanley Phillips, Jean Wuorinen, Jewel Sanftenberg, Bryan Lees, Pauline Zarichney, Donna McInnis

Motion No. 2025-05

Moved by: Robert Hopkins

Seconded by: Theresa Minten

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

CARRIED

Motion No. 2025-06

Moved by: Theresa Minten

Seconded by: Robert Hopkins

BE IT RESOLVED THAT the minutes be approved as read.

CARRIED

Motion No. 2025-07

Moved by: Theresa Minten

Seconded by: Robert Hopkins

BE IT RESOLVED THAT we accept the quote for \$819.25 from BM Electric to install LED lighting over the main entrance and big fire hall doors (WH05).

CARRIED

Motion No. 2025-08

Moved by: Julie Vuorensyrja

Seconded by: Theresa Minten

BE IT RESOLVED THAT the meeting be adjourned until March 27, 2025 or the call of the chair.

CARRIED

Meeting Discussions:

- Roof repairs (replace screws) have been included in the TSSR 2025 budget draft
- Hall Rental for elections was not communicated to our booking agent

Upcoming events:

Feb-April Painting classes

Feb 21-23 Township Carnival

Feb-Mar - Church group rental
Feb 27 - Elections
Mar 2 - CWL Pancake Breakfast
Mar 8 - Lee Valley Autumn Leaves

SECRETARY

CHAIRPERSON

**PLANNING APPLICATION
STAFF REPORT**

File No(s): Consent; C-25-001
Owner(s): Arthur & Linda Lou Nelson
Applicant(s): Peggy Ferguson
Date Rec'd by Twsp. December 16, 2024
Date of Public Meeting: February 26, 2025

Proposal:

The purpose of consent application C-25-001 is to provide for a new lot in the Rural zone. The proposed new lot would be approximately 60ha in size, and the remainder would be approximately 4ha.

Municipal Plan Review:OMAFRA (Ontario Ministry of Agricultural, Food & Rural Affairs)

- The application indicates that there is agricultural activity on the subject property. The extent of these activities are hobby farm functions, including chickens and a single sheep. The applicant proposes to eventually have commercial livestock on the new lot. The Minimum Distance Separation Formulae as established by the province would be applicable to any new livestock facilities, and would be addressed through the building permit application process. Mapping does not indicate this area to be Agricultural Resource lands.
- Property is subject to Municipal Drains- Warda Drain.

MOE (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)

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

MTO (Ministry of Transportation)

- N/A

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

- Official Plan Sched A1 Mapping notes there are “Provincially Significant” wetlands on the southern half of the property. The Ministry of Natural Resources has been contacted to confirm the significance of the wetlands, an answer has not yet been received.

Official Plan (OP) Designation:Section 4.9 Rural District – Residential Uses

- Permitted uses include rural residential development, both seasonal or permanent occupancy. The proposed lot size conforms to the OP.

3.22.3 2. Natural Heritage Features Policies-Wetlands, Wildlife habitat, Areas of Natural and Scientific Interest

- “Development and site alteration shall not be permitted in significant wetlands and significant coastal wetlands in Ecoregion 5E but may be permitted on their adjacent lands, only if it has been demonstrated through the preparation of an Impact Assessment as required in Section 3.22.3.5 Impact Assessment of this Plan, that there will be no negative impacts on the natural features or on the ecological functions for which the area is identified or as determined by reference to the Significant Wildlife Habitat Technical Guide (MNR, October 2000)”.

3.22.3 5. Natural Heritage Features Policies- Impact Assessment

- “Council will require an impact assessment for development and site alteration proposed in designated Natural Heritage Features and adjacent lands”.
- The Impact Assessment (IA) will be prepared by a qualified professional to support the consent application prior to approval of the proposed development.

Zoning:Section 5.18 Rural

- Residential use is permitted; access by year-round maintained municipal road: Victoria Backline.

- Established minimum lot frontage on a public road is 80m, the severed and proposed lot would meet this frontage.

Section 4.21 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 Bylaw except where an Impact Assessment and/or mitigating measures or conservation practices are implemented as approved by the public body having jurisdiction”
 - o Significant Wetlands- 120m

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.
5. New land uses, including the creation of new lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

Circulation / Agency Consultation:

- Around & About – February 4th, 2025
- Adjacent landowners; 60 metres
- Applicable agencies

Draft Resolution and Schedule of Conditions:

Provisional Approval – Consent Application File No. C-25-001

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 to 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. Public Road – The Township requests that the roads on the applicant's lands deemed to be approximately 33 ft. from the centre of the existing road and approved by the Township, be acknowledged as public road and if shown on a survey, title of these public roads shall be conveyed to the Township at the applicant's expense.
3. That pursuant to Section 65(1) of the Drainage Act, R.S.O. 1990, the applicant is responsible for having the assessment apportioned appropriately where a municipal drain affects the subject lands.
4. 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.
5. Administration Fee– That a \$200.00 administration fee per lot be paid to the Municipality.
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. That an Impact Assessment Study be conducted by a qualified professional to address concerns regarding the existence of Provincially Significant Wetlands on the subject property.

Application for Consent
Under Section 53 of the Planning Act

FOR OFFICE USE ONLY:

Date Complete Application Received: December 16, 2024	Fee Paid: \$ 1,500	Receipt No. : 5688	Roll No. : 5218 000 004 - 139100	File No. : C25-01
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SUBMISSION OF THE APPLICATION:

- In this form the term "subject" land means the land to be severed and the land to be retained.
- 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.
- One application form, including sketch is required for each parcel to be severed.
- The fee is \$1,500.00 per application.
- 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) Arthur & Linda Lou Nelson	Home Telephone No.	Business Telephone No.
Address 330 Victoria Backline, Box 250, Spanish ON	Postal Code POP 2A0	

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.

Name of Contact Person/Agent Peggy Ferguson	Home Telephone No. 778-982-4083	Business Telephone No.
Address 330 Victoria Backline	Postal Code POP 2A0	E-Mail campinggirl12@yahoo.ca

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

2.1 Geographic Township Victoria	Parcel No. 27-2	Lot / Section 27 NW 1/4	Concession No.
Registered Plan No.	Lot(s)/Block(s)	Reference Plan No.	Part No.
			Civic/Street Address 330 Victoria Backline.

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.

Mark Rene Nelson & Peggy Ferguson.

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)	Retained
		601.85 ^{severed} m / 201 m	201.168 m
		Depth (m)	798 m / 596 m
		Area (ha)	150 acres / 10 ha
4.2 Use of Property		Existing Use(s)	Residential
		Proposed Use(s)	Residential / Farm
4.3 Buildings or Structures		Existing (date of construction)	1990
		Proposed	2 homes & barn
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?			yes
If proposed, is there any reason to expect there would not be an adequate supply of quality water?			
4.6 Sewage Disposal (check approp. space)		Publicly owned and operated sanitary sewage system	
		Privately owned and operated individual septic tank	✓
		Privately owned and operated communal septic system	
		Privy	
		Other means	
4.6.1 If existing, is there any known deficiency in the system?			NO
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	✓	
A landfill site		
A sewage lagoon		
Hazard land		
Any mine site - active or abandoned (please specify)		
An industrial or commercial use, specify the use(s)		
An active railway line		
An airport or airstrip		
Utility corridors		✓

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.

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

AMANDA ST. MICHEL
 COMMISSIONER OF OATHS
 TWP. OF SABLE-SPANISH RIVERS

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 property is being separated to our son and daughter-in-law

10. Affidavit or Sworn Declaration

I, Arthur + Linda Law Nelson of the Township of Sables - Spanish Rivers
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 16 day of December 2024

A. St. Michel
Commissioner of Oaths

**AMANDA ST. MICHEL
COMMISSIONER OF OATHS
TWP OF SABLES-SPANISH RIVERS**

Arnold
Applicant

L.P. Nelson

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, Arthur & Linda Lou Nelson, 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.

Dec 13, 2024
date

Ann Nelson
signature of Owner

Linda Lou Nelson
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.

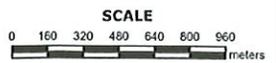
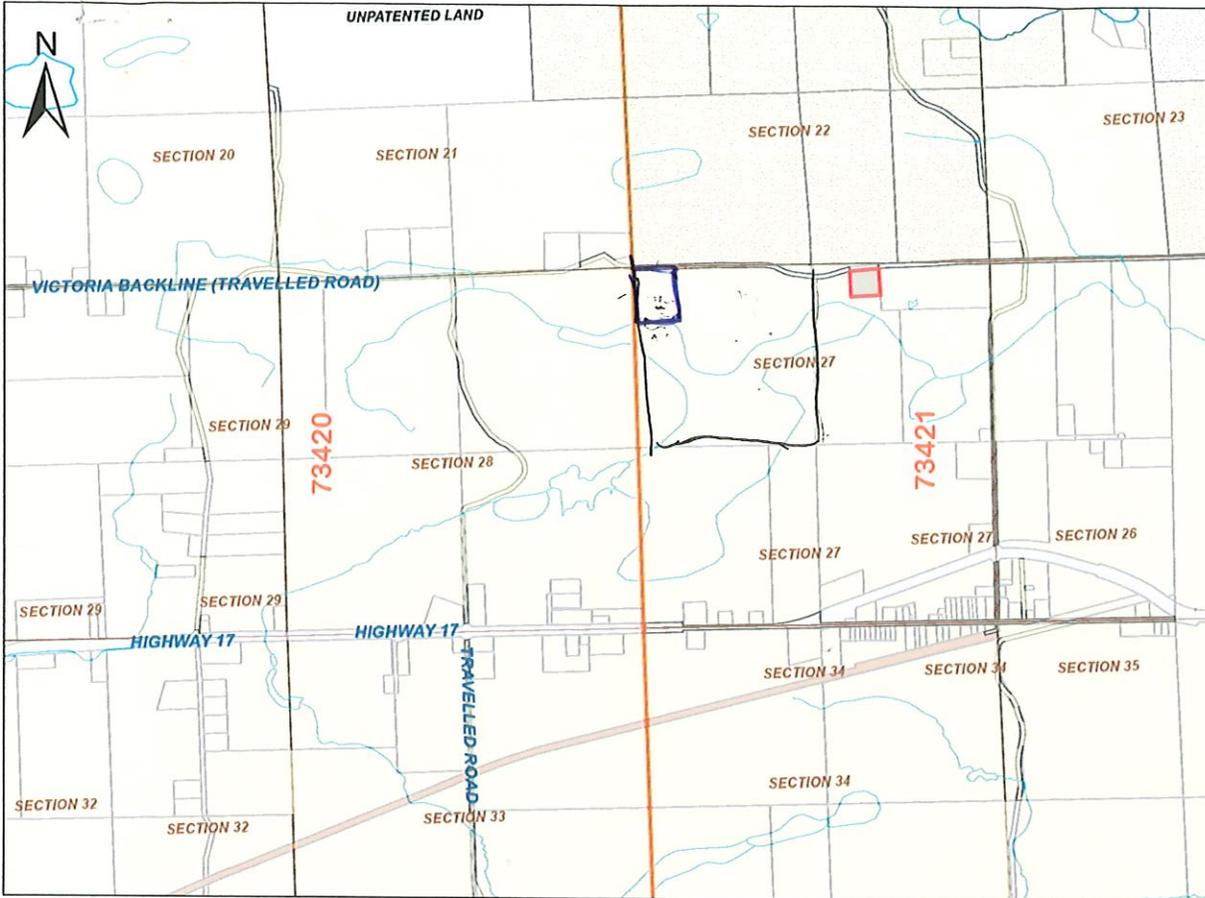
Authorization of Owner(s) for Agent to Make the Application

I/we, Arthur & Linda Lou Nelson, am/are the owner(s) of the land that is the subject of this application and I/we authorize Reggy Fergusson to make this application on my/our behalf.

Dec 16, 2024
date

L Nelson
signature of Owner

Ann Nelson
signature of Owner



PROPERTY INDEX MAP
SUDBURY(No. 53)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

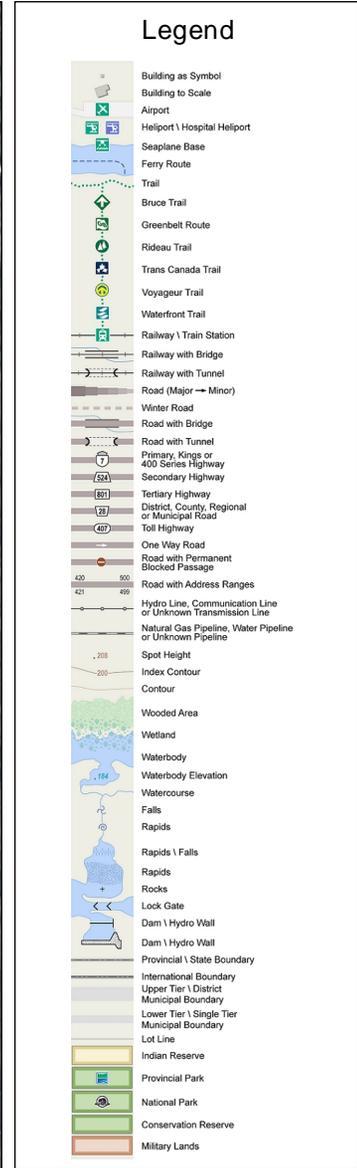
THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED





Projection: Web Mercator

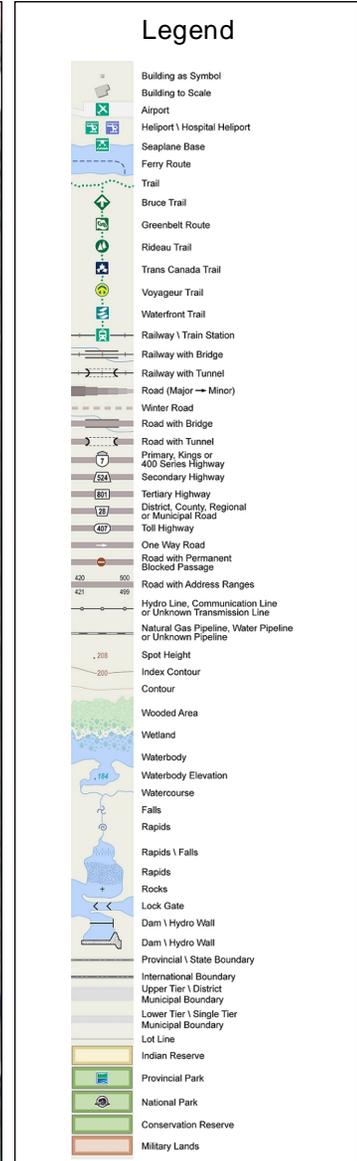
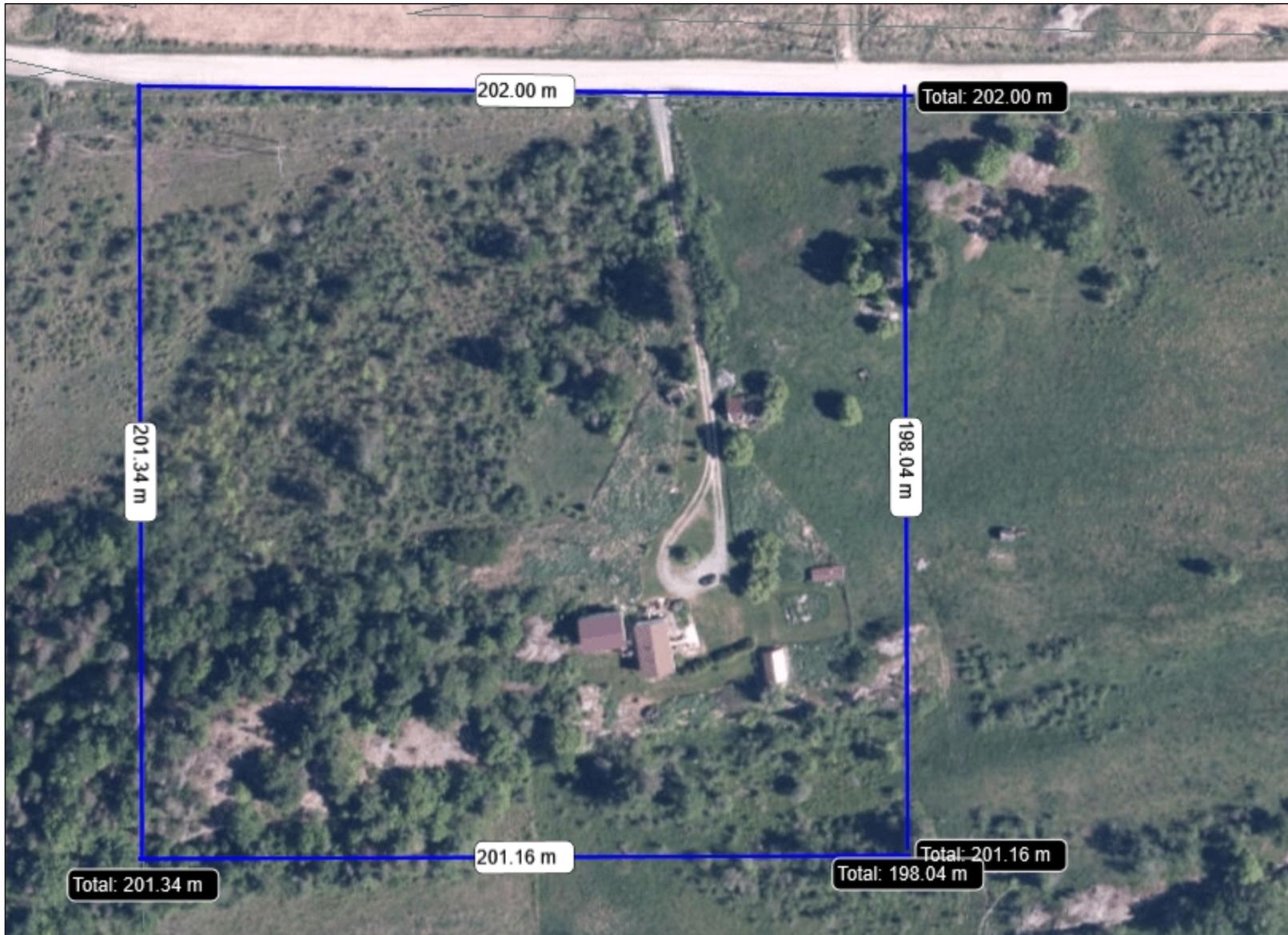


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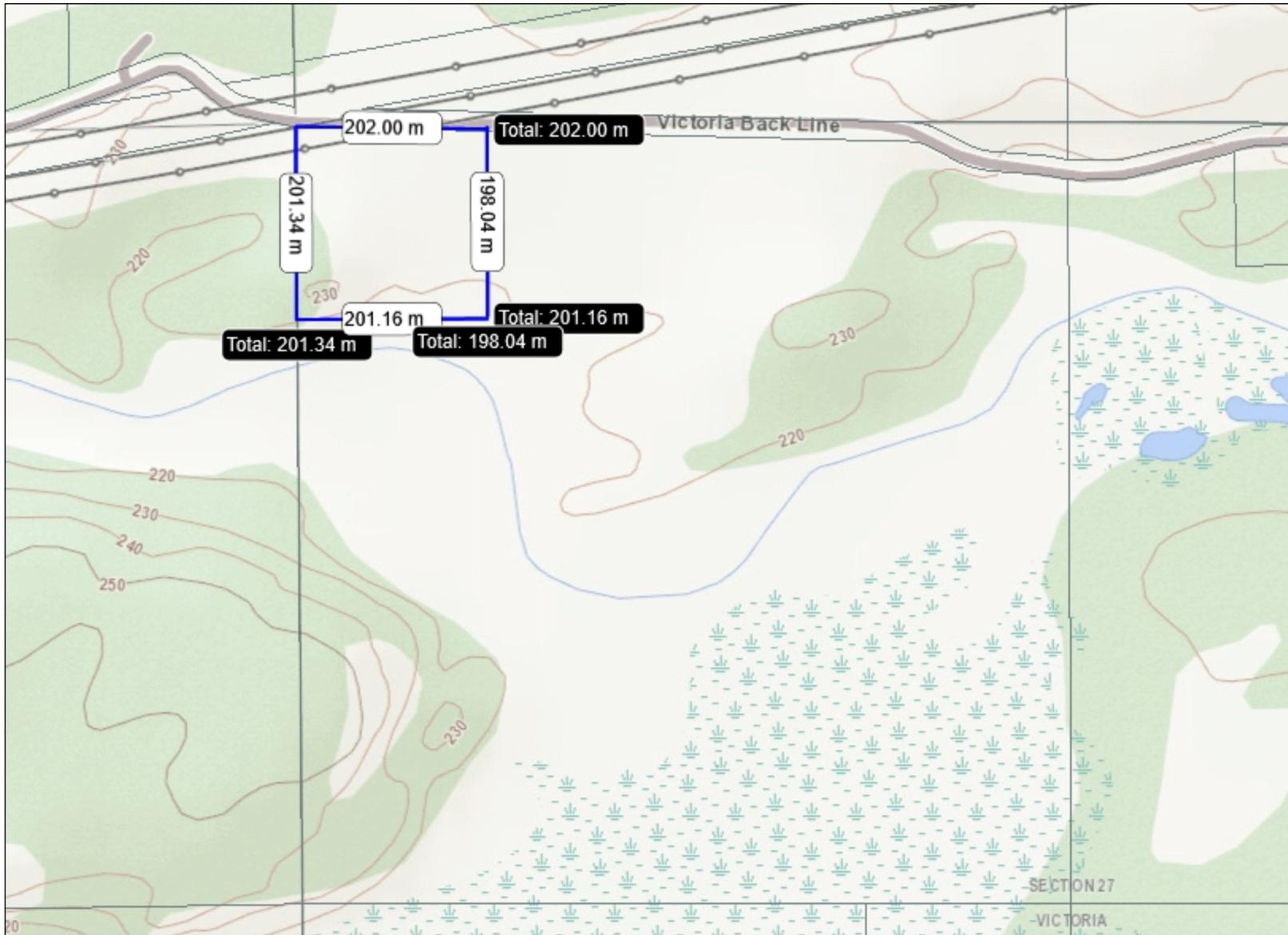


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Legend

-  Building as Symbol
-  Building to Scale
-  Airport
-  Heliport \ Hospital Heliport
-  Seaplane Base
-  Ferry Route
-  Trail
-  Bruce Trail
-  Greenbelt Route
-  Rideau Trail
-  Trans Canada Trail
-  Voyageur Trail
-  Waterfront Trail
-  Railway \ Train Station
-  Railway with Bridge
-  Railway with Tunnel
-  Road (Major \ Minor)
-  Winter Road
-  Road with Bridge
-  Road with Tunnel
-  Primary, Kings or 400 Series Highway
-  Secondary Highway
-  Tertiary Highway
-  District, County, Regional or Municipal Road
-  Toll Highway
-  One Way Road
-  Road with Permanent Blocked Passage
-  Road with Address Ranges
-  Hydro Line, Communication Line or Unknown Transmission Line
-  Natural Gas Pipeline, Water Pipeline or Unknown Pipeline
-  Spot Height
-  Index Contour
-  Contour
-  Wooded Area
-  Wetland
-  Waterbody
-  Waterbody Elevation
-  Watercourse
-  Falls
-  Rapids
-  Rapids \ Falls
-  Rocks
-  Lock Gate
-  Dam \ Hydro Wall
-  Provincial \ State Boundary
-  International Boundary
-  Upper Tier \ District Municipal Boundary
-  Lower Tier \ Single Tier Municipal Boundary
- Lot Line
- Indian Reserve
- Provincial Park
- National Park
- Conservation Reserve
- Military Lands

0 0.3 km

Projection: Web Mercator

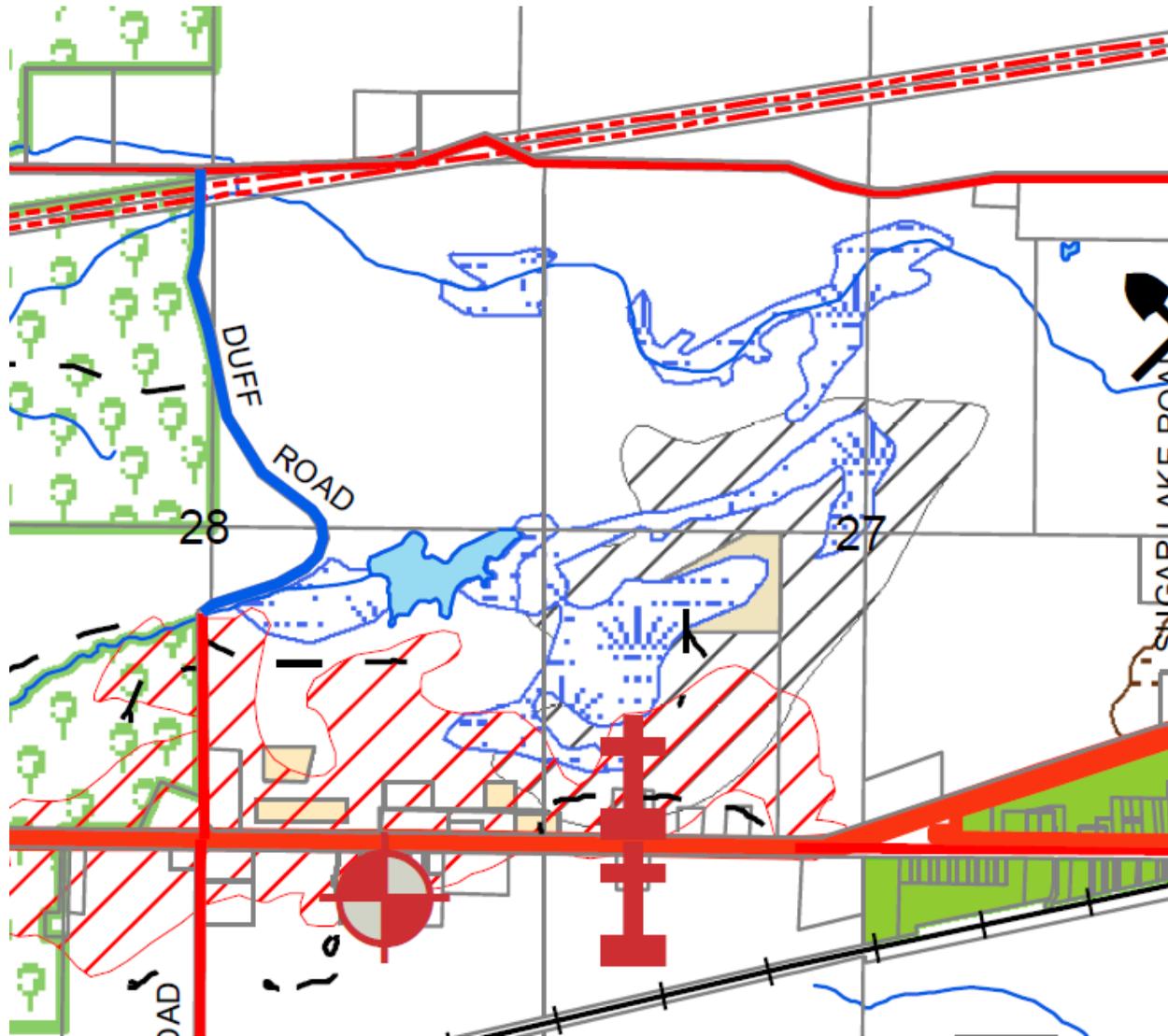


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Legend

1. Land Use Designations
 - Urban Residential District
 - Hamlet District
 - Mobile Home District
 - Commercial District
 - Industrial District
 - Rural Area
 - Resource Recreation District
 - Agricultural Resource Lands
 - Salvage Yard
 - Mineral Aggregate Resources
 - Areas of Primary Significance
 - Licensed Resources (LR)
 - Unlicensed Resources (ULR)
 - Mineral Aggregates (Nipissing Diabase)
 - Environmental Protection Area
 - Waste Disposal Facility
 - 500m Influence Area (Approximate)
2. Mineral Resource Constraint Overlay
 - Mine Hazards
 - Low Mineral Potential / Medium to High Mineral Potential
3. Natural Heritage Features
 - Fish Spawning Area
 - Deer Yard/Wintering Area
 - Moose Aquatic Feeding Area
 - Moose Late Wintering Area
 - Provincially Significant Wetlands
 - Provincial Park and Conservation Area

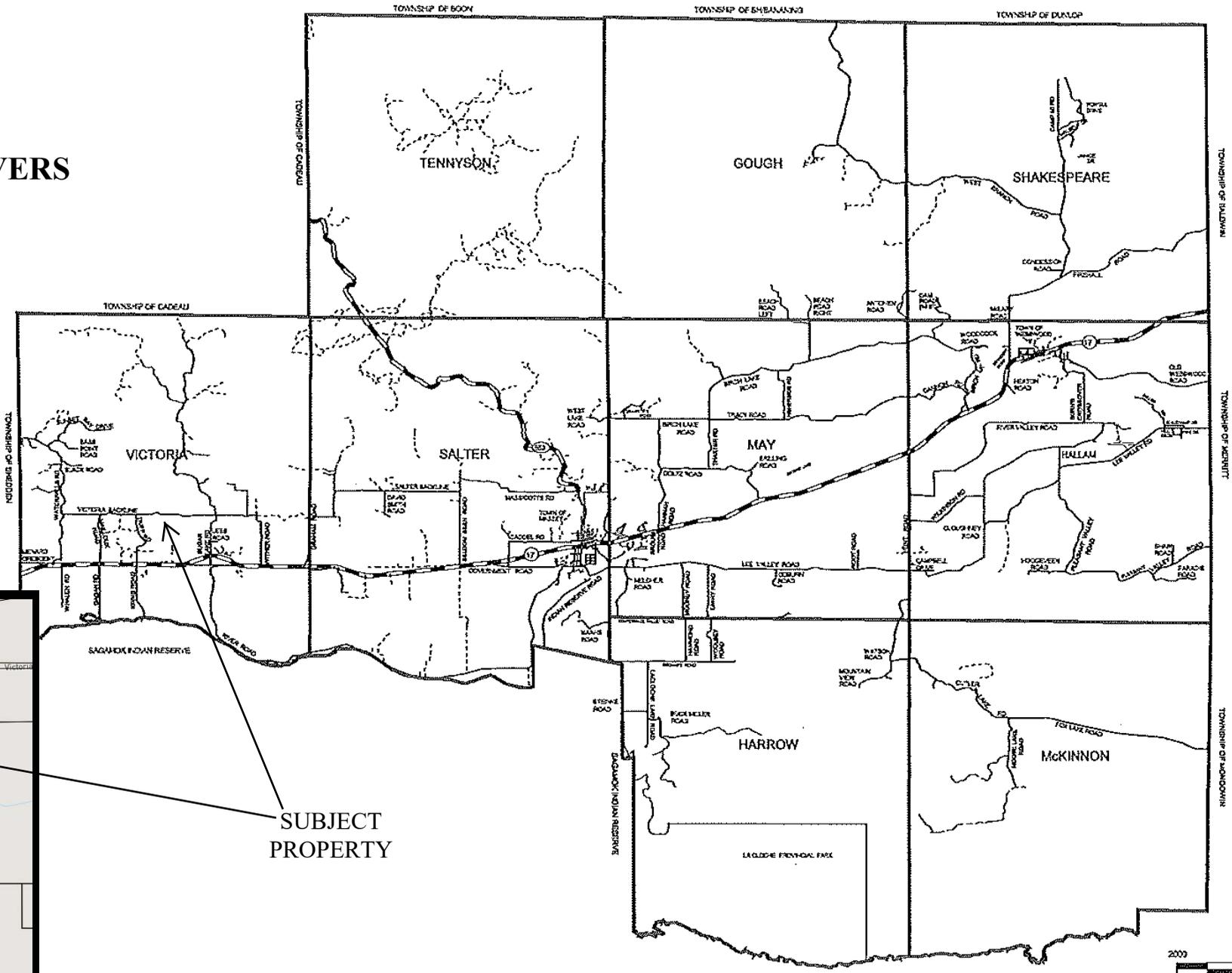
3. Natural Heritage Features

-  Fish Spawning Area
-  Deer Yard/Wintering Area
-  Moose Aquatic Feeding Area
-  Moose Late Wintering Area
-  Provincially Significant Wetlands
-  Provincial Park and Conservation Area



TOWNSHIP OF SABLES-SPANISH RIVERS

CONSENT FILE NO. C-25-001
VICTORIA TWP; NELSON/FERGUSON



SUBJECT
PROPERTY



TOWNSHIP OF SABLES-SPANISH RIVERS
NOTICE OF A PUBLIC MEETING
Concerning an Application 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, February 26th, 2025 at 6:30 p.m.** in Council Chambers, at 11 Birch Lake Road, Massey, Ontario.

PURPOSE AND EFFECT: Consent File No. C-25-001 To provide for a new lot within the Rural Zone. The property is described as Victoria Township, Section 27, NW ¼, Parcel 27-2. 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.

TAKE NOTICE THAT only the applicant, a public body that, before the approval authority made its decision, made oral comments at a public meeting or written submissions to the approval authority, a specified person prescribed by the Planning Act, the Minister, or the municipality in which the subject land is located, may appeal this decision.

An appeal to the Ontario Land Tribunal (OLT) in respect to the proposed consent application may be made by filing a notice of appeal with the Clerk of the Township of Sables-Spanish Rivers either via the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) at <http://olt.gov.on.ca/e-file-service> by selecting Township of Sables-Spanish Rivers as the Approval Authority or by mail to 11 Birch Lake Road, Massey Ontario P0P 1P0. The notice of appeal must set out the reasons for the appeal.

Any person or public body may, not later than 20 days after the giving of notice is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Tribunal by filing with the clerk of the municipality or the Minister a notice of appeal setting out the reasons for the appeal, accompanied by the fee charged by the Tribunal.

The filing of an appeal after 4pm., in person or electronically will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the OLT or request a fee reduction for an appeal, forms are available from the OLT website www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to inquiries@sables-spanish.ca.

AND TAKE NOTICE THAT no person or public body shall be added as a party to the hearing of the appeal unless, before the application for consent was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

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 4th day of February, 2025.

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

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-16

Being a Bylaw to confirm the proceedings of the regular
Council Meeting held on February 26, 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, February 26, 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 26th DAY OF FEBRUARY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26th DAY OF FEBRUARY, 2025.



MAYOR – K. BURKE



CLERK – A. WHALEN