

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

Motion No. 2025-076
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 26, 2025 be approved.
CARRIED

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

Agenda Addition	Motion No. 2025-077 Moved By: H. CRABS Seconded By: M. MERCIECA BE IT RESOLVED THAT the following be added to the regular agenda: - A3 – Finance Committee Meeting Report – February 10, 2025 - C2 – RFP Request – Wheel Loader CARRIED
Consent Agenda	Motion No. 2025-078 Moved By: C. PHILLIPS Seconded By: T. CRABS BE IT RESOLVED THAT items A1 & G1 contained on the consent agenda be adopted. CARRIED
Cheque Register	Motion No. 2025-079 Moved By: C. PHILLIPS Seconded By: T. CRABS BE IT RESOLVED THAT the attached Cheque Register for the month of February 2025 totaling \$581,527.52 be approved as paid. CARRIED
Bylaw 2025-17 1 st , 2 nd , 3 rd & Final Reading	Motion No. 2025-080 Moved By: C. PHILLIPS Seconded By: T. CRABS BE IT RESOLVED THAT Bylaw 2025-17 being a bylaw to authorize the purchase of land for road purposes be read a first, second, third and final time and passed in open council. CARRIED
RFP- Meier Homes Ltd.	Motion No. 2025-081 Moved By: M. MERCIECA Seconded By: H. CRABS BE IT RESOLVED THAT Council of the Township of Sables-Spanish Rivers award the General Contractor RFP to Meier Homes Ltd. for the 2025 budget year. CARRIED
Finance Committee Minutes	Motion No. 2025-082 Moved By: T. CRABS Seconded By: C. BURNS BE IT RESOLVED THAT the minutes of the Finance Committee of February 10, 2025 be accepted. CARRIED
Fire & Emergency Services Committee Minutes	Motion No. 2025-083 Moved By: M. HOBBS Seconded By: T. CRABS BE IT RESOLVED THAT the minutes of the Fire & Emergency Services Committee of February 3, 2025 be accepted. CARRIED
RFQ- 2025 Aggregate Supply	Motion No. 2025-084 Moved By: H. CRABS Seconded By: C. BURNS BE IT RESOLVED THAT the Coordinator of Infrastructure be authorized to send out a Request for Quotation for the 2025 Aggregate Supply with a closing date of March 21, 2025. CARRIED
RFP Request-Wheel Loader	Motion No. 2025-085 Moved By: M. HOBBS Seconded By: T. CRABS BE IT RESOLVED THAT Council of the Township of Sables-Spanish Rivers authorizes the Coordinator of Infrastructure to release a Request for Proposal to identify purchase and lease options for a loader for the Public Works Department; AND THAT a report be submitted to Council indicating the outcome of the RFP for consideration at the April 9, 2025 Council meeting. CARRIED
Public Health Board Minutes	Motion No. 2025-086 Moved By: T. CRABS Seconded By: C. PHILLIPS BE IT RESOLVED THAT the Public Health Board minutes of February 20, 2025 be accepted. CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

DSSB 4 th Quarterly Report 2024	Motion No. 2025-087 Moved By: T. CRABS Seconded By: C. PHILLIPS BE IT RESOLVED THAT the minutes of the Manitoulin-Sudbury District Social Services Board’s 4 th Quarterly Report for 2024 be accepted. CARRIED
Annual & Summary Report – Massey Water System 2024	Motion No. 2025-088 Moved By: H. CRABS Seconded By: C. BURNS BE IT RESOLVED THAT as per O.Reg. 170/03 the attached 2024 Annual and Summary Reports for the Massey Water System have been received by Council; AND THAT this report shall be made available to the public for inspection during normal business hours. CARRIED
Webbwood Lagoon Report 2024	Motion No. 2025-089 Moved By: M. MERCIECA Seconded By: T. CRABS BE IT RESOLVED THAT the Webbwood Lagoon 2024 Annual Report be accepted. CARRIED
Library Board Minutes	Motion No. 2025-090 Moved By: M. HOBBS Seconded By: H. CRABS BE IT RESOLVED THAT the minutes of the Library Board of January 27, 2025 be accepted. CARRIED
Resolution 2025-058 Amended	Motion No. 2025-091 Moved By: H. CRABS Seconded By: M. MERCIECA BE IT RESOLVED THAT Resolution 2025-058 be amended to remove the requirement of an additional survey. CARRIED
Bylaw 2025-18 1 st & 2 nd Reading	Motion No. 2025-092 Moved By: C. PHILLIPS Seconded By: M. HOBBS BE IT RESOLVED THAT Bylaw 2025-18 being a bylaw to enter into an agreement with WSP Canada Inc. for engineering services for the Massey Medical Clinic Upgrades be read a first and second time. CARRIED
Bylaw 2025-18 3 rd & Final Reading	Motion No. 2025-093 Moved By: M. HOBBS Seconded By: T. CRABS BE IT RESOLVED THAT Bylaw 2025-18 being a bylaw to enter into an agreement with WSP Canada Inc. for engineering services for the Massey Medical Clinic Upgrades be read a third and final time and passed in open Council. CARRIED
Closed Session	Motion No. 2025-094 Moved By: M. MERCIECA Seconded By: T. CRABS BE IT RESOLVED THAT we move into closed session at 7:16 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. CARRIED
Regular Session Resumed	Motion No. 2025-095 Moved By: M. HOBBS Seconded By: T. CRABS BE IT RESOLVED THAT this closed session be adjourned at 8:03 p.m. and the regular meeting resumed. CARRIED
Bylaw 2025-19 1 st , 2 nd , 3 rd & Final Reading	Motion No. 2025-096 Moved By: C. PHILLIPS Seconded By: C. BURNS BE IT RESOLVED THAT Bylaw 2025-19 being a bylaw to confirm the proceeding of the regular council meeting of March 12, 2025 be read a first, second, third and final time an passed in open council. CARRIED
Adjourn	Motion No. 2025-097 Moved By: M. HOBBS Seconded By: T. CRABS BE IT RESOLVED THAT the time is 8:05 p.m. and this meeting be adjourned until the next regular meeting or call of the chair. CARRIED

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

For The Date Range From 2/01/25 To 2/28/25

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26647	C	2/11/25	168	Manitoulin and North Shore Roads Supervisors Assoc	\$200.00	O
26648	C	2/11/25	566	Meier Construction Ltd	\$791.00	O
26649	C	2/11/25	199	Minister of Finance - Mining tax	\$1.62	O
26650	C	2/11/25	38	Minister of Finance - Policing	\$63,745.96	O
26651	C	2/11/25	237	Northern Lights Chapter of OBOA	\$100.00	O
26652	C	2/11/25	315	Staples Business Advantage	\$1,305.01	O
26653	C	2/11/25	88	The City of North Bay 2025 FONOM	\$904.00	O
26654	C	2/14/25	901	Furoy's Insulation Ltd	\$8,095.04	O
26655	C	2/14/25	900	Henderson Metal Fabricating Company Ltd.	\$12,119.25	O
26656	C	2/14/25	93	Ontario Good Roads Association	\$2,147.00	O
26657	C	2/25/25	35	Massey Home Hardware	\$904.17	O
26658	C	2/25/25	354	Receiver General	\$2,783.84	O
26659	C	2/25/25	51	Sonnenburg Rona Building Centre	\$484.08	O
26660	C	2/25/25	315	Staples Business Advantage	\$224.55	O
26661	C	2/25/25	762	State Chemical Ltd.	\$355.95	O
6245	E	2/11/25	878	7Bells Welding & Mechanical Services Ltd	\$4,789.40	O
6246	E	2/11/25	305	Around & About	\$984.05	O
6247	E	2/11/25	730	Brandt Tractor Ltd.	\$2,112.32	O
6248	E	2/11/25	630	CIMCO Refrigeration	\$481.02	O
6249	E	2/11/25	113	Culligan	\$106.44	O
6250	E	2/11/25	899	David Moncion - reimburse for glasses	\$200.00	O
6251	E	2/11/25	880	Dione Bonsall - dues - NPAO/CNO/CNPS	\$1,586.52	O
6252	E	2/11/25	85	Manitoulin-Sudbury DSSAB	\$127,974.34	O
6253	E	2/11/25	22	Espanola Regional Hydro	\$20,797.79	O
6254	E	2/11/25	62	Town of Espanola	\$10,960.01	O
6255	E	2/11/25	101	Firechek Protection Services	\$756.87	O
6256	E	2/11/25	49	GFL Environmental Inc.	\$27,768.72	O
6257	E	2/11/25	80	Espanola Home Hardware	\$1,627.02	O
6258	E	2/11/25	864	Howies Hockey, Inc	\$431.69	O
6259	E	2/11/25	26	Huron Central Railway M2142	\$1,097.00	O
6260	E	2/11/25	853	James Latham Excavating Ltd	\$424.84	O
6261	E	2/11/25	29	Janeway PharmaChoice	\$36.82	O
6262	E	2/11/25	169	Kresin Engineering	\$4,847.24	O
6263	E	2/11/25	37	McDougall Energy	\$18,074.99	O
6264	E	2/11/25	65	NAPA Espanola	\$1,344.53	O

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
6265	E	2/11/25	79	Northern Communications	\$916.44	O
6266	E	2/11/25	42	Northern Uniform Service	\$179.01	O
6267	E	2/11/25	544	N-two Medical Inc.	\$28.19	O
6268	E	2/11/25	81	O.J. Graphix Inc.	\$3,101.85	O
6269	E	2/11/25	552	OMERS	\$20,382.54	O
6270	E	2/11/25	171	PSD Citywide Inc.	\$8,440.00	O
6271	E	2/11/25	84	Public Health Sudbury & Districts	\$16,211.15	O
6272	E	2/11/25	47	Purolator Courier	\$58.55	O
6273	E	2/11/25	889	Realtax Inc.	\$6,734.80	O
6274	E	2/11/25	705	RICOH	\$469.74	O
6275	E	2/11/25	792	Shea Construction	\$10,283.00	O
6276	E	2/11/25	796	Spectrum Telecom Group Ltd	\$158.16	O
6277	E	2/11/25	631	SRFax	\$476.63	O
6278	E	2/11/25	703	Susie Gross	\$300.00	O
6279	E	2/11/25	590	Sylvain Simard - IT support	\$600.00	O
6280	E	2/11/25	587	TELUS Health Solutions	\$1,708.56	O
6281	E	2/11/25	753	Tenaquip	\$1,189.10	O
6282	E	2/14/25	891	A. VanEgmond Construction (2005) LTD	\$37,613.32	O
6283	E	2/14/25	489	Trevor Stack - over payment to OMERS returned	\$93.34	O
6284	E	2/25/25	36	Massey Wholesale	\$432.27	O
6285	E	2/25/25	37	McDougall Energy	\$2,498.77	O
6286	E	2/25/25	42	Northern Uniform Service	\$30.61	O
6287	E	2/25/25	65	NAPA Espanola	\$396.43	O
6288	E	2/25/25	86	Sun Life Assurance Company	\$11,769.73	O
6289	E	2/25/25	105	Weaver Simmons LLP	\$2,684.46	O
6290	E	2/25/25	289	Dan's Electric Espanola Ltd.	\$619.59	O
6291	E	2/25/25	301	Anne Whalen - Mileage & reimburse for purchase office supplies	\$237.85	O
6292	E	2/25/25	322	Resurfire Corp	\$1,883.03	O
6293	E	2/25/25	366	Gin-Cor Industries	\$1,738.46	O
6294	E	2/25/25	544	N-two Medical Inc.	\$28.19	O
6295	E	2/25/25	555	Lynda Goodchild	\$723.20	O
6296	E	2/25/25	673	Marla Toulouse	\$37.50	O
6297	E	2/25/25	704	John Van Norman	\$504.00	O
6298	E	2/25/25	723	Maximum Signs	\$926.55	O
6299	E	2/25/25	727	Waterfront Regeneration Trust	\$500.00	O

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For The Date Range From 2/01/25 To 2/28/25

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
6300	E	2/25/25	730	Brandt Tractor Ltd.	\$6,441.90	O
6301	E	2/25/25	752	J.L. Richards & Associates Limited	\$2,772.83	O
6302	E	2/25/25	753	Tenaquip	\$376.25	O
6303	E	2/25/25	846	Jeff Lapierre	\$105.00	O
6304	E	2/25/25	885	Lisette Sonnenburg	\$712.50	O
6305	E	2/25/25	896	Barbara Marsh - <i>Bantender</i>	\$51.60	O
6306	E	2/28/25	552	OMERS	\$26,269.70	O
Baker Tilly SNT LLP	E	2/11/25	735	Baker Tilly SNT LLP	\$6,780.00	O
Bell Canada	E	2/11/25	10	Bell Canada	\$842.57	O
Bell Canada	E	2/25/25	10	Bell Canada	\$211.31	O
Bell Mobility	E	2/11/25	11	Bell Mobility	\$132.73	O
Brandt Tractor Ltd.	E	2/18/25	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	2/11/25	520	EASTLINK	\$45.33	O
EASTLINK	E	2/25/25	520	EASTLINK	\$753.38	O
Hydro One	E	2/11/25	71	Hydro One	\$4,175.97	O
Hydro One	E	2/25/25	71	Hydro One	\$2,075.21	O
Minister of Finance - EHT	E	2/06/25	6	Minister of Finance - EHT	\$2,371.55	O
Ontario Clean Water Agency	E	2/10/25	193	Ontario Clean Water Agency	\$23,407.08	O
Receiver General	E	2/06/25	4	Receiver General	\$20,066.66	O
Receiver General	E	2/20/25	4	Receiver General	\$19,539.36	O
Royal Bank - GFS Service Centre	E	2/06/25	52	Royal Bank - GFS Service Centre	\$328.88	O
WSIB	E	2/06/25	551	WSIB	\$6,748.75	O

Cleared \$0.00

Outstanding \$581,527.52

Void \$0.00

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-17

Being a Bylaw to Authorize the Purchase of Land
For Municipal Road Purposes

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

AND WHEREAS it is deemed expedient to purchase land for municipal road purposes as a result of a consent application where a public road (Lee Valley Road) was deemed to be on the applicants' land;

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

THAT the lands as shown on the sketch attached hereto as Schedule 'A' and described as follows, be purchased for municipal road purposes from Sean Edwin Duhaime and Tina Leeann Duhaime:

P.I.N. 73414-0154
South ½ of Lot 8, Concession 3
Part 3 of Plan 53R-4484
Part 1 of Plan 53R-21988
Township of Hallam

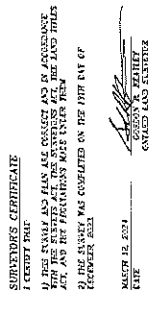
AND THAT the Transfer/Deed of Land document be attached hereto as Schedule 'B'.

READ A FIRST AND SECOND TIME THIS 12th DAY OF MARCH, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 12th
DAY OF MARCH, 2025


MAYOR - K. BURKE


CLERK - A. WHALEN



LEGEND	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
LEGEND	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

METRE
RESISTANCE & CAPACITANCE MEASUREMENTS BY THE
CIVIL ENGINEERING DEPARTMENT OF THE UNIVERSITY OF

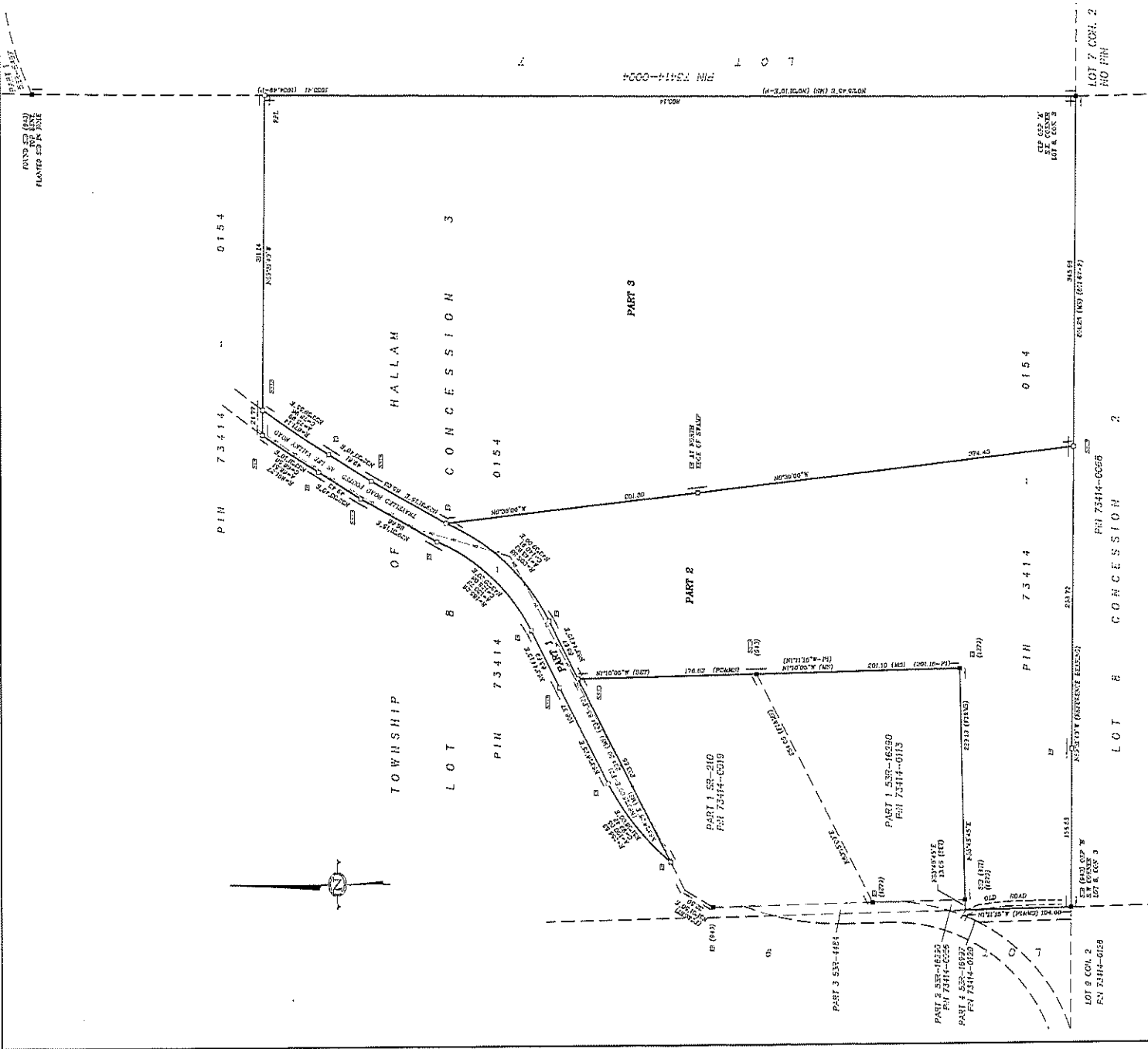
SCALE 1:2000

NOTE:
REAGENTS ARE UTM GEL, DERIVED FROM GFS ORIENTATIONS ON
THE ONE FIFTY CAP & A CAP W/ HAVING A READING OF
130.1 W/ REFERRED TO THE CENTRAL MEDIAN OF UTM ZONE 17
(N. WEST LONGITUDE) 12453 (GSGS/ACIO-6).
FOR REAGENT, CONCENTRATIONS & SOLUTION OF 04429'
FOR REAGENT, SOLUTIONS, REAGENTS, REAGENTS, REAGENTS

GRAVELLED REFERENCE POINT (GRR) LOCATED FROM GTS COORDINATES USING THE PRECISE POINT ADVANCEMENT (PPA) CENTER LINE POINT 17, FIDUCIAL (CHS204333.0) COORDINATES TO SURV. ACCURACY FEB SEC 14(3) OF OLD 214(2)		
POINT ID	REFERRING	EASTING
GPR 'A'	519793.9	43483.2
GPR 'B'	518255.5	43563.3
COORDINATES GARRV. IN RELATION TO THE USED TO ESTABLISH CORNERS OR POINTS IN SECTION OF THIS LAND		

DATE JAN 26, 2024	SCALE - 1:2,000	FILE 693
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KEATLEY SURVEYING LTD.
 32 WATER STREET EAST
 LITTLE CURRENT, ONTARIO
 705-368-2221
www.keatleysurveying.com



Properties

PIN

73414 - 0154 LT

Interest/Estate

Fee Simple

☒ Split

Description

SURFACE RIGHTS ONLY: SOUTH 1/2 LOT 8, CONCESSION 3 HALLAM,
DESIGNATED AS PART 3 PLAN 53R4484 AND PART 1 PLAN 53R21988 TOWNSHIP
OF SABLES-SPANISH RIVERS

Address

MASSEY

Consideration

Consideration

\$0.00

Transferor(s)

The transferor(s) hereby transfers the land to the transferee(s).

Name

DUHAIME, SEAN EDWIN

Address for Service

1441 Lee Valley Road, Massey, Ontario
P0P 1P0

I am at least 18 years of age.

My spouse is a party to this document or has consented to this transaction.

This document is not authorized under Power of Attorney by this party.

Name

DUHAIME, TINA LEEANN

Address for Service

1441 Lee Valley Road, Massey, Ontario
P0P 1P0

I am at least 18 years of age.

My spouse is a party to this document or has consented to this transaction.

This document is not authorized under Power of Attorney by this party.

Transferee(s)	Capacity	Share
<div><div>Name</div><div>THE CORPORATION OF THE TOWNSHIP OF SABLES- SPANISH RIVERS</div></div> <div><div>Address for Service</div><div>MASSEY</div></div>	Registered Owner	

Signed By

MARCO MUSCOLINO

125 Durham St.
Sudbury
P3E 3M9

acting for

Signed

2025 03 04

Transferor(s)

Tel

705-674-6497

Fax

705-674-8331

I am the solicitor for the transferor(s) and the transferee(s) and this transfer is being completed in accordance with my professional standards.

I have the authority to sign and register the document on behalf of all parties to the document.

MARCO MUSCOLINO

125 Durham St.
Sudbury
P3E 3M9

acting for

Signed

2025 03 04

Transferee(s)

Tel

705-674-6497

Fax

705-674-8331

I am the solicitor for the transferor(s) and the transferee(s) and this transfer is being completed in accordance with my professional standards.

I have the authority to sign and register the document on behalf of all parties to the document.

Submitted By

POULSON LAW

125 Durham St.
Sudbury
P3E 3M9

2025 03 04

Tel

705-674-6497

Fax

705-674-8331

Fees/Taxes/Payment

Statutory Registration Fee

\$70.90

The applicant(s) hereby applies to the Land Registrar.

Fees/Taxes/Payment

Provincial Land Transfer Tax	\$0.00
Total Paid	\$70.90

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 73414 - 0154 SURFACE RIGHTS ONLY: SOUTH 1/2 LOT 8, CONCESSION 3 HALLAM, DESIGNATED AS PART 3 PLAN 53R4484 AND PART 1 PLAN 53R21988 TOWNSHIP OF SABLES-SPANISH RIVERS

BY: DUHAIME, SEAN EDWIN
DUHAIME, TINA LEEANN
TO: THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS Registered Owner

1. RUTH CLARE

I am

- ☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- ☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- ☐ (c) A transferee named in the above-described conveyance;
- ☒ (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS described in paragraph(s) (C) above.
- ☐ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) () above.
- ☐ (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	\$0.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$0.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$0.00

4.

Explanation for nominal considerations:
g) Transfer to a municipality pursuant to subdivision or development agreement, condominium approval or other municipal purposes:
ROAD WIDENING

5.

The land is not subject to an encumbrance

6. Other remarks and explanations, if necessary.

- The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
- The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "Greater Golden Horseshoe Region", "specified region", "spouse" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act and O. Reg 182/17. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
- (c) The transferee(s) is not a "foreign entity" or a "taxable trustee".
- The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
- The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.
- I acknowledge that the personal information collected in the provincial land transfer tax statements provided in this conveyance is being collected by the Ministry of Finance under the authority of the Land Transfer Tax Act, R.S.O. 1990, c. L.6, as amended ("the Act"), and that the personal information may be used for purposes of the administration or enforcement of the Act, other tax statutes, and for purposes of compiling statistical information and of developing and evaluating economic, tax and fiscal policy. (Note: Personal information collected under section 5.0.1 of the Act that accompanies this conveyance can be used only to administer and enforce the Act. De-identified data collected under section 5.0.1 can be used to compile statistical information and develop and evaluate economic, tax and fiscal policy.)

PROPERTY Information Record

A. Nature of Instrument:	Transfer			
	LRO 53	Registration No.	SD514721	Date: 2025/03/04
B. Property(s):	PIN 73414 - 0154	Address	MASSEY	Assessment - Roll No
C. Address for Service:	MASSEY			
D. (i) Last Conveyance(s):	PIN 73414 - 0154	Registration No.	LT914844	

LAND TRANSFER TAX STATEMENTS

(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes ☐ No ☒ Not known ☐

E. Tax Statements Prepared By: MARCO MUSCOLINO
125 Durham St.
Sudbury P3E 3M9

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: March 12th, 2025
AGENDA GROUP: A
DEPARTMENT: Administration
AUTHOR: S. McGhee, Coordinator of Infrastructure
SUBJECT: General Contractor RFP Outcome

BACKGROUND:

The draft RFP for a Municipal Facility General Contractor was introduced to Public Works Committee and Council. At the Regular Meeting of Council held February 12th, 2025, the following Resolution was passed:

Motion No. 2025-035
Moved By: T. CRABS
Seconded By: M. HOBBS

BE IT RESOLVED THAT the Coordinator of Infrastructure be directed to prepare an RFP for Municipal General Contractor;
AND THAT a recommendation on submissions received be forwarded to Council for consideration.
CARRIED

Following the resolution, the RFP, which was set to close of February 28th, was released. In total, three (3) responses were received by the 11:00 am deadline. The respondents were Freddie's Authentic Builds, Ryan Bax (Lathem), and Meier Construction Ltd.

The RFP responses were analyzed and scored based on the following criteria:

- Company Profile;
- Services Offered;
- Specialized Equipment;
- Professional Associations;
- Quotation Price (Hourly);
- Availability;
- and, References.

All respondents supplied sufficient information to allow for a thorough evaluation. Each bid was reviewed and evaluated individually. This exercise consisted of a score being applied to the responses given for the above noted criteria. Following this, a total score was awarded for each submission and a successful bid was determined based on the highest overall score.

RELATED POLICY:

Procurement Policies and Procedures Bylaw No. 2022-27

STRATEGIC PLAN:

This purchase aligns with **Goal No. 5 – EFFECTIVE- MUNICIPAL GOVERNANCE AND OPERATIONS** by supporting the following initiative(s):

- **Strategic Direction No. 4** (A comprehensive review of existing policies and bylaws to ensure efficiencies)
 - **Action Item** – “Investigate new methods to provide efficient and effective service to the public.”

BUDGET IMPLICATION:

Costs associated with this initiative will be funded utilizing operating and capital budget resources as approved by Council in the 2025 budget once adopted.

RECOMMENDATION(S)/OPTIONS:

Staff is recommending the following Resolution of Council be passed:

BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers award the General Contractor RFP to Meier Homes Ltd. for the 2025 budget year;

A handwritten signature in black ink, appearing to read "Sean McGhee", is positioned above a horizontal line.

Sean McGhee, Coordinator of Infrastructure

A handwritten signature in black ink, appearing to read "Anne Whalen", is positioned above a horizontal line.

Anne Whalen, Clerk-Administrator

RFP Summary - General Contractor Services

February 28th, 2025

General Contractor Services

(All prices excluding HST)

Contractor	Hourly Rate	Comments
Freddy's Authentic Builds	\$54. ⁵⁰ /hr - \$89. ⁷⁵ /hr	Fully compliant bid submission
Ryan Bax (James Lathem Excavating Ltd)	\$80. ⁰⁰ /hr	Fully compliant bid submission
Meier Construction Ltd.	\$80. ⁰⁰ /hr	Fully compliant bid submission

All RFP's were to be submitted by 11:00 am on February 28th, 2025. The above summary was compiled for Councils information.



Sean McGhee - Coordinator of Infrastructure



Ruth Clare - Treasurer



CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

FIRE & EMERGENCY SERVICES COMMITTEE

MEETING REPORT

February 3, 2025

MEMBERS PRESENT:

Councillors: Mike Mercieca; Merri-Ann Hobbs

Firefighters: Hunter Chartrand; Cassandra Goodchild; Matthew Mailloux; Michael Mailloux;
Robert Mailloux, Connor St. Michel

Ratepayer: Gib Medve

Fire Chief: Terry Chartrand

Clerk: Anne Whalen

MEMBERS ABSENT:

Jeffrey Burke, Firefighter; Ed Landriault, Ratepayer; Todd Fremlin, Ratepayer

The meeting commenced at 6:30 pm with Gib Medve joining via Zoom.

The Committee elected Councillor Mike Mercieca as Chairperson. Anne Whalen will act as Secretary.

Chief Chartrand gave a verbal report on the department. There have been six calls for service in the month of January, 2025.

Station 1 – there has been a swap of trucks between stations. #415 is gone and #425 is at Station 1

Station 2 – Bunker room has been completed.

Station 4 – Exhaust system was installed in 2024 and seems to be working well.

Station 5 - #450 is being stored here as well as any outdated bunker gear. There are some structural issues with Station 5 – Chief Chartrand to meet with CBO Jeff Lapierre to discuss what is needed to repair the building.

At the end of December there were 29 active volunteers/officers on the department.

Upcoming fundraising events include a Valentine's Day dance as well as a Mother's Day breakfast.

The training program is moving along well with the training staff and members.

The committee members were provided a copy of the Township's Procurement Policy. It was stressed that everyone is expected to follow this policy as it relates to Purchase Orders and approvals.

Discussion took place on the operating budget with year-to-date actuals for the period ending December 31, 2024 being provided to the committee. Adjustments to vehicle repairs & maintenance budgets were made as well as discussion on building maintenance. Station 5 will need a hole patched in the floor. Station 2 requires plumbing repairs as well as some drywall to be replaced. Quotes are to be obtained for the work required on the Stations for budgetary purposes.

The Honorariums were discussed and suggested they be increased to match a full officer complement. This will be kept as projected to align with those already assigned/appointed to those roles.

The training budget was increased as mandatory training will require courses that cannot be done in-house. Allowance for travel and accommodations was increased as well to support out of town training.

Discussion on the two grants which were approved:

- Community Emergency Preparedness Grant – Communications upgrade. We received approval in the amount of \$50,000 for upgrades to the radio system for the fire department.
- Fire Protection Grant - Bunker Gear and Flash Hoods. We received approval in the amount of \$32,921.80 to purchase newly designed bunker gear and flash hoods which aid in the protection against cancer.

An updated inventory of all bunker gear is to be compiled. This will determine how many suits are needed to ensure each fire fighter has one set of gear. This will aid in expanding the inventory so that an additional set of gear is available for each member of the department. Eliminating the different coloured bunker gear for different ranks will assist in gear being available for anyone that needs a set. It was suggested that different coloured helmets would be just as effective.

A brief discussion took place regarding the structure of the department. It was suggested that Lieutenants be appointed to assist the Captains with their duties. There is no honorarium associated with this role.

This will be discussed in more detail at the next meeting.

Meeting Schedule – next meeting March 10, 2025 at 6:30 pm in the Council Chambers, 11 Birch Lake Road.



The Township of Sables-Spanish Rivers

11 Birch Lake Rd
Massey, ON
P0P 1P0

Phone: (705) 865-2646 / E-mail: inquiries@sables-spanish.ca

Aggregate Supply 2025 – Request for Quotation

Issue Date: Thursday, March 13th, 2025

Closing Date: Friday, March 21st, 2025

INTRODUCTION:

The Township of Sables-Spanish Rivers is requesting quotes for the following materials for use on municipal roads in 2025. All quantities are estimates. Additional types or quantities may be required, at the discretion of the Township. Granular materials shall meet the requirements of OPSS.MUNI 1010.

- a) Granular 'M' – approximately 7,000 – 8,000 metric tonnes
- b) Granular 'A' – approximately 7,000 – 9000 tonnes
- c) Class 2 (5/8 Crusher Run) – approximately 400 metric tonnes
- d) Class 6 (3/8 HL3) – approximately 300 metric tonnes
- e) Modified Granular "B" Type II – approximately 500 metric tonnes
- f) Rip Rap – estimated 100 – 300 metric tonnes

Conversion factors will be the following as specified by The Ontario Aggregate Resources Corporation:
1 cubic yard = 1.36 metric tonne; 1 ton = 0.907194 tonne; 1 cubic meter = 1.78 tonne

Gravel tickets shall be provided to the Township for each load.

The access to the above-mentioned material shall be on a year-round basis. This material is to be made available to the Municipality only and will be paid for on a per metric tonne basis at the time of removal (pick up). Aggregate and materials other than those listed may be required. Prices to be negotiated at time of purchase.

QUOTE REQUEST DETAILS:

Two quotes are being requested as follows:

- 1) Quote for materials identified per metric tonne;
- 2) Quote for material identified including **supply, haul, and spread** of material to any location within the boundaries of the Township of Sables-Spanish Rivers.



The Township of Sables-Spanish Rivers

11 Birch Lake Rd
Massey, ON
POB 1P0

Phone: (705) 865-2646 / E-mail: inquiries@sables-spanish.ca

The Township reserves the right to take measures for quality / quantity assurance and control at the destination.

PROPOSED SUPPLY - SPREAD LOCATIONS:

Proposed projects requiring aggregate (pending Council approval) are as follows:

Road	Aggregate Required	Length (m)	Width (m)	Depth (m)	Total m ³	Metric Tonnes
Sunset Bay Drive	A	2100	7	0.1	1470	2,617
Bass Point Road	A	800	6.5	0.1	520	926
Watson / Mountain View Roads	A	800	6	0.1	480	854
Birch Lake Rd to Cold Springs	A	750	7	0.1	525	935
Tansy Lane	A	90	7	0.15	94.5	168
Janice Dr	A	400	7	0.1	280	498
Malbeuf Drive	A	700	7	0.1	490	872
Tansy Lane	B	90	7	0.3	189	336
Pleasant Valley Road	M	2650	7	0.1	1855	3,302
Paradis Road	M	1100	6	0.1	660	1,175
Firehall Rd	M	1500	6.5	0.15	1462.5	2,603

This table is provided for information only and is subject to change. These projects are not intended to be an all-inclusive list of 2025 municipal projects. The list is being provided to assist bidders in the development of pricing.

INSURANCE AND LIABILITY:

Insurance:

The Contractor shall, at all times for the duration of the contract, maintain a policy of motor vehicle liability insurance for both owned and non-owned licensed vehicles having limits of not less than \$5M inclusive per occurrence for bodily injury, death and damage to property.

Upon acceptance of this contract, the successful Contractor must provide current proof of insurance to the Municipality and also confirm a minimum 30 days' notice of cancellation of any insurance policy listed.

WSIB:

The Municipality does not cover the Contractor or his employees under the Workplace Safety and Insurance Act (the Act). The Contractor is responsible for paying all dues and assessments payable under the Act, the Worker's Compensation Act, the Unemployment Insurance Act, or any other Act, whether provincial or federal, for themselves and their employees.



The Township of Sables-Spanish Rivers

11 Birch Lake Rd
Massey, ON
POP 1P0

Phone: (705) 865-2646 / E-mail: inquiries@sables-spanish.ca

Upon acceptance of this contract, the successful Contractor must provide current Insurance and WSIB certificate to the Municipality.

TESTING QA/QC:

Quality assurance and control testing will be performed in accordance with OPSS. MUNI 1010, Appendix 1010-B, Table 1. Initial testing of aggregate materials will be sampled by the Supervisor of Public Works no less than two (2) weeks prior to any aggregate being received by the Township.

SUBMISSIONS:

All quotations will be accepted at the municipal office until **12:00 p.m.** (noon) on **Friday, March 21st, 2025:** and shall be submitted to the office in a sealed envelope marked **"2025 Aggregate Supply"** or by email to inquiries@sables-spanish.ca

Township of Sables-Spanish Rivers
11 Birch Lake Road, Massey, ON
POP 1P0
(705) 865-2646



The Township of Sables-Spanish Rivers

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Phone: (705) 865-2646 / E-mail: inquiries@sables-spanish.ca

TOWNSHIP OF SABLES-SPANISH RIVERS

QUOTATION FOR AGGREGATE SUPPLY 2025

Closing Date: **Friday, March 21st, 2025 at 12:00 p.m. (noon)**

I the undersigned have carefully examined the scope of work, the location of work and understand all conditions. I hereby offer to enter into a contract to do said work for the Township of Sables-Spanish Rivers for the following price (**quote per metric tonne**):

	Supply	Supply / Haul / Spread
Granular M	\$ _____	\$ _____
Granular A	\$ _____	\$ _____
Modified Granular B Type II	\$ _____	\$ _____
Rip Rap	\$ _____	\$ _____
Class 2 (5/8 Crusher Run)	\$ _____	
Class 6 (3/8 HL3)	\$ _____	

Offered on Behalf of the Contractor

Name: _____

Address: _____

Telephone: _____

Date: _____

Signature: _____

Accepted on Behalf of the Municipality

Mayor: _____

Clerk: _____

Date: _____

This quotation, once signed by the Contractor and accepted by the Municipality, shall constitute a formal contract.



UNAPPROVED MINUTES – SECOND MEETING

BOARD OF HEALTH

PUBLIC HEALTH SUDBURY & DISTRICTS

BOARDROOM, SECOND FLOOR

THURSDAY, FEBRUARY 20, 2025 – 1:30 P.M.

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Michel Brabant
Renée Carrier

René Lapierre
Abdullah Masood
Ken Noland
Michel Parent

Mark Signoretti
Natalie Tessier

BOARD MEMBERS REGRET

Guy Despatie
Natalie Labbée

STAFF MEMBERS PRESENT

Kathy Dokis
Stacey Gilbeau
Emily Groot

M. Mustafa Hirji
Sandra Laclé
Stacey Laforest

Rachel Quesnel
Renée St Onge

M. SIGNORETTI PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

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

- City of Greater Sudbury Council motion dated January 21, 2025, re: appointment of Natalie Labbée to the Board of Health for Public Health Sudbury & Districts
- Thank you letter to René Lapierre from the Acting Medical Officer of Health and Chief Executive Officer dated February 13, 2025

The Board Chair announced that N. Labbée has been appointed by the City of Greater Sudbury to the Board of Health for Public Health Sudbury & Districts, replacing Pauline Fortin. N. Labbée extended her regrets for today's Board meeting.

Today is R. Lapierre's last Board of Health meeting. He was thanked for serving as the Board of Health Chair for Public Health Sudbury & Districts for 10 years and a letter of recognition is included in the agenda package.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

The agenda package was pre-circulated. There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

i) Recruitment and Retention

- Troy Haslehurst, Manager, Human Resources, Corporate Services Division
- Julia Demianiuk, Human Resources Officer, Corporate Services Division

Troy Haslehurst, Manager of Human Resources and Julia Demianiuk, Human Resources Officer were invited to co-present regarding recruitment and retention at Public Health Sudbury & Districts.

Similar to other organizations, Public Health Sudbury & Districts is facing market challenges including shortages and increased demand for talent. PHSD is experiencing skill gaps as baby boomers retire and exit the workforce. Greater competition in the labour market is impacting employee retention. Budget constraints and economic uncertainty, particularly for publicly funded organizations, compound recruitment challenges.

COVID-19 also had a substantial staffing impact on the agency's staffing with an increase in hiring and turnaround. The staffing complement surged in 2021 and 2022, before declining in 2023 when recovery work began to transition its COVID-related efforts to regular program work.

Challenges currently being faced include competing demands for health professionals, recruitment challenges due to difficulties in matching or exceeding total compensation packages such as relocation allowance. There has been an increase in employees moving on to job opportunities with other organizations or retiring earlier than expected. Staff leaves have increased requiring recruitment of temporary staff.

The multiple strategies being implemented or maintained to address the recruitment and retention challenges and to ensure PHSD is an employer of choice were summarized.

Questions and comments were entertained, and it was noted that these challenges are also being experienced in other public health units, including in the north. It was clarified that executive search firms have and continue to be used at times when agency recruitment

efforts are not producing desired candidates for specific roles. Trends are also monitored, including through exit interviews and cultural surveys.

It was clarified that PHSD collaborates and has strong connections with educational institutions and there is good work undertaken through the Chief Nursing Officer, Professional Practice Manager and robust professional development program as well as student placement programs.

In response to a question regarding trends with retirements such as whether unplanned retirements happen consistently, it was noted that an operational Policy and Procedure is being restored post-pandemic and reports will resume being shared regularly with senior management.

The presenters were thanked.

5. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. First Meeting – January 16, 2025
- ii) Business Arising from Minutes**
- iii) Report of Standing Committees**
- iv) Report of the Medical Officer of Health/Chief Executive Officer**
 - a. MOH/CEO Report, February 2025
- v) Correspondence**
 - a. Calling for the Selection of Indigenous Municipal and Provincial Appointees to Board of Health for Public Health Sudbury & Districts
(Related motion from Board of Health Public Sudbury & Districts [Motion #31-24](#))
 - Letter from Middlesex-London Health Unit Board of Health Chair and Secretary to Mark Signoretti, dated January 31, 2025
- vi) Items of Information**
 - a. Letter from alPHa Chair to the Minister of Finance regarding 2024 Pre-Budget Submission: Public Health Programs and Services, dated January 20, 2025

M.M. Hirji noted that the Joint Board/Staff Accountability Working Group is responsible to review draft Accountability Monitoring reports including annual Accountability Monitoring Reports. One of the Board members on the Joint Board/Staff Accountability Working Group is R. Lapierre and with his resignation effective following today's Board of Health meeting, a Board of Health member replacement is being sought. Anyone interested is invited to email

the Board Chair or Board Secretary.

M.M. Hirji provided highlights from the virtual alPHa Winter Symposium and the Council of Ontario Medical Officers of Health (COMOH) section meeting he attended February 12 to 14, 2025. He shared an example of resulting collaboration in that a PHSD staff who presented at the Symposium has been contacted by another health unit with a request to share our work.

In advance of the provincial election, the PHSD awareness campaign highlights the importance of sustainably funding local public health efforts. M.M. Hirji added that continues to communicate the importance of public health in all appropriate forums and audiences and encouraged Board members to raise awareness about and speak of the value of Public Health.

In response to an inquiry, it was noted that a presentation on Artificial Intelligence will be made at a future Board of Health meeting once the project work has advanced. It was shared that the needle/syringe program is tracking stats and work is underway to have the data posted to phsd.ca for the public and to greater transparency. Additional information was provided regarding the increase in flu cases this year and risk of reassortment.

11-25 APPROVAL OF CONSENT AGENDA

MOVED BY LAPIERRE– PARENT: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) Accountability Monitoring Report

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025
- 2024 Accountability Monitoring Report
- Public Health Sudbury & Districts Overview of Planning and Reporting

In November 2023, the Board of Health approved the 2024–2028 Strategic Plan for Public Health Sudbury & Districts and directed the Medical Officer of Health to operationalize the Plan, ensuring regular monitoring reports to the Board of Health. The Public Health Sudbury & Districts 2024–2028 Accountability Monitoring Plan, which was approved by the Board of Health in April 2024, outlines this monitoring process. The Monitoring Report is shared yearly with the Board of Health and with other stakeholders such as staff and community.

On February 4, 2025, the Joint Board of Health/Staff Accountability Working Group met to review the draft 2024 Accountability Monitoring Report and provided comments and

direction to finalize the report for submission to the Board of Health. As a member of the Working Group, R. Barclay summarized questions and clarification that were entertained at the Working Group meeting regarding the Accountability Monitoring Report that is included in today's agenda package for the Board of Health's information. R. Barclay was thanked for his engagement and staff thanked for the final report and accompanying briefing note.

ii) Part VIII - Ontario Building Code Fee Increases

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025
- Revised Board of Health Manual G-I-50 By-law 01-98 and Schedule A

Public Health Sudbury & Districts is mandated under the *Ontario Building Code Act* (S.O. 1992 c. 23), to enforce the provisions of the Act and the Building Code pertaining to sewage systems. Under the authority of the *Ontario Building Code Act*, Public Health Sudbury & Districts collects fees for Part VIII (private sewage system permits) and services in order to recover all costs associated with administration and enforcement of the Act.

The current user fees have been in place and not increased since 2018. Since 2018, there has been substantial inflation in the broader economy which has similarly increased costs to deliver this program. Per budget discussions, the proposed fee increases are recommended to address these increasing program operation and delivery costs and bring Sudbury & Districts fees into line with those in other Northern Ontario health units.

In accordance with *Building Code* requirements, Public Health Sudbury & Districts has notified all contractors, municipalities, lawyers, and other affected individuals of the proposed fee increases and conducted a public meeting on January 29, 2025, to discuss the proposed changes. The notification process has now concluded with no concerns having been reported.

Questions were entertained and it was clarified that although the recommendation includes a comprehensive review of fees conducted once every five years for the Board's approval, there will be an annual adjustment in accordance with the rate of inflation. The Board has full authority to set fees and a recommendation to further adjust rates can be brought at any time while following the public consultation process that would include the Board's final approval.

M.M. Hirji reviewed proposed revisions to amend program user fees to continue to administer the Part VIII (Sewage System) *Ontario Building Code* program on a cost-recovery basis.

12-25 AMENDMENT TO THE FEE SCHEDULE FOR SERVICES UNDER PART VIII OF THE ONTARIO BUILDING CODE AND TO BOARD OF HEALTH MANUAL BY-LAW 01-98

MOVED BY BARCLAY - TESSIER: WHEREAS the Board of Health is mandated under the Ontario Building Code Act (S.O. 1992 c. 23), to enforce the provisions of this Act and the Building Code related to sewage systems; and

WHEREAS program related costs are funded through user fees on a cost-recovery basis; and

WHEREAS the proposed fees are necessary to address current program associated operational and delivery costs; and

WHEREAS in accordance with Building Code requirements, staff have held a public meeting and notified all contractors, municipalities, lawyers, and other affected individuals of the proposed fee increases, with no concerns having been reported;

THEREFORE BE IT RESOLVED THAT the Board of Health approve the amendments in Part VIII-Ontario Building Code fees as outlined within Schedule “A” to Board of Health By-law 01-98, and

FURTHER THAT the Board of Health direct staff to plan to adjust Part VIII – Ontario Building Code fees on an annual basis in accordance with the rate of inflation, with a comprehensive review of fees conducted once every five years, for Board of Health consideration.

CARRIED

iii) Ontario Building Code – By-Law 02-02

- Revised Board of Health Manual G-I-60, By-law 02-02

M.M. Hirji noted that this proposed by-law revision is housekeeping in nature. We are required to name the person who is responsible for the Chief Building Official role and, due to a retirement, the by-law is being updated to reflect the employee in the role.

13-25 BOARD OF HEALTH MANUAL – AMENDMENT TO BY-LAW 02-02

MOVED BY NOLAND – BRABANT: WHEREAS changing personnel requires updates to this by-law,

BE IT RESOLVED THAT the Board of Health approve the proposed revision to By-Law 02-02.

CARRIED

iv) Public Health Sudbury & Districts Infrastructure Projects

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025

M.M. Hirji recapped the infrastructure modernization initiative at 1300 Paris Street building that the Board approved in 2020 to address aging infrastructure in a then 48-year-old building. The infrastructure modernization initiative addressed the second and third floors at 1300 Paris Street. Not within scope of the project were the district offices in Chapleau, Manitoulin Island, and Espanola, nor did the ground floor of 1300 Paris Street.

The modernization initiative in 2020 was extensive and the Board had authorized the transfer of up to \$11 million from its Reserve Funds to the operating budget as the budget for infrastructure modernization. The ultimate expenditure for infrastructure modernization was under budget at \$9.625 million, \$1.375 million less than the Board's authorized budget for this project, and remaining funds were maintained in the reserves for future needs.

The infrastructure in Espanola and Manitoulin District Offices, including paint and flooring, has aged and deteriorated and it is recommended that this work be completed. In addition, colour schemes, naming, and logos needs to be updated to reflect the organization's updated branding.

With experience gained in using the redesigned spaces at 1300 Paris Street, some collaborative spaces have not been successful and get limited use, while other spaces have been extremely well-used and have greater demand. With a better understanding of the needs of hybrid workplaces and the spaces needed to support that work, additional space modifications are recommended for 1300 Paris Street, particularly converting unused open collaborative spaces to smaller, closed offices and meeting rooms to match patterns of work. Reconfiguration of the Indigenous cultural space is also recommended to address limitations that has precluded its use for meetings as well as to provide ventilation for smudging.

The Board's support is sought to transfer up to \$879,000 from the Reserve Funds to the operating budget to offset expenses related to the supplementary infrastructure modernization projects. It was noted that Public Health Sudbury & Districts will submit a capital funding application to the provincial government for District office infrastructure improvements and if successful, we will use this funding to offset the costs.

Questions and comments were entertained, and M.M. Hirji provided an overview of the reserve funds noting that the Board of Health has established reserve funds and will ensure critical work on infrastructure does not impact municipal levies. It was also clarified with

the allocation of the recommended \$879,000 in this briefing note, the reserves would remain at 9 weeks of cash flow.

In response to a question about recent flood damage, it was clarified that funding has already been allocated to fix a pipe under the parking lot at 1300 Paris Street this spring. Broader renovations to L1 are not recommended at this point in time.

The district office renovations will be approx. \$150,000 and the main office renovations approx. \$729,000.

M.M. Hirji noted that there is a fulsome communication plan and staff will continue to be kept updated.

14-25 INFRASTRUCTURE MODERNIZATION PROJECTS: RESERVE FUNDS

MOVED BY ANDERSON – MASOOD: THAT the Board of Health, per By-Law G-I-70, authorize the transfer of up to \$879k from the Reserve Funds to the operating budget to offset expenses related to the supplementary infrastructure modernization projects.

CARRIED

v) Board of Health Manual

- Board of Health Manual By-law 04-88, G-I-30
- Board of Health Manual By-law 01-93, G-I-40

The proposed revisions were reviewed. G-I-30 reflects the recording and posting of delegations that took effect January 2025.

Proposed revisions to G-I-10 formally outlines the delegation of Board Chair approval for MOH/CEO all expenses, including credit card expenses.

15-25 BOARD OF HEALTH MANUAL – AMENDMENTS TO BY-LAW 04-88 AND BY-LAW 01-93

MOVED BY LAPIERRE – PARENT: THAT the Board of Health, having reviewed the revised by-law 04-88 and by-law 01-93, approve the contents therein for inclusion in the Board of Health manual.

CARRIED

vi) Unlearning & Undoing White Supremacy and Racism Project – Unlearning Club Launch

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated February 13, 2025
- Invitation to the March 21, 2025, Unlearning Club launch event

Board members were reminded that the Unlearning Club is a structured, 18-month learning journey that reflects the Board's commitment to transformative action. The Board has

committed to monthly self-guided learning and closed group discussions. The Unlearning Project includes three additional components that make up the total of the project structure including cultural competency training, foundational obligations to Indigenous Peoples Series and Thinking Intersectionally Series.

The Unlearning Club will officially launch on March 21, 2025. To mark the beginning of this important journey, the launch event will be held in ceremony at 1300 Paris Street in the Ramsey Room, led by Nokomis (Grandmother) Martina Osawamick, followed by a feast to mark the occasion together. All Board members are invited to attend the event. The launch event is an essential part of the overall learning experience for the staff as well as Board of Health members for Public Health Sudbury & Districts. Each Board of Health member is encouraged to attend the March 21 ceremonial launch of the project.

7. ADDENDUM

None.

8. ANNOUNCEMENTS

M. Signoretti was pleased to share that, in alignment with the Board of Health motion [#41-21 Calling for the Selection of Indigenous Municipal and Provincial Appointees for Board of Health for Public Health Sudbury & Districts](#), on February 18, 2025, the City of Greater Sudbury Council agreed to appoint an Indigenous representative as one of the City of Greater Sudbury appointments on the Board of Health to fill a vacancy resulting from R. Lapierre's resignation. The City of Greater Sudbury will receive applications from Indigenous persons in the community and a representative will be appointed to the Board by the City's Nominations Committee.

M.M. Hirji announced that a meeting with indigenous partner communities will be held on Manitoulin Island and the meeting is being aligned with the June 12 Board of Health meeting date. The meeting with Indigenous partners will be held in the late morning and following lunch, the regular June Board of Health meeting will be held. Joint transportation is being explored. Board members are asked to hold June 12, 2025, in their calendars.

Board members are encouraged to complete the Board of Health meeting survey.

There is no regular Board meeting in March; therefore, the next regular Board of Health meeting will be held on Thursday, April 17, 2025, at 1:30 pm

Board members and senior managers are invited to stay for the celebration to thank R. Lapierre for his ten-year commitment as Board of Health Chair.

9. ADJOURNMENT

The meeting was adjourned at 2:49 p.m.

16-25 ADJOURNMENT

MOVED BY NOLAND -BRABANT: THAT we do now adjourn. Time: 2:49 p.m.

CARRIED

(Chair)

(Secretary)



2024 Fourth Quarter Activity Report February 20, 2025

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2024 Fourth Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$742,804**. Ontario Works, Children's Services, are forecasted to be on budget. Community Housing is forecasted to be under budget by \$510,159. Non-Urgent Patient Transfer Service is forecasted to be under budget by \$624. Paramedic Services is forecasted to be over budget by \$523,468. Interest revenue on non-reserve accounts is forecasted to be \$755,489 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

Paramedic Services Recruitment

Paramedic Services continues efforts to improve recruitment of personnel. The actions implemented in 2024 have proven to be positive in that this last quarter has allowed for the hiring of 6 new paramedics.

Staff have met with students in the local colleges to advocate for interest in a career with MSDSB. There will be an estimated 7 students enrolled for their final residency and conditional employment for Q1 2025.

Funding Opportunities

In the fall of 2024, the province of Ontario [announced](#) that they were planning to invest more than \$32 million dollars into mental health support for first responders. While this investment I obviously welcomed, there are more than 70,000 first response personnel in Ontario. Staff are preparing submissions for access to this investment and expect that the project requests will be released in early 2025.

[Correspondence](#) was received from Ontario Health on October 7, 2024 notifying the DSB of both one-time and annualized funding increases to be used for provision of the Community Paramedic program. Increases for one-time funding in the amount of \$3,719 and base funding of \$21,073 have been allocated for use during 2024-25. Staff will continue to work with Ontario Health and all other funding partners to improve program evolution.

Paramedic Services Response time Standards Planning Report

Paramedic Services staff presented the [2025 Response Time Standard \(RTS\) Plan](#) to the Board in October 2024. This plan was accepted by the Board and subsequently submitted to the Ministry of Health. Given the significant effort underway to evolve Paramedic Services in 2025, staff maintained the RTS Plan at the 2024 levels, with an option to amend the plan in-year. The RTS Plan is felt to be achievable and sound.

Contract Negotiations

Manitoulin-Sudbury DSB successfully negotiated a 4-year collective agreement with OPSEU in the fourth quarter of 2024. The contract has included significant changes to the operation of the service and will help the evolution of service delivery and scope of practice within the system. The new Collective Agreement now permits the expansion of Advanced Care Paramedics and Float positions in the DSB.

Community Paramedicine (CP)

Recruitment of a Commander of Community Paramedicine Programs was posted in the fourth quarter with an anticipated onboarding in early 2025. Staff continue to work with partner agencies to expand the program success. Work continues to introduce increased CP scope of practice.

Non-Urgent Patient Transportation Service (NUPTS)

The nonurgent patient transfer service continues to grow despite challenges with staffing. Work is being done with partners and the Ministry of Health to refocus funding models to better reflect the community needs and realities of regional health care.

Children's Services

The Manitoulin-Sudbury District has 20 licensed child care locations, including 14 center-based sites within schools, one community-based center, and five licensed home child care sites. During the fourth quarter, 552 children were enrolled in child care services, with 457 paying full fees and 95 receiving subsidies. This represents a 3% increase from the previous quarter and a 1% decrease compared to the same period last year, likely due to home child care closures and staffing challenges. Special Needs Resourcing supported an average of 56 children, from infants to school-age, during the fourth quarter, showing a 4% increase compared to the same quarter last year.

In the fourth quarter, EarlyON programs welcomed 3065 visits from parents/caregivers and children. These services are provided through various means including mobile, virtual, and outdoor programs. This represents a 33% increase from the previous quarter.

Child Care Worker and Early Childhood Educator Appreciation Day

October 24th, 2024 marked the celebration of the 24th annual Child Care Worker and Early Childhood Educator Appreciation Day. This day served as an opportunity to honor and acknowledge the exceptional dedication, hard work, and commitment of those who work with young children. The theme for this year, "Worth More," underscored the profound impact these professionals have on our communities.

This day is annually proclaimed by the Ontario Coalition for Better Child Care (OCBCC), the Canadian Union of Public Employees (CUPE), municipalities and school boards across Ontario. It is widely observed by child care centres, unions, and community allies throughout the province.

Ontario Child Care and Early Years Funding Guidelines

The [Ontario Child Care and Early Years Funding Guidelines for 2025](#) have been shared with staff, with the final release of the [Local Priorities and EarlyON Child and Family Centre Guidelines](#) in November. These updates will guide planning and service delivery.

Ontario Works

In the fourth quarter, the Ontario Works/Temporary Care Caseload average was 462. Compared to last year at this time, the caseload has increased by 0.9%.

Centralized Intake

The Manitoulin-Sudbury District Services Board (DSB) received 104 applications in the fourth quarter. Of the 104 applications received, 35 were auto-granted by the Intake and Benefits Administration Unit (IBAU), 26 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, 14 were transfers from another Ontario Works office, 22 were for Emergency Assistance which is completed online and sent to the local office for processing, and 7 applications were processed at the local office rather than being referred to Centralized Intake as certain applications are not yet being processed by the IBAU.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the fourth quarter, 34% of applications were completed by the IBAU.

Policy Changes to Support Centralized Intake

On December 20th, the Ministry of Children, Community and Social Services (MCCSS) advised that the Manitoulin-Sudbury District Services Board had been selected, along with 9 other sites, for implementation into the expanded Centralized Intake model effective January 27th, 2025.

In these 10 areas, the ministry will be responsible for initial eligibility decisions, including authorization of initial payments, and notifying applicants. Full implementation across the province will be completed in 2025.

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC), and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office. From October to December 2024 there were 10 new intakes for Employment Services.

Quality Assurance

During the fourth quarter, the Quality Assurance Coordinator for the Child Care and Ontario Works programs supported local service provider networks, professional development initiatives, and continued active community engagement. These efforts have directly contributed to the ongoing development of the Child Care and Ontario Works programs.

The Quality Assurance Coordinator served as the primary contact for the Child Care and Early Years IT Modernization project, which began in October 2024. The project initially focused on improving the child care search and application process, with later phases addressing fee subsidies, financial management, and EarlyON services.

Continued support was provided to Pedagogical Leads, Childcare Supervisors, and Local Service Provider Networks, helping set goals and initiatives to support children, families, and educators ensuring the ongoing development and delivery of quality services.

In alignment with organizational goals, the Quality Assurance Coordinator facilitated internal professional development sessions focusing on Employment Services Transformation (EST) topics. The sessions included an overview of key concepts such as the Common Assessment, Action Plan, and a recap of EST, preparing staff for the rollout of these initiatives in 2025.

The Quality Assurance Coordinator joined the Indigenous Service Provider Network supporting the ability to meet the needs of Indigenous communities, ensuring culturally sensitive approaches and the integration of Indigenous perspectives in service provision.

In collaboration with the Integrated Human Services Manager and Administrative Assistant, the Quality Assurance Coordinator contributed to planning and executing the delivery of food hampers and holiday gifts to over 150 households on Manitoulin Island. This initiative, supported by community donations to Manitoulin Family Resources, ensured that families in the community had access to essential resources and children's gifts during the 2024 holiday season.

During this last quarter, the Quality Assurance Coordinator for housing and homelessness continued to focus on streamlining internal processes and on collaboration with Paramedic services to ensure more effective workorder processes.

In November the Quality Assurance Coordinator was a panellist at the National Addiction Awareness Conference (NAAW) hosted on Manitoulin Island to present information on the By Name List and how it correlates with addiction using local data.

The DSB continues to prioritize participation from all the communities within our catchment area to support the By Name List. As of December 31, 2024, there were a total of 28 households/32 individuals on the By Name List. Lower numbers are not an indication of a decrease of homeless individuals in our communities, rather a result of limited participation by community partners in the By Name List to identify, refer and track individuals in their communities without permanent housing.

It is important to stress as we enter the winter season that of these 32 actively homeless individuals, 3 of them identified as being unsheltered with no emergency shelter services available in our district.

Community Housing

There were 697 applications at the end of the 4th quarter. The applicant breakdown is as follows:

1 Bedroom	517	2 Bedroom	81
3 Bedroom	54	4 bedroom	45

Staff continue to identify and complete the application process with eligible applicants for the Direct Shelter Subsidy (DSS) program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 212 active DSS recipients. At the end of Q3 of this year there were 225 recipients and at this time last year there were 203.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of Dec 31, 2024, we have successfully housed 28 market rent tenants and 137 affordable rent tenants. This represents 9% and 46% of our portfolio respectively and shows an increase of 1 Market rent and a decrease of 3 affordable rent from last quarter. Comparably, at this time last year, we reported 23 market rent tenants (8%) and 122 affordable (41%)

As of the end of the 4th quarter of 2024, 226/295 of the portfolio's units are designated as Smoke-free. This represents 76% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

Canada-Ontario Housing Benefit (COHB)

On September 26, 2024, the Ministry of Municipal Affairs and Housing provided [communication](#) confirming our allocation for the COHB program for the 2024-25 year.

The Manitoulin-Sudbury DSB's allocation for this year is \$74,200 or approx. 18 new households. Currently approximately 55 households in the DSB area are already receiving the COHB benefit.

This year, Ontario is waiving this requirement for households that hold a Special Priority status under the Housing Services Act. This means verified Special Priority households can remain on a social housing waitlist even if they accept a COHB benefit.

This approach aligns with the intent of the Special Priority Policy, which is to help ensure that housing is not a barrier to an individual leaving a situation of abuse for trafficking.

Ministry of Municipal Affairs and Housing – Investment to Support Homelessness

On December 13th the Ministry of Municipal Affairs and Housing issued a [memo](#) providing more details regarding protecting community safety and making additional investments to further support homelessness prevention and provide people living in encampments with access to alternative accommodation.

The investments included a \$5.5 million top-up to the Canada Ontario Housing Benefit to immediately free up shelter spaces for those living in encampments to move people from shelters to longer term housing. A \$20 million investment to expand shelter capacity and create additional temporary housing to provide people living in encampments with accessible alternative living options and \$50 million in last-mile funding for ready to build long term affordable housing projects across the province.

The minister stressed that the expectation is that the funding be tied to clearing out encampments. The funding is being provided to municipalities that demonstrate their commitment to and show results in winding down encampment sites.

The focus of the funding is to support the urgent expansion of shelter capacity by providing funding to support the creation of additional alternative emergency accommodation.

The last mile funding which is intended to speed up supportive housing projects that are in advanced stages of construction where additional funds would lead to faster completion. Business cases for this funding opportunity are due January 10th, 2025.

The intention of the funding is to end visible encampments, Manitoulin-Sudbury DSB staff met with the Board and shared that they are not aware of visible encampments but do recognize that there are many individuals living in precarious, unsafe and unsuitable situations.

The board directed staff to write a letter to Minister Paul Calandra expressing concern about the eligibility criteria of this funding and communicated that the funding was

targeted to large urban areas and does not consider what homelessness looks like in rural communities.

Capital Projects with Housing Services Corporation

The Chapleau landscaping project is now complete. In the spring of 2025 roof replacements will be done in Webbwood, Massey and 1 of the Marguerite Street units, the request for quotes has been released for engineers to bid. We will be completing structural upgrades to 60 Barber in the spring, engineer assessments have been completed.

The 70 Barber Street Make Up Air unit replacement project has been postponed until mid-March due to the contractor experiencing shipping delays on the unit.

The abatement testing portion of the Mindemoya window replacement project has been completed with negative results and the windows have been ordered.

Work Orders

During the fourth quarter a total of 214 Work Orders were generated: 175 for Community Housing; 5 for Administration Offices, and 34 for Paramedic Services. 128 Work Orders were closed or resolved during that time. (Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source). There were also 4 work orders for unit turnovers, all for apartments.

Canada-Ontario Community Housing Initiative (COCHI)/Ontario Priorities Housing Initiative (OPHI)

Out of the 12 projects that were planned for 2023/2024 funding, all but 1 have been completed, this is due mainly to project changes and shipping timeline for parts. An extension was requested for this project as it will not be completed by the March 2025 deadline.

There are 3 projects planned for 2024/2025 funding, 1 of which is already completed.

Upgrades

All buildings have been inspected for energy efficiency by CLEAResult and have been approved for various upgrades, such as insulation, window/door caulking, and/or new fridges. The 210 Mead Blvd and 347 Second Ave administration buildings have had their rooftop units and new air conditioning units replaced. The St. Charles entrance and hallway flooring has been upgraded with new tile and carpet on both floors and the Gore Bay common room is undergoing a full upgrade with expected completion by early February.

Years of Service

The DSB would like to acknowledge the following staff persons for their years of service with the organization:

5 years of service

Case Managers: Andrea Bernier and Jenna Bourcier

Community Paramedic: Ashleigh Desormeaux

Paramedics: Travis Clelland, Devan Deschamps and James Stefanko

10 years of service

Director of Integrated Human Services: Lori Clark

Paramedics: Travis Allen-Lamothe and Scott Burns

15 years of service

Paramedics: Jeffery Hinschberger, Jarret Maltby, Shawn Marcoux, Davide Perrotta, and Gary Welch

20 years of service

Deputy Chief of Paramedic Services: Jennifer Tasse

Community Programs Supervisor: François Seguin

Community Paramedic: Sherri Chopra

Paramedics: Darren Assiniwe, Tiffany Brault, Scott Cameron, Keith Crockford, Dwayne Elliott, Jeanette Fox, Audrey Jones, Gaetan Lagrandeur, Melanie Laramée, Ron Mailloux, Todd McKenzie, Patrick McKinnon, Ray Patrie, Blair Peltier, Theresa Peltier, James Robinson, Monic Rochon-Shaw, Denis Seguin, Michael St.Amour, Rod Steele, Andre Therrien, and Aaron Wright

25 years of service

Director of Finance and Administration: Connie Morphet

Information Systems Manager: Iain Stephens

Executive Assistant: Melody Ouellette

Case Manager: Jim Putman

Employment Consultant: Tara O'Hearn

Finance Assistant: Leslie Giroux

Thank you all for your commitment to the organization!

Donna Stewart

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: donna.stewart@msdsb.net

Website: www.msdsb.net

			Manitoulin-Sudbury DSB			
			4th Quarter Report (Unaudited)			
			AS AT 12/31/2024			
	<u>Total Gross Budget</u>			<u>Municipal Share Budget</u>		
	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	MUNICIPAL	SHARE	Budget
					BUDGET	Forecast
Ontario Works	\$ 2,327,365	\$ 0	\$ 2,327,365	\$ 1,043,031	\$ 1,043,031	\$ -
100% Funded	\$ 8,171,313	\$ 198,225	\$ 7,973,088			
Child Care	\$ 11,873,973	\$ (689,659)	\$ 12,563,632	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 2,271,400	\$ (512,295)	\$ 2,783,695	\$ 2,273,535	\$ 2,783,695	\$ (510,159)
100% Funded	\$ 460,586	\$ (14,367)	\$ 474,953			
Paramedic Services	\$ 17,303,038	\$ 59,467	\$ 17,243,571	\$ 7,898,115	\$ 7,374,647	\$ 523,468
Wiikwemikong, PTS, CP	\$ 5,420,278	\$ 144,162	\$ 5,276,116	\$ 126,721	\$ 127,345	\$ (624)
TOTAL EXPENSES	\$ 47,827,953	\$ (814,467)	\$ 48,642,420	\$ 12,009,440	\$ 11,996,756	\$ 12,685
Interest Revenue	\$ (854,652)	\$ (755,489)	\$ (99,163)	\$ (854,652)	\$ (99,163)	\$ (755,489)
TOTAL EXPENSES	\$ 46,973,301	\$ (1,569,956)	\$ 48,543,257	\$ 11,154,788	\$ 11,897,593	\$ (742,804)

	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF December 31, 2024
Ontario Works	\$ -	Municipal share of administration expenses is on budget.
Child Care	\$ -	Municipal share of Child Care expenses are on budget.
Community Housing	\$ (510,159)	<p>(0) + (\$289,785) + (\$107,206) + (\$113,168) = (\$510,159) surplus</p> <p>Federal Funding is on budget.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$289,785) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are (\$128,018) more than budgeted. - Direct operating expenses are (\$161,767) under budget due to: <ul style="list-style-type: none"> utilities (\$24,765) under budget, salaries & benefits (\$84,005) under budget, maintenance expenses over budget \$58,981, other admin expenses under budget (\$16,619); bad debt expense under budget by (\$22,983) - Program Support Allocation is forecasted to be (\$72,376) under budget. <p>Rent Supplement program is (\$107,206) under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$113,168) under budget.</p>
Paramedic Services	\$ 523,468	<p>Paramedic Services municipal share is forecasted to be \$523,468 over budget.</p> <p>The MOHLTC funding is on budget with all MOH funding allocation for 2024 received and agrees to budgeted.</p> <p>Medic Staffing and Benefits is over budget by \$264,517</p> <p>Admin Staffing and Benefits is over budget by \$9,024</p> <p>Non Wages are forecasted to be over budget by \$249,927</p> <ul style="list-style-type: none"> - Other Transportation & Communication is (\$31,252) under budget - Operational Staffing Travel and meals are over budget by \$56,327 - Software costs are forecasted to be under budget by (\$22,356) - Legal and Arbitration Costs are over budget by \$65,365 - Program Support is (\$81,125) under budget - Vehicle repairs and maintenance are over budget by \$104,032. - Building repairs and maintenance, grounds and utilities are forecasted to be \$118,479 over budget - Mal Practice Liability Insurance is \$9,080 over budget - Supplies are \$31,377 over budget.
Patient Transfer Service	\$ (624)	Patient Transfer Service Municipal share is (\$624) under budget
Interest Revenue	\$ (755,489)	Interest Revenue is (\$755,489) more than budgeted which results in a municipal surplus.
	\$ (742,804)	

February 12, 2025

Anne Whalen, Clerk-Administrator
The Corporation of the Township of Sables-Spanish Rivers
11 Birch Lake Road, Box 5, Site 1, RR#3
Massey, Ontario
POP 1P0

Re: O. Reg. 170 Section 11 & Schedule 22 Annual Reporting under SDWA
O. Reg 387 Section 9 Annual Reporting under OWRA
For the Massey Water Treatment Plant
Waterworks No.: 220003500

Dear Anne Whalen;

Attached are the [2024](#) Annual and Summary Reports for the Massey Water System. The Reports are based on information provided by Operators as of [January 31, 2025](#) in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act. A confirmation of submission of the PTTW reporting, as required by O.Reg 387, is included as part of the report.

Please note that any Orders that you have received directly from the MECP or any major expense incurred by the Municipality which is not listed should be reviewed and added to the report.

As per Schedule 22 of O. Reg. 170/03, this Summary Report is to be provided to the members of the municipal council no later than March 31, [2025](#). Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires both the Summary Report and the Annual Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,



Massey Water Treatment

Large Municipal Residential Drinking Water System

January 1, 2024 – December 31, 2024

***O.Reg 170/03 Schedule 22 Summary Report
O.Reg 170/03 Section 11 Annual Report
&
O.Reg 387/04 Annual Record of Water Taking***

Prepared by the Ontario Clean Water Agency
For The Corporation of the Township of Sables-Spanish Rivers



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Drinking-Water System Number: 220003500
Drinking-Water System Name: MASSEY DRINKING WATER SYSTEM
Drinking-Water System Owner: The Corporation of the Township of Sables-Spanish Rivers
Drinking-Water System Category: Large Municipal Residential

SECTION 1: INTRODUCTION

This document is prepared in accordance with Section 11 and Schedule 22 of O.Reg.170/03 under the Safe Drinking Water Act and with Section 9 of O.Reg.387/04 under the Ontario Water Resources Act. The reports are prepared by the Ontario Clean Water Agency. Acronyms and definitions can be found at the end of the report.

A copy of the Summary Report must be provided to the members of the municipal council by [March 31, 2025](#).

SECTION 2: REQUIREMENTS OF THE REPORTS

Schedule 22 Report

The report must list the requirements of the Act, the regulations, the system's approval and any order that the system **failed to meet** at any time during the period covered by the report. It must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

For the purpose of enabling the owner of the system to assess the rated capability of their system to meet existing and future planned water uses, the following information is required to be included in this report:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the systems approval.

Section 11 Report

The annual report must contain the following:

- A brief description of the drinking water system and a list of chemicals used by the system.
- A description of any major expenses incurred during the period covered by the report to install, repair or replace required equipment.
- A summary of all adverse water quality incidents (AWQI) reported to the Ministry
- A summary of corrective actions taken in response all AWQIs
- A summary of all test results required under the regulation, under an approval, municipal drinking water licence or order, including an OWRA order.
- A statement of where a Schedule 22 report will be available for inspection.

The report must be prepared not later than February 28 of the following year.

Regulation 387 Report

On or before March 31 in every year, every holder of a permit to take water (PTTW) shall submit to a Director the data collected and recorded for the previous year.

A record of annual water taking can be found in [Appendix A](#).



SECTION 3: SCHEDULE 22 REPORT

Flows - Treated

In accordance with the Municipal Drinking Water License (MDWL), the Massey WTP shall not be operated to exceed a maximum daily volume of 1500 m³/d to the distribution system.

The daily treated water maximum flow was 810.00 m³ in August and represents 54.0% of capacity. In 2024, the total volume of water sent to the distribution system was 146,521.1 m³

The quantity of treated water supplied during the reporting period **did not** exceed the rated maximum capacity.

Treated Water Flow Data				
Month	Total Monthly Flow (m ³)	Average Flow (m ³ /d)	Maximum Flow (m ³ /d)	Limit
				Rated Capacity m ³ /d
January	12,077.00	389.58	494.30	1,500
February	11,463.80	395.30	482.90	1,500
March	11,294.30	364.33	431.80	1,500
April	10,540.70	351.36	488.80	1,500
May	12,121.10	391.00	673.50	1,500
June	13,358.40	445.28	659.50	1,500
July	12,605.70	406.64	577.10	1,500
August	16,251.00	524.23	810.00	1,500
September	12,875.20	429.17	555.20	1,500
October	11,756.10	379.23	515.10	1,500
November	9,608.70	320.29	466.80	1,500
December	12,569.10	405.45	470.20	1,500
Total	146,521.1			
Average		400.16		
Maximum			810.0	1,500

Flows - Raw

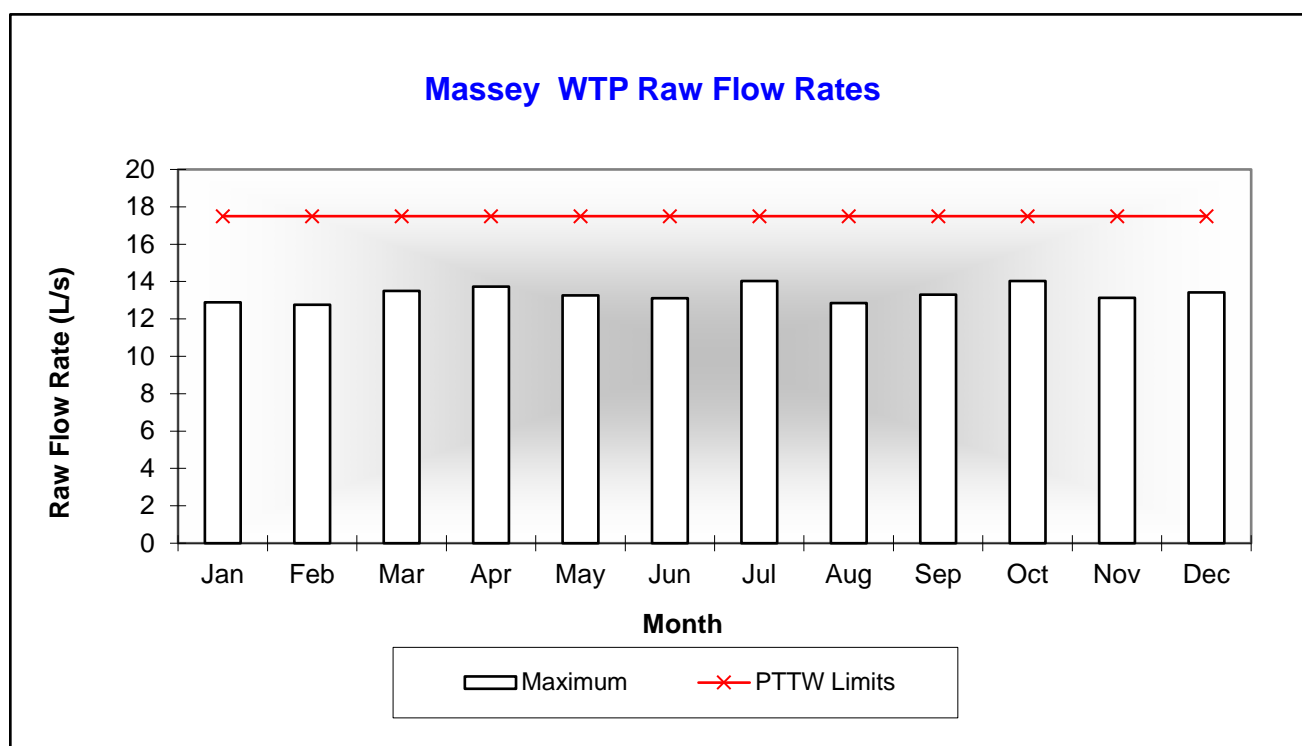
Daily raw maximum instantaneous flow is stated in the PTTW at a maximum rate of flow of 17.5 L/s and a maximum daily volume of 1500 m³/d.

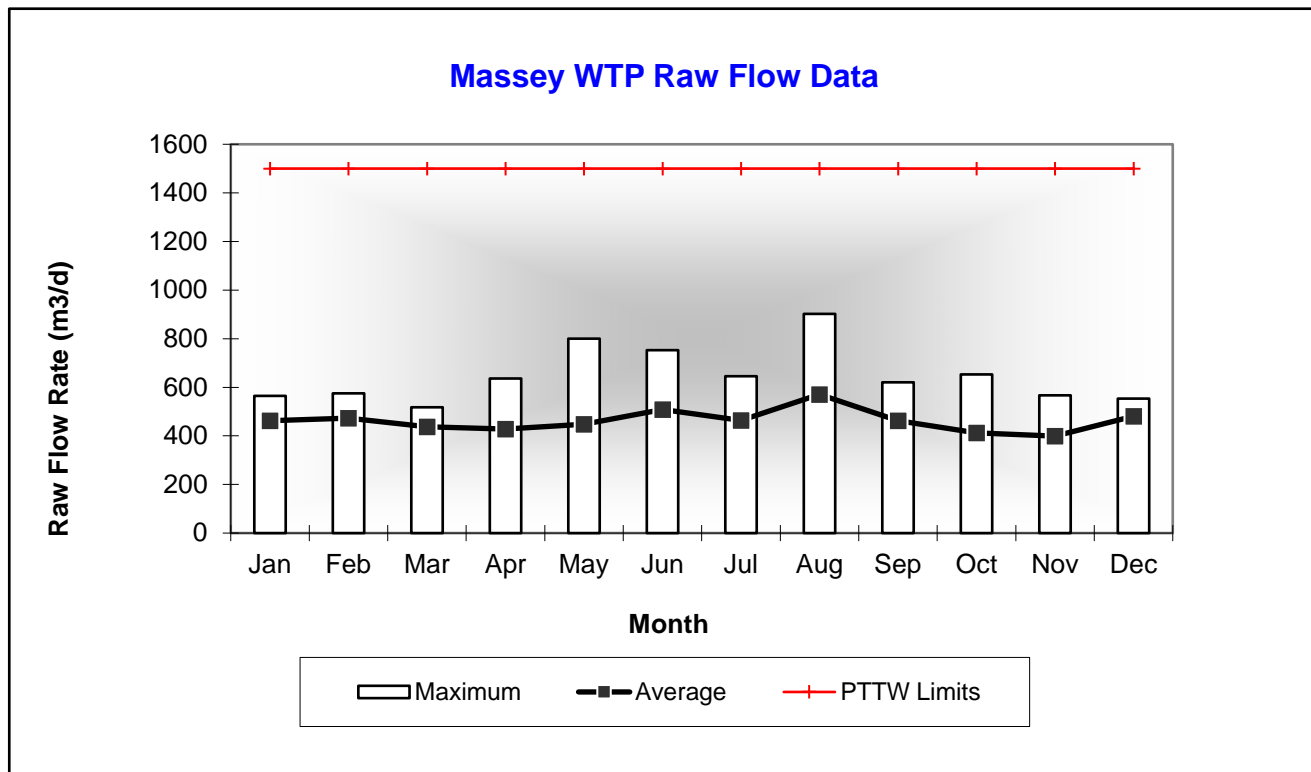
The average monthly raw water flow for this reporting period was 462.31 m³/d. The maximum daily flow was 902 m³/d representing 60% of water taking limits. In 2024, the total volume of water taken from the environment was 168,768.5 m³

The quantity of raw water taken **did not** exceed the limits stipulated within the PTTW.



RAW WATER FLOW DATA - TOTAL ALL SOURCES						
Month	Total Monthly Flow (m ³)	Average Flow (m ³ /d)	Maximum Flow (m ³ /d)	Maximum Flow Rate (L/s)	Limits	
					L/s (PTTW)	m ³ /d (PTTW)
January	14,337.40	462.50	564.60	12.89	17.5	1500
February	13,716.80	472.99	575.00	12.76	17.5	1500
March	13,555.40	437.27	517.70	13.50	17.5	1500
April	12,856.50	428.55	636.10	13.73	17.5	1500
May	13,874.50	447.56	800.10	13.26	17.5	1500
June	15,270.70	509.02	752.70	13.11	17.5	1500
July	13,925.10	464.17	645.50	14.03	17.5	1500
August	17,692.60	570.73	902.00	12.85	17.5	1500
September	13,886.60	462.89	620.40	13.30	17.5	1500
October	12,791.70	412.64	652.90	12.98	17.5	1500
November	11,972.80	399.09	566.90	13.13	17.5	1500
December	14,888.40	480.27	553.40	13.42	17.5	1500
Total	168,768.5					
Average		462.31				
Maximum			902.00	14.03	17.5	1500





Annual Raw Water Review

Raw Water Taking	Total Taking m3/d	Average Day m3/d	Max Day m3/d	Max Day % of PTTW allowable 1500 m3/d
2024	168,768.5	462.31	810	60%
2023	205,997.9	564.38	1,029.5	68%
2022	156,673.0	429.20	899.2	60%
2021	135,687.1	371.75	818.7	55%
2020	126,750.5	346.31	931.8	62%
2019	134,914.1	369.63	1,017.8	67.9%
2018	148,242.3	406.14	905.3	60.4%
2017	156,826.1	429.66	1,134.8	75.8%

System Failures and Corrective Actions

The latest inspection of the drinking water facility took place [August 8, 2024](#); the facility scored [0/594](#) providing a rating of [100%](#).

There were no non-compliances reported to the MECP in 2024.



AWQIs reported to the Ministry

Incident Date/AWQI Number	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
December 12, 2024 #167065	Distribution Pressure Loss due to Watermain Break	0	PSI	Repairs were made to the distribution on December 13, 2024, after which flushing was conducted and sampling was performed. Samples were returned on December 16 showing no contamination.	December 16, 2024

SECTION 4: SECTION 11 REPORT

Information to be provided

Population Served ~900	
Does your Drinking-Water System serve more than 10,000 people? No	
Is your annual report available to the public at no charge on a web site on the Internet? Yes	
Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection. Massey Municipal Office 11 Birch Lake Road Massey, Ontario P0P 1P0	
Number of Designated Facilities served: 0	
Did you provide a copy of your annual report to all Designated Facilities you serve? NA	
Number of Interested Authorities you report to: 0	
Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? NA	
List all Drinking-Water Systems (if any), and their DWS Number which receive all of their drinking water from your system:	
Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? N/A	
Indicate how you notified system users that your annual report is available, and is free of charge. NA	
Indicate if you notified system users that your annual report is available and is free of charge using an alternate method Public access/notice via the web - Public access/notice via a Public Library	



Facility Description

A proprietary high rate sedimentation treatment unit, rated at 1500 m³/d and housed in the water treatment building, consisting of coagulation, ballasted sand flocculation and sedimentation in a high rate (31 m³/m²/h) plate sedimentation tank, two cell dual media filter, micro sand injection and recirculation systems, hydro cyclones for sludge/sand separation and backwash pumps and air blowers. There are five chemical dosing systems: pH adjustment, alkali adjustment, polymer addition, sodium hypochlorite addition and poly aluminum chloride addition. There are two vertical turbine high lift pumps each rated at 17.4 L/s and two vertical turbine backwash pumps each rated at 49.1 m³/min. Sludge is handled with a waste holding tank, sludge thickening tank and two sludge pumps each rated at 7.0 L/s. The thickened sludge is hauled away for disposal, while the supernatant returns to the Aux Sables River.

Chemicals Used

Poly Aluminum Chloride (PAC)	Coagulation
Magnafloc LT27 AG	Coagulation aide
Sodium Hydroxide (50%)	Alkalinity and pH control
Sodium Hypochlorite (12%)	Disinfection

Significant Expenses

Significant expenses incurred to

- ☐ Install required equipment
- ☒ Repair required equipment
- ☒ Replace required equipment

Work Order	Completion Date	Comment
3805275	November 2024	High lift pump replacement – 35,018\$
3244548	March 2024	Mixer repairs – 2,047\$
3803418	March 2024	Purchase of a spectrophotometer – 8,052\$
3803411	April 2024	Purchase of a lab pH test kit – 2,410\$

Adverse Water Quality Incidents

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date / AWQI Number	Parameter	Result	Unit of Measure	Comment / Corrective Action	Corrective Action Date
December 12, 2024 #167065	Distribution Pressure Loss due to Watermain Break	0	PSI	Repairs were made to the distribution on December 13, 2024, after which flushing was conducted and sampling was performed. Samples were returned on December 16 showing no contamination.	December 16, 2024



Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03.

	No. of Samples Collected	Range of E.Coli		Range of Total Coliform Results		Number of HPC Collected	Range of HPC Results	
		Min #	Max #	Min #	Max #		Min #	Max #
Raw Water	51	0	100	37	800	N/A	N/A	N/A
Treated Water	51	0	0	0	0	51	0	3
Distribution	104	0	0	0	0	52	0	2

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03

	No. of Samples Collected	Range of Results		Units of Measure
		Minimum	Maximum	
Turbidity, On-Line - Filter 1	8760	0	0.08	(NTU)
Turbidity, On-Line - Filter 2	8760	0	0.07	(NTU)
Free Chlorine Residual, Treated	8760	0.52	1.49	(mg/L)
Free Chlorine Residual, Distribution Location 1	103	0.62	1.59	(mg/L)
Free Chlorine Residual, Distribution Location 2	104	0.32	1.38	(mg/L)
Free Chlorine Residual, Distribution Location 3	104	0.51	1.60	(mg/L)
Free Chlorine Residual, Distribution Location 4	52	0.34	1.29	(mg/L)

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter and limits	Month Sampled	Result	Unit of Measure
MDWL 215-101 Issue Date: March 18, 2021 Expiry Date: March 18, 2026	Backwash (BW) Total Suspended Solids (TSS)	Jan	11	mg/L
		Feb	10	mg/L
	25 mg/L annual average	Mar	13	mg/L
		Apr	2	mg/L
		May	9	mg/L
		Jun	3	mg/L
		Jul	9	mg/L
		Aug	6	mg/L
		Sep	3	mg/L
		Oct	9	mg/L
		Nov	3	mg/L
		Dec	4	mg/L
		Annual Average	6.83	mg/L



Summary of Inorganic parameters tested during this reporting period or the most recent sample results

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW	2024/01/16	< MDL 0.6	6	No	No
Arsenic: As (ug/L) - TW	2024/01/16	< MDL 0.2	10	No	No
Barium: Ba (ug/L) - TW	2024/01/16	5.52	1000	No	No
Boron: B (ug/L) - TW	2024/01/16	6	5000	No	No
Cadmium: Cd (ug/L) - TW	2024/01/16	0.006	5	No	No
Chromium: Cr (ug/L) - TW	2024/01/16	0.11	50	No	No
Mercury: Hg (ug/L) - TW	2024/01/16	< MDL 0.01	1	No	No
Selenium: Se (ug/L) - TW	2024/01/16	< MDL 0.04	50	No	No
Uranium: U (ug/L) - TW	2024/01/16	0.016	20	No	No

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Fluoride (mg/L) - TW	2021/01/11	< MDL 0.06	1.5	No	No
Nitrate : (mg/L) - TW	2024/01/16	0.102	10	No	No
Nitrate : (mg/L) - TW	2024/04/09	0.082	10	No	No
Nitrate : (mg/L) - TW	2024/07/08	0.058	10	No	No
Nitrate : (mg/L) - TW	2024/10/28	0.017	10	No	No
Nitrite : (mg/L) - TW	2024/01/16	< MDL 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/04/09	< MDL 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/07/08	< MDL 0.003	1	No	No
Nitrite : (mg/L) - TW	2024/10/28	< MDL 0.003	1	No	No
Sodium / Na (mg/L) - TW	2021/01/11	8.1	20*	No	No

*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

Summary of Lead testing under Schedule 15.1 during this reporting period

Location Type	No.of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution - Lead Results (ug/L)	2	0.135	0.15	10	0
Distribution - Alkalinity (mg/L)	4	6	8	n/a	n/a
Distribution - pH In-House	4	6.95	7.50	n/a	n/a

Summary of Organic parameters sampled during this reporting period or the most recent results

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L)-TW	2024/01/16	< MDL 0.33	14	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/01/16	< MDL 0.41	200	No	No
1,2-Dichloroethane (ug/L)-TW	2024/01/16	< MDL 0.35	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/01/16	< MDL 0.36	5	No	No



2,3,4,6-Tetrachlorophenol (ug/L)-TW	2024/01/16	< MDL 0.2	100	No	No
2,4,6-Trichlorophenol (ug/L)-TW	2024/01/16	< MDL 0.25	5	No	No
2,4-Dichlorophenol (ug/L)-TW	2024/01/16	< MDL 0.15	900	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)-TW	2024/01/16	< MDL 0.19	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L)-TW	2024/01/16	< MDL 0.12	100	No	No
Alachlor (ug/L) -TW	2024/01/16	< MDL 0.02	5	No	No
Atrazine + N-dealkylated metabolites (ug/L)-TW	2024/01/16	< MDL 0.01	5	No	No
Azinphos-methyl (ug/L)-TW	2024/01/16	< MDL 0.05	20	No	No
Benzene (ug/L)-TW	2024/01/16	< MDL 0.32	1	No	No
Benzo(a)pyrene (ug/L)-TW	2024/01/16	< MDL 0.004	0.01	No	No
Bromoxynil (ug/L)-TW	2024/01/16	< MDL 0.33	5	No	No
Carbaryl (ug/L)-TW	2024/01/16	< MDL 0.05	90	No	No
Carbofuran (ug/L) -TW	2024/01/16	< MDL 0.01	90	No	No
Carbon Tetrachloride (ug/L) -TW	2024/01/16	< MDL 0.17	2	No	No
Chlorpyrifos (ug/L) -TW	2024/01/16	< MDL 0.02	90	No	No
Diazinon (ug/L)-TW	2024/01/16	< MDL 0.02	20	No	No
Dicamba (ug/L)-TW	2024/01/16	< MDL 0.2	120	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/01/16	< MDL 0.35	50	No	No
Diclofop-methyl (ug/L)-TW	2024/01/16	< MDL 0.4	9	No	No
Dimethoate (ug/L)-TW	2024/01/16	< MDL 0.06	20	No	No
Diquat (ug/L)-TW	2024/01/16	< MDL 1	70	No	No
Diuron (ug/L)-TW	2024/01/16	< MDL 0.03	150	No	No
Glyphosate (ug/L)-TW	2024/01/16	< MDL 1	280	No	No
Malathion (ug/L)-TW	2024/01/16	< MDL 0.02	190	No	No
Metolachlor (ug/L)-TW	2024/01/16	< MDL 0.01	50	No	No
Metribuzin (ug/L)-TW	2024/01/16	< MDL 0.02	80	No	No
Monochlorobenzene (Chlorobenzene) (ug/L)-TW	2024/01/16	< MDL 0.3	80	No	No
Paraquat (ug/L)-TW	2024/01/16	< MDL 1	10	No	No
PCB (ug/L)-TW	2024/01/16	< MDL 0.04	3	No	No
Pentachlorophenol (ug/L)-TW	2024/01/16	< MDL 0.15	60	No	No
Phorate (ug/L)-TW	2024/01/16	< MDL 0.01	2	No	No
Picloram (ug/L)-TW	2024/01/16	< MDL 1	190	No	No
Prometryne (ug/L)-TW	2024/01/16	< MDL 0.03	1	No	No
Simazine (ug/L)-TW	2024/01/16	< MDL 0.01	10	No	No
Terbufos (ug/L)-TW	2024/01/16	< MDL 0.01	1	No	No
Tetrachloroethylene (ug/L)-TW	2024/01/16	< MDL 0.35	10	No	No
Triallate (ug/L) -TW	2024/01/16	< MDL 0.01	230	No	No
Trichloroethylene (ug/L)-TW	2024/01/16	< MDL 0.44	5	No	No
Trifluralin (ug/L)-TW	2024/01/16	< MDL 0.02	45	No	No
Vinyl Chloride (ug/L)-TW	2024/01/16	< MDL 0.17	1	No	No
DISTRIBUTION WATER					
Trihalomethane: Total (ug/L) Annual Average - DW	2024/01/01	48.525	100.00	No	No
HAA Total (ug/L) Annual Average – DW	2024/01/01	54.25	80.0	No	No



SECTION 5: RAW WATER SUBMISSIONS

Raw water flows were submitted to the Ministry on [January 16, 2025](#).

SECTION 6: CONCLUSION

The Massey WTP delivers water that, in all its treated and distribution samples, indicates the water to be free of bacteriological contamination.

Based on information available for the [2024](#) operating year, the Massey WTP was able to meet the demand of water use without exceeding the PTTW or the MDWL



List of Acronyms and Definitions

Alkalinity	The capacity of water for neutralizing an acid solution
AWQI	Adverse Water Quality Incident- when a water sample test result exceeds the Ontario Drinking Water Quality Standards
Backwash	Water pumped backwards to clean filters
BWA	Boil Water Advisory; Issued when risk of contamination is possible in drinking water
CFU	Colony Forming Units
Chlorine Residual	A low level of chlorine remaining in water after disinfection occurs
DW	Distribution Water
DWA	Drinking Water Advisory; Issued when water cannot be consumed by any means
DWWP	Drinking Water Works Permit - provides a description of the overall system
E.Coli	Bacteria used as indicators to measure the degree of pollution and sanitary quality of water
GUDI 170/03	Groundwater Under Direct Influence – Considered to be surface water under O.Reg
HPC	Heterotrophic Plant Count
L/s	Litres per Second
m3/d	Cubic Metres per Day
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Level
MDWL requirements	Municipal Drinking Water Licence - relates to the operation and performance
mg/L	Milligrams per Litre
Ministry	Ministry of the Environment, Conservation and Parks
MECP	Ministry of the Environment, Conservation and Parks
NDOGN	No Data: Overgrown with Non Target Bacteria
NDOGT	No Data: Overgrown with Target Bacteria
O.Reg	Ontario Regulation
PTTW water	Permit to Take Water – Permit which allows water taking from groundwater or surface
RW	Raw Water
TC	Total Coliforms
TSS	Total Suspended Solids
Turbidity	Cloudiness or haziness of water
TW	Treated Water



Appendix A

Raw Water Flows

February 19, 2025

Anne Whalen, Clerk-Administrator
The Corporation of the Township of Sables-Spanish Rivers
11 Birch Lake Road, Box 5, Site 1, RR#3
Massey, Ontario
P0P 1P0

Re: Webbwood Lagoon 2024 Annual Report

Dear Anne Whalen;

Attached is the 2024 annual report for the Webbwood Lagoon. This report is completed based on the information we have in our records in accordance with current standards.

A copy of the report has been submitted to the Ministry of the Environment for their records.

If you have any questions or concerns, please contact me at 705 936 6713 or email at nwagar@ocwa.com

Best regards,



Natalie Wagar
Process & Compliance Technician
Ontario Clean Water Agency



Webbwood Lagoon

Annual Operating Report

ECA 2601-5R8PGN Issued September 30, 2003

January 1, 2024 – December 31, 2024

Prepared by the Ontario Clean Water Agency
For The Corporation of the Township of Sables-Spanish Rivers



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



SECTION 1: INTRODUCTION

The Ontario Clean Water Agency (OCWA) acts as the operating authority for the Webbwood wastewater treatment. This document is prepared by OCWA in accordance with Environmental Compliance Approval (ECA) #2601-5R8PGN. The report is required to include the following information:

- (a) A summary of all monitoring data, including an overview of the success and adequacy of the works;
- (b) A description of any operating problems encountered and corrective actions taken;
- (c) A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the works;
- (d) A description of efforts made and results achieved in meeting the effluent objectives of condition no.6;
- (e) A summary of any complaints received during the reporting period and any steps taken to address the complaints;
- (f) A summary of all bypass, spill or abnormal discharge events.

SECTION 2: Description of Facility

Capacity of Facility: 340.7 m³/d
Service Area: Town of Webbwood
Service Population:
Effluent Receiver: Gough Creek
Major Process: Facultative Lagoons
Facility Classification: Wastewater Treatment Class 1
Collection Classification: Collection Class 2

SECTION 3: Executive Summary

The lagoons did not require release during the spring seasonal discharge period.

The lagoons did not require release during the autumn seasonal discharge period.

The total raw sewage flow into the lagoons for the year was calculated to be 35,203 m³.

SECTION 4: Process Data

The facility operator collects grab samples of raw sewage and sends them to an accredited laboratory for analysis. Raw flows are measured through a flow meter.



Raw (Influent) Sampling					
Parameter	Frequency	Method	Results		
			Min	Avg	Max
CBOD ₅ (mg/L)	Monthly	Grab – External Analysis (Lab)	67	144.6	307
TSS (mg/L)	Monthly	Grab – External Analysis (Lab)	55	120.6	230
TP (mg/L)	Monthly	Grab – External Analysis (Lab)	2.55	4.31	6.43
Flow (m ³ /d)	Daily	Flow Meter	64	96.24	267

The facility operator collects effluent samples twice a week during discharge and sends them to an accredited laboratory for analysis. Effluent volumes are estimated by measuring drawdown levels and total volume of cell.

Treated (Effluent) Sampling		
Parameter	Frequency	Method
CBOD ₅	Twice a Week During Discharge	Grab – External Analysis (Lab)
TSS	Twice a Week During Discharge	Grab – External Analysis (Lab)
TP	Twice a Week During Discharge	Grab – External Analysis (Lab)
TAN	Twice a Week During Discharge	Grab – External Analysis (Lab)
TKN	Twice a Week During Discharge	Grab – External Analysis (Lab)
Nitrate	Twice a Week During Discharge	Grab – External Analysis (Lab)
Nitrite	Twice a Week During Discharge	Grab – External Analysis (Lab)
pH	Twice a Week During Discharge	Grab – External Analysis (Lab)
<i>E.coli</i>	Twice a Week During Discharge	Grab – External Analysis (Lab)
Flow	Daily During Discharge	Estimated

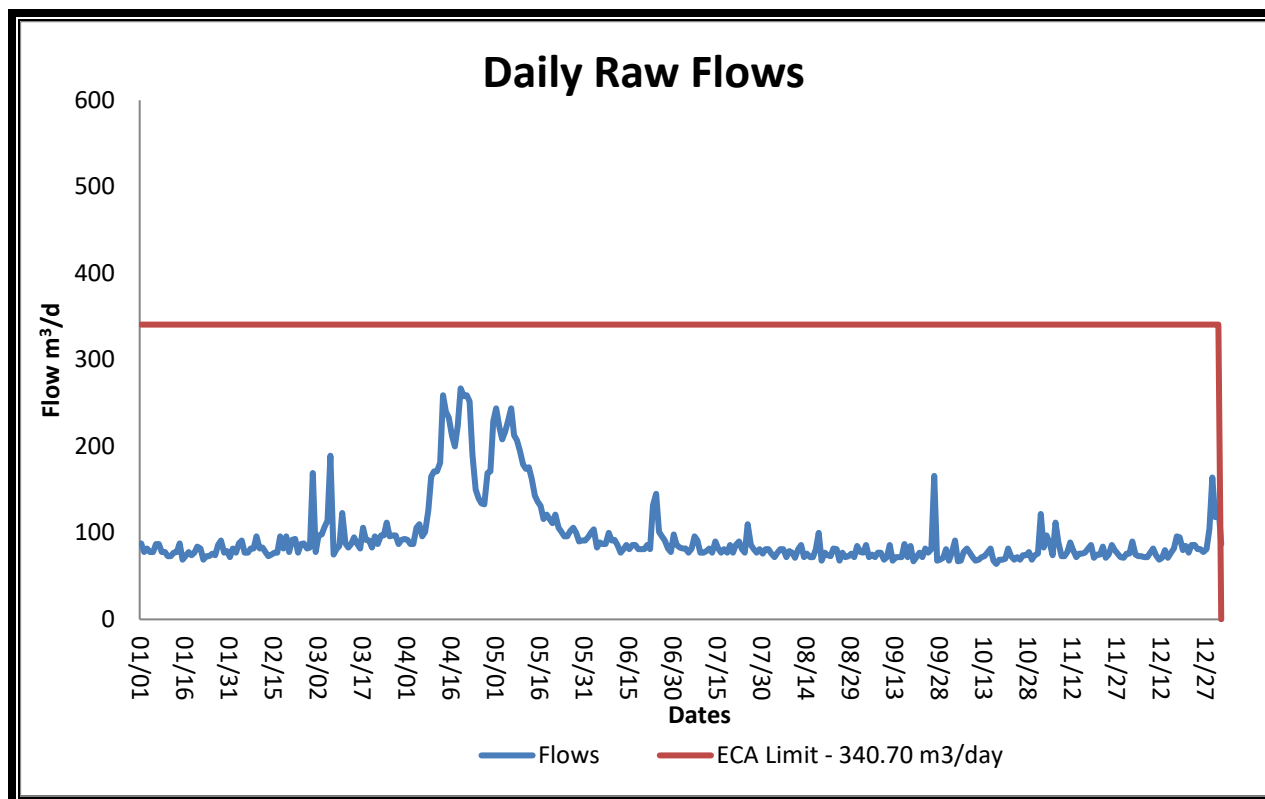
Compliance limits are based on seasonal averages for effluent concentrations. In addition, the discharge must be essentially free of floating and settleable solids and does not contain oil or other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters. Only those monitoring results collected during the corresponding time period shall be used in calculating the average concentration.

Treated (Effluent Discharge) Sampling								
Parameter	Spring Discharge			Autumn Discharge			Concentration Compliance	Objective
	Min	Avg	Max	Min	Avg	Max		
CBOD ₅ (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A	30 mg/L	25 mg/L
TSS (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A	40 mg/L	30 mg/L
TP (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A	1.0 mg/L	1.0 mg/L
TAN (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A		
TKN (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A		
Nitrate (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A		
Nitrite (mg/L)	N/A	N/A	N/A	N/A	N/A	N/A		
pH	N/A	N/A	N/A	N/A	N/A	N/A		6.0 – 9.5 at all times
<i>E.coli</i> (CFU/100mL)	N/A	N/A	N/A	N/A	N/A	N/A		



The raw and effluent parameters specified in the above table are analyzed by SGS Lakefield Research, an accredited laboratory located in Lakefield, Ontario.

Flow Volumes				
Month	Total Volume (m3)	Avg Daily Flow (m3/d)	Peak Daily Flow (m3/d)	Discharge Volumes (m3)
January	2,430.00	78.39	91.00	N/A
February	2,498.00	86.14	169.00	N/A
March	3,006.00	96.97	189.00	N/A
April	5,365.00	178.83	267.00	N/A
May	4,496.00	145.03	244.00	N/A
June	2,735.00	91.17	145.00	N/A
July	2,562.00	82.65	110.00	N/A
August	2,382.00	76.84	100.00	N/A
September	2,342.00	78.07	166.00	N/A
October	2,325.00	75.00	122.00	N/A
November	2,393.00	79.77	112.00	N/A
December	2,669.00	86.10	164.00	N/A
Total	35,203.00			
Average		96.24		
Maximum			267	





Year	Total Raw Sewage Flow (m ³ /d)	Avg Day Sewage Flow (m ³ /d)	Max Day Sewage Flow (m ³ /d)	Avg Day % of Rated Capacity (340.7 m ³ /d)
2024	35,203.00	96.24	267	28%
2023	38,033	104.2	500	31%
2022	34,445	94.37	513	28%
2021	28,737.1	78.73	213	23%
2020	42,435.3	115.94	483	34%

The annual average flows measured into the sewage lagoon did not exceed the specified rated capacity of the facility.

The average raw daily sewage flows (96.24) were approximately 28% of the rated capacity. The highest recorded peak flow occurred in May with a peak rate of 267m³/d and was approximately 147% of the rated capacity. Peak flows recorded throughout April and May are attributed to the spring freshet.

The total raw sewage flow into the lagoons for the year was calculated to be 35,203m³.

The lagoons were not discharged in 2024

Based on the above monitoring program and sampling records, the sewage works provided adequate treatment and remained within the required average daily flows.

SECTION 5: Facility Upsets & Non Compliances

There were no spills, overflows or non-compliances reported for 2024.

SECTION 6: Maintenance

Plant maintenance is monitored using a Work Management System (WMS). Maintenance reports are attached as Appendix A. There was no major maintenance completed in 2024.

Work Order	Completion Date	Comment
N/A		

SECTION 7: Complaints

There were no complaints reported for 2024.



Appendix A

Plant Maintenance

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3707876			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	1/1/24 12:00 AM	1/14/24 02:16 PM	1/14/24 02:16 PM	- Complet3ed TPM Inspection no issues. Jan 10/24.
3707896	0000091075	PANEL ALARM/DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	1/1/24 12:00 AM	1/30/24 12:31 PM	1/30/24 12:31 PM	- Tested critical alarms no issues. Jan 30/24.
3707911			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	1/1/24 12:00 AM	1/14/24 02:14 PM	1/14/24 02:14 PM	- Completed H&S Inspection no issues.
3708968			5580, Webbwood WWTL	OPER	Inspection	1	YEARS	Daily O&M Activities (1y) 5580	COMP	1/1/24 12:00 AM	1/6/25 09:55 AM	1/6/25 09:55 AM	
3709159	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	1/1/24 12:00 AM	1/14/24 02:12 PM	1/14/24 02:12 PM	- Completed generator inspection no issues. Jan 10/24.
3709992	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/ 6m/1y) 5580	CLOSE	1/1/24 12:00 AM	1/14/24 02:19 PM	1/14/24 02:19 PM	- Completed visual inspection of lagoon no issues, ice coverage now that its winter. Jan 10/24.
3710321			5580, Webbwood WWTL	OPER	HEALTH AND SAFETY	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 5580	CLOSE	1/1/24 12:00 AM	9/10/24 12:09 PM	9/10/24 12:09 PM	
3731882			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	1/1/24 12:00 AM	1/30/24 12:34 PM	1/30/24 12:34 PM	- reviewed data no issues. Jan 4/24.
3743636			5580, Webbwood WWTL	PM	Inspection	1	YEARS	Facility Asset Review - 5580	CLOSE	1/1/24 12:00 AM	9/10/24 12:29 PM	9/10/24 12:29 PM	
3765855			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	2/1/24 12:00 AM	2/6/24 02:21 PM	2/6/24 02:21 PM	- Completed TPM Inspection all good no issues. Feb 06/24.
3765860	0000091075	PANEL ALARM/DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	2/1/24 12:00 AM	2/14/24 10:02 AM	2/14/24 10:02 AM	- Test High water alarm no issues alarm called out to on call operator. Feb 14/24.
3765869			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	2/1/24 12:00 AM	2/6/24 02:20 PM	2/6/24 02:20 PM	- Completed H&S Inspection no issues. Feb 06/24.
3766667	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	2/1/24 12:00 AM	2/6/24 02:18 PM	2/6/24 02:18 PM	- Completed generator test and inspection no issues. Feb 06/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3767017	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	2/1/24 12:00 AM	2/6/24 02:23 PM	2/6/24 02:23 PM	- Completed lagoon inspection visually no issues. Levels good no issues with inlet box. Feb 06/24.
3769250			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	YEARS	Fire Protection System Inspection (1y) 5580	CLOSE	2/1/24 12:00 AM	9/10/24 12:22 PM	9/10/24 12:22 PM	- Fire Protection up to date no issues.
3782774			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	2/1/24 12:00 AM	2/14/24 10:04 AM	2/14/24 10:04 AM	- Reviewed data no issues. Feb 07/24.
3807546			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	3/1/24 12:00 AM	3/6/24 02:59 PM	3/6/24 02:59 PM	
3807551	0000091075	PANEL ALARM/DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	3/1/24 12:00 AM	3/6/24 02:49 PM	3/6/24 02:49 PM	
3807563			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	3/1/24 12:00 AM	3/6/24 02:57 PM	3/6/24 02:57 PM	- Completed H&S Inspection no issues. March 05/24.
3808349	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Generator Inspection/Functional Test (1m) 5580	CLOSE	3/1/24 12:00 AM	3/6/24 02:53 PM	3/6/24 02:53 PM	- Completed monthly inspection of SLS generator. No issues if power is turned off to building generator will carry load, but issues with transfer switch could be pumps drawing to many AMPS on start up to follow up. March 5&6/24.
3808791	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	3/1/24 12:00 AM	3/6/24 02:56 PM	3/6/24 02:56 PM	- Inspected lagoon when taking Raw samples so issues. March 05/24.
3826258			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	3/1/24 12:00 AM	9/10/24 12:33 PM	9/10/24 12:33 PM	- No data to be enter into Wiski.
3852003			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	4/1/24 12:00 AM	4/15/24 02:21 PM	4/15/24 02:21 PM	- Completed TPM inspection no issues. April 10/24.
3852014	0000091075	PANEL ALARM/DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	4/1/24 12:00 AM	4/17/24 03:39 PM	4/17/24 03:39 PM	- Tested high water alarm and alarmed called out to on call operator with no issues. April 17/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3852023			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	4/1/24 12:00 AM	4/15/24 02:19 PM	4/15/24 02:19 PM	- Completed H&S inspection no issues. April 10/24.
3852875	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	4/1/24 12:00 AM	4/17/24 03:41 PM	4/17/24 03:41 PM	- Tested generator for 1hr under load with no issues performed as it should. All oil, coolant and fuel levels good. April 17/24.
3853298	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/ 6m/1y) 5580	CLOSE	4/1/24 12:00 AM	4/15/24 02:23 PM	4/15/24 02:23 PM	
3872912			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	4/1/24 12:00 AM	9/10/24 12:40 PM	9/10/24 12:40 PM	
3902877	0000091078	METER FLOW RAW SEWAGE	5580, George Street LS, Process Control System	PM	Calibration	1	YEARS	Meter Flow Raw Sewage Calibration/Service (1y) 5580 Wbbwood June 20	CLOSE	6/1/24 12:00 AM	7/15/24 12:54 PM	7/15/24 12:54 PM	verified flow - flow verification failed, out 25%, notified manager.
3903005	0000154645	METER FLOW TOTALIZER KROHNE	5580, George Street LS, Process Control System	PM	Calibration	1	YEARS	Meter Flow Totalizer Krohne Calibration/Service (1y) 5580 Webbwood june 20	CLOSE	6/1/24 12:00 AM	6/21/24 01:06 PM	6/21/24 01:06 PM	not complete - flow meter no longer exists, replaced with new ABB
3904926			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	5/1/24 12:00 AM	5/3/24 10:48 AM	5/3/24 10:48 AM	- Completed TPM inspection no new issues or concerns. May 01/24.
3904940	0000091075	PANEL ALARM/ DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	5/1/24 12:00 AM	5/3/24 10:45 AM	5/3/24 10:45 AM	- Tested high water alarm and call went out to on call operator no issues. May 01/24.
3904949			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	5/1/24 12:00 AM	5/3/24 10:47 AM	5/3/24 10:47 AM	- Completed H&S inspection no major issues. Operator needs to change water at eye wash station. May 01/24. -
3905781	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	5/1/24 12:00 AM	5/3/24 10:43 AM	5/3/24 10:43 AM	- Completed test and inspection of generator, ran generator under load for 30-40 mins no issues. May 01/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3906113	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	5/1/24 12:00 AM	9/10/24 12:46 PM	9/10/24 12:46 PM	- Completed lagoon ispection no issues.
3924689			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	5/1/24 12:00 AM	9/10/24 12:50 PM	9/10/24 12:50 PM	- No data to be entered into wiski
3949198	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	CORR	Refurbish/ Replace/Repair	0		5580 Webbwood Lagoon Generator Breaker tripping	CLOSE		5/9/24 02:53 PM	5/9/24 02:53 PM	5580 Webbwood Lagoon Generator Breaker tripping - Issues with Generator Transfer Switch, Vals equipment called for inspection. Issue with generator transfer switch when monthly testing is performed. Generator working properly during power outage.
3953163			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 12:59 PM	9/10/24 12:59 PM	- TPM inspection no issues.
3953185	0000091075	PANEL ALARM/ DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	6/1/24 12:00 AM	6/5/24 12:56 PM	6/5/24 12:56 PM	- Tested high water alarm and alarm called out to on call operator with no issues. June 04/24.
3953199			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	6/1/24 12:00 AM	6/5/24 12:59 PM	6/5/24 12:59 PM	- Completed H&S inspection no issues. Operator will change out eyesalline soultion this month for eye wash station. June 04/24.
3954196	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:03 PM	9/10/24 01:03 PM	- Completed generator test and inspection no issues.
3954547	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:08 PM	9/10/24 01:08 PM	
3954777	0000091072	PUMP SUBMERSIBLE 01	5580, George Street LS, Pumping	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Inspection (1y) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:11 PM	9/10/24 01:11 PM	- Completed visual inspection of pumps no issues.
3954786	0000091073	PUMP SUBMERSIBLE 02	5580, George Street LS, Pumping	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Inspection (1y) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:12 PM	9/10/24 01:12 PM	- Visually inspected submersible pump no issues.
3954797	0000091084	TANK PROCESS WET WELL SEWAGE	5580, George Street LS, Storage	PM	Refurbish/ Replace/Repair	3	YEARS	Tank Wetwell Inspection (3y) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:14 PM	9/10/24 01:14 PM	- Completed wet well inspection every week.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3969848			5580, Webbwood WWTL	PM	Compliance	1	YEARS	Essential Supplies & Contact List Review (1y) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:39 PM	9/10/24 01:39 PM	
3973061			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	6/1/24 12:00 AM	9/10/24 01:24 PM	9/10/24 01:24 PM	-No data to be entered into wiski.
3976610	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	YEARS	Diesel Generator Inspection/ Functional Test (1y) 5580	CLOSE	6/1/24 12:00 AM	6/5/24 12:54 PM	6/5/24 12:54 PM	- Completed monthly generator test and inspection. Ran generator under load for 50mins no issues, fuel level at 70%. June 04/24.
4002544			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	7/1/24 12:00 AM	7/10/24 03:11 PM	7/10/24 03:11 PM	- Completed TPM inspection no changes from last inspection all good. July 10/24.
4002549	0000091075	PANEL ALARM/ DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	7/1/24 12:00 AM	7/10/24 03:09 PM	7/10/24 03:09 PM	- Tested high water alarm no issues called out to on call operator as it should. July 10/24.
4002558			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	7/1/24 12:00 AM	7/10/24 03:12 PM	7/10/24 03:12 PM	- Completed H&S inspection no changes from last inspection. Still waiting for eye wash solution for eye wash station. July 10/24.
4003648	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	7/1/24 12:00 AM	7/10/24 03:07 PM	7/10/24 03:07 PM	- Tested diesel generator under load for 30 mins no issues, all fluids good. July 10/24.
4004072	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/ 6m/1y) 5580	CLOSE	7/1/24 12:00 AM	7/26/24 02:19 PM	7/26/24 02:19 PM	- Visually inspected lagoon no major issues at perimeter inspection, no duckweed or seaweed growth.
4004458	0000091086	PUMP SUBMERSIBLE SUMP	5580, George Street LS, Pumping	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Inspection (1y) 5580	CLOSE	7/1/24 12:00 AM	7/26/24 02:22 PM	7/26/24 02:22 PM	- Operator visually inspected both pumps from top of wet well no issues with cables or discharge piping. Flows and draw downs all normal. July 23/24.
4021331			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	7/1/24 12:00 AM	7/10/24 03:14 PM	7/10/24 03:14 PM	- No data to be entered into wiski. July 10/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4052492			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	8/1/24 12:00 AM	8/20/24 01:13 PM	8/20/24 01:13 PM	- Completed TPM inspection no issues. Au15/24.
4052497	0000091075	PANEL ALARM/DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	8/1/24 12:00 AM	8/13/24 12:09 PM	8/13/24 12:09 PM	- Tested high water alarm and call went out to oncall operator no issues. Aug 07/24
4052506			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	8/1/24 12:00 AM	8/20/24 01:12 PM	8/20/24 01:12 PM	- Completed H&S Inspection no issues still waiting for eye wash solution to arrive for mobile eye was station. Aug 15/24.
4053335	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Generator Inspection/Functional Test (1m) 5580	CLOSE	8/1/24 12:00 AM	8/13/24 12:11 PM	8/13/24 12:11 PM	- Completed test and inspection of diesel generator under load no issues all good. Aug 07/24.
4053636	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	8/1/24 12:00 AM	8/13/24 12:13 PM	8/13/24 12:13 PM	- Completed lagoon inspection when operator took raw water samples no issues with berm or levels. Aug 07/24.
4069312			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	8/1/24 12:00 AM	10/30/24 11:41 AM	10/30/24 11:41 AM	- No data to be entered into wiski.
4096881			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	9/1/24 12:00 AM	10/9/24 03:43 PM	10/9/24 03:43 PM	
4096886	0000091075	PANEL ALARM/DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	9/1/24 12:00 AM	9/5/24 09:49 AM	9/5/24 09:49 AM	- Completed test of high water alarm no issues, alarms called out to on call operator. Sept 4/24.
4096895			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	9/1/24 12:00 AM	9/5/24 09:51 AM	9/5/24 09:51 AM	- Completed H&S inspection no new issues from last month. Still waiting for eye wash station solution. Sept 4/24.
4097669	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Generator Inspection/Functional Test (1m) 5580	CLOSE	9/1/24 12:00 AM	9/5/24 09:47 AM	9/5/24 09:47 AM	- Completed generator inspection and test no issues all good. Sept 04/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4097987	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	9/1/24 12:00 AM	9/5/24 09:53 AM	9/5/24 09:53 AM	- Completed visual inspection of lagoon no issues, also sampled at inlet box no issues. sept 4/24.
4116018			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	9/1/24 12:00 AM	10/30/24 11:40 AM	10/30/24 11:40 AM	- Reviewed data from past month no issues, no data to be enter into wiski from past month. Sept 26/24.
4124382	0000091077	HEATER ELECTRIC	5580, George Street LS, Facilities, HVAC	PM	Refurbish/ Replace/Repair	1	YEARS	Electric Heater Inspection (1y) 5580	CLOSE	9/1/24 12:00 AM	10/28/24 03:16 PM	10/28/24 03:16 PM	- Turned on electric heater for the season no issues. Oct 23/24.
4146992			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	10/1/24 12:00 AM	10/28/24 03:20 PM	10/28/24 03:20 PM	- Completed TPM inspection no issues. Oct 23/24.
4147003	0000091075	PANEL ALARM/ DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	10/1/24 12:00 AM	10/30/24 11:32 AM	10/30/24 11:32 AM	- Test high water alarm in wet well no issues alarm went to oncall operator. Oct 30/24.
4147026			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	10/1/24 12:00 AM	10/30/24 11:34 AM	10/30/24 11:34 AM	- Completed H&S inspection no issues everything is good. Oct 30/24.
4147834	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	10/1/24 12:00 AM	10/30/24 11:36 AM	10/30/24 11:36 AM	
4148396	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/6m/1y) 5580	CLOSE	10/1/24 12:00 AM	10/28/24 03:14 PM	10/28/24 03:14 PM	- Completed inspection of lagoon no issues. Oct 23/24.
4166190			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	10/1/24 12:00 AM	10/30/24 11:38 AM	10/30/24 11:38 AM	
4196858			Webbwood Wastewater Treatment Lagoon	CAP	Refurbish/ Replace/Repair	0		5580-Webbwood Wastewater Cleaning of manhole Mary St.	COMP		12/6/24 02:05 PM	12/6/24 02:05 PM	
4197619			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	CLOSE	11/1/24 12:00 AM	11/6/24 01:39 PM	11/6/24 01:39 PM	- Completed TPM Inspection no issues all good. Nov 05/24.
4197624	0000091075	PANEL ALARM/ DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	CLOSE	11/1/24 12:00 AM	11/6/24 01:35 PM	11/6/24 01:35 PM	- Tested critical high water alarm no issues alarm call went out to on call operator. Nov 05/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4197633			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	CLOSE	11/1/24 12:00 AM	11/6/24 01:38 PM	11/6/24 01:38 PM	- Completed H&S Inspection no issues all good. Nov 05/24.
4198434	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	CLOSE	11/1/24 12:00 AM	11/6/24 01:34 PM	11/6/24 01:34 PM	
4198790	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/ 6m/1y) 5580	CLOSE	11/1/24 12:00 AM	11/6/24 01:32 PM	11/6/24 01:32 PM	- Collected raw water samples and inspected lagoon cell no issues. Nov 05/24.
4213875			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	CLOSE	11/1/24 12:00 AM	11/6/24 01:41 PM	11/6/24 01:41 PM	- No data to be entered into wiski. Nov 01/24.
3811236			5580, Webbwood WWTL	PM	Inspection	1	YEARS	Electrical Equipment Inspection/ Service (1y) 5580 Webbwood WW	CLOSE	12/1/24 12:00 AM	7/15/24 12:05 PM	7/15/24 12:05 PM	
4239678			5580, Webbwood WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5580	COMP	12/1/24 12:00 AM	12/17/24 10:53 AM	12/17/24 10:53 AM	- Completed TPM Inspection no issues same as last month. Dec 17/24.
4239683	0000091075	PANEL ALARM/ DIALER	5580, George Street LS, Process Control System	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5580	COMP	12/1/24 12:00 AM	12/31/24 10:14 AM	12/31/24 10:14 AM	- Tested critical alarms for high water no issues. Dec 31/24.
4239697			5580, Webbwood WWTL	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 5580	COMP	12/1/24 12:00 AM	12/17/24 10:51 AM	12/17/24 10:51 AM	
4240508	0000091068	GENERATOR DIESEL	5580, George Street LS, Facilities, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5580	COMP	12/1/24 12:00 AM	12/6/24 01:25 PM	12/6/24 01:25 PM	- Completed test and inspection of SLS generator. All fluids and diesel at good levels. Ran generator under load for 30 mins with no issues. Dec 04/24.
4240812	0000091087	LAGOON CELL	5580, Webbwood WWTL Process	PM	Inspection	1	MONTHS	Lagoon Cell Inspection/Service (1m/ 6m/1y) 5580	COMP	12/1/24 12:00 AM	12/6/24 01:28 PM	12/6/24 01:28 PM	- Visually inspect lagoon cell every week. No issues with berm or levels, surface now covered in ice. Dec 04/24
4256004			5580, Webbwood WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5580	COMP	12/1/24 12:00 AM	12/17/24 10:52 AM	12/17/24 10:52 AM	- No data to be entered into wiski. Dec 17/24.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

Location: 5580*

Work Order Type: All Workorder Type

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4279510			Webbwood Wastewater Treatment Lagoon	CAP	Refurbish/ Replace/Repair	0		5580-Webbwood SLS-UPS Replacement outpost panel	COMP		12/17/24 10:38 AM	12/20/24 10:39 AM	- Replaced UPS on Dec 13/24 for Out Post Box all good. Electrician to order replacement for stock. nedco - ups taken from stock, ordered replacement UPS from Nedco



Sables-Spanish Rivers Public Library
Meeting Minutes
January 27th, 2025, at 6 PM – VIA ZOOM

Board Chair: Ursula Robinson, Board Secretary: Jolie Bianchin, Board Member: Kathy Moore, Board Member: Kevin Burke, Board Member: Sue Christiansen, Board Member: Rachel Maville, Board Member: Stacey Wagler, Board Member: Denise Trenamen, Library CEO: Tracey VanDerGulik
Regrets: Board Member - Merri-Ann Hobbs

1. Meeting to be Called to Order at 6 pm.

2. Statement of Indigenous Respect & Acknowledgement:

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

3. Additions to Agenda.

None

4. Disclosure of Conflict of Interest.

None

5. Approval of December Board Meeting Minutes & Agenda.

Be it **RESOLVED** that the SSRPL Board Motions to accept the December 12th, 2024, Library Board Minutes; and the January 27th, 2025, Meeting Agenda.

MOTION by: Kevin Burke. **SECONDED** by Sue Christianson

CARRIED - 2025-01

6. Business Arising from the Minutes

6.1. User Fee Increase Update. Going rate - similar to what we charge.

New Rates: 2025

- Twenty-five cents/page
- Color - \$1/page.
- Double-sided will be considered two pages (still using ink)

- \$2/inch for vinyl
- Card stock is \$.25/sheet.
- Library card \$3 replacement fee
- \$1/sheet for lamination
- Membership fees - no increase. \$20 for the year. \$10 for 6 months. No late fees.

Discussion:

Not charging for late fees does not have a negative effect. Patrons are returning the books.

6.2. AODA Training Update.

All members have been added—staff have been asked to take the courses by the end of February 2025.

6.3. Board member online training update.

Please see the attached document titled “Board Training.”

Form sent to all board members. Please register for a Learn HQ account.

<https://learnhq.ca/#/login>

Use this link. Register. It is free. No timeline. Do it at your own pace and it is optional.

7. Correspondence.

None

8. Health & Safety Review.

None

9. New Business.

9.1. Welcome returning Sables Spanish Rivers Library Board member.

Welcome back to Denise Trennaman.

9.2 Winter Maintenance Salt - Patrons are communicating that the walkways and parking lot are still slippery/slushy. Public works has been contacted. Ice melt is being used. It does not get rid of ice it turns it to slush. With Salt, it dissolves it. Additionally, the employees are responsible for shoveling the walkway. We need clarity if this is an employee responsibility or a maintenance crew.

Discussion:

Environmental considerations to consider with using salt vs ice melt. When comparing salt (typically referred to as "rock salt") to ice melt, the main advantage of salt is its lower cost, while ice melt generally performs better at lower temperatures, is less corrosive to surfaces like concrete, and can be safer for plants and pets, though it usually comes at a higher price point; both can damage surfaces if used excessively.

Salt (Pros):

- **Cost-effective:** Significantly cheaper than most ice melt options.
- **Readily available:** Easily accessible in most areas.
- **Quick initial melting:** Provides immediate traction on ice and snow.

Salt (Cons):

- **Limited temperature range:** Less effective at very low temperatures.
- **Highly corrosive:** Can damage concrete, metal surfaces, and vegetation over time.
- **Potential for environmental impact:** Can harm plants and contaminate waterways when runoff occurs.

Ice Melt (Pros):

- **Lower corrosive impact:** Generally, less damaging to concrete and other surfaces compared to salt.
- **Effective at lower temperatures:** Can melt ice in colder conditions than salt.
- **Pet and plant-friendly:** Some ice melt formulas are designed to be safer around pets and plants.

Ice Melt (Cons):

- **Higher cost:** Typically, more expensive than rock salt.
- **May require more frequent application:** Can sometimes melt slower than salt, requiring more frequent reapplication.

Conclusion: Continue to use Ice Melt until further notice.

ACTION: Kevin Burke will discuss with the Webbwood contractor regarding shoveling and the use of salt/ice melt.

9.3 Massey Custodian Recruitment

An employee is stepping down from the custodian role (Massey branch). CEO looking into locating someone 3 hours per week.

9.4 Staff WHMIS training

\$25 per staff member. Starts in March

10. CEO Monthly Report

10.1. Program/Events Update:

- In-Person Auction @Massey branch Update.
SSRPL Fundraiser Expenditures

Reported total raised: Auction + Book Bag Fundraiser - \$1633.00 + \$305.00 =

\$1938.00

1) Purchased (January 8th, 2025) Cricut Maker 3 Bundle + Everything Bundle + Cricut Access Subscription + the 3-yr extended warranty (for Massey branch) total = \$834.72

2) Purchased (January 9th) Vevor 15x15 8-in-1 Heat Press: \$346.61

3) Purchased (January 21st) Dell Latitude E5550 15.6-inch Laptop, I7-5600, 8 GB, 512 GB SSD from Around & About/Paperwork's Inc. - Andrew Vondette: \$316.39

4) Purchased (January 24th) Vevor 3 Tier Movable & Foldable Heat Press Stand with Wheels: \$155.03.

Total Spent: \$1,652.75

Total Remaining: \$305.

- Winter Clothing Drive Update

- Nanny McGhee Massey Playgroup - Two Library Board employees (Ruth and Angela) have temporarily replaced Nanny McGhee while she is off. It has been successful.

- Book Bag Fundraiser Update. The next plan is to do a mug fundraiser.

- Giggles 'n' Glue Craft Night & Adult Crafternoons Update. Also started an adult. Crafternoon.

Monthly membership fee starting Feb 8, 2025, at \$12.99 per month (excl. taxes)

10.2. New Webbwood Branch Librarian Update. Cloey Kirkham is the new branch librarian for parental leave replacement.

10.3. Board & Staff Christmas Gifts Update.

Christmas gifts are considered income. Taking it out of petty cash and purchasing gift cards.

Discussion: Review CRA's definition of gifts. Board members suggested that gift cards are not taxable to employees.

ACTION: The CEO to obtain details/clarification and bring them forward to the next meeting to review the process and motion.

11. Policy Review.

None

12. Monthly Financials

12.1. December 2024 Financials.

- Dec 15th - 6.54 - program supply (water)
- 70.67 - Snacks and treats for programming
- Dec 19 150 employee gift cards
- Dec 24 CC payment
- Dec 26th - AMAZON kids tablet monthly fee. Not being used so both of them have been canceled.
- Jan 22 Adobe monthly fee
- Amazon Prime membership
- Cricut Monthly Membership fee is \$14.68 starting February 8th, 2025.

Be it **RESOLVED** that the SSRPL Board accepts the December 2024 Financials for \$23, 212.34.

MOTION by Sue Christianson. **SECONDED** by: Denise Trenaman

CARRIED - 2025-02

12.2. Monthly Budget Tracking: December 2024.

Reviewed

12.3. 2025 Draft Budget Committee Update.

2025 Draft Budget Review & Approval

Reviewed.

Be it **RESOLVED** that the SSRPL Board approve the 2025 budget to be submitted to the township for their consideration.

MOTION by: Kevin Burke. **SECONDED** by: Kathy Moore.

CARRIED - 2025-03

13. Council Report.

- Winter Carnival Feb 22 - 23rd. Volunteers are still needed. Contact Lori Johnston.
- Township visitor Lisa Thompson Minister from Rural Affairs we received an Increase in funding (\$200,000).
- Internationally trained doctor coming for a visit. Our current physicians are commencing part-time hours in March.
- The government is securing 1.8 billion dollars to ensure all residents of Ontario have access to doctors and nurse practitioners.

14. Strategic Planning & Marketing.

None

15. Next Meeting.

February 24th, 2025 - 6:00 p.m. - ZOOM

16. Motion to Adjourn.

Be it **RESOLVED** that the SSRPL has Adjourned its meeting at 7:34 pm.

MOVED by Denise Trenamen

CARRIED - 2025-04

Chair/President: Ursula Robinson	Secretary: Jolie Bianchin
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**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

UPDATE - Post Public Meeting:

Attached is correspondence from Mr. Robert Halliday, OLS who provides information regarding the survey conducted on this property. This is in support of Mr. Martel's application for reduced setback.

Also attached is correspondence from Stewart Title indicating they will ensure coverage to Mr. Martel to satisfy the Order to comply by the CBO. Should the eaves need to be altered, this will be completed in a timely manner.

It is recommended that Council amend Resolution 2025-058 to remove the requirement of an additional survey. Council cannot require the adjacent landowner to obtain a survey as this application is presented by Mr. Martel. Any dispute over the property line will be a civil matter between the two property owners.

Since there is no agreement to provide a lot addition, it is recommended that Council make a decision on this file at this time.

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.

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.

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).
-

Circulation / Agency Consultation:

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

Attachments

- Correspondence – Tulloch/Robert Halliday – November 8, 2024
- Correspondence – Tulloch/Robert Halliday – February 20, 2025
- Correspondence – Stewart Title – March 5, 2025



Planners | Surveyors | Biologists | Engineers

November 8, 2024

Project No. 243096

Robert Martel
P.O. Box 1036
Massey, ON
P0P 1P0

RE: Survey Services for Boundary Survey: Part 1, Plan SR-214 and Part 1, Plan 53R-11494 Being Part of Lot 10, Concession 3, Township of Harrow; PIN 73424-0035

Dear Robert:

In accordance with your instructions, we are pleased to confirm completion of the field and office involvement essential in completing a boundary retracement of your property.

Throughout the project, information was obtained from historical records within our office and local surveyors offices, as well as title documentation held in the local Land Registry Office.

During the course of our field survey investigations on November 1st, 2024, the three survey monuments marking the corners of Part 1, Plan 53R-11494 were located and verified to be in their original positions. The monument along the west boundary of Part 1, Plan SR-214 was found but had obviously been bent so was not considered reliable as boundary evidence. Since this boundary was not of concern to you the monument was not re-established. The monument along the east boundary had been removed (we were told this had happened when the tree root it was located in was excavated, and the monument was unintentionally removed along with the tree root). While on site on November 1 the crew turned the angle shown on Plan 53R-11494 and placed two new monuments and a few wood markers along this boundary.

Upon their return to the office we reviewed the survey I had done on the same land in 2007 under Halliday Surveying project H8259. The sketch prepared for that project did not show angles or bearings but the AutoCad file from that field work indicated an angular difference of 13 minutes of arc as compared with Plan 53R-11494. Based on this more recent survey data the crew returned on November 4 to revise the survey monuments and wood stakes in accordance with that 2007 survey, which was considered to best evidence of the location for this boundary.

Tulloch also performed a survey of one of the nearby parcels in 2020, which found and measured to the NE corner of Part 1, Plan 53R-11494 as well as the remaining monuments for the parcel being surveyed at that time (PIN 73424-0028). Your neighbour who owns the parcel in between (PIN 73424-0027) contends that we should have measured from the monuments along the west boundary of PIN 73424-0028 and set his width over to properly re-establish the boundary between him and you. This would not be an appropriate way to re-establish this boundary however, because the older surveys in this area

appear to have been poorly done compared to modern standards and numerous and substantial differences in measurements have been identified by all surveys in the area, as far back in time as 1988 when Plan 53R-11494 was conducted. For instance, on Plan 53R-11494, OLS Keatley shows that although the plan which created this parcel indicates parallel sideline bearings, Keatley found the east boundary to be 12 minutes of arc different from the west boundary. For these reasons I believe that the angular measurement data from Halliday Surveying Project H8259 is the best available evidence for the east boundary of Part 1, Plan SR-214, and we have re-established it accordingly.

There are two sheds on your parcel that slightly overhang the boundary; the more northerly by 0.1m and the more southerly by 0.3m. The corner of the sleep camp (previously shown as a wood shed on the 2007 survey) is over the boundary by 0.8m. Your neighbour has two sheds close to the line: his most northerly is clear of the boundary and the SW corner of his more southerly shed is coincident with the boundary. He also has a brick retaining wall which meanders back and forth across the boundary by varying amounts.

This boundary survey has been completed in accordance with the Surveys Act, the Surveyors Act, and the regulations made under them, as well as Ontario legal precedent.

Thank you for the opportunity to provide you with this service, and should you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely yours,


Robert D. Halliday, O.L.S., C.L.S.
Project Manager



Planners | Surveyors | Biologists | Engineers

February 20, 2025

Project No. 243096

Robert Martel
P.O. Box 1036
Massey, ON
P0P 1P0

RE: Survey Services for Boundary Survey: Part 1, Plan SR-214 and Part 1, Plan 53R-11494 Being Part of Lot 10, Concession 3, Township of Harrow; PIN 73424-0035

Dear Robert:

In accordance with your instructions, we are pleased to confirm completion of the field and office involvement essential in completing a boundary retracement and plan of the east boundary of your property at Lacloche Lake. The field work was based on a previous field survey conducted for you on November 4, 2024.

The crew was on site again on February 5, 2025, and found and re-measured to the three survey monuments along the east boundary as well as to the NW corner of your land, and all measurements agreed well with those previously made. Measurements were then made to all buildings and other built-features in close proximity to the boundary of concern.

The dwelling, garage, cabin and two sheds are all located within the land held under PIN 73424-0035. However, the eaves of the dwelling extend across this boundary by 0.27m. The retaining wall in this vicinity (which is for the benefit of your land) is also partially located on the adjoining land to the east. Closer to the lake, there is a stone retaining wall which is associated with a mini-putt area belonging to your neighbour, and this retaining wall extends a small amount onto your land.

This boundary survey has been completed in accordance with the Surveys Act, the Surveyors Act, and the regulations made under them, as well as Ontario legal precedent.

Thank you for the opportunity to provide you with this service, and should you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely yours,

Robert D. Halliday, O.L.S., C.L.S
Project Manager



Scott Thompson
Claims Examiner
P : (416) 307-3300 ext. 4821
Fax : (416) 307-3305
Email: Scott.Thompson@stewart.com

February 26, 2025

SENT VIA EMAIL TO: rmid@vianet.ca

Robert and Francine Martel
100i Buckmilller Road #11
Massey, ON
P0P 1P0

Dear Mr. and Ms. Martel:

Re: Insured(s): MARTEL, Francine / MARTEL, Robert (the "Insured")
Address: 100i Buckmilller Road #11, Massey, ON
Policy No: O-7763 1594608 (the "Policy")
Claim Inquiry No: S024 0086493-24

In our letter to you dated January 10th, 2025 Stewart Title has confirmed coverage is available for the Order to Comply, order number OTC 2025-02 (the "Order"), for an the addition built without a permit.

As part of the investigation to resolve the issue and satisfy the requirements of the City, Tulloch, professional land surveyors, were retained to complete an up-to-date survey. The survey has confirmed that the dwelling, garage, cabin and two sheds are within your boundaries. However, the eaves for the dwelling extend across the boundary by 0.27m.

Stewart Title has confirmed coverage for satisfying the Order. Should the eaves need to be altered or removed, Stewart is committed to having it completed in a timely manner.

An adjusting company, Crawford and Company, have been assisting in resolving the claim. The survey and related information are being forwarded to Crawford and Company to have the necessary remediation completed to the satisfaction of the Municipality.

Sincerely,

Stewart Title Guaranty Company
Per:

Scott Thompson (signed electronically)

Scott Thompson
Claims Examiner

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-18

Being a Bylaw to Enter into an Agreement
with WSP Canada Inc. for Engineering Services
for Massey Medical Clinic Upgrades

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;

WHEREAS Section 10(2) of the Municipal Act, 2001, as amended provides that a municipality may pass bylaws relating to public assets of the municipality and the health, safety and well-being of persons;

AND WHEREAS it is deemed expedient to enter into an Agreement with WSP Canada Inc. for engineering services for the Massey Medical Clinic Upgrades project;

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 Clerk is hereby authorized to execute said agreement;

READ A FIRST AND SECOND TIME THIS 12th DAY OF MARCH, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 12th DAY OF MARCH, 2025.



MAYOR – K. BURKE



CLERK – A. WHALEN

WSP CANADA INC.
AUTHORIZATION FOR SERVICES

CLIENT: Township of Sables-Spanish Rivers	DATE: February 5 th , 2025
ADDRESS: 11 Birch Lake Road, Massey, Ontario, P0P 1P0	
CONTACT NAME: Anne Whalen	
EMAIL: awhalen@sables-spanish.ca	
PROJECT NAME: Community Health Centre (Massey Medical Clinic)	LOCATION: Massey, ON
AUTHORIZATION: CLIENT requests and authorizes WSP Canada Inc. having its head office at 1600 Rene-Levesque West, 16th floor, Montreal, Quebec, H3P 1P9 ("WSP") to perform the services specified in the following BASIC SERVICES and ADDITIONAL SERVICES ("SERVICES") in accordance with the terms and conditions of this Authorization for Services ("AGREEMENT").	
BASIC SERVICES: See attached proposal.	
ADDITIONAL SERVICES: N/A	
EXCLUDED SERVICES: See attached proposal.	
SCHEDULE: See attached proposal.	
COMPENSATION: CLIENT agrees to pay WSP for the performance of the Services on the following basis: Lump sum of \$16,500.00 + HST for Engineering Design and Tendering Services Lump sum of \$14,000.00 + HST for Contract Administration and Site Inspections	
PAYMENT: WSP will invoice CLIENT: <input type="checkbox"/> biweekly <input checked="" type="checkbox"/> monthly <input type="checkbox"/> other Pre-Billing of 100%, Payment Required Prior to Submission of the Sealed Drawings for SERVICES performed and CLIENT agrees to pay each invoice within thirty (30) days without holdback. Interest at the rate of one per cent (1%) per month (or the maximum rate allowed by law, if lower) will be charged on all overdue amounts. WSP may suspend the SERVICES and retain all documents prepared in connection therewith, after giving CLIENT five (5) days' written notice, until any overdue amounts have been paid in full.	
PROFESSIONAL RESPONSIBILITY AND LEGAL LIABILITY: <ul style="list-style-type: none">• Standard of Care. The standard of care applicable to the SERVICES will be the degree of care, skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time and place that the SERVICES are performed.• Professional Liability Insurance. WSP shall maintain throughout the term of this AGREEMENT Professional Liability Insurance with a limit deemed reasonable to WSP, insuring WSP's professional liability resulting from the performance of the SERVICES. WSP shall provide CLIENT with proof of such insurance upon written request.• Limitation of Liability. WSP's aggregate liability to CLIENT for claims arising out of this AGREEMENT or in any way relating to the SERVICES, will be limited to the total fees paid to WSP hereunder. In no event will WSP be liable for indirect or consequential damages including without limitation loss of use or loss of profits. These limitations of liability will apply, to the extent permitted by law and will extend to and include WSP's directors, officers, employees, insurers, agents and sub-consultants.	
OWNERSHIP OF DOCUMENTS: All drawings, plans, models, designs, specifications, reports, surveys, calculations and other data or documents which are prepared by or on behalf of WSP in connection with the SERVICES are and shall remain the property of WSP. WSP retains ownership of all patents, trademarks, copyrights, industrial or other intellectual property rights resulting from the SERVICES or from concepts, products, or processes which are developed or first reduced to practice by WSP in performing the SERVICES. The CLIENT will not use, infringe or appropriate such proprietary rights without the prior consent and compensation of WSP.	



TERMINATION:

This AGREEMENT may be terminated for convenience by either party on thirty (30) days' written notice. This AGREEMENT may also be terminated if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within five (5) business days of written notice and diligently complete the correction thereafter. On termination, WSP will be paid for all authorized SERVICES performed up to the termination date plus reasonable termination costs.

GOVERNING LAW:

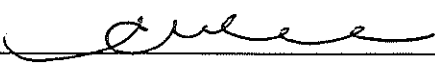
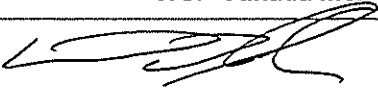
This AGREEMENT shall be governed by and interpreted in accordance with the laws of the Province where the SERVICES are performed by WSP.

ENTIRE AGREEMENT:

This AGREEMENT contains the entire agreement of the parties and supersedes all previous communications and negotiations between them relating to the SERVICES. If CLIENT issues a purchase order in connection with the SERVICES, the terms and conditions thereof do not supersede this AGREEMENT which shall prevail over such purchase order.

LANGUAGE:

The parties hereto acknowledge having required that this AGREEMENT be drawn up in the English language. *Les parties aux présentes ont demandé que la présente entente soit rédigée en anglais.*

Township of Sables-Spanish Rivers	WSP Canada Inc.
BY: 	BY: 
NAME: Anne Whalen, Clerk-Administrator	NAME: David Spacek, P.Eng., PMP



THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-19

Being a Bylaw to confirm the proceedings of the regular
Council Meeting held on March 12, 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, March 12, 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 12th DAY OF MARCH, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL
THIS 12th DAY OF MARCH, 2025.



MAYOR – K. BURKE



CLERK – A. WHALEN