

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

AGENDA

Council Chambers – 11 Birch Lake Road, Massey

REGULAR MEETING

APRIL 23, 2025; 6:30 p.m.

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

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

DELEGATIONS:

PUBLIC MEETINGS:

CONSENT AGENDA – Resolution to approve the following agenda items:

G1 - G3 – Bylaws:

BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:
Bylaw 2025-27 being a bylaw to adopt a Culvert & Entrance Policy
Bylaw 2025-28 being a bylaw to adopt a policy for Employee Working Conditions

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

REGULAR AGENDA **ACTION**

A	GENERAL GOVERNMENT	
A1	Letter from Minister Flack – Strong Mayor Powers	Disc/Information
A2	Senior of the Year	Resolution
A3	Transfers to and from Reserves and Reserve Funds	Resolution
B	PROTECTION TO PERSONS AND PROPERTY	
C	PUBLIC WORKS	
D	ENVIRONMENT, HEALTH AND WELFARE	
E	RECREATION, TOURISM AND CULTURE	
F	PLANNING	
F1	Consent File C-25-003; C-25-004 - RYAN	Resolution
G	BYLAWS	
G4	Bylaw 2025-29 – Adopt the Estimates and Strike the Rate of Taxation for 2025	
G5	Bylaw 2025-30 – Confirm Proceedings of Council	

CLOSED SESSION

OTHER BUSINESS

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-27

Being a Bylaw to Adopt an Entrance and Culvert Policy

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001 c. 25 as amended, states that the powers of a municipality shall be exercised by bylaw;

AND WHEREAS the Municipal Act, S.O. 2001, c. 25, Section 35, as amended, provides that a municipality may pass bylaws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it necessary and desirable to regulate the construction and alteration of entrances, private roads, or other facilities that permit access to Township roads and to provide for the issuing of permits related thereto, by adopting the Township of Sables-Spanish Rivers Culvert and Entrance Policy, attached hereto as Schedule “A” and forming part of this bylaw;

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


1. THAT the Culvert and Entrance Policy attached hereto as Schedule ‘A’ to this bylaw be adopted;
2. THAT this bylaw shall hereby repeal Bylaw 2017-31 and any other bylaw or resolution which is not consistent with this policy;
3. THAT this bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 23rd DAY OF APRIL, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 23rd DAY OF APRIL, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

	Corporation of the Township of Sables-Spanish Rivers	
	Document Title -	Culvert and Entrance Policy
	Department -	Public Works and Infrastructure
	Date Authored -	21 February, 2025
	Approval Level -	Council of the Township of Sables-Spanish Rivers
	Date of Approval -	April 23, 2025
	Revision Date -	
	Bylaw No. -	2025-27

Policy Statement:

This policy has been established to ensure that the following criteria have been considered and assessed for all new entrances or alterations to existing entrances within the Township of Sables-Spanish Rivers.

- 1) Protection of the public through the orderly control of traffic movements onto and from Municipal roads.
- 2) Maintenance of the traffic carrying capacity of the Township Road network.
- 3) Protection of the public investment in Township Road facilities
- 4) Minimizing Township expenditures on maintenance of private entrance ways.
- 5) Providing legal access onto Township roads from adjacent private property.
- 6) Ensuring that 911 Number are assigned to all new entrances.

Legislative Authority:

Section 35 of the Municipal Act, 2001 c. 25, as amended, provides that a municipality may pass bylaws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway.

Policy:

1. Establishment of New Entrance:

No persons shall construct or alter or cause to be constructed or altered any private road, gate or other structure or facility that permits access to any municipal road, unless such access has been approved by an authorized officer as evidenced by the issuance of an access permit by the Township of Sables-Spanish Rivers.

2. Location of Accesses

The Township may restrict the placement of an access onto the Township Road in the interest of public safety. New accesses must be located so as to provide:

- (a) no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- (b) favourable vision, grade, and alignment conditions for all traffic using the proposed access to the Township Road.

In general, new entrances **will not be permitted** at the following locations:

- (a) along a lane which is identified for the purpose of an exclusive vehicular turning movement.
- (b) in close proximity to intersection.
- (c) within daylight triangles at intersections.
- (d) where the following minimum sight distance requirements are not met.

3. Speed Limit

Minimum Sight Distance

40 km/hr	70 metres
50 km/hr	135 metres
60 km/hr	165 metres
70 km/hr	180 metres
80 km/hr	200 metres
90 km/hr	210 metres

4. Design Standards

Entrance Grade:

The finished surface of the access must drop away from the edge of the highway driving surface at a slope of not less than 2% to at least the edge of shoulder rounding.

Type 1 - Field Entrance:

Shall be surfaced with at least 150 mm (6") pit run gravel (Gran. "B"), and where a culvert is required, its length must be sufficient to provide a 1:1 slope up from the ditch invert to entrance width of 6.0 metres.

Type 2 - Residential / Farm Entrance:

Shall be surface with at least 150 mm (6") crushed gravel (Granular" A"), and where a culvert is required, its length must be sufficient to provide a 1:1 slope up from the ditch invert to an entrance width of 6.0 metres.

Type 3 - Commercial / Industrial Entrance:

Shall be surfaced with hot-mix asphalt and where a culvert is required its length will be dictated by the entrance design which will be site specific having regard for number and type of vehicles expected to utilize the entrance.

Curbs and/or Headwalls:

No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

Maintenance of Entrances:

Property owners having access to a Township Road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the highway in a safe condition for vehicular traffic.

A culvert installed under the terms of the access permit shall become the property of the Township upon acceptance of the work and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the Township.

Curb and Gutter:

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a curb cut at the entrance location if required. The existing curb shall be removed and replaced using material acceptable to the Supervisor of Public Works or altered in accordance with the Supervisor of Public Works' requirements. The area between the curb and sidewalk is to be paved with hot-mix asphalt, concrete or paving stones in accordance with the Supervisor of Public Works' requirements. If there is no sidewalk, the entrance is to be paved a distance of 2 metres behind the curb.

5. Number and Width of Accesses:

(a) It will be the policy of the Township Roads Department to limit the width of accesses to discourage the construction of entrances wider than required for the safe and reasonable use of the entrance.

(b) Limit the number of accesses to a property and in general conformity with the following:

- Residences – one per property
- Farm Buildings – one per farm

- Farm Entrance – minimum one field entrance per farm with additional field entrances where natural obstructions within the field prevent reasonable access across the field
- Commercial/Industrial Entrance – two with a minimum spacing of 30 meters between entrances

- (c) **Exceptions:** Two entrances will be allowed for residential lots in the following circumstances:
1. Corner lots;
 2. Through lots;

Definitions:

1. Corner Lot means a lot situated at the intersection of, or abutting upon, two or more public roads, provided that the angle of intersection of such streets is not more than 135 degrees;
2. Through Lot shall mean a lot bounded on two opposite sides by a street. If any lot qualifies as being both a “Corner Lot” and a “Through Lot”, as herein before defined, such lot shall be deemed a “Corner Lot” for the purpose of this By-law.

6. Culvert Pipe:

If a culvert pipe is required it will be the responsibility of the landowner to supply the pipe at their cost. The Supervisor of Public Works will determine what size and length of pipe and specifications are required.

7. Cost Recovery:

Property owners are encouraged to install their own entrances including necessary drainage systems. Approval for installation is required PRIOR to any work commencing. Work completed that is not at the required standard will be brought to the necessary standard by the Public Works department. Work completed by the Township will be billed back to the property owner at actual cost.

Fees and charges associated with provision of materials, equipment costs, and any associated labour will be billed to the property owner at a full cost recovery rate.

8. Cancellation of Permit:

Where the entrance has not been constructed and accepted by the Township within six (6) months of the date of the Permit, then the Permit shall be null and void.

9. Unauthorized Access:

The Supervisor of Public Works is authorized to remove any unauthorized access to the road allowance and restore the road allowance to original state

Bylaws or Policies Repealed:

Bylaw 2017-31 Entrance and Culvert Policy

SCHEDULE "A"

APPLICATION FOR A NEW ENTRANCE
(Includes modifications to an existing entrance)

DATE: _____

NAME OF APPLICANT: _____

MAILING ADDRESS:

TELEPHONE:
Res: _____
Bus: _____

Location of Proposed Entrance:

Road / Street, Nearest street address or 911 Marker

- Include a sketch of proposed entrance including (use additional paper if required);
- Approx. total length of frontage (also show buildings).
 - Any other entrances to property.
 - Distance between existing and proposed entrances including any nearby entrances on other properties.
 - Other features: i.e. intersections, curves, etc.

Township of Sables-Spanish Rivers
ENTRANCE PERMIT

Authority is granted to _____ of
Owner / Applicant

Address Postal Code Telephone

to construct a _____ entrance to serve
Type

Lot _____ Concession _____ Township of _____ or

Lot _____ Registered Plan No. _____ Town/Village/ Township _____

on the _____ side of the Township

Requirements for the Entrance:

Top Width _____m Surface Type _____

Length of Pipe _____m Diameter of Pipe _____ mm

Special Conditions: _____

Date of Issue: _____

Entrance Approval:

Date of Approval: _____ per _____
Supervisor of Public Works
Township of Sables-Spanish Rivers

FOR MUNICIPAL USE ONLY

CHECK: Does the installed entrance meet municipal standards for construction and sight lines?

YES ☐ No ☐

Installation by: Owner ☐ Municipal Staff ☐

Installation or Correction by Township (Installation at request of Property owner)

Item	Description	Quantity	Unit	Unit Price	SubTotal	HST	Billable Total
Culvert (size)	Corrugated Steel		m				
	HDPE Pipe		m				
Couplers			each				
Aggregate	"A" Type		m ³				
	"B" Type		m ³				
Equipment	Backhoe		hrs				
	Tandem Truck		hrs				
	Loader		hrs				
	Pickup Truck		hrs				
Labour	PW Supervisor		hrs				
	PW Operator		hrs				
Other							

Total Billable: _____

FOR INTERNAL USE ONLY

APPLICATION DATE (MM/DD/YYYY)				PERMIT VALID UNTIL (MM/DD/YYYY)				APPLICATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED, by			
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	PRINT		SIGNATURE	
LABOUR COSTS <input type="checkbox"/> PD				EQUIPMENT COSTS <input type="checkbox"/> PD				MATERIAL COSTS <input type="checkbox"/> PD			

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NUMBER 2025-28

Being a By-law to Provide a Policy Outlining the
Working Conditions for the Employees of the
Corporation of the Township of Sables-Spanish Rivers

WHEREAS Section 10 of the Municipal Act, 2001 as amended provides for bylaws to be passed respecting matter of governance;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to provide a policy respecting the working conditions for the employees of the Corporation of the Township of Sables-Spanish Rivers;

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


1. THAT the Working Conditions Policy is hereby adopted and attached hereto as Schedule ‘A’ to this By-law;
2. THAT this bylaw shall repeal Bylaw 2020-09 and any other bylaw or resolution which is inconsistent with this bylaw;
3. THAT this By-law shall be effective January 1, 2025.

READ A FIRST AND SECOND TIME THIS 23rd DAY OF APRIL, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 23rd DAY OF APRIL, 2025.

MAYOR – K. BURKE

CLERK – A.WHALEN

	Corporation of the Township of Sables-Spanish Rivers	
	Document Title	Working Conditions for Employees Policy
	Department-	Administration
	Date Authored	March 31, 2025
	Approval Level	Council of the Township of Sables-Spanish Rivers
	Date of Approval	April 23, 2025
	Revision Date	
	Bylaw No.	2025-28

1. DEFINITIONS

For the purpose of this Policy:

Clerk shall mean the Clerk-Administrator of the Corporation of the Township of Sables-Spanish Rivers

Council shall mean the Council of the Corporation of the Township of Sables-Spanish Rivers

Department Head shall mean the Clerk-Administrator, Treasurer, Public Works Supervisor, Recreation Coordinator, Fire Chief, Massey Medical Clinic Office Manager, Chief Building Official

Employee shall mean Employees of the Township

Employee, Casual shall mean an Employee who is employed on an ‘as needed’ basis

Employee, Grant shall mean an Employee who is employed by eligibility in a subsidized and sponsored program

Employee, Permanent Full-Time shall mean an Employee who has been designated by Council as a Permanent Full-Time Employee and who is employed continually year-around on a regular working day basis

Employee, Permanent Part-time shall mean an Employee who is normally employed for a specified number of hours each week on a continuous basis

Employee, Seasonal shall mean an Employee who is employed to provide services of a seasonal nature

Employee, Student shall mean an Employee who is hired to perform work on a seasonal basis during a specific time period and who is registered to return to school

Employer shall mean the Council of the Corporation of the Township of Sables-Spanish Rivers hereinafter also referred to as the Township

Township shall mean the Corporation of the Township of Sables-Spanish Rivers

2. IMPLEMENTATION

- a) Every Employee presently on staff of the Township and all those hereafter hired shall be covered by this policy.
- b) In the event that there is contradiction between this Policy and Provincial or Federal Government legislation or regulation, those of the Provincial or Federal levels of government shall prevail.
- c) Notwithstanding Section 2(a) of this Policy, Employees who are employed under signed agreements or contracts with the Township shall be subject to the terms of their respective agreements or contracts. Matters not addressed within the terms of these contracts shall be consistent with this Policy.

3. CONDUCT

- a) The mutual interest of the Township and Employees towards the achievement of sound and efficient administration of the affairs of the Township shall be observed at all times. The Township expects of all its Employees the highest standard of ethics and personal integrity in the execution of their duties.

- b) It shall be the responsibility of the respective Department Heads to oversee and give guidance as may be deemed necessary or as otherwise may be directed by Council in an effort to maintain this condition.
- c) All Employees shall maintain confidentiality of all Township business. Should any Employee breach this requirement, disciplinary action may be implemented by their respective Department Head.

4. OBJECTIVES

The Council of the Corporation of the Township of Sables-Spanish Rivers intends to maintain order, discipline and efficiency and to enforce rules and regulations governing the conduct of Employees which rules and regulations are primarily designed for the safety and welfare of its Employees, the economy of its operations, the protection of the Township and the welfare of the public.

5. RECOGNITION

The Employer hereby provides for the recognition of the Employees through the office of the Clerk who shall present to Council all employee matters presented in writing for the attention of the Council.

6. PROBATIONARY PERIOD

Generally, all new Employees who are hired to fill Permanent positions shall serve a probation period of six (6) months. At the end of the six (6) months' probation period, the performance of the probationary Employee shall be reviewed by the appropriate Department Head who shall provide a recommendation to Council. Council shall have the final decision regarding the status of the Employee.

7. HOURS OF WORK

Hours of work shall be identified in each job description.

The Administrative staff shall be entitled to a one-hour lunch break and one 15-minute break in each half of the shift of work.

All Public Works Employees shall be entitled to a 30-minute lunch break and one 15-minute break in each half of the shift worked under normal working hours.

The Medical Clinic staff that work 30 hours per week or more shall be entitled to a 30-minute lunch break and one 15-minute break in each half of the shift worked under normal working hours.

All Parks & Recreation staff shall be entitled to a 30-minute lunch break and one 15-minute break in each half of the shift worked under normal working hours.

The option to work through or shorten any of these breaks on a continuous basis to allow for shorter work shifts is not permitted.

All Employees shall be required to complete daily time sheets, which shall be approved by their respective Department Heads and submitted to the administrative office for payroll purposes on a weekly basis.

8. OVERTIME

- a) Overtime shall be divided as equally as possible among the Employees in each department who normally perform the work. Such overtime shall be given to Permanent Employees before Casual or Seasonal Employees are considered.
- b) Unless otherwise stated, hourly rated Employees shall be paid time and one half for all overtime worked in excess of 40 hours per week. Full-time hourly rated Employees shall have the option of receiving monetary remuneration or banked overtime to a maximum of 40 hours with any overtime in excess of 40 hours being paid out. The Employee shall indicate his/her preference on their respective time sheets which shall be submitted to the payroll department weekly. Banked overtime shall only be taken with the mutual consent of the Employee and Department Head concerned.
- c) Salaried Employees who work in excess of their normal weekly hours may receive time off for any excess time worked at the rate of one hour for each hour of overtime worked. Overtime shall commence after the first 15 minutes of time worked in excess of the normal work day. Such time off shall only be taken with the mutual consent of the Employee and Department Head concerned.

- d) Salaried Employees may acquire a maximum of 40 hours of accumulated banked overtime. In the event that it becomes necessary to accumulate overtime in excess of the maximum of 40 hours, the affected Employee shall be required to take this time off within two weeks of the overtime being earned. Banked overtime shall begin to accumulate no sooner than after the first quarter hour worked beyond the normal workday hours.
- e) Part-Time, Seasonal, Casual, or Student Employees shall be paid for any overtime in excess of 40 hours in a week. These Employees shall not be permitted to bank overtime.
- f) Overtime for call-outs on regularly scheduled days off shall be in accordance with the most current Employment Standards legislation.
- g) Notwithstanding the above, in the event of a declared emergency, Employees who are required to work in excess of their normal working hours shall be remunerated at the rate of one- and one-half times their normal rates of pay.

9. DEDUCTIONS FOR ABSENCE

For absences from duty other than approved absences, deduction shall be made by the Township from the Employee's wages or salary for the number of hours absent.

10. LATE

Employees late without just cause may, upon review by the proper Department Head have such lateness subject to pay deduction, if so warranted. Lateness may also include progressive disciplinary action up to and including termination.

11. LICENSING AND CREDENTIALS

Employees shall be required to maintain any licenses or credentials necessary in the performance of their duties throughout the duration of their employment with the Township. The loss of such licenses or credentials may result in termination should such loss result in the Employee being unable to perform his or her regular duties.

12. EMPLOYEE BENEFITS

- a) All Permanent Full-Time Employees shall be provided with health and insurance coverage as provided by the most current benefit carrier as approved by the Township. All associated costs shall be fully paid by the Township. The following benefits not included in group insurance benefits will be self-funded by the Township for employees, qualifying spouses and qualifying dependents:
 - i) Vision Care – employees are required to submit eligible receipts for reimbursement to a maximum of \$200 for eyeglasses once every two years;
 - ii) Orthodontics – employees are required to submit eligible receipts for reimbursement to a maximum lifetime amount of \$1,500 per qualifying individual.
- b) Benefits relating to the retirement of Employees shall be provided by the Township consistent with the Township of Sables-Spanish Rivers By-law #16-98 respecting OMERS and By-law #94-04 of the former Town of Massey respecting contributions to a Group RRSP. By-law #94-04 shall cover only those Employees who were subject to this by-law prior to July 1, 1998. The Township shall continue contributions for any Employee covered by By-law #94-04 while on Weekly Indemnity or Pregnancy/Parental Leave only on the condition that the Employee continue his/her regular contributions. The Township shall provide all other benefits as required by Provincial statute.
- c) For Employees not actively at work due to a disability, Extended Health Care and Dental Care benefits will terminate twenty-four (24) months following the employee's last workday prior to going on disability, or age 65, whichever comes first. If premium contributions are required by the employee, continuation of Extended Health Care and Dental Care benefits are conditional upon the employee continuing to remit their share of premiums by the 1st of each month. Any failure to remit premiums will result in coverage being terminated. The Township may, at its sole discretion, decide upon the following: modification of this Plan, including the reduction of benefits; introduction of new plans; selection of carriers; funding arrangements; cost sharing arrangements; and benefits to be provided.

13. SAFETY CLOTHING ALLOWANCE

After the completion of the probationary period, all Permanent Full-Time Employees who are required to wear safety footwear or clothing in the performance of their duties will be given, upon proof of purchase, an allowance of up to \$200.00 every year from the date of the last purchase receipt. Footwear must be C.S.A. approved.

14. DRESS CODE

The Township of Sables-Spanish Rivers requires that employees dress neatly and appropriately at all times, and that they maintain adequate personal hygiene. As representatives of the Township, it is important that employees maintain a professional image. All employees must adhere to the dress code with the exception of Volunteer Firefighters.

General Guidelines

The Township urges employees to use common sense and sound judgment when it comes to selecting their work attire. When in doubt, refer to the conservative and formal side. The following are a few broad guidelines to follow:

- All clothing should be clean, ironed and in good shape. Employees should refrain from wearing clothes that have tears, rips or holes, even if it is the current fashion.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and ratepayers remain positive and pleasant.
- Work clothes should be professional, which means that they should not be too revealing or casual.

In general, the dress code for any office or administrative staff is “business casual”. Business casual attire includes slacks, skirts, blouses, and collared shirts.

Public Works and Parks & Recreation staff are allowed to wear more casual attire, such as jeans, and should also make use of coveralls provided by the township when performing maintenance. Shirts, t-shirts or sweatshirts should not be visibly stained, ripped or torn. Adherence to Health & Safety guidelines is also required (ie. safety vests, hard hats, etc.)

Medical Clinic staff may wear “scrubs” but should not be ripped or torn or visibly stained.

15. DISCIPLINARY ACTION

- a) It is expected that whenever an Employee is to be disciplined for any reason, the Employee so affected will be disciplined pursuant to this Section by his or her Department Head with assistance of the Clerk if requested.
- b) In the event that discipline becomes necessary, the following process is to be followed:
 - i) The appropriate Department Head shall investigate the alleged infraction.
The Department Head shall meet with the Employee to discuss the alleged infraction in specific terms. The Employee shall be encouraged to provide his or her perspective on the matter.
 - ii) After a full investigation and upon determining that an infraction is deemed to have occurred, the Department Head shall address the Employee in writing advising of the disposition of the investigation, providing a copy to the Clerk to be placed in the Employee’s file.
 - iii) If discipline is to be applied, the level and type of discipline will follow if further infractions occur. A copy will be sent to the Clerk for inclusion in the Employee’s file. Levels of discipline resulting in suspension or termination shall be brought to the attention of Council who shall review the infraction and the recommendations of the Department Head and shall determine the course of disciplinary action to be taken.
 - iv) Written advisement of the discipline applied shall be hand delivered to the Employee in a meeting held by the Department Head and Clerk (if requested). When impossible to hand deliver the letter, it shall be sent to the Employee’s last known address via registered mail.
 - v) In the event that discipline of a Department Head becomes necessary, the Clerk-Administrator and the Mayor or Committee Chair of the applicable department shall commence the disciplinary action process. Levels of discipline resulting in suspension or

termination shall be brought to the attention of Council who shall review the infraction and determine the course of disciplinary action to be taken.

- vi) The following levels of discipline are to be considered as guidelines only. Each disciplinary situation will be dealt with on a case by case basis and the appropriate level of discipline will be decided upon at that time. Infractions occurring subsequent to the first infraction need not necessarily be infractions of the same nature to warrant subsequent levels of disciplinary action. All copies of documentation shall be filed in the Employee’s personnel file.

First Infraction:	Verbal warning
Second Infraction:	Letter of warning
Third Infraction:	One day suspension without pay
Fourth Infraction:	Termination

- vii) Notwithstanding the above, in the event that any Department Head has reason to believe that an Employee under his/her supervision is under the influence of alcohol or any illegal substance at any time while performing his/her duties, the Employee shall be immediately suspended without pay.
- viii) Any Employee subject to discipline may request a hearing by Council if he/she believes that the discipline is not warranted. The hearing shall take place in closed session at the next scheduled Council meeting or as soon thereafter as practical.

16. TERMINATION

The termination practices of the Township will be in accordance with the most current Employment Standards legislation.

17. HARASSMENT IN THE WORKPLACE

The Employer believes that all Employees shall be able to work in a safe and healthy workplace and has made every effort to eliminate or minimize the rise to employees of bullying, harassment and violence in the workplace by adopting Bylaw 2016-31, a Policy for Bullying, Harassment (including sexual harassment) and Violence in the Workplace. Any incidents of harassment or violence and subsequent actions shall be consistent with this policy.

18. TRAINING AND DEVELOPMENT

- a) The Township will promote training and development opportunities for all Employees. Employees may request through their Department Head to participate in courses, conferences and other training opportunities that relate directly to the Employee’s present job responsibilities. Employees shall pay for any course registration or tuition costs, accommodations, meals and mileage required. Upon satisfactory completion of the course and submission of applicable certification, the Township shall reimburse approved costs. This excludes tips/gratuities and alcohol. Department Heads shall have regard for departmental budgeted amounts. Reimbursement of any approved expenses shall be upon written and signed statement of the affected Employee and the statement of expenses shall be accompanied by appropriate receipts for expenses incurred.
- b) From time to time Council or the Department Head may require an Employee to participate in training initiatives or may require an Employee to upgrade skills or qualifications to allow the Employee to remain a productive asset to the municipality despite changes in technology, equipment or procedures. A reasonable timeframe may be determined in which the Employee will be required to provide evidence that he/she has successfully completed the required training program and has acquired the appropriate certification or credential. This required training and development shall be paid by the Township.
- c) Where an Employee wishes to undertake post secondary education through a degree or diploma program, he/she shall submit this request in writing through the office of the Clerk for consideration by Council.

19. MEMBERSHIPS

The Township will pay annual membership fees to municipally related associations for Permanent Full-Time Employees who have successfully completed the appropriate educational requirements and where membership in such associations provide benefit either to the municipality or to the Employee in the conduct of his/her job responsibilities.

20. MILEAGE

- a) Mileage relating to travel to conduct municipally related business shall be paid at a rate consistent with the Council Remuneration Policy.
- b) Mileage shall be paid upon approval of the respective Department Head for Employees who use their personal vehicles for municipally related business both within and outside of the municipality. Payment for out-of-town mileage shall commence at the Township office.

21. PUBLIC HOLIDAYS

- a) The following days will be deemed as Public Holidays with pay to all Permanent Full-Time Employees
 - 1. New Year’s Day
 - 2. Family Day
 - 3. Good Friday
 - 4. Easter Monday
 - 5. Victoria Day
 - 6. Canada Day
 - 7. Civic Holiday (first Monday in August)
 - 8. Labour Day
 - 9. Truth & Reconciliation Day
 - 10. Thanksgiving Day
 - 11. Remembrance Day
 - 12. Christmas Day
 - 13. Boxing Day
 - 14. Any other day proclaimed as a public holiday by the Employer, Provincial or Federal Government
- b) All permanent full-time employees shall receive one day off with pay in lieu of a Christmas Bonus. The day shall be selected by the Clerk-Administrator in consultation with Department Heads and shall be taken no earlier than December 20th of any given year, and no later than January 31st of the immediately following year.
- c) All Part-Time, Seasonal, Casual or Student Employees shall receive Public Holiday pay on all Provincial or Federal Government public holidays pursuant to the Ministry of Labour’s Employment Standards.
- d) Where any of the above-mentioned holidays falls other than on a regular working day, the Employee shall be paid his/her regular rate of pay for the day or allowed one day off in lieu of such day, to be determined by mutual consent between the Employee and Department Head.
- e) If in a vacation period, a Statutory Holiday should fall, an extra day for each Statutory Holiday shall be allowed.

22. VACATIONS

- a) An Employee who has been continually employed for one full year and who has been designated as a Permanent Full-Time Employee shall take vacation off at a time which is mutually satisfactory to the Employee and Department Head. On subsequent years, January 1st shall be deemed as the anniversary date for purposes of vacation entitlement.
- b) Vacation eligibility shall be on the following basis:
 - After one year of service - 15 working days
 - After five years of service - 20 working days
 - After ten years of service - 25 working days
 - After fifteen years of service - 30 working days
 - After twenty years of service - 35 working days
- c) Vacations will not be allowed to accumulate from one year until the next. All current year vacation time shall be used by December 31st of that year or shall be paid out. Where an Employee has been requested by the Department Head to postpone the vacation, such vacations shall be allowed to accumulate into the next year until March 31st.
- d) In the event that a conflict arises whereby two or more Employees request the same vacation time and the Department Head determines this not to be appropriate to maintain effective and efficient operation of the department and when this conflict cannot be resolved mutually, the Employee with the greater length of seniority shall be entitled to his/her first choice of vacation time to a maximum of three (3) weeks.
- e) A Vacation time register shall be established for each Employee and maintained by the Payroll Department.

23. SICK LEAVE

- a) All Permanent Full-Time Employees shall be given twelve days of sick leave with pay per year. Sick leave days cannot be carried forth beyond December 31st of each year.
- b) Sick leave shall be used in case of sickness, injury or medical appointments of the Employee other than for workplace related accidents. After more than five (5) non-consecutive days are taken during the year and if the Employee's Department Head is of the opinion that the days off were for reasons other than those stated in this Section, the Department Head may request the Employee submit in writing a statement as to the reason for the absence.
- c) If an Employee is off for three (3) consecutive days or more, the Department Head may request a doctor's certificate. Upon such request, the doctor's certificate must be submitted within three working days of returning to work.
Employees off for more than ten (10) consecutive days shall be required to submit to their Department Head upon return to work a written statement from their doctor stating that they are recovered sufficiently to perform their normal duties.
- d) Employees shall notify their Department Head as early as possible if they are unable to report for work.
- e) A sick leave register shall be established for each Employee and maintained by the Payroll Department.
- f) Nothing in this Section shall take the place of or supersede the Weekly Indemnity and Long-Term Disability benefits as provided by the Township's benefit provider.
- g) Nothing in this Section authorizes any unused sick days to be paid out upon retirement or termination.

24. SAFETY

- a) It shall be the responsibility of respective Department Heads to ensure that all Employees under his/her supervision are given appropriate safety training prior to commencing his/her duties.
- b) All Employees shall be responsible to work in a safe manner wearing appropriate safety equipment and shall comply with applicable Provincial legislation and all Township Health and Safety Policies and Guidelines. Employees who fail to do so shall be subject to the disciplinary procedure as outlined in Section 14 of this Policy.
- c) Employees off for any work-related injury must submit a doctor's certificate prior to being allowed to return to work.

25. OTHER ABSENCES

Council may grant a Permanent Full-Time Employee an unpaid leave of absence for up to six consecutive months. The Employee may be retained on the Employee benefit/pension plan if the Employee pays all insurance premium costs to the Township to remain so.

26. TIME OFF WITH PAY

Notwithstanding any of the provisions of this policy, Council reserves the right to grant any Employee time off with pay upon application of the Employee in writing to Council.

27. BEREAVEMENT

Three (3) working days will be allowed for each bereavement involving members of the immediate family. Members of the immediate family shall be interpreted to be mother, father, spouse, children, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, grandfather, spouse's grandmother, spouse's grandfather.

An additional leave shall be allowed without pay upon request of the Employee.

28. JURY DUTY

- a) Permanent Full-Time Employees or Permanent Part-time Employees who are called to serve as jurors or are subpoenaed as witness in proceedings shall be granted a leave of absence for such purposes. On completion of their service, the Employee shall present to their Department Head a certificate indicating such service.
- b) Permanent Full-Time Employees or Permanent Part-time Employees shall be paid their full salary or wage for the period of service provided that they pay over to the Treasurer of the Township the full amount of monies received for this purpose. This does not include monies received for expenses related to this service including but not limited to meals, accommodation, parking, travel expenses.

29. VOTING

Employees' rights for time off for voting shall be in accordance with the appropriate Federal or Provincial legislation.

30. PREGNANCY/PARENTAL LEAVE

- a) Employee rights for pregnancy/parental leave will be in accordance with Provincial legislation.
- b) The Township will maintain Employees on the Township benefit package at no cost to the Employee for the duration of the pregnancy/parental leave. Notwithstanding the foregoing, Employees shall be subject to provisions as stated in Section 12 of this policy respecting RRSP contributions. OMERS provisions shall apply with respect to Employees contributing to the OMERS pension plan.
- c) Pregnancy/Parental leave will not affect the Employee's accumulation of seniority.

31. LENGTH OF CONTINUOUS SERVICE

- a) An Employee's length of continuous service shall commence from the date of appointment or date of hire on which an Employee commences a period of unbroken full-time service with the Township.
- b) Continuous service shall be deemed to have terminated if
 - (i) an Employee resigns or retires or
 - (ii) an Employee is dismissed unless such dismissal is reversed.

32. JOB SECURITY/REDUNDANCY

- a) In the event that it becomes necessary to release an Employee by virtue of budgetary restraints, shortage of work, technological change or the elimination of a position, a determination will be made by the Council as to the number of positions affected within the particular Department.
- b) The following factors will be considered when determining the Employee or Employees to be released. An Employee shall not be released while there is an Employee:
 - i) who occupies the same position in which the Employee has served during his/her length of continual employment and for which he/she is qualified, and
 - ii) who has similar qualifications, and
 - iii) who has a shorter length of continuous service with the Township.
- c) A notice of release, with a copy to the Department Head shall be sent to the Employee who is to be released.
- d) Upon release, the Employee shall receive severance pay in accordance with Provincial legislation or as otherwise determined by Council.
- e) Where an Employee is released for redundancy reasons and is rehired by the Council within one year, the probationary period for the Employee shall be waived and the Employee's seniority will be re-instated.

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: April 23, 2025
AGENDA GROUP: A
DEPARTMENT: Council & Administration
AUTHOR: Anne Whalen
SUBJECT: Strong Mayor Powers

BACKGROUND:

On April 9, 2025, the Ontario Government announced that it will be expanding strong mayor powers to the heads of council of an additional 169 municipalities effective May 1, 2025. This represents single and lower tier municipalities with municipal councils of six members or more.

This change will be made through a regulatory amendment to O. Reg. 530/22 which was available for comment until April 16. Unlike previous expansions of the regulation, it does not appear that municipalities will be required to commit to a housing pledge in order to be granted the powers.

While the government continues to justify the expansion of strong mayor powers as a tool to build housing, there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers.

Alternatively, AMCTO's research indicates that strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership.

A number of municipalities are urging the Provincial Government to amend the regulation or defer the decision to allow for greater clarity and collaborative input from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).

RELATED POLICY:

None

STRATEGIC PLAN:

Goal – Effective Municipal Governance

Strategic Direction – Focus on enhanced communication with residents and promote transparency of municipal operations.

Action Item – n/a

BUDGET IMPLICATION:

n/a

RECOMMENDATION(S)/OPTIONS:

See attached.

ATTACHMENTS:

Letter from Minister Flack

DRAFT RESOLUTION:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation on May 1, 2025, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets, planning and operational decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminish the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers;

1. Does not support the proposed strong mayor powers as currently outlined;
2. Supports specific powers to mayors as it pertains to identifiable decisions regarding housing, development, infrastructure and transit to provide tools that reduce obstacles that can stand in the way of new housing and infrastructure developments;
3. Strongly suggests that free reign of decision-making regarding hiring, firing, committees and so forth be removed from the proposed authority;
4. Strongly suggests that members of current Council were duly elected officials by citizens with the awareness of one vote per council member and majority votes are the democratic process;
5. Requests that the Provincial Strong Mayor Powers proposed to take effect on May 1, 2025, be deferred to allow for greater clarity and that the Province seek collaborative input from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO);
6. Directs staff to forward this resolution immediately to Minister Flack, Premier Ford, MPP Bill Rosenberg, the Association of Municipalities of Ontario (AMO), and the Rural Ontario Municipal Association (ROMA).



April 9, 2025

Dear Head of Council:

To further support municipalities in delivering much-needed housing and other provincial priorities, I am pleased to inform you that our government intends to expand strong mayor powers to your municipality.

Following previous expansions, we have seen strong mayors put these transformative powers into action to support growth, from proposing budgets to setting up organizational structures to proposing by-laws to help advance provincial priorities such as building more homes and constructing and maintaining infrastructure to support housing.

Our government's expectation is that you will make use of these powers in a similar way, supporting provincial priorities that will help our province and our communities grow. These priorities include supporting the construction of new homes, economic development and building infrastructure that supports community growth, including housing-enabling infrastructure like water and wastewater infrastructure, as well as roads, highways, transit and more.

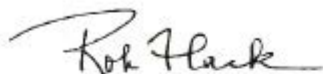
Heads of council in strong mayor municipalities can:

- Choose to appoint the municipality's chief administrative officer.
- Hire certain municipal department heads, and establish and re-organize departments.
- Create committees of council, assign their functions and appoint the Chairs and Vice-Chairs of committees of council.
- Propose the municipal budget, which would be subject to council amendments and a separate mayoral veto and council override process.
- Veto certain by-laws if they are of the opinion that all or part of the by-law could potentially interfere with a provincial priority, such as housing, transit and infrastructure.
- Bring forward matters for council consideration if they are of the opinion that considering the matter could potentially advance a provincial priority.
- Propose certain municipal by-laws if they are of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at 437-996-2487 or tanner.zelenko@ontario.ca.

Please accept my best wishes.

Sincerely,

A handwritten signature in black ink that reads "Rob Flack". The signature is fluid and cursive, with the first name "Rob" and last name "Flack" clearly distinguishable.

Hon. Rob Flack
Minister of Municipal Affairs and Housing

c: Robert Dodd, Chief of Staff
Martha Greenberg, Deputy Minister
Caspar Hall, Assistant Deputy Minister, Local Government Division
Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations
Division
Municipal Clerk and Chief Administrative Officer

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: April 23, 2025
AGENDA GROUP: A
DEPARTMENT: Finance
AUTHOR: Ruth Clare - Treasurer
SUBJECT: Transfers to and from Reserves and Reserve Funds as per 2024 Budget

BACKGROUND:

As required by legislation, Council approves transfers to and from reserves and reserve funds. The attached schedule summarizes the request to confirm transfers done in 2024.

After capital projects were reconciled, which formed part of the 2024 budget. A transfer of \$407,098.55 from Environmental Reserves (Webbwood Sewer) was required for the Webbwood Fire Watermain project.

The transfer of \$20,000.00 to the Recreation and Cultural reserve was a donation the Haunted Trail Committee received from the Espanola Lions Club for the new playground equipment to be installed in 2025 at the Massey Memorial Playground. The transfer from reserve (\$50,596.84) for payment of the equipment was previously approved by Council Resolution #2025-005.

RELATED POLICY:

The Municipal Act
TSSR Reserve and Reserve Fund Policy

STRATEGIC PLAN:

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

BUDGET IMPLICATION:

Transfers were completed as per the 2024 budget.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Council approve the transfers to and from reserves and reserve funds in 2024 per the attached schedule.

ATTACHMENTS:

2024-1 Schedule of Transfers TO/FROM Reserves and Reserve Funds

2024-1 SCHEDULE OF TRANSFERS TO/FROM RESERVES AND RESERVE FUNDS

Amounts Transferred TO Reserves/Reserve Funds		
Reserve	Amount	Comments
Recreation and Cultural (Massey Haunted Trail)	\$20,000.00	-Donation received from Espanola Lions Club for playground equipment

Amounts Transferred FROM Reserves/Reserve Funds		
Reserve	Amount	Comments
Environment reserve – Webbwood Sewer	\$407,098.55	-Webbwood Fire Watermain replacement project completed in 2024.

PLANNING APPLICATION STAFF REPORT

File No(s): Consent Application; C-25-003; C-25-004
Owner(s)/ Applicant(s): Patricia & Adonnas Ryan
Date of Submission: February 27, 2025
Date of Public Meeting: April 23, 2025

Proposal: The purpose of consent applications C-25-003 and C-25-004 are to provide for two lot additions within the Rural zone. The property is described as Salter Township, PT NE ¼ Section 36, RP 53R22080, Parts 1 to 5

The applicant is proposing to add approximately 0.207ha identified as Part 3 of Plan 53R-22080 to the adjacent property (across the road- Lee Valley Road) owned by Aaron Shrum and approximately 0.229ha identified as Part 4 of Plan 53R-22080 to adjacent property (across the road- Lee Valley Road) owned by Brad and Rebekah Ryan. The subject property would retain approximately a total of 0.527ha.

The reasoning for the lot additions is to provide water frontage along the Spanish River to the adjacent properties. The depth of the proposed addition is approximately 30m, the established flood plain elevation for the Spanish River is 177.3m and therefore building would not be permitted on this portion of the lot as per sections of the Official Plan and Zoning Bylaw outlined below.

Municipal Plan Review:

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

- The application indicates there are no agricultural operations within 500m of the subject property.

MOE (Ministry of the Environment, Conservation and Parks)

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

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

- There are no natural heritage features identified on this property.

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

- Screening of questions and MC mapping relating to known archaeological sites and built heritage resources indicate no features to protect. An archaeological assessment was conducted on a few properties along the Spanish River for previous applications in close proximity to this property. No features or heritage sites were located; therefore, no mitigative measures were needed.

It is Council's discretion to accept these findings for this application or to require that the applicant of this application must have an archaeological assessment/investigation carried out by a licensed archaeologist.

MTO (Ministry of Transportation)

- Subject property is not adjacent to provincial highway. No consultation required.

OP Designation:

Section 4.8 Rural Area

- Provides for seasonal and permanent residential uses and recreational oriented land uses, with a focus on waterfront development.

Section 4.9 Rural Area- Residential Uses

- 4.9.2.G. Planning Principles- *"Lands within the Rural Area which are adjacent (i.e. within 300m) to an inland lake and the Spanish River (outside of the Massey urban settlement area) are not intended to be intensively developed (e.g. consents or a plan of subdivision or a major commercial use) without an amendment to this Plan in accordance with the provisions of Section 4.10- Resource Recreation District"*- As this application is for a lot addition to an existing lot of record within 300m of the Spanish River the amendment is not required.

Section 4.10- Resource Recreation District

- Provides for residential uses.
- 4.10.11 Vegetation Buffer- *"Establishment and/or retention of a natural vegetation buffer on lands within 15m of the shoreline of a lake or tributary. Where sensitive or vulnerable water features are present, the buffer should be 30m or more."*

3.16.1 Policies-Flood Plains and Natural Hazards

- Flood Plains and Natural Hazards-The Spanish River has an established flood plain elevation of 177.3m.
- No new buildings are permitted within the 177.3m flooding hazard area (exception of flood control structures, dock, boat house), and the required 30m setback for new development is to be measured from the established flood plain elevation.

Zoning:

Section 5.18 Rural

- Residential uses are permitted; access by year-round maintained municipal road- Lee Valley Road.

Section 4.11 Flood Plain, Fill and Construction Requirements

- *“No person shall use any land or erect, alter or use any building or structure in the flood plain except for permitted uses such as: buildings or structures intended for flood or erosion control or slope stabilization, all buildings and structures in existence on the day of the passing of this bylaw, conservation uses, forestry uses, parks without buildings or structures, hydro electric generating facilities or a marine facility.”*

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

- *“The minimum setback for a habitable structure or non-residential building shall be 30m with exception of a boat house, dock, wharf and deck. The minimum setback for a low impact accessory structure such as a steam or sauna bath, gazebo, storage shed, and deck shall be 15m.”* Notwithstanding the above section, only a dock or deck would be permitted on this property.

Provincial Planning Statement:

2.5.1 Healthy, integrated and viable rural areas should be supported by:

- a. Building upon rural character and leveraging rural amenities and assets.
- f. Providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets.
- g. Conserving biodiversity and considering the ecological benefits provided by nature.

Circulation / Agency Consultation:

- Around & About – April 1, 2025
- Adjacent landowners; 60 metres

Draft Resolution and Schedule of Conditions:

Provisional Approval – Consent Application File No. C-25-003; C-25-004

Schedule of Conditions:

1. No deviation - The official survey must not deviate substantially from the application. The applicant must provide a copy of the draft reference plan to the Municipality.
2. Administration fee – That a \$200.00 administration fee per application be paid to the Municipality.
3. No arrears - That there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing.
4. The applicant shall cause a restriction under Section 118 of the Land Titles Act, R.S.O. 1990 to be entered in the parcel register for the benefiting parcel of the lot addition to read as follows: No transfer of the lands shall be made, or charge created unless the consent of the Township of Sables-Spanish Rivers is obtained.
5. No building or structures shall be permitted on the property within the 30m setback from the Spanish River, with exception to a dock or deck.
6. A vegetative buffer between the shoreline and the building envelope shall be maintained, with the exception of a 4-metre wide shore access/egress path from the envelope of the shoreline. The cutting or removal of trees, shrubs or ground cover will not be permitted within the vegetation buffer except for the removal of dead or diseased trees, debris or noxious plants or where the 4-metre landscaped corridor is required for access between the road and the shoreline.

Application for Consent
Under Section 53 of the Planning Act

FOR OFFICE USE ONLY:

Date Complete Application Received: <u>February 27, 2025</u>	Fee Paid: <u>\$1,850.00</u>	Receipt No.: <u>57258.</u>	Roll No.: <u>TBD. 3-19510</u>	File No.: <u>C-25-003</u> <u>25-004</u>
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SUBMISSION OF THE APPLICATION:

1. In this form the term "subject" land means the land to be severed and the land to be retained.
2. The information in this form must be provided by the applicant to ensure a quick and complete review. If information is not provided that is necessary, the application may be deferred or refused or may be returned to the applicant.
3. One application form, including sketch is required for each parcel to be severed.
4. The fee is \$1500.00 per application.
5. Measurements are to be in metric units.

Please Print and Complete or Check Appropriate Box(es)

1. Application Information

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

Name of Owner(s) <u>P. Ryan & A. Ryan</u>	Home Telephone No. <u>705-865-7285</u>	Business Telephone No. <u>705-821-3087</u>
Address <u>30 Lee Valley Rd</u>		Postal Code <u>POB-1P0</u>

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

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

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

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

2.1 Geographic Township <u>Salter</u>	Parcel No.	Lot / Section <u>NE 1/4 36</u>	Concession No.
Registered Plan No. <u>53R-22080</u>	Lot(s)/Block(s)	Reference Plan No.	Part No. <u>1-5</u>
		Civic/Street Address <u>Lee Valley Rd.</u>	

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

☐ No ☐ Yes If Yes, described the easement or covenant and its effect.

3. Purpose of this Application

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

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

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

Brad & Rebekah Ryan (Part 4), Aaron Shrum (Part 3)

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

4. Description of Subject Land and Servicing Information (complete each subsection)		Part 5 severed	Part 4	Part 1	Part 2 Retained	Part 5
4.1 Description	Frontage (m)	80 ±	80 ±	70.6 ±	72.5 ±	82.9 ±
	Depth (m)	28 ±	28 ±	17 ±	16.5 ±	28 ±
	Area (ha)	2.07 ha	2.29 ha	0.14 ha	0.151 ha	2.36 ha
4.2 Use of Property	Existing Use(s)	Vacant	Vacant	Vacant	Vacant	Vacant
	Proposed Use(s)	← Shoreline access →				
4.3 Buildings or Structures	Existing (date of construction)					
	Proposed	dock	dock	dock	dock	dock
4.4 Access (check approp. space)	Provincial Highway					
	Municipal road, maintained all year	✓	✓		✓	
	Municipal road, seasonally maintained					
	Other public road (specify below)					
	Right of way (specify below)					
<p>If access is by private road, or "other public road" or "right of way", indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.</p> <p>Water Access (if so, indicate the location of the parking and boat docking facilities to be used)</p>						
4.5 Water Supply (check approp. space)	Publicly owned and operated piped water system					
	Privately owned and operated individual well					
	Privately owned and operated communal well					
	Lake or other water body					
	Other means					
4.5.1	If existing, is the supply and quality of water adequate?					
	If proposed, is there any reason to expect there would not be an adequate supply of quality water?					
4.6 Sewage Disposal (check approp. space)	Publicly owned and operated sanitary sewage system					
	Privately owned and operated individual septic tank					
	Privately owned and operated communal septic system					
	Privy					
	Other means					
4.6.1	If existing, is there any known deficiency in the system?					
	If proposed, is there any reason to expect that a Certificate of Approval may not be issued by the Health Unit?					
4.7 Other Services (check if the service is available)	Electricity	✓	✓		✓	
	School bussing	✓	✓		✓	
	Garbage collection	✓	✓		✓	

5. Land Use

5.1 What is the current official plan designation(s) of the subject land? Rural

5.2 What is the current zoning of the subject land? Rural

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified?
Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 metres of Subject Land, unless otherwise specified (indicate approximate distance)
An agricultural operation, incl. livestock facility or stockyard		
A landfill site		
A sewage lagoon		
Hazard land		
Any mine site - active or abandoned (please specify)		
An industrial or commercial use, specify the use(s)		
An active railway line		
An airport or airstrip		
Utility corridors		

6. History of the Subject Land

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?
☐ No ☒ Yes ☐ Unknown If Yes and if known, provide the application file number and the decision made on the application.
C-24-10 Creation of a new lot in 2024 - Carried.

6.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land?
☐ No ☒ Yes ☐ Unknown If Yes, provide the date of the transfer, the name of the transferee and the land use of the severed land.
Patricia Ryan - 11/18/2024 - Rural - vacant land
Adonnas Ryan

7. Current Applications

7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval? ☒ No ☐ Yes ☐ Unknown If Yes and if known, specify the Ministry file number and the status of the application.

7.2 Is the subject land the subject of an application for a zoning bylaw amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision? ☒ No ☐ Yes ☐ Unknown If Yes, and if known, specify the appropriate file number and status of the application.

7.3 Is the application consistent with policy statements issued under subsection 3(1) of the Planning Act?

yes.

8. Sketch

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

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

9. Other Information

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

So each neighbor can have a piece of shoreline for a dock

10. Affidavit or Sworn Declaration

I, Dore Ryan of the Township of Sables-Spanish Rivers
in the District of Sudbury make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application are true.

Sworn (or declared) before me

at the Township of Sables-Spanish Rivers
in the District of Sudbury
this 27 day of February 20 25

A. St. Michel

Commissioner of Oaths

Dore Ryan
Applicant

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

11. Consent of the Applicant / Owner(s)

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

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

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

Feb 27-25
date

Pat Ryan
signature of Owner

Adonnis Ryan
signature of Owner

12. Authorization for Agent

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

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

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

date

signature of Owner

signature of Owner

A horizontal number line with tick marks at 10m, 0, 10, and 50m. The segment between 10m and 50m is divided into three equal parts by a tick mark at 30m.

THE INTENDED PLOT SIZE OF THIS PLAN IS 762mm IN WIDTH BY 610mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1000.

BEARING NOTE:
BEARINGS ARE MTM GRID AND ARE DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME KINETIC (RTK) OBSERVATIONS, MTM ZONE 12 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0), HAVING A BEARING OF 60°20'30" AS SHOWN HEREON.

METRIC:
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED
TO FEET BY DIVIDING BY 0.3048.

DISTANCE NOTE:
GROUND DISTANCES SHOWN HEREON CAN BE CONVERTED TO MTM GRID BY MULTIPLYING BY
A COMBINED SCALE FACTOR OF 0.999957.

ROTATION NOTE:
A ROTATION OF 1°10'30" CLOCKWISE HAS BEEN APPLIED TO THE ASTRONOMIC BEARINGS OF
UNDERLYING PLANS P AND P1 TO ACCOUNT FOR DIFFERENT REFERENCE MERIDIANS.

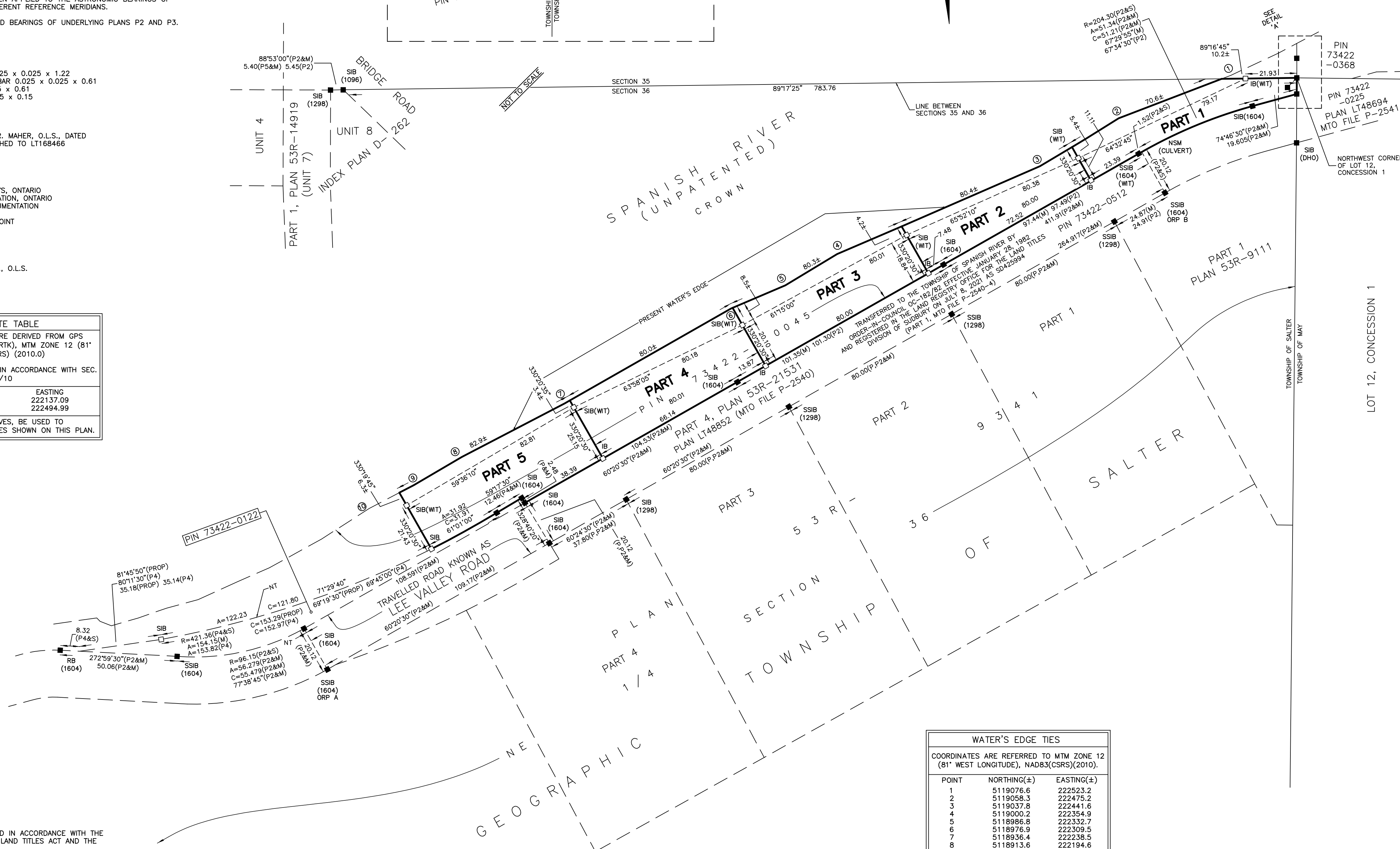
A ROTATION OF 0°37'30" CLOCKWISE HAS BEEN APPLIED TO THE ASTRONOMIC BEARINGS OF UNDERLYING PLAN P4 TO ACCOUNT FOR DIFFERENT REFERENCE MERIDIANS.

NO ROTATION HAS BEEN APPLIED TO THE GRID BEARINGS OF UNDERLYING PLANS P2 AND P3.

LEGEND:

- DENOTES FOUND MONUMENT
 □ DENOTES PLANTED MONUMENT
 51B DENOTES STANDARD IRON BAR 0.025 x 0.025 x 1.22
 51B DENOTES SHORT STANDARD IRON BAR 0.025 x 0.025 x 0.61
 IB DENOTES IRON BAR 0.015 x 0.015 x 0.61
 RB DENOTES ROCK BAR 0.025 x 0.025 x 0.15
 P DENOTES PLAN 53R-9341
 P1 DENOTES PLAN 53R-9111
 P2 DENOTES PLAN 53R-21531
 P3 DENOTES PLAN 53R-202213
 P4 DENOTES PLAN OF SURVEY BY MR. MAHER, O.L.S., DATED
 OCTOBER 8, 1960 ATTACHED TO L1184646
 P5 DENOTES PLAN 53R-14919
 M DENOTES MEASURED
 S DENOTES SET
 PROP DENOTES PROPORTIONED
 OF DENOTES CALCULATED FROM
 DHO DENOTES DEPARTMENT OF HIGHWAYS, ONTARIO
 MTO DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
 NDM DENOTES NOT SUITABLE FOR MONUMENTATION
 NT DENOTES NON-TANGENTIAL
 ORP DENOTES ORIENTED REFERENCE POINT
 WIT DENOTES WITNESS
 OU DENOTES ORIGIN UNKNOWN
 FNE DENOTES FOUND NO EVIDENCE
 1096 DENOTES T.E. RODY, O.L.S.
 1298 DENOTES W.J. KEATLEY, O.L.S.
 1604 DENOTES TULLOCH GEOMATICS INC., O.L.S.

INTEGRATION COORDINATE TABLE		
OBSERVED REFERENCE POINTS (ORPs) ARE DERIVED FROM GPS OBSERVATIONS USING REAL TIME KINETIC (RTK), MTD ZONE 12 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0)		
COORDINATES VALUES TO RURAL ACCURACY IN ACCORDANCE WITH SEC. 14(2) OF O.REG 216/10		
POINT ID	NORTHING	EASTING
ORP A	5118822.68	222137.09
ORP B	5119026.48	222494.99
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

(1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

(2) THE SURVEY WAS COMPLETED ON THE 15th DAY OF OCTOBER, 2024.

OCTOBER 16, 2024

DATE _____ KEVIN H. BROWN
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-66012.

SCHEDULE			
PART	SECTION	PIN	AREA
1	PART OF NE 1/4 SECTION 36	PART OF PIN 73422--0045	0.140± ha
2			0.151± ha
3			0.207± ha
4			0.229± ha
5			0.236± ha

PLAN 53R-22080

Received and deposited

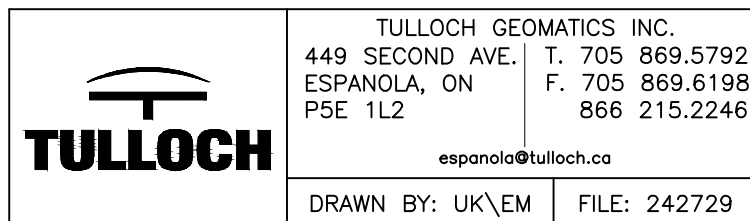
October 22nd, 2024

Kelly Cochrane-nott

Representative for the
Land Registrar for the
Land Titles Division of
Sudbury (No.53)

WATER'S EDGE TIES		
COORDINATES ARE REFERRED TO MTM ZONE 12 (81° WEST LONGITUDE), NAD83(CRS95)(2010).		
POINT	NORTHING(±)	EASTING(±)
1	5119076.6	222523.2
2	5119058.3	222475.2
3	5119037.8	222441.6
4	5119009.2	222397.9
5	5118986.8	222332.7
6	5118976.9	222309.5
7	5118936.4	222238.5
8	5118913.6	222194.6
9	5118901.4	222173.9
10	5118891.5	222155.0

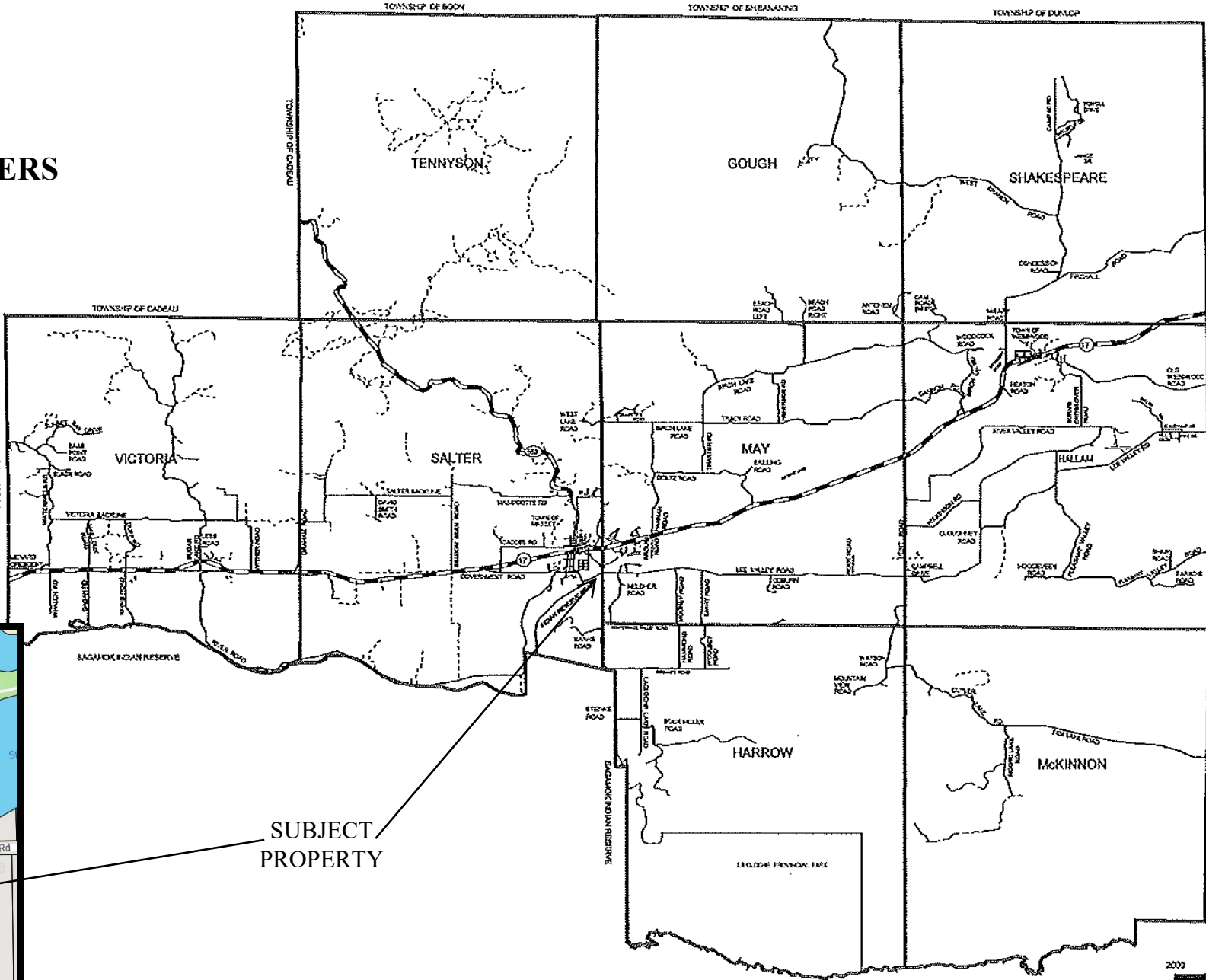
WATER NOTE:
THE SPANISH RIVER IS NOT REGULATED BY AN ARTIFICIAL CONTROL STRUCTURE. THE WATERSIDE LIMITS OF PARTS 1, 2, 3, 4, & 5 IS THE AMBULATORY LIMIT OF THE SPANISH RIVER.



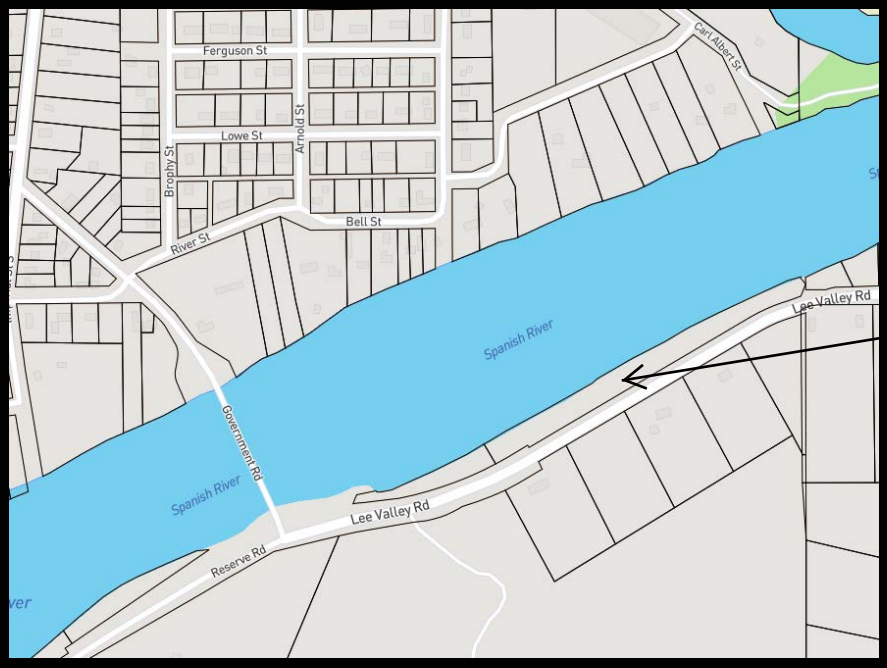


TOWNSHIP OF SABLES-SPANISH RIVERS

CONSENT FILE NO. C-25-003; C-25-004
SALTER TWP; RYAN



SUBJECT
PROPERTY





TOWNSHIP OF SABLES-SPANISH RIVERS
NOTICE OF A PUBLIC MEETING
Concerning Applications for Consent

TAKE NOTICE that the Council of the Corporation of the Township of Sables-Spanish Rivers will hold a public meeting to consider the proposed applications for Consent under Section 53 of the Planning Act, RSO 1990 as amended. The public meeting will be held on **Wednesday, April 23rd, 2025 at 6:30 p.m.** in Council Chambers, at 11 Birch Lake Road, Massey, Ontario.

PURPOSE AND EFFECT: Consent File No. C-25-003; C-25-004 To provide for two lot additions within the Rural Zone. The property is described as Salter Township, PT NE ¼ Section 36, RP 53R22080, Parts 1 to 5. The land in subject application is not subject to any other Planning Act application.

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

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

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

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

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

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

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

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

DATED at the Township of Sables-Spanish Rivers this 1st day of April, 2025.

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

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

THE CORPORATION OF THE TOWNSHIP
OF SABLES-SPANISH RIVERS

BY-LAW NO. 2025-29

BEING A BY-LAW TO ADOPT THE ESTIMATES
OF ALL SUMS REQUIRED DURING THE YEAR AND
TO STRIKE THE RATES OF TAXATION FOR THE YEAR 2025

WHEREAS Section 312 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the Council of a local municipality shall after the adoption of the estimates of the year, pass a bylaw to levy a separate tax rate on assessment in each property class, and;

WHEREAS Section 312 (6) of the said Act requires tax rates to be established in the same proportion to tax ratios and;

WHEREAS Section 290 of the said Act provides that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

General Purposes	\$5,110,780
Residential Education Purposes	\$ 484,307
Farmlands/Managed Forest Education Purposes	\$ 11,775
Commercial/Landfill Education Purposes	\$ 117,237
Industrial Education Purposes	\$ 2,632
Aggregate Extraction Education Purposes	\$ 735

AND WHEREAS the assessment roll was made in 2024 and upon which the 2025 taxes are to be based was revised by the Municipal Property Assessment Corporation as of November 1, 2024;

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

1. There shall be levied and collected upon the assessable lands and buildings, within the Corporation of the Township of Sables-Spanish Rivers, the following rates for the year 2025:

	Municipal Rate	Education Rate
Residential	1.504324%	0.153000%
Multi-Residential	2.660397%	0.153000%
Commercial	1.654756%	0.880000%
Commercial Excess/Vacant	1.654756%	0.880000%
Landfill	1.504324%	0.880000%
Industrial	2.537343%	0.880000%
Industrial Vacant/Excess	2.537343%	0.880000%
Aggregate Extraction	2.064653%	0.511000%
Managed Forest	0.376081%	0.038250%
Farmlands	0.376081%	0.038250%

2. The realty and property taxes for all properties shall become due and payable on the 29th day of September, 2025.
3. There shall be imposed a penalty for the non-payment of taxes on due dates of any installment thereof, the amount of 1.25 percent shall be added on the first day of each calendar month thereafter on the balance remaining unpaid up to and including December 31, 2025.
4. On all taxes in default on January 1, 2026, interest shall be added at the rate of 1.25% per month for each month or fraction thereof in which the default continues.
5. The collector is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
6. All monies raised or collected under the authority of this bylaw shall be paid into the hands of the Treasurer/Tax Collector of the Corporation of the Township of Sables-Spanish Rivers,

to be applied and paid to such persons and in such manner as the laws of Ontario and bylaws or resolutions of the Council direct.

- 7. The Treasurer/Tax Collector is hereby empowered to collect part payments from time to time on account of any taxes due.
- 8. The Treasurer/Tax Collector may from time to time designate other staff members to receipt taxes.
- 9. This by-law shall come into effect upon the date of the final reading thereof.

READ A FIRST AND SECOND TIME THIS 23rd DAY OF APRIL, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 23rd DAY OF APRIL, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-30

Being a Bylaw to confirm the proceedings of the regular
Council Meeting held on April 23, 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, April 23, 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 23rd DAY OF APRIL, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL
THIS 23rd DAY OF APRIL, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN