

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

AGENDA

Council Chambers – 11 Birch Lake Road, Massey

REGULAR MEETING MAY 28, 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: **Baker-Tilly – 2024 Audit**
 Stephen Philpott - To speak about the water quality in the area

PUBLIC MEETINGS:

CONSENT AGENDA – Resolution to approve the following agenda items:

- D1 – Minutes:** BE IT RESOLVED THAT the Board of Health Minutes of May 15 2025 be accepted.
- D2 – DSSB Report:** BE IT RESOLVED THAT the DSSB CAO’s First Quarter Report for 2025 be accepted.
- E1, E2 – Minutes:** BE IT RESOLVED THAT the Library Board minutes of February 24, 2025 and March 24 2025 be accepted.
- G1, G2 – Bylaws:** BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:
 2025-35 – Seasonal & Cottage Road Policy
 2025-36 – Rate of Speed – Bass Point Road

(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	Municipal Office & Council Meeting Summer Schedule	Resolution
A2	Massey Agricultural Society – Noise Exemption Request – July 19/25	Resolution
A3	Finance Committee Meeting Report – May 12 2025	Resolution
A4	Integrity Commissioner Inquiry Report	Resolution
B	PROTECTION TO PERSONS AND PROPERTY	
B1	RFP – Animal Control Services	Resolution
B2	Fire & Emergency Services Committee Report – Apr 30/25	Resolution
C	PUBLIC WORKS	
D	ENVIRONMENT, HEALTH AND WELFARE	
E	RECREATION, TOURISM AND CULTURE	
F	PLANNING	
F1	Consent File C-24-22 – Cromie/Carroll	Resolution
G	BYLAWS	
G3	Bylaw 2025-37 – Confirm Proceedings of Council	

CLOSED SESSION

OTHER BUSINESS

From: Patrick Philpott <patrickph68@icloud.com>

Sent: April 30, 2025 10:41 AM

To: inquiries@sables-spanish.ca

Subject: I'd like to be added to the next council meeting please

We purchased our home in 2019 & our well went funky, I did call environment canada and Officer Steve Moggy told me it's my well, my problem. Since then I started a company to prove it's just not my magical well involved.. it's the water table. Now my oldest son helps me out I started with satellite imagery, on the Copernicus satellite constellation.. I showed him where to look and I stated where I was looking.. only industry that could pollute the environment is Domtar... I had my water tested for petroleum products and it came back with 50 chemicals in it including acid.. now my son was fishing at the highway 6 bridge and his Jbraid line had white spots on it and snapped quite easily. J braid should leave a cut on your hand.. he studied the river and got a live picture on a iPhone 14 Pro. Pictures included..

I sent that video and picture to Domtar and over 600 government emails and agencies plus indigenous communities.. our fresh water is in danger, I've talked to David Suzuki who pointed me in the direction of Grassy Narrows... I have a lot of content all digital...

I take satellite webinars from sentinel , planet and Copernicus.. all held overseas online.. Copernicus satellite constellation is done by the UK, I also have indigenous status and Canadian satellite imagery as well.. I've also done a small video of how our atmospheric pollution is due to Danielle Smith stating our atmospheric pollution has been the same for decades.. science proves it differently.... If we lose our fresh water resources we lose life as we know it...

I take webinars to keep updating my knowledge of satellites.. I have plane spotting and ship spotting and plotting its speed and direction..

Plus other skills

Going to register my business as a indigenous business

I am now a 3 party user for data on the Copernicus satellite constellation plus Landsat satellites for monitoring our environment

I am very open as I post everything online as well through X, Instagram and Facebook plus threads..

I use the satellites for human rights violations as well.. again a webinar

I have access to a lot of satellites for data through Canada about 12 to 16 as an example spot, world vision, and others

I would like to give a small presentation on our water quality, and where we stand today, we are slowly killing the Great Lakes by also discharging effluent from sewage treatment plants.. I can see phosphorus via the satellite and watch harmful algae blooms grow killing aquatic life in the lake...

Again I've got a lot of work to show

But I've also gotten the OPP, RCMP on their spyware utility to spy on Canadians.. plus I found out who makes the software as well.. again reported to Canadian authorities and Microsoft as well.

Sorry I do a lot of work providing this or that with my company

Please let me know asap



UNAPPROVED MINUTES – FOURTH MEETING

BOARD OF HEALTH

PUBLIC HEALTH SUDBURY & DISTRICTS

BOARDROOM, SECOND FLOOR

THURSDAY, MAY 15, 2025 – 1:30 P.M.

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Michel Brabant
Renée Carrier

Natalie Labbé
Amy Mazey
Ken Noland
Michel Parent

Angela Recollet
Natalie Tessier

BOARD MEMBERS REGRET

Abdullah Masood
Mark Signoretti

STAFF MEMBERS PRESENT

M. Mustafa Hirji
Sandra Laclé

Stacey Laforest
Rachel Quesnel

Blessing Odia
Renée St Onge

M. PARENT PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

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

- Motion from the City of Greater Sudbury Council dated April 29, 2025, regarding Indigenous Citizen Appointment to the Board of Health for Public Health Sudbury & Districts
- Motion from the Lacloche Foothills Municipal Association dated March 20, 2025, regarding Town of Espanola, and Townships of Baldwin, Nairn and Sables-Spanish Rivers appointment of Amy Mazey to the Board of Health for Public Health Sudbury & Districts

A. Mazey and A. Recollet were welcomed to their first Board of Health meeting and invited to introduce themselves.

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) Healthy Babies Healthy Children

- Arlene Lesenke, Manager, Healthy Families Team, Health Promotion and Vaccine Preventable Diseases Division
- Ashley Lawrence, Public Health Nurse, Healthy Babies Healthy Children, Health Promotion and Vaccine Preventable Diseases Division

The co-presenters were introduced and invited to speak about the Healthy Babies Healthy Children (HBHC) Program which is a voluntary program intended to support families through pregnancy and into the early years of a child's life, until the transition to school. The Program also provides prevention, early identification and intervention services for families with newborns and young children with risks to healthy child development. The program goal is to optimize the health of prenatal families, newborns and children while working to facilitate access to services, encourage early screening and a key component of the HBHC program is to reduce health inequities.

The universal and targeted components of the program were described. Program details were shared, including the total number of family screen for HBHC (92% of live births in the service area in 2024), the topics of interests when providing in-home and virtual visits and the volume and type of calls addressed through the Health Information Line. Public Health Nurses and Family Home Visitors work with families across our service area to help them reach their prenatal and parenting goals through supportive and trauma-informed relationships. The Healthy Babies Healthy Children program operates in collaboration with many community partners to provide comprehensive care to meet the unique needs of our families.

Questions and comments were entertained relating to access for midwifery clients, collaboration with community partners, including First Nations, birthing centres and midwives, and exploring funding opportunities for newcomers.

A. Lesenke and A. Lawrence were thanked for their presentation.

ii) Unlearning & Undoing White Supremacy and Racism Project Unlearning Club – Foundational Obligations to Indigenous Peoples Series

- Sarah Rice, Manager, Indigenous Public Health
- Alicia Boston, Health Promoter, Indigenous Public Health

M.M. Hirji reminded Board members that, in September 2024, the Board of Health approved their participation in the Unlearning and Undoing White Supremacy & Racism

project. The project includes four components: the Unlearning Club which is currently underway, cultural competency training which was previously completed, the Foundational Obligations to Indigenous Peoples Series, and the upcoming Thinking Intersectionally Series.

Today is the first of four presentations of the Foundational Obligations Series and a key component aimed at deepening the understanding of systemic racism, colonization, and their impacts on public health through engagement with foundational reports and calls to action authored or informed by Indigenous voices that tell us how to do the work of Reconciliation. Today's subject is *National Inquiry into Missing & Murdered Indigenous Women and Girls*.

M. M. Hirji added that May 15 is Moose Hide Campaign day, which is an Indigenous-led grassroots movement to engage men and boys in ending violence towards women and children. The campaign encourages both Indigenous and non-Indigenous Canadians to commit to take action to end violence against Indigenous women, girls, and 2SLGBTQQIA+. The subject of the presentation is therefore very fitting for this day.

The presenters were introduced.

S. Rice noted that May 5th marked the National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ People, also known as Red Dress Day. It was shared that key findings from Executive Summary of the National Inquiry into Missing and Murdered Indigenous Women and Girls from the *Reclaiming Power and Place Report*, is one of the Foundational Obligations for Indigenous Peoples that tell us how we can do the work of Reconciliation and decolonize our systems. The report was mandated to report on all systemic causes of all forms of violence and institutional policies and practices implemented in response to violence. The report calls for action through 231 *Calls for Justice* and the following sections are especially important to public health work:

1. For All Governments – There's a need for coordinated, rights-based policies that dismantle systemic barriers and promote Indigenous self-determination.
2. For Health and Wellness Service Providers – We must offer culturally safe, trauma-informed care rooted in respect, not colonial assumptions. That means committing to anti-racism, anti-colonial training, and uplifting Indigenous healing practices.
3. For All Canadians – Everyone has a role. That includes confronting harmful narratives, learning real histories, and standing up against injustice.

it is important to follow through with the calls to justice presented in the document, to be effective allies, actively denounce violence and speak out about the systemic harms faced by Indigenous women, girls, and 2SLGBTQQIA+ people. The Board of Health commitment to

the Unlearning and Undoing White Supremacy and Racism Project aligns with the call to action.

The Red Dress Day and campaign is a broader movement aimed at raising awareness and demanding justice and the empty red dresses suspended in public and private spaces, represent the absence of thousands of Indigenous women, girls, and Two-Spirit people who have gone missing or been murdered in Canada serves. It serves as a visual reminder that Canada is facing a national crisis. According to a 2023 Statistics Canada report, Indigenous women are six times more likely to be murdered than non-Indigenous women, despite making up only 5% of the population.

Board of Health members were reminded that Public Health Sudbury & Districts Indigenous Engagement Strategy and Governance Framework commits to working “together with area Indigenous Peoples and communities to collaboratively strengthen public health programs and services for all”. The presenters concluded that it can be difficult to talk about these truths; however, acknowledging and speaking out is important and tips for talking about MIWWG2SLGBTQQIA+ were shared, including to approach the topic with care, respect and clarity.

S. Rice and J. Fournier were commended for their courage, bravery and truth and were thanked for their presentation.

5. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. Third Board of Health Meeting – April 17, 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, May 2025
- v) Correspondence**
 - a. Walport Report and Continued Focus on Public Health Emergency & Pandemic Preparedness
Public Health Sudbury & Districts [Motion #08-25](#)
 - Letter from the Board of Health Chair, Secretary, and Medical Officer of Health, Middlesex-London Health Unit to Board of Health Chair, Public Health Sudbury & Districts dated May 5, 2025

- Letter from the Acting Vice President, Infectious Diseases and Vaccination Programs Branch, Public Health Agency of Canada, to the Board of Health Chair, Public Health Sudbury & Districts received April 30, 2025
- b. Support for a Provincial Immunization Registry
Public Health Sudbury & Districts [Motion #06-25](#)
- Email from the Acting Vice President, Infectious Diseases and Vaccination Program Branch, Public Health Agency of Canada, to the Board of Health Chair, Public Health Sudbury & Districts dated May 1, 2025
- c. 2025 Provincial Base and One-Time Funding for Board of Health, Public Health Sudbury & Districts
- Letter to Board of Health Chair, Public Health Sudbury & Districts from the Deputy Premier and Minister of Health dated March 24, 2025

vi) Items of Information

- None

In response to inquiries regarding the MOH/CEO report to the Board, clarification was provided relating to staffing challenges and vacancies, including in the district offices; reorienting work to emphasize outcomes; effective public health practice, the Electronic Medical Record (EMR) project

26-25 APPROVAL OF CONSENT AGENDA

MOVED BY BRABANT – BARCLAY: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

- i) **Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM) and Conference, June 18 to 20, 2025, Toronto**
 - *Preliminary* Program for AGM, Conference and section meetings
 - Agenda for the alPHA Board of Health Section Meeting

M.M. Hirji noted that the annual alPHA Annual General Meeting (AGM) and Conference is open to all alPHA members including Medical Officers of Health, Associate Medical Officers of Health and members of all Boards of Health throughout the province. Board of Health interested in attending are asked to advise the Board Secretary who will coordinate accommodation, travel and registration.

alPHA members are invited to submit Resolutions for consideration at the 2025 alPHA Annual General Meeting & Resolutions Session during a special session to consider Resolutions on Thursday, June 19, 2025. This [Board of Health's resolution 20-25](#) supporting

that alPHa adopt a position statement that indigenous persons be included on all boards of health has been submitted to alPHa for consideration at the alPHa Resolution Session.

It was noted that the number of votes allocated to each health unit at the Annual General Meeting Resolution Session is based on population and Public Health Sudbury & Districts has five votes. The proposed motion designated who will be a voting member at the meeting.

M.M. Hirji noted that the Director of Indigenous Public Health will be attending the AGM/Conference to present this Board's resolution. It was suggested that K. Dokis be assigned to carry a vote.

27-25 2025 ALPHA ANNUAL GENERAL MEETING AND CONFERENCE

MOVED BY ANDERSON – BARCLAY: WHEREAS the Public Health Sudbury & Districts is allocated five votes* at the Association of Local Public Health Agencies Annual General Meeting Resolution Session;

THAT the following individuals are appointed as voting delegates for the Annual General Meeting:

- Mark Signoretti;
- Robert Barclay;
- M. Mustafa Hirji;
- Kathy Dokis

****Voting delegates are permitted one proxy vote per person, as required.***

CARRIED

ii) Client Service Standards

- Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dates May 8, 2025

M.M. Hirji noted that this update regarding the Public Health Sudbury & Districts Client Services Standards is for the Board's awareness.

In 2020, Public Health Sudbury & Districts launched its client service standards with a goal to provide timely, quality, transparent, and appropriate public health services to individuals across our service area and clients, partners, and the public are satisfied with the services received from our agency. To ensure the client service standards remained timely and relevant, a comprehensive review was undertaken in 2024–2025, in accordance with Public Health's Client Service Policy C-I-180.

The 2020 iteration of the client service standards included eight standards compared to five standards in the new 2025 iteration of client service standards. The new iteration of client service standards retains core content from the 2025 iteration that has been condensed to fewer, more succinct standards, with defining elements to demonstrate the Standards in action. The new 2025 Client Service Standards continue to reflect Public Health Sudbury & Districts' commitment to provide responsive, timely, accessible, and accountable public health service that is inclusive, culturally safe and informed by evidence. Public Health recognizes the importance of providing quality services to communities, clients and partners. The internal socialization of and external communication plan was summarized. There were no questions.

7. ADDENDUM

None

8. ANNOUNCEMENT

Board members were invited to complete the May Board of Health meeting evaluation following the meeting.

The next regular Board meeting will be held on June 12, 2025, at 1:30 p.m. As shared with the Board earlier this week, the June 12 meeting with First Nations partners is being postponed. Therefore, the regular Board of Health meeting on June 12 will be held in Sudbury, in this boardroom

Board of Health members were reminded that the Board of Health group photo has been rescheduled and will be held prior to the September 18, 2025, Board of Health meeting. Also, following today's meeting, Board members are asked stay for the Unlearning Club session.

9. ADJOURNMENT

28-25 ADJOURNMENT

MOVED BY BARCLAY – PARENT: THAT we do now adjourn. Time: 2:27 p.m.

CARRIED

(Chair)

(Secretary)



2025 First Quarter Activity Report May 15, 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 2025 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$211,856**. Ontario Works, Children's Services, are forecasted to be on budget. Community Housing is forecasted to be under budget by \$160,743. Paramedic Services is forecasted to be over budget by \$169,728. Interest revenue on non-reserve accounts is forecasted to be \$220,841 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

The posting for external recruitment of Regular Part-time Primary Care Paramedics has remained in place through the first quarter of 2025. A Part Time paramedic has been hired to work in the Northern Service Area. Six students from local colleges began their final residencies in January and were issued conditional employment offers upon successful graduation and suitability assessment. These recruits are expected to be onboarded in early May. Staff continue to work with partners at Cambrian College, College Boreal and CTS-Sudbury to collaborate on recruitment strategies. A further set of students will begin their residency in the second quarter of 2025.

Paramedic Services migrated to the patient records system to ESO I Medic on March 1, 2025, following a decision to engage with this vendor. The inventory of I-Pads in use for the previous vendor were repurposed to allow the rollout of the Ministry of Health Mobile Computer Assisted Dispatch (MCAD) system. This solution allowed data transfer to responding paramedics as well as mapping/routing.

The Advanced Care Paramedic (ACP) design for Manitoulin Island was completed in the first quarter of 2025. The first ACPs are expected to be employed in early summer.

Resiliency Training for paramedics was developed by the Paramedic services Psychologist and deployed online in March 2025. This model was followed up during face-to-face education during the in-person sessions set for the second quarter.

Community Paramedicine

The Community Paramedicine (CP) Program successfully recruited a Commander in the first quarter of 2025. Commander Oke came to the organization with a wealth of experience in Muskoka District and was able to integrate into the system with exceptional knowledge and the ability to engage with partner agencies to evolve the program.

The CP Program Navigator position extended to a second year to help clients access wrap around services, and to build relationships with Primary health providers in the LaCloche area. Sarah has developed a strong relationship with Community Paramedics and the program is realizing the benefits as the system grows.

The first group of 3 Community Paramedics were enrolled into formalized education CP Certification through Saskatchewan Polytech Institute, with an estimated graduation in spring of 2026. The remaining staff will be enrolled in 2026 and 2027. Additionally, all staff will have their advanced wound care designation in place in 2025.

Non-Urgent Patient Transportation Service (PTS)

The PTS system continues to operate on a 7 day per week basis with two units operating Monday to Friday on ten-hour shifts and a single crew operating on a twelve hour shift over the weekend.

Staffing was a significant challenge through 2024, but recruitment of PSWs and PTAs in the first quarter of 2025 has helped to reduce these challenges. The PTS program has also recruited some paramedic graduates who await their provincial certification.

The deployment model of PSWs and Transfer Attendants is proving successful, and the service has been able to fully staff the program. The collaborative funding model continues in 2025 and will permit continued service into the future. Staff have put forward a business case to move the funding for PTS to a provincial source, reducing dependence on hospital and municipal funding.

Children's Services

The Manitoulin-Sudbury District has 20 licensed child care locations, including 14 centre-based sites, one community-based centre, and five licensed home child care sites. In the first quarter, 578 children were enrolled, with 465 paying full fees and 113 receiving subsidies. This is a 5% increase from the previous quarter and a 5% decrease compared to last year, the result of ongoing staffing challenges in the child care sector. Special

Needs Resourcing supported an average of 56 children, showing a 1.75% decrease compared to last year.

In the same period, EarlyON programs welcomed 3,308 visits from parents/caregivers and children, offered through a variety of platforms including mobile, virtual, and outdoor programs. This marks a 3% increase from last year's first quarter.

Early Years and Child Care Service System Plan 2025-2030

The [Early Years and Child Care Service System Plan for 2025-2030](#) outlines the strategic direction for early years and child care services in the Manitoulin-Sudbury District. The plan includes five key priorities: expanding access to affordable and inclusive programs, building and retaining a strong workforce, enhancing program quality and delivery, improving communication and partnerships, and strengthening service system administration. This plan is designed to promote sustainability and equity, and it will guide our actions over the next five years to improve child care in the district.

2024 Annual Report and Licensed Child Care Data Profiles

An [issue report](#) was presented to the board in February providing an update on the [2024 Annual Report](#) and [Licensed Child Care Data Profiles](#). The Annual Report and Data Profiles provide insight into child care availability, enrollment trends, and workforce retention. Staff closely monitor this data to ensure we meet the evolving needs of families and support our child care providers.

Policy Updates

Several new child care [policy updates](#) have been made in response to the updated child care funding formula. These updates will help to ensure that the services provided are equitable and meet the highest standards of care. We are in the process of reviewing and adapting local programs to align with these changes.

Updates to the 2025 Funding Guidelines

On March 31, 2025, the Ministry of Education sent a [memo](#) regarding the updated the 2025 Funding Guidelines to support sustainable growth in child care services across Ontario. Staff will review the local impacts with the board in May.

Ontario Learn and Stay Grant

In response to the growing workforce crisis in licensed child care, particularly in Northern Ontario, the Manitoulin-Sudbury Network for Children and Families (MSNCF) has continued advocacy efforts to expand the [Ontario Learn and Stay Grant](#) to include Early Childhood Education (ECE) programs.

The grant, which currently supports students in fields like nursing and paramedicine in exchange for post-graduation service in underserved regions, has proven effective in addressing workforce shortages. The MSNCF has highlighted the urgent need for similar

supports in the ECE sector to meet increasing demands under the Canada-Wide Early Learning and Child Care (CWELCC) system.

Advocacy began with a [letter](#) to the Ministry of Education in January 2023 and continued with a [follow-up letter](#) to both the Minister of Education and the Minister of Families, Children, and Social Development in November 2024 which was shared with the board in January 2025. Expanding the grant to ECE programs would directly support recruitment and retention efforts, helping to stabilize and grow child care capacity in our region.

Ontario Works

In the first quarter of 2025, the Ontario Works/Temporary Care Caseload average was 474. Compared to last year at this time, the caseload has decreased by 1.04%.

Centralized Intake

134 applications were received by the Manitoulin-Sudbury DSB in the first quarter of 2025. Of the 134 applications received, 71 were auto-granted by the Ontario Works Intake Unit (OWIU), formally Intake and Benefits Administration Unit (IBAU), 22 were referred by the OWIU to the Manitoulin-Sudbury DSB for processing, 13 were transfers from another Ontario Works office, 24 were for Emergency Assistance which is completed online and sent to the local office for processing, and 4 applications were processed at the local office rather than being referred to the OWIU as certain applications are not being processed through the Intake Unit.

The initial goal of Centralized Intake was to have 70% of applications completed by the OWIU. During the first quarter, 53% of applications were completed by the OWIU.

Centralized Intake Expansion Update

On December 23rd, the Ministry of Children, Community and Social Services (MCCSS) released an updated [Question and Answer](#) document on the Centralized Intake Expansion. This document clarifies the Centralized Intake process, explains the application types and process as well as provides clarity surrounding funding arrangements.

Ontario Works Debts Declared Due to the Crown in Right of Ontario

On January 20th, staff received a [memo](#) from MCCSS regarding an expansion of its overpayment collection efforts. Effective January 27, 2025, the Manitoulin- Sudbury DSB and nine other areas will refer new inactive Ontario Works overpayments to the Financial Services Unit within MCCSS' Social Assistance Services Branch.

New inactive overpayments include any debts owed by an Ontario Works recipient who terminates from the program on or after January 27, 2025. Overpayments that are owed by a former Ontario Works recipient who terminated from the program prior to January 27,

2025, are historical debts and continue to be owed to, and remain collectible by, the municipality.

Policy Update

In February the [Travel and Transportation for Medical Purposes policy](#) was updated to align with the updates to the Northern Health Travel Grant as the DSB provides clients with the travel grant upfront and is reimbursed as a third party organization.

Ontario Works Service Plan

In February the board approved the 2025 Ontario Works Service Plan, the plan highlights our integrated approach to service delivery and identifies gaps including the lack of public transportation, emergency housing and long waitlists for child care and mental health services.

Employment Ontario

The first quarter of 2025 marks the end of our transition to Integrated Employment Services. Effective March 1, 2025, we are fully integrated into the new system for Employment Ontario. At the January board meeting, staff shared with the board the [funding confirmation letter](#) received from College Boreal, our Service System Manager and provided an overview of the updated targets.

The Employment Services (ES) programs for all ages continue to be advertised and delivered from the Chapleau office. The Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs ended February 28, 2025. From January to March 2025 there were 12 new intakes for Employment Services.

Quality Assurance

During the first quarter of 2025, the Quality Assurance (QA) Coordinator for the Child Care and Ontario Works programs helped advance key initiatives, contributing to improved service delivery, staff development, and a culture of inclusion and equity.

The QA Coordinator represented the Manitoulin-Sudbury DSB on the Operational Readiness Group for the Centralized Intake (CI) expansion, which was successfully implemented on January 27th, 2025. The group's primary focus was to ensure that both municipalities and the province were fully prepared for the CI expansion ensuring operational readiness for the smooth rollout of the new system.

The QA Coordinator participated in Train-the-Trainer sessions on [Employment Services Transformation](#) (EST) topics, including Employment Services, Common Assessment, and Action Plan. Following these sessions, the coordinator delivered training to internal team members, ensuring they were equipped with the necessary knowledge to apply these new frameworks within their roles. This training initiative was crucial for strengthening service delivery and supporting a seamless transition to the EST model.

The QA Coordinator continued to support and engage with several important networks, including the Child Care Supervisors Network, Manitoulin-Sudbury Network for Children and Families, Indigenous Service Provider Network, and Pedagogical Leads Network. These networks provide a valuable opportunity to share best practices, discuss emerging issues, and strengthen relationships with community partners.

In collaboration with Kenjigenwin Teg and Zaagidwin Counselling & Consulting, an in-person Medicine Wheel workshop was hosted for Integrated Human Services team members. This workshop provided valuable cultural teachings and reinforced the integration of Indigenous knowledge into service delivery.

The QA Coordinator represented the Manitoulin-Sudbury DSB on the Stability Supports Sub-Committee (SSSC), a committee focused on providing support to service managers with stability supports and preparing Ontario Works clients for employment. The committee worked on identifying training needs, sharing best practices, and advancing issues related to the ongoing Social Assistance Review.

Internal collaboration resulted in the development of a [Customer Service Charter](#) that aligns with the service standards adopted by the Service System Manager. Additionally, the Coordinator worked with Cambrian College - Employment Options Espanola to plan and host a joint Ontario Works and Employment Ontario meeting. The meeting, attended by partners from College Boreal, Cambrian College, and Manitoulin-Sudbury DSB, focused on aligning roles, clarifying referral processes, and ensuring a smooth transition into EST.

The Inclusion, Diversity, Equity, and Accessibility (IDEA) project, which began in fall 2024 continued into the new year with the development of an agency-wide survey. The survey aims to gather insights from all team members to inform the creation of an IDEA strategy that will promote a more inclusive and diverse workplace culture.

The Quality Assurance (QA) Coordinator for Housing and Homelessness remained focused on streamlining internal processes to enhance service delivery. Collaborating closely with the Integrated Human Services Manager for Housing and Infrastructure, efforts were directed toward improving the work order process to ensure more efficient and consistent outcomes.

The QA Coordinator also conducted staff consultations and data analysis to review internal policies. The insights gathered have informed proposed policy updates aimed at better supporting our service users.

Significant attention was given this quarter to [Cornerstone Homes](#). Staff worked in partnership with community organizations to begin planning supports for future tenants, ensuring a strong foundation for housing stability.

Community participation continues to be a priority, including meaningful engagement with Indigenous communities within our catchment area as we further develop our By-Name List. As of March 31, 2025, a total of 51 individuals were listed on the By-Name List, marking a significant increase from 32 individuals in December 2024.

The increase in identified individuals reflects greater participation from community partners in using the By-Name List to identify, refer, and monitor individuals experiencing homelessness within their communities.

It is important to highlight that this data was collected during the winter season. Of the 51 individuals experiencing homelessness, 4 were identified as unsheltered, with no emergency shelter services available in our district at that time.

Additionally, the QA Coordinator prepared a [presentation](#) that was presented to the board in March, illustrating the current state of homelessness across the district. The presentation included examples of successful strategies from comparable communities, offering valuable insights for local implementation.

In January, staff provided an overview of the [Ending Chronic Homelessness Research Report](#). On January 9, press releases were sent out from [NOSDA](#), [AMO](#) and the [Manitoulin-Sudbury DSB](#) regarding the report created in collaboration by NOSDA, AMO, OMSSA and HelpSeeker. The results of the research show a staggering growth in homelessness across Northern Ontario, with an increase of 204% since 2016, with homelessness outside of Northern Ontario increasing by 46% for the same period.

Community Housing

There were 736 applications at the end of the 1st quarter. The applicant breakdown is as follows:

1 Bedroom	547	2 Bedroom	89
3 Bedroom	56	4 bedroom	44

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 211 active DSS recipients. At the end of Q4 last year there were 212 recipients and at this time last year there were 236.

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 March 31, 2025, we have successfully housed 27 market rent tenants and 138 affordable rent tenants. This represents 9% and 46% of our portfolio respectively and shows a decrease of 1 Market rent and an increase of 1 affordable rent from the last quarter. Comparably, at this time last year, we reported 23 market rent tenants (7%) and 134 affordable (45%).

As of the end of the 1st quarter of 2025, 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.

Non-Profit Housing

Staff presented an [issue report](#) to the board in March regarding non-profit housing. In March of 2022 the Ministry of Municipal Affairs and Housing released a new regulatory framework under the Housing Services Act (HAS).

This framework requires Service Managers and Non-Profit Housing providers covered under Part VII of the HSA to enter into either a service agreement or exit Agreement. Service and exit agreements must be mutually agreed upon and signed by both the service manager and the housing provider and provided to the minister of housing.

The Non-Profit Housing Providers in our district who are covered under Part VII of the HSA include: Espanola Non-Profit Housing Corporation, Gore Bay Non-Profit Housing and Little Current Non-Profit Housing.

Staff will be working with the Non-Profit Housing Providers to negotiate their agreements.

Capital Projects with Housing Services Corporation

An engineering firm has been selected and is currently developing the project scope for the roof replacements in Webbwood and Massey. At 60 Barber in Espanola, the originally planned ramp and brickwork projects were redirected due to more urgent concerns, which have since been addressed and completed. In addition, the Make-Up Air Unit replacement at 70 Barber has been successfully completed.

Work Orders

During the first quarter of 2025, a total of 340 work orders were generated across departments: 243 for Community Housing; 25 for Administration Offices, and 72 for Paramedic Services. Of these, 196 Work Orders were closed or resolved. (A work order is considered closed once the work is completed in-house or upon payment of the invoice if completed by an external contractor). There were also 3 work orders issued for unit turnovers, all related to apartment units.

COCHI/OPHI

Of the three planned projects for 2024/25, the sewer line repair in St. Charles has been completed, and the window replacement project in Mindemoya is progressing well. As noted above, the original ramp and brickwork project at 60 Barber has been redirected to a window replacement initiative in Little Current due to significant changes in the scope of work. Both remaining projects are expected to be completed by early fall.

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				
				1st Quarter Report (Unaudited)				
				AS AT 3/31/2025				
	Total Gross Budget				Municipal Share Budget			
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						FORECAST	BUDGET	Forecast
Ontario Works	\$ 508,921	\$ 518,088	\$ (9,167)	\$ 2,286,400	\$ 260,758	\$ 1,064,900	\$ 1,064,900	\$ -
100% Funded	\$ 2,077,484	\$ 1,938,311	\$ 139,173	\$ 7,663,617				
Child Care	\$ 4,215,608	\$ 4,405,378	\$ (189,770)	\$ 17,733,268	\$ 167,010	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 526,724	\$ 771,725	\$ (245,001)	\$ 2,975,920	\$ 526,724	\$ 2,649,472	\$ 2,810,216	\$ (160,743)
100% Funded	\$ 22,186	\$ 189,975	\$ (167,789)	\$ 759,900				
Paramedic Services	\$ 5,070,523	\$ 5,029,271	\$ 41,252	\$ 18,753,862	\$ 2,418,300	\$ 7,942,538	\$ 7,772,810	\$ 169,728
Wiikwemikong, PTS, CP	\$ 1,459,692	\$ 1,442,280	\$ 17,412	\$ 5,769,119	\$ 32,314	\$ 129,255	\$ 129,255	\$ -
TOTAL EXPENSES	\$ 13,881,138	\$ 14,295,028	\$ (413,890)	\$ 55,942,086	\$ 3,405,104	\$ 12,454,202	\$ 12,445,219	\$ 8,985
Interest Revenue	\$ (150,004)	\$ (49,791)	\$ (100,213)	\$ (199,163)	\$ (150,004)	\$ (420,004)	\$ (199,163)	\$ (220,841)
TOTAL EXPENSES	\$ 13,731,133	\$ 14,245,237	\$ (514,103)	\$ 55,742,923	\$ 3,255,100	\$ 12,034,198	\$ 12,246,056	\$ (211,856)

	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF March 31, 2025
Ontario Works	\$ -	Municipal share of administration expenses is on budget.
Child Care	\$ -	Municipal share of Child Care expenses are on budget.
Community Housing	\$ (160,743)	<p>(\$161,464) + \$721 = (\$160,743) surplus</p> <p>Federal Funding is on budget.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$161,464) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$44,416) more than budgeted. - Direct operating expenses are forecasted to be (\$117,048) under budget due to: <ul style="list-style-type: none"> salaries & benefits forecasted to be (\$118,303) under budget, other admin expenses are forecasted to be over budget \$1,755; - Program Support Allocation is forecasted to be on budget. <p>Rent Supplement program is forecasted to be on budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be \$721 over budget.</p>
Paramedic Services	\$ 169,728	<p>Paramedic Services municipal share is forecasted to be \$169,728 over budget.</p> <p>The MOHLTC funding is forecasted to be \$93,040 under budget with no MOH funding allocation increases for 2025 received to date.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by \$32,034</p> <p>Admin Staffing and Benefits is forecasted to be under budget by (\$100,690)</p> <p>Non Wages are forecasted to be over budget by \$145,344</p> <ul style="list-style-type: none"> - Other Transportation & Communication is (\$9,798) under budget - Operational Staffing Travel and meals are forecasted to be over budget by \$66,421 - Software costs are forecasted to be on budget - Legal and Arbitration Costs are forecasted to be on budget - Program Support is forecasted to be (5,155) under budget - Vehicle repairs and maintenance are forecasted to be under budget by (\$60,690). - Building repairs and maintenance, grounds and utilities are forecasted to be \$76,442 over budget - Mal Practice Liability Insurance is forecasted to be \$4,890 over budget - Supplies are forecasted to be \$73,234 over budget.
Patient Transfer Service	\$ -	Patient Transfer Service Municipal share is on budget
Interest Revenue	\$ (220,841)	Interest Revenue is forecasted to be (\$220,841) more than budgeted which results in a municipal surplus.
	\$ (211,856)	



**Sables-Spanish Rivers Public Library
Board Meeting Minutes
February 24th, 2025 @ 6 PM via Zoom**

Board Chair: Ursula Robinson, Board Secretary: Jolie Bianchin, Library CEO: Tracey VanDerGulik, Board Members: Kathy Moore, Kevin Burke, Rachel Maville, Denise Trenaman

Regrets: Merri-Ann Hobbs, Stacey Wagler, Sue Christiansen

1. The meeting is 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 honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect. May we respectfully honour the voices of the Anishinaabe and ensure they are represented in our collections, programs, and services.

3. Additions to Agenda.

None

4. Disclosure of Conflict of Interest.

None

5. Approval of January 2025 Board Meeting Minutes & Agenda.

Note edits needed for minutes:

Take out Zoom beside the names.

Spelling error for **Cloey Kirkham** (10.2 page 5). Please edit to proper spelling.

Be it **RESOLVED** that the SSRPL Board approve the January 2025 meeting minutes with the above-noted edits.

MOVED by Denise Trenaman. **SECONDED** by Kathy Moore.

CARRIED - 2025-05

6. Business Arising from the Minutes:

6.1. AODA Staff Training Update.

Staff have completed the course. WHMIS training is next. The board can participate in the training, which is free. If interested, please reach out to the CEO for the link.

6.2. Winter Maintenance Update.

According to Ann Whalen, the library staff is responsible for snow removal at the entrance and walkway. The library CEO raised the issue of using salt or ice melt for this purpose. Kevin Burke mentioned that a Public Works meeting is coming up, where they will discuss it further. Webbwood is facing additional issues. The CEO has taken pictures of these problems and will forward them to KB. Currently, snow is obstructing the accessibility button and the drop box. Additionally, the blue residue from the ice melt is getting onto the library's carpet. Kevin will discuss with Public Works whether the library can use salt instead of ice melt.

6.3. Massey Custodian Recruitment Update.

Lorraine Rowe is the new Massey Custodian.

6.4. CRA Staff Gift Card Definition Update.

Clarified that Gift cards under \$500 are non-taxable.

7. Correspondence.

None

8. Health & Safety Review.

None

9. New Business.

None

10. CEO Monthly Report:

10.1. T4 Submission

Have been issued. As of February 04, 2025

10.2. New Rates Update.

Everything is going well, and there have been no complaints. The replacement fee for the plastic library cards is \$3. Many people are interested in upgrading from their paper cards to the new plastic ones, so we should distribute them. If someone loses their new plastic card, we will charge them for the replacement.

10.3. Programs Update.

March Calendar. Craft clubs are doing very well. Candy guessing contest, an escape room in March. Valentines for Vets.

Ursula - possibly of starting a quilting club

10.4. Student Volunteer.

The Principal of St. Mary's School approached the CEO with a pilot program focused on teaching life skills to eighth-grade students. The students will not attend the program alone; each student will be accompanied by an educational assistant (EA). So far, both the program and the student are doing well, providing a great experience overall.

10.5. 2025 SOLS Connectivity Grant Update.

Good news. We have received it as of Feb 24th in the amount of \$2,638.80.

10.6. DVD Pool.

Similar to the Large Print Pool. \$225 for 3 rotations per year. We receive 80 movies in the rotation. Postage is paid for. Keep 40 in Massey and 40 in Webbwood.

10.7. United Way Income Tax Clinic.

Rachel is a volunteer for the United Way. Starts on March 03, 2025 - pass it on.

11. Policy Review.

None, however, the CEO announced that she will bring some policy review matters forward next month.

12. Monthly Financials

12.1. January 2025 Financials.

- Cleaning wages should read \$325/month.
- Page 2 CC - QB - \$188.71. Page 3 - \$885.97 program. The following month we will receive a credit of \$188.71. \$98 is for the payroll part of QB.
- Amazon collections - Can we purchase Canadian vs Amazon? Indigo? Or find other Canadian outlets. Indigo: Kiosk ordering. Ships directly to the store. The Board feels that the more we can support "Canadian" the better.
- Page 2 - Received partial payment for the budget.

Be it **RESOLVED** that the SSRPL Board accepts the January 2025 financials of \$27,919.70.

MOVED by Kathy Moore. **SECONDED** by Denise Trenaman.

CARRIED - 2025-06

12.2. Monthly Budget Tracking: January 2025.

Reviewed

12.3. 2025 Draft Budget Update.

The budget was well received. The budget committee collaborated effectively with the CEO to create an excellent budget, which was highly appreciated from the municipal perspective. Baker Tilly meeting with us next month in person.

13. Council Report.

- Potential housing development in Massey.
- The CEO is assisting the Eagles Club with the Webbwood rink, and we need a community watch for this initiative. Thank you for your support. Tracy, who started the Webbwood Recreation Committee years ago, successfully managed the rink and is willing to get involved once again. Additionally, volunteers are on board to help with the efforts.

14. Strategic Planning & Marketing.

The Trillium Grant is still available for application. We would like to request funding for a new digital sign for the Massey Branch. Denise Trenamen initiated this project, and the CEO is moving it forward and currently gathering quotes and preparing to submit them.

15. Next Meeting.

March 24, 2025 - in person Massey Branch. 5:00 pm

16. Motion to Adjourn.

Be it **RESOLVED** that the SSRPL Board adjourned at 7:21 pm.

MOVED by Denise Trenaman.

CARRIED - 2025-07

Chair: Ursula Robinson	Secretary: Jolie Bianchin
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Sables-Spanish Rivers Public Library Agenda

March 24th, 2025 @ 5 PM in Person at Massey Branch

In Attendance: Rachel Hamelin, Stacey Wagler, Jolie Bianchin, Ursula Robinson, Sue Christiansen, Marie-Ann Hobbs, Kathy Moore.

Regrets: Kevin Burke, Denise Trenaman.

1. The meeting was called to Order at 5:04 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 honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect. May we respectfully honour the voices of the Anishinaabe and ensure they are represented in our collections, programs, and services.

3. 2022–2023 Audit Presentation with Auditor Marc Belanger from Baker Tilly **SNT**

2022 Financial Statements

- There were no significant audit risks identified.
- Fundraising cash needs to be added to the budget report.
- The Financial Report has been dated today, and the board needs to approve it
- Reviewed Statement of Financial Position
- We have a few years of accumulated HST rebates that need to be filed.
- When looking year to year - very comparable. Some of the differences in revenues is a timing thing – Example: January deposit that was made late.
- Repair and maintenance will change from year to year.
- Page 3 - cash flow statement review. Skip
- Page 4 - Statement of change and financial assets review.
- Page 5 - 7 - notes on how we recognize categories, etc.
- Page 6 - accumulated surplus. This has come up in the budget process. Currently - \$49,713. From the library's day one of operation and ever since, this has been your surplus

Discussion: Is the library going to dig into its surplus? It is ok to have a reserve for situations not foreseen. Maybe think about what you can do with this if the municipality

agrees that we can keep it. Programs for self-funding. Make a plan on what we are going to do with this for short-term, long-term plans. Term deposits, Short-Term GICs. Purchase a digital sign? What to do with this reserve is the decision of the board. In making a plan on how to utilize this money, consideration on leaving a cushion should be made.

As a board, how can we be better at safekeeping to ensure that payments are being made and targeted? Having conversations - suggestions will come from the Accountant.

2023 Financial Review

- Same reports as 2022.
- Accounts receivable big increase but is due to timing difference. For example, a 2023 grant of 12.8k was received in 2024.
- Accounts payable - large increase. Reasons: Omers started and showed up as payables at the end of the year.
- Page 2. Total Revenues. Concentrating on the central column. Grant - OLSG - application was not done for 2023, but it has been applied for in 2025
- Fundraising and service charges - increase
- Books and Periodicals - lower than previously and what was budgeted, but this is due to the recycling of the CEO's
- Office supplies - increase.
- Repairs and Maintenance - increase – Reason being: Radon mitigation and electrical work
- Salaries - in line with budget
- Add more notes on page 7 - note 3 (large). Reviewed accounting standards. None of these standards impact the library.
- Page 8 note 6 pension plans. Investment in Omers in 2023. Disclosure is discussed here.
- Note 7, page 9, financial instruments - new standards that need to be communicated/disclosed for the public sector in your statement.

Audit Finding Report 2022 and 2023

- Every year when we present audit reports, we communicate our findings.
- Page 4 Responsibilities. What are the various responsibilities? Management is responsible and/or the Board of Directors. Auditors are liaisons.
- Page 7 of our audit approach: We use a Substantive approach that focuses on directly verifying the accuracy and completeness of financial statement balances and transactions, rather than relying heavily on internal controls. This approach involves detailed procedures like reviewing supporting documents, conducting analytical procedures, and performing confirmations with third parties to identify any material misstatements.

- Page 10 Materiality: In the context of an audit report, materiality refers to the significance of an omission or misstatement in financial statements, determining whether it could influence the decisions of users relying on those statements.
- We determine expenses 3% of total expenses - take 3% in 2022, it is 5.8K
- Review the appendix - these were areas where we did not make corrections.
- Line C 2.2 K - still comfortable with this number.
- Page 12 Independence.
- Page 13 – Other matters. No significant transactions flagged. No significant matter arising from the audit. Baker Tilly will be issuing a management letter which identifies some matters that they would like to bring to our attention.
- We did not come across any fraud or noncompliance.

Discussion: Accountant asked the Board if we have any concerns - are we aware of anything that they should be aware of? The Board said no.

2023 appendix.

Numbers were a bit bigger in 2023 for unsupported payments. 3.2k. We could not locate invoices. Revenue and float - 3.2K more deposits than what the document showed.

We should offset what is going through petty cash.

Suggestion: Keep a Petty Cash and a Monthly float to better track and record.

T4's amendments for 2024 T4s: The payout should have been taxable. \$4K that was not put on as a taxable benefit. This should be amended with CRA.

A recommendation was made in 2021, but this did not happen.

Omer's and Manulife. Manulife is not considered a taxable benefit. Omer's is non-taxable. It is taxable when you withdraw the money.

HST - a few years behind. The 2021 rebate form was sent, but it was denied because the municipal rebate vs non-profit issue. Accountant will fix this with CRA so that we can file. WE will be getting back 6 - 8 K.

Discussion:

The auditor asks in the subsequent events section if anything happened recently that could have an impact on 2022 and 2023. Our answer - No

Budget spreadsheet: Going forward, will the town allow for a surplus to be retained?

ACTION: We need to have a conversation, and the surplus amount should be budgeted.

4. Additions to Agenda.

New Business - 10.1 - Approval of 2022 and 2023 Audited Financials

Be it RESOLVED that the TSSRP Library Board approves the addition of 10.1 to the agenda.

MOTION by: Stacey Wagler. SECONDED by: Sue Christiansen. **CARRIED. 2025 - 08**

5. Disclosure of Conflict of Interest - NONE.

6. Approval of February 2025 Board Meeting Minutes & Agenda.

Be it RESOLVED that the TSSRP Library Board approves the meeting minutes of February 24, 2025.

MOVED by: Rachel SECONDED by: Kathy Moore. **CARRIED. 2025 - 09**

7. Business Arising from the Minutes:

7.1. DVD Pool Update: Eighty titles arrived on March 21st and will be distributed evenly between both branches. We will keep these titles for three months, after which they will be mailed back, and a new batch of eighty titles will arrive. This process will continue for approximately two years. At the end of the circulation period, we will be allowed to keep the last set of eighty titles.

Discussion:

What happens if they are not returned? The library will be responsible for replacing it/paying for it.

7.2. WHMIS Training Update. All staff have been registered for WHMIS training, to be completed by April 2025. It has to be redone every year. The cost is \$79.80 for 4 people.

7.3. United Way Income Tax Clinic Update: Attendance has been good, 11 have attended in Webbwood while 5 have attended in Massey as of March 21st. Thank you to Rachel.

8. Correspondence.

Email from United Library Services:

Subject: New Tariffs Notification

Date: April 2, 2025

We want to inform you that starting April 2, 2025, books will be subject to new tariffs. The outlook ahead is uncertain, and we cannot guarantee complete clarity on the situation at this time. We are making an effort to prioritize the purchase of Canadian authors and suppliers.

Discussion Points:

- Consider using Bay Used Book Stores, which offers an online shop with a great selection and provides store credit for used books.
- BookOutlet.com is a Canadian option that sells discounted books; however, shipping costs can be high.
- Amazon: Although Kevin suggested avoiding this platform since it is American, we must consider the potential job losses locally. We may still use Amazon Canada, as the CEO is committed to sourcing Canadian products and often collaborates with Indigo. We will continue to put thought and research into supporting Canadian businesses as much as possible.
- Costco membership can be delivered to your door. Paper - bulk/all the large items.
- Is there a criteria on how old the book should be? We try and keep it in 5 year range.

9. Health & Safety Review.

None

10. New Business.

10.1 - 2022 2023 Financial.

Be it RESOLVED that the TSSRP Library Board approves the 2022 and 2023 audited financial reports from Baker Tilly SNT.

MOVED Sue Christianson. SECONDED by: MH. **CARRIED. 2025 - 10**

11. CEO Monthly Report

11.1. Long-Term Radon Testing Update for Webbwood branch.

Good news. Looking at the numbers may not mean much to us. But the numbers are great.

11.2. Annual Survey Update.

April 30th deadline. Close to completion.

11.3. Programs Update.

- a) March break went very well. Family oriented. Family game night/paint night. Thank you to Sue C for the escape room during the March break. It was well attended.

- b) Easter Egg Hunt on April 12th and 16th. Pre-registration. Door prizes are being donated.
- c) Butterfly kits through scholastic/scholars' choice. Send libraries butterflies larvae, and we can watch them grow over time. \$26.99 per library. It could be tied into reading week and the Seed exchange.
- d) Seed lending library.

Chloe is researching. Senior social club - Gloria. She would love to assist the library with this.

A seed lending library is a collection of seeds grown and donated by local growers. These seeds have been proven to grow successfully in our local climate and environment and are intended to be used and replenished regularly by local growers. Seeds in the Lending Library are available to be borrowed, just like a library book. How does it work? Growers borrow the seeds at planting time, grow and harvest the crop, setting aside some of the plants to grow to seed. Save the seeds and return at least the amount you borrowed to the library. Launch at the end of May.

Discussion:

Use old books and use pages as seed packets. The senior club will assist in making the envelope.

- e) Spring Auction May 5th to the 12th - online auction
- f) Neighbourhood Forest - Earth Day 2025. Free trees for kids programs. We have 18 registrants in Massey and 3 in Webbwood.

11.4. Webbwood Water Supply Update

A new pump has been installed to replace the old one. We share this water supply with the fire hall, so I will contact the municipality to see if they can assist with the costs. We hope that this will resolve the issues we have been facing over the past few years.

11.5. Tackle Share Update.

I have some unfortunate news. This program has lost funding, and they are evaluating libraries that are underutilized. As of March 2025, we will no longer be part of this program. We need to remove all the posters associated with it. We currently have two of our rods available that we can lend out.

Discussion: Possible to ask Nick McCormick to come in and teach how to make lures.

12. Policy Review.

12.1. Policy Review Schedule.

Original Copy went missing. CEO would like to postpone to next meeting to be able to clean it up and make it current.

Decision: We should form a committee to go through them/redo them/present them in batches. Anyone interested in being on the Policy committee: SC/Stacey/Ursula/CEO

Be it RESOLVED that the TSSRP Library board agrees that there is a need for a Policy Committee. WE have accepted that Sue Christianson, Stacey Wagler, Ursula Robinson and CEO will form the committee.

MOVED by: Stacey Wagler. SECONDED by: Kathy Moore. **CARRIED. 2025 - 11**

13. Monthly Financials:

13.1. February 2025 Financials.

- Security - 104.25 (service fee). Reason: Someone took home the panic button. It had to be reprogrammed.
- Security - payments: Security fee - \$68.51 is for Webbwood and \$56.38 is for Massey - quarterly payments.
- Page 1 - cleaning wage balance - \$85? This is reimbursement for retroactive pay.
- What is Meridian Lease - rental for the machine in Webbwood (photocopier)?
- TSSR Insurance adjustment: added insurance for what we pay for the year. There was an increase and this is the adjustment for that. We were added to the township for liability.

Be it RESOLVED that the TSSRP Library Board approves the February Financials for \$ 21,876.12.

MOVED by: Sue Christianson. SECONDED by: Kathy Moore. **CARRIED. 2025 - 12**

13.2. Monthly Budget Tracking: February 2025.

Reviewed

Discussion:

Postage rebate 138.60

Page 2 - Vacation - \$1690.00

Action: The CEO will investigate and provide us with an explanation regarding this number.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-35

Being a Bylaw to Adopt a
Seasonal and Cottage Road 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 8(1), as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it necessary and desirable to identify Seasonal and Cottage Roads by adopting the Township of Sables-Spanish Rivers Seasonal and Cottage Road 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 Seasonal and Cottage Road Policy attached hereto as Schedule 'A' to this bylaw be adopted;
2. THAT this bylaw shall hereby amend Bylaw 2018-41 as it relates to the Seasonal Road Policy;
3. THAT this bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 28th DAY OF MAY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 28th DAY OF MAY, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

	Corporation of the Township of Sables-Spanish Rivers	
	Document Title	Seasonal and Cottage Road Policy
	Department	Public Works and Infrastructure
	Date Authored	17 January, 2025
	Approval Level	Council of Township of Sables-Spanish Rivers
	Date of Approval	May 28, 2025
	Revision Date	
	Bylaw No.	2025-35

POLICY STATEMENT:

This policy has been developed to identify Seasonal and Cottage Roads within the Township and to establish the level of service for roads bearing these designations.

Definitions:

Seasonal Road – Seasonal Roads within the municipality are roads that have not been constructed to an urban or rural engineering standard. These roads meet the criteria of a Class 6 highway under O. Reg 239/02 Minimum Maintenance Standards.

Cottage Road - Cottage Roads serve the function of a Local Road but are (generally) short in length, (typically) have narrower rights-of-way widths, and do not meet other engineering design standards. Under municipal jurisdiction, Cottage Roads provide public access to both year-round and seasonal residential properties and other amenities. These roads meet the criteria of a Class 6 highway under O. Reg 239/02 Minimum Maintenance Standards.

Legislative Authority:

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

And;

Seasonal roads are considered to be Class 6 Roads and are not subject to minimum maintenance Standards under O. Reg 239/02

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.
(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

POLICY:

Seasonal Roads

- 1) Seasonal Road will receive maintenance as deemed essential from May 1st to September 30th. Roads and section of roads identified as seasonal **will not** receive any winter maintenance.
- 2) The travelled surface on all Seasonal Roads shall be Granular “B”, Type I or as determined by the Supervisor of Public Works or Designate.
- 3) All seasonal roads shall have signage indicating the seasonal status of the road including the duration of the closure.
- 4) The municipality does not provide services to residences on these roads.
- 5) The following roads have been deemed as Seasonal within the Township of Sables-Spanish Rivers:
 - o Antonen Road - Intersection of Birch Lake Road to May Township Limit

- Buckmiller Road - 1.0 kilometers from the intersection of LaCloche Lake Road to end of roadway.
- Camp 50 Road
- Cloughney Road - 300 meters from the intersection of Lee Valley Road to the intersection of Burns Crossover Road
- Duff Road - 1.9 kilometers in from the intersection of Highway 17 to end of roadway.
- Firehall Road - 1.4 kilometers in from the intersection of Agnew Lake Road to end of roadway.
- Gagan Road - 1.2 kilometers in from the intersection of Highway 17 to end of roadway.
- Gannon Road - 300 meters in from the intersection of Birch Lake Road to end of roadway.
- Gravel Pit Road (also known as 445 Birch Lake Road).
- Hannah Road - 0.4 kilometers in from the intersection of Goltz Road to end of roadway.
- Hoogeveen Road - 100 meters in from the intersection of Pleasant Valley Road to end of roadway.
- Moose Lake Road - 750 meters in from the intersection of Cutler Lake Road to end of roadway.
- Proctor Road
- River Valley Road
- Steinke Road
- Sugar Lake Road - 4.0 kilometers in from the intersection of Highway 17 to end of roadway.
- Temperance Valley Road – from the 2.5-kilometer marker to end of roadway.
- Whalen Road - 0.9 kilometers in from the intersection of Highway 17 to end of roadway.
- Wilkinson Road

6) The speed limit for Seasonal Roads is set at a maximum of 30km/hr

Cottage Roads

- 1) In limited circumstances and upon recommendation of the Public Works Supervisor or Designate, the Council of the Township of Sables-Spanish **may** authorize year-round maintenance. As these roads are Class 6 roads, maintenance may be applied at a lower priority which, in turn, could impact emergency service response.
- 2) The travelled surface on Cottage Roads will typically be Granular “A” or Granular “M”, or as determined by the Supervisor of Public Works or Designate.
- 3) Curbside waste management services are not provided to Cottage Roads residences.
- 4) Speed limit for Cottage Roads is set at a maximum of 30km/hr.
- 5) All Cottage Roads will have signage posted indicating “**Reduced Maintenance Cottage Road**” “**Drive with Caution**”.
- 6) The following roads have been designated as Cottage Roads within the Township of Sables-Spanish Rivers Road system:
 - Bass Point Road – deemed per Bylaw 94-324

BYLAWS OR POLICIES REPEALED OR AMENDED:

Township of Sables-Spanish Rivers Seasonal Road Policy – Bylaw 2018-41.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-36

Being a Bylaw to
Prescribe a Rate of Speed

WHEREAS Chap. H.8, Section 128 Subsection (2) of the Highway Traffic Act, R.S.O. 1990 as amended, provides that a Council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by bylaw, prescribe a rate of speed different from the rate set out in Subsection (1);

AND WHEREAS it is deemed expedient to reduce the speed on Bass Point Road;

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

1. THAT a rate of speed of 30 kilometres per hour for motor vehicles is hereby prescribed on Bass Point Road within the jurisdiction of the Township of Sables-Spanish Rivers;
2. THAT this bylaw shall become effective upon the appropriate signage being erected in the location(s) stipulated herein.
3. THAT this bylaw repeals any other bylaw or resolution which is not consistent with this bylaw.

READ A FIRST AND SECOND TIME THIS 28th DAY OF MAY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 28th DAY OF MAY, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: May 28, 2025
AGENDA GROUP: A
DEPARTMENT: Council & Administration
AUTHOR: Anne Whalen
SUBJECT: Office & Council Meeting Schedule

BACKGROUND:

Council Meetings – July & August:

I would like to propose that the regular Council meetings for the months of July and August be reduced to one per month.

A previous survey of surrounding municipalities shows that those that hold 2 meetings per month reduce to 1 per month for the summer. The date is moved to mid-month to reduce the time span between meetings. Approximately half of the municipalities polled have only one meeting per month on a regular basis.

Most of the business conducted over the summer months is in the nature of routine endorsements by Council. With the exception of planning applications, there is not usually anything urgent that needs to be dealt with. Departmental committees typically break over the summer as well.

If Council is in agreement, it is suggested that the following meeting schedule for July and August be adopted:

- July 16, 2025
- August 20, 2025

Reduced Office Hours to the Public:

In 2023 due to staff shortage and vacation schedules, Council agreed to the recommendation to have the municipal office closed to the public one day per week. This was very beneficial as it allowed for staff to work one day uninterrupted.

We are once again short-staffed and request that this schedule be implemented for the months of June, July and August. It is proposed that the schedule be each Friday commencing June 6th and ending August 29th.

This will allow staff to have one day to focus on projects/tasks uninterrupted.

RELATED POLICY:

n/a

STRATEGIC PLAN:

Goal – Effective Municipal Governance

Strategic Direction – Enhance administrative efficiencies.

Action Item – n/a

BUDGET IMPLICATION:

n/a

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT the Council meetings for July 9, July 23 and August 13 and August 27, 2025 be cancelled;

AND THAT the following meeting schedule for the months of July and August be adopted:

- July 16, 2025
 - August 20, 2025
-

BE IT RESOLVED THAT the municipal office be closed to the public each Friday commencing June 6th, 2025 to and including August 29, 2025.

ATTACHMENTS:

none



599 Imperial St. North, PO BOX 728 Massey, ON
P0P 1P0
www.masseyfair.ca
office@masseyfair.ca

Sables Spanish Rivers Township,

I hope this message finds you well. I am reaching out on behalf of the Massey Agricultural Society to request an exemption from the Noise Bylaw for our upcoming event in July. If this request falls outside your department, I would greatly appreciate it if you could forward it to the correct staff.

We are seeking an exemption from the Noise Bylaw for the following date:

- **Saturday July 19, 2025**

This is for the Monster Trucks All Out being held at the Massey Fair Grounds, hosted by Monster Trucks All Out. These events will require an exemption from sections 5, 8, 10, 11, and 12 of the Noise Bylaw.

As part of the application process for these permits, we are required to provide proof that these events are of Municipal significance. Your support in this matter would be greatly appreciated.

If you require any additional information or documentation, please do not hesitate to contact me. Thank you in advance for your attention to these requests, and we look forward to your response.

Sincerely,

Lindsey Cada-Tremblay
President - Massey Agricultural Society

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

FINANCE COMMITTEE MEETING

PAGE 1

May 12, 2025

PRESENT: Mayor Kevin Burke, Councillor Casimir Burns, Councillor Harold Crabs, Councillor Thoma Crabs, Councillor Mike Mercieca, Councillor Cheryl Phillips, Resident Edith Mercieca, Resident Brent St. Denis
Staff: Anne Whalen, Clerk-Administrator; Ruth Clare; Treasurer

The meeting began at 6:20 pm

Water and Wastewater

A review of the current sewer user fees led staff to revisit the broader need for a detailed evaluation of our water and wastewater systems. In response, the Finance Committee reviewed the importance of a formal capacity study, rate study, and financial plan to ensure compliance with regulatory standards and long-term infrastructure sustainability.

An allocation of \$75,000 has already been earmarked in the 2025 capital budget for this purpose.

➤ **Recommendation to Council:**

BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers authorize staff to initiate the process for developing a comprehensive Water and Wastewater Capacity Study, Rate Study, and Financial Plan, including the ability to explore and engage consulting services as necessary;

AND FURTHER to determine the most appropriate scope and method for completing the required studies in accordance with applicable legislative requirements and budget allocations.

Community Improvement Plan (CIP) and Tax Increment Equivalent Grants (TIEGs)

The Committee discussed the potential benefits of adopting a CIP, which may include offering Tax Increment Equivalent Grants (TIEGs) to incentivize private investment in key areas. These tools aim to encourage redevelopment and property improvements by offering partial rebates of the municipal tax increases resulting from those improvements.

The discussion centered on:

- The potential financial impact on the Township,
- The ability of current assessment growth to support such a program,
- Identifying target areas or types of projects that could benefit most from TIEG incentives.

Next Steps:

The Treasurer will consult with other municipalities, seek preliminary cost estimates from consulting firms, and explore funding opportunities to support the development of a CIP.

Library Surplus Funds

Following the completion of the Library's 2022 and 2023 audits, a surplus of \$55,802 has been identified. The Committee considered how these funds should be utilized going forward.

Recommendation:

That the Library Board retain the surplus for use toward **capital** projects and maintenance, and that ongoing updates on fund utilization be reported to the municipality.

Service Delivery Review Discussion

The Committee briefly considered the feasibility of initiating a service delivery review to assess municipal operations for possible efficiencies or service level enhancements.

Outcome:

No formal recommendation will be brought forward at this time. The matter may be revisited in the future as priorities and financial conditions evolve.

Strong Mayor Powers – Budget Implications review

Effective May 1, 2025, the Township of Sables-Spanish Rivers has been designated as a “strong mayor” municipality under Ontario Regulation 530/22. This designation grants the Mayor new authorities related to the development and adoption of the municipal budget. Below is a brief overview of important timelines.

Budget Process Under Strong Mayor Powers

The implementation of strong mayor powers introduces specific timelines and procedures for the municipal budget:

Budget Proposal Deadline:

The Mayor is required to propose the annual municipal budget by February 1 of each year. If the Mayor does not table the budget by this date, the traditional budget process remains in effect, with Council resuming its typical budgetary responsibilities and timelines.

This provision ensures continuity in financial operations, preventing budget delays or disruptions.

Council Review Period:

Upon presentation, Council has a 30-day period to review and propose amendments to the Mayor's budget. If Council does not amend the budget within this timeframe, the Mayor's proposed budget is deemed adopted.

Mayoral Veto:

The Mayor has the authority to veto any Council amendments within 10 days following the Council's amendment period. If the Mayor does not exercise this veto, the amended budget is deemed adopted.

Council Override:

Council can override the Mayor's veto with a two-thirds majority vote within 15 days after the veto is issued. If the override is successful, the amended budget is adopted. If not, the Mayor's original budget stands.

The meeting adjourned at 8:00 pm. The next meeting will be held at the call of the Chair.



The Township of Sables-Spanish Rivers

11 Birch Lake Rd

Massey, ON

POP 1P0

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

The Corporation of the Township of Sables-Spanish Rivers Request for Proposal (RFP)

Animal Control Services

Issue Date: **Friday, May 30, 2025**

Closing Date: **Friday, June 27, 2025**

Closing Time: 11:00 am

Contact: Anne Whalen – Clerk-Administrator

11 Birch Lake Rd Massey Ontario

POP 1P0

T: 705-865-2646

F: 705-865-2736

Email: inquiries@sables-spanish.ca



The Township of Sables-Spanish Rivers

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Section 1 Introduction and General Instructions

1.01 Introduction

The Township of Sables-Spanish Rivers (referred to herein as ‘the Township’) is inviting Proposals from qualified proponents for Animal Control Services. The term of the agreement shall be two (2) years, commencing January 1, 2026, with possibility of extension for a further three (3) years. This Request for Proposals document and any other applicable attachments or addenda are available in PDF format through the Township of Sables-Spanish Rivers’ website at www.sables-spanish.ca.

1.02 Submission of Proposals

Proposals shall be submitted in the form and format specified in Sections 2 and 3 and shall include the completed Form of Tender included as Section 4 at the end of this document. A designated signing officer authorized to bind the proponent to the provisions of their Proposal must sign the Form of Tender. Any addenda issued by the Township in accordance with Subsection 1.06 must be acknowledged by the proponent on the Form of Tender. Each proponent is asked to submit one (1) hard copy **OR** one (1) electronic copy of their Proposal. All Proposals must be signed, sealed, the envelope marked with the Proponent’s name and the Project Name and received by:

The Township of Sables-Spanish Rivers

11 Birch Lake Road

Massey, ON POP 1P0

Or email to: inquiries@sables-spanish.ca

Project Name: “2026 RFP Animal Control Services”

Proposal Submission Deadline: 11:00 a.m. Friday, June 27, 2025.

Proposals must not be restricted by a statement added to the Form of Tender or by a covering letter, or by alterations to the Form of Tender supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Proponent to ensure that the Township receives Proposals delivered or sent by courier prior to the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered and will be returned unopened. Faxed submissions will not be accepted in response to this RFP.



The Township of Sables-Spanish Rivers

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1.03 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below:

Anne Whalen, Clerk-Administrator

11 Birch Lake Road

Massey, ON POP 1P0

inquiries@sables-spanish.ca

IMPORTANT: A Proponent may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Proponent receives the same information and that no Proponent receives unfair treatment during the RFP process.

1.04 Schedule

The schedule set out herein represents the Township's best estimate of the schedule that will be followed:

RFP issue date: Friday, **May 30, 2025**

Proposal Submission Deadline (see Sec 1.02): Friday, **June 27, 2025** by 11:00 am Anticipated notification of award: Thursday, **July xx, 2025** (provided Council approves on Wednesday, **July xx, 2025**)

Contract start date: Thursday, January 1, 2026

1.05 Required Review and Clarification

Proponents shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact by 3:00 p.m. on Friday, **June 13, 2025**. This will allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact. In submitting a Proposal, the Proponent acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Township is not responsible for any misunderstanding of the RFP.



The Township of Sables-Spanish Rivers

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Massey, ON

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1.06 Amendments to the RFP

The Township of Sables-Spanish Rivers may issue addenda to clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. Addenda shall be posted by 11:00 am on Friday, **June 20, 2025** to www.sables-spanish.ca and shall be available in the Municipal Office. It is the Proponent's responsibility to obtain a copy of any addenda and acknowledge same on the Form of Proposal.

1.07 Opening of Proposals

There will be no formal opening of Proposals. Typically, a request for proposals is evaluated on a more comprehensive set of criteria than a tender. As such, the RFP will not be awarded at the opening, but only after the Evaluation Committee has examined all Proposals in detail and presented their recommendation to Council. Proponents will be notified of the date for the Council meeting at which the Award will be decided, and they are welcome to attend or will be notified by the Lead Contact.

1.08 Reserved Rights of the Township of Sables-Spanish Rivers

The Township reserves the right to:

- a. make public the names of any or all Proponents and their quoted price;
- b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Tender;
- c. adjust a Proponent's scoring or reject a Proponent's Tender on the basis of
 - i) a financial analysis;
 - ii) information provided by references;
 - iii) the Proponent's past performance on previous contracts awarded by the Township;
 - iv) the information provided by a Proponent pursuant to the Township exercising its clarification rights under this RFP process; or
 - v) other relevant information that arises during the RFP process;
- d. verify with any Proponent or with a third party any information set out in an RFP;
- e. check references other than those provided by any Proponent;
- f. disqualify any Proponent whose RFP contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- g. disqualify any Proponent or the RFP of any Proponent who has engaged in conduct prohibited by this RFP;



The Township of Sables-Spanish Rivers

11 Birch Lake Rd

Massey, ON

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-
- h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
 - i. select the Proponent other than the Proponent whose RFP reflects the lowest cost to the Township or the highest overall score;
 - j. cancel this RFP process at any stage;
 - k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
 - l. accept or reject any or all RFP's in whole or in part;
 - m. discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal;
 - n. if a single Tender is received, reject the Proposal of the sole Proponent and cancel this RFP process
 - o. to negotiate with the two highest scoring Proponents.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

1.09 Not Responsible for Costs

The Township of Sables-Spanish Rivers shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Township shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Township exercising any of its expressed or implied rights under this RFP.

1.10 Tender Expiry Date

Proponents hereby acknowledge that their Proposals shall be irrevocable for a period of 60 days from the Proposal's Submission Deadline. Extensions to this period may be granted with the mutual agreement of the Township and the successful Proponent and may be initiated by either party.

1.11 Confidentiality and Ownership

Any information provided to the Proponent by the Township of Sables-Spanish Rivers before, during or after the contract is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township. The information, reports, documentation, plans, etc. that are produced by the successful Proponent in response to this contract shall become the exclusive property of the Township of Sables-Spanish Rivers. However, intellectual property, such as specific tools,



The Township of Sables-Spanish Rivers

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templates, processes, etc. that the Proponent provides as part of the deliverables remains the property of the Proponent.

1.12 Total Proposal Price

The Proponent shall provide a lump sum price to perform the services for Year 1 of the contract, covering one full calendar year, with any price adjustments to be noted as effective on the anniversary of the contract. HST is to be itemized separately.

1.13 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Township of Sables-Spanish Rivers. This information shall be an integral component of the submission. All written Proposals received by the Township become a public record. Once a Proposal is accepted by the Township and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Municipal office.

1.14 Additional Requirements

The successful Proponent shall ensure that all services and products provided in respect to this RFP are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation.

Section 2 Minimum Specifications & Requirements

The intent of this RFP is to contract with an agency/candidate who is capable of enforcing animal control and animal licensing bylaws of the Township of Sables-Spanish Rivers commencing January 1, 2026.

The agency/candidate shall assume responsibility for licensing services with fees as approved by the Township. To be eligible the applicant shall provide the following as part of the proposal:

- Proof of access to a pound facility constructed to standards in accordance with Regulations under the Animals for Research Act, R.S.O. 1990 and approved by the Ontario Ministry of Agriculture, Food and Rural Affairs.
- Outline the method utilized for euthanasia of dogs and cats.
- Proof of \$2,000,000 liability insurance (final contract shall include the Township of Sables-Spanish Rivers as an additional insured).
- A valid WSIB clearance certificate.
- A minimum of five years of law enforcement experience is preferred.



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- Shall indicate the number of personnel employed by or assisting the agency/candidate and their experience relevant to animal control.

The successful Proponent will be on call to provide Animal Control Services to the Township of Sables-Spanish Rivers 24 hours per day, 7-days per week and 365-days per year for a two-year period with an option to renew for three years at the sole discretion of the Township of Sables-Spanish Rivers, and will perform the duties as outlined below:

- a) Responding to calls from the Township, residents of the Township or the Ontario Provincial Police concerning animal control matters including dogs or cats running at large, and the delivery of any such dogs, cats or domestic animals which are not deemed sick or injured, directly to an animal shelter capable of providing adequate accommodation for animals impounded and of meeting the requirements for this type of building by the Province of Ontario Animals for Research Act; preparing any necessary paperwork as required by the shelter, and submitting a quarterly written report to the Township on all calls attended to and the resolution or status thereof; such quarterly reports must be submitted in a mutually agreed upon format;
- b) to receive, impound and hold for claiming by the owners any animal delivered to the Agency's Shelter by the Municipal Bylaw Enforcement Officer or other duly authorized persons and dispose of same by sale or destruction;
- c) Issuing warnings and tickets under the Provincial Offences Act, R.S.O 1990, c. P.33 to persons contravening the provisions of the Township's Animal Control Bylaw (the "Bylaw") as determined by the Animal Control Officer subject to or as otherwise required by the Township; attend court appearances if required;
- d) Patrolling problematic areas of the municipality periodically as determined by the Animal Control Officer subject to or as otherwise requested by the Township to provide proactive prevention of dogs, cats and domestic animals running at large;
- e) Providing coverage for Animal Control Services at all times such that there are no situations where a person is not available to provide Animal Control Services;
- f) Provide each dog or cat impounded with good and sufficient food, water and shelter in accordance with the provisions of the Act, if any;
- g) Responding to dangerous dog attacks as requested by the Township, a resident, or the Ontario Provincial Police, completing all necessary forms and serving the owner(s) of a dangerous dog with a Notice to Muzzle; following up to ensure the requirements for dangerous dogs are being met and assistance in preparation for and attendance at any Appeal Hearings related to a Notice to Muzzle;



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- h) Providing compliance monitoring and enforcement on the purchasing of dog and cat tags as required under the Bylaw;
- i) Maintaining a detailed daily activity log and submitting copies of the log to the Township on a quarterly basis;
- j) Enforcing all aspects of the Animal Control Bylaw, assist the Township in providing education to residents on the requirements of the Bylaw and when requested provide the Township with input on proposed amendments or revisions to the Bylaw;
- k) Shall play an integral role in Kennel License reviews including conducting kennel licensing and/or compliant inspections.

WORDINGS: Proponents may quote on their own wordings provided that all conditions are met by the wordings. The Township shall require that original specimen wordings accompany the Proposal, showing all terms, conditions and exclusions.

ASSIGNMENT/TRANSFER: The Successful Proponent shall not assign or transfer any portion of the Proposal submitted and subsequently accepted without receiving prior approval to do so by the Township.

GOVERNING LAW: A contract resulting from this Request for Proposals shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

QUALIFICATIONS: The successful proponent must submit satisfactory evidence that they have the ability and experience for this type of work, and that they possess the necessary resources to fulfil the contract. Respondents shall provide a short description of their current and past experience in providing Animal Control Services for other clients similar in nature to the Township of Sables-Spanish Rivers.

REFERENCES: Proponents shall submit two references who can speak to the Proponent's ability to provide the required services.

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

ACCESSIBILITY: In accordance with the Accessibility for Ontarians with disabilities Act 2005, S.O. 2005, c.11, the Township of Sables-Spanish Rivers shall ensure that contracted service providers have regard for the accessibility for persons with disabilities in respect to goods and services purchased by the Township.



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INSURANCE: The successful contractor will carry liability insurance in the amount of not less than \$2,000,000.00 naming the Township as additional insured parties. Proof of liability insurance as well as a WSIB clearance certificate will be required upon award of the contract and prior to commencing any work. All insurance shall remain in effect for the period indicated in this contract.

TERM: The term of this agreement shall be two (2) years, commencing January 1, 2026. The Township reserves the right to extend the agreement under the same terms and conditions for a further three (3) years on a year to year basis, dependent upon the quality of service and mutual agreement.

CANCELLATION: Proponents shall include a sixty (60) day cancellation policy, with notice to be provided in writing by other party. Failure to comply with the requirements expressed herein may result in disqualification of the Proposal.

Section 3 Evaluation of the Proposals

3.01 Evaluation Criteria, Process and Award

The acceptance of an RFP will be contingent upon, however not limited to the following considerations:

- Ability to meet all specifications and requirements.
- Qualifications and Experience
- Compliance with the RFP process
- Proposal/Quotation Price

As part of the evaluation process, the Township may contact one or more Proponents to clarify or obtain more information about their Proposal or to request the Proponent to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Proponents who have submitted a Proposal deemed to be reasonably acceptable for Award. The Township may negotiate with the two highest scoring proponents to achieve cost or service improvements/efficiencies. The Township may make an Award on the basis of the Proposals received without further discussion with the Proponents. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in this RFP.



The Township of Sables-Spanish Rivers

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Section 4 Form of Tender

I/We, the Undersigned, having examined this Request for Proposals, do hereby offer to enter into an Agreement with the Township of Sables-Spanish Rivers to provide **Animal Control Services** under the terms as included in this RFP and Proposal.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2024.

AUTHORIZED SIGNATURE

STREET ADDRESS

CITY PROVINCE POSTAL CODE

TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No. _____

Signature in the designated space, by an authorized officer of the Proponent's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Proponent and Township of Sables-Spanish Rivers, and hereby certifies that the information supplied in this tender proposal to be true and complete in all respects.

Company Seal



CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

FIRE & EMERGENCY SERVICES COMMITTEE

MEETING REPORT

April 30, 2025

MEMBERS PRESENT:

Councillors: Mike Mercieca; Merri-Ann Hobbs

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

Ratepayer: Gib Medve

Fire Chief: Terry Chartrand

Clerk: Anne Whalen

MEMBERS ABSENT:

Jeffrey Burke, Firefighter; Matthew Mailloux, Firefighter; Ed Landriault, Ratepayer; Todd
Fremelin, Ratepayer

The meeting commenced at 6:30 pm with Councillor Mercieca acting as Chair.

The two teams from the Department that participated in the Firefighter Competition in April did very well. The Chief is quite proud of their efforts. There is the possibility that the Township of Sables-Spanish Rivers could host the competition in 2027.

The Committee reviewed the year to date expenses report.

The Committee reviewed the consultation report compiled by Gib Medve.

The Committee discussed changes that should be implemented in Bylaw 2018-26 – Bylaw to Establish Fire Department. It is proposed to have a full-time administrative person to take on the role of Fire Prevention, Public Education & Training Officer who would report to the Fire Chief. This would enable the Fire Chief to remain in a part-time position.

It was discussed adding lieutenants on a trial basis. If successful, they could be added to the bylaw under Schedule A – Department Structure.

*Note – all positions require a Job Description which will be developed in the coming months.

Meeting Schedule – next meeting June 4, 2025 at 6:30 pm in the Council Chambers, 11 Birch Lake Road.

Township of Sables-Spanish Rivers

COUNCIL REPORT



COUNCIL MEETING: May 28th, 2025
AGENDA GROUP: F
DEPARTMENT: Planning
AUTHOR: Amanda St. Michel, Deputy Clerk
SUBJECT: Consent File No. C24-22

BACKGROUND:

On November 27, 2024, Council reviewed Consent File No. C24-22 to create a new lot on River Road. The following resolution was passed:

“BE IT RESOLVED THAT Consent Application File No. C-24-022 as applied for by Wayne Carrol & Brenda Cromie be deferred pending confirmation of the following;

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

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

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

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

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

The applicant has retained Keatley Surveying Ltd. to address these requirements. All applicable setbacks have been noted in the attached sketch. Sudbury Public Health has confirmed that the severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

RELATED POLICY:

- Official Plan, 2020
- Zoning Bylaw 2020-41

STRATEGIC PLAN:

Goal 4- Development & Tourism

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

Action Item- N/A

BUDGET IMPLICATION:

- No budget implication to the municipality.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT, Consent Application File No. C24-22 as applied for by Wayne Carroll and Brenda Cromie be provisionally approved this 28th day of May, 2025;

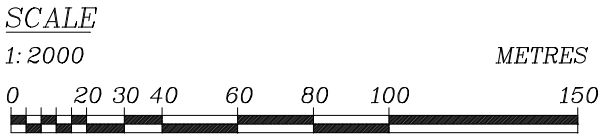
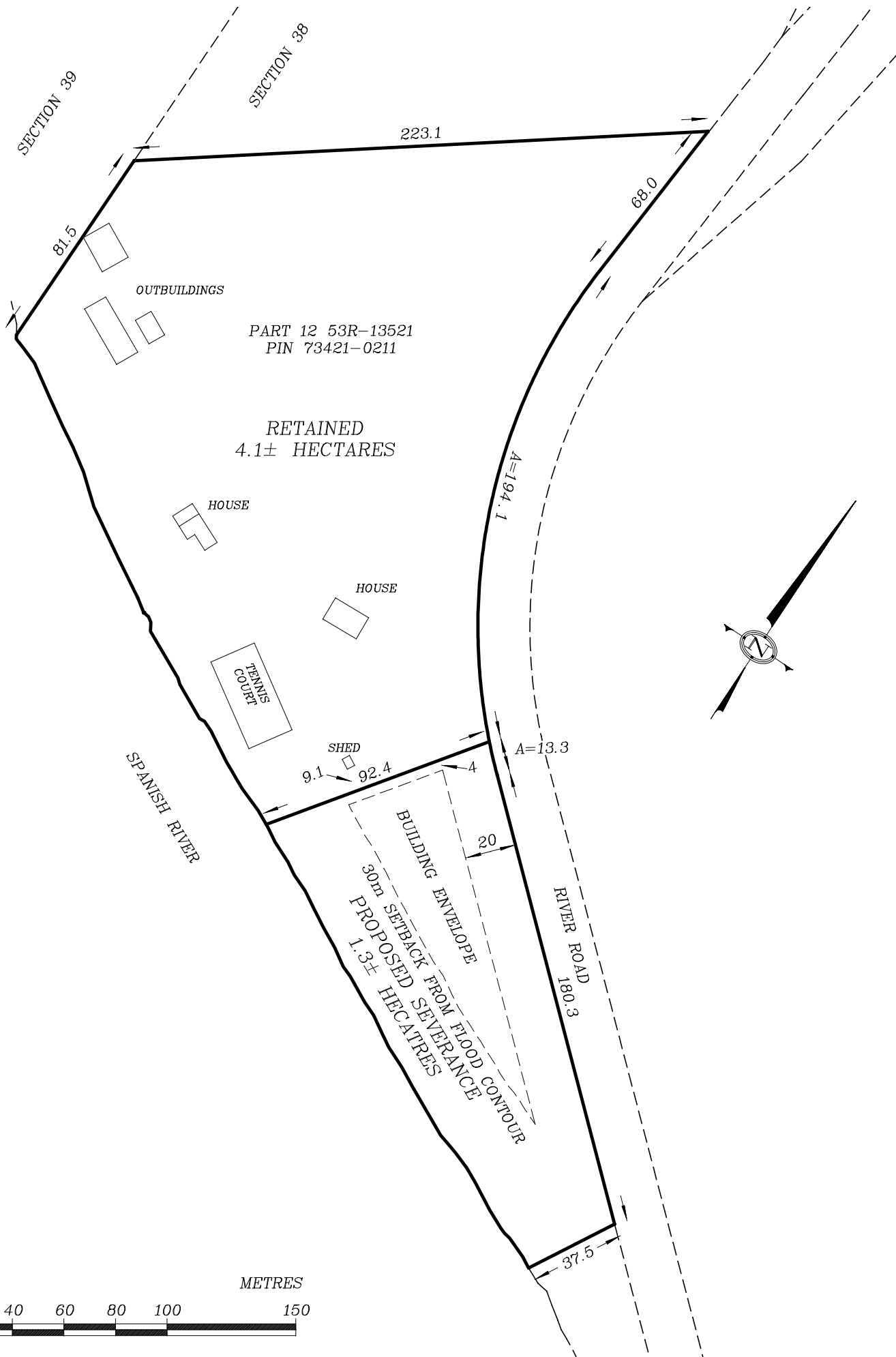
The land in subject application is composed of land in the Township of Victoria, Section 38, RP 53R13521, Part 12.

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

ATTACHMENTS:

- Keatley Surveying Ltd. sketch
- Sudbury Public Health Report
- Original application & schedule of conditions

SKETCH PREPARED FOR SEVERANCE APPLICATION
PART SECTION 38
TOWNSHIP OF VICTORIA
DISTRICT OF MANITOULIN



CAUTION
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
FOR TRANSACTION OR MORTGAGE PURPOSES.

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DATE: JANUARY 30, 2025

FILE: 6420

SCALE = 1:2,000

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

Public Health Sudbury & Districts
Health Protection Division
1300 Paris Street
Sudbury, ON P3E 3A3
Telephone: 705.522.9200, ext. 398 / Fax: 705.677.9607
OBCEnquiries@phsd.ca

Report Form: (True) Severance
(False) Minor Variance
(False) Zoning
(False) Other Government Agency

Date of Inspection:
2025/04/25

Our File Number:
302-25-CO001

Agency File Number:

Owner(s): Wayne Carroll & Brenda Cromie		Telephone: 416.678.7992		District: Sudbury		Township: Victoria	
Address: 290 River Road, Massey, ON P0P 1P0				Town/Municipality: Corp of the Twp of Sables-Spanish Rivers		Street 290 River Road	
Agents Name: Gary Bell, RPP 365 Codrington Street Barrie, ON L4M 1S9		Telephone: 705.722.1602		Lot: Pt section 28		Conc:	
						Plan: 53R13521, Part 12	
						Sublot:	
Size of Lot	Severed: 2 ha			Parcel:		Other:	
	Retained: 3.6 ha			Intended Use		Severed: Residential	
						Retained: Residential	
Number of Lots Reviewed: 2				Planning Authority: Corp of the Twp of Sables-Spanish Rivers			

General Description: (Surface drainage, slopes, etc., existing buildings, existing sewage systems and water supplies and proposed water supply) on each part.

Severed:

Vacant lot with a proposed single family dwelling serviced by a private sewage system, and a private water supply.

Retained:

Existing single family dwelling serviced by a private sewage system and a private water supply.

Conclusion:

It appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

Notes:

This report DOES NOT constitute an approval to construct a sewage system. A Sewage System Permit must be obtained from Public Health Sudbury & Districts prior to constructing, installing, establishing, enlarging, extending or altering any building or structure or any sewage system.

Sewage System Inspector

Mark Rondina, BPHE(H), BASc, CPHI(C.)

Date

2025/05/05

PLANNING APPLICATION STAFF REPORT

File No(s): Consent; C-24-22
Owner(s)/ Applicant(s): Wayne Carroll & Brenda Cromie
Date Rec'd by Twsp. October 31, 2024
Date of Public Meeting: November 27, 2024

Proposal:

The subject property is described as Victoria Township, Section 38, Plan 53R13521, Part 12. The purpose of consent application is to provide for a new residential lot in the Rural Zone. The new lot is proposed to be approximately 2ha in size and the remainder to be approximately 3.6ha.

This application also references a zoning bylaw amendment application for a tailer park that was submitted to council for approval at the November 22, 2023 meeting. Council had deferred the decision on this application as more information was requested from the applicant. This information included:

- *location of the established flood elevation contour of 177.3 m plotted on the sketch by a qualified Ontario Land Surveyor;*
- *location of the 30 meter set-back from the flood plain elevation plotted on the sketch;*
- *location of proposed beach or recreational area as required by Section 4.18.7(L) of the Official Plan;*
- *information on the topography, soils and vegetative cover of the site.*

The zoning bylaw amendment application was brought to the attention of Council again on February 28, 2024, the applicant was to provide the additional information as requested by the end of March. A second extension was provided to the applicant to submit the information by the end of April. No additional information has been received.

The applicant has now proposed to withdraw application ZBA23-06. It is recommended that Council pass a resolution acknowledging the withdrawal of this application prior to considering the new consent application C-24-22.

Provincial Review:

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

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

MECP (Ministry of the Environment, Conservation and Parks)

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

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

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

MTO (Ministry of Transportation)

- N/A

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

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

Official Plan (OP) Designation:

Section 3.16.1 Policies-Flood Plains and Natural Hazards

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

Section 4.9 Rural District – Residential Uses

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

Section 4.10- Resource Recreation District

- Permitted uses include residential development

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

Zoning:

Section 5.18 Rural

- Residential use is permitted; access by year-round maintained municipal road: River Road.
- Established minimum lot frontage on a public road is 80m, the proposed and remaining lot would meet this frontage.
- The Front Yard setback (1) with shoreline frontage shall be 20m. This property is also subject to Section 4.20.6 which outlines a 30m setback for a dwelling or septic system. (see attached)
- The applicant notes that the depth of the middle section of the proposed lot is 72m.

Provincial Planning Statement:

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

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

2.6. Rural Lands in Municipalities

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

3.6 Sewage, Water and Stormwater

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

5.2 Natural Hazards

2. Development shall generally be directed to areas outside of:
 - b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and
3. 3.1.2 Development and site alteration shall not be permitted within:
 - d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

Circulation / Agency Consultation:

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

Draft Resolution and Schedule of Conditions:

Provisional Approval – Consent Application File No. C-24-22

Schedule of Conditions:

1. Road Allowance – That if a survey is required, the road allowance(s) deemed to be approximately 33 ft. from the centre of the existing road(s) in front of the land to be severed be surveyed, and together with other road allowances that may be on this or existing surveys be conveyed to the Township of Sables-Spanish River at the applicant's expense and appropriately certified that the Township's title is free and clear of all encumbrances and the Township has a good and marketable title.
2. No deviation - The official survey must not deviate substantially from the application. The applicant must provide a copy of the draft reference plan to the Municipality.

3. Administration fee – That a \$200.00 administration fee be paid to the Municipality.
4. Pursuant to Section 3.16 of the Official Plan, a qualified Ontario Land Surveyor shall establish the flood elevation contour on the property. On the Spanish River, the flood plain elevation is 177.3 meters. The 30m setback from the flood elevation contour and other lot line setbacks shall also be shown to demonstrate a buildable area to accommodate a dwelling, well, and septic.
5. Confirmation that a well and septic system can be accommodated on the property.
6. No arrears - That there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing.

6. Water Bodies

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

7. Helipad, Heliport

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

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

4.21 Natural Heritage Features

1. Requirements for Natural Heritage Features

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

5.18.2 Zone Requirements

1. Kennel, Hobby Farm

Minimum Lot Area4.0 ha [9.9 ac.]

Minimum Lot Frontage 92 m [301.8 ft.]

Minimum Yard Requirements

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

Maximum Building Height 10 m [32.8 ft.]

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

2. Other Uses

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

Minimum Lot Frontage 80 m [262.4 ft.]

Minimum Lot Depth 50 m [164.ft.]

Minimum Yard Requirements

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

Minimum Yard Requirements - Accessory Building

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

Maximum Building Height

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

Maximum Lot Coverage 10%

Maximum No. of Dwelling Units per Lot*

Application for Consent Under Section 53 of the Planning Act

FOR OFFICE USE ONLY:

Date Complete Application Received: <i>October 31, 2024</i>	Fee Paid: <i>41500</i>	Receipt No.: <i>56503 + 56364</i>	Roll No.: <i>5218-000-004-28001-000</i>	File No.: <i>24-22</i>
----------------------------------------------------------------	---------------------------	--------------------------------------	--------------------------------------------	---------------------------

SUBMISSION OF THE APPLICATION:

1. In this form the term "subject" land means the land to be severed and the land to be retained.
2. The information in this form must be provided by the applicant to ensure a quick and complete review. If information is not provided that is necessary, the application may be deferred or refused or may be returned to the applicant.
3. One application form, including sketch is required for each parcel to be severed.
4. The fee is \$500.00 per application. **\$1,500**
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)

Wayne Carroll and Brenda Cromie

Home Telephone No.

416 678 7992

Business Telephone No.

Address

290 River Road West, Massey, Ontario

Postal Code

P0P1P0

- 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

Gary Bell, RPP, Consulting Planner

Home Telephone No.

Business Telephone No.

705 722 1602

Address

365 Codrington Street, Barrie, Ontario

Postal Code

L4M 1S9

E-Mail

gbell.consultingplanner@gmail.com

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

2.1 Geographic Township Victoria	Parcel No. PT Sect 38	Lot / Section 38	Concession No.
Registered Plan No.	Lot(s)/Block(s)	Reference Plan No. 53R-13521	Part No. 12
			Civic/Street Address 290 River Road West

- 2.2 Are there any easements or restrictive covenants affecting the subject land?
☒ No ☐ Yes If Yes, described the easement or covenant and its effect.

3. Purpose of this Application

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

Transfer:

☒ Creation of a new lot☐ Addition to a lot☐ An easement☐ Other purpose

Other:

☐ A charge☐ A lease☐ A correction of title

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

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

3.2 Friend of Owners or a separate company for ownership and management of recreational trailer park

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

4.1	Description	Frontage (m)	336 m ^{severed}	315 m ^{Retained}	
		Depth (m)	72 m in middle	160.51 m in middle	
		Area (ha)	2.0 ha	3.6 ha	
4.2	Use of Property	Existing Use(s)	unused	residence	
		Proposed Use(s)	residence	residence	
4.3	Buildings or Structures	Existing (date of construction)	none		
		Proposed	2024 or 2025		
4.4	Access (check approp. space)	Provincial Highway			
		Municipal road, maintained all year	X	X	
		Municipal road, seasonally maintained			
		Other public road (specify below)			
		Right of way (specify below)			
If access is by private road, or "other public road" or "right of way", indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.					
Water Access (if so, indicate the location of the parking and boat docking facilities to be used)					
4.5	Water Supply (check approp. space)	Publicly owned and operated piped water system			
		Privately owned and operated individual well	X	X	
		Privately owned and operated communal well			
		Lake or other water body			
		Other means			
4.5.1	If existing, is the supply and quality of water adequate?			Yes	
	If proposed, is there any reason to expect there would not be an adequate supply of quality water?				
4.6	Sewage Disposal (check approp. space)	Publicly owned and operated sanitary sewage system			
		Privately owned and operated individual septic tank	X	X	
		Privately owned and operated communal septic system			
		Privy			
		Other means			
4.6.1	If existing, is there any known deficiency in the system?			No	
	If proposed, is there any reason to expect that a Certificate of Approval may not be issued by the Health Unit?		No		
4.7	Other Services (check if the service is available)	Electricity	X	X	
		School bussing	X	X	
		Garbage collection	X	X	

5. Land Use

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

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		Unused farm field
A landfill site		
A sewage lagoon		
Hazard land		
Any mine site - active or abandoned (please specify)		
An industrial or commercial use, specify the use(s)		
An active railway line		
An airport or airstrip		
Utility corridors		

6. History of the Subject Land

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?
☒ No ☐ Yes ☐ Unknown If Yes and if known, provide the application file number and the decision made on the application.

6.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land?
☒ No ☐ Yes ☐ Unknown If Yes, provide the date of the transfer, the name of the transferee and the land use of the severed land.

7. Current Applications

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

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

ZBA23-06 Pending response to Council questions in Resolution 2023-04.
Wayne Carroll has completed much of that for submission to Township

7.3 Is the application consistent with policy statements issued under subsection 3(1) of the Planning Act?
Yes. Severance of one Lot is consistent with the PPS as it will provide one additional housing unit with suitable sewage and water servicing, accessed by a public road, in a manner that protects the environment and protects the residents with a 30 m setback to established flood elevation

8. Sketch

8.1 This application shall be accompanied by a sketch showing the following, in metric units: **Severance Sketch attached.**

- 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.

Wayne and Brenda have an opportunity to sell the eastern portion of their river lot to a friend, or to complete the rezoning and Site Plan approval for a Recreational trailer park on a separated parcel in a company ownership. That would be advantageous for business, tax, insurance and liability reasons.

10. Affidavit or Sworn Declaration

I, Wayne Carroll & Brenda Cromie of the Township of Sables- Spanish River
in the District of Sudbury make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application are true.

Sworn (or declared) before me

at the Township of Sables-Spanish Rivers
in the District of Sudbury
this 31 day of October 2024

A. St Michel
Commissioner of Oaths

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

Wayne Carroll
Applicant
Brenda Cromie

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, Wayne Carroll and Brenda Cromie, 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.

31/10/24
date

Wayne Carroll
signature of Owner

Brenda Cromie
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, Wayne Carroll, Brenda Cromie, am/are the owner(s) of the land that is the subject of this application and I/we authorize Gary Bell, RPP to make this application on my/our behalf.

31/10/24
date

Wayne Carroll
signature of Owner

Brenda Cromie
signature of Owner

CARROLL and CROMIE PROPOSED SEVERANCE SKETCH

290 River Road West, Massey

Part of Section 38, Victoria Township



Source: VUMAP 20, Aerial and Ownership Parcels

Gary Bell, RPP, Consulting Planner

August 23, 2024

astmichel@sables-spanish.ca

From: Gary Bell <gbell.consultingplanner@gmail.com>
Sent: October 31, 2024 1:18 PM
To: astmichel@sables-spanish.ca
Subject: Re: Carroll/Cromie Consent Application- Pre-Consultation

Hello Amanda

Thank you for speaking with me Oct. 31, 2024 about the consent application Wayne Carroll and Brenda Cromie.

I provide this additional information as discussed.

1. Depth of Retained Lot

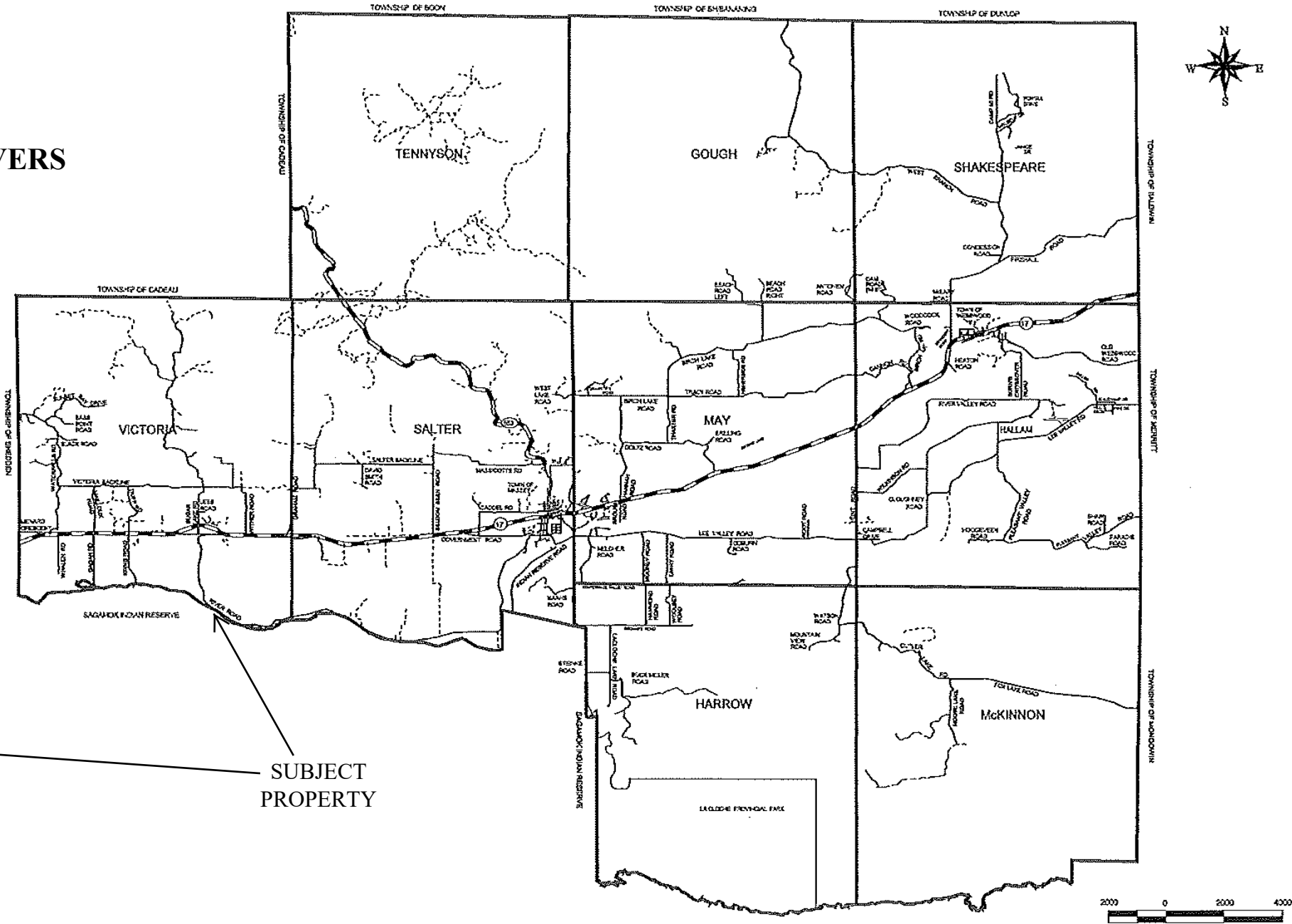
The Retained Lot will have a depth at the mid point of approximately 160 m as shown on the aerial sketch below.





TOWNSHIP OF SABLES-SPANISH RIVERS

CONSENT FILE NO. C-24-22
VICTORIA TWP; CARROLL/ CROMIE



NOTICE OF A PUBLIC MEETING

Concerning Applications for Consent

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

Consent File No. C-24-22 Purpose and Effect: To provide for a new lot within the Rural Zone. The property is described as Victoria Township, Section 38, RP 53R13521, Part 12. The land in subject application is not subject to any other Planning Act application.

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

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

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

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

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

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

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

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2025-37

Being a Bylaw to confirm the proceedings of the regular
Council Meeting held on May 28, 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, May 28, 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 28th DAY OF MAY, 2025.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL
THIS 28th DAY OF MAY, 2025.

MAYOR – K. BURKE

CLERK – A. WHALEN