

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

PRESENT:

MAYOR: Kevin BURKE

COUNCILLORS: Casimir BURNS; Harold CRABS; Thoma CRABS; Merri-Ann HOBBS;
Mike MERCIECA; Cheryl PHILLIPS

CLERK-ADMINISTRATOR: Anne WHALEN

Motion No. 2025-190

Moved By: C. PHILLIPS

Seconded By: T. CRABS

WHEREAS there is a quorum of Council present and the time is 6:30 p.m.;

BE IT RESOLVED THAT this Regular Meeting be open for business;

AND THAT the minutes of the Regular Meeting of May 14, 2025 be approved.

CARRIED

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

Baker-Tilly Presentation

Motion No. 2025-191

Moved By: T. CRABS

Seconded By: M. HOBBS

BE IT RESOLVED THAT Baker-Tilly be thanked for attending this meeting to present the 2024 draft financial statements.

CARRIED

Consent Agenda

Motion No. 2025-192

Moved By: H. CRABS

Seconded By: M. HOBBS

BE IT RESOLVED THAT items D1, D2, E1, E2, G1 & G2 contained on the consent agenda be adopted.

CARRIED

D1- Public Health Board Minutes

Motion No. 2025-193

Moved By: H. CRABS

Seconded By: M. HOBBS

BE IT RESOLVED THAT the Public Health Board minutes of May 15, 2025 be accepted.

CARRIED

D2- DSSB 1st Quarter Report

Motion No. 2025-194

Moved By: H. CRABS

Seconded By: M. HOBBS

BE IT RESOLVED THAT the DSSB CAO’s First Quarterly Report for 2025 be accepted.

CARRIED

E1 & E2- Library Board Minutes

Motion No. 2025-195

Moved By: H. CRABS

Seconded By: M. HOBBS

BE IT RESOLVED THAT the minutes of the Library board of February 24, 2025 and March 24, 2025 be accepted.

CARRIED

G1 & G2- Bylaw 2025-35 & 2025-36 1st, 2nd, & 3rd Reading

Motion No. 2025-196

Moved By: H. CRABS

Seconded BY: M. HOBBS

BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:

– Bylaw 2025-35- being a bylaw to adopt a Seasonal & Cottage Road Policy

– Bylaw 2025-36- being a bylaw to set the Rate of Speed on Bass Point Road

CARRIED

Summer Council Meeting Schedule

Motion No. 2025-197

Moved By: C. PHILLIPS

Seconded By: T. CRABS

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

CARRIED

Municipal Office Summer Schedule

Motion No. 2025-198

Moved By: C. PHILLIPS

Seconded By: M. MERCIECA

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

CARRIED

Massey Agricultural Society- Noise Exemption

Motion No. 2025-199

Moved By: C. PHILLIPS

Seconded By: C. BURNS

BE IT RESOLVED THAT the Massey Agricultural Society be granted a permit for an exemption under Bylaw 2021-09, a bylaw to regulate and prohibit noise in the Township, in order to provide a motorized vehicle competition located on the Massey Agricultural Society property, from 10:00 am to 7:00 pm on Saturday, July 19th, 2025;

AND FURTHER THAT the permit fee be waived.

CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Finance Committee Meeting Minutes	Motion No. 2025-200 Moved By: M. MERDIECA Seconded By: T. CRABS BE IT RESOLVED THAT the minutes of the Finance Committee of May 12, 2025 be accepted. CARRIED
Water & Wastewater Capacity Study, Rate Study & Financial Plan	Motion No. 2025-201 Moved By: H. CRABS Seconded By: T. CRABS 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 FUTHER to determine the most appropriate scope and method for completing the required studies in accordance with applicable legislative requirements and budget allocations. CARRIED
Integrity Commissioner Inquiry Report	Motion No. 2025-202 Moved By: M. MERDIECA Seconded By: C. BURNS BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers receives the Integrity Commissioner’s Report of May 22, 2025 of an investigation of a Council Code of Conduct Complaint; AND THAT we accept the Integrity Commissioner’s finding that Councillor Burns was in contravention of Section 7 of the Council Code of Conduct on January 8, 2025; AND FURTHER Council concurs with that recommendation that Councillor Burns receives a reprimand for his conduct. CARRIED
RFP-Animal Control Services	Motion No. 2025-203 Moved By: C. PHILLIPS Seconded By: M. MERDIECA BE IT RESOLVED THAT the Clerk be directed to release an RFP for Animal Control Services. CARRIED
Fire & Emergency Services Committee Report	Motion No. 2025-204 Moved By: C. BURNS Seconded By: M. MERDIECA BE IT RESOLVED THAT the minutes of the Fire & Emergency Services Committee of April 30, 2025 be accepted. CARRIED
Consent File No. C-24-022	Motion No. 2025-205 Moved By: T. CRABS Seconded By: H. CRABS BE IT RESOLVED THAT Consent Application File No. C-24-022 as applied for by Wayne Carroll & Brenda Cromie be provisionally approved this 28 th day of May, 2025. The land in subject application is composed of land in the Township of Victoria, Section 38, Part 12 on Plan 53R13521. The purpose of this consent is to allow for one new lot in the Rural zone. It is hereby provisionally approved with the schedule of conditions attached hereto. CARRIED
Confirmatory Bylaw 2025-37	Motion No. 2025-206 Moved By: M. HOBBS Seconded By: C. PHILLIPS BE IT RESOLVED THAT Bylaw 2025-37 being a bylaw to confirm the proceedings of the regular council meeting of May 28, 2025 be read a first, second, third and final time and passed in open council. CARRIED
Adjourn	Motion No. 2025-207 Moved By: M. HOBBS Seconded By: H. CRABS BE IT RESOLVED THAT the time is 7:43 p.m. and this meeting be adjourned until the next regular meeting or call of the chair. CARRIED

**The Corporation of the Township
of Sables-Spanish Rivers**

Financial Report

December 31, 2024

Management's Responsibility for the Consolidated Financial Statements

Independent Auditor's Report

Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Cash Flows	3
Consolidated Statement of Change in Net Financial Assets	4
Notes to the Consolidated Financial Statements	5-22

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Township of Sables-Spanish Rivers (the "Township") are the responsibility of the Township's management and have been prepared in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada as described in Note 1 to the financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Township's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management. Council meets with management and the external auditor to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Baker Tilly SNT LLP, independent external auditor appointed by the Township. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Township's consolidated financial statements.

Clerk Administrator
May 28, 2025

Treasurer
May 28, 2025

Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Township of Sables-Spanish Rivers

Opinion

We have audited the consolidated financial statements of The Corporation of the Township of Sables-Spanish Rivers, which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations and accumulated surplus, cash flows and change in net financial assets for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Township of Sables-Spanish Rivers as at December 31, 2024, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditor's Report (Continued)

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements (Continued)

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Independent Auditor's Report (Continued)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements (Continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Sudbury, Ontario
May 28, 2025

Baker Tilly SNT LLP

CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

The Corporation of the Township of Sables-Spanish Rivers
Consolidated Statement of Financial Position
December 31, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Cash	\$ 6,472,451	\$ 5,416,764
Taxes receivable (note 4)	198,987	235,630
Accounts receivable - Federal	548,374	600,399
- Provincial	30,795	597,229
- Other	191,850	157,919
Term deposits, fixed interest from 1.20% to 5.39% maturing between March 2025 and December 2029	2,800,763	2,800,763
Tax sale properties	108,813	29,515
	<u>10,352,033</u>	<u>9,838,219</u>
Liabilities		
Accounts payable and accrued liabilities (note 5)	821,253	1,060,428
Temporary loan	2,162	2,256
Deferred revenues (note 6)	227,127	201,980
Deferred revenue - obligatory reserve funds (note 7)	15,850	110,789
Municipal debt (note 8)	1,192,689	232,147
Asset retirement obligations (note 9)	3,501,831	3,975,487
	<u>5,760,912</u>	<u>5,583,087</u>
Net Financial Assets	<u>4,591,121</u>	<u>4,255,132</u>
Non-Financial Assets		
Tangible capital assets (note 10)	22,634,342	22,385,229
Inventory	44,689	68,889
Prepaid expenses	4,275	3,519
	<u>22,683,306</u>	<u>22,457,637</u>
Accumulated Surplus (note 11)	<u>\$ 27,274,427</u>	<u>\$ 26,712,769</u>
Commitments (note 12)		

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Township of Sables-Spanish Rivers
Consolidated Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2024

	2024 Budget (Unaudited)	2024 Actual	2023 Actual
Revenues			
Net taxation	\$ 5,073,961	\$ 5,071,677	\$ 4,860,574
Government transfers	2,240,114	2,279,885	2,079,238
User charges	663,630	790,756	738,221
Other	280,056	599,941	546,200
	<u>8,257,761</u>	<u>8,742,259</u>	<u>8,224,233</u>
Expenses			
General government	868,802	862,559	721,884
Protection services	1,299,637	1,438,271	1,356,899
Transportation services	1,762,513	2,645,137	2,367,701
Environmental services	805,442	1,295,460	1,340,773
Health services	1,150,479	1,156,020	908,097
Social and family services	268,272	262,488	252,653
Recreation and cultural services	835,168	925,838	843,744
Planning and development	159,548	132,929	107,979
	<u>7,149,861</u>	<u>8,718,702</u>	<u>7,899,730</u>
Annual Surplus Before Other	1,107,900	23,557	324,503
Other			
Government transfers related to capital	463,300	538,101	1,636,252
Annual Surplus	1,571,200	561,658	1,960,755
Accumulated Surplus, Beginning of Year	26,712,769	26,712,769	24,752,014
Accumulated Surplus, End of Year	\$ 28,283,969	\$ 27,274,427	\$ 26,712,769

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Township of Sables-Spanish Rivers
Consolidated Statement of Cash Flows
For The Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Net Inflow (Outflow) of Cash Related to the following Activities:		
Operating		
Annual Surplus	\$ <u>561,658</u>	\$ <u>1,960,755</u>
Non-cash charges to operations:		
Amortization of tangible capital assets	1,588,548	1,531,857
Gain on revaluation of asset retirement obligations	(588,153)	-
Loss on revaluation of tangible capital assets	581,194	-
Loss on disposition of tangible capital assets	22,278	21,372
Accretion expense	138,578	109,762
	<u>1,742,445</u>	<u>1,662,991</u>
Change in non-cash working capital balances related to operations	<u>232,175</u>	<u>(447,017)</u>
Cash provided by operating transactions	<u>2,536,278</u>	<u>3,176,729</u>
Investing		
Acquisition of term deposits	(800,000)	(600,000)
Redemption of term deposits	800,000	600,000
Cash applied to investing transactions	<u>-</u>	<u>-</u>
Capital		
Acquisition of tangible capital assets	(2,463,474)	(3,299,378)
Proceeds on disposal of tangible capital assets	22,341	-
Cash applied to capital transactions	<u>(2,441,133)</u>	<u>(3,299,378)</u>
Financing		
Municipal debt issued	1,113,639	-
Municipal debt repaid	(153,097)	(135,969)
Cash applied to financing transactions	<u>960,542</u>	<u>(135,969)</u>
Increase (Decrease) in Cash	<u>1,055,687</u>	<u>(258,618)</u>
Cash, Beginning of Year	<u>5,416,764</u>	<u>5,675,382</u>
Cash, End of Year	<u><u>\$ 6,472,451</u></u>	<u><u>\$ 5,416,764</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Township of Sables-Spanish Rivers
Consolidated Statement of Change in Net Financial Assets
For The Year Ended December 31, 2024

	2024 Budget (Unaudited)	2024 Actual	2023 Actual
Annual Surplus	\$ 1,571,200	\$ 561,658	\$ 1,960,755
Amortization of tangible capital assets	-	1,588,548	1,531,857
Proceeds on disposal of tangible capital assets	-	22,341	-
Change in inventory and prepaid expenses	-	23,444	7,501
Loss on revaluation of tangible capital assets	-	581,194	-
Loss on disposition of tangible capital assets	-	22,278	21,372
Acquisition of tangible capital assets	(2,646,263)	(2,463,474)	(3,299,378)
Increase (Decrease) in Net Financial Assets	(1,075,063)	335,989	222,107
Net Financial Assets, Beginning of Year	4,255,132	4,255,132	4,033,025
Net Financial Assets, End of Year	\$ 3,180,069	\$ 4,591,121	\$ 4,255,132

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies

The consolidated financial statements of The Corporation of the Township of Sables-Spanish Rivers ("the Township") are the representations of management prepared in accordance with accounting policies recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic consolidated financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) Basis of Consolidation

- (i) These consolidated financial statements reflect the financial assets, liabilities, non-financial assets, accumulated surplus, revenues and expenses of the Township and include the activities of all committees of Council and the following local boards which are under control of Council:

Sables-Spanish Rivers Public Library Board
Lee Valley Cemetery Board
River Road Cemetery Board
Zion Lutheran Cemetery Board
Walford Catholic Cemetery Board
Walford Protestant Cemetery Board
Webbwood Protestant Cemetery Board
Immaculate Conception Cemetery Board
Grandview Cemetery Board
St. Lawrence Cemetery Board

All inter-fund assets and liabilities and revenues and expenses have been eliminated.

- (ii) Non-Consolidated Entities

The following joint local boards are not consolidated:

Sudbury and District Health Unit
Manitoulin - Sudbury District Services Board

- (iii) Accounting for School Board Transactions

The Township is required to collect and remit education support levies in respect of residential and other properties on behalf of the area school boards. The Township has no jurisdiction or control over the school boards operations. Therefore, taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the accumulated surplus of these consolidated financial statements.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(a) Basis of Consolidation (Continued)

(iv) Trust Funds

Trust funds and their related operations administered by the Township are not consolidated, but are reported separately on the Trust Funds financial statements.

(b) Basis of Accounting

(i) Accrual Basis

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Cash and Cash Equivalents

The Township's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with maturities of three months from the date of acquisition or less or those that can be readily convertible to cash.

(iii) Reserves

Certain amounts, as approved by municipal council, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are an adjustment to the respective fund when approved.

(iv) Deferred Revenues

Deferred revenues represent government transfers, contributions and other amounts that are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

(v) Deferred Revenue - Obligatory Reserve Funds

The Township receives certain sub-divider contributions and other revenues under the authority of legislation. These funds, by their nature, are restricted in their use and, until applied to specific expenditures, are recorded as deferred revenue. Amounts applied to qualifying expenditures are recorded as revenue in the fiscal period they are expended.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vi) Employee Future Benefits

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer contributory defined benefit program with contributions expensed as incurred.

(vii) Segmented Information

The Township reports its segmented information on functional areas and programs in its consolidated financial statements similar to reporting reflected as part of the Ontario Financial Information Return. These functional areas represent segments for the Township:

General Government

General government is comprised of Council, administration, and Ontario Property Assessment.

Protection Services

Protection is comprised of police, fire and other protective services.

Transportation Services

Transportation services are responsible for road maintenance, culverts, bridges, winter control, traffic, signs signals and streetlights.

Environmental Services

Environmental services include water supply and distribution, wastewater treatment, waste and recycling services.

Health Services

Health services include public health services and cemetery services.

Social and Family Services

Social and family services include social assistance, long-term care, paramedic services, social housing and child care services.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vii) Segmented Information (Continued)

Recreation and Cultural Services

Recreation and cultural services include parks and recreation, recreation facilities, culture and libraries.

Planning and Development

Planning and development manages development for residential and business interests as well as services related to the Township's economic development programs.

(viii) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Consolidated Change in Net Financial Assets for the year.

(a) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset and legally or contractually required retirement activities. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 to 25 years
Buildings	15 to 60 years
Roads and bridges	15 to 80 years
Water and sewer	5 to 80 years
Automotive equipment	5 to 25 years
Computer equipment, software, and furniture	5 to 20 years
Landfill	landfill capacity

Assets under construction are not amortized until the asset is available for productive use.

Landfill sites are amortized as its capacity is used on a volumetric basis.

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(viii) Non-Financial Assets (Continued)

(b) Inventory

Inventory of supplies held for consumption are recorded at the lower of cost and replacement cost, which represents the best available measure of net realizable value.

(c) Prepaid Expenses

Prepaid expenses represent amounts paid in advance for a good or service not yet received. The expense is recognized once the goods have been received or the services have been performed.

(ix) Taxation and Other Revenues

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC") and in accordance with the provisions of the Municipal Act, 2001. Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Township is required to collect on behalf of the Province of Ontario in respect of education taxes.

A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Township determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time tax billings are issued.

Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is known or based on management's best estimates.

The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

Other income is recognized as revenue when earned. Fines and fees are recognized as revenue when collected.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(x) Government Transfers

Government transfers are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that stipulations associated with the transfer give rise to a liability. If a liability is created, the satisfaction of the transfer stipulations by the recipient government determines the timing of the recognition of the transfer as revenue.

(c) Financial instruments

Financial instruments are classified at either fair value or amortized cost.

Financial instruments classified at amortized cost include cash, accounts receivable, taxes receivable, term deposits, accounts payable and accrued liabilities, temporary loan and municipal debt. They are initially recorded at their fair value and subsequently carried at amortized cost using the effective interest rate method, less impairment. Transaction costs are added to the carrying value of the instrument.

2. Measurement Uncertainty

Certain items recognized in the consolidated financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Township's best information and judgment.

- The amounts recorded for asset retirement obligations are based on the estimated amount required to ultimately remediate the liability and depend on estimates of usage, remaining life, inflation rates and discount rates.
- The amounts recorded for amortization and opening costs of tangible capital assets are based on estimates of useful life, residual values and valuation rates.
- The amount recorded for the allowance for doubtful taxes receivable are based on estimates of recoverability for taxes in arrears.

By their nature, these estimates are subject to measurement uncertainty and the effect on the consolidated financial statements of changes in such estimates in future periods could be significant.

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

3. Change in Accounting Policies

On January 1, 2024, the Township adopted the following standards on a prospective basis: PS 3400 - *Revenue*, PSG-8 - *Purchased Intangibles* and PS 3160 - *Public Private Partnerships* (P3s). The adoption of these standards had no impact on the opening balances.

Section PS 3400 - *Revenue*, establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

Guideline PSG-8 - *Purchased Intangibles*, provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

Section PS 3160 - *Public Private Partnerships* (P3s), provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

4. Taxes Receivable

	<u>2024</u>	<u>2023</u>
Current taxes	\$ 162,627	\$ 129,862
Tax arrears	63,539	115,678
Interest and penalties	21,740	33,182
Allowance for doubtful taxes receivable	<u>(48,920)</u>	<u>(43,092)</u>
	<u><u>\$ 198,987</u></u>	<u><u>\$ 235,630</u></u>

5. Accounts Payable and Accrued Liabilities

	<u>2024</u>	<u>2023</u>
Trade payables and accrued liabilities	\$ 311,785	\$ 693,894
Federal	33,849	-
Province of Ontario	222,504	117,249
Other	<u>253,115</u>	<u>249,285</u>
	<u><u>\$ 821,253</u></u>	<u><u>\$ 1,060,428</u></u>

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

6. Deferred Revenues

	<u>2024</u>	<u>2023</u>
Investing in Canada Infrastructure Program	\$ 70,896	\$ 89,100
Ontario Community Infrastructure Fund	104,739	76,511
Other	<u>51,492</u>	<u>36,369</u>
	<u>\$ 227,127</u>	<u>\$ 201,980</u>

7. Deferred Revenue - Obligatory Reserve Funds

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balance in the obligatory reserve funds of the Township are summarized below:

	<u>Balance as at December 31, 2023</u>	<u>Amounts received during the year</u>	<u>Recognized as revenues during the year</u>	<u>Balance as at December 31, 2024</u>
Canada Community	\$ 95,160	\$ 225,690	\$ 305,000	\$ 15,850
- Building Fund				
Safe Restart	<u>15,629</u>	<u>-</u>	<u>15,629</u>	<u>-</u>
Total Deferred Revenue				
- Obligatory Reserve Funds	<u>\$ 110,789</u>	<u>\$ 225,690</u>	<u>\$ 320,629</u>	<u>\$ 15,850</u>

8. Municipal Debt

	<u>2024</u>	<u>2023</u>
Royal bank term loan, payable in monthly instalments of \$5,104 including interest at a rate of 2.98%, unsecured and maturing December 2026	\$ 116,935	\$ 173,757
Debenture loan, repayable in monthly instalments of \$5,551 including interest at the fixed rate of 4.80%, maturing May 2039	692,086	-

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

8. Municipal Debt (Continued)

	<u>2024</u>	<u>2023</u>
Debenture loan, repayable in monthly instalments of \$4,196 including interest at the fixed rate of 4.63%, maturing May 2034	383,668	-
Royal bank term loan, payable in monthly instalments of \$7,030 including interest at a rate of 3.47%, unsecured and matured April 2024	-	58,390
	<u>\$ 1,192,689</u>	<u>\$ 232,147</u>

Principal instalments required to be paid over the next five years are as follows:

2025	\$ 125,981
2026	129,035
2027	74,070
2028	77,641
2029	81,382
Thereafter	<u>704,580</u>
	<u>\$ 1,192,689</u>

9. Asset Retirement Obligations

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 3,975,487	\$ 3,889,806
Accretion expense	138,578	109,762
Revaluation	(588,153)	-
Post-closure payments	<u>(24,081)</u>	<u>(24,081)</u>
Balance, end of year	<u>\$ 3,501,831</u>	<u>\$ 3,975,487</u>

The asset retirement obligation at year-end is as follows:

	<u>2024</u>	<u>2023</u>
Landfill	\$ 3,148,936	\$ 3,622,592
Asbestos removal	48,239	48,239
Septic systems and drinking water wells	<u>304,656</u>	<u>304,656</u>
Balance, end of year	<u>\$ 3,501,831</u>	<u>\$ 3,975,487</u>

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

9. Asset Retirement Obligations (Continued)

Landfill

Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. The main components of the landfill closure plan are final capping using selected specific layers of earthen materials based on an engineered cap design and implementation of a drainage management plan. The post-closure maintenance requirements will involve cap maintenance, installation of monitoring wells, groundwater monitoring, inspections and annual reports.

The reported liability is based on estimates and assumptions with respect to events extending over the estimated remaining useful life using the best information available to management. Future events may result in significant changes to the estimated total expense, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable. The most recent waste capacity study for the landfill site was performed in a report dated April 2, 2024.

<u>2024</u>	<u>Estimated Remaining Capacity</u>	<u>Estimated Remaining Life / Post- closure</u>	<u>Post-Closure Care Activities</u>	<u>Inflation Rate</u>	<u>Discount Rate</u>
Open sites					
Tennyson	20% (15,800 m3)	5 years	25 years	3.58%	4.57%
May Township	74% (354 m3)	65 years	25 years	3.58%	4.57%
Closed sites					
Webbwood		7 years	7 years	3.58%	4.57%
Chutes		1 year	1 year	3.58%	4.57%
<u>2023</u>	<u>Estimated Remaining Capacity</u>	<u>Estimated Remaining Life / Post- closure</u>	<u>Post-Closure Care Activities</u>	<u>Inflation Rate</u>	<u>Discount Rate</u>
Open sites					
Tennyson	25% (20,000 m3)	6 years	25 years	3.58%	3.10%
May Township	75% (360 m3)	66 years	25 years	3.58%	3.10%
Closed sites					
Webbwood		8 years	8 years	3.58%	3.10%
Chutes		2 years	2 years	3.58%	3.10%

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

9. Asset Retirement Obligations (Continued)

Asbestos removal

The Township owns buildings which contain asbestos, and therefore, the Township is legally required to perform abatement activities upon renovation or demolition of these assets. Abatement activities include handling and disposing of the asbestos in a prescribed manner when it is disturbed. The timing of post-closure care cannot yet be reasonably estimated, so no discounting has been applied to the liability.

Septic systems and drinking water wells

The Township owns septic systems and drinking water wells which represents an environmental hazard upon removal and decommissioning and there are legal obligations regarding how they must be removed. The timing of post-closure care cannot yet be reasonably estimated, so no discounting has been applied to the liability.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

10. Tangible Capital Assets

	Cost					Accumulated Amortization					Net Book Value of Tangible Capital Assets	
	Balance, beginning of year	Additions	Disposals	Transfers and adjustments	Balance, end of year	Balance, beginning of year	Amortization	Disposals	Transfers	Balance, end of year	December 31, 2024	December 31, 2023
Land	\$ 670,450	\$ -	\$ -	\$ -	\$ 670,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,450	\$ 670,450
Land improvements	529,435	-	-	-	529,435	189,643	13,949	-	12,185	215,777	313,658	339,792
Buildings	4,400,560	102,744	(3,797)	-	4,499,507	2,554,287	121,519	(3,797)	(12,185)	2,659,824	1,839,683	1,846,273
Roads and bridges	22,702,093	411,441	-	44,425	23,157,959	11,980,717	696,007	-	-	12,676,724	10,481,235	10,721,376
Computer equipment and software	81,369	-	(8,297)	-	73,072	63,589	3,584	(8,297)	-	58,876	14,196	17,780
Automotive equipment	4,286,475	1,381,788	(488,041)	-	5,180,222	2,150,886	287,867	(448,548)	-	1,990,205	3,190,017	2,135,589
Water and sewer	9,624,498	450,169	(12,085)	17,592	10,080,174	5,294,687	163,198	(6,959)	-	5,450,926	4,629,248	4,329,811
Landfill	3,654,207	-	-	(581,194)	3,073,013	1,488,891	302,424	-	-	1,791,315	1,281,698	2,165,316
Assets under construction	158,842	117,332	-	(62,017)	214,157	-	-	-	-	-	214,157	158,842
	<u>\$ 46,107,929</u>	<u>\$ 2,463,474</u>	<u>\$ (512,220)</u>	<u>\$ (581,194)</u>	<u>\$ 47,477,989</u>	<u>\$ 23,722,700</u>	<u>\$ 1,588,548</u>	<u>\$ (467,601)</u>	<u>\$ -</u>	<u>\$ 24,843,647</u>	<u>\$ 22,634,342</u>	<u>\$ 22,385,229</u>

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

11. Accumulated Surplus

	<u>2024</u>	<u>2023</u>
Surplus		
Invested in tangible capital assets	\$ 22,634,342	\$ 22,385,229
Sables-Spanish Rivers Public Library Board	50,803	36,931
General surplus	3,814,106	4,488,812
Unfunded		
Municipal debt	(1,192,689)	(232,147)
Asset retirement obligations	(3,501,831)	(3,975,487)
	<u>21,804,731</u>	<u>22,703,338</u>
Reserves set aside for specific purposes		
Working capital	1,405,921	-
General government	34,856	55,150
Fire services	161,231	219,335
Recreation and cultural services	456,381	535,768
Environmental services	1,297,251	1,657,382
Health services	4,083	4,083
Stabilization Reserve	1,169,052	612,146
Health and social services	142,198	138,844
Planning and development	64,407	52,407
Landfill closure and post-closure	734,316	734,316
Total Reserves	<u>5,469,696</u>	<u>4,009,431</u>
	<u>\$ 27,274,427</u>	<u>\$ 26,712,769</u>

12. Commitments

During 2024, the Township entered into agreements committing to pay \$121,225 for engineering services for design and remediation of various bridges and a watermain. As at December 31, 2024, the value of instalments remaining is \$61,753.

Under the terms of an operating lease for contractual services related to water and wastewater facilities expiring in December 2027, the Township is committed to make minimum payments as follows:

2025	\$ 280,885
2026	286,503
2027	<u>292,233</u>
	<u>\$ 859,621</u>

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

12. Commitments (Continued)

Under the terms of various maintenance agreements for the provision of police services, maintenance of various equipment, waste management services, and transportation services sharing, expiring between July 2025 and December 2029, the Township is committed to make minimum payments as follows:

2025	\$ 1,069,908
2026	287,122
2027	287,122
2028	287,122
2029	<u>121,542</u>
	<u>\$ 2,052,816</u>

13. Pension Agreements

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer pension plan, on behalf of all permanent, full-time and qualifying part-time members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to more than 640,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2024, the estimated accrued pension obligation for all members of the Plan was \$140,766 million (2023 - \$134,574 million). The Plan had an actuarial value of net assets at that date of \$137,853 million (2023 - \$130,372 million) indicating an actuarial deficit of \$2,913 million (2023 - \$4,202 million). Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Township to OMERS in 2024 was \$133,632 (2023 - \$96,795) for current services and is included as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

On January 1, 2024, the yearly maximum pension earnings increased to \$68,500 from \$66,600 in 2023. The contributions are calculated at a rate of 9.0% (2023 - 9.0%) for the amount up to the yearly maximum pension earnings stated above and at a rate of 14.6% (2023 - 14.6%) for the amount above the yearly maximum pension earnings.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

14. Trust Funds

Trust funds administered by the Township amount to \$255,539 (2023 - \$251,802) and have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statements of operations and changes in accumulated surplus.

15. Legal Actions

The Township is involved in certain legal matters and litigations, the outcomes of which are not presently determinable. The loss, if any, from these legal matters and litigations will be accounted for in the periods in which they are resolved.

Council is of the opinion that it is unlikely that any liability, to the extent not provided by insurance or otherwise, would be material in relation to the Township's consolidated financial position.

16. Financial Instruments

Risks arising from financial instruments and risk management

The Township is exposed to a variety of financial risks including credit risk, liquidity risk and market risk.

There have been no changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Credit risk

Credit risk is the risk of losses resulting from a counterparty's failure to honour its contractual obligations. The Township is exposed to credit risk to the extent that accounts receivable are not collected in a timely manner. The Township's financial assets consisting of cash, accounts receivable, taxes receivable and term deposits are subject to credit risk. The carrying amounts of financial assets on the consolidated statement of financial position represent the maximum credit risk of the Township at the date of the consolidated statement of financial position. The Township does not believe it is subject to significant credit risk.

Liquidity risk

Liquidity risk is the risk that the Township will not be able to meet its financial obligations as they become due. The Township's financial liabilities include accounts payable and accrued liabilities, temporary loan and municipal debt. The Township maintains sufficient resources to meet its obligations. The Township does not believe it is subject to significant liquidity risk.

The Corporation of the Township of Sables-Spanish Rivers

Notes to the Consolidated Financial Statements

December 31, 2024

16. Financial Instruments (Continued)

Market risk

Market risk is the risk of changes in the fair value of financial instruments resulting from fluctuations in the market. The Township is exposed to currency risk, interest risk and price risk to the extent that the fair value of a financial instrument will fluctuate as a result of market factors. The Township's financial instruments consisting of cash, accounts receivable, taxes receivable, term deposits, accounts payable and accrued liabilities, temporary loan and municipal debt are subject to market risk. The Township does not believe it is subject to significant market risk.

17. Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by Council. The budget approved by Council is developed in accordance with the provincially mandated funding model for municipalities and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and generally accepted accounting principles for local governments established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with the basis of accounting that is used to prepare the consolidated financial statements. The budget figures are unaudited.

The chart below reconciles the approved budget with the budget figures as presented in these consolidated financial statements.

Budgeted annual surplus approved by Council	\$ -
Add: Budgeted reserve transfers	(515,408)
Less: Budgeted municipal debt issued	(711,255)
Add: Budgeted municipal debt repayments	151,600
Add: Budgeted tangible capital asset additions	<u>2,646,263</u>
Annual Surplus on Consolidated Statement of Operations and Accumulated Surplus	<u>\$ 1,571,200</u>

18. Comparative Figures

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

19. Segmented Information

	<u>General Government</u>	<u>Protection services</u>	<u>Transportation services</u>	<u>Environmental services</u>	<u>Health services</u>	<u>Social and family services</u>	<u>Recreation and culture services</u>	<u>Planning and development</u>	<u>Other</u>	<u>2024 Total</u>
Revenues										
Net taxation	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,071,677</u>	<u>\$ 5,071,677</u>
Government transfers										
Federal	-	-	305,000	-	18,204	2,550	7,397	-	-	333,151
Provincial	<u>15,629</u>	<u>-</u>	<u>214,897</u>	<u>72,933</u>	<u>401,158</u>	<u>-</u>	<u>18,858</u>	<u>3,060</u>	<u>1,758,300</u>	<u>2,484,835</u>
	<u>15,629</u>	<u>-</u>	<u>519,897</u>	<u>72,933</u>	<u>419,362</u>	<u>2,550</u>	<u>26,255</u>	<u>3,060</u>	<u>1,758,300</u>	<u>2,817,986</u>
User charges	<u>3,763</u>	<u>59,023</u>	<u>12,978</u>	<u>529,266</u>	<u>25,815</u>	<u>-</u>	<u>134,337</u>	<u>25,574</u>	<u>-</u>	<u>790,756</u>
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>599,941</u>	<u>599,941</u>
	<u>19,392</u>	<u>59,023</u>	<u>532,875</u>	<u>602,199</u>	<u>445,177</u>	<u>2,550</u>	<u>160,592</u>	<u>28,634</u>	<u>7,429,918</u>	<u>9,280,360</u>
Expenses										
Salaries, wages and benefits	502,038	257,147	713,055	30,275	351,124	-	309,117	34,213	-	2,196,969
Long-term debt charges (interest)	-	19,686	15,694	-	-	-	-	-	-	35,380
Materials, contracted services, rents and financial expenses	348,002	1,025,271	1,049,623	822,583	791,550	262,488	499,572	98,716	-	4,897,805
Amortization	<u>12,519</u>	<u>136,167</u>	<u>866,765</u>	<u>442,602</u>	<u>13,346</u>	<u>-</u>	<u>117,149</u>	<u>-</u>	<u>-</u>	<u>1,588,548</u>
	<u>862,559</u>	<u>1,438,271</u>	<u>2,645,137</u>	<u>1,295,460</u>	<u>1,156,020</u>	<u>262,488</u>	<u>925,838</u>	<u>132,929</u>	<u>-</u>	<u>8,718,702</u>
Annual Surplus (Deficit)	<u><u>\$ (843,167)</u></u>	<u><u>\$ (1,379,248)</u></u>	<u><u>\$ (2,112,262)</u></u>	<u><u>\$ (693,261)</u></u>	<u><u>\$ (710,843)</u></u>	<u><u>\$ (259,938)</u></u>	<u><u>\$ (765,246)</u></u>	<u><u>\$ (104,295)</u></u>	<u><u>\$ 7,429,918</u></u>	<u><u>\$ 561,658</u></u>

The Corporation of the Township of Sables-Spanish Rivers
Notes to the Consolidated Financial Statements
December 31, 2024

19. Segmented Information (Continued)

	<u>General Government</u>	<u>Protection services</u>	<u>Transportation services</u>	<u>Environmental services</u>	<u>Health services</u>	<u>Social and family services</u>	<u>Recreation and culture services</u>	<u>Planning and development</u>	<u>Other</u>	<u>2023 Total</u>
Revenues										
Net taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,860,574	\$ 4,860,574
Government transfers										
Federal	-	-	-	-	-	-	5,900	-	-	5,900
Provincial	<u>7,523</u>	<u>59,847</u>	<u>1,009,328</u>	<u>56,295</u>	<u>242,772</u>	<u>-</u>	<u>585,233</u>	<u>11,192</u>	<u>1,737,400</u>	<u>3,709,590</u>
	<u>7,523</u>	<u>59,847</u>	<u>1,009,328</u>	<u>56,295</u>	<u>242,772</u>	<u>-</u>	<u>591,133</u>	<u>11,192</u>	<u>1,737,400</u>	<u>3,715,490</u>
User charges	<u>4,868</u>	<u>43,456</u>	<u>17,850</u>	<u>515,272</u>	<u>27,698</u>	<u>-</u>	<u>109,775</u>	<u>19,302</u>	<u>-</u>	<u>738,221</u>
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>546,200</u>	<u>546,200</u>
	<u>12,391</u>	<u>103,303</u>	<u>1,027,178</u>	<u>571,567</u>	<u>270,470</u>	<u>-</u>	<u>700,908</u>	<u>30,494</u>	<u>7,144,174</u>	<u>9,860,485</u>
Expenses										
Salaries, wages and benefits	418,819	235,160	585,465	26,003	186,231	-	224,615	24,058	-	1,700,351
Long-term debt charges (interest)	-	-	9,642	-	-	-	-	-	-	9,642
Materials, contracted services, rents and financial expenses	291,781	1,026,568	1,007,317	772,165	709,517	252,653	513,958	83,921	-	4,657,880
Amortization	<u>11,284</u>	<u>95,171</u>	<u>765,277</u>	<u>542,605</u>	<u>12,349</u>	<u>-</u>	<u>105,171</u>	<u>-</u>	<u>-</u>	<u>1,531,857</u>
	<u>721,884</u>	<u>1,356,899</u>	<u>2,367,701</u>	<u>1,340,773</u>	<u>908,097</u>	<u>252,653</u>	<u>843,744</u>	<u>107,979</u>	<u>-</u>	<u>7,899,730</u>
Annual Surplus (Deficit)	<u><u>\$ (709,493)</u></u>	<u><u>\$ (1,253,596)</u></u>	<u><u>\$ (1,340,523)</u></u>	<u><u>\$ (769,206)</u></u>	<u><u>\$ (637,627)</u></u>	<u><u>\$ (252,653)</u></u>	<u><u>\$ (142,836)</u></u>	<u><u>\$ (77,485)</u></u>	<u><u>\$ 7,144,174</u></u>	<u><u>\$ 1,960,755</u></u>

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 dependance 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

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				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.

Report on an Inquiry Respecting the Conduct of Councillor Casimir Burns

Marc Piquette
Integrity Commissioner
Gallagher

May 22, 2025

Executive Summary

Commissioner's Mandate

As Integrity Commissioner for the Township of Sables-Spanish Rivers, I am responsible for the application of the Code of Conduct for Members of Council, which includes receiving and investigating complaints about whether a Member of Council has contravened the Code of Conduct.

In this case, I received a formal complaint by Councillor/Deputy Mayor Mike Mercieca respecting the conduct of Councillor Casimir Burns.

Following an intake analysis of submissions related to the complaint and confirmation of my jurisdiction to investigate, I initiated an investigation under section 5 of the Integrity Commissioner Inquiry Protocol into the formal complaints.

This report is prepared pursuant to Section 10.2 of the Integrity Commissioner Inquiry Protocol and contains the findings and conclusions of my investigation.

Code of Conduct for Members of Council

The Town has a Code of Conduct that applies to Members of Council that sets the standards of behaviour expected of Members of Council.

Members of Council have an obligation to uphold the values and rules set out in the Code of Conduct.

The Code of Conduct is attached:



Code-of-Conduct-Int
egrity-Comm-Consoli

Investigation Process

The investigation process used in this matter was consistent with principles of procedural fairness and followed the process set out in the Integrity Commissioner Inquiry Protocol (attached):



Integrity-Commissio
ner Protocol.pdf

The investigation process included the following elements:

- Reviewing the complaint to determine whether it was within scope and

jurisdiction, disclosed a proper allegation of a breach of the Code of Conduct and that it was appropriate to address.

- Notifying the respondent of the complaint and obtaining the respondent's submission.
- Conducting interviews of persons with information relevant to the complaint.
- Reviewing the relevant documentation/records/video recordings.
- Providing the respondent with the opportunity to review and provide comments to the Integrity Commissioner's Preliminary Findings Report, and taking those comments into consideration prior to finalizing and submitting our Recommendation Report.

The investigation assessed the information fairly, in an independent and neutral manner and findings were determined only after providing an opportunity to the respondent to respond to the allegations, and to review and provide comment on the preliminary findings.

As Integrity Commissioner my statutory obligation is to conduct a confidential investigation and so the report contains only the information considered necessary for the purpose of demonstrating how recommendations relate to the findings.

Summary Findings

Factual findings were made on a balance of probabilities considering the totality of the evidence and then it was determined whether there had been a breach of the Code of Conduct.

In preparing my report, I reviewed the complaint submissions by the complainant and respondent, the interview transcripts with the parties and witnesses, the video evidence and the documentary evidence collected.

The investigation determined that Councillor Burns' comment on January 8, 2025 was inappropriate and violated the Code of Conduct's standards with regard to respecting others.

The allegations related to the Council meetings on January 22 and February 26, 2025, did not support a finding that a Code of Conduct violation occurred.

The Complaint

I received a formal complaint dated March 4, 2025.

The complaints alleged that Councillor Burns' conduct was in breach of Section 6.1 (Conduct at Meetings), Section 7.2 (Conduct Respecting Others – Public) and Section 7.3 (Conduct Respecting Others – Members) of the Code of Conduct.

Below is a summary of the complaint allegations organized by date of occurrence:

January 8, 2025:

- That prior to the Council meeting, Mike Mercieca, Mayor Kevin Burke, Councillor Harold Crabs, and Councillor Casimir Burns were in the Council Chambers discussing various topics.
- That the conversation shifted to an area business and that Councillor Burns made inappropriate personal and/or homophobic comments about an individual.

January 22, 2025:

- That during the Council meeting, the agenda included a discussion on declaring December as Christian Heritage Month.
- That Councillor Burns directed irrelevant and aggressive questioning towards Councillor Mike Mercieca regarding his stance on the LGBTQ/Pride community and/or attempted to portray Mercieca as anti-LGBTQ/Pride, referencing a previous request to discuss a flag policy. That these comments were a personal attack.

February 26, 2025:

- That in Closed Session, Councillor Mercieca confronted Councillor Burns about his ongoing personal attacks and bullying addressing the January 8, 2025 occurrence.
- That Councillor Burns responded to the January 8, 2025 reported comment stating, "That's just who I am."
- That Councillor Burns attempted to discredit Councillor Mercieca by suggesting interference in a Provincial Court case related to an Animal Control bylaw.

Councillor Mercieca identified the relevant parts of the recorded meetings as follows:

#1) January 8, 2025.

The comments made by Councillor Burns was not in a recorded session as the comments took place prior to the meeting being recorded, with Mayor Burke, Councillor Harold Crabs, and Councillor Mercieca present.

#2) January 22, 2025.

The personal attack and irrelevant questioning by Councillor Burns starts at the 22:30 time to 24:30.

#3) February 26, 2025.

The relevant events (personal attacks/homophobic slurs) occurred during the Closed session that started when the regular meeting at 21:30 of the open meeting. Councillor Mercieca indicate he did not have access to the recorded closed session noting it was not uploaded to YouTube for public viewing.

Investigation

Following an intake analysis of the March 4, 2025 complaint, it was determined that the complaint was within my jurisdiction as Integrity Commissioner to investigate and there were sufficient grounds to initiate an inquiry.

Complaint information was provided to the Respondent on March 25, 2025 with a request for a written response by March 28, 2025.

I received response submissions from the Respondent on March 27, 2025.

In his written response to the complaint allegations, Councillor Casimir Burns provided the following information:

1. **Homophobic Slur Allegation:** Councillor Burns stated that the comment "I don't know what side of the plate he bats from" was not intended as a homophobic slur but rather a reference to the individual's bipolar behaviour, based on his past interactions with the person. He said that Councillor Mercieca was not part of the conversation and suggested that Councillor Mercieca misinterpreted what he overheard.
2. **Conduct Respecting Others – Public and Members:** Councillor Burns defended his questioning of Councillor Mercieca regarding his stance on the LGBTQ/Pride community during the January 22, 2025 meeting. He explained that his questioning was part of a debate on recognizing Christian Heritage Month and was intended to challenge Councillor Mercieca's position on supporting the Pride flag and Pride events. Councillor Burns emphasized his role as a representative for all ratepayers, not just those he agrees with, and expressed his commitment to being a voice for those who may not speak up.
3. **Livestock Guard Dog Bylaw:** Councillor Burns addressed the reported comments regarding the issue surrounding the enforcement of a dog at large fine and commented on Councillor Mercieca's email requesting support to drop charges in provincial court. Councillor Burns expressed concern over Mercieca's actions with respect to this matter, questioning the appropriateness of his involvement in the matter. Councillor Burns recounted visiting the affected neighbour and expressed empathy with her situation.
4. **General Conduct and Integrity:** Councillor Burns expressed a commitment to honesty and integrity, stating that he ran on the slogan "HONESTY MATTERS" and will not compromise that. He expressed a willingness to listen to taxpayers and speak on their behalf, while also seeking clarification if he has done anything wrong.

The response submissions by the respondent provide context and additional information related to some of the issues mentioned in the complaint against Councillor Casimir Burns. Here is a summary of their relevance:

1. Book Banning Allegations: The emails from Vivian Cochrane express concern about discussions of book bans, which she perceives as showing a dislike for the 2SLGBTQIA+ community. Councillor Mercieca clarifies his stance, stating he is not in

favour of banning books, including LGBTQ books, but is concerned about age-appropriate content. This exchange is relevant as it touches on the broader context of the alleged conduct respecting others, particularly in relation to LGBTQ issues.

2. Flag Policy and Conduct: The emails regarding the "Every Child Matters Flag" provide insight into the discussions about flag policies and the conduct of council members in addressing staff performance. This is relevant to the complaint as it highlights the interactions and tensions between council members, including Councillor Burns and Councillor Mercieca, regarding public representation and inclusivity.

3. Livestock Guard Dog Bylaw: The emails concerning James Morin's legal issues with the livestock guard dog bylaw provide context to Councillor Burns' criticism of Councillor Mercieca's actions. These emails are relevant as they illustrate the contentious nature of the bylaw enforcement and the differing perspectives on how such matters should be handled by Council members.

4. Cannabis Dispensary Issue: The emails related to the cannabis dispensary provide background on Councillor Mercieca's actions in addressing community concerns and his interactions with law enforcement and regulatory bodies. This is relevant to the complaint as it touches on the role and responsibilities of Council members in handling community issues and regulatory compliance.

I reviewed the information provided and determined further investigation was merited.

The identified witnesses were contacted to participate in an investigation interview to gather information.

The interview with Mayor Kevin Burke of Sables-Spanish Rivers took place on April 2, 2025. Mayor Burke has served in his position since November 2022, having previously been a Councillor since 2018.

Mayor Burke described the relationship between Councillors Mike Mercieca and Casimir Burns as "relatively fair" with occasional debates. While some debates were deeper than others, Mayor Burke did not feel it was his position to judge the nature of these disagreements. A closed session was held to allow the councillors to air their differences.

Mayor Burke observed that the debates between the councillors sometimes became heated but characterized this as part of normal Council operations. He did not specifically identify any pattern of inappropriate personal attacks prior to January 2025, though he noted that their disagreements were significant enough to warrant a closed session discussion.

In June 2023, Councillor Mercieca, in connection with an item he brought forward about a Christian flag, proposed eliminating all flags except the Canadian flag due to complaints about the pride flag. The Council's stance was to maintain inclusivity and support the pride flag. During this discussion, Councillor Burns proposed supporting Christian Heritage Month if the pride flag was supported, which Councillor Mercieca took offense to. This led to a closed session to address the issue, where Councillor

Burns maintained his stance.

When asked about Councillor Burns' history regarding comments about sexual orientation or gender identity, Mayor Burke stated that Burns had actually supported the pride flag and LGBTQ issues on more than one occasion. This observation contrasts with the January 8, 2025 incident where Burns made an inappropriate comment about an individual's gender.

Mayor Burke did not recall any prior homophobic comments from Councillor Burns. In fact, he emphasized that Burns had been supportive of LGBTQ+ issues in Council discussions, which makes the January 2025 comment appear to be an isolated incident rather than part of a pattern of behaviour.

During a discussion on January 8, 2025, Mayor Burke said Councillor Burns made inappropriate comments about an individual associated with a local business, suggesting the person "might not be of one gender or another." Mayor Burke characterized this as a "slur" but did not recall any additional comments about the individual's mental status or health. He noted that Councillor Mercieca took exception to the discussion later.

Mayor Burke discussed ongoing issues with the livestock guard dog bylaw, including problems with trespassing. He said Councillor Mercieca has refused to support any amendments to this bylaw, creating tension within the Council.

Councillor Mercieca also raised concerns about an unauthorized cannabis dispensary that was eventually shut down by police, representing another point of contention among Council members.

Mayor Burke expressed his belief that the issues between the councillors could have been addressed in closed sessions and felt the situation had "gotten out of hand." He appeared to view the formal Integrity Commissioner investigation as an escalation that might not have been necessary given the Council's existing mechanisms for addressing conflicts.

Councillor Harold Crabs stated that he might have been in the Council chambers at the time of the reported discussion but stated that he did not recall the conversation between Councillor Burns and Councillor Mercieca and could not give an account of details of what had occurred.

The investigation included a review of meeting video footage of the relevant meetings. It is noted that video footage was not available with respect to conversations prior to the official convening of the meetings.

Summary of Findings

Factual findings were made on a balance of probabilities considering the totality of the evidence and then it was determined whether there had been a breach of the Code of Conduct.

In preparing my report, I reviewed the complaint submissions by the complainant and respondent, the interview transcripts with the parties and witnesses, the video evidence and the documentary evidence collected.

On May 14, 2025, Councillor Burns was provided with the opportunity to provide comments on a summary of the report findings. Councillor Burns confirmed receipt of the message and declined the opportunity to provide comments/submissions.

On May 14, 2025, Councillor Mercieca was provided with the opportunity to provide comments on a summary of the report findings. Councillor Mercieca expressed disagreement with the findings regarding Councillor Burns' comments during the Council meeting on January 22, 2025 asserting that Councillor Burns' questioning was unrelated to the agenda item, "Christian Heritage Month," and was instead aimed at creating the perception that he was against Pride Month and the LGBTQ community, noted that members of the public questioned why the comments were allowed and said that he had a conversation with Mayor Burke, who stated he thought it best to let Mike and Councillor Burns resolve the issue themselves, stating a view that this indicated that Mayor Burke and others were aware of the irrelevant nature of Councillor Burns' comments.

These submissions were considered in making the final decision in this matter.

In determining findings of fact, I used the standard of proof required of fact finders in civil cases, the balance of probabilities. The balance of probabilities standard requires that the evidence be clear, convincing and cogent and that I scrutinize the relevant evidence with care to determine whether it is more likely than not that an alleged event occurred.

The complaint alleged that Councillor Burns' conduct was in breach of Section 6.1 (Conduct at Meetings), Section 7.2 (Conduct Respecting Others – Public) and Section 7.3 (Conduct Respecting Others – Members) of the Code of Conduct.

Section 6. Conduct at Meetings reads as follows:

6. Conduct at Meetings

6.1 Every Member shall conduct himself or herself properly and in a civil and respectful manner at meetings, and in accordance with the provisions of the Procedural By-law, this Code of Conduct, and other applicable law.

6.2 Members will respect the decision-making process. Members will attempt to accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with a majority decision of Council.

6.3 Members shall strive to attend all Council Meetings. Any Member who is unable to attend a Council Meeting shall advise the clerk as soon as is reasonably possible of the reason for their absence.

Section 7. Conduct Respecting Others reads as follows:

7. Conduct Respecting Others

7.1 Every Member has the duty and responsibility to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. The Member shall be familiar with, and comply with, the Municipality's 'Workplace Anti-Violence, Harassment and Sexual Harassment Policy.'

7.2 A Member shall not use indecent, abusive or insulting words, tone or expressions toward any other Member, any municipal staff or any member of the public.

7.3 A Member shall not speak in a manner that is discriminatory to any individual, based on any protected grounds. Protected grounds include: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression.

The evidence gathered during the investigation provides insights into the incidents reported in the complaint against Councillor Casimir Burns:

1. January 8, 2025 Incident:

- **Complaint:** Councillor Burns allegedly made inappropriate personal and/or homophobic comments about an individual during a conversation prior to a Council meeting.
- **Evidence:** The comments were not recorded as they occurred before the meeting officially started. Mayor Kevin Burke characterized the comments as inappropriate and a "slur," suggesting the individual "might not be of one gender or another." Councillor Burns claimed the comment was misinterpreted and was not intended as a homophobic slur but admitted that it was a comment about the person's mental health.

2. January 22, 2025 Incident:

- **Complaint:** During a Council meeting, it was alleged Councillor Burns directed aggressive questioning towards Councillor Mercieca regarding his stance on the LGBTQ/Pride community, attempting to portray him as anti-LGBTQ/Pride.

- **Evidence:** Video footage from the meeting shows the questioning occurred between 22:30 and 24:30. Councillor Burns defended his actions as part of a debate on recognizing Christian Heritage Month, challenging Councillor Mercieca's position on supporting the Pride flag and events. The evidence tends to support a finding that the issues discussed were not inappropriate and there was no behaviour that was inconsistent with the Code of Conduct.

3. February 26, 2025 Incident:

- **Complaint:** In a closed session, Councillor Burns allegedly made personal attacks and attempted to discredit Councillor Mercieca, referencing interference in a Provincial Court case related to an Animal Control bylaw.
- **Evidence:** The evidence shows that there was a heated discussion between the Councillor Burns and Councillor Merceica. However, the evidence tends to support a finding that the issues discussed were not inappropriate and there was no behaviour that was inconsistent with the Code of Conduct.

Upon reviewing the evidence and statements provided, it is determined that Councillor Burns' conduct concerning the comment made on January 8 was inappropriate and violate the Code of Conduct item 7 Conduct Respecting Others, regardless of whether the comment pertained to sex, sexual orientation, gender identity, gender expression or mental health. As a member of the Council, Councillor Burns is held to a high standard of conduct, which includes treating all individuals with respect and dignity. The comments made failed to meet these standards by potentially perpetuating stereotypes and/or stigmatizing individuals based on personal characteristics or health conditions. Such remarks, whether intended as a reference to sex, sexual orientation, gender identity, gender expression or mental health, are not consistent with the principles of respect and inclusivity outlined in the Code of Conduct. Therefore, Councillor Burns' actions on this occasion were not in alignment with the behaviour expectations in the Code of Conduct.

The allegations related to the January 22, 2025 and February 26, 2025 meetings do not support a finding that the Code of Conduct was violated.

Conclusion

The role of Council is not to reinvestigate the findings in this report. The role of the Integrity Commissioner is to undertake a thorough, confidential, and impartial investigation, which has now been completed. The tenets of procedural fairness require me to provide reasons for conclusions and recommendations, and I have done that. Procedural fairness also requires me to conduct a process where parties can participate in the review and resolution of a complaint.

The role of Council is to review the report and decide which sanctions, if any, are necessary. The Integrity Commissioner can recommend training and/or sanctions as they deem appropriate based on the circumstances of the complaint, but it is Council who is the final voice in determining what should be done.

Section 10.2 of the Integrity Commissioner Inquiry Protocol and Section 223.4(5) of the *Municipal Act, 2001* authorize the Integrity Commissioner to make recommendations to Council regarding sanctions and other remedial action when the Integrity Commissioner is of the opinion that there has been a violation of the Code of Conduct.

Section 5.7 of the Integrity Commissioner Inquiry Protocol sets out the penalties the Municipal Council may impose and reads as follows:

Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Municipality that the Member has contravened the Code of Conduct:

1. *A reprimand;*
2. *Suspension of the remuneration paid to the Member for a period of up to 90 days;*
3. *Other penalties, including, but not necessarily limited to:*
 - a. *Removal from membership of a Committee or Local Board;*
 - b. *Removal as Chair of a Committee or Local Board;*
 - c. *Require repayment or reimbursement of moneys received;*
 - d. *.Return of property or reimbursement of its value;*
 - e. *Request for an apology to Council, the Requestor or other relevant party;*
 - f. *Revocation of travel or other budget;*
 - g. *Request for resignation;*
 - h. *Trespass Order restricting access except for Council Meetings.*

I have given the matter of sanctions and/or remedial measures considerable thought. It is important that sanctions should correspond to the conduct in question and be applied in a progressive manner as appropriate. I am also of the view that a public report and a finding of a breach of the Code of Conduct is meaningful.

Councillor Burns co-operated fully in this investigation and was forthcoming in his responses and providing documentation.

It is regrettable that the various parties could not come to an agreement or implement measures that might have resulted in an informal resolution of the reported concerns.

Taking all the above factors into account, I considered whether to recommend that Council impose a sanction.

As the behaviour did not meet the standards expected of elected officials, I am of the view that a reprimand is an appropriate sanction. A reprimand serves as a formal acknowledgement that the conduct in question is not acceptable. By imposing a reprimand, Council demonstrates its commitment to the ethical standards set out in the Code of Conduct.

Therefore, I recommend that Council:

1. Receive this report, including the finding that Councillor Burns contravened Section 7 (Conduct Towards Others); and
2. Reprimand Councillor Burns for his conduct on January 8, 2025.

Respectfully submitted,

Marc Piquette
Integrity Commissioner



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

11 Birch Lake Rd

Massey, ON

POP 1P0

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

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

11 Birch Lake Rd

Massey, ON

POP 1P0

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

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

11 Birch Lake Rd

Massey, ON

POP 1P0

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

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

POP 1P0

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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

11 Birch Lake Rd

Massey, ON

POP 1P0

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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.



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

- 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;



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

- 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.



The Township of Sables-Spanish Rivers

11 Birch Lake Rd

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POP 1P0

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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

11 Birch Lake Rd

Massey, ON

POP 1P0

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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;

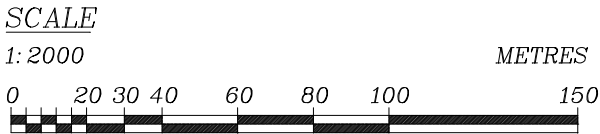
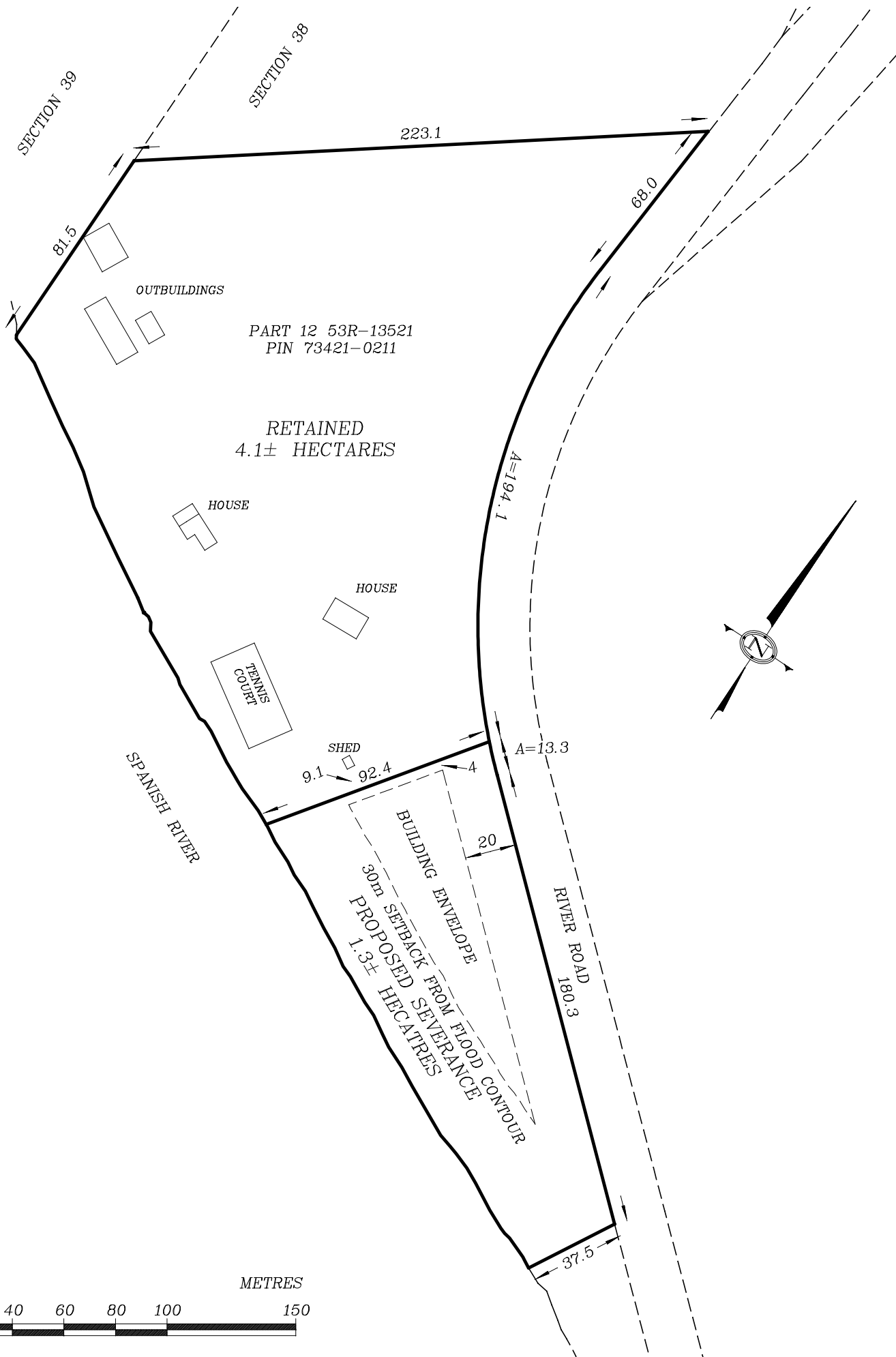
The land in subject application is composed of land in the Township of Victoria, Section 38, RP 53R13521, Part 12.

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.

© COPYRIGHT KEATLEY SURVEYING LTD.
The reproduction, alteration, or use of this sketch, in whole or in part, without the expressed permission of KEATLEY SURVEYING LTD., is STRICTLY PROHIBITED.

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>
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SUBMISSION OF THE APPLICATION:

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

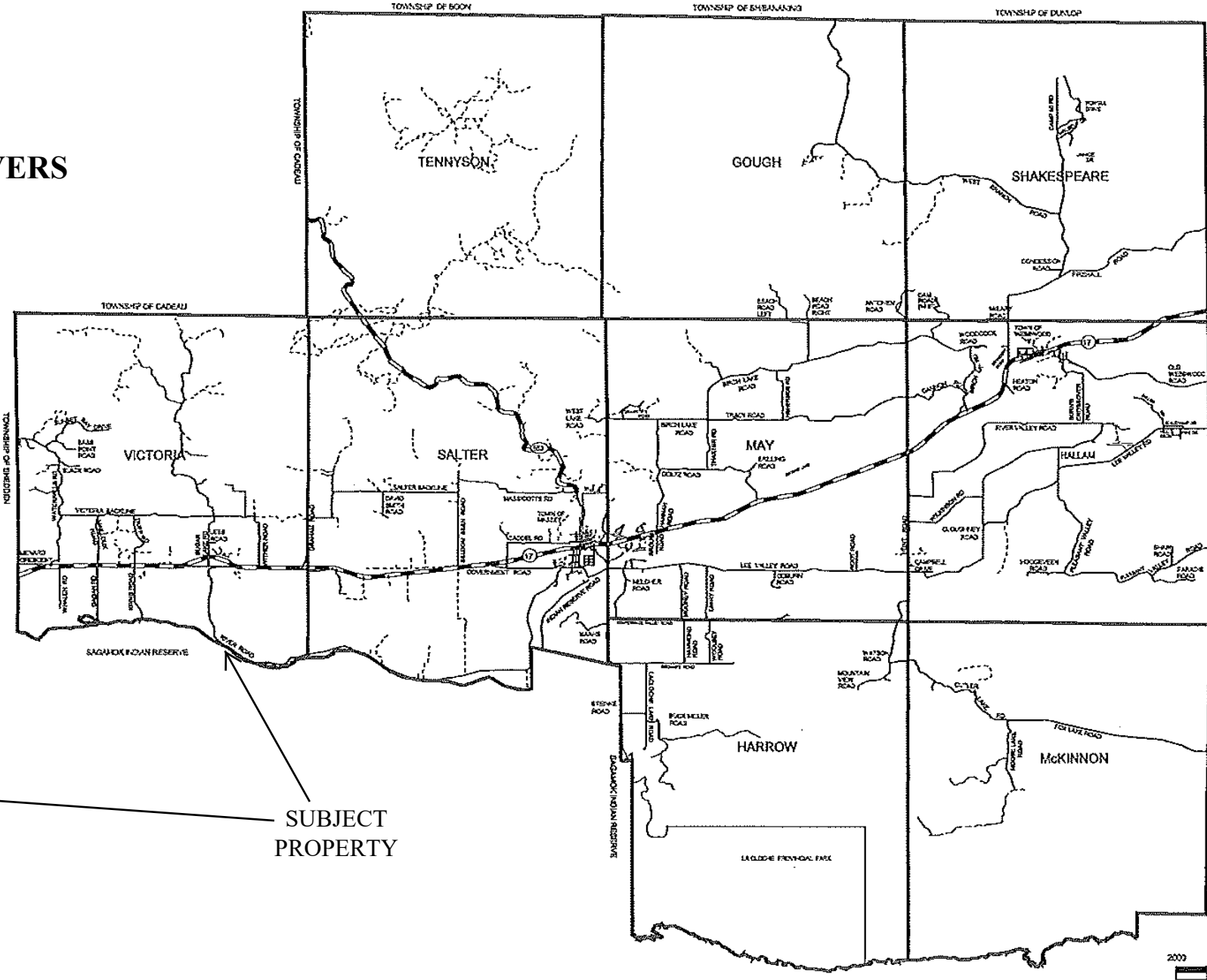
The Retained Lot will have a depth at the mid point of approximately 160 m as shown on the aerial sketch below.





TOWNSHIP OF SABLES-SPANISH RIVERS

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



SUBJECT
PROPERTY

NOTICE OF A PUBLIC MEETING Concerning Applications for Consent

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

Consent File No. C-24-22 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