



The Corporation of the
Municipality of St.-Charles
AGENDA
Committee of the Whole Meeting

October 2, 2024, 6:00 p.m.
Council Chambers (Municipal Office)
2 King Street East
St.-Charles, Ontario P0M 2W0

YouTube Link to Watch Live
www.youtube.com/@StCharlesCouncil

Pages

1. MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

Recommended Resolution

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Committee of the Whole meeting at 6:00 p.m. on October 2, 2024.

1.2 Indigenous Land Acknowledgement

2. ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

Recommended Resolution

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting held October 2, 2024 be adopted as presented.

3. DISCLOSURE OF PECUNIARY INTEREST

4. ANNOUNCEMENTS AND INQUIRIES BY MEMBERS OF THE GENERAL PUBLIC AND BY COUNCIL

5. NOTICE OF MOTIONS

6. COMMITTEES

6.1 Environmental Services Committee

Chair Councillor Joshua Lachance / Co-Chair Councillor Mathieu Pothier

6.1.1 Report to Council - Landfill Design and Operations Consulting Proposal

Prepared by: Michelle Clark, Director of Operations

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6.2 General Government Committee

Chair Mayor Paul Branconnier / Council

6.2.1 Report to Council - Future of Service Ontario Counter

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6.3 Health Services Committee
Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise

6.3.1 Public Health Sudbury & Districts Unapproved Minutes of
September 19, 2024

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6.4 Parks & Recreation Services Committee
Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

6.4.1 Resolution Stemming from September 18, 2024 Regular
Meeting of Council - Item 8.4.3 - Grant Update - Arena
Prepared by: Denis Turcot, CAO

Recommended Resolution

WHEREAS the Municipality of St.-Charles has only one (1) dedicated facility to deliver public sports and recreation activities in our municipality, being the St.-Charles Arena;

AND WHEREAS the facility is over fifty (50) years old and requires important investment to continue to make the facility viable, affordable and relevant to the demographic of our community of today;

BE IT RESOLVED THAT Council for the Municipality of St.-Charles unequivocally supports an application to the Green and Inclusive Community Buildings (GICB) Program and associated share of the cost of the project of 20% for the following retrofits, repairs, and upgrades to the St.-Charles Arena:

- **325kw Solar PV Array:** The high energy cost of operation of the facility is a significant burden to the community. Installation of a Solar PV Array will reduce the ongoing cost of the facility. Due to space requirements a roof mount is preferred. Project cost estimate \$950,000;
- **Roof Rehabilitation:** The metal roof requires ongoing maintenance to prevent rust and failure of the structure. Propose treating the surface with product (white in colour if available) extending the lifespan of the facility for a minimum of twenty (20) years. If a roof mount Solar PV Array is chosen, roof rehabilitation is requirement prior to installation. Project cost estimated at \$400,000;
- **Installation of door seals, low flush toilets, energy efficient and timed shower heads.** Projected cost of \$40,000;
- **Accessibility measures within retrofits or renovations:**
 - The current LULA (Limited Use / Limited Application elevator) is nearing its end of life and the

need for staff to be present during its operation is limiting what programs can be delivered in the arena room / hall / kitchen. The installation a full-service elevator at a projected cost of \$165,000 will open up the facility to deliver more activities in addition to current programing such as yoga classes;

- To compliment our new outdoor pickle ball court, renovation to the main entrance to the arena to allow for daytime access to the accessible washroom for pickle ball players, including a fob system at a projected cost of \$60,000;

AND BE IT FURTHER RESOLVED THAT the Municipality commits \$371,450 toward the proposed project deliverable including up to 15% contingency cost + HST.

6.4.2	Report to Council - Update – Columbarium Site Selection Prepared by: Tammy Godden, Clerk	29
6.5	Transportation Services Committee Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus	
6.5.1	Report to Council - Work Order / Fleet Operations Software Prepared by: Michelle Clark, Director of Operations	39
6.5.2	Report to Council - Streetlight Policy Prepared by: Michelle Clark, Director of Operations	40
7.	ADDENDUM (If Required and by Resolution)	
8.	CLOSED SESSION	
8.1	Disclosure of Pecuniary Interest	
9.	RECONVENE TO OPEN SESSION	
10.	ADJOURNMENT	
10.1	Resolution to adjourn the meeting Recommended Resolution BE IT RESOLVED THAT the Committee of the Whole meeting of October 2, 2024 be adjourned at **: ** p.m.	

Report to Municipal Council



Meeting Date: October 2, 2024	Report Date: September 25, 2024
Reason Before Council: Financial Approval	Priority: Urgent
Department: Environmental	Type of Meeting: Committee of the Whole

Report Title: Landfill Design and Operations Proposal

Recommended Resolution:

That Council approve the proposal for waste management strategies and design from Pinchin Ltd. in the amount of \$8,510.00.

Analysis & Background:

During a review / orientation of landfill operations it was noted that the current tipping area (waste disposal cell) placement is directly on the side of the first closed cell at the landfill. Staff reviewed the design and operations manual that was approved by the Ministry of Environment, Conservation and Parks (MECP) in 2014 and noted inconsistencies with the development of the second phase of the landfill.

Review of the design and supporting documentation, including a site visit with Pinchin Ltd., who are currently retained by the Municipality for monitoring, concluded that further information gathering, and initiatives are required to ensure that the Municipality's landfilling operations are in alignment with the certificate of approval issued under the MECP.

Staff requested a proposal from Pinchin Ltd. for the study of the current design (potential impacts of utilizing a portion of the closed cell) and recommendations for the development of the second phase of the landfill.

Attachments:

- Proposal for Waste Management Strategies and Design – Pinchin Ltd.

Prepared By: Michelle Clark, Director of Operations



September 23, 2024

The Corporation of the Municipality of St. Charles
2 King Street East, PO Box 70
St. Charles, Ontario P0M 2W0

E-mail: publicworks@stcharlesontario.ca

Attention: Michelle Clark
Operations Director

Re: Proposal for Waste Management Strategies and Design
St. Charles Waste Disposal Site, St. Charles, Ontario
Pinchin File: 335248.001

Pinchin Ltd. (Pinchin) is pleased to provide The Corporation of the Municipality of St. Charles (Client) with the following proposal to provide Waste Management Strategies and Design (the Study) for the above-noted property (Site).

It is Pinchin's understanding that the Study would allow the Client to implement waste management changes to the current landfill operation in support of environmental due diligence requirements in relation to the on-going operation of the Site. The waste management strategies will also provide alternative approaches and options to the Client to help optimize the operation of the Site for waste disposal/placement, as well as waste diversion and re-use initiatives.

1.0 BACKGROUND

The Site is owned by the Corporation of the Municipality of St. Charles and has been in operation since approximately 1973. The Site is operated under Ministry of the Environment, Conservation and Parks (MECP) Environmental Certificate of Approval (ECA) Number A541302, last amended on October 3, 2014. The Site is approved for the use of 32.4 hectares (ha) as a waste disposal and transfer site within a total Site area of 45.87 ha.

The Site is operated as an area fill (progressive slope) method landfill. The ECA for the Site allows for a maximum waste capacity of 383,500 cubic meters (m³). A Development and Operations Plan (D&O Plan) has been prepared for the Site, authored by WESA, a Division of BluMetric Environmental Inc. (WESA) dated May 2014 which predates the dated D&O Plan listed in Schedule A items 5 and 6 in the ECA for the Site. The D&O Plan addresses the existing fill area for the Site, as well as proposes a design for additional development of the Site to progress towards the south of the active waste disposal area.



2.0 SCOPE OF WORK

The scope of work for the Study will include the following:

- Pinchin will provide a review of the current operations at the Site, including the following:
 - The current operations for waste disposal and waste placement at the active tipping face and the active waste disposal cell, including daily and interim cover practices;
 - The current operations for the waste diversion streams including clean wood and brush, scrap metals, electronics, white goods and tires;
 - The roles & responsibilities of the Site Attendant;
 - The tipping fee schedule for the Site; and
 - The current Site layout.
- Pinchin will complete a review of the current WESA D&O Plan for the Site and any other additional documents prepared for the Site to identify any inconsistencies pertaining to the Site's design and operations;
- Pinchin will provide options and recommendations for the best management practices to be implemented for the most effective and efficient development of the Site; and
- Pinchin will utilize the most recent topographic data to develop a proposed/conceptual waste management design for the public front-facing components at the Site (i.e., public drop-off locations for waste and diversion items).

3.0 ESTIMATED COSTS

The estimated cost to implement the Study detailed above will be \$8,510.00 (excluding all applicable taxes).

Pinchin reserves the right to modify the work program; however, no budgetary changes will be made without notification and consent from the Client. Pinchin will utilize our Standard Rates and Disbursement Schedule for such additional costs. The estimated cost presented is for the proposed scope of work as outlined herein and does not include preparing a revised D&O Plan report, additional Client meetings, obtaining municipal or other required permits, preparation of proposals/cost estimates for follow-up work or remediation activities, or additional work beyond the scope of work and assumes that work will be completed during the regular business hours of 8 AM to 5 PM, Monday through Friday.

The proposed work is offered subject to the Terms and Conditions given in the Authorization to Proceed, Limitation of Liability and Terms of Engagement contract form (attached as Appendix I).



Payment Methods Accepted by Pinchin

Pay by Cheque	Pay by EFT or Wire Payments	Pay by Interac E-Transfer
Remit payment to: Pinchin Ltd. 2360 Meadowpine Blvd, Unit 2, Mississauga, ON L5N 6S2	Remitters in Canada: Pinchin Ltd. Canadian Imperial Bank of Commerce, Meadowvale Banking Centre 6975 Meadowvale Town Centre Circle, Unit N1, Mississauga, ON L5N 2W7 Account # 6627919 Institution # 010 Transit # 08222 SWIFT/BIC: CIBCCATT Deposit confirmations and/or remittance advice to be sent to accountsreceivable@pinchin.com	Contact Pinchin’s Accounts Receivable Coordinator (info below). The Accounts Receivable Coordinator will send a Request Money link in order to execute this transaction.

All payment methods must include reference to the **Pinchin Invoice Number** or the **Pinchin File Number**.

For assistance, contact an Accounts Receivable Coordinator accountsreceivable@pinchin.com or 905.363.0678 and option 5.

4.0 CLOSING

We trust that the information provided herein is sufficient for the Client to evaluate Pinchin’s proposal. To authorize Pinchin to initiate the activities, please sign and date the attached Authorization to Proceed, Limitation of Liability and Terms of Engagement (Appendix I) and e-mail an electronic (pdf) copy of the executed Authorization to Proceed, Limitation of Liability and Terms of Engagement to Tim McBride at tmcbride@pinchin.com. If you have any questions, or require additional information, please do not hesitate to contact the undersigned.



Proposal for Waste Management Strategies and Design

St. Charles Waste Disposal Site, St. Charles, Ontario

The Corporation of the Municipality of St. Charles

September 23, 2024

Pinchin File: 335248.001

We look forward to working with you on this assignment.

Sincerely,

Pinchin Ltd.

Prepared by:

Alana Valle, B.Eng., EIT
Project Manager

Reviewed by:

Tim McBride, B.Sc., P.Geo., QP_{ESA}
Practice Specialist – Hydrogeology
Director, Landfill and Municipal Services
705.521.0560

Encl.: Appendix I – Authorization to Proceed, Limitation of Liability and Terms of Engagement

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Template: Phase II ESA Stage II PSI Proposal Template, EDR, June 19, 2024

APPENDIX I

Authorization to Proceed, Limitation of Liability and Terms of Engagement



Authorization to Proceed, Limitation of Liability & Terms of Engagement

Date: September 23, 2024	Pinchin Project Name: Waste Management Strategies & Design	
Client: The Corporation of the Municipality of St. Charles	Pinchin Project Number: 335248.001	Project Value: \$8,510.00 (plus applicable taxes)
Site Address: St Charles Landfill Site, St. Charles, Ontario	Pinchin Project Manager: Alana Valle	
	Pinchin Project Manager e-mail: avalle@pinchin.com	

This confirms The Corporation of the Municipality of St. Charles (Client) authorizes Pinchin Ltd. (Pinchin) to proceed with the performance of services as outlined in our proposal dated September 23, 2024, for a value of \$8,510.00 (plus applicable taxes). The proposal (if any) and the terms of this Authorization to Proceed, Limitation of Liability and Terms of Engagement constitute the entire agreement between Pinchin and Client.

Terms and Conditions

- Client is to identify all known actual and potential hazardous conditions that exist within the building, on the property or in the area of work including but not limited to the presence of confined spaces, work at heights, areas causing heat stress, traffic, pinch points and actual or potential environmental contamination. Client is to identify any specific training required for access and entry to the building, property and area of work and to provide any necessary site-specific training at its own cost to Pinchin staff, its contractors and subcontractors. Client must provide safe access to the site and compliance with all applicable safety codes and standards for matters under the control of Client which could affect the safety of Pinchin staff, its contractors and subcontractors on site.
- Pinchin makes no representations or warranties whatsoever, either expressed or implied, as to its findings, recommendations, plans, specifications or professional advice and including concerning the legal significance of its findings, or as to other legal matters touched on in the report, including but not limited to ownership of any property or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretations and these interpretations may change over time and Pinchin undertakes no, and expressly disclaims, any obligation to advise Client of such change.
- In the event of any claim of any nature whatsoever by Client against Pinchin, its staff, officers, directors, shareholders, agents, contractors and subcontractors (collectively "Pinchin"), including but not limited to claims based on negligence and/or breach of contract, the total aggregate liability of Pinchin shall be limited to the lesser of: (i) any actual damages incurred by the client. (ii) all fees actually paid by Client to Pinchin in connection with the specific project in respect of which the claim is being made.**
- Pinchin will not be responsible for any consequential, incidental or indirect damages, including but not limited to financial losses, credit and property transactions, financing costs, property values, loss of profit or revenue, permitting/licensing issues, follow-up actions and costs. Pinchin shall not be liable for the failure of any manufactured product or system of components which are supplied by Pinchin to perform in accordance with the manufacturer's specifications or other product literature on which Pinchin reasonably relied. Pinchin will only be liable for direct damages resulting from negligence and/or breach of contract of Pinchin. Pinchin will not be liable for any losses or damage if Client has failed, within a period of two (2) years following the date upon which the claim is discovered, to commence legal proceedings against Pinchin to recover such losses or damage ("Claim Period") unless the laws of the jurisdiction which governs the limitation period which is applicable to such claim provides that the applicable limitation period is greater than the Claim Period and cannot be abridged by this Agreement, in which case the Claim Period shall be deemed to be extended by the shortest additional period which results in this provision being legally enforceable.**
- If Client brings any form of claim against any third party relating to the work and if the third party claims against Pinchin for contribution and indemnity, Client shall not seek to recover and waives any right to recover from the third party any portion of any losses or damage which may be attributed to the fault or negligence of Pinchin.
- Pinchin's proposal was prepared for the consideration of Client only. Its contents may not be used by or disclosed to any party without prior written consent from Pinchin.
- Pinchin's proposal shall be open for acceptance for a period of thirty (30) days from date of issue. The acceptance period may be extended by mutual agreement of the Client and Pinchin in writing. Pinchin reserves the right to revise the proposal beyond the stated acceptance period.
- Any work performed by Pinchin will be conducted in accordance with generally accepted engineering or scientific practices current in this geographical area at the time the work is performed.



9. Client acknowledges that risks arise from subsurface and hidden conditions that even comprehensive testing and analysis may fail to detect and that actual conditions may differ from those inferred from inspection, testing and analysis. Pinchin can only comment on the conditions observed on the date(s) the assessment is performed.
10. The work will be limited to those locations and/or areas and/or materials of concern identified by Client or scope of work as outlined in our proposal. Other areas of concern may exist but will not be investigated within the scope of this assignment.
11. Any budget and work estimates provided are preliminary and subject to verification and change unless otherwise agreed.
12. Information provided by Pinchin is intended for Client use only. Pinchin will not provide copies of reports, results or information to any party other than Client, unless Client, in writing, requests information to be provided to a third party or unless disclosure by Pinchin is required by law. Unless consented to by Pinchin, which consent may be unreasonably and/or arbitrarily withheld, any use by a third party, of reports or documents authored by Pinchin, or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions conducted by any party.
13. As used in this Agreement, "Work Product", means without limitation all reports, plans, data, writings, notes, drawings, art work, templates, documents, products, ideas, formulas, inventions, research, programs, derivative works, processes, procedures, techniques, scientific methods, designs, technologies, forms, formulas, discoveries, know-how, improvements and any and all products of any type, including all rights and claims, prepared in part or in full by Pinchin.
14. Pinchin shall exclusively own the copyright and all other intellectual property rights in all "Work Product" including rights to claim Scientific Research and Development Tax Claims. The services and documents provided by Pinchin under the terms of this agreement are "Work Made for Hire" and are the sole and exclusive property of Pinchin; they are provided to Client for one time use only. To the extent that any other Intellectual Property Rights of, or under the control of, Pinchin are embodied or otherwise required to exploit the "Work Product", Pinchin grants Client a revocable worldwide, exclusive, one-time license under all such Intellectual Property Rights as required, in accordance with the terms of this agreement.
15. Notwithstanding any other provision, Pinchin reserves the exclusive right to pool data provided by, or produced for, Client at its sole discretion and to use that data to aid in the completion of any and all future projects. Pinchin will utilize de-identification processes which may include, but are not limited to, pseudonymizing or anonymizing the data to preserve client confidentiality. Pinchin will ensure that all identifiable and pooled data is protected and stored securely through the use of appropriate processes and technologies, which may include, but are not limited to, data encryption and the use of the principle of least privilege.
16. Client agrees to indemnify, defend, and hold harmless Pinchin, its affiliates, and their officers, directors, employees, agents, and subcontractors against all claims, demands, suits, liabilities, costs, expenses (including reasonably incurred legal fees), damages and losses suffered or incurred by Pinchin arising out of any actual or alleged infringement of intellectual property rights arising out of Client's use of "Work Product" or any other items provided by Pinchin to Client.
17. Invoices will be issued monthly or upon project completion unless otherwise agreed. Applicable taxes (GST, HST, QST) are additional. Amounts not received within thirty 30 days of invoice date will bear interest thereafter at a rate of 1.5% per month (18% per annum) until paid.

Acceptance Authorizes:

1. The release, to Pinchin, of information requested in connection with this work. Pinchin undertakes to maintain the confidentiality of all such information ("Information").
2. The release by Pinchin of Information to others necessary to perform the work.
3. Entry and access to all areas of the property and buildings on the property, by Pinchin staff or representatives, as required, to perform the proposed services. Client shall identify limitations, conditions or terms regarding entry and access ("Access Restrictions").

It is understood that Client will be liable for all additional costs incurred by Pinchin in the performance of the proposed work caused by changes to the terms, delays, postponements or cancellations or other unseen or unknown conditions that are beyond the control of Pinchin including, without limitation, delays caused by failure to provide Information on a timely basis or Access Restrictions not revealed to Pinchin prior to the date hereof.

By signing below Client provides authorization to proceed and accepts the terms and conditions outlined above and in the referenced proposal (if applicable). In the event Pinchin provides services requested by Client, in addition to those identified above or in the proposal (where applicable), Client agrees to compensate Pinchin either on a time and material basis using the



Pinchin standard rates (in effect at the time the service is provided), or as per a written amendment to the terms and conditions originally agreed upon.

Authorized Representative Acceptance of Contract:

Signature:	
Name, Title:	
Company Name:	
Date:	

Address Pinchin's Invoice to:

PO Number:	
Company Name and Mailing Address:	
Contact Name (responsible for approving the invoice for payment):	
Contact Phone Number:	
Contact Email Address:	
Email Invoice to (if different than contact above e.g. ap@pinchin.com):	

Billing: 2360 Meadowpine Blvd. Unit 2, Mississauga, ON L5N 6S2, | PH: 1.855.746.2446

Pinchin Project Manager: Alana Valle	Pinchin Project Number: 335248.001	Project Value: \$8,510.00 (plus applicable taxes)
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Template: Master Authorization to Proceed, EDR ONLY, HO, July 12, 2022



Payment Methods Accepted by Pinchin

Pay by Cheque	Pay by EFT or Wire Payments	Pay by Interac E-Transfer
Remit payment to: Pinchin Ltd. 2360 Meadowpine Blvd, Unit 2, Mississauga, ON, L5N 6S2	Remitters in Canada: Pinchin Ltd. Canadian Imperial Bank of Commerce, Meadowvale Banking Centre 6975 Meadowvale Town Centre Circle, Unit N1, Mississauga, ON, L5N 2W7 Account # 6627919 Institution # 010 Transit # 08222 SWIFT/BIC: CIBCCATT Deposit confirmations and/or remittance advice to be sent to accountsreceivable@pinchin.com	Contact Pinchin's Accounts Receivable Coordinator (info below). The Accounts Receivable Coordinator will send a Request Money link in order to execute this transaction.

All payment methods must include reference to the **Pinchin Invoice Number** or the **Pinchin File Number**.

For assistance, contact an Accounts Receivable Coordinator accountsreceivable@pinchin.com or 905.363.0678 and option 5.

Report to Municipal Council



Meeting Date: October 2, 2024	Report Date: September 25, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: General Government	Type of Meeting: Committee of the Whole

Report Title: Future of Service Ontario Counter

Recommended Resolution:

That Council reviews the Service Ontario contracted service and associated costs and provides direction to staff with one of the following options:

Options:

1. Give 120-day notice to Service Ontario of termination of contract. (From past discussions, Service Ontario would be expected to try to find another service delivery option in the Sudbury East area).
2. Continue providing Service Ontario services at a loss.
3. Give conditional notice to Service Ontario that if they do not provide / develop a better compensation model that we will cease operation by March 31, 2025 (or other date).
4. Possibly before considering option 1 or 3, Request reduction in hours to offer part-time service without loss of monthly financial top up (proportional to number of hours open). The downside is that it will be harder to retain part-time staff and prevent or reduce ongoing clients coming into the office requesting Service Ontario services when the counter is closed, for this reason, this is not a preferred option by staff. The upside of this option is it will be easier to assign tasks to a full-time staff that is not consistently disrupted by Service Ontario clients.

Analysis & Background:

With the recent significant increase in property taxes and expected ongoing budgetary pressures, considering elimination or reduction in services could be considered. From last years Service Delivery Review prepared by KPMG,



Service Ontario was identified as a non-municipal service that could save the Municipality some money.

The delivery of Service Ontario services is a provincial responsibility, from discussions with Service Ontario staff, it is apparent that an office in Sudbury East is desirable however the volume attending the office is erratic and now becoming sparse with new automatic renewals taking away a significant amount of traffic.

We did a 3-month analysis of people attending the Service Ontario counter (based on postal code of permanent residence). Please note that this survey was completed prior to July 2024 when sticker renewals were still being completed by staff), and the following was observed:

	# people/3 months	%	Avg/wk.
St.-Charles*	313	33	24
Noelville	265	28	20
Markstay-Warren	200	21	15
Other**	165	17	13

*Please note that we made observations by postal code and a significant part of Dunnet Township does have P0M 2W0 as a postal code and also some St.-Charles residents in the Hagar and Markstay-Warren areas have a different postal code. Please assume a margin of error that was not measured, though would expect to somewhat balance out.

The sticker renewals were a major reason why people were coming in. Driver's license and health cards renewals are every five (5) years vs. stickers that were every one (1) or two (2) years. It was contributing an estimated 1/3 of the traffic, though some traffic remains as drivers license renewals were often combined with sticker renewal.

The issue remains of the unpredictable nature of the work, where there could be a line-up at the counter that last for part or more of the day to sporadic people coming to the counter. Assigning any tasks to this staff must be limited to non-urgent, or with no quick turn around expected.

Commencing in October, there are new services being offered by Service Ontario that will hopefully gain back some work that was lost with sticker renewal. Most of this will be health card related though we do not expect a significant rise in clients. i.e. new residents to Canada application.



Considering Council's request last year of requesting that the decision to help defray the cost of the Service Ontario counter by neighboring municipalities, I have sent a letter signed by the Mayor requesting their Council's financial support which included the data collected earlier this spring. I am expecting results back in early October.

Details provided from the Treasurer are as follows:

	Income	Expenses	Totals (Profit / Loss)
Actuals from January 1 to August 31, 2024	\$23,819.10	\$37,113.19	(\$13,294.09)
Projected for year end using average	\$35,728.65	\$55,669.79*	(\$19,941.14)
2024 Budget	\$35,000.00	\$61,769.04	(\$26,769.04)

**Note: Expenses are not as high as we budgeted, but we budgeted for coverage of vacation time and the back-up has been unavailable for some of the coverage.*

Lastly, a major effort by staff in the office and Service Ontario staff to find a better funding model or additional work to balance out the day has been ongoing for more than a year, some preliminary discussion on possible outcome seems very positive, but there are no promises or date for a decision on an improved funding model (if any). This by far remains our greatest hope to make the municipality whole and keep a Service Ontario counter in Sudbury East.

Attachments:

- Nil.

Prepared By: Denis Turcot, CAO



UNAPPROVED MINUTES – SIXTH MEETING
BOARD OF HEALTH
PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM, SECOND FLOOR
THURSDAY, SEPTEMBER 19, 2024 – 1:30 P.M.

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Michel Brabant

Pauline Fortin
René Lapierre
Ken Noland

Mike Parent
Mark Signoretti
Natalie Tessier

BOARD MEMBERS REGRET

Renée Carrier

Guy Despatie

Abdullah Masood

STAFF MEMBERS PRESENT

Kathy Dokis
Stacey Gilbeau
M. Mustafa Hirji

Stacey Laforest
Rachel Quesnel
France Quirion

Renée St Onge

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

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

- Letter to Ministry of Health and Long-Term Care recommending the provincial re-appointment of Ryan Anderson, dated July 24, 2024

R. Anderson was congratulated on his reappointment to the Board of Health as a provincial appointee, renewed for a period not exceeding three years.

- City of Greater Sudbury Report and Motion Re Appointment of Michel Brabant on Board of Health for Public Health Sudbury & Districts, due to resignation of Al Sizer

Michel Brabant has been appointed by the City of Greater Sudbury on the Board of Health to replace Al Sizer who resigned from the Board of Health. M. Brabant was welcomed to his first Board of Health meeting. Al was thanked for his contributions to the Board of Health, including during the Strengthening of Public Health voluntary merger discussions.

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) Changing Patterns of Infectious Disease

– Stacey Laforest, Director, Health Protection Division

S. Laforest was invited to speak to changing patterns of infectious disease including respiratory, vaccine preventable diseases, sexually transmitted and blood borne infections trends, and program impacts. Reporting requirements and public health follow-up for the 72 Diseases of Public Health Significance (DOPHS) were outlined as well as management of DOPHS.

Several of DOPHS are vaccine preventable diseases and the importance of keeping vaccinations up to date was emphasized. Local tuberculosis trends show much higher incidence to historical levels, and also higher in comparison with Ontario incidences rates. Large increases in the incidence rate of iGAS, invasive pneumococcal disease, pertussis (aka Whooping Cough) and varicella (aka Chicken Pox) cases have been observed in comparison with the provincial incidence rate and to the historical levels for Sudbury & Districts. Respiratory outbreak activity has also significantly increased since the pandemic in both number and complexity.

These disease trends have impacted Public Health's workload, and alongside a changing demographic, reduced access to primary health care, the introduction of new ministry vaccine programs and expectations, Public Health has needed to prioritize and streamline services to meet ministry requirements. The COVID-19 vaccine program continues to pose challenges to the VPD program due to the operational requirements of the ministry with no associated base funding to deliver this service.

In conclusion, respiratory and sexually-transmitted blood borne infections are increasing within the PHSD area and program impacts are being observed, with an increase in both investigation number and case complexity. The teams continue to explore ways to streamline processes. Vaccination of eligible persons routinely continues to be prioritized as per the publicly funded schedule and to susceptible persons as part of contact investigation. With increasing case load and outbreak management, the existing Control of Infectious Diseases and Sexual Health teams are beyond the capacity of the current staffing levels. Given the minimum investigation requirements per the OPHS, and provincial data entry requirements, the Executive Committee is exploring options to manage the workload associated with increases in caseloads.

Questions and comments were entertained, and clarification provided regarding education/prevention for sexually transmitted diseases in schools, public health policy to change societal norms, provincial trends for communicable diseases, funding for outbreaks, protection of respiratory pathogens through masking, and unique trends in northern Ontario. In response to an inquiry, additional information will be shared with the Board regarding greatest proportion of cases by age for syphilis.

S. Laforest was thanked for her presentation.

ii) The Unlearning and Undoing White Supremacy and Racism Project

- Sarah Rice, Special Advisor, Indigenous Affairs, Indigenous Engagement Team, Knowledge and Strategic Services
- Jasmine Fournier, Health Promoter, Indigenous Engagement Team, Knowledge & Strategic Services

Dr. Hirji noted that today's presentation aligns with the third strategic direction of [Finding our Path Together: Strengthen our Capacity for a Culturally Competent Workforce](#), as well as the third strategic direction within the [Indigenous Engagement Governance ReconciliAction Framework](#): *The Board of Health will strengthen its capacity to become culturally safe*. This month, ending with the National Day for the Truth and Reconciliation on September 30, we honour the survivors and their families of the residential and day school systems by taking time to learn and reflect on the truths that may bring us closer to a sense of reconciliation.

S. Rice and J. Fournier were welcomed to share a new agency-wide project that will be launching in the coming months, that aims to learn and reflect on these truths and move towards collective action as an agency, along with an invitation for the Board to join the project.

The project, adapted with permission from the BC Health Authority, will examine white supremacy and colonization as determinants of health. The project work is crucial to addressing the root causes of poor health outcomes and the systemic issues that are present in our health care system and in society. As an example, the Coin Model of Privilege was displayed to see how we can use our privilege to evoke change and allows to explore unconscious biases.

Over the last six years, a variety of PHSD strategies and frameworks have been developed to support the agency to do this system-level change work, which includes the work of the Unlearning and Undoing White Supremacy and Racism project. At the governance level, the Indigenous Engagement Governance ReconciliAction Framework (Motion #37-23) further refines and strengthens this work by committing to participate in ongoing education

opportunities. Board members were provided an example of what a two-month period of the 18-month project would look like for Module 1 Naming Racism & White Supremacy. Module options, learning and time commitments were outlined.

Staff as well as Board members are invited to participate in the Unlearning and Undoing White Supremacy and Racism project. Board participation would help signal the importance of this work to staff, throughout the system and wider community. Included in today's agenda package is a briefing note outlining a motion to join this important journey that Public Health is embarking on. Questions were entertained regarding the time commitment and project launch. Sarah and Jasmine were thanked.

5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
 - a. Fifth Board of Health Meeting – June 20, 2024
- ii) **Business Arising from Minutes**
- iii) **Report of Standing Committees**
 - a. None
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, September 2024
- v) **Correspondence**
 - a. Physical Literacy for Communities: A Public Health Approach
Board of Health for Public Health Sudbury & Districts [Motion #34-24](#)
 - Letter from Grey Bruce Public Health Board of Health Chair to the Chief Medical Officer of Health, dated September 3, 2024
 - b. Ontario Protecting Communities and Supporting Addiction Recovery with New Treatment Hubs
 - Letter from Association of Local Public Health Agencies (aLPHa) Chair to the Minister of Health, dated August 29, 2024
 - c. Support for Bills S-233 and C-223, An Act to develop a national framework for a guaranteed livable basic income
 - Letter from Middlesex-London Health Unit (MLHU) Board of Health Chair to Prime Minister of Canada, Deputy Prime Minister and Minister of Finance, Minister of Health, Leader of the Government in the House of Commons, House Leader of the Official Opposition, House Leader of the Bloc Québécois, House Leader of the New Democratic Party and Standing Senate Committee on National Finance, dated July 24, 2024, along with MLHU's Board report.

- d. New measures to help prevent harms to youth from nicotine replacement therapies
 - Health Canada News Release dated August 22, 2024; *Health Canada introduces new measures to help prevent harms to youth from nicotine replacement therapies*
 - Letter from the Chair, Board of Health for Public Health Sudbury & Districts to the Minister of Health of Canada, dated September 11, 2024
- vi) **Items of Information**

None.

A question regarding the September Board report was entertained relating to the non-compliance notice from the Ministry of Seniors and Accessibility regarding certain areas of the website.

In regard to comments in the September Board report regarding recent developments concerning harm reduction, N. Tessier will share a CNN article regarding data for fatal overdoses/multi-faceted approach.

45-24 APPROVAL OF CONSENT AGENDA

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

CARRIED

6. NEW BUSINESS

- i) **Unlearning and Undoing White Supremacy and Racism Project**
 - Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024

Dr. Hirji noted that the briefing note supplements today's presentation for the Board's consideration of the motion.

46-24 UNLEARNING AND UNDOING WHITE SUPREMACY AND RACISM PROJECT

MOVED BY PARENT – NOLAND: THAT the Board of Health commit to participating in the Unlearning and Undoing White Supremacy and Racism Project. This commitment will include two hours of self-guided learning and 15-30-minute closed group discussion per month.

CARRIED

- ii) **2024–2028 Accountability Monitoring Plan: Strategic Priority Performance Measures**
 - Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024
 - 2024–2028 Accountability Monitoring Plan: Strategic Performance Measures

It was recapped that the Board of Health approved the four-year 2024–2028 Strategic Plan in November 2023 and directed the Medical Officer of Health to develop a monitoring process for the Plan. The 2024–2028 Accountability Monitoring Plan was subsequently developed and approved ([motion #27-24](#)) in April 2024 with the direction to finalize the Strategic Priority Performance Measures for the Board’s approval.

On behalf of the Joint Board of Health/Staff Working Group, R. Barclay reviewed the performance indicators developed to ensure ongoing monitoring of the integration of the strategic priorities within programs and services and to provide an opportunity to gauge how we are progressing with actioning our agency Strategic Plan. The measures were developed with feedback from key staff and senior management and validated by the Joint Board of Health/Staff Working Group.

Dr. Hirji noted that it is difficult to measure outcomes due to the nature of public health work and historically, process indicators were used; however, these indicators aim to move in the direction of measuring outcomes.

Comments and questions were entertained and the motion read.

47-24 ACCOUNTABILITY MONITORING PLAN, 2024-2028: STRATEGIC PRIORITY PERFORMANCE MEASURES

MOVED BY BRABANT – TESSIER: WHEREAS the Board of Health [motion #27-24](#) endorsed the 2024–2028 Accountability Monitoring Plan for Public Health Sudbury & Districts and directed the Medical Officer of Health to operationalize the Plan, ensuring an annual report to the Board of Health; and

WHEREAS one step in the operationalization of the plan is the development of performance measures specific to the 2024–2028 Strategic Plan; and

WHEREAS the Joint Board of Health/Staff Accountability Working Group reviewed the proposed performance measures and recommends them to the Board of Health;

THEREFORE BE IT RESOLVED that the Board of Health approve the Strategic Priority Performance Measures as part of the 2024–2028 Accountability Monitoring Plan for Public Health Sudbury & Districts.

CARRIED

- iii) **Support for Ontario to Continue to Protect the Safety of Private Drinking Water**
 - Letter from the Municipality of Central Manitoulin to the Premier of Ontario, dated July 8, 2024
 - Letter from the Peterborough Public Health Board of Health Chair to the Deputy Premier and Minister of Health and the Minister of the Environment, Conservation and Parks, dated June 20, 2024

Dr. Hirji outlined the small drinking water system requirements for testing, monitoring and sampling and Public Health Sudbury & Districts role.

The 2023 Auditor General's Value for Money Audit report had referenced streamlining Public Health Ontario's lab services. This generated concerns and discussions have been held at the provincial level about discontinuing provincial funding for lab testing of private wells. The Town of Gore Bay and Municipality of Central Manitoulin have voiced their concerns through motions and in June 2024, the Board of Health for Public Health Sudbury & Districts requested staff prepare an advocacy motion, which is tabled for the Board's consideration today.

Questions and comments were entertained and it was clarified that there would be no financial implication to the Board of Health and the advocacy relates to whether the province continues to fund private water testing.

48-24 SUPPORT FOR ONTARIO TO CONTINUE TO PROTECT THE SAFETY OF PRIVATE DRINKING WATER

MOVED BY NOLAND – FORTIN: WHEREAS twenty-two percent of households within the Public Health Sudbury & Districts service area rely on private drinking water systems; and

WHEREAS it is recommended that drinking water be tested frequently to ensure that it is safe for human consumption; and

WHEREAS exposure to contaminated drinking water can lead to severe gastrointestinal illness and in rare cases may result in death; and

WHEREAS anyone can become ill from drinking contaminated water; however, children, older adults, and people with weakened immune systems are at a higher risk of the harmful effects; and

WHEREAS Public Health Ontario's Well Water Testing program is a publicly-funded service that tests water samples from private drinking water sources for indicators of bacterial contamination; and

WHEREAS testing drinking water quality at private laboratories can be cost prohibitive; and

WHEREAS Public Health Ontario in conjunction with the Ministry of Health has proposed joint modernization plans in 2017 and again in January 2023 that proposed discontinuing well water testing as part of a plan to streamline operations; and

WHEREAS the Auditor General of Ontario in its December 6, 2023 [Value-for-Money Audit: Public Health Ontario](#), called for Public Health Ontario and the Ministry of Health to move forward with streamlining laboratory operations in consideration of the proposed modernization plans; and

WHEREAS Public Health Ontario and the Ministry of Health have not yet announced a final plan for streamlining laboratory operations at this time;

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly recommends to the Minister of Health and to Public Health Ontario that Ontario’s Well Water Testing program be continued in the plan to implement streamlined laboratory operations, and

THAT THE BOARD OF HEALTH endorse the resolutions adopted by the Council of the Town of Gore Bay (May 14, 2024), the Council of the Corporation of Northeastern Manitoulin & the Islands (May 23, 2024), and the Council of Central Manitoulin (July 8, 2024) concerning provincial well water testing.

CARRIED

iv) Perspectives from Northern Ontario for the Public Health Funding Review

- Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024
- Advocacy Letter from Northern Medical Officers of Health to the Chief Medical Officer of Health and Assistant Deputy Minister, Dr. Kieran Moore, dated August 16, 2024

At the 2023 AMO Conference, the provincial government announced a series of new, planned measures to strengthen public health in Ontario. Among them was the intention to provide resources, support, and incentives to facilitate voluntary mergers as well as a review of the Ontario Public Health Standards and a review of the provincial public health funding.

As it relates to the funding review, the provincial government undertook a very focused consultation in June 2024 for which R. Lapierre participated through AMO and alPHa. The Northern Medical Officers of Health have concerns that there was no direct reach out to Medical Officers of Health or Boards of Health in northern Ontario given the unique factors and challenges northern health units face.

Eleven years ago, the Ministry had announced a funding review that proposed an approach that would have disadvantaged northern communities. The northern Medical Officers of Health believe any new provincial funding approach must provide equitable funding, rather than equal funding per capita across the province, accounting for unique circumstances in different areas of Ontario, including those unique elements in the north.

The northern MOHs collectively wrote a letter to the Chief Medical Officer of Health to advocate for equitable funding for this funding review that would ensure sustainability and equity of public health programming in northern Ontario. The northern Boards of Health endorsement is now being sought. Boards from the Porcupine Health Unit as well as North Bay Parry Sound District Health Units have already endorsed the motion.

Comments and questions were entertained and the Northern MOHs were commended for the advocacy letter.

49-24 ENDORSING PERSPECTIVES FROM NORTHERN ONTARIO FOR THE PUBLIC HEALTH FUNDING REVIEW

MOVED BY FORTIN – BARCLAY: THAT the Board of Health endorse the August 16, 2024 letter by the northern Ontario Medical Officers of Health entitled “Perspectives from Northern Ontario for the Public Health Funding Review”.

CARRIED UNANIMOUSLY

- v) Public Health Sudbury & Districts’ 2023 Annual Financial Report**
 - 2023 Financial Report (English and French)

Dr. Hirji noted that per good governance and practice, an annual report has been prepared and shared with the public as outlined in F-II-20 of the Board of Health Manual. Post-pandemic reflections were discussed as to whether we resume with the same format of the annual report or use a different approach.

More common public messaging is now short and succinct via social channels; therefore, the comprehensive annual report format is being shifted to a combination of highlights, including the program highlights early in the year and a financial highlight at this time of year with materials to be shared through social media in snip its.

- vi) Board of Health Manual Review**
 - Briefing Note from M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health dated September 12, 2024, and appendices

A thorough review of the Board of Health manual has taken place over the summer of all the policies, procedures, information sheets and by-laws that govern our organization.

Per A-III-10 the Board of Health Manual will be reviewed in its entirety in two-year intervals. Proposed revisions have been identified with tracked changes as well as areas identified to be repealed. The briefing note summarizes housekeeping revisions and highlights of more substantive revisions coming forward.

A lot of work has gone into the review and directors were thanked.

Questions and comments were entertained, and background was provided regarding the Board's request in 2019 for additional language to specify action and follow up in the event of an investigation, which, post-COVID-19, is proposed in the *new* Procedure C-I-15 Code of Conduct.

50-24 BOARD OF HEALTH MANUAL

MOVED BY PARENT – ANDERSON: THAT the Board of Health, having reviewed the proposed revisions within the Board of Health Manual, approve the Manual as presented on this date.

CARRIED

7. ADDENDUM

51-24 ADDENDUM

MOVED BY SIGNORETTI -BRABANT: THAT this Board of Health deals with the items on the Addendum.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

i) Board of Health Membership

- Order in Council Re: provincial re-appointment of Ryan Anderson effective September 13, 2024 for a term of three years
- Welcome letter to Michel Brabant, dated September 13, 2024
- Thank you letter to Al Sizer dated September 16, 2024

Correspondence is shared for information.

ii) Items of Information

- Ontario Government News Release dated September 10, 2024; *Ontario Enhancing Tools to Help People Prepare for Respiratory Illness Season*

News release is shared for information.

8. IN CAMERA

52-24 IN CAMERA

MOVED BY FORTIN - NOLAND: THAT this Board of Health goes in camera to deal with labour relations or employee negotiations. Time: 3:01 pm

CARRIED

9. RISE AND REPORT

53-24 RISE AND REPORT

MOVED BY TESSIER – ANDERSON: THAT this Board of Health rises and reports.

Time: 3:18 p.m.

CARRIED

It was reported that one labour relations and negotiations matter were discussed for which the following motions emanated:

54-24 APPROVAL OF BOARD OF HEALTH INCAMERA MEETING NOTES

MOVED BY PARENT – NOLAND: THAT this Board of Health approve the meeting notes of the April 18, 2024, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

55-24 ONA MEMORANDUM OF SETTLEMENT RATIFICATION

MOVED BY SIGNORETTI - PARENT: THAT the Board of Health ratify the Memorandum of Settlement between Public Health Sudbury & Districts (PHSD) and the Ontario Nurses Association (ONA), dated September 16, 2024.

CARRIED

10. ANNOUNCEMENTS

- i) The Board Chair shared that staff are looking into processes to record Board presentations and post the recording for the public to access through phsd.ca. MS Teams Townhall meeting is being proposed as the platform to record the Board presentations due to its recording features; however, Townhall meetings does not have a telephone dial-in option. Board members did not have any concerns with not having a dial-in number for a MS Teams Townhall invitations for future Board meetings.
- ii) Board members were asked to complete the Annual Board Self-Evaluation Survey by October 18, 2024, noting their feedback is valuable.
- iii) Board members are to review the annual mandatory Emergency Preparedness PowerPoint presentation and email R. Quesnel to confirm once you have completed the review.
- iv) Time was allocated for Board members to complete the September 19, 2024, Board of Health meeting evaluation before adjournment.

11. ADJOURNMENT

56-24 ADJOURNMENT

MOVED BY SIGNORETTI - NOLAND: THAT we do now adjourn. Time: 3:23 p.m.

CARRIED

(Chair)

(Secretary)

Unapproved



Report to Municipal Council

Meeting Date: October 2, 2024	Report Date: September 27, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: Parks & Recreation	Type of Meeting: Committee of the Whole

Report Title: Update – Columbarium Site Selection

Recommended Resolution:

The Council provide direction to staff regarding site selection for a new columbarium unit at the cemetery.

Analysis & Background:

On September 4, 2024 the ground penetration study was conducted at the cemetery for a possible location site of a new columbarium unit. This report is attached.

Council had previously requested that both the areas along the back fence line as well as the location on the grass near the shed be scanned.

Upon reviewing the previous ground penetration study, it was determined that the section along the back fence line had previously been explored. A copy of this report is attached.

The report of May 14, 2019 indicates no anomalies along the fence line.

The report of September 10, 2024 indicates no anomalies in the grass area. However, at page 3 it identifies a “layer” at approximately 1.0m depth. In discussion with Mr. Sutton, he advised that it is a layer throughout the entire area and would be consistent with a layer of clay or hard pan.

Attachments:

- September 10, 2024 Ground Penetration Report
- May 14, 2019 Ground Penetration Report



- Map of proposed locations

Prepared By: Tammy Godden, Clerk

GPR Summary Report

2024-09-10

Scott Sutton



Project Name: 10767

Survey Date: 2024-09-04

Report Date: 2024-09-10

Client: Municipality of St. Charles

Site Description: Municipal Cemetary

Additional Comments: Columbarum

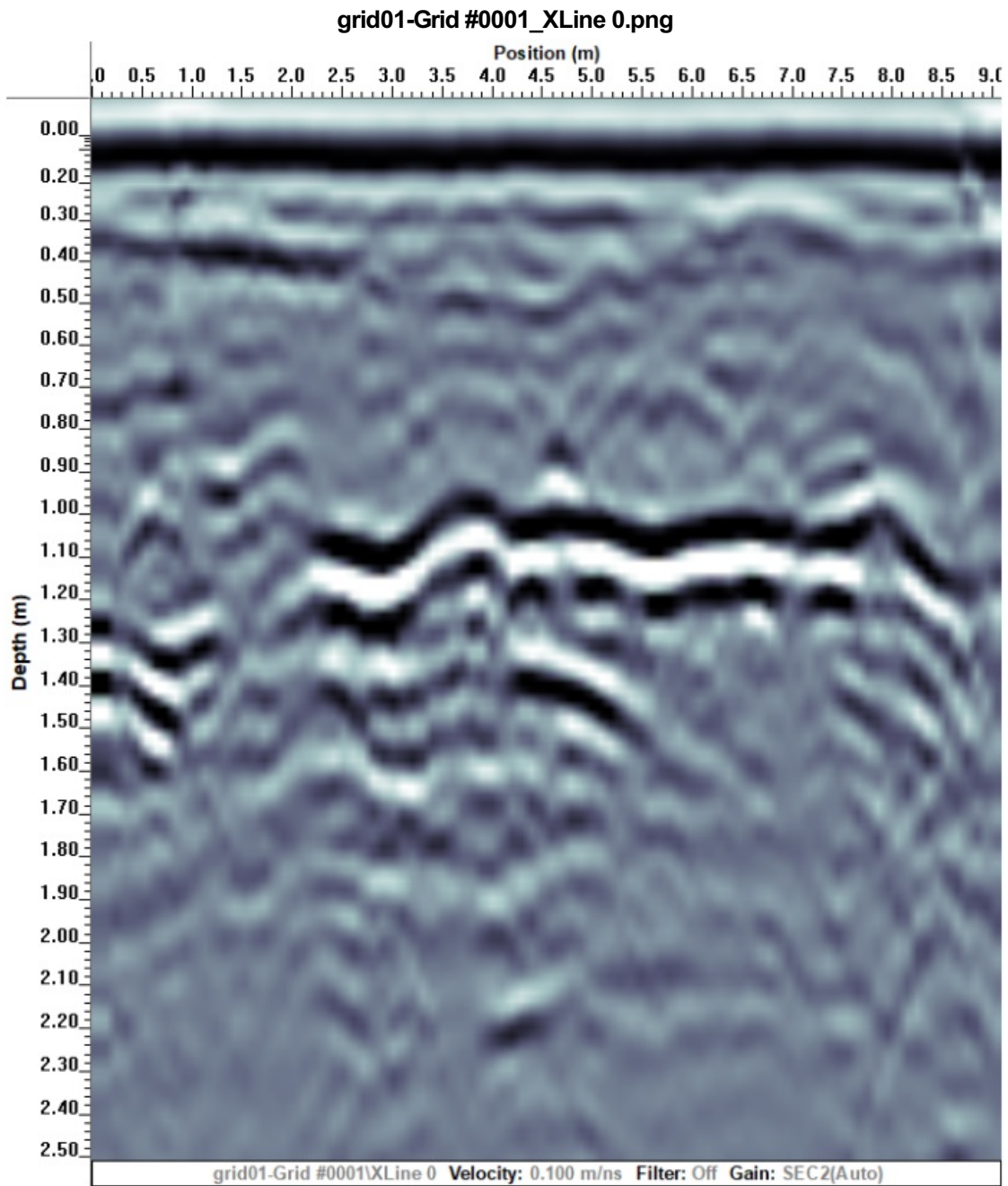


Figure 1
Layer identified at approx 1.0m depth.

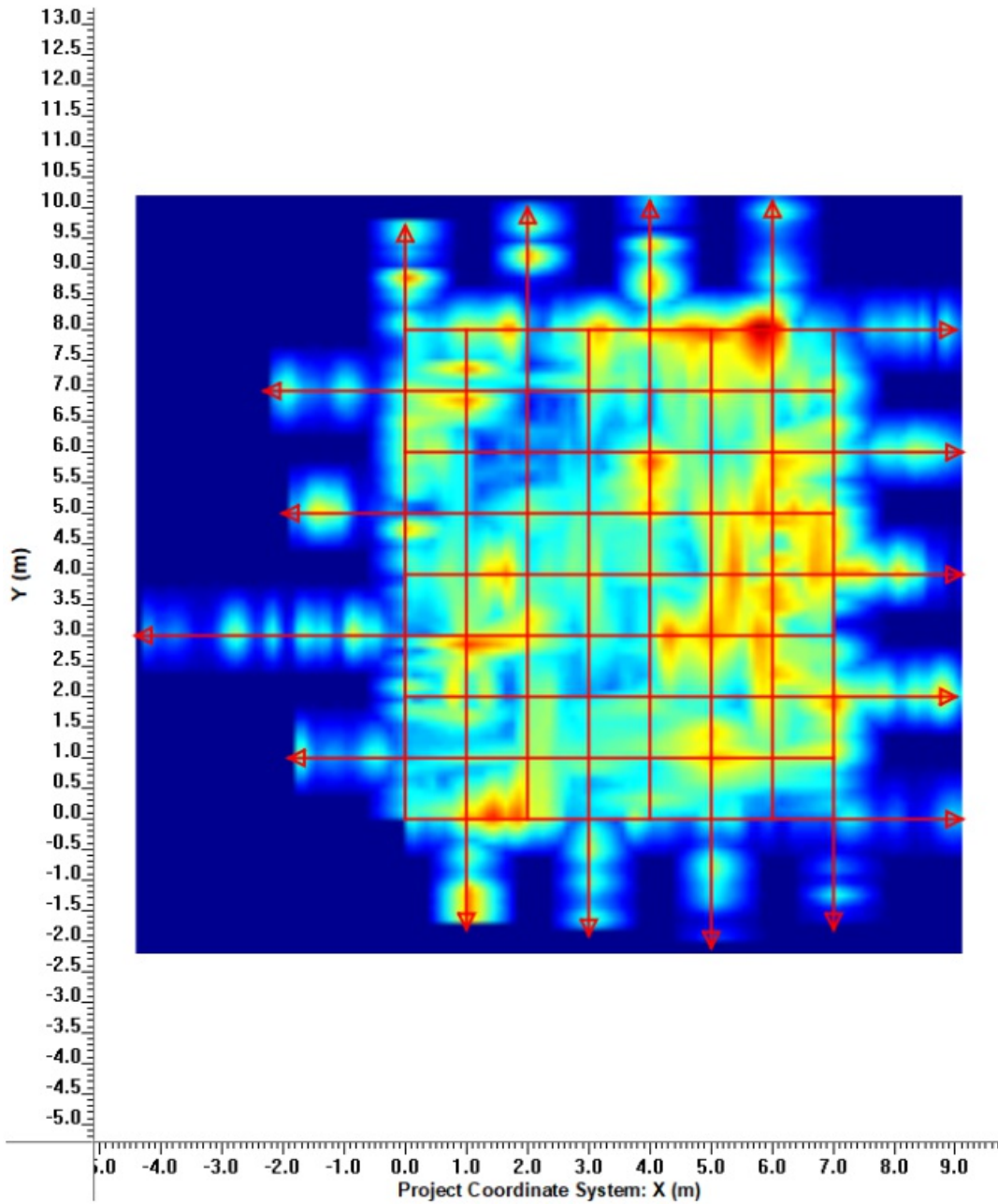


Figure 2
Layer covers entire surveyed area.

Conclusions:

No target anomalies were identified in the surveyed area for the installation of the Columbarum.

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**Municipality of St. Charles
St. Charles Cemetery
St. Charles, ON**



May 14, 2019

Scope of Work

Survey existing cemetery for proposed work on property.

Method of Investigation

Using a Sensors & Software Noggin Smart Cart Ground Penetrating Radar, three surveys were completed onsite.

235 Douglas St. Sudbury ON P3E 1G2
Office: (705)525-1657 www.suttonservices.ca Fax: (705)566-5795

Results of Investigation

The two surveys along the fence did not indicate any subsurface anomalies, however the survey around the concrete pad did show a suspect target at approximately 1.5m in depth.

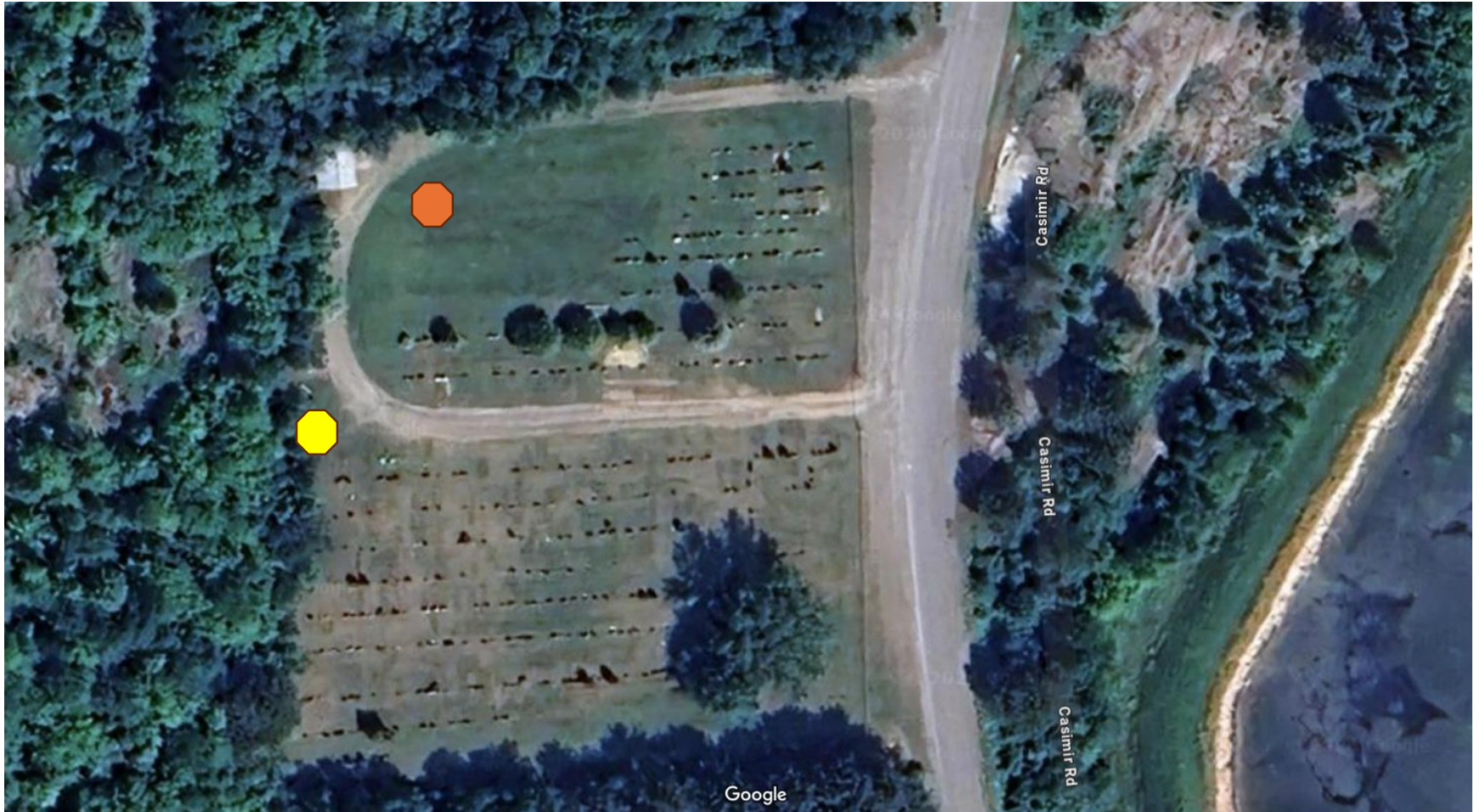



Scott Sutton


Operations Manager
Report: SS1905141-5506

St.-Charles Cemetery

97 Casimir Road



 = Proposed location of Columbarium

 - Secondary location (may require the removal of the cross)



Report to Municipal Council

Meeting Date: October 2, 2024	Report Date: October 25, 2024
Reason Before Council: Financial Approval	Priority: Normal
Department: Transportation/ Public Works	Type of Meeting: Committee of the Whole

Report Title: Work Order / Fleet Operations Software

Recommended Resolution:

That Council re-allocates the approved 2024 budgeted amount of \$20,000 for work order software to the purchase of fleet operations software.

Analysis & Background:

The 2024 approved budget included an amount of \$20,000.00 for the purchase of work order software. The intent of this software was to provide a method in which to track / record internal and external work orders, facility inspections, asset maintenance and utilize for operational compliance.

During demonstrations of software, it was noted that it could not provide all functionalities that are required for road maintenance standard reporting and CVOR requirements. The Municipality is currently tracking work orders and inspection compliance with internal processes that can be continued to be applied until the next budget process, whereas the fleet operations software (Global Positioning System and Automatic Vehicle Location) is a technology that can not be created internally and is required for compliance and litigation purposes for Public Works. The software, specifically GPS, Video and LTE is also of interest to the Fire Department to support their CAD software. The technology will be able to track the location of all municipal vehicles and equipment in real-time, monitor and manage fleet maintenance schedules, provide information on vehicle positions, speeds, routes and record when specific maintenance operations are completed.

The intent of purchasing the fleet operations software this year would be to integrate it into a work order software in 2025 to have a complete asset tracking and regulatory compliance technology.

Prepared By: Michelle Clark, Director of Operations

Report to Municipal Council



Meeting Date: October 2, 2024	Report Date: September 26, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: Protection to Persons & Property	Type of Meeting: Committee of the Whole

Report Title: Streetlight Policy

Recommended Resolution:

That Council reviews and adopts the Streetlight Policy

Analysis & Background:

The Municipality received a request for a new streetlight installation for Lapensee Street in August of 2024. In reviewing the request, it was noted that the Municipality currently has no policy directive that addresses resident requests or approach in which to identify the Municipality’s streetlight needs.

Street lighting is a significant component of the Municipality’s infrastructure that impacts the safety, security, and overall quality of life for pedestrians and motorists. A well-structured Streetlight Policy is beneficial to methodically identify needs, ensure safety, and manage requests for new installations.

The municipal Streetlight Policy will provide a defined set of criteria for warranting new streetlights, such as traffic volume, accident history, and pedestrian activity, which will support decisions based on verifiable data rather than subjective opinions.

By establishing a uniform approach to identifying needs and processing requests, the municipality can ensure that the lighting infrastructure meets the evolving community while providing transparency and accountability.

Attachments:

- DRAFT – Streetlight Policy

Prepared By: Michelle Clark, Director of Operations



2 King Street East, P. O. Box 70, St.-Charles, ON, P0M 2W0

STREETLIGHT POLICY

Policy Record

Policy No.: SER-XXX	Effective Date:
Replaces: n/a	Last Review Date:
Approval:	Next Review Date:
Reference: <i>Municipal Act, 2001, S.O. 2001, c. 25</i>	

1.0 Intent

- 1.1 The intent of this Streetlight Policy is to implement responsible lighting practices that minimize light pollution, protect nocturnal environments, promote an energy conservation approach, and enhance the quality of life for our community. Streetlights located within settlement areas of the Municipality are intended to provide illumination on public streets and pedestrian crossings. Secondary benefits of street lighting include perceived personal security, lighting of property, and public safety.

2.0 Purpose

- 2.1 The purpose of this Policy is to establish guidelines for the installation of streetlights and will assist in evaluating and prioritizing requests for streetlight installations. The Policy will ensure the safety of the Municipality's residents, provide a consist approach to expanding on the street lighting network and commit to adopting innovative and environmentally conscious lighting solutions that will protect the character of the rural landscapes within the Municipality.

3.0 Definitions

- 3.1 “Council” means the Council for The Corporation of the Municipality of St.-Charles.
- 3.2 “Director of Operations” means the Director of Public Works or designate for The Corporation of the Municipality of St.-Charles.
- 3.3 “Municipality” means The Corporation of the Municipality of St. Charles.
- 3.4 “Public Works Department” means the Public Works Department for The Corporation and the Municipality of St.-Charles.
- 3.5 “Streetlight” means an outdoor light or a series of outdoor lights that can be attached to poles, are spaced at intervals along a public street or roadway and are illuminated from dusk to dawn.

4.0 Scope

- 4.1 This Policy applies to the installation of all new streetlights within the jurisdiction of the Municipality. The management of existing and new installations of all municipal streetlights will be overlooked by the Public Works Department.

5.0 Streetlight Requirements

- 5.1 All street lighting within the Municipality of St.-Charles shall conform to approved MTO and Hydro One Engineering and Design Standards. New streetlight technology shall be reviewed and considered when installing or replacing existing streetlights as they become available and are feasible for the Municipality.
- 5.2 The following criterion will be utilized to determined whether a new streetlight installation is required / warranted:
 - 5.2.1 Location of streetlight is at an intersection of a municipal road which is maintained year-round.
 - 5.2.2 Location of streetlights at intersections between new development roads and municipal roads, or between new development roads and provincially maintained highways.
 - 5.2.3 Location of streetlight at an intersection of a municipal road where both roads are maintained year-round and are warranted by traffic count (300 or more vehicles per day), business activity, and / or pedestrian activity.

- 5.2.4 Location of streetlight is in an area that is determined by historical data as a safety concern, including but not limited to: number of accidents, road engineering, potential hazards, available hydro poles and connection.

6.0 Public Requests

- 6.1 Requests for additional street lighting may be submitted to the Municipality for a variety of reasons, including requests for increased or decreased lighting, rearrangement of existing lights, or refurbishment of current lighting fixtures. To ensure consistency, residents seeking new street lighting or modifications to existing lighting should adhere to the following process:
- 6.1.1 Submission of Requests: Written requests for the installation of new streetlights or alterations to existing streetlights on current roadways must be directed to the Director of Operations. These requests should detail the primary concerns and include a contact person for follow-up. If the request originates from an organized group, it should be submitted through that entity.
- 6.1.2 Field Survey: Upon receipt of a streetlight request, the Public Works Department will conduct a field survey of the proposed site. This survey will assess the current lighting conditions, including the number, location, spacing, types of fixtures, and poles, as well as any other relevant information. The findings from this survey will be incorporated into the streetlight database. Inspections may occur during nighttime hours if necessary. The results of the field survey will be submitted to the Director of Operations.
- 6.1.3 Site Plan Determination: If the installation of additional street lighting is recommended, the Director of Operations will determine the exact placement of the new streetlight(s) or the replacement of existing streetlights, as appropriate. This will be documented in a site plan.
- 6.1.4 Project Prioritization: Once the site plan is approved, the project will be added to the list for new streetlight installations. The installations on this list will be completed in accordance with the annual budgetary allocations and limitations.

7.0 General

- 7.1 Authority to control streetlighting is derived from Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 7.2 This Policy shall be administered by the Public Works Department.

7.3 This Policy shall be referred to as the “Streetlight Policy”.

7.4 This Policy shall come into force and effect on the day of passing.

8.0 Policy Review

8.1 The Municipality of St.-Charles will review this Policy as needed.

Dated at St.-Charles, Ontario, this _____ day of xxx, 20xx.

X

Paul Branconnier
Mayor

X

Tammy Godden
Clerk