



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

November 6, 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 November 6, 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 November 6, 2024 be adopted as presented.
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **PRESENTATIONS AND DELEGATIONS**
 - 4.1 Segal Constructions - Municipal Housing Development 4
Presented by: Daniel Segal (virtually)
5. **ANNOUNCEMENTS AND INQUIRIES BY MEMBERS OF THE GENERAL PUBLIC AND BY COUNCIL**
6. **NOTICE OF MOTIONS**
7. **COMMITTEES**
 - 7.1 General Government Committee
Chair Mayor Paul Branconnier / Council
 - 7.1.1 Report to Council - 2024 Christmas Parade 5
Prepared by: Denis Turcot, CAO

Recommended Resolution

WHEREAS the Corporation of the Municipality of St.-Charles has authorized the 2024 Christmas Parade to take place on Saturday, November 30th, 2024 at 6:00 p.m.;

AND WHEREAS Council must establish a prescribed parade route;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles declares the 2024 Christmas Parade as a community event of municipal significance;

AND BE IT FURTHER RESOLVED that Council authorized the 2024 Christmas Parade on the following route:

- Commencing at the St.-Charles Community Centre on Casimir Road
- Right onto Casimir Road
- Left onto King Street East
- Right onto Main Street
- Left onto St. Joseph Street
- Left onto Notre Dame Street
- Left onto to King Street West and continuing down King Street East
- Right onto Casimir Road
- Ending at the St.-Charles Community Centre on Casimir Road.

7.1.2	Report to Council - MOU for Snowmobile Trail System Prepared by: Denis Turcot, CAO	8
7.1.3	Report to Council - Alpha en Partage – Pre-Employment – Notice of Partial Termination of Lease Prepared by: Denis Turcot, CAO	15
7.2	Health Services Committee Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise	
7.2.1	Public Health Sudbury & Districts Unapproved Minutes of October 17, 2024	19
7.2.2	Report to Council - Future of Sudbury East Accessible Transportation (SEAT) Program Prepared by: Denis Turcot, CAO	26
7.3	Transportation Services Committee Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus	
7.3.1	Report to Council - Mutual Drainage Agreement / Municipal Drainage Outlet Prepared by: Michelle Clark, Director of Operations	31

7.3.2	Report to Council - Proposed Winter Maintenance Policy Prepared by: Michelle Clark, Director of Operations	33
8.	ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB) Councillor Monica Loftus	
8.1	St.-Charles Public Library Board Minutes of June 6, 2024	53
9.	SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA) Mayor Paul Branconnier / Councillor Monica Loftus	
9.1	Sudbury East Municipal Association Minutes of May 22, 2024	55
10.	ADDENDUM (If Required and by Resolution)	
11.	CLOSED SESSION	
11.1	Disclosure of Pecuniary Interest	
12.	RECONVENE TO OPEN SESSION	
13.	ADJOURNMENT	
13.1	Resolution to adjourn the meeting Recommended Resolution BE IT RESOLVED THAT the Committee of the Whole meeting of November 6, 2024 be adjourned at **:** p.m.	

Municipality of St.-Charles Council Delegation Request from Daniel Segal

From Municipality of St.-Charles <wordpress@stcharlesontario.ca>

Date Tue 2024-10-08 10:31 AM

To Tammy Godden <clerk@stcharlesontario.ca>



COUNCIL DELEGATION REQUEST

Name: Daniel Segal

Phone: 647-773-7946

Address: 46 West Lynn Ave, Toronto, Canada M4C 3W1

Preferred Method of Contact: Email

Council Meeting: 2024-10-16

TOPIC OF DISCUSSION

Municipal Housing Development



Report to Municipal Council

Meeting Date: November 6, 2024	Report Date: October 29, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: General Government	Type of Meeting: Committee of the Whole

Report Title: 2024 Christmas Parade

Recommended Resolution:

That Council endorse the proposed Parade route and declare the roads closed for the purposed of the 2024 Christmas Parade (excluding Hwy 535).

And that Council endorses the (soon to be formed) St.-Charles Lion's Club event proposal and agree to re-imburse expenses up to \$1,500.00 per budget for this event.

Option: Discussion to relocate Parade start and finish to be at the Arena

Analysis & Background:

"The new Lion's Club is proposing the following

Parade Route (see attached) – Time of departure will be at 6PM

From Noon till 5:30pm November 30, 2024

During the day Volunteers will run a day's activities for children that will include (face painting, scavenger hunt, cookie decoration, Christmas arts and craft, Hot chocolate, a magic show)

Santa Clause will give gifts to the Children of St-Charles. (eligible children will need to fill a registration to confirm location, sex and age)

Food will be served during the day



A poster will be prepared with details prior to event

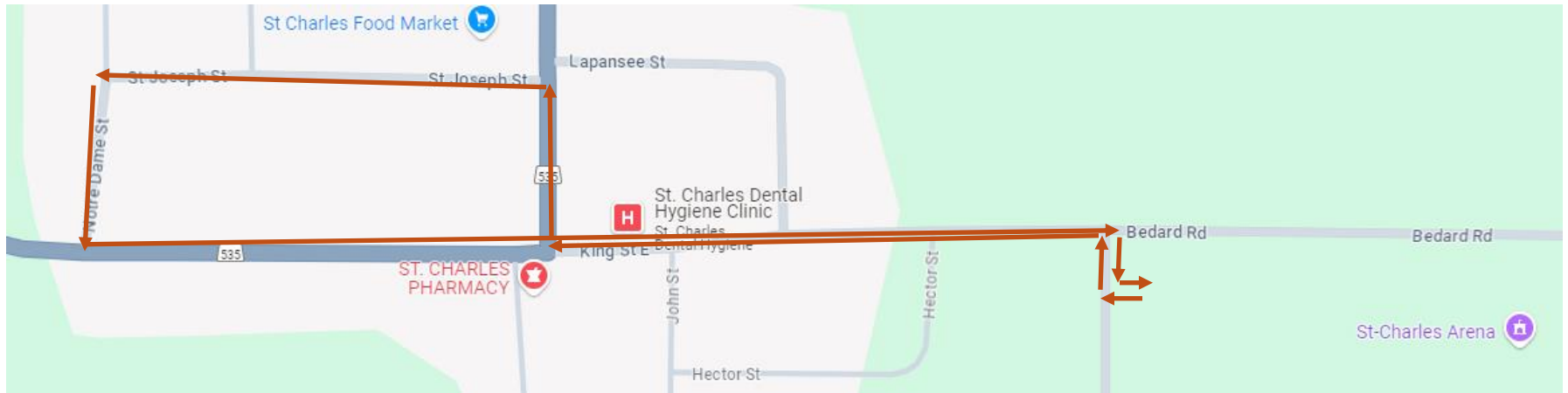
Other ongoing activities after parade -The school is planning a tree lighting ceremony at the school after the parade.”

Attachments:

- 2024 Parade route map

Prepared By: Denis Turcot, CAO

Parade Route – Time of departure will be at 6PM



Report to Municipal Council



Meeting Date: November 6, 2024	Report Date: October 30, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: General Government	Type of Meeting: Committee of the Whole

Report Title: MOU for Snowmobile Trail System

Recommended Resolution:

That Council direct staff to proceed with the MOU Agreement

Analysis & Background:

- The term is for 10 years.
- 60 days notice to terminate.
- This is the same trail system that as been used for many years, our last MOU has expired.
- They carry a \$5M (+\$10M) liability policy, and a \$1M legal liability.
- Spoke to the Director of Operations and there are no issues at present.
- The maps of the trails system are attached:
 - They cross the arena property.
 - They cross the landfill property.
 - Various roadsides.

Attachments:

- MOU Agreement
- Insurance Certificate
- Trail Maps (x3)

Prepared By: Denis Turcot, CAO

**MEMORANDUM OF UNDERSTANDING (MOU)
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION**

I, Denis Turcot on behalf of the Corporation of the Municipality of St.Charles , being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

Address including lot #, concession # and/or other legal description. SEE ATTACHED LIST OF MUNICIPAL PROPERTIES AND ROADS	Township, County, District, Region, Municipality. Include all that apply. THE MUNICIPALITY OF ST. CHARLES, ONTARIO
--	---

hereby gives the St. Charles Veuve River Snowmobile Club (SVRSC), hereinafter the "Local Snowmobile Club" and/or "LSC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from October 30, 2024 to April 30, 2034.
2. The LSC shall remain a member in good standing with the Ontario Federation of Snowmobile Clubs (OFSC) during the term of this MOU. At the Landowner's request, the LSC will provide its current OFSC Certificate of Insurance (COI).
3. The Landowner grants a license to the LSC so the LSC can enter the Lands to establish, groom, maintain, sign and use the Lands for snowmobiling by legally permitted snowmobiles and their riders.
4. The LSC will provide liability insurance of \$15,000,000.00 through an OFSC-held insurance policy (the "OFSC Insurance Policy" or "OFSCIP") for liability arising from the grooming, operation, use and maintenance of the snowmobile trail but only with respect to the negligence of the LSC for those operations usual to a snowmobile trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
5. The Landowner will be added as an additional insured under the OSFCIP but only with respect to liability arising from the operations of the named LSC. Coverage will be extended to the Lands through an insurance policy held by the OFSC and its member organization snowmobile club. The OFSCIP does not cover the Landowner's willful misconduct and/or negligence.
6. The Landowner and LSC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
7. Before or after the winter months when there is no snow cover, the LSC may access the Lands to open, close, upgrade and maintain the snowmobile trail.
8. During the winter months the LSC shall maintain that portion of the Lands used as a snowmobile trail in reasonably good condition for snowmobiling and the LSC may also perform other upgrades and/or trail maintenance or other similar works or projects.
9. The LSC shall post snowmobiling signage on the snowmobile trail and annually remove litter from the snowmobile trail.
10. If valid permitted and exempted snowmobiles and their riders damage property on the Lands used for snowmobiling, the LSC will repair or replace the damaged property.
11. The Landowner authorizes the LSC's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act*, R.S.O., 1990 C. T.21, the *Motorized Snow Vehicles Act*, R.S.O. 1990 c. M.44 and the *Occupiers Liability Act*, R.S.O. 1990 c. O.2, all as amended.
12. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below.
13. Additional Conditions:

LANDOWNER/OCCUPIER

Name <i>The Corporation of the Municipality of St. Charles CAO Denis Turcot</i>	Email <i>cao@stcharlesontario.ca</i>
Address <i>2 King Street East PO Box 70 St. Charles, ON P0M 2W0</i>	Phone <i>705-867-2032 x 206</i>

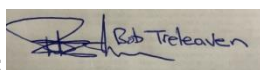
LOCAL SNOWMOBILE CLUB

Name - Club Contact <i>Moise Janveaux, President SVRSC</i>	Phone <i>705-698-4488</i>	Email <i>Moise.lucille@gmail.com</i>
---	------------------------------	---

Landowner Signature: _____

Date: _____

Club Signature:



Date: Oct. 30, 2024

- PIN: 734650422 (Arena and Municipal Garage Property)
DESCRIPTION: PCL 1624 SEC SES; W 1/2 LT 10 CON 6 CASIMIR EXCEPT LT94625, LT459668, PT 1, 2, SR2013, PT 1, 53R4031, PT 4 TO 6, 53R17042; S/T PT 2 & 3, 53R17042 AS IN LT925061 & LT925059;
TOWNSHIP OF CASIMIR, MUNICIPALITY OF ST.-CHARLES
- PIN: 734650243 (Community Centre Property)
DESCRIPTION: PCL 33805 SEC SES; PT LT 10 CON 6 CASIMIR PT 2, SR2013;
TOWNSHIP OF CASIMIR, MUNICIPALITY OF ST.-CHARLES
- PIN: 734650581 (Property Across from Municipal Garage)
DESCRIPTION: PART LOT 11 CONCESSION 6, CASIMIR, PART 2 53R7849 EXCEPT PART 1 TO 6 53R10042, PART 1 - 3 53R10700 & PART 1, 53R20557
TOWNSHIP OF CASIMIR, MUNICIPALITY OF ST.-CHARLES
- PIN: 734640115 (Coursol Road Property)
DESCRIPTION: W 1/2 LT 3 CON 6
TOWNSHIP OF JENNINGS, MUNICIPALITY OF ST.-CHARLES
- The following Roads and their associated Right of Way within the Municipality of St. Charles:

Bedard
Casimir
North Shore
Coursol
Carl



CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	2. INSURED'S FULL NAME AND MAILING ADDRESS
To Whom it may Concern	Ontario Federation of Snowmobile Clubs & Member Organizations
	322 King Street, Unit 9 and 10
	Barrie, ON
	POSTAL CODE L4N 6L2

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
Re: The Certificate of Insurance (COI) naming the Additional Insured party is only applicable to the Ontario Federation of Snowmobile Clubs insurance policy pertaining to coverage for liability arising from the grooming, operation, use and maintenance of the snowmobile trail, but only with respect to the negligence of the Member snowmobile club and/or district for those operations usual to a snowmobile trail.

4. COVERAGES
 This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

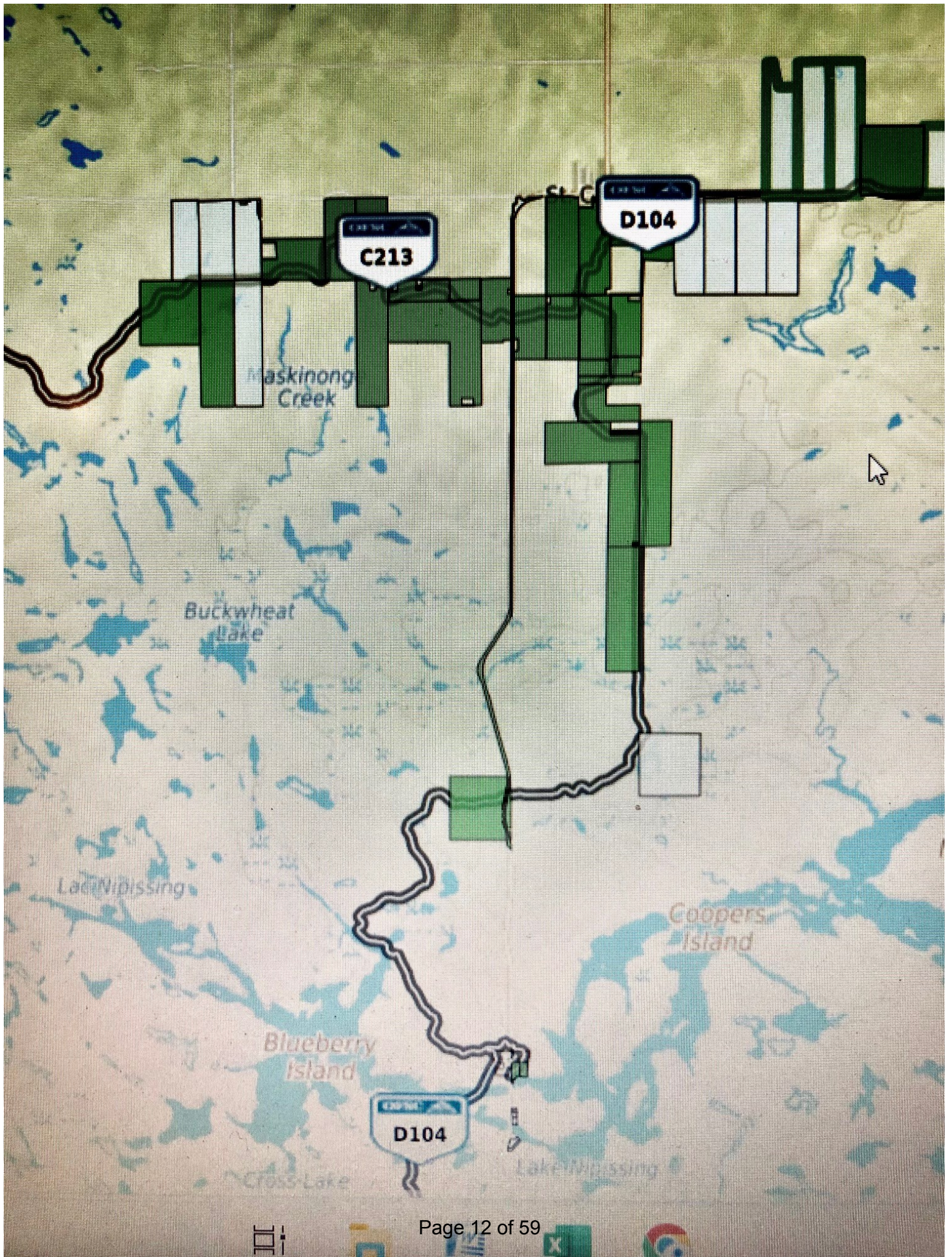
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

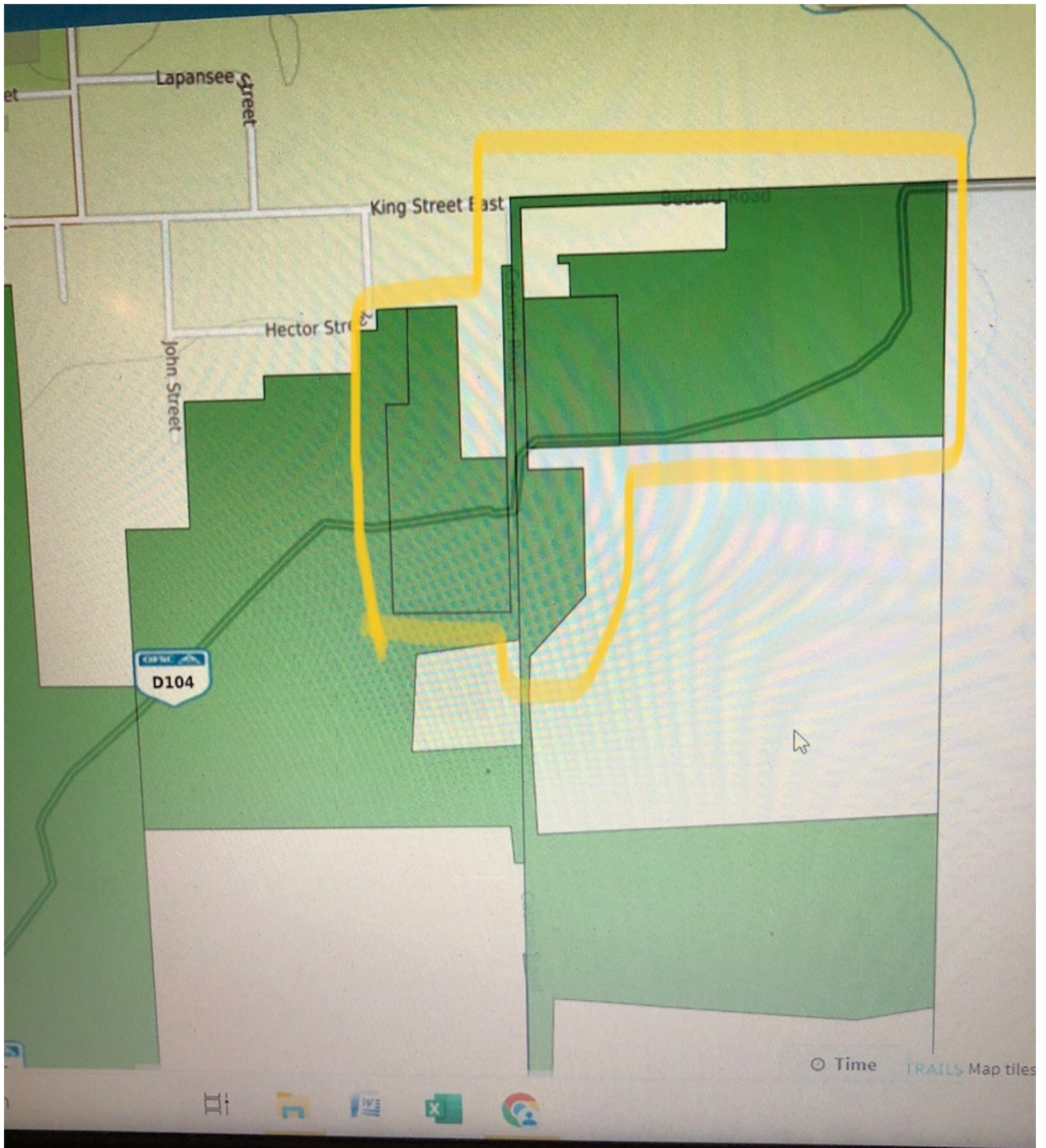
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY	Novex Ins Comp (Intact) 501406921	2024/10/1	2025/10/1	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - EACH OCCURRENCE		5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE <input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY AGGREGATE		5,000,000
				TENANTS LEGAL LIABILITY		1,000,000
EXCESS LIABILITY <input checked="" type="checkbox"/> FOLLOW FORM	Effected with certain Lloyd's Underwriters B174012250PC22	2024/10/1	2025/10/1	EACH OCCURRENCE		10,000,000

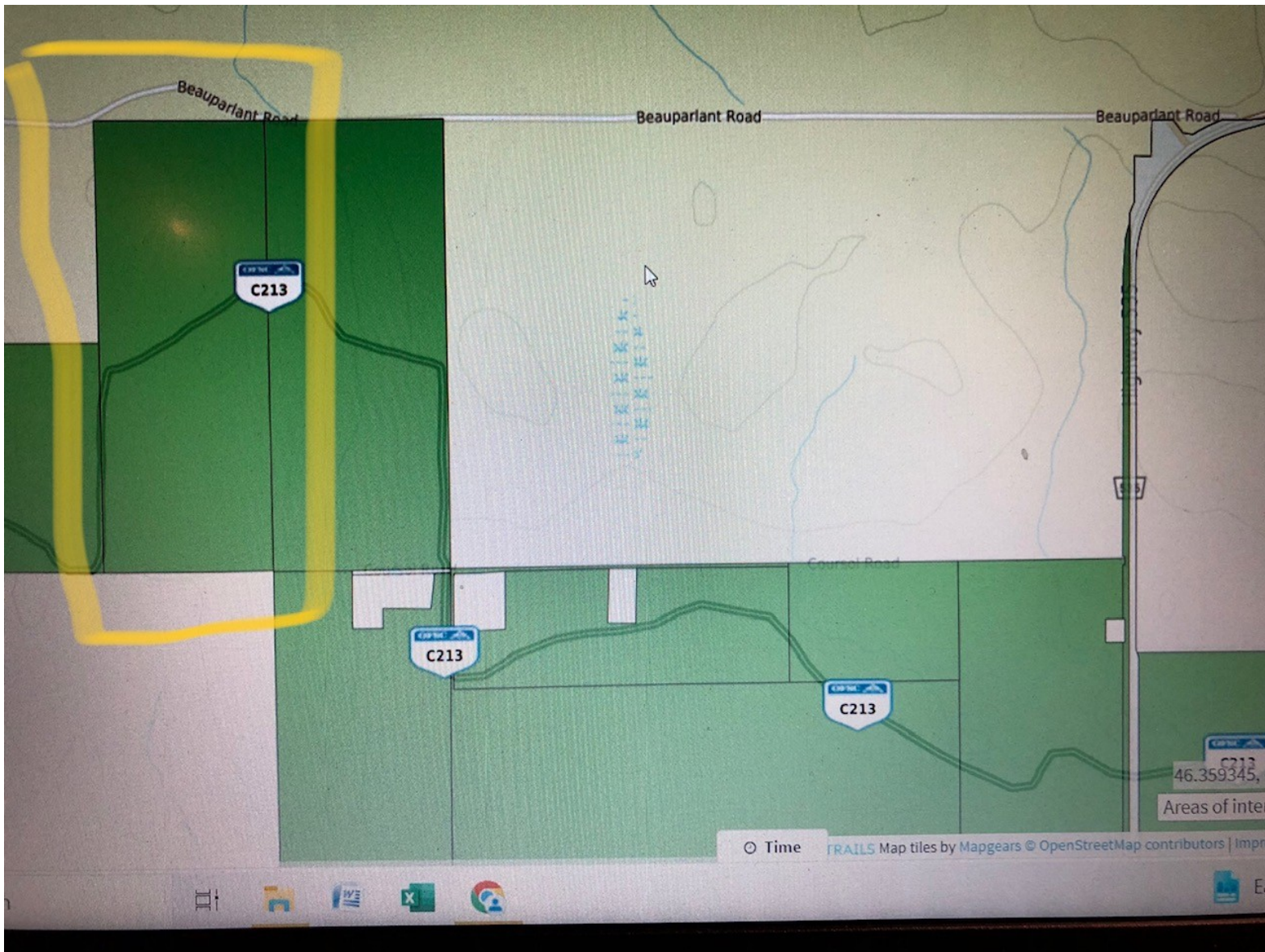
5. CANCELLATION
 Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS
Halpenny Insurance Brokers Ltd	N/A
1550A Laperriere Ave	
Suite 104	
Ottawa, ON	
	POSTAL CODE K1Z7T2
BROKER CLIENT ID: ONTAFED-01	POSTAL CODE

8. CERTIFICATE AUTHORIZATION	
ISSUER Halpenny Insurance Brokers Ltd	CONTACT NUMBER(S) TYPE Phone NO. (613) 722-7626 TYPE Fax NO. (613) 722-5382
AUTHORIZED REPRESENTATIVE Mike Oulahen	TYPE NO. TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Mike Oulahen</i>	DATE 2024/09/30 EMAIL ADDRESS moulahen@halpenny.com







Report to Municipal Council



Meeting Date: November 6, 2024	Report Date: October 16, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: General Government	Type of Meeting: Committee of the Whole

Report Title: Alpha en Partage – Pre-Employment – Notice of Partial Termination of Lease

Recommended Resolution:

That Council consider the following options following receipt of notice from Alpha en Partage / Pre-employment that they will be dropping two (2) rooms from their lease.

Options:

1. Continue with the lease with Conseil Scolaire Catholique Nouvelon and look for new tenants.
 Note there are restrictions imposed on types of tenants:
 - Preferred to have an education based or institutional purpose (e.g. Public Health, DSAB, Planning Board, early childhood learning)
 - No commercial activity. (May be ok if no public walk in traffic is needed)
2. Drop the lease with the school board and negotiate only for the library space.
3. Drop the lease with the school board and relocate the library.

Analysis & Background:

History:

Back in the early to mid 2000's the municipality entered in an Agreement to lease the majority of the second floor of the school. The rational had been that entering in a partnership with the school board would prevent a possible school closure due to low enrolment. Subsequent government decision and statement



from the Minister at AMO in August 2024, confirms that local rural schools would not be closed.

Community Need:

There are about fifty-five (55) students enrolled at the school and from talking with a former teacher, there is a significant portion of these students that are from English speaking families.

Further, there is a full twenty-four (24) seat school bus that travels daily to Markstay Public school with +/- 50 students.

Community Profile Census 2021

Population total:	1357
Kids 0 to 14:	155
Language spoken at home:	
English	73%
French	27%
Catholic	59%

All the above data is most likely outdated because of the time passed since the census was taken and the impact of COVID had on population movement. This information is only here to provide information to Council on the composition of the population of residents and their needs regarding the local school.

Financial:

2025 estimated costs- (*Inflation and Wage increase not factored in)

Total rentable units	11
	\$34,750.9
Total Rental cost*	2
Janitor & supplies*	\$6,969.36
Elevator cost*	\$2,108.01
	<hr/>
	\$43,828.2
Total operating cost	<u>9</u>



2025 tentative income statement

<u>Organization</u>	<u># units</u>	<u>Rental Cost/room</u>	<u>Revenue</u>
Library**	4	\$13,945.37	\$0.00
Municipality - Storage	1	\$1,992.20	\$0.00
Alpha en Partage	3	\$11,953.17	\$11,953.17
Empty Room A.P.	0	\$3,984.39	\$0.00
Empty room P.E.	0	\$3,984.39	\$0.00
Empty room C.N.	0	\$3,984.39	\$0.00
Our Children our Future	1	\$3,984.39	\$3,984.39
Total	11	\$43,828.29	\$15,937.56
		Cost of lease/loss*	\$27,890.73

** This cost is part of the municipal contribution to the library, consideration that the library could be located at a municipal building, either under-used space at the arena or with a reshuffling of services at the Wellness Center, this cost could significantly be reduced but otherwise would remain an ongoing cost regardless of this lease. As the school population of kids is <50% of the total kids of that age group, and the school is responsible to provide its own library/books, Council could look at how to better serve the community as a whole both in lower costs and better location with possibly more services.

Attachments:

- Notice from Alpha en Partage

Prepared By: Denis Turcot, CAO

Denis Turcot

From: Katy Marier <katymarier@msn.com>
Sent: October 16, 2024 12:37 PM
To: Denis Turcot; Paul Branconnier
Cc: rickviau@hotmail.com
Subject: Notice to vacate

Hi Denis,

I am writing this email to inform you that Alpha is giving notice to vacate local 209 and 210 at the St Charles Borromée school as of January 15th, 2025 due to the decrease of funding.

Thank you,

Katy Marier
Director/Alpha en Partage de Sudbury Est
705-867-2220



UNAPPROVED MINUTES – SEVENTH MEETING
BOARD OF HEALTH
PUBLIC HEALTH SUDBURY & DISTRICTS
BOARDROOM, SECOND FLOOR
THURSDAY, OCTOBER 17, 2024 – 1:30 P.M.

BOARD MEMBERS PRESENT

Ryan Anderson
Robert Barclay
Michel Brabant
Renée Carrier

Guy Despatie
Pauline Fortin
René Lapierre
Abdullah Masood

Ken Noland
Mike Parent
Natalie Tessier

BOARD MEMBERS REGRET

Mark Signoretti

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 1:32 p.m.

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) Introduction to the Association of Local Public Health Agencies (alPHa)

– Loretta Ryan, Chief Executive Officer, Association of Local Public Health Agencies

L. Ryan was introduced and welcomed to present to the Board of Health to provide an overview of the Association of Local Public Health Agencies, commonly known as alPHa. Established in 1986, alPHa is a not-for-profit organization that provides leadership and a

voice to Ontario's boards of health and their local public health agencies. alPHa represents Ontario's 34 boards of health, medical officers and associate medical officers of health, and senior public health managers in each of the public health disciplines

There are 21 members on the alPHa Board of Directors that includes representatives from the Boards of Health Section, the Council of Ontario Medical Officers of Health (COMOH) Section, and from each of the seven affiliate organizations such as the Association of Ontario Public Health Business Administrators and Health Promotion Ontario. R. Lapierre is a Board of Health Section Chair and representative from the North East region on the alPHa Board of Directors and alPHa Executive Committee.

alPHa 2024–2027 strategic plan priorities were highlighted:

- Be the unified voice and a trusted advisor on public health
- Advance the work of local public health through strategic partnership and collaborations
- Support the sustainability of Ontario's local public health system
- Deliver member services to local public health leaders

alPHa's recent contributions towards the Ministry's Strengthening of Public Health included providing support to members through the voluntary merger process, and providing key input on the review of the Ontario Public Health Standards and the funding review of local public health agencies.

Board members were encouraged to read the alPHa InfoBreak newsletters, as well as become familiar with alPHa resolutions, infographic and resources, including the Board of Health orientation manual, governance toolkit.

alPHa hosts a number of events and offers various educational opportunities, including Board of Health governance and social determinants of health training. Board members were reminded of the upcoming virtual alPHa fall symposium November 6 to 8.

Questions and comments were entertained and L. Ryan was thanked for her presentation.

i) Comprehensive Health Promotion in Action: From Prevention to Policy

- Laura Cousineau, Health Promoter, Health Promotion and Vaccine Preventable Diseases Division

M. Mustafa Hirji introduced L. Cousineau to present on what comprehensive health promotion is and how it informs the work at Public Health Sudbury & Districts.

Health promotion initiatives focus on moving the work upstream to address systems level issues and addressing the conditions that impact our health, where we live, learn, work and

play. L. Cousineau noted that this work is done by focusing efforts on creating supportive environments and building healthy public policy. PHSD's health promotion work

- focuses on the population health level, not just with individuals
- follows the principles of the Ottawa Charter focusing on moving our work upstream
- is informed by evidence and best practices
- aims to reduce health disparities by embodying health equity
- values partnerships, recognizing that collaboration is key
- is cost effective

Public Health funding represented 1.2% of the Ministry of Health's spending for 2019-2020 and only a small fraction of that was dedicated to health promotion initiatives. Studies have shown that health promotion responses that address chronic disease, social determinants of health, and other modifiable risk factors are cost-effective with 4:1 return on investment from local level health promotion interventions.

The work to reduce tobacco and nicotine within our catchment area was cited as an example of comprehensive health promotion. In collaboration with health protection efforts, partnership with the municipalities, government and other stakeholders, a comprehensive health promotion response was initiated in 2001 and continues to this day. This response included, health public policy, building supportive environments, and strengthening community action. The work resulted in a dramatic reduction in smoking rates in our service area with crude local smoking rate among adults aged 20+ being 15.8% in 2019–2020 as compared to 31.0% in 2001. Most of the tobacco/nicotine programming is currently done in coordination with the North East Tobacco Control Area Network (TCAN) of which Public Health Sudbury & Districts is the coordinating health unit for the North East.

In conclusion, it was noted that effective health promotion takes time through upstream work that addresses systems level issues. That means addressing the conditions that impact our health, where we live, learn, work and play. This is done by focusing efforts primarily on creating supportive environments and building healthy public policy, and less on individual education or skill-building.

Comments and questions were entertained, and Laura was thanked for her presentation.

5. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. Sixth Board of Health Meeting – September 19, 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, October 2024
- v) **Correspondence**
 - a. Association of Local Public Health Agencies (ALPHA)'s Virtual Fall Symposium and Section Meetings, November 6 to 8, 2024
 - Poster and Draft Program for Symposium and Section Meetings
 - Draft Agenda for the ALPHA Board of Health Section Meeting
 - Call for short public health videos
 - b. Support for Bills S-233 and C-233 “An Act to develop a national framework for a guaranteed livable basic income”
 - Letter from Peterborough Public Health Board of Health Chair to the 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 Block Québécois, House Leader of the New Democratic Party and Standing Senate Committee on National Finance, dated October 2, 2024
 - c. Perspectives from Northern Ontario for the Public Health Funding Review
 - Letter from Northwestern Health Unit Board of Health Chair to the Chief Medical Officer of Health and Assistant Deputy Minister, dated September 27, 2024
 - d. Recommendations for Government Regulation of Nicotine Pouches
 - e. Motion from The Corporation of the Municipality of St. Charles dated August 14, 2024

Dr. Hirji flagged ALPHA's virtual Fall Symposium agenda which had been mentioned in L. Ryan's presentation, and that Board members interested in attending should contact R. Quesnel, Board Secretary.

In response to an inquiry, additional information was provided regarding recruitment challenges mentioned in the MOH/CEO report.

57-24 APPROVAL OF CONSENT AGENDA

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

CARRIED

6. NEW BUSINESS

- i) **Artificial Intelligence and new technologies at Public Health Sudbury & Districts**
 - Briefing Note from the Acting Medical Officer of Health and Chief Executive Officer, Dr. M. Mustafa Hirji to the Board of Health dated October 10, 2024

Artificial intelligence (AI) is a topic of interest for many sectors, including public health. As advancements continue, Public Health Sudbury & Districts has begun exploring the potential integration of AI and new technologies into public health work as it seeks to

continue to provide effective programs and services and to remain current with technology in the digital era.

Results of the AI workshop hosted by AI for Public Health (AI4PH) in October 2023 were published in a report titled [Laying the groundwork for Artificial Intelligence to Advance Public Health in Canada](#) and the report recommendations are being considered by Public Health Sudbury & Districts and other local public health agencies to help forge a path forward in implementing AI strategies.

In June 2024, Public Health Sudbury & Districts hosted virtual presentations from the Simcoe Muskoka District Health Unit and Wellington-Dufferin-Guelph Public Health, for all staff, about AI initiatives implemented or planned for implementation within local public health agencies. Following these presentations, a group of PHSD staff participated in a Think Tank brainstorming activity to identify ways that the agency can benefit from AI strategies and approaches. An electronic survey was subsequently distributed to all staff to ensure full participation on this topic. Key findings from the staff engagement include input about potential opportunities, dangers, threats, risks, benefits, and concerns of adopting AI technologies.

Building off that work, Public Health Sudbury & Districts developed an internal policy for the use AI in the workplace. The policy allows for staff to explore, learn, and innovate with these new technologies, while also mitigating the risks presented by AI.

Next step to further support the advancement of the AI implementation work will be include advice from experts in the field. A Request for Proposals for Artificial Intelligence Solutions for Use in Public Health was issued in the summer and is in the final stages to award the successful consultant. The consultant will develop an AI strategy that will encompass planning, assessment, consultation, and reporting. A second future phase would include prototyping, training, and development. Once fully launched, this initiative will seek input from a work group of staff internally and will help map out our future state for the use of these new technologies.

It was noted that additional ongoing investments for AI will be proposed in the 2025 cost-shared operating budget to be presented to the Board of Health in November.

Comments and questions were entertained and clarification was provided regarding the emerging themes, required IT systems to support AI and availability of expert consultants. It was noted that not all Boards of Health are exploring AI and that PHSD work will be shared with others. The operational AI policy will be shared with the Board for their information. The Board thanked M.M. Hirji for the update.

7. ADDENDUM

None.

8. IN CAMERA

58-24 IN CAMERA

MOVED BY FORTIN - ANDERSON: THAT this Board of Health goes in camera to deal with information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them. Time: 2:25 PM

CARRIED

9. RISE AND REPORT

59-24 RISE AND REPORT

**MOVED BY TESSIER – NOLAND: THAT this Board of Health rises and reports.
Time: 3:00 p.m.**

CARRIED

It was reported that one matter was discussed to deal with information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them. The following motion emanated:

60-24 APPROVAL OF BOARD OF HEALTH INCAMERA MEETING NOTES

MOVED BY BARCLAY – CARRIER: THAT this Board of Health approve the meeting notes of the September 19, 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

10. ANNOUNCEMENTS

Board members were reminded to complete the Annual Board Self-Evaluation Survey by October 18, 2024.

Board members are to review the annual mandatory Emergency Preparedness PowerPoint presentation and email R. Quesnel to confirm once the review is completed.

Time was allocated for Board members to complete the October 17, 2024, Board of Health meeting evaluation before adjournment.

11. ADJOURNMENT

The next regular Board of Health meeting is Thursday, November 21, 2024, at 1:30 p.m.

61-24 ADJOURNMENT

MOVED BY NOLAND – LAPIERRE: THAT we do now adjourn. Time: 3:04 p.m.

CARRIED

(Chair)

(Secretary)

Unapproved



Report to Municipal Council

Meeting Date: November 6, 2024	Report Date: October 30, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: Health Services	Type of Meeting: Committee of the Whole

Report Title: Future of Sudbury East Accessible Transportation (SEAT) Program

Recommended Resolution:

That Council receive the information and provide direction to staff.

Options:

1. Endorse the request from Sudbury East Seniors Support Inc.
2. Endorse the request from soon to be established St.-Charles Lion's Club.
3. Open a discussion with other stakeholders (e.g. municipalities, Univi, other Lion's Clubs or similar service groups).
4. End the program. Of note the vehicle is fairly new and should last 3 to 4 years or more depending on usage.

Analysis & Background:

I had been delaying this report until Sudbury East Seniors Support Inc. was able to present to Council their request, however the presentation has been delayed. Now a new request from the pending Lion's Club has been presented.

From discussions with MTO the request for vehicle / program transfer should be in this fall to allow sufficient time for a decision.

I had a meeting with the MTO regarding the SEAT program for possible transition options to continue the SEAT program:

- They are encouraging us to try to continue the program even in a modified version.
- They would accept a "part time service" only running a couple of times per week.



- **The service (material / van / equipment only) can be transferred to an approved service.**
- Eligibility of organizations is wide: A municipality serving one (1) municipality (its residents). St.-Charles is preferred as the grant is ours but open to others, possibly 1 organization serving its client (i.e. UNIVI) though not ideal, Aide aux Senior or even Lion's Club would also be ok as they are serving a broader group. Please note, they must approve the transfer, so keep in mind that the transition request may be refused. The sooner we ask is better. It would also require **(because of grant)** approval from St.-Charles Council as the request would come from us.
- **Any left-over funds / money as at March 31, 2025, must be returned to MTO.**
- If the program does not continue, the van (sold according to MTO procedures) must return to MTO.
- If we do continue the service, a proposal should be submitted as soon as possible to receive permission of transfer of asset prior to March 31, 2025.
- Currently the Council for the Municipality of St.-Charles has decided not to provide funding post March 31, 2025, and agreed to discontinue the SEAT program.

In the discussion with MTO, they are open for the service to continue in a modified format, Senior only support would be possibly acceptable.

So, the first step is to prepare a proposal, whether it is a one pager, or a detailed business plan.

Once the transfer is complete (if it does go ahead) Municipal Staff would no longer be responsible to monitor funds and report to the Ministry.

Attachments:

- Business Proposal from Sudbury East Seniors Support Inc. – A presentation to Council is being planned but a date has not been finalized.
- Email from Community Transportation Grant Program (MTO) dated October 31, 2024

Prepared By: Denis Turcot, CAO

Business Proposal

Transfer of the Sudbury East Accessible Transportation Vehicle to Sudbury East Seniors Support Inc.

To,

The municipality of St-Charles

Event outline:

Transfer the 2023 Dodge Grand Caravan VIN # 2C4RC1ZG7PR508521 to Aide aux Séniors de Sudbury Est/Sudbury East Seniors Support Inc. on April 1, 2025.

Main Description:

Sudbury East Seniors Support Inc. (SESS) would like to formally request to have the Sudbury East Accessible Transportation (SEAT) vehicle transferred to our agency. Our volunteer transportation program plays a crucial role in providing transportation to seniors and adults with disabilities for medical appointments using volunteer drivers and the residents of Sudbury East would benefit from this transfer.

SESSs volunteer transportation program is funded through Ontario Health and has been operational since 1988 and in 2015 took on the operations of the SEAT program through the Municipally streamed grant.

The SEAT program alongside of our volunteer transportation program has helped over 105 residents and provided over 2000 rides in Sudbury East in 2022/2023, without the SEAT vehicle Sudbury East will no longer have an accessible vehicle and will have one less paid driver which keeps service consistent. Without access to the SEAT vehicle, which currently serves as an accessible transportation option, our community will experience a significant gap in service provision.

The SEAT program supports essential medical appointments including dialysis, cancer treatments, and specialist visits. Should the vehicle be transferred to SESS, we commit to maintaining transportation services to seniors and people with disabilities. Despite funding constraints preventing us from matching last years 800 rides, we anticipate providing at least 400 rides annually to support the seniors and adults with disabilities in receiving transportation for medical appointments.

I look forward to discussing this request further and am available to provide any additional information.

Business Proposal

Transfer of the Sudbury East Accessible Transportation Vehicle to Sudbury East Seniors Support Inc.

Thank you

Michelle Belanger
Executive Director
Sudbury East Seniors Support

Community Transportation Grant Program Updates

From Community Transportation Grant Program (MTO) <CTPROGRAM@ontario.ca>

Date Thu 2024-10-31 02:54 PM

To Community Transportation Grant Program (MTO) <CTPROGRAM@ontario.ca>

Hello,

We hope that you are all doing well. We wanted to provide some updates on the Community Transportation Grant Program.

Unused CT Funding

Some CT recipients have informed us that they are not expecting to fully use up their CT funding allocation by the end of the program in March 2025. We are pleased to inform you that we are providing recipients with the option to extend the program for an additional year to allow for more time to fully utilize their CT funding allocation. If you would like to take up this option, please let us know by **November 15, 2024** with an updated estimate on the amount of unused CT funding allocation that may be available at the end of March 2025. The next steps will be to execute an amending agreement to the Transfer Payment Agreement to implement the one-year extension. Please note that this one-year extension option does not come with any new provincial funding, it is just for those recipients who do not expect to fully use up their current CT funding allocation by March 2025 and would like to extend until March 2026. This is a one-time one-year extension offer.

CT Symposium

Additionally, we would like to remind you that our upcoming CT Symposium is on **November 7th at 10:00am**. We will be providing an overview of the Ontario Transit Investment Fund (OTIF) and will dedicate some time to answer any questions relating to CT projects. Please let us know if you have not received the meeting invite for this event and we can forward it to you.

Rural Transit Solutions Fund

Lastly, please note that the Rural Transit Solutions Fund (RTSF) Planning stream will be closing on **November 28th, 2024, at 3:00 p.m. EST**. For those interested in applying to this stream, this is a gentle reminder to do so as soon as possible, if you have not done so yet.

Thank you,

The CT Team

Community Transportation Grant Program

Ministry of Transportation | Ontario Public Service

CTProgram@ontario.ca



Taking pride in strengthening Ontario, its places and its people

Please note: As part of providing [accessible customer service](#), if you have any accommodation needs, require communication supports, or alternate formats please let me know.



Report to Municipal Council

Meeting Date: November 6, 2024	Report Date: October 30, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: Transportation/ Public Works	Type of Meeting: Committee of the Whole

Report Title: Mutual Drainage Agreement / Municipal Drainage Outlet

Recommended Resolution:

That Council agrees to enter into a Mutual Drainage Agreement for the purpose of maintaining road infrastructure.

Analysis & Background:

The Municipality developed a drainage outlet many years ago that serves as a critical outlet for stormwater management and ensures the efficiency and effectiveness of municipal infrastructure. This drainage outlet currently traverses private property without a formal Agreement with the property owner. Most recently the property owner has requested that the Municipality supply a culvert so as they may access a portion of their property that is adjacent to the Municipality's outlet.

The drainage works is located at 414 Casimir Road, Lot 11, Concession 5, Township of Casimir, 103 meters from the northern boundary of the property and 97 meters from the southern property boundary. The outlet spans from the western side of Casimir Road approximately 150 meters x 6 meters wide x 3 feet deep and connects to Branconnier Drain "O".

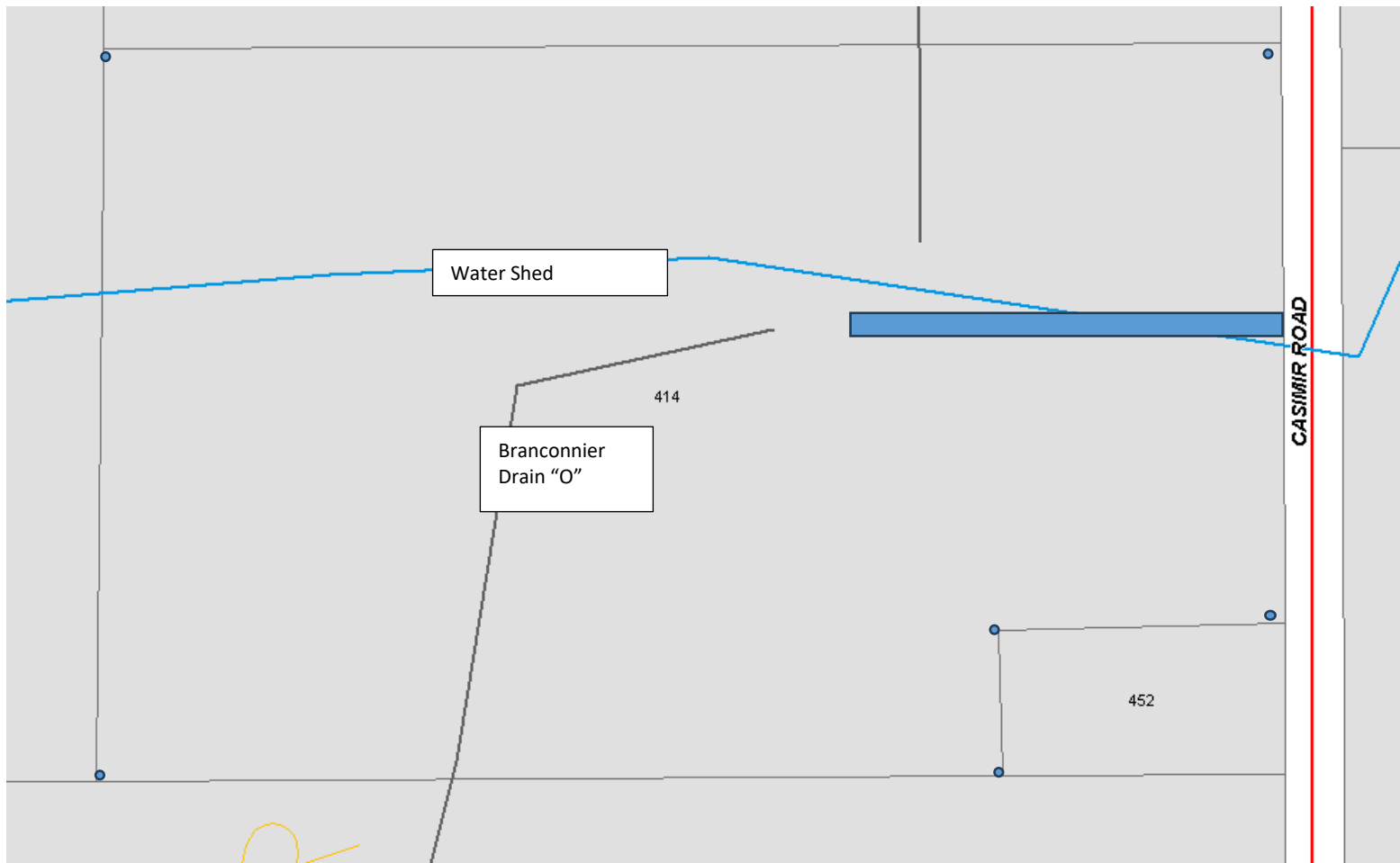
It is recommended that the Municipality take this opportunity to enter into a Mutual Drainage Agreement which will address municipal liability, operational concerns and clarify responsibilities for the maintenance of the drainage outlet.

Attachments:

- Map / sketch of drainage outlet

Prepared By: Michelle Clark, Director of Operations

Municipal Drainage Outlet – Private Property



Legend

- Drainage Outlet
- Property Boundary

Report to Municipal Council



Meeting Date: November 6, 2024	Report Date: October 29, 2024
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: Transportation/ Public Works	Type of Meeting: Committee of the Whole

Report Title: Proposed Winter Maintenance Policy

Recommended Resolution:

That Council reviews and provides direction to adopt the proposed Winter Maintenance Policy.

Analysis & Background:

Ontario Regulation 239/02, also known as the Minimum Maintenance Standards for Municipal Highways (MMS), sets out minimum standards for road and highway maintenance for all municipalities. The Regulation highlights the necessity for Council to adopt a level of service that a road shall receive based on volumes of traffic, speed limit, and internal priority of service for each road.

The proposed Winter Maintenance Policy was developed to provide a municipal operational practice that will meet and / or exceed the minimum level of maintenance services based on road classifications and Ontario Regulation 239/02.

Attachments:

- Proposed Winter Maintenance Policy SER-005

Prepared By: Michelle Clark, Director of Operations



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

WINTER MAINTENANCE POLICY

Policy Record

Policy No.: SER-005	Effective Date: November XX, 2024
Replaces: n/a	Last Review Date: November XX, 2024
Approval: XXX	Next Review Date: November XX, 2025
Reference: <ul style="list-style-type: none">• <i>Highway Traffic Act</i>, R.S.O. 1990, c. H.8• <i>Municipal Act, 2001</i>, S.O. 2001m c. 25• O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways• O. Reg. 23/10: Minimum Maintenance Standards for Municipal Highways• O. Reg. 47/13: Minimum Maintenance Standards for Municipal Highways• O. Reg. 366/18: Minimum Maintenance Standards for Municipal Highways	

TABLE OF CONTENTS

Purpose:	2
Policy Statement:	2
Scope:.....	2
Title:	2
Definitions:	3
Policy Communication.....	4
Policy	5
1.0 Winter Roadway Maintenance	5
1.2 Commissioning and Decommissioning Winter Operations	5
1.3 Patrolling.....	6
Table 1: Patrolling Frequency	6
1.4 Weather Monitoring.....	7
1.5 Snow Accumulation.....	7
Table 2: Snow Accumulation.....	8
1.6 Ice Formation on Roadways and Icy Roadways	8
Table 3: Ice Formation on Roadways and Icy Roadways.....	9
2.0 Winter Maintenance Procedures.....	9
2.1 Weather Monitoring.....	9
2.3 Patrolling.....	10
2.4 Snow Accumulation.....	11
2.5 Ice Formation on Roadways and Icy Roadways	11
2.6 Winging Back Snow	12
2.7 Snowbank Removal	12
2.8 Snow Fence	12
2.9 Vehicle Parking in Winter	12
2.10 Record Keeping.....	12
3.0 Staff Training - Targeted Level.....	12
4.0 Policy Review.....	13
Appendix A - Route of Representative Roads.....	14
Appendix B - Route of Representative Sidewalks	15
Appendix C - Winter Road Classification	16

PURPOSE:

The Municipality of St.-Charles is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. The Municipality of St.-Charles' Public Works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic.

The Municipality of St.-Charles will provide sufficient resources to meet the level of service set out in this Policy for a low volume, predominantly rural road system during those times of the year when winter conditions can be expected. The Municipality of St.-Charles will adhere to meeting the requirements of Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways.

POLICY STATEMENT:

The Municipality of St.-Charles promotes safety on all roads assumed and designated by the Municipality of St.-Charles. This Policy was developed in order to provide efficient and cost-effective winter maintenance to ensure insofar as reasonably practicable, the safety of the users of the Municipal Road Network by adhering to Ontario Regulation 239/02 and requirements under the *Highway Traffic Act*.

SCOPE:

This Policy shall apply to all roads assumed and designated by the Municipality of St.-Charles as roads receiving winter maintenance. Notwithstanding the foregoing, neither the Municipality of St.-Charles, nor its officials or employees shall make any promise, assurance or guarantee that the service provided by the Municipality of St.-Charles will be in excess of the Minimum Maintenance Standards.

TITLE:

This Policy shall be called "Policy SER-005 – Winter Maintenance Policy".

DEFINITIONS:

As soon as practicable – shall mean without undue delay, having regard to prevailing circumstances.

Class – shall mean the class of highway as determined in the Classification of Highways Table of the Minimum Maintenance Standards.

Day – shall mean a 24-hour period.

Highway – shall include a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lined thereof.

Ice – shall mean all kinds of ice however formed.

Maintenance Class – shall mean a Class 1, 2, 3, 4, 5, 6, road designated as such by posted speed and traffic volume in accordance with Classification of Highways Table of the Minimum Maintenance Standards.

Minimum Maintenance Standards (“MMS”) – shall mean Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways, as amended from time to time.

Municipality – shall mean the Corporation of the Municipality of St.-Charles.

Operations – shall mean those activities the Public Works Department performs to improve a condition or sustain a roadway standard. Operations are normally defined by guidelines (not Policy), with discretion of the Operations Manager to choose various methods to achieve results cost-effectively.

Operations Manager, Patrol Lead or Designate – shall refer to a person, in the employ of, contracted by or appointed by the Municipality, who is accountable for the deployment of operations that impact on the condition of roadway services.

Patrol Person – shall mean a person who is either a dedicated winter patroller or a person whose duties include winter patrolling.

Roadway – shall mean the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two (2) or more separate roadways, the term “roadway” refers to any one (1) roadway separately and not to all of the roadway collectively.

Sidewalk – shall mean the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited.

Significant Weather Event – shall mean an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highway within the Municipality.

Snow Accumulation – shall mean the natural accumulation of any of the following that, alone or together covers more than half a lane width of roadway: 1) new fallen snow; 2) windblown snow; 3) slush.

Weather Hazard – shall mean the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

Winter Event – shall mean a weather condition affecting roads such as snowfall, windblown snow, sleet, freezing rain, frost, or ice, to which a Winter Event Response is required.

Winter Event Response – shall mean a series of winter control activities performed in response to a Winter Event.

Winter Patrol – shall mean the field observation of weather and road conditions.

Winter Season – shall mean that season when the Municipality normally performs winter highway maintenance as identified in this Policy.

POLICY COMMUNICATION

This Policy will be communicated by posting on the Municipality’s website.

POLICY

1.0 WINTER ROADWAY MAINTENANCE

1.1 Road Network Maintained

The Municipality has the following roads which are within its boundaries:

- 1.1 kms of high-class bituminous road.
- 17.9 kms of low-class bituminous road.
- 74 kms of loose top gravel road.
- 7.6 kms of earth top road.

1.2 The System Maintained

The major activities related to winter maintenance are:

- Snow plowing.
- Sand / Salt application.
- Snow removal.
- Sidewalk plowing and de-icing.
- Drift control.

1.2 COMMISSIONING AND DECOMMISSIONING WINTER OPERATIONS

1.2.1 An analysis of winter operational records for the period of October 1st to April 30th inclusive indicates that on average the first occasion for which a winter event response is required will occur on or about November 1st. The need for an ongoing response will on average continue to approximately April 1st.

*****Therefore, the winter season for the Municipality will be from the 1st Monday of November each year through to and including the 1st Friday of April of the next year following.**

1.2.2 Acknowledging that winter conditions can occur before and after these periods, the Municipality will gear the conversion of its resources from normal maintenance to winter maintenance mode to meet the following state of readiness guidelines.

<u>Beginning of Winter</u>	50% Operational	October 15 th
	100% Operational	November 1 st
<u>End of Winter</u>	100% Operational	April 1 st
	50% Operational	April 15 th

1.2.3 The winter control resources of the Municipality consist of sufficient resources to meet the level of service set out in this Policy for the classifications of winter-maintained roads identified in Appendix C to this Policy.

1.3 PATROLLING

1.3.1 The standard for the frequency of patrolling of highways to check for conditions described in the MMS and is set out in Table 1 to this Section.

1.3.2 If it is determined by the Municipality that the weather monitoring referred to in Section 1.4 and the MMS indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection 1.3.1, to patrol highways that the Municipality selects as representative of its highways, at intervals deemed necessary by the Municipality, to check for such conditions.

1.3.3 Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities.

1.3.4 If it is determined by the Municipality that the weather monitoring referred to in Section 1.4 indicates that there is a substantial probability of snow accumulation on sidewalks, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the Municipality selects as representative of its sidewalks at intervals deemed necessary by the Municipality.

TABLE 1: PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2)

Note: These Regulations do not apply to Class 6 Highways. The Municipality will patrol Class 6 Highways as deemed required.

1.4 WEATHER MONITORING

1.4.1 From October 1st to April 30th, the standard is to monitor the weather, both current and forecast to occur in the next twenty-four (24) hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the Municipality.

1.4.2 From May 1st to October 1st, the standard is to monitor the weather, both current and forecast to occur in the next twenty-four (24) hours, once per calendar day.

1.5 SNOW ACCUMULATION

The standard for addressing snow accumulation on a roadway is:

1.5.1 After becoming aware of the fact that the snow accumulation on a roadway is equal or greater than the depth set out in Table 2 to this Section, to deploy resources as soon as practicable to address the snow accumulation; and,

1.5.2 After the snow accumulation has ended, to address the snow accumulation, so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in Table 2.

- a) To provide a minimum lane width of the lesser of three (3) meters for each lane or the actual lane width; or,
- b) On a Class 4 or Class 5 highway with two (2) lanes, to provide a total width of at least five (5) meters.

1.5.3 If the depth of snow accumulation on a roadway is more than or equal to the depth set of in Table 2 to this Section, the roadway is deemed to be in a state of repair with respect to snow accumulation.

1.5.4 For the purpose of this Section, the depth of snow accumulation on a roadway may be determined in accordance with the Subsection (d) by a municipal employee, agent or contractor, whose duties or responsibilities include one (1) or more of the following:

- a) Patrolling highways;
- b) Performing highway maintenance activities;
- c) Supervising staff who perform activities described in paragraph a) or b);
- d) The depth of snow accumulation on a roadway and lane width may be determined by:
 - i. Performing an actual measurement;
 - ii. Monitoring the weather; or,
 - iii. Performing a visual estimate;

- e) For the purpose of this Section, addressing snow accumulation on a roadway includes, but is limited to:
 - i. Plowing the roadway;
 - ii. Application of sand / salt mixture to the roadway;
 - iii. Applying abrasive materials to the roadway;
 - iv. Applying other chemical or organic agents to the roadway; or,
 - v. Any combination of the methods described in clauses (i), (ii), (iii) and (iv);
- f) This Section does not apply to that portion of the roadway designated for parking.

1.5.5 The standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is:

- a) To reduce the snow to a depth less than or equal to eight (8) centimeters within forty-eight (48) hours; and,
- b) To provide a minimum sidewalk width of one (1) meter.

TABLE 2: SNOW ACCUMULATION

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2)

Note: These Regulations do not apply to Class 6 highways. The Municipality will deploy resources as soon as practicable to address the snow accumulation on Class 6 Highways.

1.6 ICE FORMATION ON ROADWAYS AND ICY ROADWAYS

1.6.1 The standard for the prevention of ice formation on roadways is doing the following in the twenty-four (24) hour period preceding an alleged formation of ice on a roadway:

- a) Monitor the weather in accordance with section 1.4;
- b) Patrol in accordance with section 1.3;
- c) If the Municipality determines, as a result of its activities under a) or b), that there is a substantial probability of ice forming on a roadway, treat the roadway, if

practicable, to prevent ice formation within the time set out in Table 3 to this Section, starting from the time that the Municipality determined is the appropriate time to deploy resources for that purpose.

1.6.2 Subject to Section 1.6, the standard set out in subsection 1.6.1 and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 3 to this Section expires after the Municipality becomes aware of the fact that the roadway is icy.

1.6.3 Subject to Section 1.6.1. the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 3 to this Section, and an icy roadway is deemed to be in a state of repair until the applicable time is set out in Table 3 to this Section expires after the Municipality becomes aware of the fact that a roadway is icy.

1.6.4 For the purpose of this Section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand.

TABLE 3: ICE FORMATION ON ROADWAYS AND ICY ROADWAYS

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8

Note: This Regulation does not apply to Class 6 Highways. The Municipality will deploy resources as soon as practicable to address ice formation on roadways and icy roadways on Class 6 Highways.

2.0 WINTER MAINTENANCE PROCEDURES

2.1 WEATHER MONITORING

In accordance with Section 1.4, both current and forecast weather will be monitored from October 1st to April 30th, three (3) times per calendar day via the Weather Network website by the Operations Manager or their designate. A screen shot of the website is captured, printed, signed and the date and time that the weather was monitored recorded on the printed sheet. The weather report is sent by electronic transmission to

the Patrol Lead three (3) times per calendar day as soon as practicable after reviewing the current and forecast weather on the Weather Network website.

2.2.1 The Municipality may declare a significant weather event in accordance with the MMS at any time in its sole discretion it elects to do so. This includes roadways and sidewalks.

2.2.2 The Municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under the MMS shall do so in one (1) or more of the following ways:

- a) By posting a notice on the Municipality's website;
- b) By making an announcement on a social media platform, such as the Municipality's Facebook page;
- c) By any other notification method required in a By-Law of the Municipality or to be determined by Council.

2.2.3 If the Municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is:

- a) Declare the end of the significant weather event when the Municipality determines it is appropriate to do so; and,
- b) Address snow accumulation on roadways and sidewalks.

2.2.4 Following the end of the weather hazard in respect of which a significant weather event was declared by the Municipality, the Municipality shall:

- a) Declare the end of the significant weather event when the Municipality determines it is appropriate to do so; and,
- b) Address snow accumulation on roadways and sidewalks.

2.3 PATROLLING

2.3.1 During the winter season (Section 1.20), all roads will be patrolled in accordance with Section 1.3. If it is determined by the Municipality that the weather monitoring referred to in Section 1.4 of this Policy indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard is to patrol the route of representative roads included in Appendix A.

2.3.2 Shaded areas, steep hills, sharp curves and stop conditions may become icy during certain weather conditions. The route of representative roads may include some or all the areas mentioned above.

2.3.3 When deteriorating weather and road conditions are observed by the patrol person, the patrol person shall notify the Operations Manager and / or the Patrol Lead. The Operations Manager and or the Patrol Lead, with input from the patrol person, shall determine the winter event response required. The Operations Manager or Patrol Lead contacted will call out staff for a winter event response.

2.3.4 When municipal equipment is deployed for a winter event response all operators shall be treated as patrol persons and all the winter maintenance records that are created by these patrol persons will be treated as patrol records for the purpose of this Policy.

2.4 SNOW ACCUMULATION

2.4.1 The Municipality has one (1) patrol yard and a sand storage dome that has a total capacity of approximately 2800 cubic yards of winter sand.

2.4.2 The road network for the Municipality has been divided into two (2) routes. The road network is comprised of class 5 and 6 roadways, each route may contain one (1) or more classes of road.

2.4.3 Snow accumulation will be addressed by providing services that meet the requirements of Section 1.5 for all roads within each route. During times when there is a severe winter condition e.g. heavy snowfall, strong winds, or when equipment breakdown occurs, lower priority road classes may be delayed due to maintaining the higher class of road at the required service levels for both snow accumulation and ice control. Routes may be altered to service roads that are more affected by the weather.

2.4.4 The snow accumulation provision and response time applies to the Municipality of St.-Charles Municipal office and parking lots for vehicles having municipal business.

2.4.5 In the event of a call from Emergency Services (i.e. police, fire, ambulance) to address a snow accumulation the Municipality will have resources available 24/7 to respond. The response to address snow accumulation will occur as soon as practicable after receiving the call from Emergency Services.

2.5 ICE FORMATION ON ROADWAYS AND ICY ROADWAYS

2.5.1 A winter event response will be initiated by the patrol person, patrol lead or Operations Manager or designate. Ice formation on roadways and icy roadways will be treated by providing service that meets the requirements of Section 1.6 for all roads within each route as shown in Appendix B.

2.5.2 In the event of a call from Emergency Services (i.e. police, fire, ambulance) to treat icy roadways the Municipality will have the resources available 24/7 to respond.

The response to treat icy roadways will occur as soon as practicable after receiving the call from Emergency Services.

2.6 WINGING BACK SNOW

During the winter season it may be necessary to wing back snowbanks on rural road sections in order to move snow from the edge of the roadway to the roadside ditch, reduce the height of the banks to control drifting snow or to improve driver visibility at intersections. Winging back snowbanks will occur during normal day shift hours when feasible.

2.7 SNOWBANK REMOVAL

During the winter season snowbanks within the village area of the Municipality of St.-Charles and other built-up areas may require removal. Snowbanks within the sight triangles at intersections to improve driver visibility at intersections, the height of which cannot be reduced by winging back, will be removed. Snowbank removal may occur during normal day shift hours when feasible.

2.8 SNOW FENCE

The Municipality does not install and shall not provide snow fencing.

2.9 VEHICLE PARKING IN WINTER

The Municipality requests the public's co-operation not to park vehicles along a roadway or in snow-plow turnarounds, as it may interfere with a winter event response.

2.10 RECORD KEEPING

All winter maintenance on roadways shall be recorded electronically and / or paper based. The Operations Manager and Lead Hand will complete their record of the day's events at the end of each shift. The patrol person and equipment operators will record their observations of weather and road conditions at the time of patrol of the representative roads or winter event response respectively. All records shall be kept as per the Municipality's Record Retention By-Law. Paper based records of routes cleared, quantities of sand / salt utilized, operators name and time of shift start and end shall be submitted to the Public Works Supervisor or Designate at the end of each shift.

3.0 STAFF TRAINING - TARGETED LEVEL

The Municipality requires mandatory annual winter operations training for all operations department staff including contract staff, if any. Training will consist of but not be limited to:

- Review of MMS Sections 3, 4 and 5.
- Shift schedules.
- Call out procedures.
- Review of plow routes and any route changes for the upcoming winter season.
- De-icing materials - loading instructions, application rates, returning unused material.
- Plowing techniques, speed of plowing, rounding corners, lifting plows over level crossing, winging back and high winging.
- Equipment pre-trip inspection.
- Equipment calibration confirmation.
- Record keeping.
- Health and Safety.
- Emergency procedures and contact numbers.
- Level of Service - policies, practices, and procedures.
- Identification of road salt vulnerable areas and the procedures to follow in those areas.
- Yard and equipment maintenance.

Staff will be required to sign off that training has been received.

4.0 POLICY REVIEW

The Municipality will review this Policy annually.

Dated at St.-Charles, Ontario, this XXth day of November, 2024.

X

Paul Branconnier
Mayor

X

Tammy Godden
Clerk

APPENDIX A - ROUTE OF REPRESENTATIVE ROADS

Weather Event	Roads Patrolled
Snowfall	Turcot Road › Monte Brazeau Road › Beuparlant Road › Casimir Road › Musky Bay Road › Victoria Road › Lake Road › Highway 535
Blowing Wind	Turcot Road › Monte Brazeau Road › Beuparlant Road › Casimir Road › Musky Bay Road › Highway 535
Ice Event	Turcot Road › Monte Brazeau Road › Beuparlant Road › Casimir Road › Musky Bay Road › Victoria Road › Lake Road › Highway 535

DRAFT

APPENDIX B - ROUTE OF REPRESENTATIVE SIDEWALKS

Road Name	From	To
Highway 535	50 Highway 535	King St East
King St East	Highway 535	Casimir Road

DRAFT

APPENDIX C - WINTER ROAD CLASSIFICATION

Classification for the purpose of the Winter Maintenance Policy applies to Class 5, and 6, year-round maintained roads under the jurisdiction of the Municipality. Classification has been established through the Annual Average Daily Traffic (AADT) count completed in the 2009 K. Smart Associates Limited Road Management Plan, and by the Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02, which sets the minimum standard for levels of service and patrolling requirements on each classification of road within a municipality as per the tables below:

CLASSIFICATION OF HIGHWAYS

Average Daily Traffic (number of motor vehicles)	91 - 100 km/h speed limit	81 - 90 km/h speed limit	71 - 80 km/h speed limit	61 - 70 km/h speed limit	51 - 60 km/h speed limit	41 - 50 km/h speed limit	1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18

MUNICIPAL ROAD CLASSIFICATIONS

Road Name	Classification
Beauparlant Road	5
Beauparlant Road (46.362205, -80.566604)	6
Bedard Road	6
Carpenter Road	6
Casimir Road	5
Chamberlin Road	6
Champagne Road	6
Chevrefils Lane	6
Clearview Lane	6
Cloutier Road	6
Coursol Road	6
Crawford Road	6
Décosse Road	6
Dumart Street (referred to as Wilson in By-Law 98-011)	6
Gervais Road	6
Hector Crescent	6
Hickman Road	6
Island Road East	6
Island Road West	6
John Street	6
King Street East	5
Labre Road	6
Lake Road	5
Lapensée Lane	6
Lapalme Road	6
Laporte Road	6
Marsim Court	6
Meyer Road	6
Monté Brazeau	6
Musky Island Road	6
Musky Bay Road	5
Napran Road	6
Nepawassi Lake Road	6
Northern Central	5
Northland Road	6
Northshore Road	6
Northshore Road (North)	6

Notre Dame Street	5
Osprey Court	6
Paquette Road	6
Pothier Road	5
Rainville Road	6
Richer Road	6
Shank Road	6
Snodden Road	6
Ste. Anne Street	5
St-George Road (#40)	6
St-Joseph Street	5
Sunrise Lane	6
Therrien Road	6
Turcot Road	6
Victoria Road	5

DRAFT

BIBLIOTHEQUE PUBLIQUE ST-CHARLES PUBLIC LIBRARY

June 6th 2024

Minutes of the regular Library Board meeting held at 6:30 p.m., June 6th 2024

Present: Sheila Mehes (Chairperson)
Suzanne Dzimidowicz
Ron Morck
Monica Loftus (Councillor)
Jen Allan

Absent: Monique Kadlec

Staff: Marie Richer

1. Call to order: 7:09pm
2. Approval of the agenda: That the agenda is approved
24-25 Moved by: Sheila Mehes as presented
Seconded by: Ron Morck
Carried
3. Pecuniary interests: none
4. Approval of the minutes: That the minutes of the meeting of
24-26 Moved by: Monica Loftus April 11th 2024 be approved
Seconded by: Jen Allan as presented.
Carried
5. Delegation: None
6. Standing Business: None
7. Unfinished business: Policies
24-27 Moved by: Ron Morck To amend financial control #2
Seconded by: Sue Dzimidowicz as presented
Amended
8. New Business:
9. Reports:

Chairperson Report:

CEO Report:

10. Budget Moved by:	Sheila Mehes	Budget Variance report of April
24-28	Seconded by:	2024 to be accepted as presented.
	Carried	
	Monica Loftus	

11. Trustee Comments:

12. Next meeting is to be held October 10th 2024 at 6:30 p.m.

13. Adjou Moved by:	Sue Dzimidowicz	That the regular Board Meeting of
24-29	Seconded by:	June 6th 2024 be adjourned
	Carried	at 8:00 pm.
	Ron Morck	

Sudbury East Municipal Association

MINUTES OF THE REGULAR MEETING

Wednesday, May 22, 2024

6:00 p.m.

Virtual Meeting

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:00 PM and roll call was conducted.

Members Present: Mayor Michael Reider (Killarney), President/Chairperson
Mayor Paul Branconnier (St.-Charles), Vice-President
Mayor Gisèle Pageau (French River)
Councillor Monica Loftus (St.-Charles)
Councillor Rachelle Poirier (Markstay-Warren)
Councillor Renée Carrier (French River)
Councillor Mary Bradbury (Killarney)

Secretary: Candy Beauvais, Secretary-Treasurer

Members Absent: Mayor Steven Olsen (Markstay-Warren)
Councillor Dave Froats (Killarney)

Staff Present: Marc Gagnon – CAO (French River)
Kim Morris – CAO/Clerk (Markstay-Warren)
Denis Turcot, CAO (St.-Charles)

Staff Absent: Mélanie Bouffard, Clerk (French River)
Tammy Godden, Clerk St.-Charles
Gilles Legault, Deputy Clerk-Treasurer (Killarney)

Others present: Nil

2. WELCOME

The President/Chairperson Mayor Reider called the meeting to order at 6:00 pm and welcomed everyone.

3. ADOPTION OF AGENDA

2024-05 Moved by: Renee Carrier
Seconded by: Paul Branconnier

BE IT RESOLVED THAT the agenda be adopted as circulated.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

None

5. PRESENTATION AND DELEGATIONS

None

6. ADOPTION OF MINUTES

2024-06 Moved by: Mary Bradbury
Seconded by: Monica Loftus

BE IT RESOLVED THAT the minutes from the meeting held on March 4th, 2024 be adopted as circulated.

CARRIED

7. STAFF/COMMITTEE REPORTS

Reports were provided by the following:

7.1 Economic Partners Sudbury East-West Nipissing

Representative: Councillor Loftus – St. Charles

- Strategic Planning was to be completed by the end of March but it was postponed. Looking at it in the Fall of 2025;
- Last quarter \$325,000 for renos/electrical in building;
- Economic Officer Position will not be funded;
- Next meeting will be in June.

7.2 Manitoulin-Sudbury District Services Board (MSDSB)

Representative: Mayor Olsen - Markstay-Warren - absent

Mayor Branconnier provided report for Mayor Olsen:

- Comments re Financial Audit Statements;
- A number of details added to the Procedural By-law;
- Quarterly report was sent out yesterday;
- Statement of Annual Reserves showing seven million;
- Indicated Federal/Provincial letters were contradicting each other;
- Child Care funding.

- On going is the recruitment and retention of ambulance attendants/moving from full-time to part-time;

Note: Mayor Pageau noted that 30 paramedics have graduated from College Boreal and that may help with recruitment.

Mayor Branconnier stated that they come up from the south and once they graduate they go back to the south.

Note: Kim Morris indicated that she was the Dean of Health Services at College Boreal and francophones that come from the North – now the program is free. It is a very intense program and more invasive that it was 20 years ago.

Mayor Branconnier said DSSAB is working more closely with the College trying to arrange incentives to keep paramedics in the north.

Note: Mayor Pageau – DSSAB Food Bank
 60% of food was cut;
 \$10,000 per month was cut down to \$4,000;
 Will not supply juice boxes replaced with a 1 litre juice box;
 Cut out everything not edible (paper towel/toilet tissue/deodorant/shampoo, etc.
 Can SEMA challenge DSSAB?

Mayor Branconnier said they did give cards but now they go and buy supplies themselves.

Note: Councillor Bradbury indicated that schools are promoting refillable cups and trying to get away from juice boxes and reduce the waste;

7.3 **Public Health Sudbury & Districts (PHSD)**

Representative: Councillor Carrier – French River

Councillor Carrier spoke about:

- Immunization in the schools – PHSD do not give out cards any longer families are responsible to keep track of the needles that their children get;

Note: Mayor Pageau suggested SEMA invite the new Medical Officer of Health (MOH) to meet with SEMA maybe sometime in September.

Note: Councillor Carrier stated that the MOH is aware that Manitoulin Island/Cartier, etc. need to get to Sudbury for a dentist.

Note: CAO Turcot indicated that the HOH does want to come to a SEMA Meeting.

7.4 **Community Policing Advisory Committee (CPAC)**

Representative: Mayor Pageau - French River

Mayor Pageau spoke about:

- CPAC is no longer it will be replaced by a Police Board;
- SEMA will pay the dues to belong to the Board and Infrastructure Ontario will let us know if we can keep our officers in place. There is a posting for up to 5 officers to work in the Noelville area.

7.5 **Federation of Northern Ontario Municipalities (FONOM)**

Representative: Councillor Carrier -French River

Councillor Carrier spoke about:

- The FONOM conference in Sudbury was sold out with topics mentioning
 - Dr. retention;
 - Wood industry (re shutdown in Espanola and other mills up north);
 - Train is coming back;
 - There was lots of information at FONOM;
 - Housing affordability;
 - Opioid crisis.

Note: Mayor Reider noted that at FONOM he was to meet with Minister Cho of the Ministry of Long Term Care. It was announced that Killarney was on the docket to receive a 14 bed Long Term Care Home for Killarney. It has been 2 years since the announcement and nothing has happened yet.

7.6 **Sudbury-East Chamber of Commerce**

Representative: Councillor Mary Bradbury – Killarney

Councillor Bradbury mentioned:

- Milestone Marketing/social media
- Women in Business
- AGM in October at the Art Gallery – is in the planning stage right now.

8. **CORRESPONDENCE FOR ACTION**

9. **OTHER BUSINESS**

- CAO Turcot asked if any of our municipalities would be interested in exploring taking over our own septic applications. It would reduce costs to our ratepayers and our municipalities could benefit from the revenue collected. Perhaps this could be brought to our council meetings in June for consideration.

Comments from members:

- Send to FONOM for support;
- Is SEBBS in favour of this move? -- Turcot indicated it was positive.

10. **NOTICE OF MOTION**

None

11. **ADDENDUM**

None

12. ANNOUNCEMENTS AND INQUIRIES

Nil

13. PLACE OF NEXT MEETING

Date: Wednesday, September 25, 2024 – 6:00 PM

Location: Via Zoom or “in-person” at the Municipality of Markstay-Warren

14. ADJOURNMENT

2024-07 Moved by: Rachelle Poirier

Seconded by: Monica Loftus

BE IT RESOLVED THAT the SEMA meeting held via Zoom on May 24, 2024 be adjourned at 6:52 PM to meet again on Wednesday, September 25, 2024 at 6:00 PM or as otherwise specified. At the discretion of the Board the meeting may be held in person or via electronic means i.e. Zoom.

Note: *The Constitution indicates the September 25th meeting is to be held in the Municipality of Markstay-Warren if held “in person”.*

CARRIED

Michael Reider, President/Chairperson

Candy Beauvais, Secretary- Treasurer