



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

October 4, 2023, 6:00 p.m.
Council Chambers (Municipal Office)
2 King Street East
St.-Charles, Ontario P0M 2W0

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 4, 2023.

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 4, 2023 be adopted as presented.

3. DISCLOSURES OF PECUNIARY INTEREST

4. PRESENTATIONS AND DELEGATIONS

4.1 William Simpson, EweHome Inc. - King Street East Subdivision
Provincial Housing Pledge made by St Charles representative's and the attached Townhouse Designs for Council review and discussions, as well as the need for the streets required to allow development to move forward.

6

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

6. NOTICE OF MOTIONS

6.1 Motion - Access to Free Public Boat Launches for the Residents of the Municipality of St.-Charles
Moved by Councillor Lachance

29

Recommended Resolution

WHEREAS the Municipality of St.-Charles is home to many bodies of

water, two (2) of the larger ones being Lake Nipissing and Nepewassi Lake;

AND WHEREAS we feel that there should be public access made available to both these lakes for our residents;

AND WHEREAS we have a hard time understanding that with all the water frontage we have in our municipality that we do not have one (1) public beach or boat launch;

AND WHEREAS we believe that one should not have to own lakefront property in order to access and use the water;

BE IT RESOLVED THAT the Municipality of St.-Charles is to provide water access in the form of a public beach and / or boat launch at either or both lakes mentioned above.

- 6.2 Motion - Virtual Meetings 30
Moved by Councillor Lachance

Recommended Resolution

WHEREAS the previously votes on matter of virtual meetings be made a priority as it has almost been a year since Council has made a decision on this matter;

BE IT RESOLVED THAT meetings be held and attended virtually not later than in December 2023.

- 6.3 Motion - King Street East Subdivision 31
Moved by Councillor Lachance

Recommended Resolution

WHEREAS it has been all summer and we have yet to see any progress with regards to the development on the King Street East subdivision;

AND WHEREAS we would prefer not to see the project sit idle for another construction season and hope to work collectively to get homes built;

BE IT RESOLVED THAT the Clerk be directed to schedule a Special Meeting with Council, staff, the Planner and the interested individual Developers to address issues and concerns;

AND BE IT FURTHER RESOLVED THAT if desired the Developers may be invited separately into a closed session to discuss contract negotiations.

7. COMMITTEES

- 7.1 Environmental Services Committee
Chair Councillor Joshua Lachance / Co-Chair Councillor Mathieu Pothier

- 7.1.1 Report to Council - Landfill Hours - Service Level Change 32
Prepared by: Denis Turcot, CAO

- 7.2 Finance Committee

Chair Councillor Julie Laframboise / Council		
7.2.1	Resolution to Approve Financial Statements Recommended Resolution BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approved the Audited Financial Statements prepared by KPMG LLP, for the year ending December 31, 2022; AND BE IT FURTHER RESOLVED THAT Council hereby receives and accepts the letter prepared by KPMG LLP, dated October 4, 2023.	33
7.2.2	Report to Council - Audit Fee Breakdown Prepared by: Pamela McCracken, Director of Finance / Treasurer	72
7.2.3	Report to Council - Follow-Up - NSF Fee Discount Request Prepared by: Pamela McCracken, Director of Finance / Treasurer	74
7.2.4	Report to Council - Revised Purchasing Policy - Revision 2 Prepared by: Pamela McCracken, Director of Finance / Treasurer	83
7.2.5	Report to Council - Desjardins - Bill Payee Services Prepared by: Pamela McCracken, Director of Finance / Treasurer	115
7.3	General Government Committee Chair Mayor Paul Branconnier / Council	
7.3.1	Report to Council - MFOA Conference 2023 Prepared by: Pamela McCracken, Director of Finance / Treasurer	116
7.4	Health Services Committee Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise	
7.5	Parks & Recreation Services Committee Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance	
7.5.1	Report to Council - Issues Arising out of the Parks and Recreation Meeting of August 23, 2023 Prepared by: Denis Turcot, CAO	119
7.5.2	Report to Council - Municipal Facilities Fee Structure Prepared by: Pamela McCracken, Director of Finance / Treasurer	131
7.6	Planning & Development Committee Chair Councillor Joshua Lachance / Co-Chair Mayor Paul Branconnier	
7.6.1	For Discussion or Information - Notice of Application for Consent - SEPB File Nos. B/43-44-45/23/SC	145
7.7	Protection to Persons & Property Committee	

	Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance	
7.7.1	Report to Council - Dispatching Agreement with Town of Smiths Falls Prepared by: James Bertoia, Fire Chief	158
7.8	Social & Family Services Committee Chair Councillor Monica Loftus / Co-Chair Mathieu Pothier	
7.9	Transportation Services Committee Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus	
7.9.1	Report to Council - Update - 2005 Ford F550 Prepared by: Pamela McCracken, Director of Finance / Treasurer	166
7.9.2	Report to Council - Pulverization of Certain Municipal Roads Prepared by: Kim Thibeault, Assistant to Department Heads	172
8.	MANITOULIN - SUDBURY DISTRICT SERVICES BOARD (MSDSB) Councillor Monica Loftus (2024) / Mayor Paul Branconnier (2025 - 2026)	
8.1	Minutes of the Manitoulin-Sudbury District Services Board Meeting dates:	176
	<ul style="list-style-type: none"> • September 21, 2022 • October 19, 2022 • January 19, 2023 • February 16, 2023 • March 16, 2023 • April 20, 2023 • May 18, 2023 • June 15, 2023 	
8.2	For Discussion / Information - 2023 Second Quarter Activity Report	245
9.	SUDBURY EAST CHAMBER OF COMMERCE (SECC) Councillor Mathieu Pothier / Councillor Julie Laframboise	
9.1	Minutes of the Sudbury East Chamber of Commerce Meeting dates:	255
	<ul style="list-style-type: none"> • February 7, 2023 • May 2, 2023 	
10.	ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB) Councillor Monica Loftus	
11.	SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA) Mayor Paul Branconnier / Councillor Monica Loftus	
12.	SUDBURY EAST PLANNING BOARD (SEPB) Mayor Paul Branconnier / Councillor Joshua Lachance	

12.1 Minutes of the Sudbury East Planning Board
Meeting dates:

- July 14, 2022
- September 8, 2022
- October 13, 2022
- November 10, 2022
- February 9, 2023
- March 9, 2023
- April 13, 2023
- May 11, 2023
- June 8, 2023

13. **ADJOURNMENT**

13.1 Resolution to adjourn the meeting

Recommended Resolution

BE IT RESOLVED THAT the Committee of the Whole meeting of October 4, 2023 be adjourned at **: ** p.m.

From: Municipality of St.-Charles [wordpress@stcharlesontario.ca]

Sent: Tuesday, August 22, 2023 3:02 PM

To: Tammy Godden [clerk@stcharlesontario.ca]

Subject: Municipality of St.-Charles Council Delegation Request from EweHome Inc., William Simpson



COUNCIL DELEGATION REQUEST

Name: EweHome Inc., William Simpson

Phone: 7052290704

Address: 166 Casimir Road, St Charles.

Preferred Method of Contact: Email

Council Meeting: 2023-08-23 or first available

TOPIC OF DISCUSSION

Topic: Provincial Housing Pledge made by St Charles representative's and the attached Townhouse Designs for Council review and discussions, as well as the need for the streets required to allow development to move forward.

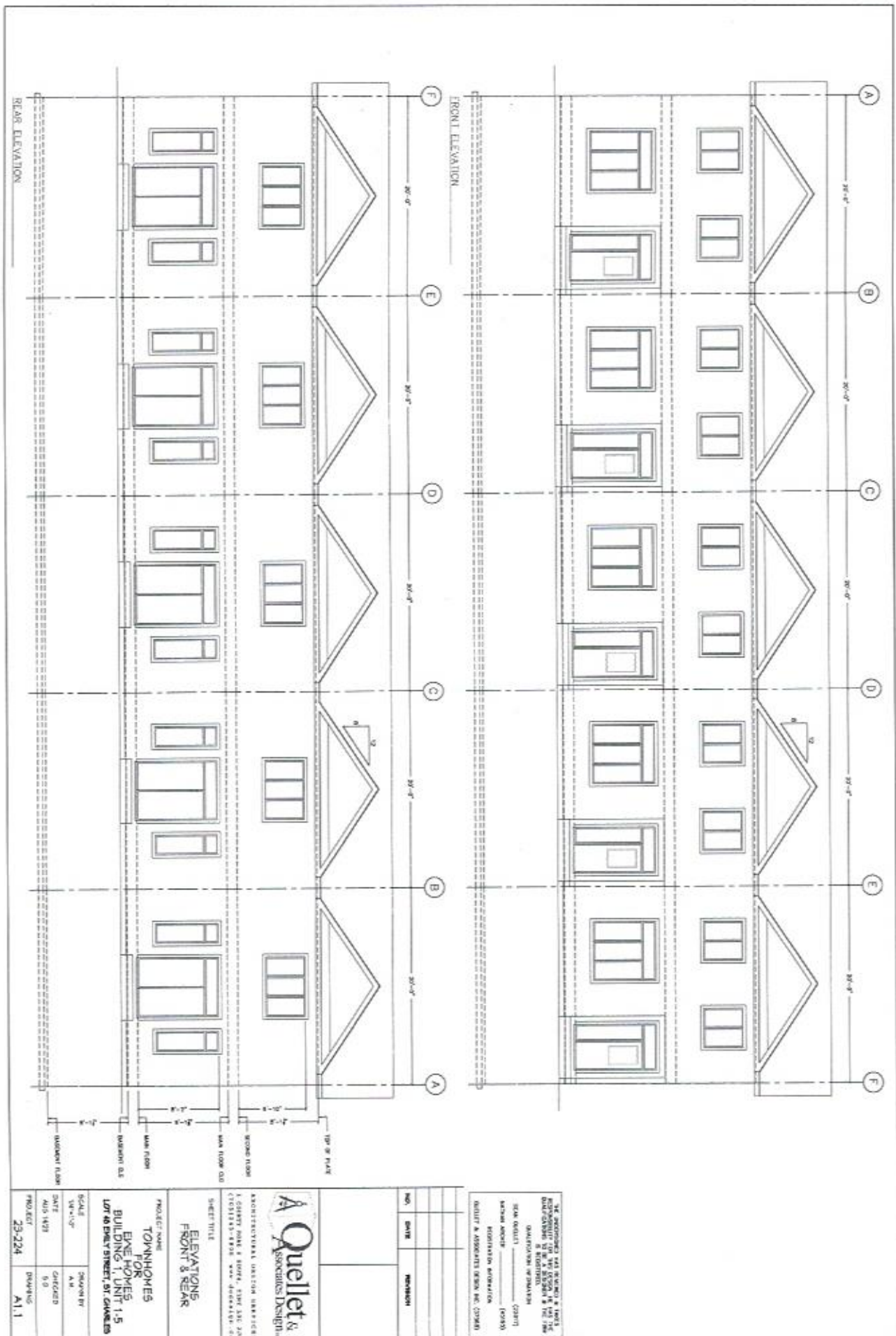
We have a opportunity before us but we must act on it. Please see links provided for printable information for the meeting <https://ero.ontario.ca/notice/019-6171> or AMO.CA

Following the laid out pathways, the Municipality needs a proper growth funding person to represent this community on getting the proper funding available to allow for the growth the

community has been demanding and should enter into public discussions with the Taxpayer's of St Charles on a possible 10 year plan for growth. EweHome is looking to possibly provide all service levels of homes, such as Single Family Dwellings, Multiple Dwellings, Rentals, Geared to Income Housing, and all options available to allow the required needs and to allow for the growth potential required and infrastructure.

Thank you

Municipality	Housing Target
City of Toronto	285,000
City of Ottawa	151,000
City of Mississauga	120,000
City of Brampton	113,000
City of Hamilton	47,000
City of London	47,000
City of Markham	44,000
City of Vaughan	42,000
City of Kitchener	35,000
Town of Oakville	33,000
City of Windsor	13,000
City of Richmond Hill	27,000
City of Burlington	29,000
City of Oshawa	23,000
City of Barrie	23,000
City of Guelph	18,000
City of Cambridge	19,000
Town of Milton	21,000
Town of Whitby	18,000
City of St. Catharines	11,000
Town of Ajax	17,000
City of Waterloo	16,000
City of Kingston	8,000
City of Brantford	10,000
Clarington	13,000
City of Pickering	13,000
City of Niagara Falls	8,000
Town of Newmarket	12,000
Town of Caledon	13,000
Totals	1,229,000



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ARCHITECT: **Quellert & Associates Design**
 REGISTERED ARCHITECT
 10000 W. 10th Avenue, Suite 100
 Golden, CO 80401
 PHONE: (303) 440-1111
 FAX: (303) 440-1112
 WWW: www.quellert.com

NO.	DATE	REVISION

A **Quellert & Associates Design**
 ARCHITECTURAL DESIGN SERVICES
 1 COUNTRY MANE & HOME, 10000 W. 10th AVENUE, SUITE 100, GOLDEN, CO 80401
 (303) 440-1111 WWW.QUELLERT.COM

SHEET TITLE
ELEVATIONS FRONT & REAR

PROJECT NAME
TOWNHOMES FOR EWE HOMES BUILDING 1, UNIT 1-5 LOT 40 EWE STREET, ST. CHARLES

SCALE
 1/8" = 1'-0"

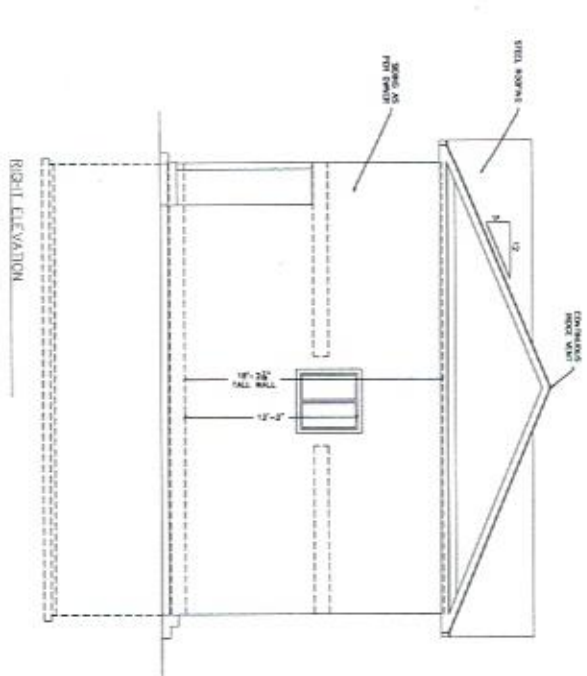
DRAWN BY
 A.K.

CHECKED BY
 G.C.

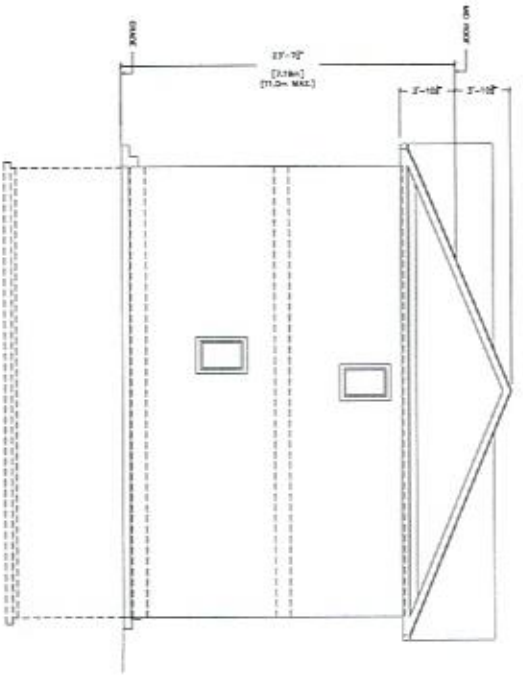
DATE
 4/15/13

PROJECT
 23-224

DRAWING
 A1.1



RIGHT ELEVATION



LEFT ELEVATION

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DATE: 10/20/10
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT: [Name]

NO.	DATE	REVISION

A Quillet & Associates Design

ARCHITECTURAL DESIGN SERVICES
 1 CORNER HOME & HOME, YORK LANE 200
 (757) 228-8800 *** 0104411111.04

SHEET TITLE
 ELEVATIONS
 RIGHT & LEFT

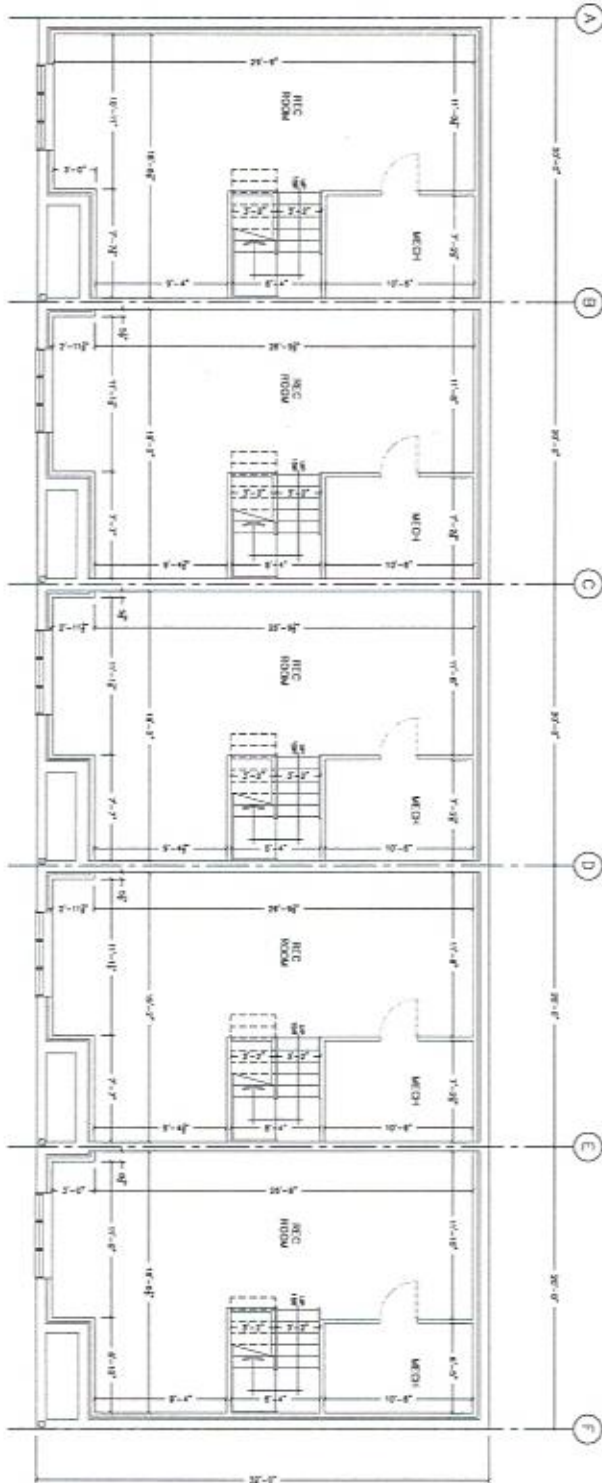
PROJECT NAME
 TOWNHOMES
 FOR
 EME HOMES
 BUILDING 1, UNIT 1-5
 LOT 49 DUNE STREET, ST. CHARLES

SCALE
 1/4" = 1'-0"

DATE
 10/20/10

PROJECT
 23-224

DRAWING
 A1.2



NOTES ON EGRESS WINDOWS
 FLOORS WITH EGRESS WINDOWS AND
 WITHOUT EXTERIOR DOORS
 OPERABLE WINDOW, FROM
 THE INTERIOR WITHOUT
 TOOLS, WITH A MINIMUM
 CLEARANCE OF 20" FROM
 5" DIMENSION
 MAX. SILL HEIGHT 42"
 EXCEPT BASEMENTS AND ALL
 ROOMS WITH MECH. EQUIP.
 CLEAR AREA.

THE ARCHITECT HAS REVIEWED A LIMITED
 REPRESENTATIVE OF THE CONTRACT DOCUMENTS
 QUALITY OF CONSTRUCTION.
 SEAN O'NEILL (201) 328-1111
 ANNA MOORE (201) 328-1111
 RESERVATION ARCHITECTS
 600 WEST 11TH STREET, SUITE 200
 NEW YORK, NY 10014

NO.	DATE	REVISION

Queller & Associates Design, L.P.
 ARCHITECTURAL DESIGN SERVICES
 1 GORRY ROAD, SUITE 200, THE CO. BLDG.
 CLEVELAND, OH 44115-1000 WWW.QUELLERDESIGN.COM

PROJECT NAME
**TOYHOMES
 FINE HOMES
 BUILDING 1 UNIT 1.5
 LOT 48 BENTLEY STREET, ST. CHARLES**

SCALE
 1/8" = 1'-0"

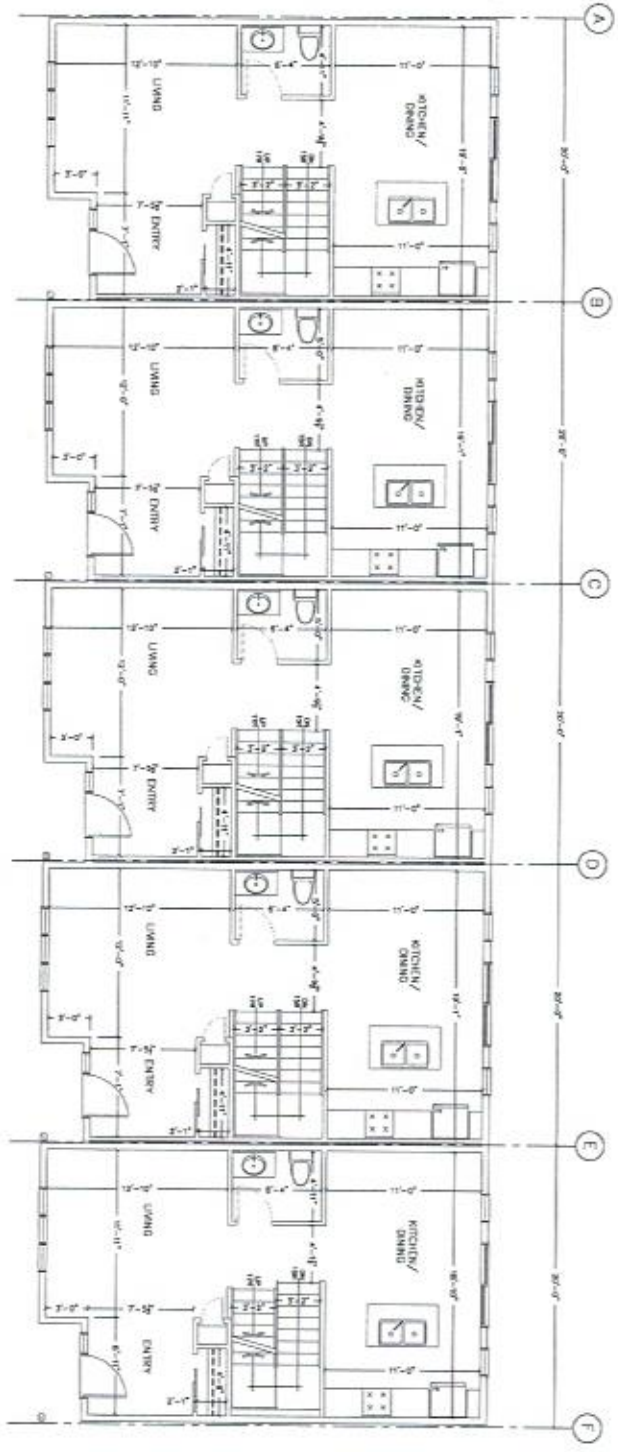
DATE
 AUG 14, 2009

PROJECT
 23-224

DRAWN BY
 A.M.

CHECKED
 S.O.

DRAWING
 A2.2



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SEAN QUELLET (2007)
 ARCHITECT
 MAIN OFFICE (408)
 (920) 333-1111
 1001 S. UNIVERSITY AVENUE, SUITE 100
 RALEIGH, NC 27601

PROJECT NAME: TOWNHOMES FOR ENE HOMES BUILDING 1, UNIT 1.5, LOT 48 EMERY STREET, ST. CHARLES

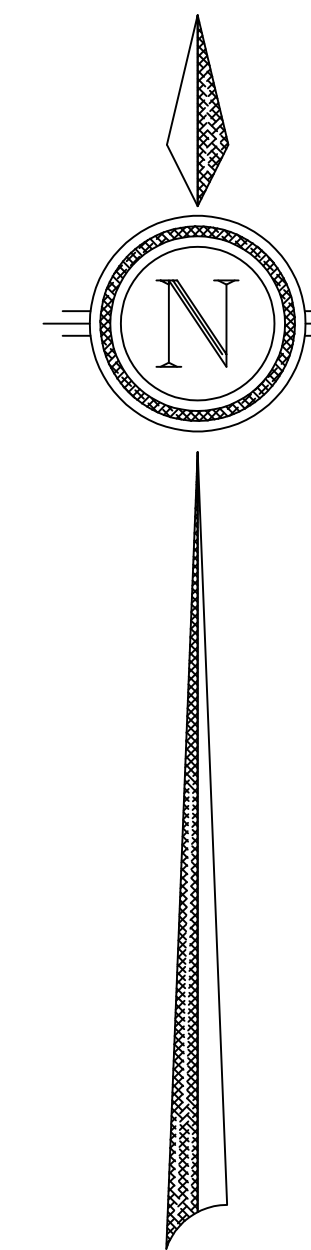
SHEET TITLE: MAIN FLOOR FRAMING PLAN

ARCHITECTURAL DESIGN SERVICES
 11001 S. UNIVERSITY AVENUE, SUITE 100
 RALEIGH, NC 27601

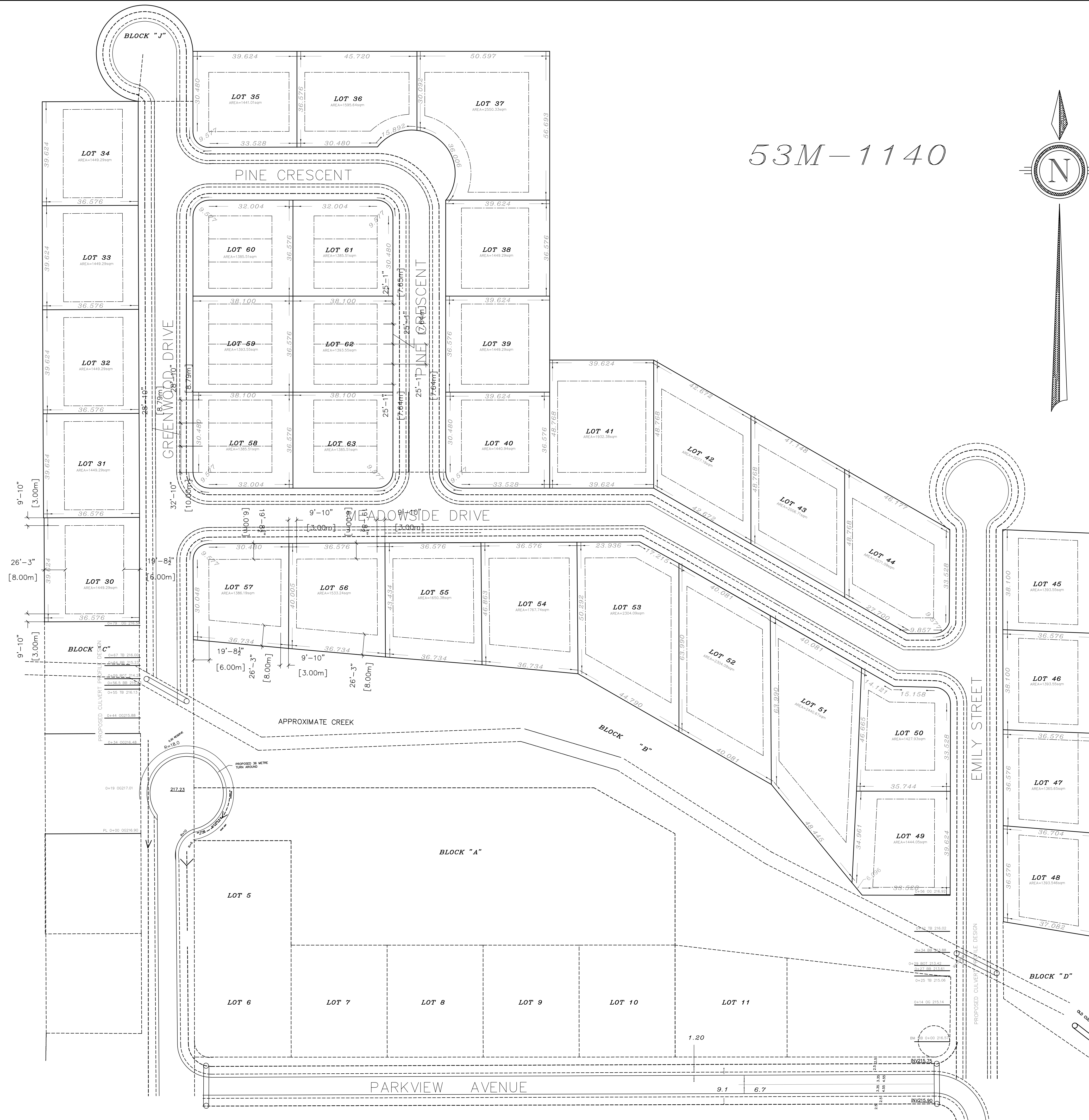
NO.	DATE	REVISION

SCALE: 1/8"=1'-0"	DRAWN BY: A.H.
DATE: AUG 14, 2013	CHECKED: S.O.
PROJECT: 29-224	DRAWING: A2.3

53M-1140



SITE INFO
 INFO TAKEN FROM SURVEY BY
 JAMES E. KIRKLAND O.L.S.
 LOT 12
 CONC 1
 PLAN 53M-1140
 MUNICIPALITY OF ST.-CHARLES
 DISTRICT OF SUDBURY



THE UNDERSIGNED HAS REVIEWED & TAKES RESPONSIBILITY FOR THIS DESIGN. HE HAS THE QUALIFICATIONS TO BE A DESIGNER & THE FIRM IS REGISTERED.

QUALIFICATION INFORMATION
 SEAN QUELLET _____ (22817)
 NATHAN ARCHER _____ (45195)

REGISTRATION INFORMATION
 QUELLET & ASSOCIATES DESIGN INC. (37568)

NO.	DATE	REVISION

Quellet & Associates Design Inc.
 ARCHITECTURAL DESIGN SERVICES
 1 COUNTY ROAD 6 SOUTH, TINY L0L 2J0
 (705) 245-8808 www.dodesign.ca

SHEET TITLE
SITE PLAN

PROJECT NAME
SUBDIVISION FOR EWE HOMES - LOTS 30-63 ST.-CHARLES

SCALE
 1:750

DRAWN BY
 D.F.

DATE
 JUL 27/23

CHECKED
 S.O.

PROJECT
 23-224

DRAWING
 S1.1



Initial Estimate

Project Type: Expansion

Customer: William G Simpson

Required Execution Date of Contract: Feb 25, 2024

SECTION 1: Summary

Hydro One Networks Inc. ("**Hydro One**") has determined that in order to provide you with a new or modified electrical service for your property, a service expansion from Hydro One's existing distribution system is required, as more particularly described in Section 4, below (the "**Expansion**"). The estimated length of the overhead expansion is 445 metres. As a result, Hydro One has completed this Initial Cost Estimate with an expected accuracy of $\pm 50\%$ ("**Initial Estimate**") for your requested supply of power (the "**Service**"), as described below.

Note: This Initial Estimate **may not include** all costs for your requested Expansion, such as forestry work, easements, permit fees, etc. ("**Estimate Exclusions**"), as further described in Section 5 below. Depending on the Estimate Exclusions that are applicable to your Expansion, the Final Design **may exceed the $\pm 50\%$ threshold.**

SECTION 2: Contact Information

Distributor:	Hydro One Networks Inc. HST # 870865821 RT001 ECRA/ESA Licence No. 7002572
Hydro One's Field Business Centre Address:	500 Barrydowne Road Sudbury, Ontario P3A 4R8
Hydro One's Field Business Centre Hours of Operation:	Monday to Friday 7:00 a.m. to 4:30 p.m.
Hydro One's Field Business Centre: Phone Number:	1-888-835-9444
Hydro One's Field Business Centre: E-mail Address:	zone6scheduling@hydroone.com
Hydro One's Field Business Centre: Fax Number	1-705-566-6253
Customer ("you"):	William G Simpson
Customer's Billing Address:	Waubaushe, ON L0K 2C0

SECTION 3: Request Details

Service Request Details:	ZNC - 166 CASIMIR RD CASIMIR ON*
Notification #:	303202230
Contract Preparation Date:	Aug 29, 2023
Validity Period:	This Initial Estimate is valid to Feb 25, 2024 (the " Validity Period ")

SECTION 4: Description of Work

Scope of Work:	200A CM Line expansion to 166 Casmir Rd. Easements Req'd. Forestry req'd. 8 poles, 2 anchors. 50kVA TX. Customer owned pole and anchor required.
Hydro One Assumptions:	This Initial Estimate assumes that Hydro One will be able to obtain all required approvals, including but not limited to registered easements, crossing agreements, and permits. Should Hydro One be unable to obtain all required approvals and therefore be unable to proceed with completion of the Customer Service Contract - Final Design & Offer to Connect (the " Final Design "), Hydro One will contact you to discuss a revised design plan.
Work Eligible for Alternative bid:	Some system expansions (all or part) will be eligible for alternative bid work. If an alternative bid option is available, you may elect to have either Hydro One or a qualified contractor of your choice perform the Work to construct the system Expansion. If you elect to retain a contractor to construct the eligible Expansion Work, you will be required to transfer ownership of the system Expansion to Hydro One once the Expansion is built and has been inspected by Hydro One. Hydro One will then be responsible for the operation and maintenance of this system Expansion.
Connection Limitations:	You are bound by, and your connection is subject to, compliance at all times with the connection limitations and requirements outlined below. Violation of any of the connection limitations and requirements can, among other impacts, cause power quality problems for neighbouring customers and so must be avoided. Hydro One has the right to disconnect or control the amount of electricity that any customer can consume, based on Section 2.2 and 2.3.3 of the Conditions of Service.

SECTION 5: Summary of Costs & Amounts Payable

Under the terms and conditions set forth in Appendix B of the Distribution System Code issued by the OEB and available on their website: www.ontarioenergyboard.ca, Hydro One has completed an economic evaluation for the Expansion using a Discounted Cash Flow ("DCF") analysis. The economic evaluation is based on the following considerations:

Revenue Forecasting: Forecasted revenues from additional energy and demand usage associated with the Expansion based on the OEB's approved rate schedules.

Capital Costs: Capital costs related to the Expansion.

Expense Forecasting: Forecasted ongoing operating and maintenance expenditures and income, capital and municipal taxes associated with the Expansion.

At this time, the results of the DCF analysis using the Initial Estimate has determined that your projected average monthly peak load as shown in the following table will support a Hydro One investment towards the cost of the Expansion and connection of the Service.

Estimated Load:

Type of Load	Average Peak Load
Energy Load	1261.4 kWh
Demand or Sub Transmission Load	n/a

The estimated Capital Contribution you need would need to pay towards the Expansion is shown in the following table:

Expansion Work:

Expansion and Service Work	Estimated Cost
Capital Costs & Forecasted Operation and Maintenance Expenses	\$90,450.41
Hydro One's Investment	\$10,356.43
Customer's Capital Contribution	\$80,093.98

Under the Distribution System Code, you may be required to pay a Capital Contribution towards the Expansion. In addition, as of March 18, 2019, electricity distributors must collect an expansion deposit for any expansion where a customer is required to pay a capital contribution (an "**Expansion Deposit**"). Distributors may also elect to collect an Expansion Deposit where no Capital Contribution is required.

After your acceptance of this Initial Estimate, Hydro One will perform a final design and cost estimate and will provide you with a Final Design that will include the Expansion Deposit and Capital Contribution amounts, if any, that you will be required to pay. The Final Design may be on either a fixed price or actual cost basis. Hydro One will not commence any Expansion work until you make payment of the required Capital Contribution and/or Expansion Deposit. Expansion Deposits are refunded or returned to the issuer, as applicable, upon connection of the Service and in accordance with Section 2.1.2.1 of the Conditions of Service.

For Demand Billed General Service and Sub-Transmission Customers, where Hydro One's investment towards the expansion is greater than \$100,000 or where a Capital Contribution is required, an Expansion Deposit of up to the Net Present Value ("**NPV**") of capital costs plus the NPV of distribution line Operations, Maintenance and Administration ("**OM&A**"), less any Capital Contribution associated with the Expansion, is required.

Hydro One considers project-specific and asset risk factors in determining the amount of the Expansion Deposit. Based on the Initial Estimate, the estimated Expansion Deposit that you would need to provide is as described in the table below.

Expansion Deposit:

Expansion Deposit	Estimated Cost
Initial Expansion Deposit Estimate	\$0.00 + HST

Estimate Disclaimer:

This Initial Estimate may have been completed remotely, using virtual tools, and may not account for site specific conditions. This estimate is subject to labour rate and material cost changes that may occur between the date of issuance and the completion of the Final Design.

Estimate Exclusions:

This Initial Estimate may not include full costs for forestry work, easements and surveying costs, permit fees, joint use partner costs, or third-party contractor costs. These costs, as applicable to your Expansion, will be determined by Hydro One while completing our final design and will be incorporated into the Final Design contract as appropriate.

Credit for Advanced Age Assets:

At the time of Final Design, should your Expansion request require that Hydro One replace assets that are either end-of-life or of an advanced age, Hydro One will determine the net book value of the replaced assets plus the advancement cost of the existing infrastructure, in order to determine and, if applicable, provide a credit to reflect the benefit to the distribution system.

Amounts Payable:

Hydro One will be responsible for the design and engineering of this system Expansion, including staking the new line route. In order to proceed with your Expansion, you are required to pay Hydro One the non-refundable Total Staking Cost Payable:

Fees Payable:

Line Staking	Distance	Fixed Cost
EXPANSION: RURAL OVERHEAD CABLE	445.00 metres	\$1,966.90
Crossing Fees		\$0.00
Design Estimates		\$2,929.92
Subtotal		\$4,896.82
HST #870865821RT0001		\$636.59
Total Staking Cost Payable		\$5,533.41

Please Review **Section 6 for full terms & conditions*

Please note that should you make this payment, then decide not to proceed further, Hydro One will review all costs we have incurred on your behalf to that point and apply your payment toward them. Any remaining funds will then be refunded to you.

Examples of the preliminary work which Hydro One may be required to complete before the final staking of the proposed Expansion include but are not limited to: assessing any potential impact of your new service on the local distribution system; determining the location of underground infrastructure; researching property rights and obtaining the required consents, permits and road approvals; assessing potential environmental impacts and related mitigation planning; and work co-ordination with other utilities in the area.

Payment Method: Hydro One accepts Money Order, Cheque, Visa or MasterCard. If making a payment by Credit Card, please contact **1-877-554-7344** and provide the Credit Card Number, reference Work Order 63899306 and Customer ID 120978858 number. **Before sending the signed Contract to Hydro One**, you will need to record the confirmation number provided by Hydro One here:

Visa/Mastercard Payment Confirmation Number: _____.

SECTION 6: Terms

order to provide you with a Customer Service Contract - Final Design & Offer to Connect (the "**Final Design**"), Hydro One must perform certain field design and staking work. The cost of this work is shown in Section 5 as the "Total Staking Cost Payable", and must be paid by the Customer before any further field activities are undertaken by Hydro One. **The Total Staking Cost Payable is in addition to the Capital Contribution and Expansion Deposit costs, and is non-refundable.**

Unforecasted Customer Connection Protection - Should you be required to pay a Capital Contribution towards the cost of the Expansion, Hydro One will monitor the Expansion for five years from the date the Expansion is energized (the "**Customer Connection Horizon** ") for new unforecasted customers who benefit from the Expansion. During the Customer Connection Horizon, if a new unforecasted customer benefits from the Expansion, we will calculate their fair share contribution towards the cost of the Expansion based on relative load/nameplate capacity and relative line length. Hydro One will collect payment from the new unforecasted customer and provide

a rebate (without interest) to you as an initial contributor. No rebates will occur after the Customer Connection Horizon has expired. If you move from the address that will be specified in your Customer Service Contract for New Connections and Service Upgrades ("**Customer Service Contract**") during the Customer Connection Horizon, you will need to notify Hydro One of your change in address in order to be able to receive any potential rebates should you no longer have an account in your name with Hydro One. For Ontario corporations, if you move from the address that will be specified in your Customer Service Contract we will use your registered place of business.

Should you be entitled to have a contractor perform some of the work for the Expansion as will be identified in your Final Design and you elect to do so, we require that you provide detailed information on the amounts spent by you by providing a statement of the total cost of the construction of the Expansion in a form that is acceptable to us before we are able to connect the Expansion to our distribution system. We require this information in order to be able to collect amounts from new unforecasted customers who benefit from the Expansion within the Customer Connection Horizon and provide such amounts to you as rebates.

The timelines for completing the Expansion will vary with project scope and complexity. Once you accept the Final Design, a Hydro One representative will communicate the earliest available start date, based on normal crew complement and deployment, and assuming that Hydro One can meet all required obligations for construction. Hydro One is not responsible for delays or failure to meet these timelines due to factors that are outside of Hydro One's reasonable control (e.g. delays caused by locates, obtaining permits, etc.). If you require an earlier completion date, alternate crew deployment options that may advance the completion date could be considered. Such options would typically involve higher costs

Any signature or acknowledgement required to be provided hereunder may be done so electronically or digitally, and each such electronic signature or acknowledgement will have the same legal effect, validity, and enforceability as a handwritten signature or paper document.

The information provided in this Initial Estimate is intended to assist in project timeline definition and in the interest of avoiding project completion date disputes. Should you have any questions or concerns with the Expansion or the information being presented in this Initial Estimate, please contact Hydro One at the phone number or email address provided in Section 2, **before** signing the Authorization / Acknowledgement for this Initial Estimate.

Authorization / Acknowledgement

By signing the below acknowledgement and providing payment of the non-refundable Total Staking Fees Payable within the Validity Period, Mr. William G Simpson ("**Customer**") hereby authorizes Hydro One Networks Inc. ("**Hydro One**") to proceed with the preparation of the Customer Service Contract - Final Design & Offer to Connect for the Expansion (the "**Final Design**"). If the Customer does not proceed with the Expansion within the Validity Period specified in the Final Design, there shall be no further obligation for Hydro One to proceed with the Expansion.

HYDRO ONE NETWORKS INC.

	Digitally signed by Don Hughes Date: 2023.09.05 15:32:20 -04'00'
---	---

I have authority to bind the corporation.

SIGNED, SEALED AND DELIVERED in the presence of:

_____ (signature)

Witness

Name [please print]:

Date:

_____ (signature)
William G Simpson

SPF 5000 US

- Integrated MPPT charge controller.
- Equalization charging function.
- PV input voltage up to 450VDC.
- Generator connection available
- Configurable grid or solar input priority.
- Optional WIFI/GPRS remote monitoring
- Support parallel operation for capacity expansion up to 30kW.
- PV and grid power the load jointly if PV energy is insufficient.
- Flexibly schedule the Inverter charging and discharging time.



P O W E R
- I N G
T O M O R R O W



www.ginverter.com

Datasheet	SPF 5000 US
Battery Voltage	48VDC
Battery Type	Lithium/Lead-acid
INVERTER OUTPUT	
Rated Power	5000VA/ 5000W
Parallel Capability	Yes, 6 units maximum
AC Voltage Regulation (Battery Mode)	230VAC \pm 5% @ 50/60Hz
Surge Power	10000VA
Efficiency (Peak)	93%
Waveform	Pure sine wave
Transfer Time	10ms typical, 20ms Max
SOLAR CHARGER	
Maximum PV Array Power	6000W
MPPT Range @ Operating Voltage	120VDC ~ 430VDC
Number of Independent MPP Trackers/ Strings Per MPP Tracker	1/1
Maximum PV Array Open Circuit Voltage	450VDC
Maximum Solar Charge Current	100A
AC CHARGER	
Charge Current	80A
AC Input Voltage	230 VAC
Selectable Voltage Range	170-280 VAC (For Personal Computers) ; 90-280 VAC (For Home Appliances)
Frequency Range	50Hz/60Hz (Auto sensing)
PHYSICAL	
Protection Degree	IP20
Dimension (W/H/D)	330/485/135mm
Net Weight	12kgs
OPERATING ENVIRONMENT	
Humidity	5% to 95% Relative Humidity(Non-condensing)
Altitude	<2000m
Operating Temperature	0°C - 55°C
Storage Temperature	-15°C - 60°C
Warranty	2 Years
UL STD.1741、CSA STD. CSA C22.2 No.107.1	

ATS-US

GROWATT (ATS-US) Auto Transfer Switch and US Split Phase Transformer

- ATS-US comes with built-in transformer
- ATS 5000T -US has a maximum sum of L1-N and L2-N simultaneous output is 5000VA
- ATS 11400T -US has a maximum sum of L1-N and L2-N simultaneous output is 11400VA
- Maximum continuous power is 5.0kw for energy storage



P O W E R
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R R O W O



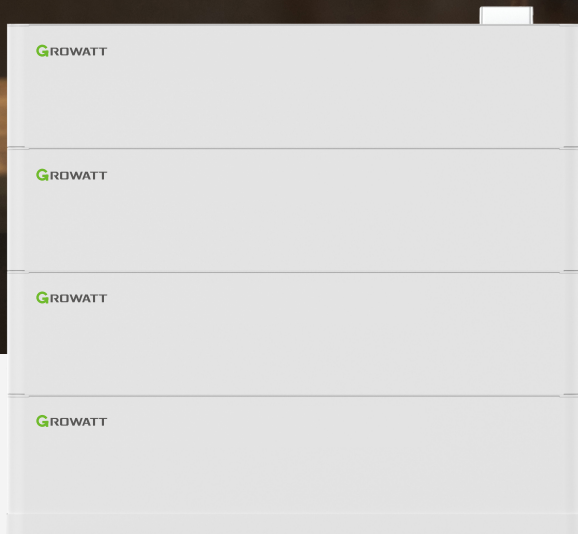
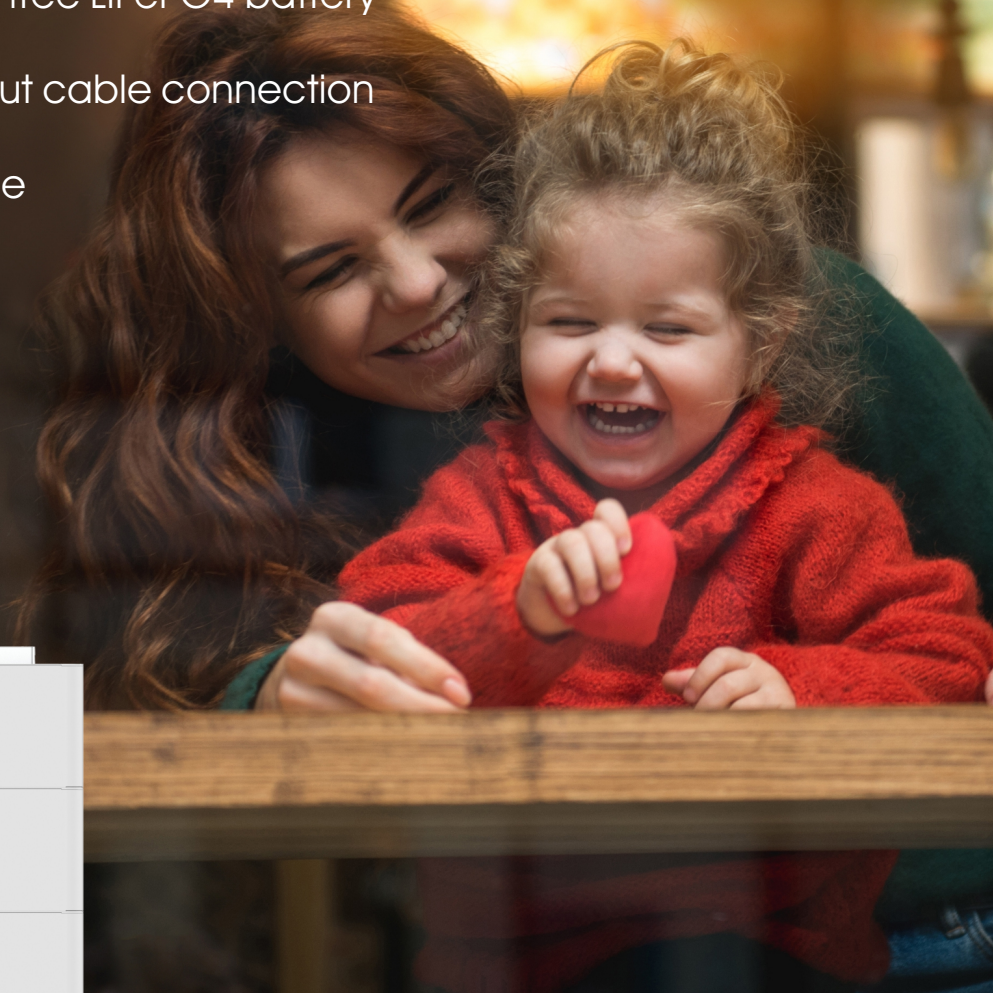
www.growatt-america.com

Product model	ATS 5000T- US	ATS 11400T-US
Input Data		
EPS		
Normal Voltage	240/208V	
Normal Frequency	50/60Hz	
Max. Power	5000VA	11400VA
Max. Current	21A@240Vac/24A@208Vac	48A@240Vac/55A@208Vac
AC Grid		
Normal Voltage	240/208V	
Normal Frequency	50/60Hz	
Max. Power	5000VA	11400VA
Max. Current	21A@240Vac/24A@208Vac	48A@240Vac/55A@208Vac
Output Data		
Split Phase Data		
Rated Power(L-L)	5000VA	11400VA
Rated power(L-N)	5000VA	
Output voltage	120/240Vac_104/208Vac	
Max continued current(L-N)	42A@240Vac/48A@208Vac	42A@240Vac/48A@208Vac
Max continued current(L-L)	21A@240Vac/24A@208Vac	48A@240Vac/55A@208Vac
General Data		
Cooling	Natural Convection	
Ingress Protection	NEMA 4X(IP65)	
Installation	Wall Mountable	
Operating Temperature Range	-25~+55°C(-13 ~ +131°F)	
Weight	33lbs/15kg	
Dimensions (W/H/D)	18.9/10.8/4.1in(480/275/105mm)	
Warranty	10 Years	
UL1741:2018 CSA C22.2 NO 107.1:2016		

The rated power of secondary side L1-N and L2-N could up to 5kVA respectively, and the power difference between the two split phases can not exceed 1.5kW.

AXE 5.0L Modular Battery

- Flexible capacity options, 5kWh to 400kWh
- Excellent safety of cobalt free LiFePO4 battery
- Stacked installation without cable connection
- Remote firmware upgrade



P O W E R
- I N G O
T O M O -
R R O W O

GROWATT

www.ginverter.com

Datasheet	AXE 5.0L	AXE 10.0L	AXE 15.0L	AXE 20.0L	AXE 25.0L	AXE 30.0L	AXE 35.0L	AXE 40.0L	AXE 45.0L	AXE 50.0L
System Demo										
Battery Module	AXE 5.0L - C1 (5.0kWh, 51.2V, 45kg)									
Number of Modules	1	2	3	4	5	6	7	8	9	10
Energy Capacity	5.0kWh	10.0kWh	15.0kWh	20.0kWh	25.0kWh	30.0kWh	35.0kWh	40.0kWh	45.0kWh	50.0kWh
Dimension (W/D/H)*1	650/350/165mm (25.6/14.6/6.5in)	650/350/305mm (25.6/14.6/12in)	650/350/445mm (25.6/14.6/17.5in)	650/350/585mm (25.6/14.6/23in)	650/350/725mm (25.6/14.6/28.5in)	650/350/865mm (25.6/14.6/34in)	650/350/1005mm (25.6/14.6/39.6in)	650/350/1145mm (25.6/14.6/45.1in)	650/350/1285mm (25.6/14.6/50.6in)	650/350/1425mm (25.6/14.6/56.1in)
Weight	47kg/103.4lb	92kg/202.4lb	137kg/301.4lb	182kg/400.4lb	227kg/499.4lb	272kg/598.4lb	317kg/697.4lb	362kg/796.4lb	407kg/895.4lb	452kg/994.4lb
Max Charge	60A	120A	120A	120A	120A	120A	120A	120A	120A	120A
Max Discharge	60A	120A	120A	120A	120A	120A	120A	120A	120A	120A

General

Battery Type	Cobalt Free Lithium Iron Phosphate (LFP)
Nominal Voltage	51.2V
Operating voltage Range	48 - 57.6V
IP Protection	IP20 /NEMA Type1
Installation	Floor installation*2
Operation Temperature	0°C-50°C/32-122°F

Features

DoD	92%
Multi-cluster AXE battery system in parallel	Max. 8 clusters (Max. 400kWh)
BMS Monitoring Parameters	SOC, System voltage, Current, Cell voltage, Cell temperature, PCBA temperature measurement
Communication Port	CAN/RS485
Warranty(5/10 years)	Yes/Opt

Certification

CE, ROHS, UL1973+FCC, UN38.3+PI965

*1 The system dimension is included with the battery base

*2 Floor installation requires extra base (W/D/H=654/353/25mm)

* AXE series battery has an EU model and a General model, the storage inverters sold in European countries only work with EU model AXE battery.



**THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES
LA CORPORATION DE LA MUNICIPALITÉ DE ST.-CHARLES**

2, rue King Street East / Est, P.O. Box / C.P. 70
St.-Charles, Ontario
P0M 2W0

NOTICE OF MOTION FORM

Member of Council: Joshua Lachance

(print name)

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of

Council, which is scheduled to be held on: September 20th 2023

(enter date)

SUBJECT: Access to free public boat launches for the residents of the municipality of St-Charles

(enter subject)

and which **NOTICE OF MOTION** to read as follows (*attach additional pages as needed*):

THAT the municipality of St-Charles is home to many bodies of water, two of the larger ones being lake Nipissing and Nepewassi lake. I feel that there should be public access made available to both these lakes for our residents. I have a hard time understanding that with all the water frontage we have in our municipality that we do not have one public beach or boat launch. I believe that one should not have to own lakefront property in order to access and use the water. I would like to bring motion forward that the Municipality of St-Charles is to provide water access in the form of public beach and or boat launch at either or both lakes mentioned above.

Total pages (*including this page*): 1

Member of Council: Joshua Lachance

(signature)

September 4th 2023

(enter date form signed)

FOR CLERK'S DEPARTMENT USE ONLY	
Date received:	<u>September 6, 2023.</u>
Time received:	<u>5:48 pm</u>
Entered in Council Agenda for meeting date of:	<u>September 20, 2023.</u>



**THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES
LA CORPORATION DE LA MUNICIPALITÉ DE ST.-CHARLES**

2, rue King Street East / Est, P.O. Box / C.P. 70
St.-Charles, Ontario
P0M 2W0

NOTICE OF MOTION FORM

Member of Council: Joshua Lachance
(print name)

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of
Council, which is scheduled to be held on: September 20th 2023
(enter date)

SUBJECT: Virtual meetings
(enter subject)

and which **NOTICE OF MOTION** to read as follows (*attach additional pages as needed*):

THAT the previously voted on matter of virtual meetings be made a priority as it has almost been a year since council has made decision on this matter. I would like to make a motion that meetings may be held and attended virtually no later than in December 2023.

Total pages (*including this page*): 1

Member of Council: 
(signature) September 5th 2023
(enter date form signed)

FOR CLERK'S DEPARTMENT USE ONLY	
Date received:	<u>September 6, 2023.</u>
Time received:	<u>5:48 pm.</u>
Entered in Council Agenda for meeting date of:	<u>September 20, 2023.</u>



**THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES
LA CORPORATION DE LA MUNICIPALITÉ DE ST.-CHARLES**

2, rue King Street East / Est, P.O. Box / C.P. 70
St.-Charles, Ontario
P0M 2W0

NOTICE OF MOTION FORM

Member of Council: Joshua Lachance
(print name)

Hereby files a **NOTICE OF MOTION** to be included on the Agenda for the meeting of

Council, which is scheduled to be held on: September 20th 2023
(enter date)

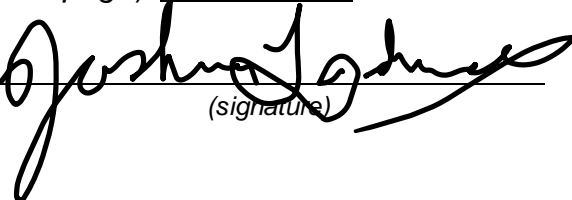
SUBJECT: King Street East Subdivision Project
(enter subject)

and which **NOTICE OF MOTION** to read as follows *(attach additional pages as needed)*:

THAT it has been all summer and we have yet to see any progress with regards to the development of the King Street East subdivision. That I would prefer not to see the project sit idle for another construction season and hope to work collectively to get homes built.

That the Clerk be directed to schedule a Special Meeting with Council, staff, the Planner and the interested individual Developers to address issues and concerns, and that if desired, the Developers may be invited separately into a closed session to discuss contract negotiations.

Total pages *(including this page)*: 1

Member of Council:  September 7th 2023
(signature) *(enter date form signed)*

FOR CLERK'S DEPARTMENT USE ONLY	
Date received:	September 7, 2023
Time received:	9:19 PM
Entered in Council Agenda for meeting date of:	September 20, 2023 - Regular Meeting of Council

Report to Municipal Council



Meeting Date: October 4, 2023	Report Date: September 28, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: Landfill Hours – Service Level Change

Recommendation:

That Council authorize the following reduction of the Saturday winter hours for the landfill from 9 am to 4 pm to 10 am to 2 pm Starting October 16 of every year. We should delay the changes in hours for one (1) or two (2) weeks this year until sufficient notice is provided to all residents.

Background:

In order to facilitate requests for rentals at the Arena and improve staff efficiencies, a two (2) week schedule was prepared by the Clerk with the input from the Arena Coordinator and the Janitor / Labourer / Landfill Attendant.

From the Landfill Attendant, he indicated that the landfill on Saturdays in the winter is very quiet, and four (4) hours of operation should be sufficient to allow residents to go and deposit their refuse.

Prepared by: Denis Turcot, CAO

Consolidated Financial Statements

**THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES**

And Independent Auditor's Report thereon

Year ended December 31, 2022

DRAFT

Management's Responsibility for the Financial Statements

The accompanying consolidated financial statements of the Corporation of the Municipality of St.-Charles ("the Municipality") are the responsibility of the Municipality's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to these consolidated financial statements. The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Municipality. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Chief Administrator Officer

Director of Finance

(date)

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, residents and ratepayers of the Corporation of the Municipality of St.-Charles

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of St. -Charles (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statements of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes and schedule to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”)

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2022, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Entity's internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

September 20, 2023

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial Assets		
Cash	\$ 3,069,497	\$ 2,871,947
Taxes receivable (note 3)	146,454	238,944
Accounts receivable (note 4)	831,301	109,934
Land held for sale	-	59,982
	4,047,252	3,280,807
Financial Liabilities		
Accounts payable and accrued liabilities	330,511	254,960
Deferred revenue (note 5)	30,178	17,492
Deferred revenue - obligatory reserve funds (note 6)	439,188	358,534
Municipal debt (note 7)	469,381	611,925
Landfill closure and post-closure liability (note 8)	286,000	321,000
	1,555,258	1,563,911
Net financial assets	2,491,994	1,716,896
Non-financial Assets		
Tangible capital assets (note 9)	4,213,991	3,567,226
Prepaid expenses	13,934	144,385
	4,227,925	3,711,611
Commitments (note 11)		
Contingencies (note 12)		
Accumulated surplus (note 10)	\$ 6,719,919	\$ 5,428,507

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

Approved by:

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	Budget 2022	Actual 2022	Actual 2021
	(note 16)		
Revenue:			
Taxation	\$ 2,498,111	\$ 2,533,889	\$ 2,449,172
Government grants and transfers	2,106,269	1,940,908	1,368,474
User charges and donations	126,374	146,230	112,185
Other	285,053	627,664	409,114
Gain on sale of tangible capital assets	-	-	1,388
Total revenue	5,015,807	5,248,691	4,340,333
Expenses:			
General government	2,483,591	1,217,367	1,306,509
Protection to persons and property	529,745	506,525	526,684
Transportation services	1,353,620	986,520	726,802
Environmental services	332,550	333,154	309,032
Health services	368,721	337,857	331,216
Social and family services	146,675	147,607	150,950
Recreation and cultural services	568,982	393,929	207,266
Planning and development	42,123	34,320	34,089
Total expenses	5,826,007	3,957,279	3,592,548
Excess of revenue over expenses	(810,200)	1,291,412	747,785
Accumulated surplus, beginning of year	5,428,507	5,428,507	4,680,722
Accumulated surplus, end of year	\$ 4,618,307	6,719,919	\$ 5,428,507

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

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget 2022 (note 16)	Actual 2022	Actual 2021
Annual surplus	\$ (810,200)	\$ 1,291,412	\$ 747,785
Acquisition of tangible capital assets	(935,302)	(935,302)	(250,740)
Amortization of tangible capital assets	288,537	288,537	269,603
Gain on sale of tangible capital assets	-	-	(1,388)
Proceeds from sale of tangible capital assets	-	-	1,388
Change in prepaid expenses	130,451	130,451	(136,051)
Change in net financial assets	(1,326,514)	775,098	630,597
Net financial assets, beginning of year	1,716,896	1,716,896	1,086,299
Net financial assets, end of year	\$ 390,382	\$ 2,491,994	\$ 1,716,896

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

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,291,412	\$ 747,785
Items not involving cash:		
Amortization of tangible capital assets	288,537	269,603
Gain on sale of tangible capital assets	-	(1,388)
Landfill closure and post-closure liability	(35,000)	(14,000)
	1,544,949	1,002,000
Change in non-cash assets and liabilities:		
Decrease in taxes receivable	92,490	241,057
Decrease (increase) in accounts receivable	(721,367)	9,854
Decrease (increase) in land held for sale	59,982	(5,816)
Decrease (increase) in prepaid expenses	130,451	(136,051)
Increase (decrease) in accounts payable and accrued liabilities	75,551	(29,172)
Increase (decrease) in deferred revenue	12,686	(121,984)
Increase in deferred revenue - obligatory reserve funds	80,654	157,996
Net change in cash from operating activities	1,275,396	1,117,884
Capital activities:		
Cash used to acquire tangible capital assets	(935,302)	(250,740)
Proceeds from sale of tangible capital assets	-	1,388
	(935,302)	(249,352)
Financing transactions:		
Principal repayments on municipal debt	(142,544)	(125,795)
Issuance of long-term debt	-	-
	(142,544)	(125,795)
Increase in cash	197,550	742,737
Cash, beginning of year	2,871,947	2,129,210
Cash, end of year	\$ 3,069,497	\$ 2,871,947

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

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements

Year ended December 31, 2022

The Corporation of the Municipality of St.-Charles ("Municipality") is a Town in the Province of Ontario, Canada. It conducts its operations guided by the provision of provincial statutes such as the Municipal Act, 2001, and other related legislation.

1. Significant accounting policies:

The consolidated financial statements of the Municipality are the representation of management. The consolidated financial statements are prepared in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

(a) Basis of consolidation:

i) Reporting entity:

These consolidated financial statements reflect the financial assets, liabilities, non-financial assets, accumulated surplus, revenues and expenses of the Municipality and includes the activities of all committees of Council and of The Corporation of the Municipality of St. Charles Public Library Board.

All interfund assets and liabilities and revenues and expenses have been eliminated.

ii) Non-consolidated entities:

These consolidated financial statements reflect contributions to the following joint local boards, which are not under the direct control of council, as expenditures in the consolidated statement of operations:

Manitoulin-Sudbury District Services Board
Sudbury and District Health Unit
Sudbury East Planning Board

iii) Accounting for school board transactions:

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

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(a) Basis of consolidation (continued):

iv) Cemetery Care and Maintenance Fund:

The Cemetery Care and Maintenance Fund and its related operations administered by the Municipality are not consolidated, but are reported separately.

(b) Basis of accounting:

(i) Accrual basis:

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

(ii) Cash and cash equivalents:

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

(iii) Land held for resale:

Land held for resale consisting of surplus land is recorded at the lower of cost and net realizable value.

(iv) Reserves and reserve funds:

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

(v) Landfill closure and post-closure:

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to operations as the landfill site's capacity is used.

(vi) Deferred revenues:

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

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Basis of accounting (continued):

(vii) Financial instruments:

The Municipality initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument. Amounts due to and from related parties are measured at the exchange amount, being the amount agreed upon by the related parties. The Municipality subsequently measures its financial assets and financial liabilities at amortized cost, except for investments in equity securities that are quoted in an active market or financial assets or liabilities designated to the fair value category, which are subsequently measured at fair value. Unrealized changes in fair value are recognized in the consolidated statement of operations.

Financial assets measured at amortized cost include cash, taxes receivable, and account receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long-term debt.

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial assets, a valuation allowance is used to reflect the financial asset at the lower cost and estimated net recoverable value, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

(viii) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes all amounts directly attributable to acquisition, construction, development or betterment of the asset.

The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over the estimated useful lives as follows:

Asset	Useful Life - Years
Buildings	30
Roads	5, 20, 30 and 40
Equipment	10 and 20
Vehicles	10 and 20
Sewer and wastewater systems	40

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

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also recorded as revenue.

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Basis of accounting (continued):

(viii) Tangible capital assets (continued):

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

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also recorded as revenue.

(ix) Taxation and other revenues:

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

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

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

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

User charges and other revenue are recognized as revenue when earned.

(x) Government grants and transfers:

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

(xi) Deferred revenues – obligatory reserve funds:

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

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Basis of accounting (continued):

(xii) Landfill liability:

The liability for closure of operation sites and post-closure care has been recognized based on estimated future expenses, estimated inflation and the usage of the site's capacity during the year.

(xiii) Post-employment benefits:

The Municipality is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Municipality has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Municipality records the current service cost within salaries and benefits expense at the time incurred.

(ix) Use of estimates:

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the periods specified. Significant items subject to such estimates and assumptions include the valuation allowances for taxes and accounts receivable, the carrying value of tangible capital assets and provisions for accrued liabilities and landfill liabilities.

Actual results could differ from those estimates. These estimates are based on management's best knowledge of current events and actions that the Municipality may undertake in the future. These estimates are reviewed periodically and, as adjustments become necessary, they are reporting in earnings in the year in which they become known.

2. Line of credit:

The Municipality has an operating line of credit available to a maximum of \$400,000 to address operating requirements. This line of credit bears interest at the bank's prime lending rate, is unsecured and is due on demand. The unused amount at December 31, 2022 is \$400,000 (2021 - \$400,000).

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Taxes receivable:

	2022	2021
Current	\$ 155,466	\$ 169,954
Past year	57,788	107,015
Previous years	60,283	30,794
Penalties and interest	44,920	43,468
Less: allowance for doubtful accounts	(172,003)	(112,287)
	<u>\$ 146,454</u>	<u>\$ 238,944</u>

4. Accounts receivable:

	2022	2021
Federal	\$ 328,699	\$ 40,317
Provincial	384,255	23,064
Municipal	77,941	30,318
Other	40,406	16,235
	<u>\$ 831,301</u>	<u>\$ 109,934</u>

5. Deferred revenue:

	2022	2021
OCIF – rural and northern communities	\$ 9,735	\$ 3,450
Other	20,443	14,042
	<u>\$ 30,178</u>	<u>\$ 17,492</u>

6. Deferred revenue – obligatory reserve funds:

	December 31, 2021	Contributions received	Revenue recognized	December 31, 2022
Federal gas tax	\$ 358,534	\$ 80,654	\$ –	\$ 439,188

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

7. Municipal debt:

	2022	2021
Caisse Populaire Alliance loan (Wellness Centre) payable in monthly instalments of \$6,752 including interest at a rate of 4.40%, final instalment paid May 2022, unsecured	\$ -	\$ 90,538
Ontario Infrastructure Projects Corporation (OIPC) debenture (Victoria Culvert), payable in semi-annual instalments of \$8,936 including interest at a rate of 4.11%, final instalment due June 2026, unsecured	57,713	72,748
Ontario Infrastructure Projects Corporation (OIPC) debenture (Casimir Culvert), payable in semi-annual instalments of \$7,297 including interest at a rate of 3.11%, final instalment due March 2027, unsecured	60,841	73,252
Ontario Infrastructure and Lands Corporation (OILC) debenture (2020 Grader), payable in semi-annual instalments of \$15,881 including interest at a rate of 1.95%, final instalment due June 2035, unsecured	350,827	375,387
	\$ 469,381	\$ 611,925

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

2023	\$ 53,501
2024	55,043
2025	56,635
2026	49,340
2027	27,063
Thereafter	227,799
	\$ 469,381

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

8. Landfill closure and post-closure:

The Environmental Protection Act sets out regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions with respect to events extending over terms using the best information available to management. Future events may result in significant changes to the estimated total expenditures; capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

Estimated total expenditures represent the sum of the discounted future cash flows for closure care activities discounted at the most recent 10-year annual average of Long-Term Government of Canada Benchmark Bond Yields of between 2.17% and 6.27% and the discounted future cash flows for post-closure care activities at the 10-year running average inflation rate for Non-Residential Building Construction Price Indices of 3.27%.

The landfill site includes two cells: the closed cell, which has reached capacity, and the active landfill cell opened in 2015:

Closed cell:

The estimated cost for remaining post-closure care expenses for the closed cell is calculated to be \$285,000 (2021 - \$285,000, including closure costs) as accrued with respect to post-closure liabilities. The estimated liability for these expenditures is recognized in full as the landfill site capacity is fully used.

Active cell:

The estimated cost for closure of the active landfill cell and post-closure care expenses is calculated to be \$37,348. The estimated liability for these expenditures is recognized as the landfill site's capacity is used. The estimated remaining capacity of the current cell is 97.31% of its total estimated capacity or 289,522 cubic meters and its estimated remaining life is 105 years. The period for post-closure care is estimated to be 25 years. At December 31, 2022, an amount of \$1,000 (2021 - \$36,000) with respect to landfill closure and post-closure liabilities has been accrued. The Municipality has established a reserve of \$20,498 to date to provide for these obligations.

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Tangible capital assets:

Cost	Balance at December 31, 2021	Additions	Disposals	Balance at December 31, 2022
Land	\$ 314,924	\$ -	\$ -	\$ 314,924
Buildings	3,083,677	336,408	-	3,420,085
Roads	2,120,706	109,759	-	2,230,465
Equipment	1,547,478	388,601	-	1,936,079
Vehicles	1,392,999	100,534	-	1,493,533
Sewer and wastewater systems	1,624,347	-	-	1,624,347
Total	\$ 10,084,131	\$ 935,302	\$ -	\$ 11,019,433

Accumulated Amortization	Balance at December 31, 2021	Amortization	Disposals and Transfers	Balance at December 31, 2022
Land	\$ -	\$ -	\$ -	\$ -
Buildings	2,201,581	68,980	-	2,270,561
Roads	1,063,711	88,192	-	1,151,903
Equipment	901,866	67,945	-	969,811
Vehicles	833,769	57,681	-	891,450
Sewer and wastewater systems	1,515,978	5,739	-	1,521,717
Total	\$ 6,516,905	\$ 288,537	\$ -	\$ 6,805,442

	Net book value, December 31, 2021	Net book value, December 31, 2022
Land	\$ 314,924	\$ 314,924
Buildings	882,096	1,149,524
Roads	1,056,995	1,078,562
Equipment	645,612	966,268
Vehicles	559,230	602,083
Sewer and wastewater systems	108,369	102,630
Total	\$ 3,567,226	\$ 4,213,991

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Tangible capital assets (continued):

Cost	Balance at December 31, 2020	Additions	Disposals	Balance at December 31, 2021
Land	\$ 314,924	\$ -	\$ -	\$ 314,924
Buildings	3,059,486	24,191	-	3,083,677
Roads	1,950,034	170,672	-	2,120,706
Equipment	1,525,772	32,070	(10,364)	1,547,478
Vehicles	1,392,999	-	-	1,392,999
Sewer and wastewater systems	1,600,540	23,807	-	1,624,347
Total	\$ 9,843,755	\$ 250,740	\$ (10,364)	\$ 10,084,131

Accumulated Amortization	Balance at December 31, 2020	Amortization	Disposals and Transfers	Balance at December 31, 2021
Land	\$ -	\$ -	\$ -	\$ -
Buildings	2,143,598	57,983	-	2,201,581
Roads	992,585	71,126	-	1,063,711
Equipment	847,411	64,819	(10,364)	901,866
Vehicles	764,428	69,341	-	833,769
Sewer and wastewater systems	1,509,644	6,334	-	1,515,978
Total	\$ 6,257,666	\$ 269,603	\$ (10,364)	\$ 6,516,905

	Net book value, December 31, 2020	Net book value, December 31, 2021
Land	\$ 314,924	\$ 314,924
Buildings	915,888	882,096
Roads	957,449	1,056,995
Equipment	678,361	645,612
Vehicles	628,571	559,230
Sewer and wastewater systems	90,896	108,369
Total	\$ 3,586,089	\$ 3,567,226

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Consolidated Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2022	2021
Surpluses:		
Invested in tangible capital assets	\$ 3,744,610	\$ 2,955,301
General surplus	1,158,443	800,845
Unfunded:		
Landfill closure and post-closure costs	(286,000)	(321,000)
	4,617,053	3,435,146
Reserves set aside for specific purposes:		
Working capital	54,644	54,643
Reserves set aside for specific purposes by Council:		
Infrastructure renewal	1,057,720	911,672
Modernization	305,243	344,930
Contingences	224,014	179,054
Safe restart	101,630	123,951
Protection services	111,619	74,119
Environmental services	27,621	27,621
Parks and recreation	116,476	179,052
Youth outdoor playground	-	13,275
Landfill site closure	34,514	27,514
Election	323	15,323
Cenptaph	15,218	15,217
Chief building officer	24,908	2,869
Hot and cold meals	4,815	-
Library	24,121	24,121
	2,048,222	1,938,718
Total	\$ 6,719,919	\$ 5,428,507

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

11. Commitments:

Wastewater services:

Under the terms of an operating service agreement for the operation of the St. Charles Wastewater Treatment Facility expiring December 2023, with annually payment of \$36,156.

Garbage collection services:

Under the terms of an operating service agreement for the operation of the St. Charles Garbage & Recycling Collection expiring December 2025, with annually payment of \$114,125.

Printer leases:

Under the terms of leases service agreement for St. Charles office supplies expiring March 2027, with annually payment of \$3,405.

St-Charles Borromée School rent:

Under the terms of leases agreement for the operation of the St-Charles Borromée School expiring August 2023, with annually payment of \$31,704.

The Municipality is committed to make the following minimum payments:

2023	\$	174,821
2024		117,529
2025		117,529
2026		40,860
2027 and thereafter		40,860
	\$	491,599

12. Contingencies:

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

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

13. Contributions to Unconsolidated Joint Boards:

Further to note 1(a)(ii), the following contributions were made by the Municipality to these boards:

	2022	2021
Manitoulin – Sudbury District Services Board	\$ 400,508	\$ 392,628
Sudbury and District Health Unit	63,912	59,733
Sudbury East Planning Board	24,254	24,705
	\$ 488,674	\$ 477,066

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

14. Pension agreements:

OMERS provides pension services to more than 500,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2022. The results of this valuation disclosed total going concern actuarial liabilities of \$130,306 million (2021 - \$120,796 million) in respect of benefits accrued for service with total going concern actuarial assets at that date of \$123,628 million (2021 - \$117,665 million) indicating a going concern actuarial deficit of \$6,678 million (2021 - \$3,131 million). Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees and the Authority's share is not determinable. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for 2022 was \$65,539 (2021 - \$67,585) and is included as an expense in the consolidated statement of operations and accumulated surplus.

15. Cemetery care and maintenance fund:

The Cemetery Care and Maintenance Fund administered by the Municipality amounting to \$58,719 (2021 - \$58,585) have not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations.

16. Budget figures:

The budget was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). As a result, the budget figures presented in the Statement of Operations and Accumulated Surplus required the following adjustments:

Budget surplus per financial plan	\$	-
Add:		
Budgeted loan principal payments		151,150
Landfill adjustment		35,000
Less:		
Amortization		288,538
Transfer from reserve		707,812
Budget surplus per financial statements	\$	(810,200)

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

17. Financial risks:

The Municipality's main sources of revenue are government operating grants, taxation revenues and user fees. In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This resulted in the Canadian and Provincial governments enacting emergency measures to combat the spread of the virus. The Municipality's closed certain facilities to the public based on recommendations from Public Health Ontario. These facilities were reopened in the summer of 2020, with social distancing requirements and Public Health regulations followed.

In response to the adverse impact the pandemic has had on certain revenue streams, the Municipality has undertaken certain cost cutting measures.

The impact of COVID-19 is expected to negatively impact operations for a duration that cannot be reasonably predicted. The further overall operational and financial impact is highly dependent on the duration of COVID-19, including the potential occurrence of additional waves of the pandemic, and could be affected by other factors that are currently not known at this time. Management is actively monitoring the effect of the pandemic on its financial condition, liquidity, operations, suppliers, and workforce. Given the daily evolution of the pandemic and the global responses to curb its spread, the Municipality is not able to fully estimate the effects of the pandemic on its results of operations, financial condition, or liquidity at this time.

18. Segmented information:

The Municipality is a diversified municipal government that provides a wide range of services to its citizens. For management reporting purposes, the Municipality's operations and activities are organized and reported by fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

The Municipality's services are provided by departments and their activities are recorded in these funds. Certain departments that have been disclosed in the segmented information, along with the services they provide, are as follows:

General Government

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

Protection to persons and property

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

Transportation Services

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

Environmental Services

Environmental services include wastewater treatment and waste and recycling services.

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Notes to Financial Statements (continued)

Year ended December 31, 2022

18. Segmented information (continued):

Health Services

Health services include public health services and cemetery services.

Social and Family Services

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

Recreation and Cultural Services

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

Planning and Development

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

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THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Note 18 - Segmented Information (continued)

Year ended December 31, 2022

	General Government	Protection to persons and property	Transportation Services	Environmental Services	Health Services	Social and family services	Recreation and cultural services	Planning and Development	2022 Total
Revenues:									
Government Grants - Federal	\$ 1,160	-	-	-	-	-	204,488	-	\$ 205,648
- Provincial	1,309,233	10,000	-	27,525	-	-	388,502	-	1,735,260
Taxation	2,533,889	-	-	-	-	-	-	-	2,533,889
User charges	3,208	-	1,118	122,664	6,180	-	13,060	-	146,230
Other	513,829	51,096	19,399	372	5,280	1,698	35,990	-	627,664
	<u>4,361,319</u>	<u>61,096</u>	<u>20,517</u>	<u>150,561</u>	<u>11,460</u>	<u>1,698</u>	<u>642,040</u>	<u>-</u>	<u>5,248,691</u>
Expenses:									
Salaries, wages and benefits	562,860	216,153	300,712	41,189	3,544	412	110,898	-	1,235,768
Interest on municipal debt	1,424	-	12,220	-	-	-	-	-	13,644
Materials	369,996	107,975	436,452	36,502	14,007	3,081	219,685	-	1,187,698
Contracted services	167,680	166,180	44,655	214,744	-	-	12,559	-	605,818
Rent and financial	68,254	-	58,677	-	-	-	143	-	127,074
Transfer to other governments and the public	-	-	-	-	320,306	144,114	-	34,320	498,740
Amortization of tangible capital assets	47,153	16,217	133,804	40,719	-	-	50,644	-	288,537
	<u>1,217,367</u>	<u>506,525</u>	<u>986,520</u>	<u>333,154</u>	<u>337,857</u>	<u>147,607</u>	<u>393,929</u>	<u>34,320</u>	<u>3,957,279</u>
Excess (deficiency) of revenues over expenses	\$ 3,143,952	(445,429)	(966,003)	(182,593)	(326,397)	(145,909)	248,111	(34,320)	\$ 1,291,412

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

Note 18 - Segmented Information (continued)

Year ended December 31, 2022

	General Government	Protection to persons and property	Transportation Services	Environmental Services	Health Services	Social and family services	Recreation and cultural services	Planning and Development	2021 Total
Revenues:									
Government Grants - Federal	\$ 8,863	-	-	-	-	-	-	-	\$ 8,863
- Provincial	1,314,541	5,200	6,004	22,637	-	4,979	6,250	-	1,359,611
Taxation	2,449,172	-	-	-	-	-	-	-	2,449,172
User charges	2,976	-	20,828	83,800	31,790	-	2,561	-	141,955
Other	284,031	55,851	15,607	17,298	-	1,490	5,067	-	379,344
Gain on sale of tangible capital assets	-	-	-	-	-	-	1,388	-	1,388
	4,059,583	61,051	42,439	123,735	31,790	6,469	15,266	-	4,340,333
Expenses:									
Salaries, wages and benefits	531,061	216,661	316,606	37,974	9,554	885	77,934	-	1,190,675
Interest on municipal debt	5,789	-	13,669	-	-	-	-	-	19,458
Materials	384,461	108,230	253,030	39,375	11,818	7,548	104,357	-	908,819
Contracted services	178,617	182,619	16,862	187,479	-	-	120	-	565,697
Rent and financial	137,966	-	10,904	2,890	-	-	86	-	151,846
Transfer to other governments and the public	-	-	-	-	309,844	142,517	-	34,089	486,450
Amortization of tangible capital assets	68,615	19,174	115,731	41,314	-	-	24,769	-	269,603
	1,306,509	526,684	726,802	309,032	331,216	150,950	207,266	34,089	3,592,548
Excess (deficiency) of revenues over expenses	\$ 2,753,074	(465,633)	(684,363)	(185,297)	(299,426)	(144,481)	(192,000)	(34,089)	\$ 747,785

THE CORPORATION OF THE MUNICIPALITY OF ST. CHARLES
2 KING ST E PO BOX 70
ST CHARLES, ONTARIO P0M2W0

KPMG LLP
Times Square
1760 Regent Street, Unit 4
Sudbury, ON P3E 3Z8
Canada

October 4, 2023

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of The Corporation of the Municipality of St. Charles ("the Entity") as at and for the period ended December 31, 2022.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated January 7, 2020, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.

- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern

MISSTATEMENTS:

- 11) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 12) We approve the corrected misstatements identified by you during the audit described in Attachment II.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 13) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 14) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

By: Mr. Denis Turcot, Chief Administrative Officer

By: Ms. Pamela McCracken, Treasurer

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II

Summary of uncorrected misstatements

Method used to evaluate misstatements: Dual method

						Impact on financial statement captions - DR(CR)																	
#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Statement DR (CR)			Balance Sheet Effect					Cash Flow Effect (Rollover)			Cash Flow Effect (Iron Curtain)			Statement of Comprehensive Income - Debit (Credit) (Rollover)	Statement of Comprehensive Income - Debit (Credit) (Iron Curtain)		
						Income effect of correcting the balance sheet in prior period	Income effect of current period balance sheet	Income effect (Rollover method)	Equity at period end	Current Assets	Non-Current Assets	Current Liabilities	Non-Current Liabilities	Operating Activities	Investing Activities	Financing Activities	Operating Activities	Investing Activities	Financing Activities				
					DR (CR)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
1	1001	Bank - Cemetery Operating	Being cemetary operation's bank balance confirmed	Factual	58,719				-	58,719	-	-	-	-	58,719	-	-	-	-	-	-	-	
	05.01.3600	Burial: Cemetery - Other			(58,719)	-	(58,719)	(58,719)	(58,719)						(58,719)	-	-	-	-	-	-	58,719	58,719
Total uncorrected misstatements (before tax)						-	(58,719)	(58,719)	(58,719)	58,719	-	-	-	-	-	-	-	-	-	-	-	58,719	58,719
Final financial statement amounts							-	1,291,412	(6,719,919)	4,047,252	4,227,925	799,877	755,381	1,275,396	(935,502)	(142,544)	1,275,396	(935,502)	(142,544)		-	-	
Percentage of uncorrected misstatements after tax financial statement amounts.							0.00%	4.55%	0.87%	1.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Attachment II

Summary of corrected misstatements

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
							\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
1	2003 2004 2005		To adjust opening retained earnings		(195,725) (16,173) (29,454)	- - -	- - -	- - -	- - -	(195,725) (16,173)	- - -	- - -	- - -	- - -			
	2006 32000				(85,764) 327,116	- -	- 327,116	- -	- -	(85,764) -	- -	- -	- -	- -			
2	01.07.310 2		To record the deferrals and receivables associated with the grant funding as of Dec 31 2022		6,249	-	6,249					-	-	-	-		
	01.07.310 3				80,493	-	80,493					-	-	-	-		
	01.07.311 4				4,366	-	4,366					-	-	-	-		
	01.07.311 6				2,035	-	2,035					-	-	-	-		
	2650				(80,493)	-	-	-	-	(80,493)	-	-	-	-	-		
	2602				(6,249)	-	-	-	-	(6,249)	-	-	-	-	-		
	2625				(4,366)	-	-	-	-	(4,366)	-	-	-	-	-		
	2620				(2,035)	-	-	-	-	(2,035)	-	-	-	-	-		
3	2602		To allocate interest earned in unspent grant funds to the correct account		(36)	-	-	-	-	(36)	-	-	-	-	-		
	2650				(161)	-	-	-	-	(161)	-	-	-	-	-		
	01.01.323 0				197	-	197					-	-	-	-		
4	1003		To record the interest earned on the savings accounts for the year		2	-	-	2	-	-	-	-	-	-	-		
	1004				10	-	-	10	-	-	-	-	-	-	-		
	1005				4	-	-	4	-	-	-	-	-	-	-		
	1006				18	-	-	18	-	-	-	-	-	-	-		
	1007				36	-	-	36	-	-	-	-	-	-	-		
	1008				17	-	-	17	-	-	-	-	-	-	-		
	1009				2	-	-	2	-	-	-	-	-	-	-		
	1010				11	-	-	11	-	-	-	-	-	-	-		
	1011				1	-	-	1	-	-	-	-	-	-	-		
	1012				1	-	-	1	-	-	-	-	-	-	-		
	1013				19	-	-	19	-	-	-	-	-	-	-		
	1014				1	-	-	1	-	-	-	-	-	-	-		
	LIB-1001				172	-	-	172	-	-	-	-	-	-	-		
	01.01.323 0				(123)	-	(123)					-	-	-	-		

Attachment II

Summary of corrected misstatements (continued)

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect				Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)	
							Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities	Investing Activities		Financing Activities
	1500	Current Taxes Receivable			10,880		3,133	-	-	-	-	(3,133)	-	-	-
8	2000		To clear over 90 days payable per client.		(5,491)		-	-	(5,491)	-	-	-	-	-	-
	KPMG12				5,491	-	-	-	-	-	-	-	-	-	-
9	1300		To correct the opening balances for the reserve accounts		(31,904)		(31,904)	-	-	-	-	-	-	-	-
	1301				(354,119)		(354,119)	-	-	-	-	-	-	-	-
	1302				(290,290)		(290,290)	-	-	-	-	-	-	-	-
	1303				(2,818)		(2,818)	-	-	-	-	-	-	-	-
	1304				(67,779)		(67,779)	-	-	-	-	-	-	-	-
	1305				(55,699)		(55,699)	-	-	-	-	-	-	-	-
	1306				(40,000)		(40,000)	-	-	-	-	-	-	-	-
	1307				(2,869)		(2,869)	-	-	-	-	-	-	-	-
	1308				(621,305)		(621,305)	-	-	-	-	-	-	-	-
	1309				(14,016)		(14,016)	-	-	-	-	-	-	-	-
	1310				(15,217)		(15,217)	-	-	-	-	-	-	-	-
	32000				1,493,797		1,493,757	-	-	-	-	-	-	-	-
	32000				5,297		5,297	-	-	-	-	-	-	-	-
	2406				(5,297)		(5,297)	-	-	-	-	-	-	-	-
	01.01.455				(42,146)		(42,146)	-	-	-	-	-	-	-	-
	2							-	-	-	-	-	-	-	-
	2306				44,365		44,365	-	-	-	-	-	-	-	-
10	2306		To record the partner municipalities receivable for the SEEBS Vehicle Loan receivable		-		-	-	-	-	-	-	-	-	-
	01.01.321				-	-	-	-	-	-	-	-	-	-	-
	5							-	-	-	-	-	-	-	-
11	2302		To record the reserve transfers		(37,500)		(37,500)	-	-	-	-	-	-	-	-
	1306				37,500		37,500	-	-	-	-	-	-	-	-
	2304				(46,446)		(46,446)	-	-	-	-	-	-	-	-
	2304				45,000		45,000	-	-	-	-	-	-	-	-
	1300				1,446		1,446	-	-	-	-	-	-	-	-
	2305				15,000		15,000	-	-	-	-	-	-	-	-
	1304				(15,000)		(15,000)	-	-	-	-	-	-	-	-
	2306				(262,000)		(262,000)	-	-	-	-	-	-	-	-
	2306				117,398		117,398	-	-	-	-	-	-	-	-
	1308				144,602		144,602	-	-	-	-	-	-	-	-
	2307				(40,000)		(40,000)	-	-	-	-	-	-	-	-

Attachment II

Summary of corrected misstatements (continued)

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
	2307				102,576		102,576	-	-	-	-	-	-	-	-	-	
	1315				(62,576)		(62,576)	-	-	-	-	-	-	-	-	-	
	2308				(26,721)		(26,721)	-	-	-	-	-	-	-	-	-	
	2308				40,000		40,000	-	-	-	-	-	-	-	-	-	
	2308				(4)		(4)	-	-	-	-	-	-	-	-	-	
	01.01.323				4	-	4	-	-	-	-	-	-	-	-	-	
	0																
	1315				(13,279)		(13,279)	-	-	-	-	-	-	-	-	-	
	2310				(7,000)		(7,000)	-	-	-	-	-	-	-	-	-	
	1309				7,000		7,000	-	-	-	-	-	-	-	-	-	
	2311				(22,039)		(22,039)	-	-	-	-	-	-	-	-	-	
12	1202		To record amortization		(8,640)	-	-	-	(8,640)	-	-	-	-	-	-	-	
	01.01.999				8,640	-	8,640	-	-	-	-	-	-	-	-	-	
	1208				(38,513)		-	-	(38,513)	-	-	-	-	-	-	-	
	01.10.999				38,513	-	38,513	-	-	-	-	-	-	-	-	-	
	9																
	1207				(15,357)	-	-	-	(15,357)	-	-	-	-	-	-	-	
	07.02.999				15,357	-	15,357	-	-	-	-	-	-	-	-	-	
	9																
	1210				(6,470)	-	-	-	(6,470)	-	-	-	-	-	-	-	
	03.37.999				6,470	-	6,470	-	-	-	-	-	-	-	-	-	
	9																
	1223				(29,726)	-	-	-	(29,726)	-	-	-	-	-	-	-	
	07.02.999				29,726	-	29,726	-	-	-	-	-	-	-	-	-	
	9																
	1226				(35,391)	-	-	-	(35,391)	-	-	-	-	-	-	-	
	03.37.999				35,391	-	35,391	-	-	-	-	-	-	-	-	-	
	9																
	1245				(2,827)	-	-	-	(2,827)	-	-	-	-	-	-	-	
	07.06.999				2,827	-	2,827	-	-	-	-	-	-	-	-	-	
	9																
	1251				(5,243)	-	-	-	(5,243)	-	-	-	-	-	-	-	
	04.06.999				5,243	-	5,243	-	-	-	-	-	-	-	-	-	
	9																
	1247				(496)	-	-	-	(496)	-	-	-	-	-	-	-	
	04.06.999				496	-	496	-	-	-	-	-	-	-	-	-	
	9																
	1236				(22,506)	-	-	-	(22,506)	-	-	-	-	-	-	-	

Attachment II

Summary of corrected misstatements (continued)

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
							\$	\$	\$	\$	\$	\$	\$	\$		\$	
	03.16.999 9 1240				22,506	-	22,506										
					(46,490)		-	-	(46,490)								
13	2400		to correct the vacation accrual to actual		(4,669)		-	-		(4,669)							
	2401				4,669		-	-		4,669							
14	1675		to record the disposition of the st. Amour property		(59,982)		-	-	(59,982)								
	01.01.395 0				59,982		59,982										
15	01.01.399 0		To reallocate the sale of the excess property and land held for resale to the correct account and move Pothier gain to contingency reserve per resolution 22-162		(151,074)		(151,074)										
	2300 01.01.395 0				(44,958)		-	-									
					196,033		-	-									
	1310 01.01.399 0				44,958		-	-									
					(44,958)		-	-									
11	1650	Prepaid Expense	To adjust Hydro expense as portion of expense relates to FY23 but was recorded in FY22.	N/A	5,600		(7,016)										
	07.02.421 8	Arena: Hydro Expense			(5,600)	(5,600)	7,016										
12	04.03.431 7 2250	Landfill - Other: Water Sampling Landfill Closure & Post Closur	To record the adjustment for the landfill obligation	N/A	(35,000)	(35,000)	(35,000)										
					35,000		-	-		35,000							
13	1505	Allowance for Doubtful Account	To adjust the uncollectible accounts for the arena	N/A	(59,716)		-	(59,716)									
	KPMG10	Bad debts on property tax			59,716	59,716	59,716										
14	07.02.421 8 2000	Arena: Hydro Expense Accounts Payable	To adjust Hydro - amount recorded in 2022 but portion relates to 2023	N/A	(5,600)	(5,600)	(5,600)										
					5,600		-	-		5,600							
15	01.01.400 0	Admin - Other: Wages	to reallocate wages	N/A	26,376	26,376	26,376										

Attachment II

Summary of corrected misstatements (continued)

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
	01.01.400 2	Admin - Other: Janitor Wages			631	631	631						-	-	-	-	
	01.04.400 0	Hot and Cold Meals: Wages			383	383	383						-	-	-	-	
	01.06.400 0	ELECTIONS: Wages			306	306	306						-	-	-	-	
	01.09.400 0	School Rental: Wages			20	20	20						-	-	-	-	
	01.09.400 2	School Rental: Janitor Wages			421	421	421						-	-	-	-	
	01.10.400 2	Wellness Centre: Janitor Wages			485	485	485						-	-	-	-	
	01.12.400 0	Unclassified: Wages			68	68	68						-	-	-	-	
	03.01.400 0	# 1 - 2015 Western Star: Wages			345	345	345						-	-	-	-	
	03.02.400 0	# 2 - 2012 Western Star: Wages			412	412	412						-	-	-	-	
	03.03.400 0	# 3- 2012 Pick-up: Wages			66	66	66						-	-	-	-	
	03.04.400 0	# 4 - 1993 Grader: Wages			4	4	4						-	-	-	-	
	03.05.400 0	# 5 - Steamer: Wages			25	25	25						-	-	-	-	
	03.07.400 0	# 7 - Loader: Wages			168	168	168						-	-	-	-	
	03.08.400 0	# 8 - Backhoe: Wages			211	211	211						-	-	-	-	
	03.10.400 0	#10 - Float: Wages			26	26	26						-	-	-	-	
	03.11.400 0	#11 - Utility Truck: Wages			135	135	135						-	-	-	-	
	03.13.400 0	#14 - Kubota Lawn Mower: Wages			34	34	34						-	-	-	-	
	03.15.400 0	#16 - 2020 Kubota: Wages			160	160	160						-	-	-	-	
	03.17.400 0	Brush Cutting: Wages			28	28	28						-	-	-	-	

Attachment II

Summary of corrected misstatements (continued)

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities	Investing Activities	Financing Activities			
																\$	\$
	03.18.400 0	Ditching: Wages			32	32	32										
16	2400	Payroll Liabilities	To accrue payroll expense	N/A	(27,398)		-	-	(27,398)								
	01.01.400 0	Admin - Other: Wages			13,873	13,873	13,873										
	01.01.400 2	Admin - Other: Janitor Wages			332	332	332										
	01.01.405 1	Admin - Other: CPP Expense			710	710	710										
	01.01.405 2	Admin - Other: EI Expense			280	280	280										
	01.04.400 0	Hot and Cold Meals: Wages			202	202	202										
	01.04.405 1	Hot and Cold Meals: CPP Expense			6	6	6										
	01.04.405 2	Hot and Cold Meals: EI Expense			4	4	4										
	01.09.400 2	School Rental: Janitor Wages			221	221	221										
	01.09.405 1	School Rental: CPP Expense			12	12	12										
	01.09.405 2	School Rental: EI Expense			5	5	5										
	01.10.400 2	Wellness Centre: Janitor Wages			255	255	255										
	01.10.405 1	Wellness Centre: CPP Expense			15	15	15										
	01.10.405 2	Wellness Centre: EI Expense			6	6	6										
	02.02.400 0	CBO: Wages			5,380	5,380	5,380										
	02.02.405 1	CBO: CPP Expense			249	249	249										
	02.02.405 2	CBO: EI Expense			98	98	98										
	02.07.400 0	Fire Department - Other: Wages			1,547	1,547	1,547										

Attachment II

Summary of corrected misstatements (continued)

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
							\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
	02.07.400 3	Fire Department - Other: Wages - FD Maintenance			32	32	32					-	-	-	-		
	02.07.400 4	Fire Department - Other: Wages - FD Volunteer			163	163	163					-	-	-	-		
	02.07.400 5	Fire Department - Other: Wages - FD Practice			678	678	678					-	-	-	-		
Total effect of corrected misstatements						67,920	(706,686)	529,321	396,114	(383,291)	-	(3,133)	-	-	-		

Report to Municipal Council



Meeting Date: October 4, 2023	Report Date: September 28, 2023
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: COW

Report Title: Audit Fee Breakdown

<p>Recommendation:</p> <p>For information only.</p> <p>Background:</p> <p>At the September 6, 2023 Regular Meeting, Council had requested a breakdown of the audit fees that the Municipality pays. A report to Council dated November 20, 2019 when the original contract was awarded is attached for review.</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Report to Council – Auditors (November 20, 2019) <p>Prepared By: Pamela McCracken, Director of Finance / Treasurer</p>



Report to Municipal Council

Meeting Date: November 20, 2019	Report Date: November 15, 2019
Decision Requested: Yes	Priority: High
Direction Only: Yes	Type of Meeting: RMC

Report Title: Auditors

Recommendation

Appoint KPMG as the auditors for the Municipality of St Charles for the Fiscal Year 2019 to 2021.

Background

KPMG is willing to honor the submitted tender proposal to Tender Call 2017-09 (issued by the Municipality of Markstay-Warren on behalf of Sudbury East Municipalities).

The Treasurer and I have spoken with KPMG and the tentative schedule has been set, with the preliminary audit scheduled for early January with audit sometime in late March.

The proposal was indexed by inflation.

	2019	2020	2021	2022	2023
Audit of the Municipal Financial Statements	18,025	18,500	19,100	19,600	20,200
Preparation of the FIR	1,500	1,550	2,000	2,050	2,100
Library Financial statements	2,000	2,050	2,100	2,150	2,200
Trust fund financial statements	1,000	1,050	1,100	1,150	1,200
	<u>22,525</u>	<u>23,150</u>	<u>24,300</u>	<u>24,950</u>	<u>25,700</u>

Prepared by: Denis Turcot



Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: September 26, 2023
Decision Requested: No	Priority: High
Direction Only: Yes	Type of Meeting: RCM

Report Title: Follow-Up - NSF Fee Discount Request

Recommendation:

For Council to give direction to the Treasury Department on what discount, if any, should be applied to the residents' tax accounts due to NSF fees being applied.

Background:

This matter was presented to Council at the September 20, 2023, meeting however, the Treasurer was unable to attend the meeting and answer questions posed by Council regarding the report.

- 1) The By-Law that is used to assess the NSF fee is By-Law 2018-44.
- 2) Thirty-five (35) individual tax bills were mailed out, however, only one (1) NSF letter including all thirty-five (35) properties was mailed out.
- 3) The process involves going into each individual account, reversing the amount that was returned NSF, creating the NSF charge invoice, and finally writing a letter to the resident informing them of the NSF and their options for payment. This process typically takes thirty (30) minutes. With this specific transaction, it took just over three (3) hours to reverse all the individual payments, create thirty-five (35) NSF invoices for each account, and compose one (1) letter letting the resident know of the NSF fees, stating the account balance for each account, and repayment options.

Attachments:

- By-Law 2018-44 – Fees By-Law

Prepared By: Pamela McCracken, Director of Finance / Treasurer

**THE CORPORATION OF THE MUNICIPALITY
OF ST.-CHARLES**

BY-LAW 2018-44

**BEING A BY-LAW TO PROVIDE FOR FEES CHARGED BY THE CORPORATION OF
THE MUNICIPALITY OF ST.-CHARLES**

WHEREAS the Corporation of the Municipality of St.-Charles charges various fees for licenses, permits and services offered by the Corporation;

AND WHEREAS Sections 390 to 400 of the *Municipal Act*, S.O. 2001, c. 25 and Regulation 244/02 gives authority for a municipality to impose fees and charges;

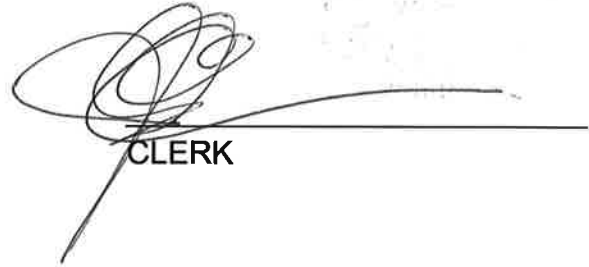
AND WHEREAS the Corporation deems it advisable to create a comprehensive by-law to provide for the charging of fees.

**NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE
MUNICIPALITY OF ST.-CHARLES HEREBY ENACTS AS FOLLOWS:**

1. THAT user fees are hereby established for municipal services or activities as set out in the Schedules listed below and as attached hereto and forming part of this By-law:
 - Schedule A – Administration / Financial
 - Schedule B – Facilities
 - Schedule C – Transportation and Environmental Services
 - Schedule D – Animal Control
 - Schedule E – Qualifying Organizations
2. THAT all user fees for municipal services are subject to provincial and/or federal taxes, as applicable.
3. THAT the fees provided in the schedules contained within for this by-law shall be charged for licenses, permits and services listed.
4. THAT this by-law may be cited as the “Fees and Charges By-law”.
5. THAT if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provisions of this by-law shall prevail.
6. THAT By-law 2018-40 and all by-laws inconsistent with this by-law are hereby repealed.
7. THAT this by-law shall come into force and take effect on the date of passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 19TH DAY OF SEPTEMBER 2018.


Deputy MAYOR


CLERK

**SCHEDULE "A" TO BY-LAW 2018-44
FEES AND CHARGES BY-LAW**

ADMINISTRATION / FINANCIAL

					HST	Total	
Lottery Licences	Bingo	% of prize value		3%	-	NA	
	Raffles	% of prize value		3%	-	NA	
	Break Open Tickets	Per box		20.00	-	20.00	
Photocopies	Single Sided	8.5 x 11 Sheet	per page	0.31	0.04	0.35	
	Double Sided	8.5 x 11 Sheet	per page	0.40	0.05	0.45	
	Single Sided	8.5 x 14 sheet	per page	0.35	0.05	0.40	
	Double Sided	8.5 x 14 sheet	per page	0.44	0.06	0.50	
	Single Sided	11 x 17 sheet	per page	0.40	0.05	0.45	
	Double Sided	11 x 17 sheet	per page	0.53	0.07	0.60	
	Color	Add	per side	0.09	0.01	0.10	
	Laminating		per page	3.01	0.39	3.40	
	Scanning ans sending via email	Municipal documents forwarded to residents			Free	-	-
	Discounts	Qualifying Organizations			10%		
Electronic copies	of municipal by-laws / resolutions via email			Free	-	-	
Fax	Local			3.01	0.39	3.40	
	Long Distance			3.98	0.52	4.50	
	Receive Fax	per page		0.31	0.04	0.35	
	Discounts	Qualifying Organizations			10%		
Other	Commissionner	or certified copy		15.04	0.52	17.00	
	Tax certificates			30.00	-	30.00	
	Tax Bill reprint	or tax receipt reprint		5.00	-	5.00	
	Property Search			50.00	-	50.00	
	NSF Cheques			30.00	-	30.00	
	FOI requests			5.00	-	5.00	
	FOI information	per 15 minutes (includes e-copies)		5.00	-	5.00	
FOI information	free documents						

**SCHEDULE "B" TO BY-LAW 2018-44
FEES AND CHARGES BY-LAW**

FACILITIES

				HST	Total		
Arena Ice Rental	Public Skating	on a membership basis	per each punch cards	2.65	0.35	3.00	
			single pass	for the season	22.12	2.88	25.00
			family pass Max of 5	for the season	44.25	5.75	50.00
		Skate Sharpening		4.42	0.58	5.00	
	Per hour	Mon-Fri	8am -4pm *				
		Only opened for schools with 1 week notice		39.82	5.18	45.00	
		Mon-Fri	4pm-10pm	84.07	10.93	95.00	
		Sat-Sun		84.07	10.93	95.00	
		Youth (under 18) and seniors (over 65)		66.37	8.63	75.00	
	Weekend	Friday 4pm to Sunday 10pm		1,946.90	253.10	2,200.00	
	Curling	Price per hour		90.00	11.70	101.70	
Cancelling	Less than 48 hour notice unless extreme condition		84.07	10.93	95.00		
Upcharges	Non-local organizations / people		15%				
Ice pad (no ice)	Per hour	Mon-Fri	8am -4pm	39.82	5.18	45.00	
		Mon-Fri	4pm-2am	48.67	6.33	55.00	
		Sat-Sun		48.67	6.33	55.00	
	Daily	8am -2am		349.56	45.44	395.00	
		Qualifying Organisations / Youth	8am -2am	278.76	36.24	315.00	
	Weekend	Friday 4pm to Sunday 10 pm Includes 10 hours of janitorial / mtce duties		884.96	115.04	1,000.00	
	Add'l Staffing	for janitorial / mtce duties per hour		35.00			
	Discounts (only one can be used - not stackable)	Youth (under 18) and seniors (over 65)		10%			
		90% of users must be within the age category Qualifying Organisations		10%			
	Cancelling	Less than 4 week notice		79.65	10.35	90.00	
	Upcharges	Non-local organizations / people		15%			
Arena Hall (includes Mezanine)	Per hour	Mon-Fri	8am -4pm	19.91	2.59	22.50	
		Mon-Fri	4pm-2am	24.34	3.16	27.50	
		Sat-Sun		24.34	3.16	27.50	
	Daily	8am -2am		203.54	26.46	230.00	
		Qualifying Organizations / Youth	8am -2am	163.72	21.28	185.00	
	Weekend	Friday 4pm to Sunday 10 pm Includes 10 hours of janitorial / mtce duties		442.48	57.52	500.00	
	Add'l Staffing	for janitorial duties per hour		35.00			
	Cancelling	Less than 4 week notice		79.65	10.35	90.00	
	Upcharges	Non-local organizations / people		15%			
	Security Deposit	Applicable to Arena Hall rentals		100.00			
	Arena Hall Use	Groups/organizations renting ice for more than 3 consecutive hours		Free	-	-	

				HST	Total	
Arena Advertising on first come first served basis	Per SQF / yr			4.43	0.57	5.00
Community Centre (includes kitchen)	Per hour	Mon-Fri	8am -4pm	39.82	5.18	45.00
		Mon-Fri	4pm-2am	48.67	6.33	55.00
		Sat-Sun		48.67	6.33	55.00
	Daily		8am -2am	420.35	54.65	475.00
		Qualifying Organisations / Youth	8am -2am	327.43	42.57	370.00
	Weekend	Friday 4pm to Sunday 10 pm Includes 10 hours of janitorial / mtce duties		884.96	115.04	1,000.00
	Funeral/Wake			250.44	32.56	283.00
	Funeral Meal Only			124.78	16.22	141.00
	Add'l Staffing	for janitorial duties	per hour	35.00		
	Cancelling	Less than 4 week notice		84.07	10.93	95.00
	Upcharges	Non-local organizations / people		15%		
	Security Deposit	Applicable to Community Centre rentals		100.00		
Fields: (per ea) Baseball Fields & Soccer Fields (includes canteen)	Per hour	Mon-Fri	8am -4pm	8.85	1.15	10.00
		Mon-Fri	4pm-2am	13.27	1.73	15.00
		Sat-Sun		13.27	1.73	15.00
	Daily	8am -2am		75.22	9.78	85.00
	Weekend	Friday 4pm to Sunday 10 pm Includes 2 hours of janitorial per day / mtce duties		141.59	18.41	160.00
	Add'l Staffing	for janitorial duties	per hour	35.00		
	Cancelling	Less than 24 hour notice unless extreme condition		13.27	1.73	15.00
	Upcharges	Non-local organizations / people		15%		
Horse Corral (Season - May, June, July, August, September)	Weekend	Friday, Saturday and Sunday		100.00	13.00	113.00
	Daily	Single day (Sunday to Saturday)		50.00	6.50	
	Registered Riders Surcharge	Per Registered Rider		5.00	0.65	5.65
	Security Deposit	Applicable to Horse Corral rentals		100.00		
Fitness Centre	Memberships (16-59 years of age)	2 weeks		15.00	1.95	16.95
		1 month		30.00	3.90	33.90
		3 months		75.00	9.75	84.75
		6 months		135.00	17.55	152.55
		1 year		240.00	31.20	271.20
	Memberships (60 years of age +)	2 weeks		13.00	1.69	14.69
		1 month		25.00	3.25	28.25
		3 months		60.00	7.80	67.80
		6 months		105.00	13.65	118.65
		1 year		190.00	24.70	214.70
	Family Pricing (Monthly)	1 member		30.00	3.90	33.90
		2 members		55.00	7.15	62.15
		3 members		70.00	9.10	79.10
		4 members		80.00	10.40	90.40
	Family Pricing (Yearly)	1 member		240.00	31.20	271.20
		2 members		420.00	54.60	474.60
		3 members		640.00	83.20	723.20
Summer Pricing (16-59 years of age)	1 month (effective May, June, July and August)		25.00	3.25	28.25	

**SCHEDULE "C" TO BY-LAW 2018-44
FEES AND CHARGES BY-LAW**

TRANSPORTATION AND ENVIRONMENTAL SERVICES

				HST	Total
911 signs	New	(including installation and pole)	88.50	11.50	100.00
	Replacement	(including installation)	61.95	8.05	70.00
Sewer Connection			51.33	6.67	58.00
Private	Culvert	Installation and replacement	cost +15%	taxable	-
	Driveway	Inspection and approval	101.77	13.23	115.00
Garbage	Tires (no rims)		Free	-	-
	White metal goods		Free	-	-
	Fridges/freezers		Free	-	-
	Natural waste	(grass clippings, leaves, brush)	Free	-	-
	Recycling		Free	-	-
	Garbage	per bag (household only)	2.65	0.35	3.00
	Garbage Tags	(pkg of 5)	10.62	1.38	12.00
	Garbage Tags	(pkg of 10)	17.70	2.30	20.00
	Garbage Tags	(pkg of 15)	22.12	2.88	25.00
	Pick up truck load		26.55	3.45	30.00
	Single axle trailer	(less than 12ft)	26.55	3.45	30.00
	Tag along trailer	up to 5 ton	48.67	6.33	55.00
	Tandem Truck		101.77	13.23	115.00
	Tri-axle Truck		132.74	17.26	150.00
	Yearly business pass		150.44	19.56	170.00
Construction pass		199.12	25.88	225.00	

SCHEDULE "D" TO BY-LAW 2018-44
FEES AND CHARGES BY-LAW

ANIMAL CONTROL

				HST	Total
Dog Licencing	New	per dog	15.00	-	15.00
	Replacement	per dog	10.00	-	10.00
	Discount	seniors (over 65)	10%	-	-
Dog Impound Fees	First Day	per dog	35.40	4.60	40.00
	Each add'l day	per dog	8.85	1.15	10.00

SCHEDULE "E" TO BY-LAW 2018-44

FEEES AND CHARGES BY-LAW

QUALIFYING ORGANIZATIONS

St.-Charles Fireman Association
St.-Charles Minor Hockey
St.-Charles Bowling Association
St.-Charles Borromee School
Ontario Provincial Police
Sudbury East Soccer League
Sudbury East Planning Board
St.-Charles Special Events Committee
St.-Charles Library Board
St.-Charles Curling Club
St.-Charles Minor Ball
St.-Charles Parish or Religious Groups (local)
Club Alidor - Senior Club
Sudbury East Economic Development Corporation
Warren and District Lion's Club

* In order to be part of the list, a written request (via email is acceptable) to the Clerk or CAO to be brought forward at the next Regular Meeting of Council for Council consideration. The request must contain the reasons why you believe that your organization or club should be a qualifying organization.



Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: September 27, 2023
Decision Requested: Yes	Priority: Low
Direction Only: No	Type of Meeting: COW

Report Title: Revised Purchasing Policy – Revision 2

Recommendation:

Council to review Policy FIN-001 in relation to Disposal of Municipal Assets as it is referenced to in the draft Purchasing Policy and to approve the draft Purchasing Policy as presented on September 20, 2023.

Background:

At the September 20, 2023, Regular Meeting of Council, a revision of the Purchasing Policy was presented with the recommended changes that Council had suggested at the September 4, 2023, meeting. The new Purchasing Policy referred to Policy FIN-001 for disposal of assets, this report is just to provide Council with a copy of FIN-001 as was requested, for them to review to ensure that it ties in with the new draft Purchasing Policy.

Attachments:

- Policy FIN-001 – Disposal of Municipal Assets Including Items Collected at the Landfill Site Policy
- Draft Policy FIN-XXX – Purchasing Policy

Prepared by: Pamela McCracken, Director of Finance / Treasurer



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

DISPOSAL OF MUNICIPAL ASSETS INCLUDING ITEMS COLLECTED AT THE LANDFILL SITE POLICY

Policy Record

Policy No.: FIN-001	Effective Date: September 21, 2022
Replaces: N/A	Last Review Date: September 21, 2022
Approval: Res. 2022-204	Next Review Date: September 2026
Reference: N/A	

Intent

To standardize the procedures to dispose of municipal assets including items collected at the St.-Charles Landfill Site.

Policy

1. The Director of Operations (DOO), Chief Administrative Officer (CAO) or Treasurer may dispose of any materials collected at the landfill site or owned by the Municipality where a market rate can be determined.
 - Any item or collection of items with a value above \$5,000.00 - two (2) quotes / estimates must be received
 - Any item with an expected value between \$1,000.00 and \$4,999.00 – one (1) quote / estimate must be received (i.e., price of steel per lb.)
 - Any item with anticipated value under \$1,000.00 - the DOO or Treasurer may make a reasonable estimation of value. The DOO or Treasurer may delegate

in writing for negotiation of value and sale of items under \$100.00 to the Landfill Site Attendant as long as items are logged.

2. Acceptable valuations of items over \$1,000.00:
 - Online market websites (i.e., Facebook, Kijiji, eBay)
 - Posts on online auction sites
 - Other public posting of similar items for sale
 - Negotiated value if higher than the above valuation methods or sufficient proof is stated that no comparable price could be determined by the DOO / CAO / Treasurer.

3. Method of disposal:
 - \$0.00 to \$999.00 - negotiated sale
 - \$1,000.00 to \$4,999.00 - must be publicly posted for minimum of two (2) weeks
 - Over \$5,000.00 - must be sold by public auction except for the sale of salvage steel which is to be sold to the highest quote where bidder conditions are acceptable to the DOO

4. All sales of items owned or collected at the landfill site where the disposal is authorized by the DOO, CAO or Treasurer, the details must be reported to Council on a regular basis.

The report shall include:

 - the name of the purchaser
 - date sold
 - method of disposal
 - amount of sale
 - brief description of item

5. Items with a value greater than \$5,000.00 must be declared surplus by Council prior to sale.

6. Items with a value of \$5,000.00 or less must be authorized by the Department Head and the CAO or Treasurer.


7. This Policy does not pertain to the sale of land and / or buildings.


8. No employee or Council member of the Municipality shall be permitted to purchase items being disposed of by the Municipality.

Policy Review

The Municipality of St.-Charles will review this Policy within four (4) years of the date of the last review.

Dated at St.-Charles, Ontario, this 21st day of September, 2022.

X 
Paul Schoppmann
Mayor

X 
Tammy Godden
Clerk



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

PURCHASING POLICY

Policy Record

Policy No.: FIN-XXX	Effective Date:
Replaces:	Last Review Date:
Approval:	Next Review Date:
Reference: <i>Municipal Act, 2001, S.O. 2001, c. 25, Section 270 (1)</i>	

Intent

To govern and standardize the purchase of good and services by the Municipality of St.-Charles. This Policy establishes the authority and sets out the methods by which goods and services will be purchased and disposed of by and / or for the Municipality of St.-Charles.

Statement

Section 270 (1) of the *Municipal Act, 2001, S.O., 2001, c. 25* as amended, requires all municipalities and local boards to adopt and maintain a Policy with respect to its procurement of goods and services.

The Municipality of St.-Charles will acquire goods and services in a manner that complies with this Policy and appropriate purchasing principles for the public sector, reflects a high standard of business ethics, does not favour or discriminate, is cost effective and results in best value for the Municipality.

Policy

1. GENERAL PROVISIONS

1.1 The purpose of this Policy is to:

- a) Ensure the Municipality conducts fair, objective, transparent and consistent purchasing practices;
- b) Maintain the integrity of the procurement process by ensuring that, whenever possible, competitive methods of procurement will be utilized to obtain Best Value for the Municipality;
- c) Clearly define the circumstances which allow for non-competitive procurement;
- d) Ensure that the procurement process is conducted in a manner that enables departments of the Municipality to operate efficiently and effectively;
- e) Protect the interests of the Municipality, public and persons participating in the procurement process by providing a clear statement of how Goods and Services will be acquired;
- f) Clearly define the roles and responsibilities of those involved in the procurement process;
- g) Identifies signing authorities; and,
- h) Outline the process for disposing of Surplus Goods.

2. DEFINITIONS OF THIS POLICY

2.1 In this Policy:

- a) "**Agreement to Bond**" means an insurance agreement by which a third party (a surety) guarantees that if a Contract is awarded to the Bidder, the Bidder is capable of furnishing Bonds as required;
- b) "**Best Value**" means the optimal value balance of cost and performance of Goods or Services having consideration for quality, timing, efficiency, and lifecycle costs;
- c) "**Bid**" means an offer or submission from a Bidder or Proponent in response to a Bid Request;

- d) "**Bid Bond**" means an insurance agreement, accompanied by a monetary commitment, by which a third party (a surety) accepts liability and guarantees the Bidder will not withdraw the Bid. The Bidder will furnish Bonds as required, and if the Contract is awarded to the Bidder, the Bidder will accept the Contract as Bid, or else the surety will pay a specific amount;
- e) "**Bid Irregularity**" means a deviation from the requirements of a Bid Request, as set out in Schedule "B" of this Policy;
- f) "**Bid Request**" means a solicitation by the Municipality in a form as specified in Section 6 of this Policy;
- g) "**Bidder**" means a person or entity that submits a Bid in response to a Bid Request;
- h) "**Bond**" means a form of financial protection against damages; a binding agreement executed by a Contractor and a third party (a surety) to guarantee the performance of certain obligations or duties to the Municipality;
- i) "**Call for Bid**" means a formal request for an offer based on the terms and conditions of the Municipality's bid documents. A Call for Bid may be in the form of a Request for Quotation (RFQ), Request for Tender (RFT), Request for Proposal (RFP), Request for Prequalification (RFPQ), Request for Information (RFI), Expression of Interest (EOI) or Offer to Sell (OTS);
- j) "**Contract**" means any agreement, regardless of form or title, for the purchase of Goods or Services in return for money or other consideration;
- k) "**Contractor**" means the selected Bidder or Proponent to whom the Contract for the purchase of Goods or Services is awarded and executed under the terms and conditions of the Contract;
- l) "**Department Heads**" means a Department Head, Municipal Clerk, Municipal Solicitor, Fire Chief, Treasurer or respective Designate authorized by the CAO, who has responsibility for a specific business unit or department of the Municipality;
- m) "**Designate**" means a person authorized by the CAO or respective Department Heads to act on his or her behalf, for the purpose of this Policy;
- n) "**Goods**" means goods of all kinds, including both tangible and intangible goods, and shall include supplies, materials, equipment, structures, and fixtures to be delivered, installed and/or constructed, and licenses;

- o) "**Irrevocable Bid**" means a Bid or Proposal, whereby the Bidder and the Municipality are bound by a contractual obligation under both expressed terms of the Bid Request and implied terms based on the laws of competitive procurement. The inclusion of Bid deposit or Bid Bond in a Bid Request is the means or normal method by which the Municipality obtains an Irrevocable Bid.
- p) "**Proponent**" means a person or entity who submits a response to a Call for Bid;
- q) "**Proposal**" means the submission received or response to a Call for Bid;
- r) "**Purchasing Review Committee**" means the committee consisting of the Treasurer and respective Department Heads and other such persons as designated by the CAO or respective Department Heads that would be assembled to collectively review Bid Irregularities or other matters pertaining to a procurement process with the objective of recommending a solution or otherwise resolving an issue;
- s) "**Purchase Order**" means the Municipality's written document to a Supplier or Contractor formalizing all the terms and conditions of a Contract;
- t) "**Real Property**" means land and its permanently affixed buildings or structures;
- u) "**Services**" means services of all kinds, including, but not limited to, labour, construction, maintenance, and professional and consulting services;
- v) "**Selection Committee**" means a committee established as part of the RFP process and made up of Municipality staff and such others as selected by the Municipality, with a purpose to establish RFP evaluation criteria and review and evaluate Proposals;
- w) "**Supplier**" means the selected Bidder or Proponent to whom the Contract for the purchase of Goods or Services is awarded and executed under the terms and conditions of the Contract;

3. APPLICATION

- 3.1 This Policy shall apply to staff in all departments of the Municipality and shall be adopted in principle, by affiliate agencies, boards, and commissions of the Municipality.
- 3.2 The acquisition of Goods or Services or disposal of Surplus Goods shall be authorized only when in compliance with this Policy.

4. RESPONSIBILITIES

- 4.1 All employees of the Municipality have a stewardship responsibility. All employees shall ensure that funds are used appropriately and for intended use. All employees shall exercise due diligence when generating, reviewing, and approving transactions that commit to the expenditure of funds.
- 4.2 The Finance Department shall have the authority and be responsible for:
- a) Overseeing all procurement activities of the Municipality;
 - b) Providing advice, guidance and related services that may be required by departments for the purposes of fulfilling their procurement needs;
 - c) Developing, maintaining, and continuously improving detailed processes, systems, templates, and practices to be used in the procurement process;
 - d) Providing training for department staff responsible for acquiring Goods and Services;
 - e) Determining the appropriate method for acquiring Goods or Services;
 - f) Managing formal Bid Requests including notification, receipt, opening, and compliance with stated terms and conditions;
 - g) Establishing project specific terms and conditions for Bid Requests and Contracts in consultation with department staff and Municipality Solicitor;
 - h) Standardizing Goods and Services in collaboration with departments, when and where appropriate;
 - i) Disposing of Surplus Goods;
 - j) Reporting to Council for all capital items approved by the CAO and / or Treasurer or any operating expenditures over \$10,000;
 - k) Ensuring Municipality staff complies with this Policy and any non-compliance is reported, in writing, to the respective, Department Heads and the CAO; and,
 - l) Ensuring no procurement activity or decision is contrary to this Policy.
- 4.3 The Department Heads (DH) shall be responsible for:
- a) Ensuring that all purchases are subject to budget limitations and any budget

overages must be reported to council in a follow-up report;

- b) All department procurement activity and authorization within the limits as stated in Schedule "C" of this Policy;
- c) Ensuring staff involved in procurement activity receive appropriate training;
- d) Ensuring sufficient funding has been authorized by Council;
- e) Preparing specifications, quantity requirements and scope of work to be used in the procurement of Goods and Services;
- f) Preparing departmental budget and related procurement requests;
- g) Monitoring Contract expenditures;
- h) Receiving, accepting, and authorizing payment of Goods or Services;
- i) Managing Contracts and documenting performance evaluation;
- j) Ensuring that all invoices including all backup documentation are submitted to the Finance Department within fifteen (15) days of receipt of goods or services;
- k) Ensuring departmental staff comply with this Policy and any non-compliance is reported, in writing, to the Department Head, the Treasurer and the, CAO; and,
- l) Ensuring no procurement activity or decision is contrary to this Policy.

4.4 The Chief Administrative Officer (CAO) shall be responsible for:

- a) Ensuring that all purchases are subject to budget limitations and any budget overages must be reported to council in a follow-up report;
- b) All procurement activity and authorization within the limits as stated in Schedule "C" of this Policy;
- c) Ensuring Department Heads comply with this Policy and any non-compliance is reported, in writing, to Council;
- d) Providing additional restrictions concerning procurement activities where such actions are considered necessary and in the best interest of the Municipality; and,
- e) Taking appropriate action when non-conformances are of significant nature or

recurring including disciplinary actions as per the Employee Policy Manual.

5. RESTRICTIONS AND EXCEPTIONS

- 5.1 The open and competitive procurement procedures set out in this Policy shall not apply to the purchase of those items listed in Schedule "A", or as otherwise listed in this Policy.
- 5.2 Purchases shall be made only when funds are available in the Budget except when an extraordinary circumstance (Emergency) exists as determined by the CAO and Treasurer.
- 5.3 No Contract for Goods or Services may be divided into two (2) or more parts to avoid the application of the provisions of this Policy.
- 5.4 No Contract shall be awarded to any person, company, or corporation who or which has a claim, demand, action, or other legal proceeding against the Municipality or against who the Municipality has a claim, demand, action, or other legal proceeding with respect to any previous or existing Contract, except in such circumstances as deemed necessary by the CAO.

6. CAPITAL ASSETS

- 6.1 Capital Assets are tangible assets that are purchased, constructed, developed, or otherwise acquired and:
 - a) Are held for use in the production or supply of goods, the delivery of services or to produce program outputs;
 - b) Have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis;
 - c) Are intended to be used on a continuous basis not intended for resale in the ordinary course of operations;
 - d) Capital assets also include betterments. Betterments are expenditures relating to the alteration or modernization of an asset that appreciably prolong the item's period of usefulness or improve its functionality;
 - e) To be considered an asset the costs or combined civil infrastructure systems (built assets such as roads, bridges, sewers, water, transits, parks, etc.) with a unit cost of \$25,000.00;
 - f) All other assets, the costs or combined cost must be greater than \$5,000.00;

- g) All land acquisitions must be capitalized regardless of its cost;
- h) For further clarification, tangible capital assets include:
 - land, buildings (including leasehold improvements), roads, bridges, streetlights, vehicles, equipment (office, heavy machinery, technology items including hardware and software, environmental equipment, recreational equipment, fire department equipment, etc.), parks, storm sewers, sanitary sewers, landfill improvements, parking lots, drains and assets acquired by capital leases or by donations;
- i) For further clarification, capital assets do not include:
 - intangible assets such as copyrights, trademarks, patents, easements, and rights of way;
 - obsolete and surplus items;
 - museum and gallery collections, other works of art.

6.2 All capital expenditures require the approval of Council either through resolution or adoption of the annual budget before any expenditures or commitment are made.

- a) Department Heads shall determine if and why the capital expenditure is necessary and financially viable or cost effective. Reasons may include but are not limited to:
 - i. Related to growth;
 - ii. Renewal program;
 - iii. Part of a strategic objective;
- b) Although capital requests can be made at any time, Department Heads are expected to use all reasonably foreseeable capital requirements in the annual budget. The annual budget identifies the magnitude of proposed capital spending for the coming year;
- c) The finance department may assist Department Heads to draft capital request reports to Council which include consideration on the necessity of the capital expenditure, the alternatives including but are not limited to:
 - i. Repair Existing;
 - ii. Rent;
 - iii. Capital Lease;
 - iv. Purchase;
 - v. Subcontract;

as well as the financing alternatives including but are not limited to: Debenture or L.T. Debt

- i. Municipal Bonds;
- ii. Reserves;
- iii. Property Taxation;

iv. Other Sources: Grants, Public Donations, etc.

6.3 The capitalization of assets requires that Department Heads and / or Treasurer:

- a) Ensures that all costs required to make a capital asset operational have been recorded. Costs to capitalize include purchase price and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties. The cost of a constructed asset would normally include direct construction or development costs (such as materials and labour), and overhead costs directly attributable to the construction or development activity (such as the costs of leased space used solely for the construction or development activities);
- b) Ensures that procedures are in place to differentiate between "betterments" which are capitalized, and "repairs and maintenance" which are expensed. Betterments improve the functionality or increase the useful life of an asset while repairs and maintenance primarily maintain the functionality of the asset. Where a cost cannot easily be differentiated between a repair and a betterment, the cost should be expensed in respecting the accounting principle of conservatism;
- c) Ensures that when capital assets are sold or traded-in, the historical cost and accumulated amortization amounts relating to the particular capital asset are removed from the appropriate general ledger accounts and a gain or loss on disposal is recognized to the extent that the asset's net book value differs from the sale proceeds or from the trade-in value;
- d) Distinguishes between a capital lease and an operating lease;
- e) Ensures that when capital assets become obsolete, impaired and / or are removed from service, and the long-term expectation is that the assets no longer have value or use to the municipality, the asset will be written down from the net carrying amount to its net realizable value. If the capital asset is subsequently returned to service, the asset must not be "written up" to its book value. Only betterments that have been made to bring the asset back into service should be added to the book value;
- f) Estimates the useful life of capital assets on a consistent basis; and,
- g) Applies an appropriate amortization methodology in a rational and systematic manner, appropriate to the nature of the capital asset and its use by the department. This methodology should be developed by asset type.

6.4 A leasehold improvement is a betterment made to a leased property. Betterments are expenditures relating to the alteration or modernization of an asset that appreciably prolong the item's period of usefulness or improve its functionality.

- 6.5 The cost of property, equipment and other capital assets is essentially a long-term prepayment of an expense in advance of the use of the asset. As the economic service life of the asset expires, the cost of the asset is systematically allocated to operations as an expense called "amortization":
- a) Periodic amortization expense should be an allocation of the historical cost of the asset less expected salvage value, to operations in proportion to the economic benefits received each period from the use of the asset;
 - b) The service life of an asset should be determined on a basis that is linked with the expiration of the economic benefits. For example, service life may be measured in terms of years; total units of output; or total hours of operating time;
 - c) Where the appropriate measure of service life is "in years", it is recommended that the amortization of assets be on a straight-line basis for administrative simplicity;
 - d) Departments Heads are in the best position to estimate the expected life of an asset and Key Fiscal Indicator related to each asset or class of asset shall be set. The maximum amortization period should be limited to 40 years. As a guideline, assets should be amortized over the following life spans:
 - i. The original cost of land is not amortized;
 - ii. Buildings: 20 to 40 years;
 - iii. Roads: 10 to 40 years;
 - iv. Bridges: 20 to 30 years;
 - v. Streetlights: 20 to 30 years;
 - vi. Vehicles: 5 to 20 years;
 - vii. Machinery and equipment: 3 to 20 years;
 - viii. Parks and Wharfs: 20 to 40 years;
 - ix. Storm Sewers: 30 to 40 years;
 - x. Sanitary Sewers: 30 to 40 years;
 - xi. Landfill: 20 to 40 years;
 - xii. Parking Lots: 20 to 30 years;
 - xiii. Leasehold improvements: over the useful life of the improvement or the lease term, whichever is shorter. The lease term would include any renewal option periods where extension of the lease is expected; and,
 - xiv. Betterments: over the useful life of the asset to which the improvement was made or the useful life of the betterment if significantly shorter;
 - e) Amortization shall be recorded annually and pro-rated to the first day of the month following the month that the asset was put into service;
 - f) The amortization method and estimate of the useful life of the remaining unamortized portion of a tangible capital asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

- 6.6 Management shall monitor actual and projected expenditures on a continuous basis against the approval amount and the current conditions of the capital project. Any significant differences will be brought to the attention of Council. Significant is defined as estimated to exceed 10% of the approved costs. A change order (changed purchase order) is required for the additional scope of work.
- 6.7 Department Heads shall ensure that the Capital Asset purchased meets expectation (quality control) and documentation with authorization of such is required before releasing final payment.

7. STANDARD PROCUREMENT METHODS

- 7.1 The method of purchasing Goods and Services shall be in accordance with the standard procurement methods described in this section as recommended by the Treasurer and shall be advertised, reported, approved and the Contract executed in accordance with Schedule "C" of this Policy. The procurement limits are based on annual purchases of the same product or services. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy. In the case of multi-year supply and/or service contracts, for the purpose of determining authorized spending limits in this policy, the value of the procurement shall be deemed to be the total anticipated annual expenditures over the potential life of the contract including any extensions or renewals.

8. LOW VALUE PURCHASE ("LVP")

- a) A LVP may be used for the procurement of Goods or Services not covered under an existing Contract and having a purchase value up to the limit as stated in Schedule "C" of this Policy;
- b) The respective Department Head shall authorize specific individuals to make LVP and assign a limit of spending authority;
- c) These purchases may be made utilizing a Purchase Order, petty cash, or Municipal Purchasing Card;
- d) These purchases are within the discretion of the respective Department Heads who shall also determine the need for competitive quotes and / or that purchases demonstrate good value for the Municipality;
- e) LVP may be facilitated by the Finance Department at the request of the department.

9. REQUEST FOR QUOTATION ("RFQ")

- a) A RFQ is used for the procurement of Goods or Services where the Municipality has defined the requirements, a clear solution exists, and the estimated purchase value is within the limits as stated in Schedule "C" of this Policy;
- b) The Intention is to award to the lowest compliant Bidder, although the lowest or any bid may not necessarily be accepted;
- c) Departments may directly request quotations for Goods or Services with a purchase value up to the limit as stated in Schedule "C" of this Policy. Purchases in excess of this limit must be administered by the Finance Department;
- d) Public advertising is discretionary up to the limit as stated in Schedule "C" of this Policy.

10. REQUEST FOR TENDER ("RFT")

- a) A RFT is used to obtain Irrevocable Bids for the procurement of Goods or Services and where the Municipality has defined the requirements, a clear solution exists, and estimated value is within the limits as stated in Schedule "C" of this Policy;
- b) The intention is to award to the lowest compliant Bidder without negotiation (subject to Section 7 of this Policy), although the lowest or any Bid may not necessarily be accepted;
- c) A RFT shall be undertaken and administered by the Finance Department;
 - i. An evaluation plan shall be set up prior to the issuance that contains:
 - ii. Evaluation Panel Member;
 - iii. Evaluation Process;
 - iv. Criteria and Weighting;
- d) Notice of a RFT shall be at a minimum by public advertising including the municipal web site, Biddingo, and if deemed appropriate newspapers;
- e) Bids in response to an RFT shall be received by the Finance Department. At a time specified within the Bid Request on the closing date, the Bid envelope shall be opened publicly, and prior to internal review, each Bidder's name and unofficial Bid total amount shall be publicly read.

11. REQUEST FOR PROPOSAL ("RFP")

- a) An RFP is used for obtaining competitive Proposals in situations where the requirement cannot be expressly stated or defined and/or where a solution is requested dependent on:

- i. the effectiveness of the proposed solution based on several stated criteria as opposed to the price alone;
 - ii. a possibility existing where negotiation with one or more Proponents may be required with respect to any aspect of the Contract; or,
 - iii. the precise scope of Goods or Services is not known, or not definable, and it is expected that the Proponent will further define them;
- b) An evaluation plan shall be set up prior to the issuance that contains:
- i. Evaluation Panel Member
 - ii. Evaluation Process
 - iii. Criteria and Weighting

12. COOPERATIVE PURCHASING

- a) A Department Head and the CAO, jointly, may choose to participate in cooperative purchasing initiatives with other levels of government, other municipalities, members of the broader public sector, government agencies or public authorities where, in their opinion, it is in the best interests of the Municipality to do so and where the purpose, goals and objectives of this Policy are substantially complied with;
- b) The policies of the organization calling the cooperative Bid Solicitation are to be the accepted policy for that particular purchase.

13. NEGOTIATION

- 13.1 Negotiation may be used for the procurement of Goods or Services where the proponent meets quality expectation and:
- a) Where no Bids were received in a proper, publicly issued Bid Request;
 - b) Where only one (1) Bid is received; it exceeds the amount budgeted for the purchase; and the Bidder is willing and prepared to enter into negotiations with the Municipality;
 - c) Where instructions within a Bid Request expressly allow for negotiations to occur with the low Bidder;
 - d) Where the highest evaluated Proponent upon completion of the evaluation, and as a condition of award. If a negotiated settlement cannot be reached, the Municipality may proceed to negotiate with the next highest evaluated Proponent;
 - e) Where an Extraordinary Circumstance (Emergency) exists as determined by CAO and Treasurer;

- f) Where a Sole Source or Single Source purchase is conducted; or,
- g) Where authorized by Council to do so.

14. EXTRAORDINARY CIRCUMSTANCE (EMERGENCY) PURCHASES

- 14.1 Notwithstanding the provisions of this Policy, an Extraordinary Circumstance (Emergency) purchase may be conducted when an event or circumstance occurs that is determined by the respective Department Head and approved by the CAO and Treasurer to be a risk to:
 - a) Public Health;
 - b) Essential services of the Municipality;
 - c) The welfare of persons or of public property; or,
 - d) The security of the Municipality's Interests and the occurrence requires the immediate delivery of Goods or Services, and time does not permit a competitive Bid Request.
- 14.2 An Extraordinary Circumstance (Emergency) purchase shall be authorized within the limits as stated in Schedule "C" of this Policy.
- 14.3 With the exception of a Low Value Purchase, the Treasurer shall approve and facilitate all Extraordinary Circumstance (Emergency) purchases. Where impractical, a follow-up purchase requisition shall be submitted to the Finance Department.
- 14.4 Where an Extraordinary Circumstance (Emergency) purchase exceeds the limits of the CAO and requires authorization of Council, the CAO shall have authority to approve such purchase and a follow-up information report to council shall be completed.

15. SOLE SOURCE PURCHASES

- 15.1 A Sole Source purchase may be conducted for Goods or Services without a competitive Bid Request:
 - a) Where the required Goods or Services are covered by an exclusive right such as a patent, copyright, exclusive license, or distributorship; or,
 - b) Where a statutory or market-based monopoly exists.

15.2 A Sole Source purchase shall be authorized within the limits as stated in Schedule "C" of this Policy.

15.3 With the exception of a Low Value Purchase, the Finance Department shall approve and facilitate all Sole Source purchases.

16. SINGLE SOURCE PURCHASES

16.1 A Single Source purchase may be conducted for Goods or Services without a competitive Bid Request where:

- a) The Goods or Services required are in short supply due to market conditions;
- b) To ensure compatibility with previously acquired Goods and Services; and there are no reasonable alternatives, substitutes or accommodations;
- c) To avoid violating warranties and guarantees of existing Goods and Services;
- d) Standardization of Goods or Services is beneficial to the Municipality with respect to operation, functionality, and service capacities Municipality; and such purchases have previously been acquired through a competitive Bid Request; and a defined timeline has been established to review such standardization;
- e) The amendment to an existing Contract would be more cost effective and beneficial to the Municipality;
- f) Where, for reasons of security or confidentiality, it is in the best interest of the Municipality to do so;
- g) No bidders have responded to a proper, publicly issued Bid Request;
- h) Goods are purchased for testing or trial use and there is a clearly established deadline for the testing or trial period that does not exceed 12 months; or,
- i) The Municipality has a rental Contract with a purchase or rental extension option and such purchase or rental extension is beneficial to the Municipality;

16.2 A Single Source purchase shall be authorized within the limits as stated In Schedule "C" of this Policy.

16.3 With the exception of a Low Value Purchase, the Finance Department shall approve and facilitate all Single Source purchases.

17. UNSOLICITED BIDS

- 17.1 An Unsolicited Bid or Proposal means Bid or Proposal submitted by a Supplier or Contractor in the absence of a Bid Request from the Municipality, which may be submitted in response to a perceived need but not in response to a Bid Request.
- 17.2 An Unsolicited Bid or Proposal received by the Municipality shall be reviewed by the Treasurer. Any procurement activity resulting from the receipt of an unsolicited Bid or Proposal shall comply with the provisions of the Single Source or Sole Source requirements of this Policy.

18. BID IRREGULARITIES / REJECTION

- 18.1 Any Bid Irregularities shall be addressed in accordance with Schedule "B" of this Policy.
- 18.2 If a formal competitive Bid contains a Bid Irregularity, the Treasurer may, at his or her discretion, refer the issue to the Purchasing Review Committee to determine acceptance or rejection of the Bid.
- 18.3 The Treasurer shall reject a Bid if it is determined that:
 - a) The Bidder has not complied with and / or satisfactorily performed the requirements of a previous Contract; or,
 - b) The Bidder does not have sufficient ability, experience, capital, or plant to execute the Contract and to do so within the time stated.

19. METHOD OF ENTERING INTO A PURCHASING AGREEMENT

- 19.1 Credit Cards are issued to Department Heads and the Mayor where appropriate and at the discretion of the Finance Department and CAO, to allow for an efficient method of acquiring Low Value Purchases. Credit Cards are issued subsequent to have read, understood and agreed to the waver form in Schedule "D":
 - a) The Credit Card shall not to be used for expenditures of a personal nature;
 - b) Purchases made by Purchasing Card are subject to the requirements of this Policy and the Purchasing Card Policy and Procedures, as amended from time to time;
 - c) Any abuse or misuse of the Municipality credit cards may lead to the revocation of the credit card privileges and the employee may be subject to discipline, up to and including termination.

- 19.2 Purchase Orders are required on all purchases exceeding the Direct Purchase Limit:
- a) Standing purchase orders are used for goods or services purchased on an ongoing basis or on a contractual basis;
 - b) Standing purchase orders are issued at the beginning of the year or at the beginning of the contract to ensure that funds are committed for the year or length of contract and not available for any other use;
 - c) Purchase orders are required even when a contract exists
- 19.3 Contracts shall be required for the purchase of Goods or Services and executed by a written agreement in accordance with limits as stated in Schedule "C" of this Policy or in situations where circumstances warrant such:
- a) The respective Department Head shall be responsible for monitoring Supplier and Contractor performance and documenting evidence of such performance in accordance with the Municipality's Vendor Performance Policy, as amended from time to time.

20. CONTINGENCY MANAGEMENT

- 20.1 Where the expenditure limit of a Contract that required Council approval is expected to exceed the awarded amount:
- a) The respective Department Heads may approve the overage so long as the amount of the cumulative overages for the Contract is less than ten percent (10%) of the value of the Contract, and the project remains within the approved project budget;
 - b) The CAO may approve the overage so long as the amount of the cumulative overages for the Contract is less than fifteen percent (15%) of the value of the Contract, and the project remains within the approved project budget.
- 20.2 Where the expenditure limit of a Contract that required Council approval is expected to exceed the awarded amount by fifteen percent (15%) or the project is no longer within project budget, the matter will be referred to Council for consideration.

21. PAYMENTS

- 21.1 The Municipality of St.-Charles abides by a Net-45 policy from the date of receipt of goods or services. Payment should be made on or around forty-five (45) days.

- 21.2 The Department Head has the responsibility to demonstrate that goods and services are received and meets the quality expectation through proof of receipt by marking packing slips, signed work orders, receiving slips, time sheets.
- 21.3 Deposits can be made upon approval of an order to a maximum of 40% of the value of the goods or services. Treasurer or CAO approval required.
- 21.4 Holdbacks are required on all operational or capital work that extends over a period of three (3) months, that exceeds \$25,000 or as deemed by the Treasurer or CAO as included in the contract.
- 21.5 Payments of holdbacks will be released upon satisfactory quality of goods or services received as per the terms of the contract as agreed by the Department Head.
- 21.6 All payments shall be authorized by one (1) elected official and one (1) senior officer as appointed by Council Resolution. (See Section 19 herein).

22. SIGNING AUTHORITY AND COUNCIL APPROVAL

- 22.1 Signing authorities shall be appointed by Council Resolution.
- 22.2 The Mayor and one (1) Councillor shall be authorized as Elected Officials and the CAO, Clerk and the Treasurer shall be authorized as senior officers.
- 22.3 Two (2) signatures, one (1) Elected Official and one (1) senior officer are required on all contracts, cheques, transfer of funds, mortgages, loan agreements and any other documents of a financial or legal nature
- 22.4 The award of a contract requires approval of Council:
- a) In accordance with the limits as stated in Schedule "C" of this Policy;
 - b) Where the signing authorities deem necessary to have obtain a Council Resolution; or,
 - c) Where this Policy is being waived.

23. ACCESS TO INFORMATION

- 23.1 The disclosure of information received relevant to the issuance of a Bid Request, or the award of Contracts shall be made available in accordance with the provisions of the Municipality's Policy under the *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, Chapter M56)*, as amended from time to time.

24. DISPOSAL OF SURPLUS GOODS

24.1 "Surplus Goods" means any items no longer having any use to the Municipality or in excess of the needs of the Municipality that have become available for transfer, sale, or disposal.

24.2 A Department Head may advise the Treasurer that items including, but not limited to, furnishings, equipment, vehicles, supplies, and other goods and materials, and excluding Real Property, have become obsolete, worn out or unusable or are surplus to the needs of their department including, obsolete supplies, scrap materials, and vehicles but excluding real property.

24.3 The Treasurer will first offer the surplus items to other departments. Items not required by other departments and surplus to the Municipality's needs, will be declared as Surplus Goods by the Finance Department.

24.4 Policy No.: FIN-001 – Disposal of Municipal Assets Including Items Collected at the Landfill Site Policy to be followed for disposal processes and procedures.

~~24.5 The Treasurer, in conjunction with the respective Department Head, will determine a reasonable sale value, which may include a third-party appraisal. Surplus Goods having a residual value will be disposed of, as determined by the Treasurer, by way of:~~

~~a) Public auction;~~

~~b) Request for bids;~~

~~c) Trade-in at fair market value as part of the acquisition of similar items required by the Municipality; or,~~

~~d) Charitable donation to a recognized, registered organization;~~

~~24.5 Where Surplus Goods have little or no value, the Treasurer may dispose of the items directly through a recycling process or applicable waste stream.~~

~~24.6 No staff member, Councillor or local board member of the Municipality shall personally obtain any Surplus Goods unless it is obtained through a public process.~~

25. INFLUENCE AND INTEGRITY

25.1 No person, company, corporation, organization, or representative of the Municipality shall attempt in any way, either in private or public, to influence the outcome of the Bid Request.

25.2 The Bid or Proposal of any person, company, corporation, or organization that attempts to influence the outcome of a Bid Request may be disqualified and the

person, company, corporation, or organization may be subjected to suspension or exclusion in accordance with the Vendor Performance Policy. An employee of the Municipality that attempts to influence the outcome of a Bid Request will be subject to discipline measures up to and including termination.

26. LEGISLATIVE TRADE AGREEMENTS AND LOCAL PREFERENCE

- 26.1 All procurement activities shall be in compliance with all legislated national and international trade agreements (e.g., Canada Free Trade Agreement (CFTA), Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Canada-United States-Mexico Agreement (CUSMA).
- 26.2 The Discriminatory Business Practices Act (R.S.O. 1990, Chapter D.12), as amended and the Canada Free Trade Agreement prohibit local preference in acquiring Goods and Services.

27. SCHEDULES

- 27.1 Schedules "A", "B", "C" and "D" to this Policy form an integral part of this Policy.

28. POLICY REVIEW

- 28.1 The Municipality of St.-Charles will review this Policy within five (5) years of the date of the last review.

Dated at St.-Charles, Ontario, this _____ day of _____, 2023.

X

Paul Branconnier
Mayor

X

Tammy Godden
Clerk

SCHEDULE "A" EXEMPT PURCHASES

The methods of procurement described in this Policy do not apply to the following items:

1. All payment and allowances as determined in the employee policy manual including but not limited to:
 - a. Training, Education and Professional Credentials/ Representation, Meetings, Conferences, Workshops / Travel Expenses
 - b. Cell phone allowance
 - c. Expense reimbursement
 - d. Clothing allowance
2. Employer's General Expenses
 - a. Payroll deductions remittances
 - b. Benefits
 - c. Licenses (vehicles, firearms, elevators, etc.)
 - d. Debenture payments
 - e. Grants to agencies
 - f. Damage claims
 - g. Tax remittances
3. Professional and Special Services
 - a. Legal fees and other professional services related to litigation or legal matters
 - b. Appraisal fees
 - c. Insurance Deductibles
4. Utilities
 - a. Water and Sewer
 - b. Hydro
 - c. Heating Fuel
 - d. Telephone (excluding cellular)
5. Vehicle Equipment Fuel / Gas
6. Lease, sale, or purchase of Real Property
7. Freight
8. Purchases made through Local Authority Services (LAS) program under the Association of Municipalities of Ontario (AMO)
9. Purchases made through Supply Ontario

Exempt Purchases are subject to budget limitations and any budget overages must be reported to Council in a follow-up report completed by the Department Head or CAO.

SCHEDULE "B" - BID IRREGULARITIES

	Irregularity	Response
GENERAL		
1	Late submission	Rejection
2	Unsealed Envelope / Package	Rejection
3	Failure to have a representative in attendance in person or electronically and registered at a mandatory site meeting	Rejection
4	Failure to include the applicable form of Tender, Quotation, Proposal with submission	Rejection
5	Forms that compose the submission documents are not completed in their entirety	Rejection unless in the opinion of the Department Head and Treasurer, the missing information is minor in nature
6	More than one submission from the same submitter and not identified as an alternative or optional submission, and no withdrawal notice has been received	The submission package bearing the most recent date/time stamp will be considered with the later submission considered to be withdrawn, and returned to the submitter
7	Bids containing minor, obvious clerical errors that do not result in any ambiguity with respect to the overall submission	Two (2) business days to correct and initial
8	Authority to bind the Corporation or signature missing	Rejection
9	Other minor irregularities	The Department Head and Treasurer shall have authority to waive irregularities where it considers it to be in the best interest of the Municipality
10	Any irregularity herein	Despite the provisions contained Council may waive any irregularity where it considers it to be in the best interest of the Municipality

PRICING		
11	Incomplete or partial price details where all items are mandatory to be bid	Rejection
12	Unit price has been changed	Rejection
13	Pricing appears to be unbalanced to the extent that it would have a significant adverse effect to the Municipality if awarded	Rejection
BID DEPOSIT		
14	Bid Deposit or Bid Bond not submitted with bid	Rejection
15	Bid Deposit or Bid Bond not in Rejection. acceptable form	Rejection
16	Bid Deposit or Bid Bond amount is insufficient	Rejection
17	Surety provider and / or Bidder's authorized signature missing from Bid Bond	Rejection
18	Effective period of Bid Bond is less than the irrevocable period stipulated in the bid document	Rejection
AGREEMENT TO BOND		
19	Agreement to Bond not submitted with Bid	Rejection.
20	Agreement to Bond not provided in acceptable form	Rejection
21	Agreement to Bond amount is Insufficient	Rejection
22	Surety provider and / or Bidder's authorized signature missing from Agreement to Bond	Rejection

STATUTORY DECLARATION		
23	Statutory Declaration not submitted with Bid	Two (2) business days to submit
24	Statutory Declaration not in the form specified	Two (2) business days to submit
25	Statutory Declaration not witnessed	Two (2) business days to submit

POST AWARD NOTIFICATION		
26	Failure to execute required bonding or security within the prescribed timeline	Rejection and Bid Deposit forfeiture
27	Failure to execute a Contract within the prescribed period	Rejection and Bid Deposit forfeiture
28	Failure to provide supporting document, as specified within the Bid Request and with the prescribed period	Rejection and Bid Deposit forfeiture

“Rejection” = Returned unopened with explanation. Opened and returned only when bid is unsealed, or the submitter's name is not clearly identified on the package.

SCHEDULE "C" - PROCUREMENT THRESHOLDS

Purchases are subject to budget limitations and any budget overages must be reported to Council in a follow-up report completed by the Department Head or CAO

Purchase Threshold	Purchase Method	Method / Advertising	Approval	Agreement Method
Under \$1,000	Direct Purchase	<ul style="list-style-type: none"> - No competitive process required - Public Advertising not required 	<ul style="list-style-type: none"> - Employee designated by Department Head - Department Head - Treasurer - CAO 	<ul style="list-style-type: none"> - Departmental Credit Card <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - On account with Purchase Order
\$1,000 to \$10,000	Low Value Purchase	<ul style="list-style-type: none"> - Competitive quotes at the Department Head's discretion (informal - verbal) - Public Advertising not required 	<ul style="list-style-type: none"> - Department Head - Treasurer - CAO 	<ul style="list-style-type: none"> - On account with Purchase Order <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Departmental Credit Card with Purchase Order
\$10,000 to \$50,000	Informal Request for Pricing	<ul style="list-style-type: none"> - Minimum of (2) two written quotes to be obtained (via email or fax) - Public advertising is discretionary 	<ul style="list-style-type: none"> - Treasurer - CAO 	<ul style="list-style-type: none"> - On account with Purchase Order <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Agreement / Contract with Purchase Order - Report to council of approval
Over \$50,000	Request for Tender (RFT) Request for Proposal (RFP)	<ul style="list-style-type: none"> - Minimum of (2) two written quotes to be obtained (RF document to be prepared using the approved template or professionally prepared format, approved by Finance Department or CAO, tracked with RF# and issued) - Public advertising is mandatory 	<ul style="list-style-type: none"> - CAO if within current years' Budget - Council if over or not in current years' budget 	<ul style="list-style-type: none"> On account with Purchase Order <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - Agreement / Contract with Purchase Order - Report to council of approval if required

EXTRAORDINARY CIRCUMSTANCE (EMERGENCY) PURCHASE:

- No competitive process required
- Requires approvals in accordance with the limits stated above
- Purchases exceeding the limits of the CAO and requires authorization of Council; the CAO shall have authority to approve such purchase and a follow-up report to Council shall be completed.

SINGLE SOURCE / SOLE SOURCE:

- No competitive process required
- Requires approvals in accordance with the limits stated above
- Documentation to be provided to explain the compliance with Section 9 or 10 of this Policy

DRAFT

SCHEDULE "D" - Credit Card Waiver Form

Policy Regarding Use of Municipality-Issued Credit Cards

The Municipality will issue credit cards to certain employees for use in their jobs; this Policy sets out the acceptable and unacceptable uses of such credit cards. Use of Municipality-issued credit cards is a privilege, which the Municipality may withdraw in the event of serious or repeated abuse.

All purchases must remain under \$1,000 per transaction. Any amount above \$1,000 should be charged to the Treasury Credit Card as additional limits and controls are in place.

Any credit card the Municipality issues to an employee must be used for Municipal business purposes only, in conjunction with the employee's job duties. Employees shall not use the credit cards for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Municipality) with their own funds or personal credit cards. Receipts from the purchase must be handed in to the Finance Department no later than fifteen (15) days after receiving the credit card monthly statement. If a receipt is not submitted or if the information on the receipt is not detailed enough to determine the validity of the purchase, it will be deemed as an employee personal purchase.

The Municipality will not regard expenses for one's own business-related use, such as lodging and meals while on Municipality-approved business trips, as personal purchases, as long as such expenses are consistent with the Municipality's travel and expense reimbursement policy.

If any employee uses a Municipal credit card for personal purchases or any other type of unauthorized transaction in violation of this policy or goes beyond the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee shall reimburse the Municipality either via deductions from pay until the unauthorized amount is fully repaid or direct reimbursement. Such deductions will be in the amount of the unauthorized purchase(s) and may not take the employee's pay below minimum wage for the pay period(s) in question; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid.

In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Municipal credit card in violation of this policy will result in disciplinary action, including termination of employment, depending upon the severity and repeat nature of the offense.

If suspicious of a security breach, the card holder must change the security PIN of the credit card at the St.-Charles Caisse Populaire immediately. Then advise the finance department at your earliest convenience. If the card is thought to be stolen, the card holder must inform the finance department immediately.

Employee Initials

Agreement for Wage Deductions Associated with Improper Use of Municipality-Issued Credit Cards

I, _____ (name), hereby certify that I understand and agree to abide by the Municipality's policy regarding use of Municipality-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases or any purchase that I cannot justify with the proper receipt (i.e., transactions for the benefit of anyone or anything other than the Municipality) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Municipality may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Municipality may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the Policy in question, i.e., incur financial liability on the Municipality's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Municipality via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s).

Signature of Employee

Date

Employee's Name - Printed

Signature of Treasurer

Date

Treasurer's Name - Printed

Report to Municipal Council



Meeting Date: October 4, 2023	Report Date: September 29, 2023
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: COW

Report Title: Desjardins - Bill Payee Services

Recommendation:

For Council to agree to remain with Desjardins as a biller at the cost of \$25.00 per month.

Background:

We currently bank with Cassie Alliance Limited who was affiliated with Desjardins. Caisse is making changes and will no longer be using Desjardins as their IT system and have created their own. In order for residents who bank with Desjardins to be able to find the Municipality as a bill payee to pay their taxes, they are now requesting a fee of \$25.00 per month to remain on the bill payee list. For the year 2022, there were 106 payments representing \$85,611. Residents that bank with Caisse Alliance will still remain free of charge.

Prepared By: Pamela McCracken, Director of Finance / Treasurer



Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: September 27, 2023
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: COW

Report Title: MFOA Conference 2023

Recommendation:

For information only.

Background:

The Treasurer attended the Municipal Finance Officers' Association (MFOA) 2023 Conference in Niagara Falls Sept 18 – 22, 2023. During this conference, the Treasurer attended seventeen (17) training sessions on the following topics:

- Asset Retirement Obligation (ARO)
- Asset Management Best Practices
- Asset Management Levels of Service
- OMERS Update
- MPAC Update
- MMAH Update
- PSAB Update
- Ministry of Infrastructure Update
- Tax Sale Process
- Economic Update
- Changing Supply Chain Challenges
- MFOA Update
- The growth of Smart Cities and looking into the future
- Numerous in-person discussion forums

Some of the major take aways that were gained during this conference are as follows:

- **ARO**, this is new change to the accounting standards that does affect St.-Charles, and this is something that the Treasury Department needs



to focus on in the next few months. Council will be seeing a Policy that will be coming to them on how to deal with ARO. Essentially what the change is any assets that the Municipality may own that will require a cost when the asset is retired must be accounted for on the Financial Statements. An example of this is Leasehold Improvements. Take the school for example. We lease a portion of the school and let's say we renovated the building to suit our needs, and our contract states that we must return the building back to the original state, there may be costs associated to do so. We must account for those costs now instead of in the future when they happen.

- **Asset Management Plan** – Although we have received training with AMP in the past, it was only in theory. These training sessions put them into practice with real life examples with the City of Brampton. It was very useful to see a real example, although the City of Brampton is dramatically different than St.-Charles, it was easier to now think of scenarios for St.-Charles. Also, they expressed the importance of stage 3 of the AMP which is due July 1, 2025 and we should be starting this process now as it is lengthy and requires public opinion. This will be discussed further at an upcoming preliminary budget meeting.
- The **update sessions** were not as useful as other sessions, but they did give us an opportunity to ask question and express difficulties that we may have experienced with some of the changes and see if they can be addressed or corrected. The Ministry of Infrastructure did give a great recap of how the OCIF payment is now formula based and how using the AMP is used in the calculation.
- The **Tax Sale Process** was a great session as they went through a mock tax sale process. Even though we recently went through one here in January, they went through many real-life examples that they have come across and how to deal with them should they happen to us.
- **MPAC** was more for CBO's as they are really pushing building permits and drawings to be upload onto Municipal Connect to allow a quicker turn around with assessments. This information has been shared with the CBO.
- Another topic that emerged in many different sessions in the lack of housing and the **Build Homes Faster Act** and how that is affecting everyone.
- The biggest take away was from the **discussion groups** and interaction with other delegates to bounce ideas off each other and see where others are struggling or thriving and learn from them or relate to them.

Along with the training sessions, there were sixty-three (63) vendor booths at the trade show. The Treasurer attended as many as was applicable to St.-Charles. They ranged from investment firms, asset management software, employee benefits, payment software, tax sales companies, auditing firms,



group buying groups, grant matching companies and multiple software companies for a variety of municipal duties. The Treasurer did find that about 40% of the vendor booths were not applicable to smaller municipalities like St.-Charles.

Prepared By: Pamela McCracken, Director of Finance / Treasurer



Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: September 28, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: Issues Arising out of the Parks and Recreation Meeting of August 23, 2023

Recommendation:

That Council authorize the following:

- Agree to the terms put forward by Minor Hockey with a prorated reduction in rate if the opening day is delayed and direct staff to prepare a Rental Agreement.

Various points of discussion at the Parks and Recreation Committee Meeting

1. Storage Solution at Community Center: **The Committee does not recommend the rental of the room in the rear of the stage area. The room is recommended to be used for ongoing events and / or municipal use.**

2. Fees: **Treasurer will present a separate report detailing options for different packages.**

3. Canteen Rental: **The Committee recommended that a rate of \$100 per month be offered to Minor Hockey.**

The CAO followed up with Minor Hockey and this was their response.

The Minor Hockey came back with:

- Term - Oct +/- 15 to +/- early March so term is +/- 5 - 6 months
- Flat rate of \$400.00 / season



- They have 3 teams +/- 36 kids and many of them are new which requires additional ice time. Any profit from the canteen will offset the extra ice time required.
- They are requesting a new fridge in the back and the front fridge is currently being repaired
- Keys for bathroom & arena

Analysis:

- Cost of a basic fridge \$500 (on sale) should last +/- 10 years
- New keyed alike doorknob is \$100 / lock set x 2 = \$200
- Additional concern of serving counter door, a roll top door 5' wide at Lowes is \$385 + tax + installation.
- Once a full report of sales / profit is returned to the Municipality, the rate could be adjusted for next season.

The Minor Hockey Association is requesting an October 16 opening date which is being planned for. However, please note that the current arena opening date will most likely be delayed as the contractor for the condenser installation is waiting for Engineering approval and the in-service of the condenser is pending TSSA approval, by meeting date, I should have a clearer official opening time. There is a high probability of a two (2) week delay of the opening day.

4: Future of Parks and Recreation: **Report was received and discussed**

- If a vision can be established for the parks' layout, staff could work toward that vision.
- In more of long-term and trying to meet the greater needs of the community, look at alternate / complimentary / off season uses and role of the arena, trying to incorporate a multi-use role (i.e., youth drop-in center, alternate sports - pickle ball court, inside soccer, inside basketball, climbing wall, and so on).
- Complimentary uses of the Community Center. **The Treasurer will be detailing in her report.**
- Move to a boat launch capacity at the Sawmill Bay Park and consider another location to make a waterfront park. There could also be consideration for parking near the bush trail system to allow tourists to come into the area. **Motion from Councillor Lachance is pending discussion.**
- Cost saving possibilities: **No recommendations from the Committee.**



- The fitness center is currently located in a room that could bring additional rental fees. Suggestion that we should consider moving the gym to the arena main hall and renting the room at the wellness center. Only if Council / Committee agrees we could put out the possibility to prospective clients and only make the move if a stable renter is found. The downfall is that the Arena Hall would no longer be available.
- Should we consolidate the playgrounds to one (1) location near the splash pad, other park to have limited items e.g., leave only swings and benches at Notre Dame Park as the school does have a similar play structure.
- Looking into the future, is an ice pad to continue or should we eventually transition to an outside covered ice pad. Looking at the ongoing capital cost of maintaining the ice plant.

Grants - Pending and Possible:

- Two (2) grants have been applied for: Trillium Grant for a new playground structure and another Provincial Grant for development of park area (i.e., tables, walkway, gazebo). Both Grants are meant to compliment the splashpad.
- We have a grant application for a separate structure for the Foodbank, if it does come about, the need for space at the arena could be greatly diminished. – **Grant was turned down.**
- The hot and cold meal program wants to continue their program, but out of the Community Center as previously discussed at Council. An application to Caisse Populaire is being considered to apply for a new stove and fridge.
- Upcoming application for a new Strategic Plan. **Scheduled for early 2024 grant application and study undertaking.**
- New Horizon for Seniors: A proposed project would be to purchase flooring for a pickle ball court, among others. An indoor court that consists of a vinyl roll that could be used on the concrete ice slab would be under \$25k, however a similar floor mat for the old tennis court would be pickle ball.

Program objectives - Projects submitted for this grant (up to \$25,000) must meet at least one (1) of the following program objectives:

- o promoting volunteerism among seniors and other generations*
- o engaging seniors in the community through the mentoring of others*
- o expanding awareness of elder abuse, including financial abuse*
- o supporting the social participation and inclusion of seniors*
- o providing capital assistance for new and existing community projects and / or programs for seniors*



A pickle ball court was recommended and as such a grant has been submitted for the construction of an outside pickle ball court. The costs are 100% covered with in-kind contribution of labour, equipment and some material in preparing the base of the court.

- The arena water system was repaired, a burst hose and non-waterproof wiring was replaced for the cistern. The system is up and running. The cost was just over \$1,500.
- We had a new plumber look at the system. He is recommending upgrades to the UV system. He states that these are older systems. New system - reduce lamp intensity and / or circulate water to prevent bulb burn out. He is recommending that we change the remaining UV systems.
- I also talked to him about training / teaching our staff to maintain our water system. He says that our system is approved by Public Health, and it requires competent staff to maintain it. He is certified to train, and he was going to look at what the requirements are. We hope to move away from our current provider as soon as possible to reduce costs.
- Lastly the reverse osmosis, he has a completely different take than the current system, he sees many issues that need to be corrected. He also took a water sample to determine if it is still required.

Of the above water issues a separate report will be presented at the October 18 meeting.

Issues Raised by Parish Re: Family Tournament Weekend

Most of the following points will be covered in the costing report from the Treasurer. The balance of the other issues were received by the Committee.

Points of discussion relating to recent event:

Ballfields:

- The ball field janitorial / maintenance requirement

For a weekend rental, the rental fee of \$141.59 includes 2 hrs. of janitorial (at approximately \$37/hr. or \$74 for the 2 hrs. The janitorial / maintenance would not include the setup and clean-up of the diamond (i.e., set bases, prep infield, ...) which does require more than the balance of rental of \$141 x 5 fields = +/- \$350

Recommendation: More or less state what work will be completed that will have an equivalent of 10 hours in duration. Possibly consider substitution but at a predetermined duration.



Ballfields: Remove the “2 hours” commitment and state what services are provided per field.

- Reset of ballfield to a ready state at the end of the day +/- 45 minutes per field x 2 nights = 1.5 hr. (chalk lines, level gravel, reset bases if needed) = * 5 fields = 7.5 hours full rascal with line and 1.25 hours no rascal in rain
- Pick up garbage at a central location & clean outside washroom. 1 hour x 2 nights = 2 hrs.
- Check of grounds for health and safety concerns 0.5 hours x 2 nights = 1 hr.

Hall:

- Remove the “2 hours” commitment and state what services are provided per night.

- Reset of hall to a ready state at the end of the day 4 hours x 2 nights = 8 hrs. (clean floor, pick up garbage, clean washroom, refresh supplies) ** Hours may be reduced on Friday night to be added to Saturday night.
- Scheduled removal of accumulated garbage at the central garbage bin: 3 to 5 times = 1 hr.
- Check of hall and grounds for health and safety concerns 0.5 hours x 2 nights = 1 hour (e.g., broken bottles)

Suggestion for setting rates for any event, should be at minimum cost recovery of the operational cost: labour, materials, electricity, and any other expense that can be directly attributed to the hall or fields use (e.g., no to repairs to equipment but yes to electricity used by equipment).

Event complaint:

Gooday Denis and Tammy,

The weekend of the Family Tournament was a great success. However, there were certain issues/deficiencies that were encountered and that must be dealt with in order to offer better services with regard to your rental facilities. I am aware that the Public Works and Recreation committee will be having a meeting on the 23 rd and I hope that these issues will be addressed.

Here is a list of things that we had to deal with on the weekend of August 4th, 2023:

1) The A/C unit for the hall was not functional

It was working well the days prior to the event when setting up but of course, on the days of the tournament, it was a sauna in the hall. It was cooler outside than in the hall. This needs to be checked.

- A check of the A/C system will be scheduled. A report has been received by a technician that witnessed event staff turning off the A/C unit in the morning as it was cool in the hall. The boxes that are meant to be tamper proof prove to be easily circumvented. Alternate solution will have to be found to avoid any



tampering. The units are not meant to make up lost cooling time but to keep a constant temperature.

2) *The fridge beside the stove in the kitchen does not keep cool*

I had mentioned about this fridge when I rented the hall for my wedding back in December because my cook had to through out her salad when she brought in her food the night before the wedding. I guess nothing was done... We also mentioned this problem prior to the Family Tournament and again the problem persisted! It was very difficult trying to manage our food supplies with this fridge during the weekend. Saturday night at 2:00 am we had to move all the items from the fridge to another fridge to avoid spoilage.

- The information regarding this fridge was not passed on to me and thus the issue only came to light where high demand for this unit was required. On the Friday before the event, a staff was sent to troubleshoot this issue. The fan at the compressor was found not to be working, cleaning of the coils was undertaken, but as the email states, the fridge did not reach the required temperature. Servicing is completed.

3) *Maintenance of washrooms.*

Council needs to revise the hours allotted to an employee to maintain the washrooms. It is not the responsibility of the renters to maintain washrooms during an event. Usually when renting, a custodian is available at all times. Soap supplies and paper towels were not replenished at all before our event. At the get-go, we had to change and replenish the paper towels. Also, the family bathroom had a plastic bag on the toilet! Very practical! Why wasn't this toilet locked if it wasn't functional? Also, in the men's bathroom, most of the sinks/water taps do not work.

After the dance Saturday night and arrived at the hall Sunday morning, none if the washrooms had been replenished. We had to call Dean back so that it was replenished. With an event of this grandeur, the washrooms are extremely used and therefore need to be upkept and cleaned the entire weekend.

4) *Upkeep of baseball fields.*

It came to our attention by the umpires that the lines for the fields weren't much visible on Sunday. It was difficult for them to judge the lines. Also, during the weekend, and again because the fields were extremely used, many bases started to pop out and became a tripping hazard. At the moment of the event, no employee was visible to treat the matter. Furthermore, the infields were not raked by the tractor at the end of each night. In the past, it was always done. Players and umpires complained about all the holes/ruts for runners in the infield which were very dangerous and not properly maintained.

5) *Problems with the locking of the main doors of the hall*



The entire weekend, we had problems with locking the main doors of the hall and had your custodian come unlock or lock them. The locking mechanism needs to be checked. Even the custodian had a hard time locking it.

- This is a new system that has some learning curve, again a staff did attend and corrected the issue. We had also provided 2 cell phone numbers to the event organizer, the arena cell and myself, the organizer did advise me that the cell number was not being picked up, but I did get 3 calls from the organizer and forwarded direction to staff: lighting to be turn on, unsafe base and fridge not cooling.

*6) Installing and putting away tables in the hall and garbage pick-up in fields
At the request of the Municipality, we ended up installing and demounting tables and chairs in the hall and did our best to pick up garbage outside. However, I still believe that this task is not up to renters to do. Who is liable if someone gets hurt installing and demounting your tables?*

Please note that at the Family Tournament in Noelville last weekend, municipal staff was at work maintaining fields, washrooms, and garbage.

That said, there needs to be an improvement on behalf of municipal facilities and services attributed to individuals or organizations who rent them out. I believe an employee of public works should be present the entire weekend with an event of this magnitude. It is important that everything should be fully functional before and during an event so that your renters do not encounter any problems and most of all so that we can offer the best that St-Charles can provide to all the guests, visitors, and participants of our event.

Thank you for considering these suggestions and making follow-ups.

Best regards,

William Lemieux

Conseil paroissial St-Charles Borromée

(Tournoi de familles St-Charles)

Attachments :

- Draft Canteen Agreement

Prepared by: Denis Turcot, CAO

APPENDIX "A" TO BY-LAW 2023-xx

THIS AGREEMENT MADE THIS XX DAY OF OCTOBER 2023

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES
(hereinafter referred to as the "Lessor" or "Corporation")

AND

ST.-CHARLES MINOR HOCKEY ASSOCIATION
(Hereinafter referred to as the "Lessee")

WHEREAS, the Corporation of the Municipality of St.-Charles deems it desirable to enter into an Agreement for the operation of the arena canteen.

NOW THEREFORE in consideration of the mutual provisions contained in this Agreement, the Lessor and the Lessee each with the other as follows:

1.0.0 TERMS AND CONDITIONS

1.1.0 The Lessee shall have the sole use of the arena canteen for all scheduled events and functions, which include dances, tournaments, and community festivals with the exception of private events that have a facility agreement with the Lessor.

1.2.0 Rights to place vending machines in the arena lobby may be provided to other parties by way of permission from the Municipality with the Lessee having first right of refusal.

1.3.0 The Lessee shall have the use of all canteen equipment as listed:

Popcorn Machine - Municipality
Cash Register Casio PCR-T295L - Municipality
Cafeteria Tables – Arena Lobby, general use
Microwave LG 0.9 cu ft - Municipality
Microwave Chef - Municipality
Microwave Sylvania - Municipality
Stove Electric Whirlpool - Municipality
Chest Freezer - Municipality
Microwave Chef - Municipality
Pepsi cooler 2 door - Municipality
Cappuccino Machine - Yes, We Do Coffee

Bunn Coffee Maker - Yes, We do Coffee
Cheese Dip Warmer -Municipality
Small Chest freezer - Municipality

1.4.0 The Lessor shall be responsible for all maintenance and repairs of equipment, but the Lessee will be responsible for maintenance if caused by neglect or abuse. The Lessor reserves the right to remove equipment from service if repairs or replacement are excessive.

1.5.0 The Lessee shall be responsible for all cleaning of the canteen and the purchasing of necessary operational supplies at their own cost. Cleaning of the arena lobby and washrooms will be the responsibility of the Lessor.

1.6.0 The Lessee shall be responsible for maintaining the canteen in a clean and orderly manner so as to avoid the attraction of pests and rodents. The Lessee shall adhere to any requirements or recommendations of Public Health and / or the Lessor as it relates to the handling, service, and sale of food items.

1.7.0 Signage will be put up by the Municipality paid for by the Lessee to encourage the users to purchase from the canteen. There shall be no exclusive right to provide.

1.8.0 During any summer operation, the canteen can be opened to the public with limited use of the lobby and accessible washroom, other rooms are to be prohibited from public access. The Lessee shall be responsible for general cleaning including garbage pick-up and sweeping up after use. The Lessor shall be responsible for floor and washroom cleaning.

2.0.0 REPORTING

2.1.0 The Lessee shall report or discuss any maintenance and or repair issues with the CAO including repairs and maintenance to equipment or canteen furniture.

2.2.0 The Lessee shall report or discuss any contractual obligations / requests to the Municipal Clerk.

2.3.0 Prior to a new or extend lease being considered, a full financial reporting shall be submitted to the Municipality by April 30, 2024, that shall include but not limited to total sales, expenses (in such detail as to determine material), equipment, salaries, and supply costs.

2.3.1 Also included with the financial report a summary report that will indicate the total hours of operation and any concerns, recommendation or observation regarding operation, capital equipment or other comments in regard to the canteen or arena operation.

3.0.0 FEES

3.1.0 The rental fee for use of the arena canteen is set at \$ _____ for the 2023-2024 Season

4.0.0 TERM

4.1.0 This Agreement shall be in force and in effect for a term beginning October 1, 2023 to March 30, 2024, or until terminated by either party or repealed by Council and can be renegotiated or extended by Council or resubmitted by Council for a new proposal.

5.0.0 TERMINATION

5.1.0 The parties agree that this agreement may be terminated without cause by either party upon sixty (60) days written notice.

6.0.0 NOTICE

6.1.0 Any notice required to be given to the Corporation shall be in writing and shall be effectively given if served personally or if mailed by prepaid registered mail, to the attention of the Clerk, The Corporation of the Municipality of St.-Charles, 2 King Street East, P.O. Box 70, St.-Charles, Ontario, P0M 2W0.

6.2.0 Any notice required to be given to the Lessee shall be in writing and shall be effectively given if served personally or if mailed by prepaid registered mail, to the attention of Maria Tavares, President, St.-Charles Minor Hockey Association, ??????, St.-Charles, Ontario, P0M 2W0.

6.3.0 Where any notice is mailed, the parties hereto agree that the notice shall be deemed to have been received 3 (three) days after the date of its mailing.

7.0.0 INDEPENDENT CONTRACTOR

7.1.0 The Lessee agrees to perform the services set out in this Agreement as an independent contractor, and for all purposes shall not be or be deemed to be an employee or an agent of the Corporation.

8.0.0 DELIVERY OF SERVICES

8.1.0 Quality healthy food and first-rate service are expected from the Lessee.

8.2.0 The Lessee must be open during regularly scheduled events with the exception of hockey practices which will be up to the discretion of the Lessee.

8.4.0 The Lessee will be allowed to plan, organize, and implement children’s birthday parties at the arena; however, all municipal By-Laws shall be adhered to.

8.5.0 All additional services that the Lessee wishes to implement must be approved by Council.

9.0.0 INSURANCE

9.1.0 The Lessee agrees to obtain and keep in force Commercial General Liability having a minimum of \$1,000,000.00 liability which will protect the Lessee and the employees or agents of the Lessee from all claims, demands, actions, causes or action that may be taken or made against them or any of them for any loss, damage or injury including death, or any nature or kind whatsoever that may arise through any act or omission of both, of the Lessee or any employee or employees of the Lessee or agents during the entire term of this agreement. The Corporation of the Municipality of St.-Charles shall be named as additional insured under the policy of insurance in order to be notified should there be a cancellation of the insurance policy. A certificate of insurance shall be provided to the Corporation upon signing of this agreement. Operation of the canteen shall not commence until proof of insurance has been provided.

9.2.0 The Lessee shall also show proof of WSIB coverage to the Corporation, if applicable.

10.0.0 SERVICES FROM THE CORPORATION

10.1.0 The Lessor shall provide at no cost to the Lessee hydro at the canteen location.

10.2.0 The Lessor shall provide an updated event schedule with sufficient notification of all cancellations.

10.3.0 The Lessor shall provide two (2) parking spots for canteen use only where the signage shall be provided by the Municipality but paid for by the Lessee.

“”
“”
“”
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11.0.0 WAIVER

11.1.0 No term, provision of condition of this Agreement can be waived except by written consent of the parties hereto.

SIGNED, SEALED AND DELIVERED:

Date: _____

) St.-Charles Minor Hockey Association
) per: Maria Tavares, President

) _____
I have authority to bind the Association.

Date: _____

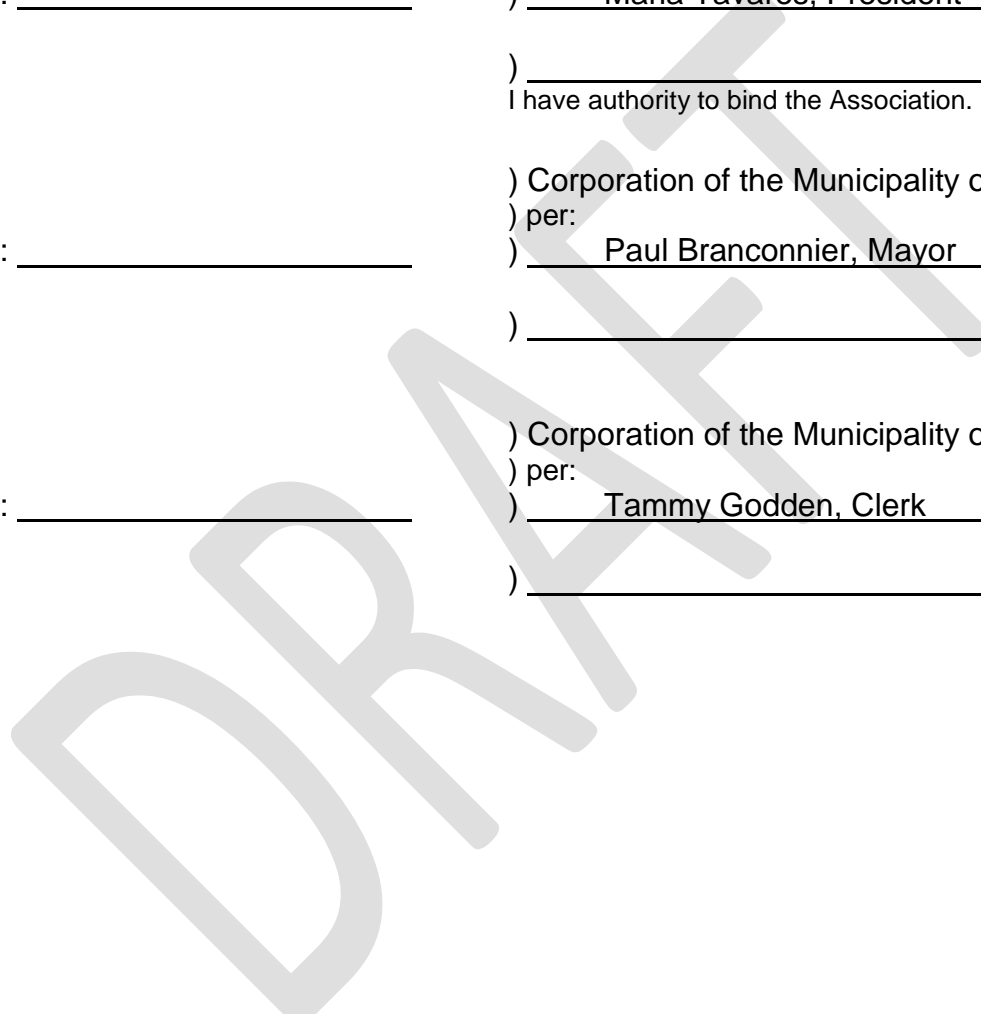
) Corporation of the Municipality of St.-Charles
) per: Paul Branconnier, Mayor

) _____

Date: _____

) Corporation of the Municipality of St.-Charles
) per: Tammy Godden, Clerk

) _____





Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: August 30, 2023
Decision Requested: No	Priority: High
Direction Only: Yes	Type of Meeting: COW

Report Title: Municipal Facilities Fee Structure

Recommendation:

For Council to review the proposed pricing structure that staff have recommended as per the discussions that came from the Parks & Recreation Committee meeting held on August 23, 2023. It is recommended that any price changes would come into affect as of January 1, 2024.

Background:

At the August 23, 2023, Parks & Recreation Committee, labour costs and basic overhead costs were presented to the Committee (report attached).

The Committee recommended staff to come back to Council with a new pricing structure to cover costs as much as possible and to come up with “packages” that renters can customize the service that they would like.

The list of assumptions used are for calculation purposes only and do not make up the contract. The times that are listed are just to come up with a price. They are not guaranteed as it may take more or less time than assumed, but no added costs will be incurred or discounted if not exact.

The per hour cleaning fee will be the only extra cost that may be added to a bill outside of the initial contract if additional cleaning is required outside of the scope of the contract. For example, if a renter does not choose the cleaning package, but staff must clean, the per hour charge will be applied. However, if they choose the cleaning package, and it takes fifteen (15) hours to clean instead of the assumed ten (10), no additional fees will be charged. When the contract is drafted, it will be made very clear, what services are included in each package and what is not, and that extra fees will apply if municipal staff must complete those services not included.

Council has expressed a few times that we should include fixed increases each year (% increase year over year) in the By-Law. Is this something that Council is still interested in?



The following packages and associated pricing are as follows:

Community Centre

Package	Labour	Overhead 30%	Total	Assumptions used for calculations
Hourly Rate	\$40.00	\$10.00	\$50.00	1 hour cleaning
After Hours Hourly Rate	\$55.00	\$10.00	\$65.00	1 hour cleaning
Weekend Hourly Rate	\$55.00	\$10.00	\$65.00	1 hour cleaning
One Day Hall Rental	\$365.00	\$85.00	\$450.00	10 hours of clean up
Weekend Hall Rental	\$545.00	\$255.00	\$800.00	15 hours of clean up
Extra day(s) Hall Rental	\$0.00	\$85.00	\$85.00	No cleaning provided - For event set-up only, no event activities to take place
Kitchen Rental Per Day	\$82.50	\$42.50	\$125.00	2.25 hours of clean up
Bar Rental Per Day	\$11.50	\$8.50	\$20.00	0.25 hours of clean up
Audio System per day	\$0.00	\$50.00	\$50.00	Replace Audio System in the future
Table Set up - 10 and under	\$40.00	\$10.00	\$50.00	1 hour labour, some capital to replace tables and chairs
Table Set up - 20 and under	\$80.00	\$20.00	\$100.00	1 hour labour, some capital to replace tables and chairs
Table Set up - 30 and under	\$120.00	\$30.00	\$150.00	3-hour labour, some capital to replace tables and chairs
Table take down - 10 and under	\$40.00	\$10.00	\$50.00	1 hour labour, some capital to replace tables and chairs
Table Take Down - 20 and under	\$80.00	\$20.00	\$100.00	2-hour labour, some capital to replace tables and chairs
Table Take Down - 30 and under	\$120.00	\$30.00	\$150.00	3-hour labour, some capital to replace tables and chairs
Basic Mid Rental Cleaning Package per day	\$275.00	\$0.00	\$275.00	5 hours of clean up - Empty garbage, restock and full clean of bathrooms and kitchen



Premium Mid Rental Cleaning Package per day	\$550.00	\$0.00	\$550.00	10 hours of clean up - Empty garbage, restock and full clean of bathrooms and kitchen, sweep and wash floors, wash and reset tables and chairs
Garbage Clean-up of ground around the hall (per hour)	\$55.00	\$0.00	\$55.00	Pick up litter around the property
Municipal Staff Attendant (per hour)	\$55.00	\$0.00	\$55.00	To be on site at all times to empty garbage as needed, clean spills, restock bathrooms as needed and attend to any other facility issues. This person is not to be used as a helper for the actual event activities.
Funeral/Wake Per Day	\$200.00	\$85.00	\$285.00	10 hours labour to clean up (50% discount)

Arena

Package	Labour	Overhead 20%	Total	Assumptions used for calculations
Daily Ice Pad Rental	\$800.00	\$185.00	\$985.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. This also includes Zamboni services when required
Weekend Rental with cleaning	\$3,636.00	\$555.00	\$4,191.00	Includes two (2) attendants onsite to empty garbage as needed, clean washrooms, replace washroom supplies as needed, clean dressing rooms between teams, clean lobby and any other facility issues that may arise during the event. This also includes Zamboni services when required



Weekend Rental without cleaning	\$1,818.00	\$555.00	\$2,373.00	Includes one (1) attendant onsite to keep common area floor clean any other facility issues that may arise during the event. This also includes Zamboni services when required
Extra day(s) Arena Rental	\$0.00	\$185.00	\$185.00	No cleaning provided, access only to set up, not event activities to take place
Hourly Rental	\$80.00	\$25.00	\$105.00	1 hour ice time equates to 2 hours of work (before and after)
Curling per hour	\$80.00	\$25.00	\$105.00	
Curling Set Up	\$160.00	\$25.00	\$185.00	4 hours to pebble rink
Weekday Ice Pad rental - no Ice	\$800.00	\$75.00	\$875.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. 10 hours of after event cleaning
Weekend Ice Pad rental - no Ice	\$875.00	\$75.00	\$950.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. 10 hours of after event cleaning
Weekend Rental with cleaning - No Ice	\$1,800.00	\$225.00	\$2,025.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. 10 hours of after event cleaning
Extra day(s) Arena Rental - No Ice		\$75.00	\$75.00	No cleaning provided, access only to set up, not event activities to take place



Hourly Rental - No Ice	\$60.00	\$10.00	\$70.00	Based on 1.5 hours
After Hours Hourly Rental - No Ice	\$82.50	\$10.00	\$92.50	Based on 1.5 hours
Weekend Hourly Rental - No Ice	\$82.50	\$10.00	\$92.50	Based on 1.5 hours
Arena Hall Hourly Rental	\$20.00	\$10.00	\$30.00	0.5 hours of clean up (No Kitchen)
Arena Hall Daily Rental	\$240.00	\$75.00	\$315.00	6 hours of clean up (Includes Kitchen)
Arena Hall Weekend Rental	\$320.00	\$225.00	\$545.00	8 hours of clean up (Included Kitchen)
Arena Hall Kitchen Only	\$82.50	\$42.50	\$125.00	2.25 hours of clean up
Extra day(s) Arena Hall Rental	\$0.00	\$75.00	\$75.00	No cleaning provided, access only to set up, not event activities to take place
Table Set up - 10 and under	\$40.00	\$10.00	\$50.00	
Table Set up - 20 and under	\$80.00	\$20.00	\$100.00	
Table Set up - 30 and under	\$120.00	\$30.00	\$150.00	
Table take down - 10 and under	\$40.00	\$10.00	\$50.00	
Table Take Down - 20 and under	\$80.00	\$20.00	\$100.00	
Table Take Down - 30 and under	\$120.00	\$30.00	\$150.00	



Baseball Fields

Package	Labour	Overhead 30%	Total	Assumptions used for calculations
Rental per field per day (weekday)	\$40.00	\$25.00	\$65.00	1 hour to rascal ball field before event and lay down chalk lines
Rental per field per day (weekend)	\$40.00	\$25.00	\$65.00	1 hour to rascal ball field before event and lay down chalk lines
Rental per Hour		\$10.00	\$10.00	No rascal or bases
Weekend Rental	\$150.00	\$25.00	\$175.00	1 hour to rascal ball field and lay down chalk lines before each day
Garbage Collection per field per day	\$27.50	\$5.00	\$32.50	0.5 hours per field. Only garbage in designated garbage cans at the end of each day
Garbage Clean-up of ground around the ball fields (per hour)	\$55.00	\$5.00	\$60.00	To pick-up any garbage that has not been placed in designated garbage cans
Municipal Staff Attendant (per hour)	\$55.00	\$0.00	\$55.00	To be on site at all times to empty garbage as needed, maintain the fields and any other facility issues. This person is not to be used as a helper for the actual event activities.

At the Committee Meeting, it was also discussed about a “Heritage Event” which would give some kind of benefit to groups that have held events in St.-Charles on a yearly basis. Staff recommends that the benefit be a discount on the facility rental only, not on any “packages” that they add on. There should also be some requirements that must be met to apply to Council to be deemed as a Heritage Event. Some examples of criteria could be:

- Length of time the event has been held.
- Benefit to the community (must also define what benefit means)
- Only available to locals (must define what local means)
- Types of events
- Not for profit?



- Private or Public Event?

Staff would caution that depending on the criteria that is chosen, most of the events that are being held in our facilities could qualify as a Heritage Event and may defeat the purpose of raising prices trying to be as close to cost recovery as possible.

Under the current By-Law:

- Qualified organization currently receive a 10% discount
- Seniors and youth programs receive a 10% discount

Would Council still like these discounts to apply? Would they be able to receive the Qualified Organization and Heritage Discount?

To help Council compare, we have put the current pricing next to the proposed pricing.

Community Centre

Package	Current	Proposed
Weekday Per Hour	\$39.82	\$50.00
After Hours Per Hour	\$48.67	\$65.00
Weekend Per Hour	\$48.67	\$65.00
Daily	\$420.35	\$450.00
Daily - Qualifying Organizations	\$327.43	\$0.00
Weekend	\$884.96	\$800.00
Funeral/ Wake	\$250.44	\$285.00
Funeral Meal Only	\$124.78	\$0.00
Staff Attendant (Per Hour)		\$55.00
Additional Staffing	\$35.00	\$55.00
Cancellation	\$84.07	\$95.00
Extra day(s) Hall Rental		\$85.00
Kitchen Rental Per Day	\$160.00	\$125.00
Bar Rental Per Day		\$20.00
Audio System per day		\$50.00
Table Set up - 10 and under		\$50.00
Table Set up - 20 and under		\$100.00
Table Set up - 30 and under		\$150.00
Table take down - 10 and under		\$50.00
Table Take Down - 20 and under		\$100.00



Table Take Down - 30 and under		\$150.00
Basic Cleaning Package per day		\$275.00
Premium Cleaning Package per day		\$550.00
Security Deposit	50% of rental	50% of rental

Baseball Fields

Package	Current	Proposed
Weekday Per Hour	\$8.85	\$10.00
After Hours Per Hour	\$13.27	\$10.00
Weekend Per Hour	\$13.27	\$10.00
Daily	\$75.22	\$65.00
Weekend	\$141.59	\$175.00
Garbage Can Collection per day		\$32.50
Staff Attendant (Per Hour)		\$55.00
Garbage Clean-up of grounds around the ball fields (per hour)		\$60.00
Additional Staffing	\$35.00	\$55.00
Cancellation (Daily & Weekend Only)	\$13.27	\$65.00

Arena With Ice

Package	Current	Proposed
Public Skating Single Day (no Shinny allowed)	\$2.65	\$1.00
Public Skating Single Season (no Shinny allowed)	\$26.55	\$10.00
Public Skating Family Season (no Shinny allowed)	\$44.25	\$20.00
Shinny	\$4.42	\$5.00
Skate Sharpening	\$4.42	\$5.00
Per hour - School	\$39.82	Council
Per hour - Weekday	\$100.75	\$105.00
Per hour - Weekend	\$100.75	\$105.00
Per hour - Youth & Seniors	\$79.90	10% Discount



Daily		\$985.00
Weekend with Cleaning	\$3,173.00	\$4,191.00
Weekend without Cleaning		\$2,373.00
Minor Hockey	\$2,433.63	10% Discount
Extra day(s) Arena Rental		\$185.00
Curling	\$79.90	\$105.00
Curling Monday Rate	\$70.00	
Curling Set Up	\$70.00	\$185.00
Cancelling	\$84.07	\$95.00

Arena Pad with No Ice

Package	Current	Proposed
Weekday Per Hour	\$39.82	\$70.00
After Hours Per Hour	\$48.67	\$92.50
Weekend Per Hour	\$48.67	\$92.50
Daily	\$349.56	\$875.00
Daily - Qualifying Organizations	\$297.12	10% Discount
Weekend with Cleaning	\$884.96	\$2,025.00
Weekend without Cleaning		\$950.00
Extra day(s) Arena Pad No Ice		\$75.00
Weekend - Qualifying Organizations	\$705.72	10% Discount
Additional Staffing	\$40.00	\$55.00
Discounts Youth / Seniors (only one can be used - not stackable)	10%	10%
Discounts - Qualifying Orgs.	10%	10%
Cancelling	\$79.65	\$95.00

Arena Hall

Package	Current	Proposed
Weekday Per Hour	\$24.89	\$30.00
After Hours Per Hour	\$30.42	\$30.00
Weekend Per Hour	\$30.42	\$30.00
Weekday Daily	\$254.42	\$315.00



Weekend Daily	\$243.35	\$315.00
Qualifying Organizations	\$204.65	10% Discount
Weekend	\$553.10	\$545.00
Additional Staffing	\$40.00	\$55.00
Cancelling	\$79.65	\$95.00
Extra day(s) Arena Hall Rental		\$75.00
Arena Kitchen Rental Per Day		\$125.00
Table Set up - 10 and under		\$50.00
Table Set up - 20 and under		\$100.00
Table Set up - 30 and under		\$150.00
Table take down - 10 and under		\$50.00
Table Take Down - 20 and under		\$100.00
Table Take Down - 30 and under		\$150.00
Security Deposit	50% of rental	50% of rental
Arena Hall Use with 3 hours ice rental	Free	Council
Per SQF /year	\$4.43	\$7.50
Zamboni Advertising Per side	Negotiated	\$250.00
Front Zamboni Advertising		\$125.00

Attachments:

- Report to Committee – Municipal Facilities Fee Structure

Prepared By: Pamela McCracken, Director of Finance / Treasurer



Report to Committee

Meeting Date: August 23, 2023	Report Date: August 21, 2023
Decision Requested: No	Priority: Low
Direction Only: Yes	Type of Meeting: COM - P&R

Report Title: Municipal Facilities Fee Structure

Recommendation:

Direction from Committee so staff can prepare suggestions for fee structures for Municipal Facilities.

Background:

At the March 24, 2023 Parks & Recreation Committee Meeting as well as April 5, 2023 Committee of the Whole Meeting, it was discussed about developing new rental categories along with new rental fees.

- **One-Day Rental** - Will be available from 8am to 2am on the day of the event. No janitorial work is to be performed during the event.
- **Wedding / Weekend Rental** - Will be able to have the hall Friday at 4pm to Sunday at 10am. This will allow the renter time for set-up and take down. No janitorial work to be performed during the event.
- **Major Event Rental** - Will be a multi-day event that will have access to the facility Thursday at 4pm to Monday at 10am. This will allow the renter time to set up and take down. Janitorial work will be performed each night to allow the event to start with a “fresh start”. Janitorial work at night is to comprise of sweeping the floor, cleaning and stocking the bathrooms.

Since these meetings, we have had multiple events that would fit these classifications and we have gathered the times to clean-up for each event to help determine the true cost of these events.

For the **One-Day Rental**, we have had the following events

- May Day Event
- Metis Meeting
- Canada Day
- Meet Your Neighbour Picnic



For the **Wedding / Weekend Rental** we have had the following

- Bowling Banquet
- One (1) Wedding

For the **Major Event Rental**, we have had the following:

- St.-Charles Turbo Baseball Tournament
- St.-Charles Family Baseball Tournament

Below is a chart of actual time spent on each event according to Municipal Staff.

Event	Regular Hours	OT Hours	Cost per Regular Hour	Cost per Overtime Hours	Total Labour Cost	Current Rental Cost
Day Rental (May Day)	9	0	\$36.27	\$50.58	\$326.43	\$327.43
Day Rental (Metis Meeting)	10.5	0	\$36.27	\$50.58	\$380.84	\$327.43
Canada Day	10.5	0	\$36.27	\$50.58	\$380.84	\$0.00
Neighbour Picnic	15	0	\$36.27	\$50.58	\$544.05	\$327.43

Event	Regular Hours	OT Hours	Cost per Regular Hour	Cost per Overtime Hours	Total Labour Cost	Current Rental Cost
Bowling Banquet	7	0	\$36.27	\$50.58	\$253.89	\$327.43
Wedding	16	0	\$36.27	\$50.58	\$580.32	\$420.35

Event	Regular Hours	OT Hours	Cost per Regular Hour	Cost per Overtime Hours	Total Labour Cost	Current Rental Cost
Turbo's Baseball	15	0	\$36.27	\$50.58	\$253.89	\$327.43
Family Baseball	47	8	\$36.27	\$50.58	\$2,109.33	\$420.35

The below chart is a breakdown of the operating costs for the Community Centre that should also be a factor when deciding cost.

Insurance	\$4,406.40
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Propane	\$6,000.00
Hydro	\$10,000.00
R & M	\$5,000.00
Water	\$3,000.00
Sewer	\$955.00
Cleaning Supplies	\$2,500.00
Capital	\$69,179.00
Total	\$101,040.40
Price per day	\$276.82

For the Arena, we have the following breakdown for Weekend Hockey Tournaments. For qualified organizations, the fee is \$2,433.63, not non-qualified it is \$3,173.00.

	Friday	Saturday	Sunday	Regular Hours	OT Hours	Total Cost
Employee 1	12	10	12	8	26	
Employee 2	12	10	12	24	10	
Employee 3		10		8	2	
Employee 4		10		8	2	
				48	40	
Cost per Hour				\$36.27	\$50.58	
Total Cost				\$1,740.96	\$2,023.20	\$3,764.16

The chart below is the operating costs per year that should also be considered.

	Year Round	Seasonal
Insurance	\$33,442.20	
Zamboni Costs		\$4,250.00
Hydro	\$30,000.00	\$70,000.00
R & M	\$56,000.00	
Water	\$5,000.00	
Sewer	\$955.00	
Cleaning Supplies	\$1,000.00	
Capital	\$213,565.00	
Total Yearly Cost	\$339,962.20	\$74,250.00
Per Day Cost	\$931.40	\$491.72
15% cost recovery	\$139.71	\$73.76



Prepared By: Pamela McCracken, Director of Finance / Treasurer

**NOTICE OF APPLICATION
FOR CONSENT
PURSUANT TO SECTION 53(5)(a) OF THE PLANNING ACT,
R.S.O. 1990, CHAPTER P.13**

Respecting an application for consent by Danny Switzer
to the Sudbury East Planning Board
N Part of Lot 7, S Part of Lot 7, N Part of Lot 8, Concession 5
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 6324, 9825 and 21650 Sudbury East Section
(Roll No. 5204-000-003-241-00 & 5204-000-003-240-00 & 5204-000-003-243-00)
(SEPB File Nos. B/43-44-45/23/SC)

THE PURPOSE AND EFFECT of the applications are as follows:

B/43/23/SC - 1381 Northern central Road. An application for consent which proposes to create an access easement (right-of-way) over the above noted parcel (parcel 6324) of land to provide continued legal access to the twenty-three waterfront properties located on Pine Cove Road.

B/44/23/SC – Rainville Road. An application for consent which proposes to create an access easement (right-of-way) over the above noted parcel (parcel 9825) of land to provide continued legal access to the twenty-three waterfront properties located on Pine Cove Road.

B/45/23/SC - 1256 Northern central Road. An application for consent which proposes to create an access easement (right-of-way) over the above noted parcel (parcel 21650) of land to provide continued legal access to the twenty-three waterfront properties located on Pine Cove Road.

The owner has agreed to grant right of way, for the landowners and occupants, along Pinecove Road as it traverses though Parcels 6324, 9825 and 21650. There are a total of twenty-three waterfront properties on Pinecove Road and each waterfront property requires vehicular access. Presently, the owner owns a roadway, known locally as Pinecove Road.

TAKE NOTICE THAT TAKE NOTICE THAT the Sudbury East Planning Board will hold a **Public Hearing Virtually** to analyze and discuss **Applications B/43/23/SC, B/44/23/SC, and B/45/23/SC** at its meeting on **October 12th, 2023, at 5:30 p.m. at the French River Municipal Office, 44 St. Christophe Street, Suite 1, Noelville, Ontario.**

IF YOU WISH TO BE NOTIFIED OF THE DECISION of the Sudbury East Planning Board in respect of the proposed consent, you must make a written request to the **Sudbury East Planning Board, 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, P0H 2N0.**

IF A PERSON OR PUBLIC BODY THAT FILES AN APPEAL of a decision of the Sudbury East Planning Board in respect of the proposed consent does not make written submissions to the Sudbury East Planning Board before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

ADDITIONAL INFORMATION is available for public review, or a written copy of this Notice can be obtained Monday to Friday (8:30 a.m. to 4:00 p.m.) at the Sudbury East Planning Board Office.

Dated at Warren, this 25th day of September 2023.

Matthew Dumont, MCIP, RPP

Secretary-Treasurer

39 Lafontaine Street, Unit 4, P.O. Box 250 Warren, Ontario P0H 2N0
Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
www.sepb.org

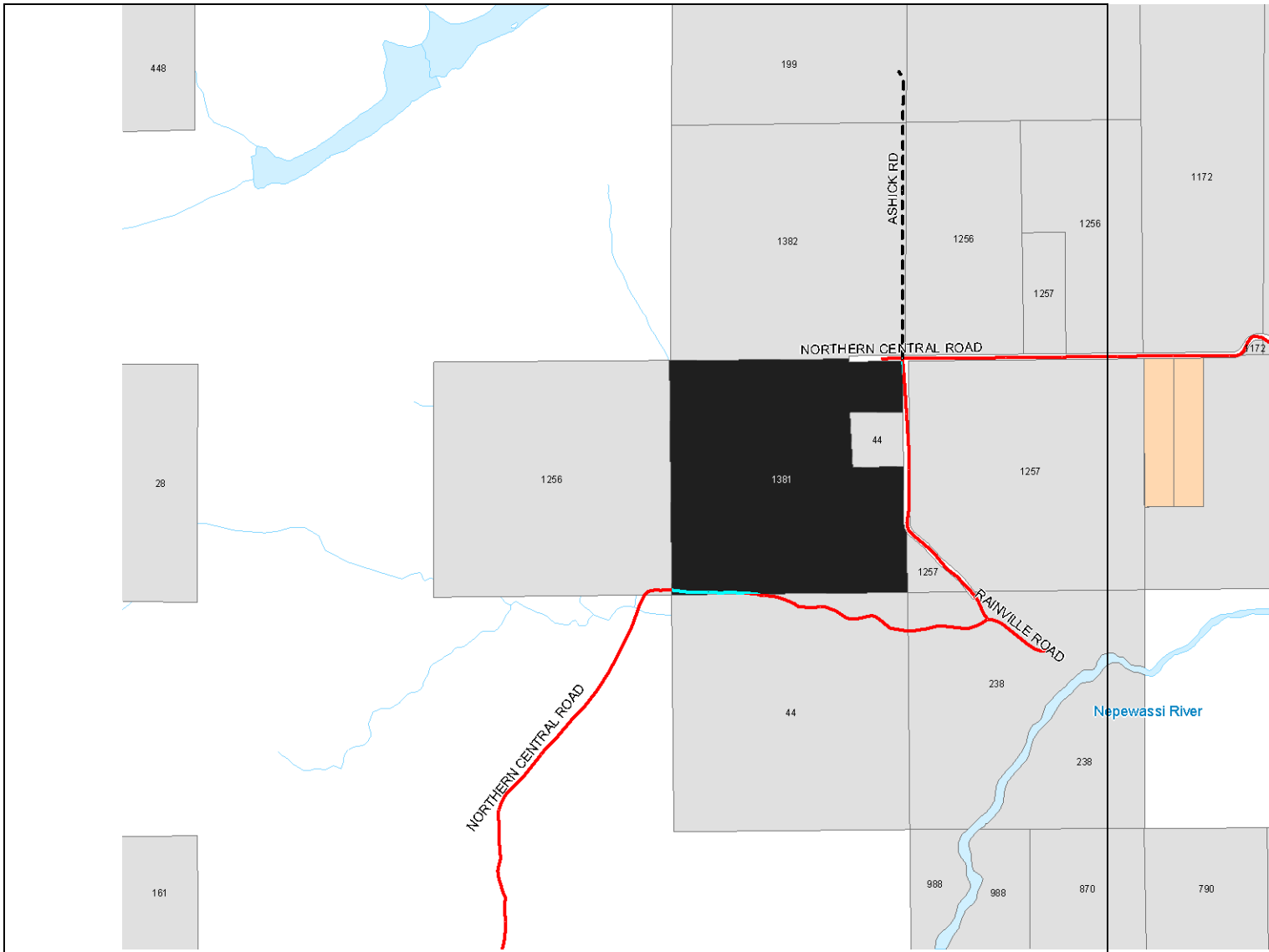
subject property



proposed access easement



AERIAL PHOTOGRAPHY
Consent Application
(Danny Switzer)
N Part of Lot 7, Concession 5
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 6324 Sudbury East Section
(Roll No. 5204-000-003-241-00)
(SEPB File No. B/43/23/SC)

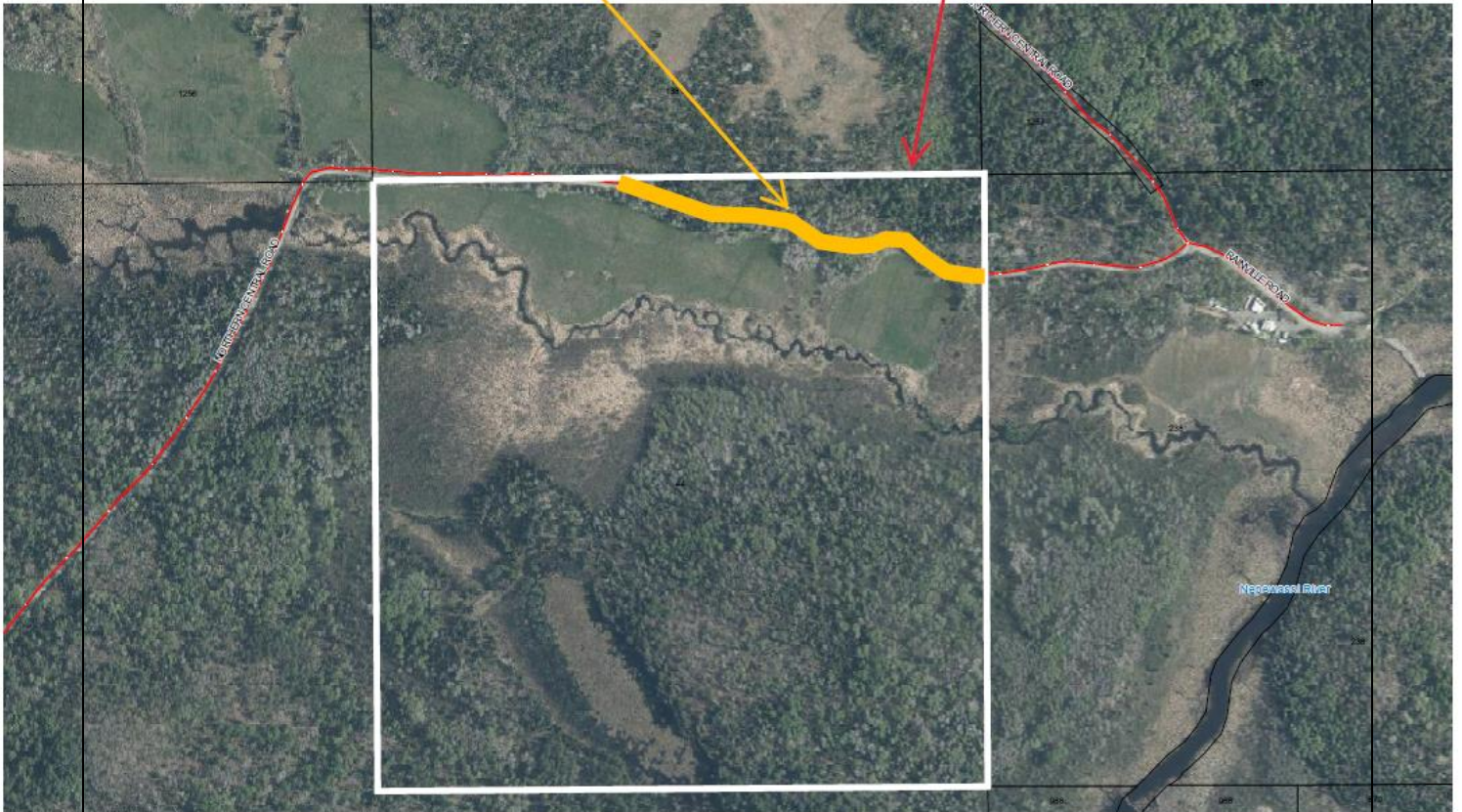


KEY MAP

Consent Application
 (Danny Switzer)
 N Part of Lot 7, Concession 5
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 6324 Sudbury East Section
 (Roll No. 5204-000-003-241-00)
 (SEPB File No. B/43/23/SC)

proposed access easement

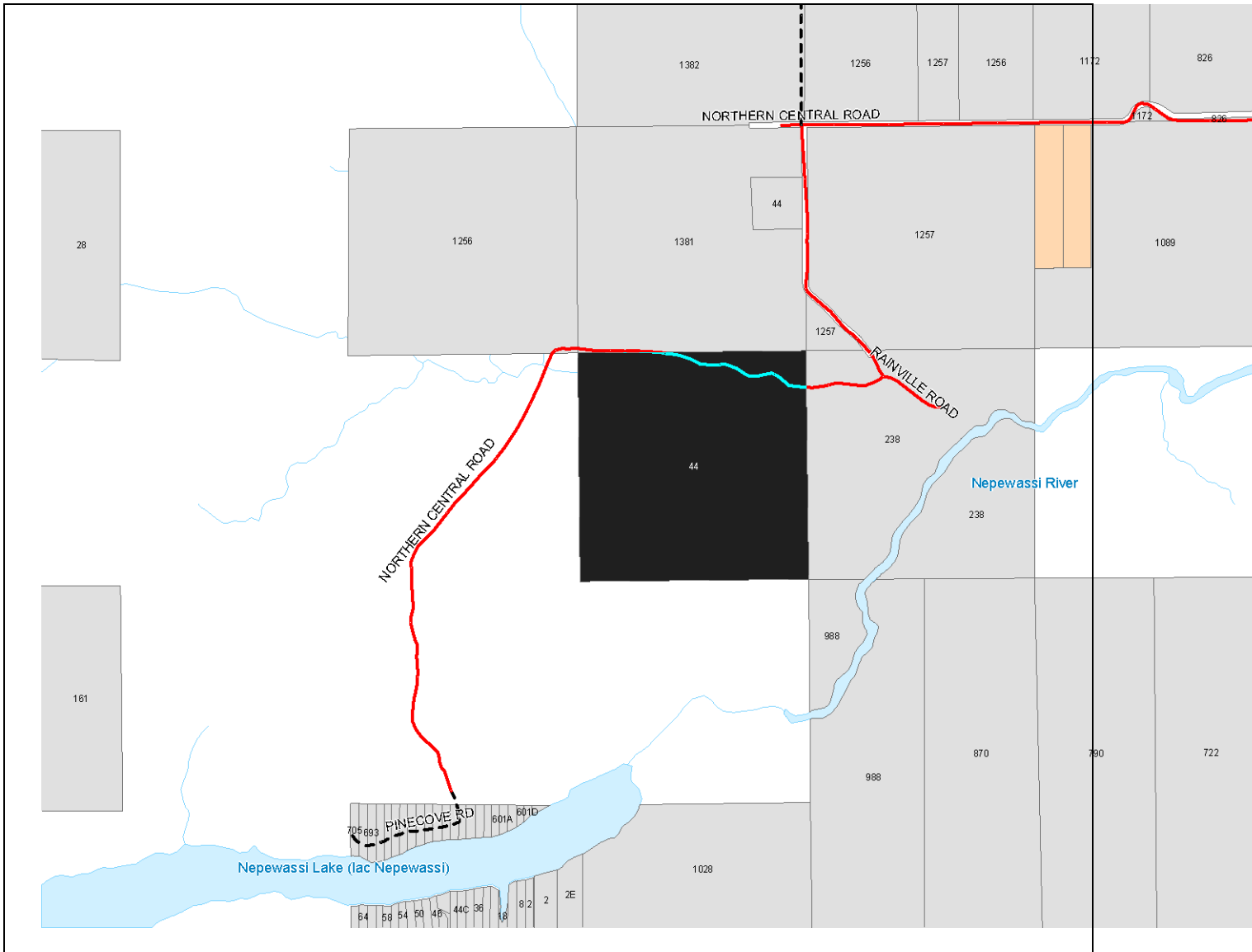
subject property



AERIAL PHOTOGRAPHY

Consent Application
(Danny Switzer)

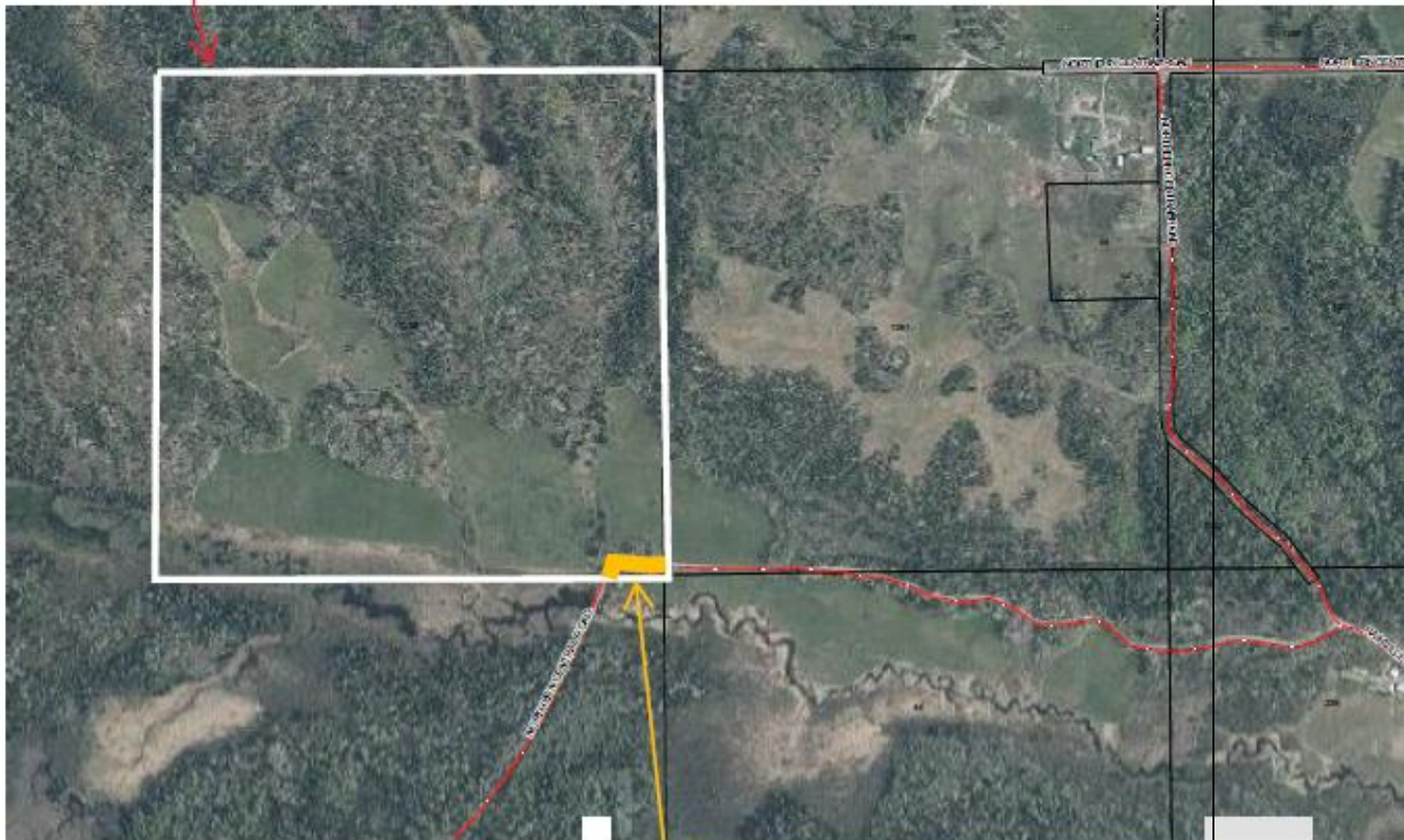
S Part of Lot 7, Concession 5
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 9825 Sudbury East Section
(Roll No. 5204-000-003-240-00)
(SEPB File No. B/44/23/SC)



KEY MAP

Consent Application
 (Danny Switzer)
 S Part of Lot 7, Concession 5
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 9825 Sudbury East Section
 (Roll No. 5204-000-003-240-00)
 (SEPB File No. B/44/23/SC)

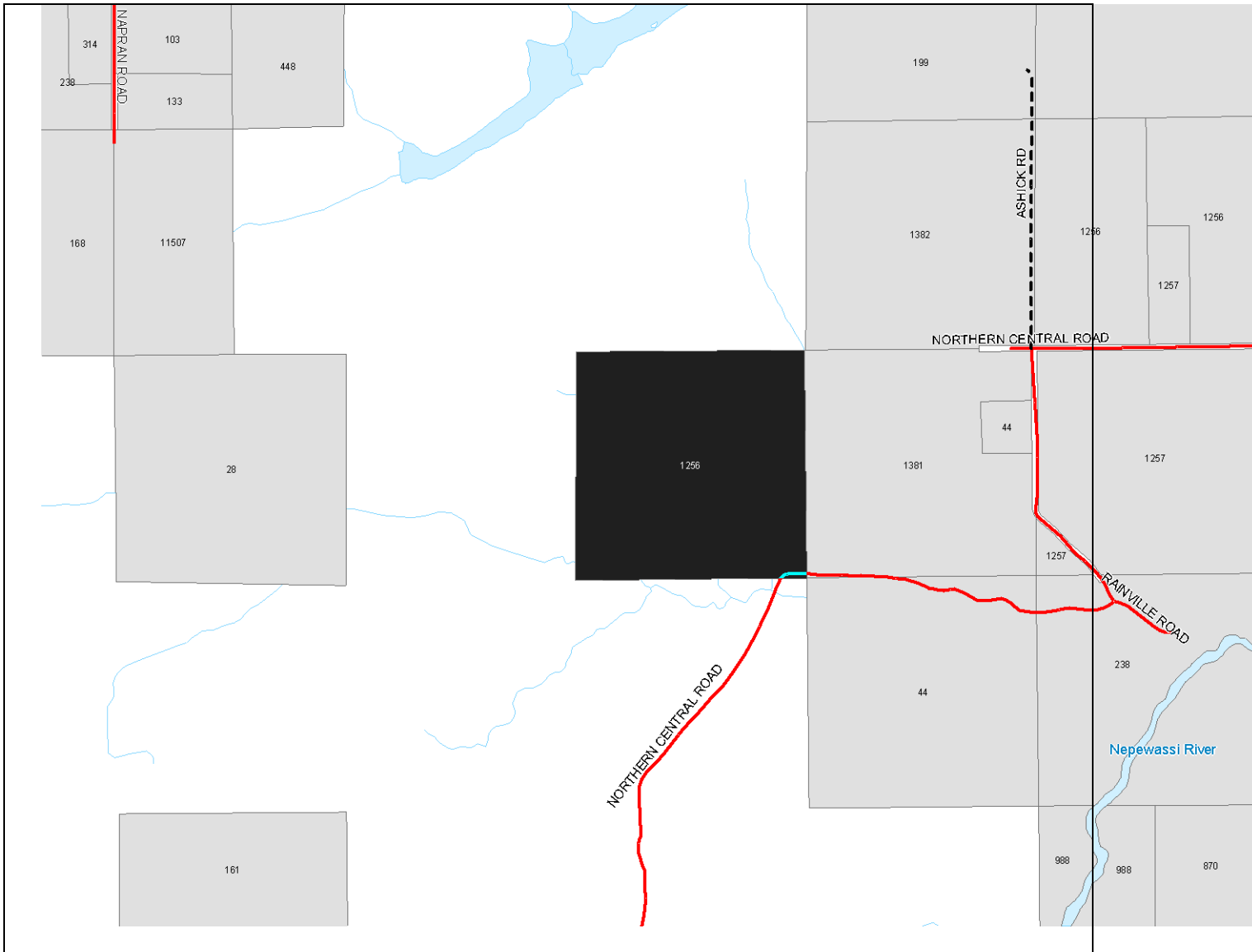
subject property



proposed access easement



AERIAL PHOTOGRAPHY
Consent Application
N Part of Lot 8, Concession 5
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 21650 Sudbury East Section
(Roll No. 5204-000-003-243-00)
(SEPB File No. B/45/23/SC)



KEY MAP

Consent Application
 N Part of Lot 8, Concession 5
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 21650 Sudbury East Section
 (Roll No. 5204-000-003-243-00)
 (SEPB File No. B/45/23/SC)



Planning Report: APPLICATION FOR CONSENT
Report To: SUDBURY EAST PLANNING BOARD
Meeting Date: October 12th, 2023
Report Date: September 25th, 2023

Applicant/Owner: Danny Switzer
Agent/Solicitor: Roxanne Brunet
File Number: B/43-44-45/23/SC
Property Description: N Part of Lot 7, S Part of Lot 7, N Part of Lot 8, Concession 5
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 6324, 9825 and 21650 Sudbury East Section
 (Roll No. 5204-000-003-241-00 & 5204-000-003-240-00 & 5204-000-003-243-00)
 1381 Northern central Road, 44 Rainville Road, and 1256 Northern Central Road

APPLICATION:

B/43/23/SC - 1381 Northern central Road. An application for consent which proposes to create an access easement (right-of-way) over the above noted parcel (parcel 6324) of land to provide continued legal access to the twenty-three waterfront properties located on Pine Cove Road.

B/44/23/SC – Rainville Road. An application for consent which proposes to create an access easement (right-of-way) over the above noted parcel (parcel 9825) of land to provide continued legal access to the twenty-three waterfront properties located on Pine Cove Road.

B/45/23/SC - 1256 Northern central Road. An application for consent which proposes to create an access easement (right-of-way) over the above noted parcel (parcel 21650) of land to provide continued legal access to the twenty-three waterfront properties located on Pine Cove Road.

SUBJECT LANDS:

Lot Dimensions:	<u>Lot Area</u>	<u>Lot Frontage</u>
B/43/23/SC – Access easement	6464.52 m2	20.12 metres
B/44/23/SC – Access easement	9712.70 m2	20.12 metres
B/45/23/SC – Access easement	2374.84 m2	19.93 metres

Access: Private right-of-way.
Servicing: Not applicable.

School Busing: Not applicable.
Garbage Collection: Not applicable.
Fire Protection: Not applicable.

APPLICATION REVIEW AND ANALYSIS:

PROVINCIAL POLICY STATEMENT, 2020

The Provincial Policy Statement (2020) directs that Ontario's long-term prosperity, environmental health and social well-being depend on wisely managed change and promoting efficient land use and development patterns. Efficient land use and development patterns supporting strong, liveable and healthy communities, protect the environment and public health and safety and facilitate economic growth. Under Section 3 of the Planning Act, where a municipality exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

The applicant's proposal seeks to create three separate access easements. Planning staff are of the opinion that the applicant's proposal would appear to be consistent with the Provincial policies regarding avoiding development and land use patterns which may cause safety concerns.

No provincial interests, as expressed in the Provincial Policy Statement, are adversely affected by this application.

OFFICIAL PLAN

Rural Policy Area, as identified in the Official Plan for the Sudbury East Planning Area (adopted April 27th, 2010, approved by the Ministry of Municipal Affairs and Housing September 28th, 2010).

Lands designated in the Rural Policy Areas are intended to protect the natural amenities of the Sudbury East Planning Area as well as to provide opportunities for agriculture and resource-based uses, such as forestry, mining and aggregate operations, as well as limited residential developments, where appropriate.

As per **Section 3.3.2.19, Private Roads** are roads that are not owned or maintained by the province or a municipality or maintained by a local roads board that service two or more properties in separate ownership. Development, i.e. lot creation on private roads is discouraged. However, there are many instances in the Planning Area where there are existing lots of record on private roads or that are accessed over crown land or via easement over private land.

In this case, the owner has agreed to grant right of way, for the landowners and occupants, along Pinecove Road as it traverses through Parcels 6324, 9825 and 21650. There are a total of twenty-three waterfront properties on Pinecove Road and each waterfront property requires vehicular access. Presently, the owner owns a roadway, known locally as Pinecove Road.

The application, as proposed, generally conforms to the intent and the policies of the Official Plan.

ZONING BY-LAW (2014-26)

Current Zoning: **Rural (RU)**

Proposed Zoning: Same as above.

The Rural Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. In this case, the subject properties meet each zone requirements respectively.

The proposal involves no new land use or change in land use.

AGENCY REVIEW

This application was circulated to those agencies that were considered to have an interest in the proposal. The following comments were received:

Clerk/Treasurer for Municipality of St. Charles: no concerns.

Chief Building Official: no concerns.

Public Works Superintendent: no concerns.

Fire Department: no concerns.

Bell Canada: does not have any comments or concerns regarding this these applications.

No other comments were received as of the date this report was written.

PUBLIC CONSULTATION

Notice of the consent application was sent to surrounding property owners on September 25th, 2023, in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13 and its Regulations (O.REG. 72/18) thereto. As of the writing of this report, no comments or concerns had been received from neighbouring property owners.

MATTERS UNDER SECTION 51(24) OF THE PLANNING ACT

Those matters under Section 51(24) have been reviewed and considered; there is no adverse effect expected from the proposed consent with respect to the listed criteria.

RECOMMENDATION:

Whereas the application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, and the subject property is appropriately zoned, we are of the opinion that the application is acceptable from a planning perspective, and should be granted, subject to the appended conditions.

Respectfully submitted,

'Matthew Dumont'

Matthew Dumont, MCIP, RPP

Director of Planning

**SUDBURY EAST PLANNING BOARD
CONSENT-IN-PRINCIPLE - CONDITIONS**

Planning Board Date of Decision: October 12th, 2023
Date of Notice of Decision: October 13th, 2023
Last Date of Appeal: November 2nd, 2023

Applicant: Danny Switzer
Owner: Same as Above
Agent/Solicitor: Roxanne Brunet
File Number: B/43-44-45/23/SC
Property Description: N Part of Lot 7, S Part of Lot 7, N Part of Lot 8, Concession 5
in the Township of Appleby
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 6324, 9825 and 21650 Sudbury East Section
(Roll No. 5204-000-003-241-00 & 5204-000-003-240-00 & 5204-000-003-243-00)
1381 Northern central Road, 44 Rainville Road, and 1256 Northern Central Road

The Sudbury East Planning Board's conditions to the granting of consent for this transaction, *SEPB File No. B/43-44-45/23/SC, which must be fulfilled within two years from the date of this letter*, are set out below. These conditions must be fulfilled prior to the granting of consent.

B43 & B44 & B45 - CONDITIONS:

1. This approval applies to the creation of three (3) access easements ranging between 2374.84 m² to 9712.70 m² in lot area with approximately 20 metres of lot frontage, as applied for on N Part of Lot 7, S Part of Lot 7, N Part of Lot 8, Concession 8, in the Township of Appleby, now in the Municipality of St. Charles, Territorial District of Sudbury, being Parcels 6324, 9825, and 21650 Sudbury East Section.
2. Prior to the granting of Final Consent through the provision of the Certificate of the Official a fee of \$750.00 (\$250.00 per certificate x 3 = \$750.00) must be paid to the Sudbury East Planning Board.
3. The following documents shall be provided for the transaction described in Condition 1:
 - a) the original executed Transfer/Deed of Landform, a duplicate original, and one photocopy for our records.
 - b) a Schedule to the Transfer/Deed of Landform on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the Transfer/Deed of Landform; and
 - c) a reference plan of survey (*a paper copy – scale 1:10,000 metres and an electronic copy*), which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates.
4. Legal access in the form of a right-of-way registered on title is to be included in the Transfer/Deed

of Landform and the reference plan of survey submitted.

B43 & B44 & B45 - NOTES:

The following notes are for the applicant's information:

1. The required Transfer/Deed of Landform and Schedule shall contain a complete and accurate legal description. The Planning Board's certificate of consent will be affixed to the completed Schedule page. For this reason, the names of the parties also must be set out on the Schedule page, so that the consent may be properly related to the intended conveyance.

Inaccuracies or omissions with regard to the legal description in the Transfer/Deed of Landform, the Schedule page, or the reference plan of survey, will result in the documents being returned without consent.

2. It is the applicant's and/or agent's responsibility to fulfill the conditions of consent approval pursuant to Section 53(41) of the Planning Act, R.S.O. 1990, Chapter P.13 within **two years** of the date that the Notice of Decision to grant Provisional Consent was given pursuant to Section 53(17) of the Planning Act. The Planning Board will issue no further notice or warning of the expiration of the one-year period. **Bill 276**

If the conditions to consent approval are not fulfilled within two years of the date of the Notice of Decision and the applicant is still interested in pursuing the proposal, a new application will be required. New applications must be accompanied by a fee.

3. An approved Building Permit must be obtained from the Municipality of French River prior to any demolition, new construction, addition, expansion, or alteration to buildings, structures, or changes in use, including the installation of private sewage disposal systems.



Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: September 22, 2023
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: COW

Report Title: Dispatching Agreement with Town of Smiths Falls

Recommendation:

That Council review and accept the Fire Dispatch Communications Centre Services Agreement attached.

Background & Analysis:

In 2016 the St.-Charles Fire Department along with our neighbors from Markstay-Warren and French River sought out new dispatching services as the existing service provider was not providing adequate service to meet our needs.

Through an RFQ process the departments landed on the Smiths Falls Fire Department - Dispatching Division as the new service provider. They have provided excellent service since onboarding in the Spring of 2017 and continue to invest in their ability to provide this service to small and medium sized communities across Ontario.

They are actively engaged in upgrading their systems to meet the requirements under the incoming NG911 system being launched by the province. This includes hardware, software, and personnel.

At the completion of this five (5) year extension the contract will be renegotiated based on the most current census population data.

Attachments:

- Fire Dispatch Communications Centre Services Agreement

Prepared by: James D. Bertoia, Fire Chief

FIRE DISPATCH COMMUNICATIONS CENTRE SERVICES AGREEMENT

THIS AGREEMENT MADE:

BETWEEN:

MUNICIPALITY OF ST. CHARLES

AND -

THE CORPORATION OF THE TOWN OF SMITHS FALLS

(HEREINAFTER CALLED THE "SERVICE PROVIDER")

WHEREAS The **MUNICIPALITY OF ST. CHARLES** contracts the provision of Fire Communications Centre Services

NOW THEREFORE it is agreed between the parties as follows:

1. PARTIES, TERM and TERMINATION

- 1.1 The term of this Agreement shall be for a period of five (5) years commencing on January 1, 2023 or before, with an option for a five (5) year extension. The terms and conditions of the extension will be discussed prior to the expiry of this agreement, and will be based on population changes, and the cost of services being provided. For this agreement, each year's cost will be the previous year's cost plus the CPI index for Ottawa-Gatineau region.
- 1.2 In consideration of the provision of the services set out herein, the Service Provider shall be paid the sum as the Statement of Cost of Service Table based on the RFQ FS-16-01, plus HST, per annum during the term of this Agreement.

STATEMENT OF COST OF SERVICES

2023	\$4,434.14 plus CPI & HST
2024	Previous year plus CPI & HST
2025	Previous year plus CPI & HST
2026	Previous year plus CPI & HST
2027	Previous year plus CPI & HST

- 1.3 Annual invoicing to be mailed in December each year.

In the event of termination of this Agreement, the Service Provider shall be entitled to a pro-rated portion of this amount, to be calculated based on the effective date of termination.

- 1.4 This Agreement may be terminated by either party without cause and without penalty upon, except as described in clause 1.5, providing the other party with one hundred and eighty (180) days written notice before the anniversary date.
- 1.5 In the event that the **Municipality of St. Charles** chooses to terminate the agreement or not to renew the agreement for the optional five (5) year extension, prior to the expiration of the agreement, the **Municipality of St. Charles** will reimburse all termination fees/penalties and equipment required to provide services supplied by the Town of Smiths Falls.

CONTRACTED SERVICES

2.1 Communication Centre

The Service Provider shall:

- 2.1.1 provide a communication centre based as a continuous operation twenty-four hours per day, 365 days per year. The Service Provider shall provide fire dispatch communications including public reporting, dispatching, telephone systems, and one-way and two-way radio systems that fulfill communications between the public and responding fire departments, and communications within the fire departments under emergency and non-emergency conditions.
- 2.1.2 be capable of receiving a downstream information packet from the **Municipality of St. Charles** identified CERB.
- 2.1.3 meet the requirement of answering 80% of alarms answered within 15 seconds, and 90% of the alarms shall be answered within 40 seconds, and that 95% of the emergency dispatching shall be completed within 60 seconds.
- 2.1.4 under all conditions, shall have the following two sources of power that shall be provided for the operation of the communications centre and its related support systems and equipment: one circuit from a utility distribution system and a second from an engine-driven generator, and automatic transfer upon power failure shall be provided.
- 2.1.5 have in place, a remote back-up central system and the remote back-up site. The location defined as Smiths Falls Police located at 7 Hershey Drive, Smiths Falls.
- 2.1.6 be capable of replacing the primary site in the event of the primary's failure.

- 2.1.7 maintain a written disaster/emergency recovery communications centre plan, that describes the actions to be taken if the primary site is incapacitated and the steps to be taken that ensures the primary and/or alternate centre is operational in less than 1 hour.
- 2.1.8. be compliant with the Canadian Radio – Television and Telecommunications Commission (CRTC) requirements.
- 2.1.9 ensure the centre is equipped with multi-channel digital logging equipment and individual call checker equipment.
- 2.1.10 Ensure the centre is equipped with a computer aided dispatch (CAD) equipment utilizing the **Municipality of St. Charles** GIS mapping to accommodate response site location.

2.2 COMMUNICATION STAFFING/COMMUNICATORS

The Service Provider shall:

- 2.2.1 provide staffing during any labour disruption.
- 2.2.2 ensure that sufficient and properly trained communicators at the NFPA 1061 standard level are on duty at all times.
- 2.2.3 ensure that communicators be competent in the operating of the software, paging and communications devices necessary in both dispatching and calling, and the continuance of communications support.
- 2.2.4 ensure that communicators be competent to receive emergency information from within the geographical area of the **Municipality of St. Charles** and dispatch the fire department.
- 2.2.5 upon receipt of an emergency call, dispatch the **St. Charles** Fire Services, including paging, and ensure that communicators have the capability of maintaining constant communication with fire responding crews for full duration of the incident and further support fire site requests for notification of other agencies as required.
- 2.2.6 In case of technological failure with the CAD system, ensure that communicators be competent in providing manual emergency site locating by means of paper maps and written forms.
- 2.2.7 retain and make available for the **Municipality of St. Charles** inspection upon reasonable notice:
 - 1) A log of the time the call was received.
 - 2) The location of the call.
 - 3) The relevant information received at the time of the call.
 - 4) The time that the information was transmitted to the appropriate fire department.

- 5) The time at which the appropriate fire department acknowledged receipt of the call.
- 6) Any other record that may be required by the Ontario Fire Marshal Emergency Management (OFMEM) or other provincial requirement.

2.3 RECORDS MANAGEMENT /REPORTS

The service provider shall:

2.3.1 maintain accurate and dependable reports based on accurate electronic time stamping. Reports must reflect accurate times.

2.3.2 have a records management system that provides a report at the conclusion of each incident that meets the OFMEM incident reporting requirements, and this report shall be sent immediately to the appropriate Fire Department contacts.

2.3.3 maintain a records management system that provides a report quarterly. These reports shall be provided to the **Municipality of St. Charles** Fire Chief, within two (2) months of the period ending.

2.3.4 the records management system reports shall include, but not be limited to:

1. the total number of calls dispatched
2. the total number of calls by type of call
3. the average time duration of the calls

2.3.5 maintain a records management system that provides information based on property identification and roads information.

2.3.6 allow the **Municipality of St. Charles** to inspect all records and information obtained from time-to-time at the discretion of the **Town of Smiths Falls** upon reasonable notice.

3. MUNICIPALITY OF ST. CHARLES

The **Municipality of St. Charles** shall be responsible for supplying and maintaining:

3.1 Supply digital municipal mapping compatible with the Service Providers equipment. The Service Provider shall not change the format of the required information during the contract period without the consent of the **Municipality of St. Charles**.

3.2 a contact list of personnel to be contacted in the event of equipment failure to ensure emergency calls can be routed to a responsible member of the appropriate **Municipality of St. Charles** Fire Department.

3.3 a contact list of other agencies, and municipalities, that the Incident Commander may require to be dispatched to the emergency scene.

- 3.4 the **Municipality of St. Charles** radio infrastructure capital and operating requirements, including a radio tower system that provides paging capability at all times covered by this contract.
- 3.5 an emergency recovery plan for The **Municipality of St. Charles** Radio Infrastructure that describes actions taken that ensures normal operations are resumed in a expedient manner.
- 3.6 all necessary radio, pager and other communications systems. The connections to the demarcation point of the service provider centre will be assumed by the **Municipality of St. Charles**.

4. **GENERAL PROVISIONS**

- 4.1 The Service Provider shall provide an operational contact that shall act as liaison between the **Municipality of St. Charles** Fire Chief and the Communication Centre staff. This shall address daily and immediate needs and concerns of any operational situations.
- 4.2 The Service Provider shall participate in an annual meeting with the **Municipality of St. Charles** Fire Chief, chaired by the service provider Fire Chief. The objectives of these meetings will be to address issues arising from the performance of this Agreement, and degree of satisfaction of all parties. Other meetings may be called by either party contacting the **Municipality of St. Charles** Fire Chief or the service provider Fire Chief.
- 4.3 The Service Provider shall provide procedural operating guidelines in conjunction with the **Municipality of St. Charles** Fire Chief to ensure both parties fully understand all expectations.
- 4.4 The daily operation of the Communication Centre will be the responsibility of, and under the direction of, the **Smiths Falls** Fire Chief.
- 4.5 The Service Provider shall, throughout the duration of this Agreement and any extension thereof, maintain a comprehensive general liability insurance policy. The policy shall provide insurance coverage in respect of any one occurrence to the limit of at least Five Million Dollars (\$5,000,000.00) per occurrence. Such policy shall designate the **Municipality of St. Charles** as additional named insured. A certificate of insurance shall be provided to the **Municipality of St. Charles**.
- 4.6 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
- 4.7 In every clause of this Agreement, unless the contrary intention appears, words importing the singular number of the masculine gender only, include more persons, parties or things of the same kind than one, and females as well as males and the converse, and a word interpreted in the singular number has a corresponding meaning when used in the plural.

4.8 Any notice required or permitted by this Agreement to be given by the parties hereto shall be in writing and shall be conclusively deemed to have been delivered on the date of mailing of such notice.

4.9 Any such notice required to be given herein shall be in writing and shall be delivered in person or by prepaid registered mail as follows:

Municipality of St. Charles

Fire Chief

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

Corporation of the Town of Smiths Falls

Fire Chief

P.O. Box 695
77 Beckwith St. N.
Smiths Falls, ON K7A 4T6

4.10 The parties hereto, on behalf of themselves, their heirs, executors, administrators and permitted assigns, including successors in title, covenant and agree to indemnify and save harmless each other from all actions, causes of actions, suits, claims or demands whatsoever which arise directly or by reason of each parties own negligence or non-performance of this Agreement.

4.11 All clause headings are for ease of reference only and shall not affect the construction or interpretation of this Agreement.

4.12 If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severed from the remainder of this Agreement for the purpose only of the particular proceeding. This Agreement will, in every other respect, continue in full force and effect.

4.13 The invalidity or unenforceability of any provision or part of any provision of this Agreement shall not affect the validity or enforceability of any other provision or part of any provision hereof.

4.14 This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.

4.15 The parties hereto agree that any dispute, be it of fact, law or a mixed question of fact and law, which may arise as a result of this Agreement shall be referred to and resolved by a mutually agreeable single arbitrator, pursuant to the provisions of the Arbitration Act, 1991

and amendments thereto. The costs of such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator. If a party herein commences a proceeding in respect of a matter to be submitted to arbitration under this Agreement, the court in which the proceeding is commenced shall, on the motion of the other party to this Agreement, stay the proceeding.

IN WITNESS WHEREOF the **Municipality of St. Charles** has hereunto affixed its Seal duly attested to by its proper officers in that behalf.

DATED AT THE **Municipality of St. Charles** THIS DAY OF ,2023.

Municipality of St. Charles

Paul Branconnier

Mayor

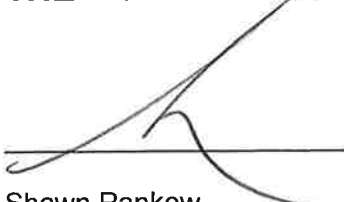
Denis Turcot

Chief Administrative Officer

IN WITNESS WHEREOF the Corporation of the Town of Smiths Falls has hereunto affixed its Corporate Seal duly attested to by its Mayor and Clerk.

DATED AT THE **Town of Smiths Falls** THIS DAY OF ,2023.

THE CORPORATION OF THE TOWN OF SMITHS FALLS



Shawn Pankow

Mayor



Kerry Costello

Clerk

Report to Municipal Council



Meeting Date: October 4, 2023	Report Date: September 27, 2023
Decision Requested: No	Priority: High
Direction Only: Yes	Type of Meeting: COW

Report Title: Update - 2005 Ford F550

Recommendation:

For Council to receive and review the second quote received for body work on the F550 truck.

Background:

A report to Council was presented on September 6, 2023, with regards to repairs required on the 2005 Ford F550 in the amount of \$11,400.71. Council asked that a second quote be obtained for the body work on the rocker panels and that a confirmation as to why the rocker panels are considered as part of the annual inspection.

The vehicle was sent to Scott's Custom Painting in Verner for a quote and came back with a quote of \$3,977.60 (see attached).

A call to Cambrian Ford was made and we were told that the fumes from the vehicle could get into the cab of the truck with the damage to the rocker panels and this is why it is part of the annual inspection.

With the new rocker panel quote, the total repair cost of the vehicle would be \$7,468.31, leaving it \$1,215.88 over budget. The Interim Public Works Supervisor made a call to Cambrian Ford to ask their opinion of the state of the vehicle to see if they see any warning signs for the future. They stated that it was in good condition, and from what they could see, it should be ok, but not guaranteed.

Council had also asked to get a quote for the purchase of a larger pick-up truck that we could attach a plow and dump trailer to as a replacement for the F550.



Please see the attached quote from Cambrian Ford for truck, plow and dump trailer. This is to give Council an idea of pricing, if Council chooses to go this route, a formal tender will be sent out.

The other reason the discussion of replacing the F550 with a pick-up truck was the fact that we have 2 passenger vehicles for 3 departments. The third pick-up would have helped with that situation. If Council chooses to wait to replace the F550 until the scheduled 2025 or later, we will still be short 1 vehicle. If the decision to keep the F550, there should be no reason why the 3 departments cannot schedule vehicles using the 2022 Pick-up, 2014 Pick up and the 2005 Ford F550.

Attachments:

- Estimate Scott's Custom Painting
- Quote Cambrian Ford

Prepared By: Pamela McCracken, Director of Finance / Treasurer

Tammy Godden

From: Public Works
Sent: Monday, September 18, 2023 9:02 AM
To: Pamela McCracken
Subject: Fwd: Attention Eric Laforest. Estimate for f550 body work and paint

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From: Scott Gagne <scott.custompainting@gmail.com>
Sent: Monday, September 18, 2023 8:38:03 AM
To: Public Works <publicworks@stcharlesontario.ca>
Subject: Attention Eric Laforest. Estimate for f550 body work and paint

Scott's Custom Painting

Parts quoted as per maslack

Cab corners 125 each plus hst

Rocker panels 135 each plus hst

Labour to replace and refinish cab corners, rocker panels, and rebuild inner rockers along with sandblasting bottom of both doors inside and out to clean up rust and refinish lower section of outside and inside door jambs is 60 hours at 50 dollars a hour for labour including paint and body materials

Total amount for parts $125 \times 2 = 250$

$135 \times 2 = 270$

Labour $60 \times 50 = 3000$

Total $3520 \times 13\% \text{ hst}$

Grand total 3977.60



Preview Order M822 - F4H 4X4 Reg Chas Cab Drw: Order Summary Time of Preview: 09/28/2023 14:04:03 Receipt: NA

Dealership Name: Cambrian Ford Sales Ltd.

Sales Code : CB8165

Dealer Rep.	Mark Hodgson	Type	Retail	Vehicle Line	Superduty	Order Code	M822
Customer Name	. Mun St Charles	Priority Code	10	Model Year	2024	Price Level	420

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F450 4X4 CHASSIS CAB DRW/169	\$69879	50 STATE EMISSIONS	\$0
169 INCH WHEELBASE	\$0	110V/400W OUTLET	\$365
2024 MODEL YEAR	\$0	SNOW PLOW PACKAGE	\$160
FEDERAL EXCISE TAX	\$100	JOB #1 ORDER	\$0
TOTAL BASE VEHICLE	\$69979	SPARE TIRE AND WHEEL	\$410
OXFORD WHITE	\$0	JACK	\$0
CLOTH 40/20/40 SEAT	\$260	410 AMP ALTERNATOR	\$150
MEDIUM DARK SLATE	\$0	PARTIAL GAS FILL	\$0
PREFERRED EQUIPMENT PKG.650A	\$0	EXTERIOR BACKUP ALARM	\$150
.XL TRIM	\$0	DUAL BATTERY	\$0
.DRIV/PASS FRONT & SIDE AIRBAGS	\$0	REAR VIEW CAMERA & PREP KIT	\$550
.AIR CONDITIONING -- CFC FREE	\$0	XL CHROME PACKAGE	\$500
.AM/FM STEREO/CLOCK	\$0	.FOG LAMPS	\$0
.TRANS POWER TAKE-OFF PROVIS	\$0	.REMOTE START	\$0
.7.3L DEVCT NA PFI V8 ENGINE	\$0	*****	\$0
10-SPEED AUTOMATIC 10R140	\$0	**THIS VEH. NOT INTENDED FOR *	\$0
225/70R19.5G BSW MAX TRAC	\$320	* SALE OR REGISTRATION IN US**	\$0
4.88 RATIO LIMITED SLIP AXLE	\$0	* RETAIL PRICES EXCLUDE *	\$0
CV LOT MANAGEMENT	\$0	* GST/HST *	\$0
FRONT LICENSE PLATE BRACKET	\$0	*****	\$0
PLATFORM RUNNING BOARDS	\$600		\$0
LESS TIRE INFLATION MONITOR	\$0	U.S. GAL FUEL CHARGE	\$0
16500# GVWR PACKAGE	\$0	FDAF ASSESSMENT	\$0
ENGINE BLOCK HEATER	\$250	DESTINATION & DELIVERY	\$2295
SKID PLATES	\$200		
TOTAL BASE AND OPTIONS			MSRP \$76189
DISCOUNTS			NA
TOTAL			\$76189

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.

This is not an invoice.

73103 Chassis F450 4x4
+ 40,358.27 Dump Body + flow.

\$ 113,461.27
+ taxes, plates.

SK Power Drive Inc.

1546 Old Falconbridge Rd
Sudbury ON P3A 4N8
705-671-2300
info@skpowerdrive.com
www.skpowerdrive.com
GST/HST Registration No.: 73173 7128
RT0001



Estimate

ADDRESS

Cambrian Ford Sales.
1615 The Kingsway
PO Box 2548, Stn.A
Sudbury ON P3A 4S9

SHIP TO

Cambrian Ford Sales.
1615 The Kingsway
PO Box 2548, Stn.A
Sudbury ON P3A 4S9

ESTIMATE # 11251

DATE 09/28/2023

CUSTOMER PO#

St Charles

ESTIMATE NUMBER

11251

ACTIVITY	QTY	TAX	RATE	AMOUNT
Custom SK Package - PACKAGE-SK 11'9" Voth Steel Dump Package Includes: -11'9" Voth Steel Dump Body - 12T Telescopic Cylinder - 12V Electric Powerpack with Enclosure - Pintle Plate with Tow Package - 2x LED Work Lights Facing Rear - 1x LED Amber Body Mounted Beacon - 4x MudFlaps w/Anti Sail Brackets	1	HST ON	25,173.39	25,173.39
MVP3MS95-WES 9.5 MVP3 MS Package with LED Installed	1		15,184.88	15,184.88

Installed on 2024 F450 with 84" CA

SUBTOTAL	40,358.27
HST (ON) @ 13%	5,246.57
TOTAL	CAD 45,604.84

TAX SUMMARY

	RATE	TAX	NET
HST (ON) @ 13%		5,246.57	40,358.27

Accepted By

Accepted Date

Date(MMDDYY): _____

Name(Print): _____

Signature: _____



Report to Municipal Council

Meeting Date: October 4, 2023	Report Date: September 27, 2023
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: COW

Report Title: Pulverization of Certain Municipal Roads

Recommendation:

That Council review and agree to the proposed roads for additional pulverization (see attached Quote provided by Greenwood Paving dated September 1, 2023, in the amount of \$41,390.54 plus HST).

Option: To include the entirety of Musky Bay Road at an additional cost of approximately \$2,338.56 not included in recent quote.

Also, that Council approves to an upset limit \$5,500.00 for the logistics of delivering this project including signs and labour.

Background:

Council previously received a tentative schedule to rehabilitate Lake Road to an upset limit of \$18,000.00 for the pulverization. Council was also provided with the information to pulverize sections of Casimir Road at an estimated cost of \$12,250.00 for a total of \$30,250.00. After a review of more sections of roads, it would be to the advantage of the Municipality to pulverize more sections of roads while the road construction company is here and to avoid mobilization fees of \$2,500.00 per move.

On August 30, 2023, Council passed Resolution 2023-199, which is attached for reference.

The current PCI (Pavement Condition Index) is less than desirable and returning these roads to gravel would be an improvement, therefore it is recommended to Council the following:



- Two (2) small sections of Victoria Road for a total length of approx. 360 meters
- Musky Bay Road for a total length of approx. 845 meters
- King Street East for a total length of approx. 375 meters
- Clearview Lane approx. 140 meters

This provided a total of approximately 1720 meters to be pulverized in addition to the previous quote for a grand total of approximately \$41,390.54 plus HST with the final amount to be determined upon completion of the project.

The lengths to be pulverized resulted in the fact that after 2-3 kms of a move, there would be a mobilization charge from the company. We would rather see that money being returned into pulverizing sections of the road instead of on mobilization charges.

For safety reasons we would need one (1) or more additional workers for traffic control / equipment operator at a cost of approx. \$3,500.00 (including payroll deductions) for approximately seven (7) days for an equipment operator and / or labourer. We will also require road signage at the cost of \$2,000.00 with twelve (12) signs being permanent and eight (8) signs being for the construction on the roads but will be able to be reused for future projects.

Attachments:

- Greenwood Paving Pembroke Ltd. Quotation, dated September 1, 2023
- Resolution 2023-199, dated August 30, 2023

Prepared by: Kim Thibeault, Assistant to Department Heads
Reviewed by: Eric Laforest, Public Works Lead Hand
Denise Turcot, Chief Administrative Officer

*** QUOTATION ***

BN: R10219 4669 RT



REPRICE

Renfrew: (613) 432-8555
 Arnrior: (613) 623-9998

177 MacKay Street Pembroke, Ontario K8A 1C2 Phone (613) 735-4101 Fax (613) 735-7407

SOLD TO: Municipality of St Charles

Attention: Kim Thibeault
Email: kthibeault@stcharlesontario.ca
PHONE:
DATE: September-01-23

Project: St Charles, Ontario

Item #	Item Description	Quantity	Unit	Unit Price (m ²)	Total Price
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1 -	To Supply and Apply Pulverizing of Surface Treated Roadway	71,363	m2	\$ 0.58	\$ 41,390.54
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Roads to be Pulverized

- ① Lake Road 4.9Km X 7M Wide
- ② Victoria 1st Part 60M X 7M Wide
- ③ Victoria 2nd Part 300M X 7M Wide
- ④ Casimir 3.5Km X 7M Wide
- ⑤ Musky Bay Road 845M x 7M Wide
- ⑥ King St. East 375M X 8M Wide
- ⑦ Clearview Lane 141M X 8M Wide

To be Pulverized on or Before Oct 15, 2023

2 -	A 84Inch Vibratory Roller with Operator is available for .17¢/m ²	71,363	m2	\$ 0.17	\$ 12,131.71
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- H.S.T. (13%) is Extra
- Quotation is Valid for a Period of 30 Days, Payment Terms Net 30 Days (2% Per Month, 24% Per Annum)
- Price is to pulverize non-asbestos asphalt only- No guarantee on size of reclaimed material
- Maximum asphalt depth to be pulverized is 10 inches/250mm. Pre-Milling will be required for depths exceeding this amount
- All Work subject to credit approval
- Excludes grading and compaction.
- Excludes all traffic control, layout, trucking, sweeping, utility locates and any hand work in areas unreachable by equipment
- Above quantities are estimates only, Payment to be based on installed measured quantities
- Minimum 7 Days advance notice required for scheduling, for scheduling please contact Kent Plummer (greenwoodpaving@nrtco.net) 613-639-3144
- **All Locates to be supplied by customer with Greenwood Paving (Pembroke) Ltd listed on all Locates**

ACCEPTED BY: _____

Signature: _____

DATE: _____

Authorized: _____

Kent Plummer
Greenwood Paving (Pembroke) Ltd.

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE



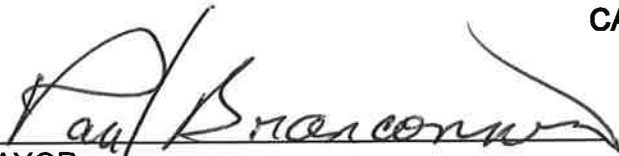
Special Meeting of Council

Agenda Number: 6.5.1.
Resolution Number 2023-199
Title: Report to Council - Pulverization - Lake Road, Casimir Road and Sections of Victoria Road
Date: August 30, 2023

Moved by: Councillor Laframboise
Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles authorizes the expenditure of \$37,595.60 plus HST for pulverization of Lake Road, Casimir Road, and two (2) short sections on Victoria Road as quoted by Greenwood Paving;
AND BE IT FURTHER RESOLVED THAT Council authorizes the expenditure to an upset limit of \$6,000.00 for the rental of a compaction unit for a period of two (2) weeks;
AND BE IT FURTHER RESOLVED THAT should the compaction unit not be available from any of the various rental companies of sufficient staffing available, that Council authorizes the expenditure of \$11,019.40 plus HST for compaction as quoted by Greenwood Paving.

CARRIED


MAYOR



**Minutes
of the September 21, 2022
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Arthur Hayden, David Santi, Paul Schoppmann, Richard Stephens, Kevin Burke, Michael Levesque, Jim Rook, David Ham, Bruce Killah, Richard Malette, Vern Gorham and Ted Lovelace

Regrets: Jill Beer and Ken Duplessis

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Melody Ouellette

1.0 CALL TO ORDER

Bruce Killah, called the meeting to order at 10:00 a.m.

2.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3.0 Closed Session

Resolution 22-70

Moved by: David Santi

Seconded by: Vern Gorham

BE IT RESOLVED THAT the Board move into closed session at 10:00 a.m.

Carried

Resolution 22-71

Moved by: David Ham

Seconded by: Art Hayden

BE IT RESOLVED THAT the Board adjourn this closed session at 10:30 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

**Minutes
of the September 21, 2022
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Arthur Hayden, David Santi, Paul Schoppmann, Richard Stephens, Kevin Burke, Michael Levesque, Jim Rook, David Ham, Bruce Killah, Richard Malette, Vern Gorham and Ted Lovelace

Regrets: Jill Beer and Ken Duplessis

Staff: Donna Stewart, Lori Clark, Connie Morphet, Joshua Parkinson, Paul Myre, Melody Ouellette and Kristin McFarlane

Media: Michael Erskine, The Manitoulin Expositor

1.0 Chair, Bruce Killah, called the meeting to order at 10:33 a.m.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10's of thousands of years.

We'd like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Business Arising from Closed Session

During its Closed Session, the Board discussed Legal and Human Resources issues.

4.0 Adoption of Agenda

Resolution No. 22-72

Moved by: Richard Malette

Seconded by: Mike Levesque

BE IT RESOLVED THAT the Agenda be adopted.

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6.0 Adoption of Minutes

Resolution No. 22-73

Moved by: Jim Rook

Seconded by: Kevin Burke

BE IT RESOLVED THAT the Minutes of the [June 15, 2022](#), Board meeting be approved as presented.

Carried

7.0 Committee Meetings

7.1 Human Resources

The Human Resources Committee met September 19, 2022. David Santi, Acting Chair of the Committee provided the Board with an update on items discussed at the meeting.

7.1.1 New Policy

Paul Myre, Chief of Paramedic Services, walked the board through the revised Human Resources Policy C.5.08 COVID-19 Vaccinations.

We have revised our policy to fall in line with the government's approach and the Chief Medical Officer.

The policy will continue to be revised as the pandemic changes course.

Resolution No. 22-74

Moved by: Edgar Lovelace

Seconded by: David Santi

WHEREAS the Human Resources Committee has reviewed the revised Human Resources Policy C.5.08 COVID-19 Vaccinations.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Human Resources Committees recommendation and approves the revised Human Resources Policy C. 5.08 COVID-19 Vaccinations effective August 1, 2022.

Carried

7.2 Program Planning Committee

The Program Planning Committee met September 20, 2022. Kevin Burke, Chair of the Committee provided the Board with an update on items discussed at the meeting.

7.2.1 Quality Assurance

Lori Clark, Director of Integrated Human Services, walked the Board through the Child Care Quality Assurance – Issue Report.

The DSB provides funding and program support to 17 Child Care Programs and 4 EarlyON Centres with extensive outreach throughout the jurisdiction.

Over the last several years we have been assessing program quality across our District.

Quality Assurance is currently being contracted to Our Children Our Future. Staff have determined targeted support is needed. Particularly after the challenges experienced in the sector because of COVID-19.

Staff are recommending the Finance Committee review the financial impact of providing support directly during the 2023 budget process.

Resolution No. 22-75

Moved by: Kevin Burke

Seconded by: David Ham

WHEREAS the Program Planning Committee has reviewed the Quality Assurance - Issue Report and is recommending approval of the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the [Quality Assurance - Issue Report](#) and the recommendation to bring to the Finance Committee to review the financial impact during the 2023 budget process.

Carried

7.2.2 Canada-Wide Early Learning and Child Care (CWELCC)

Lori Clark, Director of Integrated Human Services, walked the Board through the Canada-Wide Early Learning and Child Care – Issue Report, the new F.11.1 CWELCC Policy and the revised F.5.2 Rates and Care Codes Policy.

As shared with you in April, the Government of Ontario signed the [CWELCC Agreement](#). The agreement will lower fees for parents and provide more accessible and high-quality child care for families.

Following the ministry communication on April 12th regarding the implementation of the CWELCC System and release of guidelines, the ministry updated the [Guidelines \(“CWELCC Guidelines”\)](#) on August 17, 2022. The updated guidelines provide clarity and further assist service system managers and service providers with implementing the CWELCC System across the province.

Ontario’s plan will deliver \$10 per day child care, on average, by 2025.

All licensed programs serving children under the age of six in Ontario are eligible to apply to participate in the CWELCC System through their Service System Manager.

We are very pleased to confirm that the majority of service providers in our district have opted-in to the system and service contracts have been ratified for those who are now enrolled.

Service providers enrolled have agreed to drop their rates effective October 1st, 2022, to ensure consistency of rates across the district and for ease of reconciliation.

Staff will continue to prioritize affordability, access, quality and inclusion. We will continue to provide ongoing updates to the Board as we move forward with implementation.

As a result of implementation of the new Canada Wide Early Learning and Child Care System and Service System Funding Guidelines the DSB has developed a new policy F.11.1 is intended to provide overarching direction to support the implementation of the CWELCC System. The information in the policy supports the commitment of the DSB to ensure that the CWELCC System is planned and implemented in accordance with the CWELCC System Service Agreement and Guidelines through a process that is fair, accountable, and transparent.

Policy F.5.2 (Rates & Care Codes) has been revised to include the implementation of the CWELCC System for fee reduction. The policy includes eligibility criteria under the CWELCC System (under 6 years old) and subsequent rate charts for both CWELCC Rates and the existing Universal Rates.

This policy is intended to clearly outline the cost to families enrolled or who wish to enroll their children in child care in the DSB District. It includes the rates up to 2025 when we will achieve the average of \$10 per day child care fees for eligible children.

While this is great news for parents who require child care, waitlists have begun and providers are struggling with recruitment and retention.

Resolution No. 22-76

Moved by: David Ham

Seconded by: Richard Malette

WHEREAS the Program Planning Committee has reviewed the Canada-Wide Early Learning and Child Care System – Issue Report and;

WHEREAS the Program Planning Committee has reviewed the new F.11.1 CWELCC Policy and the revised F.5.2 Rates and Care Codes Policy.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the [Canada-Wide](#)

[Early Learning and Child Care System](#) – Issue Report.

FUTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the new [F.11.1 CWELCC Policy](#) and the revised [F.5.2 Rates and Care Codes Policy](#) effective April 1, 2022.

Carried

8.0 New Business

8.1 2022 Second Quarter CAO Activity Report

Donna Stewart, CAO, walked the board through the 2022 CAO Second Quarter Report. This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

Resolution No. 22-77

Moved by: Richard Malette

Seconded by: Jim Rook

BE IT RESOLVED THAT the [2022 CAO Second Quarter Activity Report](#) be approved as presented.

Carried

8.2 2022 Second Quarter Unaudited Financial Report

Connie Morphet, Director of Finance & Administration, walked the Board through the 2022 Second Quarter Unaudited Financial Report, which is forecasting a year-end surplus of \$228,373.

Resolution No. 22-78

Moved by: Edgar Lovelace

Seconded by: Vern Gorham

BE IT RESOLVED THAT the [2022 Second Quarter Unaudited Financial Report](#) be approved as presented.

Carried

8.3 Ministry of Municipal Affairs and Housing

Lori Clark, Director of Integrated Human Services, walked the Board through the updates from the Ministry of Municipal Affairs and Housing.

In May of this year, we shared our [Investment Plan for Social Services Relief phase 5](#), in your package you will see that our plan was approved on August 3rd.

Our allocation is \$500,000 and will be used to support the new build in Little Current.

We also shared our [investment plan](#) in May for 2022-23 COCHI and OPHI, in your

package you will find confirmation of the approval of this plan as well.

As a reminder the investment plan proposed to use the COCHI funding of \$347,763 less administration for two projects prioritized in the [Building Condition Assessment](#) which was shared with the Board in October 2020.

Balcony repairs and Main Electrical Service Distribution replacement at 66 Robinson Street in Little Current for a total of \$148,398 and the projects at 76 Wellington Street in Manitowaning for a total of \$181, 977.

The investment plan proposed to use the OPHI capital funding of \$207,700 less administration to support the new build in Little Current to create long-term affordable housing for seniors.

8.4 Ministry of Education

Lori Clark, Director of Integrated Human Services, gave the Board a brief update on the health and safety measures in child care.

Child Care Service Providers received a [memo](#) from the Ministry of Education on August 16, 2022, regarding upcoming health and safety measures in child care as we approach the start of a new school year.

On the advice of the Office of the Chief Medical Officer of Health current health and safety requirements remain unchanged.

Highlights of the memo include the:

- Recommendation that staff, providers, children and visitors continue to self-screen before attending children care;
- Follow public health guidance, individuals should stay home if they are feeling ill;
- That appropriate hand hygiene and respiratory etiquette should continue to be promoted; and

Service Providers are to continue to monitor absence rates and follow guidance provided by local health authority.

An additional memo was sent to Child Care Service Providers on August 31, 2022 regarding screening tools for [immunocompromised](#) and [non-immunocompromised](#) children.

Updates to the screening tool implement the revisions to guidance from the Ministry of Health based on evolving evidence for COVID-19, as well as considerations for other respiratory and gastrointestinal illness that are likely to circulate over the coming months.

8.5 Ministry of Health

Paul Myre, Chief of Paramedic Services walked the Board through the 2022 Land Ambulance Services Grant and the One-Time Community Paramedicine Funding.

Earlier this month, the DSB received our [2022 Land Ambulance Services Grant \(LASG\) Funding Letter](#). In it, The Minister of Health has informed that the Manitoulin-Sudbury DSB will receive a total maximum base funding \$10,267,776. This amount includes \$454,687 in additional base funding from the 2021 amount due to the increase of the 2021 budget over the 2020 budget. The Ministry calculates the funding using the prior year and adding an incremental increase which is 0% for 2022.

The Paramedic Service has once again received [one-time funding of \\$250,000](#) to continue supporting patients requiring high intensity supports in the community.

The High Intensity Supports at Home program helps patients with high care needs transition from a hospital back to their home or community setting with the right supports, also known as alternate level of care patients.

This program provides integrated, team-based care where multiple types of services are wrapped around the patient. Our Community Paramedic Team has been an important supplement to community-based services as a capacity enhancer working alongside home and community care, primary care and other services, to offset reduced bed capacity in hospitals and long-term care homes.

With this funding, our Community Paramedics will ensure high needs patients continue to receive timely, high quality, and safe care at home and in other community-based settings when beds are in short supply.

8.6 Wiikwemkoong Financial Statements

Connie Morphet, Director of Finance and Administration, walked the Board through the Wiikwemkoong Financial Statements.

The Wiikwemkoong Ambulance Service is administered by the Manitoulin-Sudbury District Services Board on behalf of the Ministry of Health and Long-Term Care.

The financial statements for the year ended March 31, 2022, for this Ambulance Service were audited during the summer months and reported to MOHLTC.

The total expenses of \$2,254,430 were within budget and are 100% funded by the Ministry of Health and Long-Term Care.

Resolution No. 22-79

Moved by: Jim Rook

Seconded by: Mike Levesque

BE IT RESOLVED THAT the [Wiikwemkoong Financial Statements](#) approved as presented.

Carried

8.7 Child Care Worker & Early Childhood Educator Appreciation Day

Lori Clark, Director of Integrated Human Services, discussed the importance of the Child Care Worker & Early Childhood Educator Appreciation Day.

Tuesday, October 18th, 2022, is the 22nd annual Child Care Worker and Early Childhood Educator Appreciation Day.

This day recognizes the commitment, hard work and dedication of Early Childhood Educators (ECEs) and staff who work with young children. This year's Child Care Worker and Early Childhood Educator Appreciation Day theme is Worth MORE!.

Appreciation Day will be especially important as we work toward a Canada-Wide Early Learning and Child Care system that includes decent work and pay for ECEs and Child Care Workers.

While new federal commitments are beginning to bring more affordable child care to families, our work must continue to ensure that we solve the child care workforce crisis and truly value the work of ECEs and child care workers.

We know that to expand the child care system to serve more families and to improve the quality of child care for young children, decent work and pay for child care workers are essential. ECEs' working conditions are children's learning conditions.

Each year the day is proclaimed by municipalities and school boards across Ontario and marked in hundreds of child care centres.

The contributions that ECEs and child care workers make every day in our communities is amazing and we want them to be recognized for it!

We are asking that the Board recognize October 18th, 2022, as the 22nd annual "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.

Resolution No. 22-80

Moved by: Richard Stephens

Seconded by: Art Hayden

WHEREAS years of research confirms the experiences children have in the early years have an extraordinary impact on children's intellectual, emotional, social, and physical development and later life outcomes; and

WHEREAS quality Child Care and EarlyON experiences promote the well-being of children and respond to the needs of parents, Child Care workers and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

WHEREAS many studies show trained and knowledgeable Early Childhood Educators and early years staff are the most important element in quality Child Care and EarlyON programs;

THEREFORE BE IT RESOLVED THAT October 18, 2022 be designated the 22nd annual "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the education, dedication, and commitment of Child Care workers to children, their families and quality of life of the community.

Carried

8.8 TWOMO Election

Donna Stewart, CAO, updated the Board on the Declaration of Acclamation to Office and the transition period following the election.

Board packages included a [Declaration of Acclamation to Office](#) to which the CAO declared the certified candidates to be acclaimed to the DSB as members representing territory without municipal organization. Those members are:

- Bruce Killah
- David Santi
- Denise Portelance-Godin

During the period following the election and prior to the beginning of the new Term of Office (January 1), the existing Board continues to govern. However, some restrictions to the Board's actions will apply. The following activities should not be undertaken by the Board during this period:

- appointment or removal from office of any member of the board;
- hiring or dismissal of any employee of the board;
- disposition of any real or personal property of the DSSAB which had a value exceeding \$50,000 when it was acquired by the DSSAB (unless the disposition was included in the most recent budget adopted by the DSSAB before nomination day);
- making any expenditures or incurring any other liability which exceeds \$50,000 (unless the liability was included in the most recent budget adopted by the DSSAB before nomination day), excluding normal day to day business expenditures e.g. Ontario Works.

8.9 Videoconferencing Pods

Lori Clark, Director of Integrated Human Services updated the Board on the Videoconferencing Pods.

In April 2021, staff shared with the board our Social Services Relief Fund #3 plan, part of this plan included working with local libraries to create a location for a soundproof pod to allow the vulnerable population to have access to video conferencing for medical appointment or appointments with social services agencies (i.e. for access to food, housing, employment supports etc.).

The intention was that the pods and video equipment would be operated by the library themselves. The total for this initiative was \$100,000.

The first Pod has opened in Espanola at the Espanola Public Library, there is a link to a media release in your agenda as well as photos of the pods in both Espanola and Little Current. The first three photos are of Espanola, the remaining photos are of the Little Current pod.

We were unable to secure a library location for Sudbury East and North, the pod in Sudbury East is located with Alpha En Partage, we have a longstanding partnership with Alpha and anticipate this pod will help better serve clients and community members when it is complete early this fall.

In Sudbury North we elected to install a Pod in the DSB office, it is in the final stages of completion and will also help better serve clients and community members.

8.10 Canadian Mental Health Association

Lori Clark, Director of Integrated Human Services, walked the Board through the Canadian Mental Health Association (CMHA) Year End Report.

The purpose of this report is to provide an update on the Housing Case Management partnership with the Canadian Mental Health Association in the LaCloche and Manitoulin districts for April 2021 – March 2022.

Resolution No. 22-81

Moved by: Mike Levesque

Seconded by: Paul Schoppmann

BE IT RESOLVED THAT the Manitoulin- Sudbury DSB approve the [Canadian Mental Health Association Year End Report](#) as presented.

Carried

8.11 Association of Municipalities Ontario

Lori Clark, Director of Integrated Human Services, gave the Board a brief update on correspondence received from the Association of Municipalities Ontario (AMO).

Staff were copied on a [letter](#) from AMO to The Honourable Sylvia Jones, Minister of Health on August 30th, 2022.

The purpose of the letter was to request a government-to-government conversation on how to work together to increase the integration of policy development and service planning between the Ministry of Health, human service ministries, municipal government, and District Social Service Administration Boards.

Issues include the housing crisis, homelessness, mental health and addictions, poverty and overcoming barriers to gaining and maintaining employment as well as the successful integration of inmates discharged from correction facilities.

A 'whole' of government approach is needed to address these issues, with increased integration of provincial, municipal, health and human services much can be accomplished.

Staff will share additional information regarding the outcome of this request as it becomes available.

Staff also were copied on a [letter](#) to the Honourable Steve Clark, Minister of Municipal Affairs and Housing with a link a document outlining recommendations about rental housing.

AMO stressed that a specific 'made-in-Ontario' strategy to both increase and preserve purpose-built rental needs to be part of the province's housing plan.

Home ownership is important, however for many, rental housing is the only viable option. Supply is scarce in most communities, and available units are often unaffordable for moderate and low- income people.

New rental housing, especially affordable units, needs to be built, and existing stock must be preserved.

9.0 Other Business

Association of Municipalities Ontario Conference

Bruce Killah, Chair, gave the Board an update on the MSDSB Delegations at the AMO Conference.

Ministry of Municipal Affairs and Housing

The DSB met with Associate Minister Michael Parsa.

We requested additional capital funding for the creation of Affordable Housing with MMAH support to mitigate pressure on Hospitals and Long-Term Care.

We also informed them of our new build and that it took pooling different resources to actually make it a reality for us. Funding continues to be an issue for the DSB.

Ministry Of Health

The DSB met with Parliamentary Assistant Robin Martin to discuss the following:

1. Non-Urgent Patient Transfer
 - Fully fund non-urgent medical transport services in an equitable manner across Northern Ontario
 - Eliminate health sector dependence on Paramedic service for the transportation of non-urgent patients
 - Ensure health sector compliance with legislation surrounding use of land ambulance resources for movement of interfacility patients

2. Access to Equity to Paramedic Services
 - Bridge access equity gaps in Northeastern Ontario particularly for Manitoulin Island and French River areas.
 - Invest in capital revitalization projects for Northern Paramedic Services Stations.

10.0 Next Meeting – October 19, 2022

11.0 Adjournment

Resolution No. 22-82

Moved by: Richard M

Seconded by: Vern Gorham

BE IT RESOLVED THAT we do now adjourn at 11:35 am. until the next regular meeting to be held on October 19, 2022.

Carried



Chair



CAO (Secretary-Treasurer
of the Corporation)



Minutes
of the October 19, 2022
MANITOULIN-SUDBURY DSB BOARD MEETING

Present: Arthur Hayden, David Santi, Paul Schoppmann, Richard Stephens, Kevin Burke, Michael Levesque, Jim Rook, David Ham, Bruce Killah, Richard Malette, Ken Duplessis, Vern Gorham and Ted Lovelace

Regrets: Jill Beer

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Melody Ouellette, Ehren Baldauf

1.0 CALL TO ORDER

Bruce Killah, called the meeting to order at 10:00 a.m.

2.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3.0 Closed Session

Resolution 22-83

Moved by: Vern Gorham

Seconded by: Art Hayden

BE IT RESOLVED THAT the Board move into closed session at 10:02 a.m.

Carried

Resolution 22-84

Moved by: Jim Rook

Seconded by: Richard Stephens

BE IT RESOLVED THAT the Board adjourn this closed session at 10:20 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

Minutes
of the October 19, 2022
MANITOULIN-SUDBURY DSB BOARD MEETING

Present: Arthur Hayden, David Santi, Paul Schoppmann, Richard Stephens, Kevin Burke, Michael Levesque, Jim Rook, David Ham, Bruce Killah, Richard Malette, Vern Gorham, Ken Duplessis and Ted Lovelace

Regrets: Jill Beer

Staff: Donna Stewart, Lori Clark, Connie Morphet, Joshua Parkinson, Paul Myre, Melody Ouellette

Media: Michael Erskine, The Manitoulin Expositor

1.0 Chair, Bruce Killah, called the meeting to order at 10:30 a.m.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10’s of thousands of years.

We’d like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Business Arising from Closed Session

During its Closed Session, the Board discussed Legal and Human Resources issues.

4.0 Adoption of Agenda

Resolution No. 22-85

Moved by: David Santi

Seconded by: Paul Schoppmann

BE IT RESOLVED THAT the Agenda be adopted.

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6.0 Adoption of Minutes

Resolution No. 22-86

Moved by: Richard Stephens

Seconded by: Edgar Lovelace

BE IT RESOLVED THAT the Minutes of the [September 21, 2022](#), Board meeting be approved as presented.

Carried

7.0 Committee Meetings

7.1 Finance

The Finance Committee met October 12, 2022. Paul Schoppmann was elected Chair. Paul provided the Board with an update on items discussed at the meeting.

7.1.1 Tender Audit

Connie Morphet, Director of Finance and Administration walked the Board through the Request for Proposals on Audit Services.

In accordance with [Policy B.3.06](#), tendering for audit will follow the same general rules that govern all tendering and procurement. Additional consideration when selecting an audit tender include an in-depth knowledge of the financial requirements of a DSB or other municipal government structures and the ability to meet with the Board at the Board's Head office location with short notice. Per the procedure, the maximum cycle for audit services is eight years.

In September 2022 the Request for Proposal for Audit Services was advertised in the newspaper, placed on our website, and emailed to four audit firms. The proposal requested that each firm provide a quotation for fees to be charged for 2022 and 2023 audits with an estimate of the probable fees for subsequent years. The closing date was last Friday, October 7.

Two firms provided an audit proposal package, KPMG and Freelandt Caldwell Reilly referred as FCR. Both firms are equivalent in background, experience and qualification. FCR is our current audit firm.

The difference between the two proposals is the number of hours estimated to complete the audit and the familiarity with our organization's financial processes. Based on the evaluation of the proposals and the analysis completed, it is the recommendation of the Finance and Administration department that Freelandt Caldwell Reilly be appointed as the auditors for the Manitoulin-Sudbury DSB for 2022 – 2029.

Resolution No. 22-87**Moved by:** Paul Schoppmann**Seconded by:** Ken Duplessis

WHEREAS the Manitoulin-Sudbury District Services Board has requested proposal for the DSB audit services in accordance with DSB [Policy B.3.06 Tendering Audit Financial and Insurance](#); and

WHEREAS the Request for Proposals on Audit Services was advertised and distributed to local accounting firms with a closing date of Oct 7, 2022; and

WHEREAS the DSB Board has reviewed the proposals submitted and are recommending the firm of Freelandt, Caldwell Reilly.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB Board approves the appointment of Freelandt, Caldwell Reilly as the DSB auditors based on the proposal submitted.

Carried**7.1.2 Financial Limitations Issue Report**

Donna Stewart, CAO walked the Board through the Financial Limitations Issue Report.

The Manitoulin-Sudbury DSB has a [Financial Approval Policy](#) in the General Administration Manual that details the expectations of purchase order, signing cheques and contract limitations by position.

As a result of the realities of inflation, the cost of living has significantly increased over the last year. These realities mean that the cost of operating DSB programs have increased.

Staff are requesting that the Finance Committee recommend to the Board approval and implementation of the changes in the [Financial Limitations – Issue Report](#) with an effective date of November 1, 2022.

Resolution No. 22-88**Moved by:** Paul Schoppmann**Seconded by:** Richard Malette

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Financial Limitations – Issue Report and is recommending approval of the report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts and approves the Financial Limitations – Issue Report and directs staff to action the recommendations contained within the report.

Carried

7.1.3 Budget

Connie Morphet, Director of Finance and Administration walked the Board through the 2023 Budget highlights, outlining the 2.95% increase to the Municipal share.

Resolution No. 22-89

Moved by: Paul Schoppmann

Seconded by: David Santi

WHEREAS the Finance Committee met on October 12, 2022 to review the [Finance Committee Terms of Reference](#), [Annual Budget Guidelines](#), 2023 Allocation of Program Support, [2022 Annual Report on Reserves](#), 2022 Travel Expenditure Issue Report, 2022 Quality Assurance Issue Report and 2023 Budget estimates; and

WHEREAS the Finance Committee is recommending to the new Board the approval of the 2023 Allocation of Program Support, the 2022 Travel Expenditure Issue Report, 2022 Quality Issue Report and 2023 Budget estimates.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendation and approves the [2023 Allocation of Program Support](#), the 2022 Travel Expenditure Issue Report, and the [2022 Quality Issue Report](#); and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendations and approves the [2023 Budget estimates](#) in principle; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB recommends to the incoming Board that it accept the Finance Committee and the Boards recommendation to adopt the 2023 Budget estimates in principle in the amount of \$45,178,035 **\$45,078,872** gross and municipal share in the amount of \$11,288,023 **\$11,188,860** which represents an increase of **\$320,640** or **2.95%** in the municipal share.

Carried

8.0 New Business

8.1 Ministry of Children and Social Services

Lori Clark, Director in Integrated Human Services, walked the Board through the 2023 Ontario Works Program Delivery Funding Planning Allocations.

On September 21, 2022 the DSB received a [letter](#) from the Ministry of Children, Community and Social Services confirming our 2023 planning allocation.

The 2023 planning allocation remains unchanged from 2022 in the amount of \$1,414,200

Performance measures and outcomes will be determined as per prior years.

Outcome improvement target measures are set at a minimum of 3% over the prior year's baselines. We are on track to achieve our 2022 targets and will set our 2023 targets in conjunction with the ministry.

- 8.2** Lori Clark, Director of Integrated Human Services, gave the Board an update on the Canada Wide Early Learning Child Care (CWELCC).

Since our last meeting, we are very pleased to notify the Board that all of our Service Providers have opted-in to the System and CWELCC System Service Contracts have been ratified. 100% of our Service Providers have been approved and are enrolled.

Funding has been flowed to Service Providers for parent rebates and service providers are now actively providing rebates to parents retroactively to April 1, 2022.

Service Providers enrolled have agreed to drop their rates effective October 1st, 2022, to ensure consistency of rates across the district and for ease of reconciliation

- 8.3** Lori Clark, Director in Integrated Human Services, gave the Board an update on the Workforce Capacity and Innovation Fund.

Staff provided an update to the Board in January of this year regarding new one-time workforce funding.

We received an allocation of \$576,491 to support the retention and recruitment of a high-quality child care and early years workforce.

The key objectives for this investment are to:

- Sustain the existing workforce to ensure a more stable and high-quality early years and child care system.
- Enhance access to opportunities for the workforce that promote retention and recruitment, including professional development, training, and qualification upgrade programs.
- Grow the number of qualified staff in the child care and early years workforce to increase access to licensed child care for families.
- Attract and support the development of an increasingly diverse workforce to more effectively reflect the children and families accessing early years and child care programs.

The COVID-19 pandemic has challenged the child care and early years workforce in many ways particularly with respect to recruitment and retention of staff.

Although the pandemic has been challenging, it has resulted in creative approaches to professional learning, staff engagement and mentorship. Virtual connections have grown and will continue to be a tool to support recruitment and retention of early years professionals.

8.4 Paul Myre, Chief of Paramedic Services gave the Board an update on the Paramedic Services Awareness Initiatives.

For the last several years, Paramedic Services have been engaged in awareness campaigns with the goal of educating the public on important social and medical issues.

Each October, Paramedics don Pink Epauettes while on duty in recognition of Breast Cancer Awareness Month and as a demonstration of support for those who are either currently fighting or are survivors of breast cancer.

Each November, Paramedics don Blue Epauettes in support of the Movember campaign raising awareness to men's health issues specifically Prostate and Testicular Cancers as well as Mental health and suicide prevention.

Each Friday and on Remembrance Day, Paramedics don Red Epauettes in support of the Wounded Warrior Campaign, First Responder Mental Health and PTSD awareness and to support our troops currently deployed overseas.

New this year, our Paramedics donned orange epauettes on September 30th to honour the National Day for Truth and Reconciliation and Orange Shirt Day.

8.5 Response Time Standards

Paul Myre, Chief of Paramedic Services walked the Board through the Response Time Standards Issue Report.

Paramedic Services has, as set out in Legislation, prepared our 2021 Response Time Standard (RTS) performance plan. This plan is appended to this report and will be submitted to the Ministry of Health by October 31st.

During the April 2022 Board Meeting, the Board heard through the [2022 Response Time Standards – Issue Report](#) that our service had missed all but 1 response time target but had already deployed countermeasures to hopefully improve our service's RTS performance in 2023. As Paramedic Services set the response time targets, the easy thing to do would be to simply adjust the plan to make it so we could meet each target every year. However, staff believe that problems are golden opportunities to drive system improvements and that these problems should be visible and acknowledged.

To this end, Paramedic Services will be submitting the exact same response time targets as 2022 to assess if the countermeasures deployed to address gaps have been effective all while continuing to explore other means to stabilize and improve our response capabilities.

Paramedic Services continues to monitor both emergency system performance and non-urgent system evolution.

Resolution No. 22-90

Moved by: Michael Levesque

Seconded by: Kevin Burke

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the 2023 Response Time Standard – Issue Report and is recommending approval of the report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts and approves the [2023 Response Time Standard – Issue Report](#) and directs staff to action the recommendations contained within the report.

Carried

8.6 Lamé Duck Delegation Authority

Donna Stewart, CAO walked the Board through the recommendation to pass a resolution for the delegation of authority during the lame duck period.

Manitoulin-Sudbury DSB requests the delegation decision making authority to the Chief Administrative Officer during the Lamé Duck period, which begins for DSB's on October 24, 2022, and shall not be in effect or extend beyond the date when the Board for term January 1, 2023, to December 31, 2026.

Resolution No. 22-91

Moved by: Jim Rook

Seconded by: Richard Stephens

WHEREAS the Manitoulin-Sudbury DSB requests the delegation decision making authority to the Chief Administrative Officer during the Lamé Duck period, which began October 24, 2022, and shall not be in effect or extend beyond the date when the Board for term January 1, 2023, to December 31, 2026 is sworn into office; and

WHEREAS the delegation decision making authority includes the following:

1. The disposition of any real or personal property of the MSDSB, which has a value exceeding \$50,000 at the time of the disposal: and
2. Making any budgeted or unbudgeted expenditure or incurring any liability, which exceeds \$50,000. If any budgeted or unbudgeted expenditures or incurring any liability is sought, the CAO will report back to the new Board in 2023.

FURTHER BE IT RESOLVED THAT the above do not apply if the disposition or liability was included in the most recent budget adopted by the MSDSB before nomination day in the election year.

THEREFORE BE IT RESOLVED THAT the Board approve the request for the delegation decision making authority to the Chief Administrative Officer.

Carried

9.0 Other Business

10.0 Next Meeting – Tentatively scheduled for November 16, 2022

11.0 Adjournment

Resolution No. 22-92

Moved by: Edgar Lovelace

Seconded by: Ken Duplessis

BE IT RESOLVED THAT we do now adjourn at 11:10 am. until the next regular meeting to be held on November 16, 2022, pending quorum.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



**Minutes
of the January 19, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Ryan Bignucolo, Kevin Burke, Jim Cahill, Rob Campbell, John Deforge, Ken Duplessis, Vern Gorham, Angela Kelly, Bruce Killah, Roger Landry, Al MacNevin, Denise Portelance-Godin, Ned Whynott

Regrets: David Santi

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Ehren Baldauf, Jim Kroesen

1.0 CALL TO ORDER

Donna Stewart called the meeting to order at 10:00 a.m.

2.0 DECLARATIONS OF CONFLICT OF INTEREST

Angela Kelly and Ken Duplessis declared a conflict of interest for an item in closed session and excused themselves.

3.0 Closed Session

Resolution 23-01

Moved by: Vern Gorham

Seconded by: Bruce Killah

BE IT RESOLVED THAT the Board move into closed session at 10:02 a.m.

Carried

Resolution 23-02

Moved by: Rob Campbell

Seconded by: Kevin Burke

BE IT RESOLVED THAT the Board adjourned this closed session at 10:56 a.m. and moved to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

**Minutes
of the January 19, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Ryan Bignucolo, Kevin Burke, Jim Cahill, Rob Campbell, John Deforge, Ken Duplessis, Vern Gorham, Angela Kelly, Bruce Killah, Roger Landry, Al MacNevin, Denise Portelance-Godin, Ned Whynott

Regrets: David Santi

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Amy Ingram, Joshua Parkinson, and Jennifer Tasse

Media: Michael Erskine, The Manitoulin Expositor

1.0 Donna Stewart called the meeting to order at 11:00 a.m.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10’s of thousands of years.

We’d like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

Business Arising from Closed Session

During its Closed Session, the Board discussed Legal and Human Resources issues.

Resolution No. 23-03

Moved by: Ryan Bignucolo

Seconded by: Denise Portelance-Godin

WHEREAS the Manitoulin-Sudbury District Services Board has reviewed the Communications Officer Position - Issue Report and is recommending approval to the Board.

THEREFORE, BE IT RESOLVED that the Board approve the Communications Officer Position—Issue Report and direct staff to action the recommendations in the report.

Carried

Resolution No. 23- 04**Moved by:** Kevin Burke**Seconded by:** Bruce Killah

WHEREAS the Collective Agreement between the Manitoulin-Sudbury DSSAB and OPSEU Local 679 expired on December 31, 2019; and

WHEREAS the Board has authorized the Human Resources Consultant and other designated managers to negotiate the renewal of the Collective Agreement including the signing of the Memorandum of Settlement on behalf of the Board; and

WHEREAS the parties have signed a Memorandum of Settlement on January 6, 2023; and

WHEREAS the parties are unanimously recommending ratification of this Memorandum of Settlement to their respective principals.

THEREFORE, BE IT RESOLVED THAT the Board ratifies the Memorandum of Settlement between Manitoulin-Sudbury DSB and OPSEU Local 679 dated January 6, 2023 and authorizes subject to the ratification by the employees represented by OPSEU 679 Paramedic Services, the signing of a new Collective Agreement that expires on December 31, 2023.

Carried**3.0 Adoption of Agenda****Resolution No. 23-05****Moved by:** Vern Gorham**Seconded by:** Rob Campbell

BE IT RESOLVED THAT the Agenda be adopted.

Carried**4.0 Declarations of Conflict of Interest**

There were no declarations of a conflict of interest.

5.0 2023 Board Elections**5.1 Chair Nominations & Election**

In standing with the DSSAB's Act's annual election requirements, Donna Stewart, CAO presided over the election.

The CAO called for nominations for the Chair. Bruce Killah was nominated by Kevin Burke. There were no other nominations.

Resolution No. 23-06**Moved by:** Rob Campbell**Seconded by:** Ryan Bignucolo

WHEREAS Regulation 278/98 of the District Social Services Administration Boards Act requires that at its first meeting after January 1 in each year, a Board shall appoint one of its members as chair of the Board.

BE IT RESOLVED THAT Bruce Killah is hereby proclaimed as Chair of the Manitoulin-Sudbury District Services Board for the year 2023.

Carried**5.2 Vice-Chair Nominations & Election**

Donna Stewart called for nominations for Vice-Chair. Vern Gorham was nominated by Bruce Killah and Ryan Bignucolo was nominated by Denise Portelance-Godin. Vern Gorham was elected Vice-Chair **by majority vote.**

Resolution No. 23-07**Moved by:** Al MacNevin**Seconded by:** Kevin Burke

BE IT RESOLVED THAT Vern Gorham is hereby elected Vice-Chair of the Manitoulin-Sudbury District Services Board for the calendar year 2023.

Carried

Bruce Killah assumed the Chair for the remainder of the meeting.

6.0 DSB Committees & Membership

6.1 Program Planning Committee (max. 5): Denise Portelance-Godin, Kevin Burke, Ned Whynott, Roger Landry, Jim Cahill and Bruce Killah (ex officio)

6.2 HR Committee (max. 5): Dave Santi, Vern Gorham, Rob Campbell, Ken Duplessis, Al MacNevin, and Bruce Killah (ex officio)

6.3 Property Committee (max. 5): Ryan Bignucolo, Angela Kelly, Vern Gorham, Kevin Burke, Ned Whynott, and Bruce Killah (ex officio)

6.4 Finance Committee (max. 6): Al MacNevin, Jim Cahill, Denise Portelance-Godin, Roger Landry, Vern Gorham, Rob Campbell and Bruce Killah (ex officio)

6.5 Ad-hoc Board Representation Committee (max.6): **Membership to be established when required.**

6.6 Strategic Planning Committee (max. 4): Membership to be established when required.

6.7 Emergency Planning Committee (max. 5): Membership to be established when required.

6.8 French Language Services Committee (max. 3): Membership to be established when required.

8.0 Adoption of Minutes

Resolution No. 23-08

Moved by: Ryan Bignucolo

Seconded by: Denise Portelance-Godin

BE IT RESOLVED THAT the Minutes of the October 19, 2022 meeting be approved.

Carried

9.0 New Business

9.1 2023 Budget

Resolution No. 23-09

Moved by: Ryan Bignucolo

Seconded by: Vern Gorham

WHEREAS the Boards Finance Committee met on October 12, 2022 to review the 2023 Budget and recommend approval of the 2023 Budget to the Board; and

WHEREAS Board Resolution 22-89 dated October 19, 2022, approved the 2023 Budget in principle and recommended to the incoming Board that it accept the Finance Committee and the Boards recommendation to adopt the 2023 Operating Budget.

THEREFORE, BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accept the 2022 Board's recommendation to adopt the 2023 Operating Budget in the amount of **\$45,078,872** gross and municipal share in the amount of **\$11,188,860** which represents an increase of **\$320,640 or 2.95%** in the municipal share.

Carried

9.2 DSB Signing Authority

In January of each year the DSB re-visits the signing authority for the DSB financial approval processes. This year requires a replacement of two signing authorities.

Resolution No. 23-10**Moved by:** Rob Campbell**Seconded by:** Jim Cahill

BE IT RESOLVED THAT the following persons shall have signing authority for the Manitoulin-Sudbury District Services Board, effective as of this date: **January 19th, 2023.**

Board Member
Board Member
Board Member

Bruce Killah
Kevin Burke
Vern Gorham

Chief Administrative Officer
Director of Finance & Administration
Director of Integrated **Human** Services (A)
Chief of Paramedic Services
Information Systems Manager

Donna Stewart
Connie Morphet
Lori Clark
Paul Myre
Iain Stephen

FURTHER BE IT RESOLVED THAT each cheque be signed by two of the above-named persons, as per the dictates of existing Board [3.03 Financial Approval Policy](#).

Carried**9.3 Apportionment 2023**

Connie Morphet, Director of Finance and Administration presented the 2023 Apportionment to the Board and advised that this information would be sent to the Municipalities.

9.4 CAO 2022 Third Quarter Report

Donna Stewart, CAO, walked the board through the 2022 CAO Third Quarter Report. This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

Resolution No. 23-11**Moved by:** Denise Portelance-Godin**Seconded by:** Vern Gorham

BE IT RESOLVED THAT the 2022 CAO Third Quarter Activity Report be approved as presented.

Carried

9.5 2022 Third Quarter Unaudited Financial Report

Connie Morphet, Director of Finance & Administration, walked the Board through the 2022 Third Quarter Unaudited Financial Report, which is forecasting a year-end surplus of \$752,164.

Resolution No. 23-12

Moved by: Al MacNevin

Seconded by: Ned Whynott

BE IT RESOLVED THAT the 2022 Third Quarter Unaudited Financial Report be approved as presented.

Carried

9.6 Municipality of East Ferris – Child Care Crisis

Lori Clark, Director of Integrated Human Services walked the Board through a resolution passed by the Municipality of East Ferris urging the Province of Ontario to address the child care workforce shortage in Ontario. Staff are recommending our Board pass the same resolution and share with OMSSA, Ontario Coalition for Better Child Care, Childcare Resource and Research Unit, NOSDA, FONOM, AMO, All DSSAB's in Northern Ontario, and all Ontario Municipalities

Resolution 23-13

Moved By: Ryan Bignucolo

Seconded By: Al MacNevin

WHEREAS the Manitoulin-Sudbury District Services Board supports Resolution No. 2022-273 passed by the Municipality of East Ferris at their meeting held October 11, 2022 regarding the child care workforce shortage in Ontario; and

WHEREAS access to quality licensed child care is an essential component of Ontario's social and economic well-being and enable children to grow up with a sense of community; and

WHEREAS lack of licensed child care is a barrier for parents to return or enter into the workforce, thus putting a strain on families, hindering economic participation, and forcing parents to remain at home to care for their children; and

WHEREAS the demand for child care spaces creates waitlists that have parents waiting for several years for a space, if they receive a space at all; and

WHEREAS in recent years the recruitment and retention of qualified Registered Early Childhood Educators (RECE's) and child care staff has been a challenge that has been exasperated by the COVID-19 pandemic; and

WHEREAS the workforce crisis in the early years and child care sector has been further exasperated by the significant wage disparity between the compensation paid to RECE's employed by school boards and those employed in licensed child care centres due to lack of funding which has created an inequity for workers with equal qualifications; and

WHEREAS Ontario has signed the Canada-Wide Early Learning and Child Care Agreement putting Ontario on the path to reducing child care fees to an average of \$10/day which will create a demand for more child care spaces when a workforce shortage already exists; and

WHEREAS the province of Ontario's commitment to a minimum wage of \$19/hour for RECE's with \$1 annual increases until reaching \$25/hour does not provide an immediate response to attracting and retaining child care staff and will take many years to correct the wage disparity.

THEREFORE, BE IT RESOLVED that the Manitoulin-Sudbury District Services Board advocates for the Province of Ontario to address the child care workforce shortage in Ontario by immediately increasing the \$19/hour minimum wage and providing benefits to RECE's in licensed child care centres to an equitable level to that which is paid to RECE's employed by school boards; and

FURTHER, BE IT RESOLVED that the Province of Ontario launch and financially support an accelerated Early Learning Childhood Education program, to be completed within 14 to 16 months, similar to the program launched in March 2022 for Personal Support Workers (PSW's), where funding supported the costs of tuition, books, and other mandatory fees, to help address the shortage of RECE's in Ontario; and

FURTHER, BE IT RESOLVED that a copy of this resolution be forwarded to OMSSA, Ontario Coalition for Better Child Care, Childcare Resource and Research Unit, NOSDA, FONOM, AMO, all District Social Services Administration Boards in Northern Ontario, and all Ontario Municipalities to request their support and advocacy for this resolution; and

FURTHER, BE IT RESOLVED that a copy of this resolution be forwarded to Minister of Education Stephen Lecce, Minister of Economic Development, Job Creation and Trade Vic Fedeli and Algoma-Manitoulin MPP Michael Mantha.

Carried

9.7 Ministry of Health

Ambulance Service Review Preliminary Draft Report

Paul Myre, Chief of Paramedic Services reviewed the Ambulance Service Review Preliminary Draft Report with the board highlighting that 2 observations were found during this review, and both were related to our ongoing challenges in meeting targeted response times.

Fortunately, and with the support of the board, the DSB was able to implement countermeasures in early 2022 such as an additional Paramedic Response Unit in Little Current, a 7 day/week supplemental transporting unit in Wikwemikong and new tiered response agreement with the Municipality of French River Fire Department that the DSB believes will result in marked improvements to our response times going forward.

9.8 OMSSA

Centralized Intake Concerns and Potential Solutions

Lori Clark, Director of Integrated Human Services walked the board through a [letter](#) sent by OMSSA to Denise Allyson Cole, Deputy Minister of the Ministry of Children, Community and Social Services.

Many service system managers, including the Manitoulin-Sudbury DSB, have expressed concerns regarding the rollout of Centralized Intake for Ontario Works. Staff will continue to keep the board apprised of any changes to or concerns about centralized intake.

Canada-Wide Early Learning & Child Care Implementation

Lori Clark, Director of Integrated Human Services walked the Board through a letter sent by OMSSA to the Ministry of Education's Assistant Deputy Minister, Holly Moran, related to early years and child care workforce retention and recruitment issues.

The primary concerns are the workforce challenges in early years and childcare sector. The lack of staffing is leading to room closures, many programs do not have the capacity to increase spaces to keep up with the demand.

Service managers want to work in partnership with the Minister of Education to ensure increased affordability, access, equity, and quality to children's services.

9.9 Ministry of Education

2023 Early Years and Child Care Funding

Lori Clark, Director of Integrated Human Services walked the Board through the 2023 Funding / [Canada Wide Canada-Wide](#) Early Learning and Child Care System (CWELCC) Guidelines 2023.

The funding approach will **remain unchanged from 2022**, the Ministry is developing a **new funding formula** which aims to **integrate** the current approach for allocating child care funds with the new Canada-Wide Early Learning and Child Care (CWELCC) program.

The 2023 CWELCC Fee Reduction and Workforce Compensation allocation increased by **\$1, 333, 565**. The revenue replacement approach continues in 2023 to provide a **consistent revenue stream** to Service Providers.

Funding was received in the amount of **\$144, 123** to support the retention and recruitment of high-quality child care and early years workforce **for the period of January – March 2023**. Funds are used to support professional learning initiatives and other local initiatives.

Also included is the renewed Canada-Ontario Early Learning and Child Care (ELCC) Agreement, to support child care and early years program delivery. The Manitoulin-Sudbury DSB has received an **additional \$72, 588 for Child Care** and **\$181, 967 for EarlyON**.

In 2023, the Ministry will continue to provide a **one-time transitional grant**, to help offset the **5% administration threshold** that was implemented in 2022. As well, to continue to **help offset** a portion of the 50/50 administration cost share. The amount of the transitional grant is **\$414,902**. The one-time grant may also be used to assist with the **provision of child care programs and services** as well as other child care operating costs.

New funding has been added to our EarlyON Child and Family Centre allocation for **mental health supports** which will leverage and enhance existing mental health resources and capacity building strategies, our allocation is **\$29, 066**.

10.0 Other Business

11.0 Next Meeting – February 16, 2023

12.0 Adjourn

Resolution No. 23-14

Moved by: Kevin Burke

Seconded by: Denise Portelance-Godin

BE IT RESOLVED THAT we do now adjourn at 12:06 pm. until the next regular meeting to be held on February 16, 2023.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



**Draft Minutes
of the February 16, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Ryan Bignucolo, Kevin Burke, Rob Campbell, John Deforge, Ken Duplessis, Vern Gorham, Angela Kelly, Bruce Killah, Roger Landry, Al MacNevin, Denise Portelance-Godin, Ned Whynott, David Santi

Regrets: Jim Cahill

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre

1.0 CALL TO ORDER

Bruce Killah called the meeting to order at 10:00 am.

2.0 Declarations of Conflict of Interest

There were no declarations of a conflict of interest.

3.0 Closed Session

Resolution 23-15

Moved by: Ryan Bignucolo

Seconded by: Kevin Burke

BE IT RESOLVED THAT the Board move into closed session at 10:01 a.m.

Carried

Resolution 23-16

Moved by: Ken Duplessis

Seconded by: Vern Gorham

BE IT RESOLVED THAT the Board adjourn this closed session at 11:00 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

**Minutes
of the February 16, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Ryan Bignucolo, Kevin Burke, Rob Campbell, John Deforge, Ken Duplessis, Vern Gorham, Angela Kelly, Bruce Killah, Roger Landry, Al MacNevin, Denise Portelance-Godin, Ned Whynott, David Santi

Regrets: Jim Cahill

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Megan Brazeau and Joshua Parkinson, Sherry Frost

Media: N/A

1.0 Call to Order

Bruce Killah called the meeting to order at 11:00 am.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10’s of thousands of years.

We’d like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Business Arising from Closed Session

No business arising from the closed session.

4.0 Adoption of Agenda

Resolution No. 23-17

Moved by: Roger Landry

Seconded by: Al MacNevin

BE IT RESOLVED THAT the Agenda be adopted.

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of a conflict of interest.

6.0 Adoption of Minutes

Resolution No 23-18

Moved by: Denise Portelance-Godin

Seconded by: Ned Whynott

BE IT RESOLVED THAT the Minutes of the January 19, 2023, board meeting be approved as presented.

Carried

7.0 Committee Meetings

7.1 Program Planning

The Program Planning Committee met February 15, 2023. Kevin Burke was elected as Chair of the Committee.

Kevin Burke gave the Board a brief update on what was discussed at the meeting.

7.1.1 CWELCC Access and Inclusion Framework and Notional Space Targets

Lori Clark, Director of Integrated Human Services walked the Board through the Access and Inclusion Framework and Notional Space Targets Issue Report.

The vision for the CWELCC system in Ontario is for more families have access to high quality, affordable, flexible, and inclusive early learning, and child care.

Under the agreement with the Government of Canada, Ontario has been funded to support the creation of 86, 000 new licensed child care spaces by December 2026. Since 2019, 33,000 new spaces have become operational. This leaves 53, 000 new spaces to be created over the course of the agreement.

The Ministry of Education has prioritized creating affordable child care spaces in communities with populations who need them most and has developed an Access and Inclusion Framework. Under this Framework, the Ministry has created a model to allocate funding for new spaces for children aged 0-5 years across the province.

Ontario's Action Plan for implementing the CWELCC system includes providing capital start-up grants to support the creation of new spaces in targeted regions, and for underserviced communities and populations.

All licensed Service Providers enrolled in the CWELCC system will be eligible to apply for capital start-up grant funding. The ministry will allocate funding for the 2023-24 capital start-up grants to service system managers using the CWELCC child care allocation formula. Service System managers will distribute the grants to licensed Service Providers in accordance with funding guidelines.

The 5-year (2022-2026) space allocation for the Manitoulin Sudbury District is 183. The school-based allocation is 10 and community-based allocation is 173.

Staff have planned for 2023-2024, notionally planned for future years and will require additional opportunities to meet with our partners and communities in the district. Staff want to ensure that planned spaces meet the needs of communities and are viable into the future.

Resolution No. 23-19

Moved by: Rob Campbell

Seconded by: David Santi

WHEREAS the Program Planning Committee has reviewed the [Access and Inclusion Framework and Notional Space Targets Issue Report](#) and it is recommending approval to the board;

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approve the [Access and Inclusion Framework and Notional Space Targets Issue Report](#) and authorize staff to action the recommendations contained within the report.

Carried

7.1.2 Canadian Mental Health Association Sudbury/Manitoulin

Lori Clark, Director of Integrated Human Services, walked the Board through the Canadian Mental Health Association Espanola and Area Situation Table/Sudbury East Mobilization Table 12 Month Report.

Community Mobilization is a partnership of agencies from various community sectors including health, children's services, policing, education, mental health and addictions, housing and municipal services. Community Mobilization provides a venue for collaboration in the identification of situations of Acutely Elevated Risk and to support response planning and intervention implementation.

There are 2 Community Mobilization Tables in the District: 1 for the LaCloche area and 1 for the Sudbury East area.

The Espanola and Area Situation Table (EAST) launched in October 2018 and consists of 20 partner agencies. Since the launch, 21 referrals have been brought forward, 20 met the threshold for Acutely Elevated Risk (AER).

The Sudbury East Mobilization Table (SEMT) launched its table in October 2019 and consists of seventeen partner agencies. Since inception there have been a total of 6 referrals and 4 met the AER criteria

All new members of EAST and SEMT continue to receive an orientation session and related resources and the Situation Table and Risk Detection workshop will continue to be promoted and made available to all partner agencies.

Resolution No. 23-20

Moved by: Angela Kelly

Seconded by: Ryan Bignucolo

WHEREAS the Program Planning Committee has reviewed the [Canadian Mental Health Association Sudbury/Manitoulin 12 Month Report](#) and it is recommending approval to the board;

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approve the [Canadian Mental Health Association Sudbury/Manitoulin 12 Month Report](#) and authorize staff to action the recommendations contained within the report.

Carried

7.1.3 Learn and Stay Grant

Paul Myre, Chief of Paramedic Services and Lori Clark, Director of Integrated Human Services, walked the Board through the Learn and Stay Grant Issue Report.

Health human resources shortages are being experienced in several sectors across Ontario most certainly amplified by the COVID-19 pandemic. Paramedic Services have been particularly impacted by the shortage in that the service has been experiencing a high number of unanticipated departures as well as a high number of leaves of absence.

The historic workforce shortages in licensed child care have become too large to ignore. Child care providers are struggling to employ enough educators to keep their programs running, let alone consider expanding to keep programs operational at current enrolment levels.

Staff have been working diligently on a robust recruitment and retention strategy that focuses on active recruitment of potential future candidates in our local high schools and even primary schools.

The Ford government announced in January 2023 that it was expanding the Learn and Stay Grant to include Paramedic Students who study at Northern Ontario colleges. The Grant was initially announced in March of 2022 for students enrolled

in nursing programs as a measure to attract more nurses in underserved and growing communities. This Grant provides funding for students studying in priority programs and in priority communities in Ontario. In addition to providing free tuition, the funding will cover the cost of books, compulsory fees, and other direct educational costs such as supplies and equipment.

This approach could be expanded to include Early Childhood Education. There are programs available providing support to those pursuing a career in Early Childhood Education, however, they do not offer the same level of support nor ensure that educators remain in the north.

Staff believe that our active recruitment strategy along with the Ontario Learn and Stay Grant will translate into a long-term and sustainable staffing solution for Paramedic Services. Staff are also recommending that advocacy commence to expand the Ontario Learn and Stay grant to include Early Childhood Education to ensure the current and anticipated staffing needs are met.

Resolution No. 23-21

Moved by: Kevin Burke

Seconded by: John Deforge

WHEREAS the Program Planning Committee has reviewed the [2023 Learn and Stay Grant Issue Report](#) and it is recommending approval to the board;

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approve the [2023 Learn and Stay Grant Issue Report](#) and authorize staff to action the recommendations contained within the report.

Carried

7.1.4 Ministry of Municipal Affairs and Housing

Lori Clark, Director of Integrated Human Resources provided a verbal overview of the [2023-24 and 2024-25 Planned Funding Allocations for Provincially-Delivered Housing and Homelessness Prevention Programs](#).

Staff will review local needs for all programs and will continue to keep the Board updated as the investment plans progress.

7.1.5 Response Time Standards for 2022

Paul Myre, Chief of Paramedic Services walked the Board through the 2022 Response Time Standards Issue Report.

Paramedic Services across Ontario are required by law to establish a performance plan for the following calendar year regarding overall response times to calls for

service. Response times are defined as a measure of time from when a Paramedic crew are notified of an emergency call to the time they arrived on scene.

The Ministry of Health sets the expectation for the highest acuity calls and the Paramedic Service establishes all other response time targets based on the Deployment Plan and response capacity. Paramedic Services must ensure that the established plan is continuously maintained, enforced, and evaluated.

A complete report of the previous year's performance must be submitted to the Ministry by no later than March 31st. The process for assessing the service's response time performance involves data mining from the Ministry of Health's database (Ambulance Dispatch Reporting System aka ADRS) and filtering through over 10,000 calls for service responded to in 2022, excluding emergency standbys.

Paramedic Services has met all but 1 of the RTS targets which is a noticeable improvement and contrast from the 2021 performance.

What these results demonstrate is that the implemented countermeasures have been effective in closing response time gaps. These include the addition of a second transporting unit in Wiikwemkoong, the addition of the PRU in Little Current, the Tiered Response agreement with the French River Fire Department and ceasing the practice of sending the Hagar crew to Noelville for Standby whenever the Noelville crew were called away from their service area.

Resolution No 23-22

Moved by: Denise Portelance-Godin

Seconded by: Ken Duplessis

WHEREAS the Program Planning Committee has reviewed the [2022 Response Time Standards - Issue Report](#) and is recommending approval to the Board;

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approve the [2022 Response Time Standards - Issue Report](#) and direct staff to action the recommendations in the report.

Carried

8.0 New Business

ROMA Conference

Donna Stewart, CAO provided a verbal update to the Board on the ROMA Conference that was held on January 22 through to the 24, 2023.

The Manitoulin-Sudbury DSB had one delegation on January 23 with the Ministry of Education. Mayor Bignuccolo and Mayor MacNevin were present for the delegation on behalf of the DSB board. They spoke to them about the crisis that

the child care sector is facing right now with recruitment and retention of education and other staff in licensed child care.

The ask to the Ministry was that the sector needs proper funding to support wages, decent work standards, strengthening program quality and pathways to acquire upgraded qualifications especially for those of rural, remote and marginalized communities.

In addition, the Ministry was asked to launch and financially support an accelerated Early Childhood Education Program, to be completed within 14-16 months, like the program launched in March 2022 for Personal Support Workers, where funding supported the costs of tuition, paid placement, books and other mandatory fees, to help address the shortage of RECE's in Ontario. Mention was made of the Stay and Learn program that was just recently released by the province for the North regarding the recruitment and retention of Paramedics and Laboratory Medical Technicians.

FONOM

Donna Stewart, CAO also shared that the President of FONOM, Danny Whalen presented to multi-ministries on a few topics but one topic in particular that included the Manitoulin-Sudbury DSB's New Little Current build. Advocacy continues for the north's fair share of capital funding from the federal government to build in the north.

9.0 Other Business

10.0 Next Meeting – March 16, 2023

11.0 Adjourn

Resolution No. 23-23

Moved by: Al MacNevin

Seconded by: Ned Whynott

BE IT RESOLVED THAT we do now adjourn at 11:45 am until the next regular meeting to be held on March 16, 2023.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



**Draft Minutes
of the March 16, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Kevin Burke, Bruce Killah, Denise Portelance-Godin, Jim Cahill, Al MacNevin, Ryan Bignucolo, John Deforge, Angela Kelly, Ken Duplessis, Ned Whyntott, Rob Campbell, Vern Gorham, Roger Landry, David Santi

Regrets: None

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Lora Wahamaa, Jim Kroesen

1.0 CALL TO ORDER

Introductions – New Temporary EA, round table introduction.

2.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3.0 Closed Session

Resolution 23-24

Moved by: Ryan Bignucolo

Seconded by: Kevin Burke

BE IT RESOLVED THAT the Board move into closed session at 10:05 a.m.

Carried

Resolution 23-25

Moved by: Jim Cahill

Seconded by: Rob Campbell

BE IT RESOLVED THAT the Board adjourn this closed session at 10:10 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

**Minutes
of the March 16, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Kevin Burke, Bruce Killah, Denise Portelance-Godin, Jim Cahill, Al MacNevin, Ryan Bignucolo, John Deforge, Angela Kelly, Ken Duplessis, Ned Whycott, Rob Campbell, Vern Gorham, Roger Landry, David Santi

Regrets: None

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Lora Wahamaa

Media: N/A

1.0 Call to Order

Bruce Killah called the meeting to order at 10:17 am.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10's of thousands of years.

We'd like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnawbek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Adoption of Agenda

Resolution No. 23-26

Moved by: John Deforge

Seconded by: Ken Duplessis

BE IT RESOLVED THAT the Agenda be adopted.

Carried

4.0 Declarations of Conflict of Interest

There were no declarations of a conflict of interest.

5.0 Adoption of Minutes

Resolution No 23-27

Moved by: Vern Gorham

Seconded by: Ned Whynott

BE IT RESOLVED THAT the Minutes of the February 16, 2023, board meeting be approved as presented.

Carried

6.0 Committee Meetings

6.1 Program Planning

The Program Planning Committee met March 15, 2023.

Kevin Burke gave the Board a brief update on what was discussed at the meeting.

6.1.1 Ontario Works Service Plan Addendum 2023

Lori Clark, Director of Integrated Human Services walked the Board through the Ontario Works Service Plan Addendum 2023.

Historically, the Ministry required all service system managers submit an Ontario Works Service Plan every 2-years.

The Ministry acknowledges that, given the upcoming changes to Social Assistance because of Employment Services Transformation, many delivery sites would not have 2 years to achieve planned outcomes and has therefor requested a 1-year service plan addendum which builds on the 2021 2-year service plan.

Staff will continue to update the board as they are phased into the transformation. The province's new social assistance vision aligns with the Manitoulin-Sudbury DSB's integrated approach as our staff have in-depth knowledge of all DSB programs and local community programs to help support life stabilization for the client.

Lori gave a brief overview of our the sections of the 2023 service plan addendum.

Resolution No. 23-28

Moved by: Angela Kelly

Seconded by: Roger Landry

WHEREAS the Program Planning Committee has reviewed the [Ontario Works Service Plan Addendum 2023](#) and is recommending approval to the Board;

THEREFORE BE IT RESOLVED THAT the Board accept the Program Planning Committees recommendation and approve the [Ontario Works Service Plan Addendum 2023](#) and direct staff to action the recommendations in the report.

Carried

6.1.2 Community Housing Policies

Policy 2.3 Centralized Waiting List and Tenant Selection

Lori Clark, Director of Integrated Human Services, walked the Board through the Community Housing Policy 2.3, Centralized Waiting List and Tenant Selection.

Staff proposed a revision to the Community Housing Policy 2.3, Centralized Waiting List and Tenant Selection.

Language throughout the procedure has been updated to reflect current practice and staff title changes.

The DSB is looking to update the Market Rent Income Limits for any new acquisitions or construction.

Staff are requesting that the board approve this policy change effective April 1, 2023.

Resolution No. 23-29

Moved by: David Santi

Seconded by: Ned Whynott

WHEREAS the Program Planning Committee has reviewed the Community Housing [Policy 2.3, titled Centralized Waiting List and Tenant Selection](#) and is recommending approval to the Board; and

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation to approve the revised Community Housing [Policy 2.3, titled Centralized Waiting List and Tenant Selection](#) effective April 1, 2023.

Carried

7.0 New Business

7.1 CAO 2022 Fourth Quarter Activity Report

Donna Stewart, CAO, walked the board through the 2022 CAO Fourth Quarter Report. This report will be shared with all 18 member municipalities and board members who are encouraged to add it to Council agenda packages.

Resolution No. 23-30**Moved by:** Al MacNevin**Seconded by:** Ryan Bignucolo

BE IT RESOLVED THAT the [2022 CAO Fourth Quarter Activity Report](#) be approved as presented.

Carried**7.2 2022 Fourth Quarter Unaudited Financial Report**

Connie Morphet, Director of Finance & Administration, walked the Board through the 2022 Fourth Quarter Unaudited Financial Report, which is forecasting a year-end surplus of \$752,164.

Resolution No. 23-31**Moved by:** Jim Cahill**Seconded by:** Rob Campbell

BE IT RESOLVED THAT the [2022 Fourth Quarter Unaudited Financial Report](#) be approved as presented.

Carried**7.3 Ministry of Education****7.3.1** [Ontario's Early Years and Child Care Annual Report Letter](#)
[Ontario's Early Years and Child Care Annual Report 2022](#)
[DSB Specific Profile](#)

Lori Clark, Director of Integrated Human Services, provided an overview of [Ontario's Early Years and Child Care Annual Report 2022](#) and the [DSB Specific Profile](#)

The report is intended to help with understanding the child care and early years system. The data is collected directly from child care providers.

While the system continues to recover from the Covid-19 pandemic, there has been encouraging movement with an increase of 8,459 licensed child care spaces 2021-22 across Ontario.

As of November 1, 2022, 92% of licensed programs in Ontario have opted-in to the CWELCC system. In the Manitoulin-Sudbury District, we have a 100% opt-in rate and are well on our way to meeting the target of an average of \$10/day fees for eligible children.

Since 2012-13 the number of licensed childcare centres in Ontario has increased by 10%. In the Manitoulin-Sudbury District, the number of spaces has increased by 72% since 2012-13 and the number of centres has increased by 36% for the same period.

The profiles also include EarlyON data. As of March 2022, there were 969 EarlyON Child and Family Centres, across Ontario, of which 611 were main sites and 358 were mobile/satellite sites.

In the Manitoulin-Sudbury District, there are 4 main sites and 12 mobile/satellite sites. Virtual programming is offered for both Manitoulin and Lacloche. French-language programming is offered in Sudbury North, Lacloche and Sudbury East, Indigenous-led programming is offered throughout the district, the main sites all offer extended hours (evening and weekend).

7.3.2 [Reflecting on Black History Month](#)

Lori Clark, Director of Integrated Human Services shared an MEDU memo that was shared with Service System Managers and sent to Child Care Licensees.

The memo highlights the wonderful work that child care programs were doing in the month of February to celebrate Black History Month.

The Ministry has encouraged this important work to continue not only in the month of February but throughout the year.

7.4 **Community Engagement to Address Food Insecurity**

Lori Clark, Director of Integrated Human Services provided a overview of a letter to Premier Ford from Public Health Sudbury and Districts which included a resolution that highlights the need to prioritize food security and shift the focus from food charity to income-based solutions and outlines the health consequences of food insecurity (including physical health, mental health and the ability to lead productive lives).

Staff proposed a resolution supporting the call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance levels.

Resolution No. 23-32

Moved by: Ken Duplessis

Seconded by: John Deforge

WHEREAS food insecurity means inadequate or insecure access to food because of financial constraints.

WHEREAS the health consequences of food insecurity have serious adverse effects on people's physical and mental health and the ability to lead productive

lives.

WHEREAS the health consequences of food insecurity are a significant burden on our province's healthcare and social service system. Income-based policies that effectively reduce food insecurity offset considerable public expenditures on healthcare and social services in Ontario by reducing demands on these services and reducing costs.

WHEREAS the Board of Health for Public Health Sudbury & Districts in recognition of the root causes of food insecurity, call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance levels; and

WHEREAS the Board of Health reaffirm its support for the Association of Local Public Health Agencies (alPHa) resolutions [A18-02](#) (Minimum Wage that is a Living Wage) and [A15-04](#) (Basic Income Guarantee);

WHEREAS the Board of Health for Public Health Sudbury & Districts intensify its work with relevant area agencies and community groups, and municipalities to shift the focus of food insecurity initiatives from food charity to income-based solutions, including but not limited to the sharing of data and evidence-based income solutions;

THEREFORE BE IT RESOLVED the Manitoulin-Sudbury DSB supports the call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance levels; and

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; and the Minister of Health; and to local members of parliament; and to Public Health Sudbury & Districts; and

AND FURTHER THAT a copy of this motion be sent to the Manitoulin-Sudbury DSB member municipalities for endorsement and support via Council resolutions.

Carried

8.0 Other Business

8.1 NOSDA Members Supporting AMO Call to Action on Homelessness

[2023 AMO Provincial Pre-Budget Submission](#)
[AMO's Key Messages on Housing and Homelessness for Discussions with MPPs](#)

Donna Stewart, Chief Administrative Officer shared that the Association of Municipalities Ontario released a pre-budget submission calling attention to the housing and homelessness crisis.

AMO has issued a call to action to support its campaign to call on the provincial government to commit to comprehensive and collaborative action to prevent, reduce and ultimately, end homelessness in Ontario.

AMO is encouraging municipal associations (like NOSDA, NOMA and FONOM), DSSAB Boards and all municipal councils in Ontario to adopt and send a resolution to Premier Ford and cabinet ministers (MMAH, MCCSS, MOH). Local MPP's can also be copied along with AMO. It is ideal to send this in February or March before the upcoming provincial budget.

The policy update with a link to the Pre-Budget submission and the call-to-action documents are all found on the AMO website and board packages.

Resolution No. 23-33

Moved by: Angela Kelly

Seconded by: Vern Gorham

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board calls on the Provincial Government to urgently:

- a) Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b) Commit to ending homelessness in Ontario;
- c) Work with AMO, NOSDA, FONOM, NOMA and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal

Affairs and Housing; the Minister of Children, Community and Social Services; and the Minister of Health; and to the Association of Municipalities of Ontario, and to local members of parliament.

AND FURTHER THAT a copy of this motion be sent to the Manitoulin-Sudbury DSB member municipalities for endorsement and support via Council resolutions.

Carried

8.2 NOSDA Annual General Meeting – June 20 – 22, 2023 (Thunder Bay)

Bruce Killah, Board Chair and Vern Gorham, Board Vice Chair will be attending.

9.0 Next Meeting – April 20, 2023

10.0 Adjournment

Resolution No. 23-34

Moved by: Al MacNevin

Seconded by: Denise Portelance-Godin

BE IT RESOLVED THAT we do now adjourn at 10:55 a.m. until the next regular meeting to be held on April 20, 2023.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



**Draft Minutes
of the April 20, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Ryan Bignucolo, Angela Kelly, Kevin Burke, Bruce Killah, Jim Cahill, Roger Landry, Rob Campbell, Al MacNevin, John Deforge, Denise Portelance-Godin, Ken Duplessis, Vern Gorham, Ned Whynott

Regrets: David Santi

Staff: Donna Stewart, Connie Morphet, Paul Myre, Lori Clark, Lora Wahamaa, Ehren Baldauf and Jim Kroesen

1.0 CALL TO ORDER

2.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3.0 Closed Session

Resolution 23-35

Moved by: Kevin Burke

Seconded by: Ryan Bignucolo

BE IT RESOLVED THAT the Board move into closed session at 10 a.m.

Carried

4.0 Adjournment – Closed Session

Resolution 23-37

Moved by: Rob Campbell

Seconded by: Jim Cahill

BE IT RESOLVED THAT the Board adjourn this closed session at 10:40 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

**Minutes
of the April 20, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Ryan Bignucolo, Angela Kelly, Kevin Burke, Bruce Killah, Jim Cahill, Roger Landry, Rob Campbell, Al MacNevin, John Deforge, Denise Portelance-Godin, Ken Duplessis, Vern Gorham, Ned Whynott

Regrets: David Santi

Staff: Donna Stewart, Connie Morphet, Paul Myre, Lori Clark, Lora Wahamaa, Ehren Baldauf and Jim Kroesen

Media: Michael Erskine

1.0 Call to Order

Bruce Killah called the meeting to order at 10:48am.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10's of thousands of years.

We'd like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Business Arising from Closed Session

During its Closed Session, the Board discussed Property and Human Resources Issues.

4.0 Adoption of Agenda

Resolution No. 23-38

Moved by: Roger Landry

Seconded by: Denise Portelance-Godin

BE IT RESOLVED THAT the Agenda be adopted.

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of a conflict of interest.

6.0 Adoption of Minutes

Resolution No 23-39

Moved by: Vern Gorham

Seconded by: Ned Whynott

BE IT RESOLVED THAT the Minutes of the [March 16, 2023](#), board meeting be approved as presented.

Carried

7.0 Committee Meetings

7.1 Property Committee

The Property Committee met last night. The committee elected Ned Whynott as the chair of the committee. The committee discussions were done in-camera.

7.2 Human Resource Committee

The Human Resources Committee met last night. The committee elected Vern Gorham as the chair of the committee. The committee is recommending the Board approved the following resolution.

CUPE 4705 Contract Ratification

Resolution No 23-40

MOVED BY: Al MacNevin

SECONDED BY: Kevin Burke

WHEREAS the Board has authorized the Human Resources Consultant and other designated managers to negotiate the renewal of the Collective Agreement including the signing of the Memorandum of Settlement on behalf of the Board; and

WHEREAS the parties have signed a Memorandum of Settlement on April 17, 2023; and

WHEREAS the parties are unanimously recommending ratification of this Memorandum of Settlement to their respective principals.

THEREFORE BE IT RESOLVED THAT the Board ratifies the Memorandum of Settlement between Manitoulin-Sudbury DSB and CUPE Local 4705 dated April 17, 2023 and authorizes the signing of a new Collective Agreement that expires on December 31, 2025.

Carried

COVID-19 Vaccinations Policy

The committee also discussed the COVID-19 Vaccinations Policy.

The Manitoulin-Sudbury District Services Board is suspending the C.5.08 COVID-19 Vaccinations policy effective immediately; and authorize the Chief Administrative Officer, in consultation with the Chief of Paramedic Services and public health guidance, to reinstate or alter the policy at any time in the interest of health and safety. Notwithstanding this, the Board supports the continuation of conditions of hire for new employees to continue until such time that it is altered or removed by the Chief Administrative Officer, in consultation with the Chief of Paramedic Services based on public health information indicating no impact on employee and public health and safety.

8.0 New Business

8.1 Ministry of Health (MOH)

Paul Myre, Chief of Paramedicine, presented to the Board the Ministry of Health's Inspections and Certifications section Ministry's Emergency Health Regulatory and Accountability Branch made the decision to forgo the follow up inspections as the 2022 review cycle provided; findings were relatively straight forward. The Service Operator provided timely response to observations in preliminary report, and the observations noted in the preliminary report did not pose a safety risk.

8.2 Ministry of Municipal Affairs and Housing (MMAH)

Lori Clark, Director of Integrated Human Services, walked the board through the new funding allocations for the Homelessness Prevention Program (HPP) for 2023-2024 to 2025-2026. The ministry has provided funding allocation [details](#) for the next three years to help support planning and service delivery over the longer term. The Government is investing an additional \$202 million annually under the HPP and Indigenous Supportive Housing Program beginning in 2023-2024. The MSDSB's allocation has increased to \$2,537,600 annually. Staff are preparing an investment plan that is due to the MMAH on May 1, 2023, in principle, then brought to the Board in May for review and approval.

8.3 Ministry of Education (MEDU)

Lori Clark, Director of Integrated Human Services, shared a [memo](#) from April 11, 2023, regarding Licensed Child Care Data Collection for 2023. The purpose is to collect information about the operations of licenced Child Care Centres and Home Child Care agencies. This information includes hours of operations, enrolment, parent fees, fee subsidies and staff wages. The survey must be complete to receive their funding.

8.4 Paramedic Services Week 2023

Paul Myre, Chief of Paramedic Services, announced that Paramedic Services Week will take place May 21 to 27, 2023. The theme this year is 'DIVERSITY in Paramedicine...the patient, the provider and the profession'.

9.0 Other Business

9.1 Noelville OPP Detachment Clouse

Donna Stewart, Chief Administrative Officer, presented to the board that on March 24, 2023 she was informed through her Sudbury East Community and Health Provider Network that the Noelville Detachment of the Ontario Provincial Police is scheduled to close on June 30, 2023. If the OPP detachment were to close, officers would be dispatched from Cache Bay and/or Sudbury after the detachment closure. It was asked of the Provider Network and individual agencies to support, with a written letter, a recommendation not to close the OPP Station and to send the letters to the OPP Commissioner with concerns. On April 4, 2023, DSB sent a letter, signed by our board chair, in support highlighting our concerns. This letter was submitted to Commissioner Carrique, copying several MPP's, MP's, OPP Commissioners, Superintendent, Chief of Dokis and the Mayors in the Sudbury East Region.

Discussion between Board Members expressed their experiences and concerns with OPP closures in their communities and municipalities. Roger Laundry informed the board that the Noelville Detachment closure date has been extended from June 30, 2023 to September 30, 2023.

10.0 Next Meeting – May 18, 2023

11.0 Adjournment

Resolution No. 23-41

Moved by: Ryan Bignucolo

Seconded by: Angela Kelly

BE IT RESOLVED THAT we do now adjourn at 11:30 a.m. until the next regular meeting to be held on May 18, 2023.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



**Draft Minutes
of the May 18, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Angela Kelly, Kevin Burke, Bruce Killah, Jim Cahill, Roger Landry, Rob Campbell, Al MacNevin, David Santi, Denise Portelance-Godin, Ken Duplessis, Vern Gorham, Ned Whynott

Regrets: John Deforge, Ryan Bignucolo

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Lora Wahamaa, Bryan Welsh

1.0 Call to Order

2.0 Declarations of Conflict of Interest

3.0 Closed Session

Resolution 23-42

Moved by: Kevin Burke

Seconded by: Jim Cahill

BE IT RESOLVED THAT the Board move into closed session at 10:01 a.m.

Carried

4.0 Adjournment – Closed Session

Resolution 23-43

Moved by: Jim Cahill

Seconded by: Rob Campbell

BE IT RESOLVED THAT the Board adjourn this closed session at 10:15am and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

**Draft Minutes
of the May 18, 2023
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Angela Kelly, Kevin Burke, Bruce Killah, Jim Cahill, Roger Landry, Rob Campbell, Al MacNevin, David Santi, Denise Portelance-Godin, Ken Duplessis, Vern Gorham, Ned Whynott

Regrets: John Deforge, Ryan Bignucolo

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Lora Wahamaa, Joshua Parkinson, Amy Winnington-Ingram

Guest: Cynthia MacKenzie and Josh Blasutti, Freelandt Caldwell Reilly LLP

Media: Michael Erskine, The Manitoulin Expositor

1.0 Call to Order

Bruce Killah called the meeting to order at 10:15 am.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10's of thousands of years.

We'd like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Business Arising from Closed Session

No business arising from closed session.

4.0 Adoption of Agenda

Resolution 23-44

Moved by: Ken Duplessis

Seconded by: Vern Gorman

BE IT RESOLVED THAT the Agenda be adopted.

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of a conflict of interest.

6.0 Adoption of Minutes

Resolution 23-45

Moved by: Angela Kelly

Seconded by: Roger Landry

BE IT RESOLVED THAT the minutes of the [April 20, 2023](#), Board meetings be approved as presented.

Carried

7.0 2022 Audited Financial Statements

The 2022 Audited Financial Statement were presented by Josh Blasutti and Cynthia MacKenzie, accountants with Freelandt Caldwell Reilly LLP.

Resolution 23-46

Moved by: Denise Portelance-Godin

Seconded by: David Santi

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accept receipt of the [Audited Financial Statement](#) for the year ended December 31, 2022, as prepared by the Freelandt, Caldwell, and Reilly Accountants.

Carried

8.0 Committee Meetings

8.1 Program Planning Committee

The Program Planning Committee met yesterday. Kevin Burke, Chair of the Program Planning Committee provided the Board with an update on items discussed at the meeting. Kevin Burke asked Lori Clark, Director of Human Services to walk the board through the items below.

Ministry of Municipal Affairs and Housing

Lori Clark, Director of Integrated Human Services, walked the board through the [Homelessness Prevention Program Investment Plan](#) and the [Homelessness Prevention Program Issue Report](#).

Program Planning Committee Chair, Kevin Burke presented the resolution below.

Resolution 23-47

Moved by: Ned Whynott

Seconded by: Al MacNevin

WHEREAS the Program Planning Committee has reviewed the Homelessness Prevention Program Investment Plan and the Homelessness Prevention Program Issue Report.

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approves the Homelessness Prevention Program Investment Plan and the Homelessness Prevention Program Issue Report and direct staff to action the recommendations in the report.

Carried

Ministry of Education

Lori Clark, Director of Integrated Human Services, briefed the board on the [Child Care 2024 Funding Formula](#) as well as the [Child Care 2024 Funding Formula Issue Report](#).

Program Planning Committee Chair, Kevin Burke presented the resolution below.

Resolution 23-48

Moved by: Kevin Burke

Seconded by: Angela Kelly

WHEREAS the Program Planning Committee has reviewed the Child Care 2024 Funding Formula Discussion Paper and the Child Care 2024 Funding Formula Issue Report.

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approves the Child Care 2024 Funding Formula Issue Report and direct staff to action the recommendations in the report.

Carried

9.0 New Business

9.1 CAO First Quarter Report

Donna Stewart, Chief Administrative Officer, walked the board through the [2023 CAO First Quarter Report](#). This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

Resolution 23-49

Moved by: Rob Campbell

Seconded by: Ken Duplessis

BE IT RESOLVED THAT the 2023 CAO First Quarter Activity Report be approved as presented.

Carried

9.2 First Quarter Unaudited Financial Report

Connie Morphet, Director of Finance, walked the Board through the [2023 First Quarter Unaudited Financial Report](#), which is forecasting a year-end surplus of \$110,146.

Resolution 23-50

Moved by: Vern Gorham

Seconded by: Denise Portelance-Godin

BE IT RESOLVED THAT the 2023 First Quarter Unaudited Financial Report be approved as presented.

Carried

9.3 Annual Report on Reserves

Connie Morphet, Director of Finance, walked the Board through the [2023 Annual Report on Reserves](#).

Resolution 23-51

Moved by: Al MacNevin

Seconded by: Roger Landry

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the 2022 Annual Report on Reserves.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the 2022 Annual Report on Reserves and directs staff to action the recommendations contained within the report.

Carried

9.4 DSB Surplus for the 2022 Calendar Year

[Revised 2022 Fourth Quarter Financial Report](#)

Connie Morphet, Director of Finance, walked the Board through the DSB Surplus for the 2022 Calendar Year.

The 2022 fourth quarter financial report has been revised to reflect the audited financial statements for 2022.

The original unaudited fourth quarter showed a surplus of \$963,534 and the revised audited fourth quarter report shows a surplus of \$1,018,228, a difference of \$54,694 due to a gain on disposal of Paramedic Services vehicles.

The surplus will be transferred to the DSB Capital Reserve.

Resolution 23-52

Moved by: Rob Campbell

Seconded by: Jim Cahill

WHEREAS the Board has reviewed the Revised Audited Fourth Quarter Financial Report and the 2022 Audited Financial Statements which recorded a surplus of \$1,018,228; and

WHEREAS the DSB legislation allows 15% of gross estimated costs to determine the maximum working funds reserve in consideration of the fact that the Board expends gross funds prior to receiving any offsets from provincial grants, cost sharing and municipal levies. According to legislation and based on the 2023 operating budget of \$45,078,872, the working reserve should not exceed 15% or \$6,761,831.

THEREFORE BE IT RESOLVED THAT the Board approves the Revised Audited Fourth Quarter Financial Report; and

FURTHER BE IT RESOLVED THAT the Recommendation from the Reserves Report is to transfer the surplus into the DSB Capital Reserve.

FURTHER BE IT RESOLVED THAT 2022 the Municipal Surplus in the amount of \$1,018,228 be transferred to the DSB Capital Reserve.

Carried

9.5 Occupational Health and Safety

Paul Myre, Chief of Paramedic Services, walked the board through a new regulation for the [Occupational Health and Safety Act](#) coming into effect June 1, 2023. There are scenarios that require naloxone in the workplace, not all employers must comply. While the DSB is not required to comply, work has commenced to establish a process where kits will be available for employees as a measure of safety and risk mitigation.

9.6 Ministry of Health

Paul Myre, Chief of Paramedic Services, informed the board that on March 31, 2023, the DSB received a [notice](#) from the Ministry of Health's acting Director of Emergency Health Regulatory and Accountability Branch supporting Co-Op placements of high school students in Paramedic Services.

9.7 Ministry of Long-Term Care

Paul Myre, Chief of Paramedic Services, presented information regarding the funding for Community Paramedicine. The Ontario Government in their [2023 Budget](#) has committed to investing \$174 million into the programs for 2 more years starting in the 2024-2025 fiscal year.

10.0 Other Business

Paramedic Services Week

Paul Myre, Chief of Paramedicine, informed the board that he and Donna Stewart, CAO, will be visiting the Paramedic Service Stations in our service area to show DSB Management and Boards appreciation.

Noelville OPP Detachment Closure Update

Roger Landry, Board Member, played an audio recording from his council meeting. This recording presented preliminary conversations on options for police services in the affected communities. The letter campaign had great success. The map of the service area that the Noelville detachment covers and the highlights of the needs of the community were impactful. The Noelville OPP Detachment closure has been delayed indefinitely. The OPP has gone from closing to potentially building a new detachment in the area.

Board Member Update

Mayor Ned Whynott has resigned from his position as Mayor of Markstay-Warren, due to personal reasons.

11.0 Next Meeting – June 15, 2023

12.0 Adjournment

Resolution 23-53

Moved by: Ned Whynott

Seconded by: Denise Portelance-Godin

BE IT RESOLVED THAT we do now adjourn at 11:35 am until the next regular meeting to be held on June 15, 2023.

Carried



**Manitoulin-Sudbury District Services Board
BOARD MEETING
Draft Minutes
June 15, 2023**

Present: Angela Kelly, Kevin Burke, Bruce Killah, John Deforge, Roger Landry, Rob Campbell, Al MacNevin, David Santi, Denise Portelance-Godin, Ken Duplessis, Vern Gorham

Regrets: Ryan Bignucolo, Jim Cahill

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Lora Wahamaa, Bryan Welsh, Jim Kroesen, Ehren Baldauf

1.0 Call to Order

Roll Call

2.0 Declarations of Conflict of Interest

3.0 Closed Session

Resolution 23-54

Moved by: Kevin Burke **Seconded by:** Rob Campbell

BE IT RESOLVED THAT the Board move into closed session at 10:02 a.m.

Carried

4.0 Adjournment – Closed Session

Resolution 23-55

Moved by: John Deforge

Seconded by: Ken Duplessis

BE IT RESOLVED THAT the Board adjourn this closed session at 10:20 am and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

Regular Board meeting starts

Manitoulin-Sudbury District Services Board

BOARD MEETING

Draft Minutes

June 15, 2023

Present: Angela Kelly, Kevin Burke, Bruce Killah, John Deforge, Roger Landry, Rob Campbell, Al MacNevin, David Santi, Denise Portelance-Godin, Ken Duplessis, Vern Gorham

Regrets: Ryan Bignucolo, Jim Cahill

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Lora Wahamaa, Bryan Welsh, Ehren Baldauf, Josh Parkinson, Megan Sloan

Media: Michael E

1.0 Call to Order

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10's of thousands of years.

We'd like to acknowledge that we are here in the Robinson-Huron Treaty territory and the land on which we gather is the traditional territory of the (Ah-tik-a-mek-sheng Ah-nish-na-bek) Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for is to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

3.0 Business Arising from Closed Session

Hagar Property

WHEREAS the Manitoulin-Sudbury DSB Property Committee has reviewed the Hagar Paramedic Services' Station - Issue Report and the Environmental Site Assessments; and

WHEREAS the Manitoulin-Sudbury DSB authorized its CAO to proceed with the conditions in the agreement of purchase and sale on the adjacent vacant property to the existing Hagar Paramedic Service Station; and

WHEREAS the Manitoulin-Sudbury DSB approved the cost of the necessary work to be conducted;

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the purchase of the Adjacent Vacant Property to the existing Hagar Paramedic Service Station and directs staff to action the recommendations in the Issue Report.

Resolution 23-56

Moved by: Vern Gorham

Seconded by: Angela Kelly

Carried

4.0 Adoption of Agenda

BE IT RESOLVED THAT the Agenda be adopted.

Resolution 23-57

Moved by: Rob Campbell

Seconded by: David Santi

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of a conflict of interest.

6.0 Adoption of Minutes

BE IT RESOLVED THAT the minutes of the [May 18, 2023](#), Board meetings be approved as presented.

Resolution 23-58

Moved by: Roger Landry

Seconded by: Denise Portelance-Godin

Carried

7.0 Committee Meetings

7.1 HR Committee

Vern Gorham, Chair of the Human Resources Committee, provided the Board with an update on items discussed at the meeting. Vern Gorham asked Bryan Welsh, HR Consultant, to walk the board through the items below.

OPSEU PTS

WHEREAS the Board has authorized the Human Resources Consultant and other designated managers to negotiate the renewal of the Collective Agreement including the signing of the Memorandum of Settlement on behalf of the Board; and

WHEREAS the parties have signed a Memorandum of Settlement on June 7, 2023; and

WHEREAS the parties are unanimously recommending ratification of this Memorandum of Settlement to their respective principals.

THEREFORE BE IT RESOLVED THAT the Board ratifies the Memorandum of Settlement between Manitoulin-Sudbury DSB and OPSEU Local 679 Patient Transfer Service dated June 7, 2023 and authorizes, subject to the ratification by the employees represented by OPSEU 679 Patient Transfer Service, the signing of a new Collective Agreement that expires on December 31, 2025.

Resolution 23-59

Moved by: Al MacNevin

Seconded by: Kevin Burke

Carried

Non-Union Salaries

WHEREAS the Board has approved, and the Union has ratified a Memorandum of Settlement for a 3 year collective agreement with CUPE 4705 and OPSEU 679; and

WHEREAS the Human Resources Committee is recommending the implementation of salary and benefit increases to align with the Memorandum of Settlement between CUPE 4705 and the DSB.

THEREFORE BE IT RESOLVED THAT the Board accepts the Human Resources Committee recommendation that salary scales and benefits of the Board's non-bargaining unit personnel be increased by the same percentage increase as the Memorandum of Settlement approved with CUPE 4705, for each year of the agreement.

Resolution 23-60

Moved by: Vern Gorham

Seconded by: John Deforge

Carried

7.2 Program Planning Committee

Kevin Burke, Chair of the Program Planning Committee, provided the Board with an update on items discussed at the meeting. Kevin Burke asked Lori Clark, Director of Human Services, to walk the board through the items below.

Ministry of Municipal Affairs and Housing

Housing and Homelessness Eight Year Report Card

Lori Clark, Director of Integrated Human Services, walked the board through the year 8 update on the 10-Year Housing and Homelessness Plan, she reviewed each goal and provided examples of how they have been working towards the goals.

Program Planning Committee Chair, Kevin Burke presented the resolution below.

WHEREAS the Program Planning Committee has reviewed the [Housing and Homelessness Plan Year Eight Update](#) and the [Housing and Homelessness Plan Issue Report](#) and is recommending approval to the Board;

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approve the Housing and Homelessness Plan Year Eight Update and the Homelessness Plan Issue Report direct staff to action the recommendations in the report.

Resolution 23-61

Moved by: Kevin Burke

Seconded by: Angela Kelly

Carried

COCHI-OPHI Investment Plan

Lori Clark, Director of Integrated Human Services, walked the board through the confirmation of funding for two-year planning allocations for the COCHI and OPHI programs. Based on the projects identified in the Building Condition Assessment done in 2020 and an additional project supporting the Native People of Sudbury Development Corporation, the COCHI projects total \$379,900. Staff are proposing that OPHI planning allocation of \$199,100 support the DSB's portfolio to offset costs for large repairs.

Program Planning Committee Chair, Kevin Burke presented the resolution below.

WHEREAS the Program Planning Committee has reviewed the [COCHI-OHPI - Issue Report](#).

THEREFORE BE IT RESOLVED that the Board accept the Program Planning Committees recommendation and approves the COCHI-OHPI - Issue Report and direct staff to action the recommendations in the report.

Resolution 23-62

Moved by: Kevin Burke

Seconded by: Roger Landry

Carried

8.0 New Business

Ministry of Education

Canada-Wide Early Learning & Child Care (CWELCC)

Lori Clark, Director of Integrated Human Services, shared the changes in the CWELCC allocations. Allocations have been adjusted to better reflect space enrolment. Updated allocations will support fee reduction, workforce compensation and administration in alignment with Service System Managers. Under the Directed Growth plan, our DSB will receive additional funding for fee reduction and workforce compensation. The Ministry is providing funding for start-up grants to support the creation of new childcare spaces.

She also reviewed the updated guidelines with the board; The DSB is required to confirm that all license revisions can be supported by CWELCC funding before the Ministry will grant the revision, financial flexibility maybe be afforded by the difference between licensed capacity and operating of CWELCC enrolled centers, responsible for administering the application process for start-up grants to support space creation.

[2023 CWELCC System Update Memo](#)

[2023 CWELCC System Update Memo – Part 2](#)

[2023 CWELCC System Update Q&As](#)

[2023 CWELCC Guidelines](#)

[2023 CWELCC Access and Inclusion Framework](#)

Mosaic of Marks

Lori Clark, Director of Integrated Human Services, shared with the board the Mosaic of Marks Exhibit. The Manitoulin-Sudbury DSB in partnership with the City of Greater Sudbury were fortunate to be chosen as one of the three selected sites for the exhibit in Ontario, the other two sites were in Toronto and Ottawa. The DSB provided support for professional learning opportunities for educators across the district.

As a result of attending, educators are rethinking the material they offer to children and committing to offering children better quality tools and a greater variety of surfaces for drawing include more sustainable and recycled materials. She was proud to let you know that there were over 1000 visitors to the exhibit!

[Video](#)

Ministry of Health

Community Paramedicine Expansion Funding

Paul Myre, Chief of Paramedicine, reminded the board of the high-level update he had given the board at the previous months board meeting regarding Community Paramedicine Program for Long Term Care (CPLTC) and that the Provincial Government had committed to continue its funding past April 2023 and into the 2023-24 and 2024-25 fiscal years. He added more information regarding new information from the Ministry of Health. The DSB has also been receiving \$28k in annual base funding to support our previous CP programming since 2014, while formal approval has not yet been received by OH from MOH, we have been advised to ramp up and continue services as they expect approval in the coming weeks. In addition to the \$28k in base funding, we have been advised that we have been approved for an additional \$250,000 per year.

9.0 Other Business

Committee Replacement

Due to the recent resignation of board member, Ned Whynott, his committee seats are vacant. The board is asked if there are any volunteers to replace him on these committees.

Program Planning replacement: Rob Campbell

Property Committee replacement: Jim Cahill

Little Current Seniors Build

Donna Stewart, Chief Administrative Officer, walked the board through an exciting update regarding the New Seniors Housing in Little Current. She is pleased to announce that construction should be complete by mid-July, with a goal to have an open house in the fall.

[Video](#)

NOSDA AGM – Thunder Bay June 20-22, 2023

9.0 Next Meeting – September 21, 2023

11.0 Adjournment

BE IT RESOLVED THAT we do now adjourn at 11:15 am until the next regular meeting to be held on September 21, 2023.

Resolution 23-63

Moved by: Denise Portelance-Godin

Seconded by: Al MacNevin

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)



2023 Second Quarter Activity Report September 21, 2023

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2023 Second Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$300,644**. Ontario Works and Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$364,301. Paramedic Services is forecasted to be over budget by \$417,232. Interest revenue on non-reserve accounts is forecasted to be \$353,574 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

The following provides some insight into the major activities involving the Paramedic Services Department during the months of April, May & June of 2023.

Community Paramedicine (CP)

Our CP team staffing has stabilized thanks to a successful recruitment campaign. Onboarding is complete and our 3 new Community Paramedics are well on their way to completing their Community Paramedic Practitioner Training Program. We have also received notice that Ontario Health North will increase our base funding to support all the high intensity support services our team provides in going forward. All of this on the heels of the Provincial Government's [announcement](#) that the Community Paramedicine for Long Term Care funding will continue for another 2 years beyond April of 2024.

Non-Urgent Patient Transportation Services

As the Collective Agreement (CA) had expired on December 31, 2022, we had scheduled several days of bargaining to arrive at a tentative agreement. We signed a tentative settlement on June 5th (4th day of bargaining) and both sides were able to ratify the CA by the second week in June. The Union and the Employer are now working on finalizing a document in order to execute the terms therein. This includes the creation of Full-Time full-time positions with a stable, sustainable scheduling model.

Spring Recruitment

Like several other Paramedic Services across the province, our service is being impacted by the staffing crisis. Although we have seen a modicum of success with our open posting for regular part-time Paramedics, we unfortunately had zero applicants this past spring where historically we would have seen anywhere from 60 to 90 applicants. We have managed to sporadically onboard new recruits as applications are received, however these “one offs” are not sufficient to adjust for expected and unexpected attrition rates. Our active recruitment campaign is in full force, and we are hopeful it will prove successful in attracting potential recruits in the months and years to come.

Integrated Human Services

The following provides some insight into the Integrated Human Services Department during the months of April, May & June of 2023.

Children’s Services

In the second quarter, the average enrollment in licensed child care was 562 children, 452 full fee and 110 subsidized. Compared to last quarter there has been a 0.2% increase and compared to last year at this time, enrollment has increased by 7.5%.

The waitlist for licensed childcare at the end of the second quarter is 432 children. The highest waitlist are ages 0-5 years. The demand for licensed child care has been high for some time and will likely continue to see an increase as licensed child care has become more affordable under the new CWELCC System. This has been exasperated by workforce shortages which are preventing child care providers from meeting current needs in their communities.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 3032, and the total activity kits provided was 32. Compared to last quarter the number of visits increased by 4%, activity kits provided decreased by 64%. Compared

to last year at this time, number of visits increased by 31%, and activity kits provided decreased by 93%.

The Manitoulin Sudbury Network for Children and Families Strategic Planning

The Manitoulin-Sudbury Network for Children and Families has come together to build upon to the common goals of influencing positive change that benefit children, families, and communities.

The importance of the early learning system has risen as a national and provincial priority. Regional demands for childcare spaces have surpassed the ability of the child care providers to fulfil them due to staffing shortages.

The Network seeks to address system-wide critical challenges, improve professionalism, parent, and community engagement, and raise the quality standards. The Network has acknowledged the unique barriers of the communities we serve, and the support needed for communities as being a critical component to develop an integrated network system. The first planning session was held in April, and the second in June with three sessions to follow for the balance of the year.

Local Service Providers Networks

The Service Providers Networks work collaboratively to promote and facilitate the coordination of children's services for families and children in the Lacloche, Manitoulin, Sudbury East, and Sudbury North districts.

Local Service Provider Networks (LSPN) have been very active during the second Quarter this year. Each of the LSPN's have hosted [Family Fun Screening Days](#) in their respective areas. These events were put on pause during the pandemic and were well attended by families and children who enjoyed the activities.

Mosaic of Marks Exhibit

The [Mosaic of Marks Exhibit](#) was held in Sudbury from April 16 to May 14, 2023. The Manitoulin-Sudbury DSB in partnership with the City of Greater Sudbury were fortunate to be chosen as one of the three selected sites for the exhibit in Ontario, the other two sites were in Toronto and Ottawa.

Educators, students, parents, and all interested members of the community were welcomed and invited to work together to elevate the view of the child in our culture. There were over 1000 visitors to the exhibit. The visitors said that the exhibit changed their views. Many committed to spending more time listening to young children as they draw and tell their stories.

2023 Licensed Child Care Data Collection

A [memo](#) was received on April 11, 2023 from MEDU informing staff of the launch of its annual survey. Information is collected directly from licensed child care licensees on hours of operation, child enrolment, parent fees, fee subsidies, and staff wages.

Canada-Wide Early Learning and Child Care

The Ministry released a high-level [discussion paper](#) on April 5, 2023, proposing the conceptual framework for the 2024 CWELCC funding formula with an opportunity to provide feedback. Staff prepared a submission indicating there is not enough information to fully capture what might be missing and potential impacts based on a benchmark approach. An [Issue Report](#) was presented to the Board on May 18, 2023.

A [memo](#) was received from MEDU on May 24, 2023 providing further information regarding CWELCC allocations that will support fee reduction, workforce compensation and administration in alignment with Service System Managers Directed Growth Plan for 2023.

On June 7, 2023 a [memo](#) from MEDU provided updated [CWELCC guidelines](#), a Start Up Grant Sample application form and a finalized [Access and Inclusion Framework](#) to support the development of local plans.

Proposed Amendment to O. Reg. 138/15 of the Child Care and Early Years Act, 2014 (CCEYA)

On June 14, 2023, a [memo](#) was received informing that the ministry is seeking feedback on a proposed draft amendment to Ontario Regulation 138/15 under the CCEYA. The proposal would require Service System Managers to process applications for financial assistance with the cost of a child care service based on the date the application was received and to work cross-jurisdictionally to facilitate access to care. This change will not impact our process, we already process based on date of application.

Ontario Works

In the second quarter of 2023, the Ontario Works/Temporary Care Caseload average was 507. Compared to last year at this time, the caseload has decreased by 0.97%.

Centralized Intake

132 applications were received by the Manitoulin-Sudbury District Services Board in the second quarter of 2023. Of the 132 applications received, 63 were granted by the Intake and Benefits Administration Unit (IBAU), 34 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 15 were transfers from another Ontario Works (OW) office. The remaining 20 applications were processed at the local office as certain applications, are not yet being processed by the IBAU or there are extenuating circumstances which require the applications to be completed locally.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the second quarter of 2023, 48% of applications were completed by the IBAU.

Employment Services Transformation

On June 28, 2023, FONOM/NOMA/NOSDA wrote a [letter](#) to Minister McNaughton with concerns regarding the Employment System Transformation. While the groups support the concept of Service System Management, there are some concerns over the implementation in the North. The Ministry plans to use the 15 economic regions in Ontario which would allow for only two Service System Managers in the North where the population is spread across a large geographic area.

In addition to the large geographic area, transportation systems in the North pose challenges for travel to education, training, and employment with only 9 of the 144 municipalities with a transit system.

The province plans to negotiate employment performance zones with the successful Service System Managers as they set their performance targets. FONOM/NOMA/NOSDA are asking the province to consult with them as well due to the uniqueness of the region. The determination of the employment performance zones will be critical to the success of Employment Transformation in Northern Ontario

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office.

From April to June 2023:

- There were 7 new registrations for Employment Services and 12 files were closed for various reasons including 8 for employment.
- There were 2 new registrations for the YJC program.
- Training for YJCS was completed in May and there were 16 new registrations. 12 of the 16 registrants completed their training. There are currently five individuals placed with employers.
- 389 individuals and 12 employers were assisted by Employment Services.

Community Housing

Waiting list (Applicants)

Total applications at the end of the second quarter are 854. The applicant breakdown is as follows:

1 Bedroom	666	2 Bedroom	89
3 Bedroom	59	4 bedroom	40

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 199 active DSS recipients. At the end of Q1 of this year there were 196 recipients and at this time last year there were 214.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 11 market rent tenants and 106 affordable rent tenants. This represents 4% and 39% of our portfolio. This represents an increase of 2 market rent tenants and 7 affordable from last quarter. Last year at this time we had 11 market rent tenants (4%) and 92 affordable (33%)

Smoke Free Housing – Unit Count-down

As of the end of the 2nd quarter of 2023, 200/275 of the portfolio's units are designated as Smoke-free. This represents 72% of the full portfolio currently. Units are designated as turnover occurs.

Housing and Homelessness Plan – Year Eight Update

Through the Long-Term Affordable Housing Strategy (LTAHS) and with the passing of the Housing Services Act (HSA), 2011, the Province completed the devolution of Ontario's affordable housing to municipalities.

The Province required the development of a [10-Year Housing and Homelessness Plan](#) to reflect certain principles or 'interests' that the government had prescribed in addition to considering and responding to local needs.

The year [eight report](#) highlights how the DSB has been working towards each goal set out in the Housing and Homelessness Plan. Reports on all eight years are posted on our website.

Homelessness Prevention Program Investment Plan (HPP)

In May the Board approved the [Homelessness Prevention Program \(HPP\) Investment Plan Issue Report](#). The [investment plan](#) requires staff to forecast and outline spending of HPP funds in the upcoming fiscal year, across the following categories: Community Outreach and Support Services, Emergency Shelter Solutions, Housing Assistance, Supportive Housing Capital and Administration.

Services and activities will continue to prioritize keeping seniors in their own homes and continuing to provide a direct shelter subsidy to assist those on the Community Housing wait list maintain their current accommodations without accessing their basic needs.

The Homelessness Prevention Program is monitored closely to assess the number of households accessing benefits. Partnerships will continue with Canadian Mental Health Association to provide on-site supports to prevent homelessness and to work with the most vulnerable throughout our district.

Staff will continue to take part in the Rapid Mobilization Table in Espanola and Sudbury East. Community partnerships will continue to support transitional housing support for people with Mental Health and Substance Abuse needs.

Continued support will be provided to our local foodbanks throughout the district, food security challenges have been identified in all parts of the district. Support is also provided to local foodbanks to expand services to Youth and Homeless individuals in more remote areas.

With the Ministry's approval, the Supportive Housing funding will be pooled over three years to construct a new supportive housing facility in Espanola. The centralized wait list and By-Name list demonstrate that a mix of one- and two-bedroom supportive units are needed in Espanola.

Staff have developed and continue to grow the "Change Team". The Change Team is comprised of community partners who provide a variety of human service supports, including but not limited to Criminal Justice, Crisis, Mental Health & Substance Abuse, and Cultural Supports. Through continuous and ongoing growth of the Change Team staff and community partners gain and share knowledge of services available to BNL participants.

Little Current Project – New Build

The project in [Little Current](#) has progressed rapidly since last quarter. The pod interiors are completed and appliances in place. There are minor interior touch ups to be done and contractor cleaning. Staff have been on site for a tour and to collect relevant documents for appliances and heating systems. Applicants are now being screened for units.

Capital Projects with Housing Services Corporation

Manitoulin

The Scheduled Electrical Work for Little Current and Manitowaning is now complete with little disruption to the residents.

Balcony repairs and rehabilitation in Little Current and Manitowaning have also been completed.

In Mindemoya, a contractor has been procured and work on the balcony will commence next quarter.

Lacloche-Manitoulin

The Roof Replacements in Espanola and Gore Bay have been completed.

There are 2 new tenders either in progress or submitted for a study of the Make Up Air Handlers and the Administrative Office HVAC systems as well as the review of the Gogama Base for possible Asbestos Abatement.

Work Orders

In Q2 a total of 249 Work Orders were generated: 196 for Community Housing; 11 for Administration Offices, and 42 for Paramedic Services. There was a total of 138 Work Orders closed or resolved during that time. There were 9 work orders for unit turnovers; 1 family unit and 8 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

Provincial Funding

In June the Board approved the [Canada-Ontario Community Housing Initiative \(COCHI\), and Ontario Priorities Housing Initiative \(OPHI\) Issue Report](#) outlining the Investment Plan in principle to be submitted to the Ministry of Municipal Affairs and Housing once the template is released.

Donna Stewart

Chief Administrative Officer

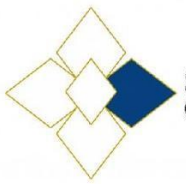
Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: donna.stewart@msdsb.net

Website: www.msdsb.net

Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF June 30, 2023
Ontario Works	\$ -	Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$ (364,301)	<p>(29,406) + (\$30,124) + (\$214,171) + (\$90,600) = (\$364,301) surplus</p> <p>Federal Funding forecasted to be (\$29,406) more than budgeted, resulting in a surplus.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$30,124) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$20,308) more than budgeted. - Direct operating expenses are forecasted to be \$104,880 over budget due to: <ul style="list-style-type: none"> utilities \$27,378 over budget, salaries & benefits for custodians (\$20,348) under budget, maintenance expenses over budget \$106,369, other admin expenses over budget \$8,192; - Program Support Allocation is forecasted to be (\$131,407) under budget. <p>Rent Supplement program is forecasted to be (\$214,171) under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$90,600) under budget.</p>
Paramedic Services	\$ 417,232	<p>Paramedic Services municipal share is forecasted to be \$417,232 over budget.</p> <p>The MOHLTC funding is forecasted to be under budget by \$42,487 with the First Nation and 50-50 Funding letter received in August 2023.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by \$495,597.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by (\$112,702)</p> <p>Non Wages are forecasted to be under budget by (\$8,150)</p> <ul style="list-style-type: none"> - Transportation & Communication is forecasted to be (\$31,077) under budget - Program Support is forecasted to be (\$66,381) under budget - Vehicle repairs and maintenance are forecasted to be over budget by \$17,777. - Building repairs and maintenance, grounds and utilities are forecasted to be \$30,599 over budget - Supplies are forecasted to be \$40,932 over budget.
Interest Revenue	\$ (353,574)	Interest Revenue is forecasted to be (\$353,574) more than budgeted which results in a municipal surplus.
	\$ (300,644)	



Board of Directors Meeting
Tuesday February 7, 2023
Noelville Boardroom + Remote dial-in option

1) Roll Call, Quorum & Welcome

1	P	Bouffard, Claude	President
2	P	Carriere, Renée	Vice President
3	P	Allen, Julie	Treasurer
4		Chenard, Jason	
5		Pothier, Mathieu	
6	P	Hébert-Bérubé, Monique	
7		Kelly, Laura	
8	P	Lagrandeur, Sébastien	
9	P	Loftus, Monica	
10		Pitre, Justin	
11	P	Schneider, Willy	
12	P	Bradbury, Mary	
13		Olsen, Steve	
14		Leslie, Thomas	
15		Empty seat	
16		Empty seat	
Non-Voting	P	D'Amour, Jill	BDO
Non-Voting	P	Lavalee, Angele	DSS

QUORUM: 8 of 14 **Yes**

Claude started us off by thanking Jason, Monique and Julie for all their work in reviving the Chamber to what it is today. Also thanked Jill and Angele for their part in keeping the chamber running.

2) Approval of Agenda & Declaration of Conflict of Interests

Motion	<i>That the agenda for this meeting be approved and any conflicts of interest declared and acknowledged.</i>
Moved	Monica
Seconded	Renée
All in Favour	Y
Conflicts Declared	



3) Approval of Previous Minutes

Motion	<i>That the minutes from the previous meeting be approved and published.</i>
Moved	Monica
Seconded	Julie
All in Favour	Y

4) Financial Report

[Julie]

Motion	<i>That the presented financial statement(s) and balance sheet(s) be approved as presented.</i>
Moved	Renée
Seconded	Monica
All in Favour	Y

Budget income and balance is comparative to last year. Paid for subscriptions that were due like wix, OCC and CCC. Payroll is inline with the budget for the BDO, Summer student and Angele. The summer grant has been filled out for the summer student for 2023. Long term investments are up for renewal in September 2023

5) Staff Report

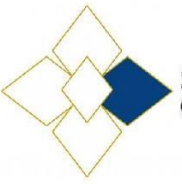
[Jill]

- i) New member update
- ii) In-Person member visits/Newsletter/Social Media updates
- iii) DSS project updates

There are 57 total members and 35 outstanding as of today. Three new members have been added - Petryna Advertising, Great Escape, and Bear's Den.

Shannon Mckinnon French river culture could take Chamber info to hand out. Steve from the Chamber plan would be someone who could join in the meetings to help explain what the plan can offer members. Jill will look into a phone modem that could be used as a portable home phone or a dual sim might be an option as well. The board agreed the meetings will be held 3 times a year.

DSS - Angele will put together presentations. We are looking for venues to hold them in. She had to decline businesses, 2 of them, because they were considered franchises.



6) Open Discussion and ideas for events or suggestions for the next couple of months (board and staff)

- Nothing was discussed

7) Miscellaneous (in case we need to add to the agenda)

- Nothing was added

8) Adjournment

Motion	<i>That the meeting be adjourned at <u>7</u> : <u>15</u> pm.</i>
Moved	Mary
Seconded	Julie
All in Favour	Y

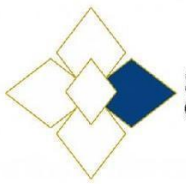
UPCOMING MEETINGS:

- May 2, 2023 6pm
- September 5, 2023 6pm
- November Gala, November 4, 2023 (Tentatively)
- December 5, 2023 - Budget

Claude Bouffard

President Claude Bouffard

Approved on behalf of the Board of Directors



Board of Directors Meeting
May 2, 2023 @ 6pm
Noelville Boardroom + Remote dial-in option

1) Roll Call, Quorum & Welcome

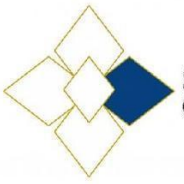
1	P	Bouffard, Claude	President
2		Carriere, Renee	Vice President
3	P	Allen, Julie	Treasurer
4	P	Chenard, Jason	
5	P	Pothier, Mathieu	
6		Hebert-Berube, Monique	
7		Kelly, Laura	
8	P	Lagrandeur, Sebastien	
9	P	Loftus, Monica	
10		Pitre, Justin	
11	P	Schneider, Willy	
12	P	Bradbury, Mary	
13	P	Olsen, Steve	
14		Leslie, Thomas	
15		Empty seat	
16		Empty seat	
Non-Voting	P	D'Amour, Jill	BDO
Non-Voting	P	Lavalee, Angele	DSS

QUORUM: 9 of 14 **Yes**

Claude welcomed and thanked everyone for joining in person and on zoom

2) Approval of Agenda & Declaration of Conflict of Interests

Motion	<i>That the agenda for this meeting be approved and any conflicts of interest declared and acknowledged.</i>
Moved	Julie
Seconded	Monica
All in Favour	Y/N
Conflicts Declared	None



3) Approval of Previous Minutes

Motion	<i>That the minutes from the previous meeting be approved and published.</i>
Moved	Mary
Seconded	willy
All in Favour	Y

4) Financial Report

[Julie]

Motion	<i>That the presented financial statement(s) and balance sheet(s) be approved as presented.</i>
Moved	Monica
Seconded	Mary
All in Favour	Y

5) BDO Report

[Jill]

- Member Updates - 2 new members
- Job Fair - Jill was able to promote the Chamber and educate curious guests on what the Chamber does
- OPP closure - The Solicitor General has stopped the closure for now and will listen to the concerns the Sudbury East Citizens have. More information will be provided as it comes.
- Award Gala 2023; contracts for DJ and KML approved and signed. Jill will now send out sponsorship letters and get the award forms ready to send out. Also she will start to put together a line up of judges
- Laura has regretfully given up her seat on the board due to a busy travelling career

6) DSS Report

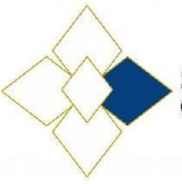
[Angele]

- SEO seminars went well however, blogging did not go well
- Angele will be stopping the seminars for the summer
- Starting mid May Angele will be starting the 360 photos

7) Award Gala 2023

Motion	<i>Contract for the Gala Event - Gala committee Julie, Jason, Renee</i>
Moved	Willy
Seconded	Steve
All in Favour	Y

Contract from Killarney Mountain Lodge was approved and Claude will sign. The DJ contract is also approved and Claude will sign. Jill will send back to secure our spot ASAP



8) Economic Partners Renewal Representative on the Board

Motion	<i>President to be renewed as a representative on the Economic Partner Board</i>
Moved	Monica
Seconded	Sebastien
All in Favour	Y

Claude has been representing the SECC on the Economic Board. He is now asking for a motion to stay on the Economic Partners Board. The motion was passed and he is approved to sit on the Economic Partners Board

9) Adjournment

Motion	<i>That the meeting be adjourned at <u>6</u>: <u>50</u> pm.</i>
Moved	Jason
Seconded	Willy
All in Favour	Y

Claude Bouffard

President Claude Bouffard
Approved on behalf of the Board of Directors

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, July 14, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Rob Campbell, John Dimitrijevic Ned Whynott, Rachelle Pigeau, Jackie Lafleur, Paul Branconnier

MEMBERS PRESENT: Carol Lemmon

MEMBERS ABSENT: Renee Carrier, Renee Germain

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY: Bryan Dorland

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:35 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-049

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of July 14th, 2022 be adopted as distributed.

MOVED BY: Rob Campbell

SECONDED BY: Dave Viau

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of June 09th, 2022 be adopted as distributed.

Resolution: 22-050

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of June 09, 2022 be adopted as distributed.

MOVED BY: Paul Branconnier

SECONDED BY: Jackie Lafleur

Carried

5. PRESENTATION/DELEGATION

6. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on June 23rd, 2022, being over fourteen (14) days prior to this evenings meeting (B/19-20/22/FR – Suzanne and Gino Ouellet). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/19-20/22/FR – Suzanne and Gino Ouellet

The Director of Planning summarized the application.

The lands are located on the east side of Highway 535, north of White Tail Road and west of Crown Land. The subject lands are in an area of predominantly rural uses except for three residential rural lots. The lands are located at the corner of Highway 535 and White Tail Road.

The Sudbury East Planning Board has received an application to create two Rural lots on Highway 535 Road. Proposed Lot 1 is to be 5.11 hectares in lot area with 302.27 metres of road frontage on Highway 535 and presently is vacant. Proposed Lot 2 is to be 32.87 hectares in lot area with 692.48 metres of road frontage on Highway 535 and partially contains a dwelling unit on the subject property (dwelling unit is also located on Crown Lands). Proposed retained lot is to be 21.82 hectares in lot area with 495.67 metres of road frontage on Highway 535 and 280.46 metres of road frontage on Whitetail Road and contains a single-family home and several accessory structures (detached garage, four woodsheds, Quonset hut, greenhouse).

OP:

In this case, proposed severed 'Lot 1' & 'Lot 2' and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 535 which is maintained year-round by the Ministry of Transportation (MTO). MTO provided comments which stated that they had no objection to the proposed severance (May 25, 2021) and attached three conditions which will form part of the

provisional consent. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), the health unit provided supportive comments on May 27th, 2022. Both the severed lots and the retained lot are capable of development of installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services (June 14th, 2021) and probability of potable water (June 19th, 2021) have been provided. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed 'lot 1' & 'lot 2' exceeds the minimum requirements for lot frontage and lot area under the RU Zone and are intended to be used for residential uses. Also, the proposed retained lands will conform to the minimum requirements of the RU Zone.

Agency Comments:

The Municipality of French River has no objection to the severance. Municipal drains and parkland dedication will be applicable.

The Ministry of Transportation had no objection to the proposed severance (May 25, 2021).

Sudbury District Health Unit: supportive comments on May 27th, 2022. Both the severed lots and the retained lot are capable of development of installation of a septic tank and leaching bed system.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-051

BE IT RESOLVED THAT Consent Application B/19-20/22/FR submitted by Suzanne and Gino Ouellet be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Jackie Lafleur

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the

Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

7. BUSINESS ARISING FROM PREVIOUS MINUTES

8. NEW BUSINESS

a) Meeting Attendance

The Chairperson Mrs. Lemmon explained the importance of attendance and having good communication with the Sudbury East Planning Board staff when it comes to be able to attend/not attend scheduled meetings.

b) Application Chart

The Chairperson Mrs. Lemmon and the Director of Planning review the Application Timeline Chart with the board members. There were no questions.

9. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

10. PAYMENT OF VOUCHERS

11. ADJOURNMENT

Resolution: 22-052

BE IT RESOLVED THAT the Meeting be adjourned at 5:59 P.M.

AND THAT the next regular meeting be held on September 08th, 2022 at 5:30 P.M. at the Municipality office in French River, Virtually or in person.

MOVED BY: Ned Whynott

SECONDED BY: John Dimitrijevic

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, September 08, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Rob Campbell, Renee Carriere, Ned Whynott, Jackie Lafleur,
Paul Branconnier

MEMBERS PRESENT:

MEMBERS ABSENT: John Dimitrijevic, Renee Germain, Rachelle Pigeau, Carol Lemmon

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY:

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:47 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-053

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of September 08th, 2022 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Jackie Lafleur

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of July 14th, 2022 be adopted as distributed.

Resolution: 22-054

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of July 14th, 2022 be adopted as distributed.

MOVED BY: Rob Campbell

SECONDED BY: Paul Branconnier

Carried

5. PRESENTATION/DELEGATION

6. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on August 22nd, 2022, being over fourteen (14) days prior to this evenings meeting (B/21-22/22/FR – Pierre and Nicole Dupuis). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/21-22/22/FR – Pierre and Nicole Dupuis

The Director of Planning summarized the application.

The lands are located on the south side of highway 64, west of Bouchard Road. The subject lands have frontage on the French River and are surrounded by rural and waterfront uses.

The application is identical to applications B/11/10/FR and B/25/14/FR with respect to the creation of the WR lot which was approved by the Planning Board in July 2010 and October 2014 but lapsed on both occasions prior to receiving final consent. The associated Zoning By-law amendment was approved by Council for the Municipality of French River on July 21, 2010.

The purpose of the Application for Consent is to sever one (1) Waterfront Residential (WR) lot from the subject lands and to establish an access easement for the proposed severed WR lot. The proposed severed lot is to be approximately 5.3 hectares in lot area with a lot frontage of approximately 60.0 metres and is currently vacant. The proposed retained lands are to be approximately 8.2 hectares in lot area with a lot frontage of approximately 92.4 metres and contains a single detached dwelling. The proposed access easement is approximately 0.884 hectares in lot area with a lot frontage of 10 metres and is vacant.

OP:

As per Section 3.3.2.19, Private Roads are roads that are not owned or maintained by the province or a municipality or maintained by a local roads board that service two or more properties in

separate ownership. Development, i.e. lot creation on private roads is discouraged. However, there are many instances in the Planning Area where there are existing lots of record on private roads or that are accessed over crown land or via easement over private land.

In this case, the subject property has legal road frontage on Highway 64 which is a public road that is assumed and maintained year-round by the Ministry of Transportation (MTO). On July 13th, 2022, MTO amended their comments from June 15th, 2022, and is now willing to grant a variance from their current policies and allow a shared entrance. MTO does want to note that no severance shall be created on either lot, as MTO does not support back lot development.

With respect to zoning.

The Waterfront Residential (WR) Zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres. Both the proposed lot to be severed and proposed lot to be retained will continue to meet the requirements of the Waterfront Residential Zone.

The subject lands were re-zoned to Waterfront Residential (WR) through application ZBA 10-04FR. Council for the Municipality of French River passed by-law 2010-33 on July 21, 2010, were re-zoned the subject lands. The re-zoning was a condition of lapsed consent application B/11/10/FR.

Agency Comments:

Ministry of Transportation: On July 13th, 2022, MTO amended their comments from June 15th, 2022, and is now willing to grant a variance from their current policies and allow a shared entrance. MTO does want to note that no severance shall be created on either lot, as MTO does not support back lot development. Several conditions were acknowledged as a condition of approval; mutual entrances application is to be applied by the owner, draft reference plan to be submitted to MTO for review and approval, draft deeds of both lots be submitted to MTO for review and approval and obtained an entrance permit.

The Municipal Clerk for the Municipality of French River advises that the subject lands are subject to conditions to municipal drains and parkland dedication.

Enbridge Gas Inc.: does have service lines running within the area which may or may not be affected by the proposed severance.

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

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-055

BE IT RESOLVED THAT Consent Application B/21-22/22/FR submitted by Pierre and Nicole Dupuis be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rob Campbell

SECONDED BY: Jackie Lafleur

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/23/22/FR – Robert Carriere

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for a lot addition. The severance application proposes to sever approximately 0.10 hectares from 230 Highway 607 and add such lands to the adjacent lands known municipally as 216 Highway 607 to resolve an encroachment issue. Presently, a portion of an existing detached garage was constructed on the subject property (230 Highway 607).

OP:

Section 4.5.1 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria that shall be considered when creating new buildings lots:

lot boundary adjustments;

The lot addition is to resolve an encroachment issue, that being a detached garage that was constructed partially on the subject property (230 Hwy 607). The proposed severed 0.10 hectares of land will allow enough area to ensure the setbacks under the Residential Rural (RR) conform to the zone requirements for an accessory structure and that the structure is entirely located on 216 Hwy 607.

With respect to zoning.

The 'Residential Rural (RR)' permits a single-family home, a bed and breakfast, a home industry, a home occupation, and other accessory structures in accordance with the applicable provisions. The minimum lot area requirement is 0.8 hectares, and the minimum lot frontage requirement is 60.0 meters. The proposed lot to be retained and the enlarged lot will continue to meet the zone requirements for both lot frontage and lot area under the RR zone, therefore no variances are

required to recognize the reduced lot area and lot frontage.

The proposal involves no new land use or change in land use.

Agency Comments:

Municipality of French River: Please note that through circulation, that there were no comments or concerns in relation to this application and that the application is not subject to conditions relating to municipal drains, parkland dedication or any road transfers.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-056

BE IT RESOLVED THAT Consent Application B/23/22/FR submitted by Robert Carriere be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

c) B/24/22/FR – Roch and Bobbi-Jo Beaulieu

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for a lot addition. The severance application proposes to sever approximately 0.43 hectares from 216 Highway 607 and add such lands to the adjacent lands known municipally as 230 Highway 607 to resolve the location of an existing driveway which is presently located on 216 Highway 607 and provides continued access to 230 HWY 607.

OP:

Section 4.5.1 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria that shall be considered when creating new buildings lots:

lot boundary adjustments.

The lot addition is to resolve the location of an existing driveway which is presently located on 216 Highway 607 and provides continued access to 230 HWY 607. The proposed severed lot frontage of 22.9 metres is where the existing driveway is presently located, therefore, once the lot addition is completed, the owners of 230 HWY 607 will no longer be trespassing over the lands located on 216 HWY 607.

With respect to zoning.

The 'Residential Rural (RR)' permits a single-family home, a bed and breakfast, a home industry, a home occupation, and other accessory structures in accordance with the applicable provisions. The minimum lot area requirement is 0.8 hectares, and the minimum lot frontage requirement is 60.0 meters. The proposed lot to be retained and the enlarged lot will continue to meet the zone requirements for both lot frontage and lot area under the RR zone, therefore no variances are required to recognize the reduced lot area and lot frontage.

The proposal involves no new land use or change in land use.

Agency Comments:

Municipality of French River: Please note that through circulation, that there were no comments or concerns in relation to this application and that the application is not subject to conditions relating to municipal drains, parkland dedication or any road transfers.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-057

BE IT RESOLVED THAT Consent Application B/24/22/FR submitted by Roch and Bobbbi-Jo Beaulieu be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Renee Carrier
SECONDED BY: Rob Campbell

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

d) B/25/22/FR – Daniel and Marie Paul Dupuis

The Director of Planning summarized the application.

The lands are located on the northwest of the Village of Noelville, west of Highway 535 and north of Lafreniere Road. The subject lands are in an area of predominantly rural uses except for a few residential rural lots.

The Sudbury East Planning Board has received an application to create one rural lot on Highway 535. The proposed severed lot is to be approximately 25 hectares in lot area with a lot frontage of 620.0 metres and is presently vacant. The proposed retained lot is to be approximately 30 hectares in lot area with a lot frontage of 875.0 metres on Highway 535 and contains a single-family home, shed, detached garage, and carport.

OP:

4.5.1 Consent Policies

Creation of rural residential lots will be evaluated using a number of criteria including:

- The size and dimensions of the severed and retained parcels are adequate to accommodate the proposal
- Adequate access can be provided from a year-round publicly maintained road;
- Access will not create a traffic hazard;
- The severed and retained parcels comply with MDS;
- Adequate sewage and water servicing can or will be provided;
- It is feasible with regard to the other provisions of the Plan, provincial legislation, policies and appropriate
- guidelines and support studies for uses within or adjacent to any development constraint; and
- The request, if granted, would not pose an undue financial burden on the applicable municipality.

In this case, proposed severed 'Lot 2' and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 528 which is maintained year-round by the Ministry of Transportation (MTO). MTO initially (May 25th, 2022) did not support the severance because there is currently an entrance located on the lot that does not meet MTO's requirements and is not registered with the MTO. The original entrance must be closed and moved 60 m to the North or the existing entrance. MTO will not be in support of the severance until this condition has been met. Subsequently, on June 23rd, 2022, the entrance permit for the Dan Dupuis was supported. Minimum Distance

Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received stating that it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided and are supported. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed 'lot 2' exceeds the minimum requirements for lot frontage and lot area under the RU Zone and are intended to be used for residential uses. Also, the proposed retained lands will conform to the minimum requirements of the RU Zone.

The proposal involves no new land use or change in land use.

Agency Comments:

The Municipality of French River has no objection to the severance. Municipal drains, road transfers and parkland dedication are not applicable.

Sudbury District Health Unit: it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system

The Ministry of Transportation: May 25th, 2022 - has reviewed the proposed severance located at 987 Highway 535 on Lot 1 and **Lot 2**. The subject lands (Lot 2) are located within the MTO's permit control area and are subject for review under *the Public Transportation and Highway Improvement Act R.S.O 1990* and will require proper permits from the MTO. I can provide the following information in regard to the pre-consultation request. MTO will also issue comments when the consent application is circulated through the Sudbury East Planning Board.

An entrance permit is required from the Ministry. There is currently an entrance located on the lot that does not meet MTO's requirements and is not registered with the MTO. The original entrance must be closed and moved 60 m to the North or the existing entrance. MTO will not be in support of the severance until this condition has been met. An entrance application can be made online at: <https://www.hcms.mto.gov.on.ca/>

June 23rd, 2022 - Here's the permit for the Dan Dupuis entrance for their severance along Highway 535 – Corridor Management Officer (Michelle Lavallee).`

Hydro One has no concerns with respect to the proposed application.

Bell Canada: has no comments or concerns regarding this application.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-058

BE IT RESOLVED THAT Consent Application B/25/22/FR submitted by Daniel and Marie Paul Dupuis be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Renee Carrier

SECONDED BY: Rob Campbell

Carried

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**
8. **NEW BUSINESS**
9. **NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING**
10. **PAYMENT OF VOUCHERS**

a) **June 2022 and July 2022**

Resolution 22-059

BE IT RESOLVED THAT the statement of disbursements for the month of June 2022 in the amount of \$ 16,331.08 and July 2022 in the amount of \$23,637.88 to be distributed and is hereby approved for payment.

MOVED BY: Dave Viau

SECONDED BY: Rob Cambell

Carried

11. **CLOSED SESSION**

Resolution 22-060

BE IT RESOLVED THAT that the Sudbury East Planning Board proceed to a closed session as per sections 239(2)(b) of the municipal Act for the purpose of discussing personal matters about an identifiable individual, including municipal or local board employees.

MOVED BY: Jackie Lafleur
SECONDED BY: Rob Cambell

Carried

Resolution 22-065

BE IT RESOLVED THAT the Sudbury East Planning Board return to a public forum.

MOVED BY: Jackie Lafleur
SECONDED BY: Renee Carrier

Carried

12. ADJOURNMENT

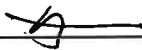
Resolution: 22-066

BE IT RESOLVED THAT the Meeting be adjourned at 7:01 P.M.


AND THAT the next regular meeting be held on October 13th, 2022 at 5:30 P.M. at the Municipality office in French River, Virtually or in person.

MOVED BY: Jackie Lafleur
SECONDED BY: Dave Viau

Carried.



 CHAIR



 SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, October 13, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Rob Campbell, Ned Whynott, Jackie Lafleur, Paul Branconnier, John Dimitrijevic

MEMBERS PRESENT:

MEMBERS ABSENT: Renee Germain, Rachelle Pigeau, Carol Lemmon,
Renee Carriere

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY:

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:31 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-067

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of October 13th, 2022 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Rob Campbell

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of September 08th, 2022 be adopted as distributed.

Resolution: 22-068

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of September 08th, 2022 be adopted as distributed.

MOVED BY: Rob Campbell
SECONDED BY: Jackie Lafleur

Carried

5. PRESENTATION/DELEGATION

6. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on September 28th, 2022, being over fourteen (14) days prior to this evenings meeting (B/26-27/22/MW – Rene and Candace Lefrancois). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/26-27/22/MW – Rene and Candace Lefrancois

The Director of Planning summarized the application.

The subject lands are located on Tex's and Ratter Lake Road, which is a publicly assumed road that is maintained year-round by the Municipality of Markstay-Warren. The property is approximately 40.46 hectares in lot area.

The proposed severed Lot A is to be approximately 2.59 hectares in lot area with approximately 123.0m on Ratter Lake Road and contains an accessory structure (detached garage).

The proposed severed Lot B is to be approximately 19.43 hectares in lot area with approximately 405.0m on Tex's Road and is presently vacant.

The proposed retained lands are to be approximately 14.75 hectares in lot area with a lot frontage of approximately 494.0m on Tex's Road and 417.0 m on Ratter Lake Road and contains a single family home:

The zoning by-law amendment is regarding Lot A, specifically, section 6.2.2 (a), 7.6 and 7.22 of the Zoning by-2014-27.

OP: Section 4.5.1 provides for instances when consents may be granted, including criteria for the creation of a new building lot:

The proposed severed and retained lots are of adequate for their respective proposed zones (rural and residential rural) and it is anticipated that the proposed residential rural use will be compatible with the surrounding rural uses. With respect to servicing, the applicant has provided the required documentation to demonstrate reasonable expectation of potable water and capacity for hauled sewage. With respect to Sudbury District Health Unit (site suitability for a septic system), the applicants have received approval (letter dated July 20th, 2022) from SDHU. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations. The Public works Superintendent for Markstay-Warren advised the Planning Board by email that the proposed entrance on Tex's Road can be supported. Also, it was confirmed that Ratter Lake Road and Tex's Road are maintained year-round by the municipality. The application, as proposed, generally conforms to the intent and the policies of the Official Plan.

With respect to zoning.

Proposed Zoning: Severed Lot A - Residential Rural (RR) Zone with Special Provision
 Severed Lot B - Rural (RU) Zone - Same as above
 Retained Lot - Rural (RU) Zone - Same as above.

The 'Rural (RU)' zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100 metres. The proposed Lot B and the retained lot will continue to meet these requirements.

The 'Residential Rural (RR)' zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60 metres. The proposed severed Lot A is to be approximately 2.59 hectares in lot area with approximately 123.0m on Ratter Lake Road and contains an accessory structure (detached garage). The zoning by-law amendment is regarding Lot A, specifically, section 6.2.2 (a), 7.6 and 7.22 of the Zoning by-2014-27 which will regulate an accessory building (an existing detached garage shall be permitted to be erected prior to that of the principal building (single detached dwelling).

Agency Comments:

Chief Administrative Officer – no comment received.

Chief Building Official: no comment received.

Public Works Superintendent: no comment received.

Fire Department: no comment received.

Bell Canada has no comments or concerns regarding this circulation.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-069

BE IT RESOLVED THAT Consent Application B/26-27/22/MW submitted by Rene and Candace Lefrancois be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Jackie Lafleur

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/28/22/MW – Amy Furtado

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to create one rural lot. The proposed lot to be severed is to be approximately 8.64 hectares in area with a road frontage of 182.88 metres and is presently vacant. The proposed lot to be retained is to be approximately 46.46 hectares in area with a road frontage of 232.86 metres and contains a single-family home, detached garage, and Type II Barn.

OP:

Section 4.5.1 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria that shall be considered when creating new buildings lots:

In this case, proposed severed 'Lot 1' and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Nipissing Road which is maintained year-round by the Municipality of Markstay-Warren. Minimum Distance Separation (MDS) was conducted within 1000 metres of the proposed lot to identify any active livestock operations. It was identified that there are three existing barns within the survey area but there are no current active livestock operations, therefore MDS 1 was not applicable and not calculated. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received (July 20th, 2022) stating that it appears that the proposed

severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided and are supported. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed 'lot 1' exceeds the minimum requirements for lot frontage and lot area under the RU Zone and are intended to be used for residential uses. Also, the proposed retained lands will conform to the minimum requirements of the RU Zone.

The proposal involves no new land use or change in land use.

Agency Comments:

The Municipality of Markstay-Warren has no objection to the proposed severance.

Bell Canada: has no comments or concerns regarding this application.

Hydro One has no concerns with respect to the proposed application.

Sudbury District Health Unit: it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-070

BE IT RESOLVED THAT Consent Application B/28/22/MW submitted by Amy Furtado be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Branconnier

SECONDED BY: John Dimitrijevic

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

c) B/29/22/MW – Daniel and Sherry Tremblay

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent to separate two parcels of land (Parcel 1235 and Parcel 7131) which have merged on title due to the pattern of ownership (Roll # 5208-000-004-515-00 & 5208-000-004-516-00).

OP:

Lands designated "Rural" are to be used primarily for agriculture, farm related and secondary uses as well as resource-based activities, such as forestry, mining and aggregate operations, and other industrial uses that are not appropriate in settlement areas, as well as limited residential developments, where appropriate.

Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

- a) New lots that represent minor infilling;
- b) The mortgaging of land beyond 21 years;
- c) Lot boundary adjustments;
- d) Facilitating the disposal of a second legal dwelling;
- e) Separating existing legal uses;
- f) Providing a retirement residence on non-prime agricultural lands for a farmer who worked on the subject farm much of their adult life;
- g) Separating lots that have merged on title; and,**
- h) Easements or right-of-ways.

Michel Law Office provide the Planning Board a legal opinion stating that PIN 73484-0143 (Parcel 7131) and PIN73484-0411 (Parcel 1235) merged on title.

With respect to zoning.

The RU Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 meters. Both the proposed severed and retained lots will continue to meet these requirements.

The proposal involves no new land use or change in land use.

Agency Comments:

MW Director of Operations: August 30th, 2022, satisfied that the owners met all the requirements for this application.

Union Gas: does have service lines running within the area which may or may not be affected by the proposed severance.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-071

BE IT RESOLVED THAT Consent Application B/29/22/MW submitted by Daniel and Sherry Tremblay be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rob Campbell

SECONDED BY: Jackie Lafleur

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**
8. **NEW BUSINESS**
9. **NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING**
10. **PAYMENT OF VOUCHERS**

a) **August 2022 and September 2022**

Resolution 22-072

BE IT RESOLVED THAT the statement of disbursements for the month of August 2022 in the amount of \$ 10,709.67 and September 2022 in the amount of \$9,839.03 to be distributed and is hereby approved for payment.

MOVED BY: Jackie Lafleur
SECONDED BY: John Dimitrijevic

Carried

11. ADJOURNMENT


Resolution: 22-073

BE IT RESOLVED THAT the Meeting be adjourned at 6:00 P.M.


AND THAT the next regular meeting be held on November 10th, 2022 at 5:30 P.M. at the Municipality office in French River, Virtually or in person.

MOVED BY: Rob Campbell
SECONDED BY: Jackie Lafleur

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, November 10, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Rob Campbell, Ned Whynott, Paul Branconnier, Rachelle Pigeau, Renee Germain,
MEMBERS PRESENT: Carol Lemmon
MEMBERS ABSENT: John Dimitrijevic, Renee Carrier, Jackie Lafleur
OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY: None

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:32 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-074

BE IT RESOLVED THAT the amended agenda for the Sudbury East Planning Board regular meeting of November 10th, 2022 be adopted as distributed.

MOVED BY: Rob Campbell

SECONDED BY: Ned Whynott

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of October 13th, 2022 be adopted as distributed.

Resolution: 22-075

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board’s regular meeting of October 13th, 2022 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

Carried

5. PRESENTATION/DELEGATION

6. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on October 20th, 2022, being over fourteen (14) days prior to this evenings meeting (B/30-31/22/BRW – Tanner Charbonneau and Estate of Ricky Charbonneau). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a zoning by-law amendment. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Zoning By-law Amendment; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 120 metres of the property subject to the Zoning By-law Amendment Application and to those persons and agencies likely to have an interest in the application. The Notice was sent on October 20, 2022, being over twenty (20) days prior to this evenings meeting (ZBA 22-20BRW- Tanner Charbonneau and Estate of Ricky Charbonneau). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/30-31/22/BRW – Tanner Charbonneau and Estate of Ricky Charbonneau

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to create two (2) residential rural lots in the unincorporated township of Burwash. Each of the proposed lots will have approximate areas of 1.21 hectares. Proposed Lot A will have a road frontage of 128.0 m and 68.0 m on Nepewassi Lake Road and proposed Lot B will have a road frontage of 204.0 m and 62.0 m on Twin Bay Road. The proposed retained lands are to have an area of approximately 9.66 hectares and a road frontage of approximately 281.0 m on Nepewassi Lake Road and 306.0 m on Twin Bay Road m and contains a mobile home. The proposed severed lots are to be re-zoned the from 'Rural (RU)' to 'Residential Rural (RR)'.
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Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

In this case, the proposed retained lot will meet the requirements of the 'Rural (RU)' Zone, however, proposed lot A & lot B will require rezoning to the 'Residential Rural (RR)' classification. Re-zoning has been requested concurrently with the application for consent. Adequate access, as confirmed with the Local Roads Board on August 26th, 2022, will be provided from Twin Bay Road for both the proposed severed lots. The entrances must have a clear line of sight and will not create a traffic hazard. There are no development constraints relating to any adjacent features. The subject property is located within an unincorporated township and is not anticipated to create an undue financial burden on abutting municipalities due to the limited scope of the proposed development. Minimum Distance Separation (MDS) is **not applicable** in this instance, as there are no farming related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the **Sudbury and District Health Unit that are supportive (July 21st, 2022)**. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water will be implemented as conditions of provision consent.

With respect to zoning, the proposed lot A & lot B to be severed are to have an area of 1.21 hectares and a lot frontages ranges from 62 m to 294 m. As such, the applicant has applied for Zoning By-law Amendment to re-zone the proposed severed lot A & lot B from 'Rural (RU)' to 'Residential Rural (RR)', which requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres.

Agency Comments:

Sudbury District Health Unit: it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

Burwash-Hendrie LRB: Regarding the sketch we can confirm that the entrances are acceptable as long as the entrances are on Twin Bay Road. The entrances you choose must have a clear line of sight and will not create a traffic hazard. Please note our boards policy indicates it will only maintain the entrances once the initial culverts are put in according to the MTO specifications.

Hydro One: has a primary overhead line going through the 2 proposed severed lots. We would like to obtain an easement for the line prior to the severance taking place.

The application for consent and zoning by-law amendment are consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-076

BE IT RESOLVED THAT By-law Number 22-04 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 22-18BRW, submitted by Tanner Charbonneau and ~~Christine Charbonneau~~ ^{Page 285 of 354} Charbonneau be read a first and second time

this 10th day of November, 2022.

MOVED BY: Paul Branconnier
SECONDED BY: Dave Viau

Carried

Resolution: 22-077

BE IT RESOLVED THAT By-law Number 22-04 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 22-18BRW submitted by Tanner Charbonneau and Estate of Ricky Charbonneau be read a third and final time this 10th day of November 2022.

MOVED BY: Rob Campbell
SECONDED BY: New Whynott

Carried

Resolution: 22-078

BE IT RESOLVED THAT Consent Application B/30-31/22/BRW submitted by Tanner Charbonneau and Estate of Ricky Charbonneau be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rob Campbell
SECONDED BY: Dave Viau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/32-33/22/FR – Kyle Landry and Merrissa Beaucage

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consents and zoning by-law amendment which proposes to create two residential rural lots from the subject lands on Delamere Road in the Municipality of French River, and to rezone such lots from 'Rural (RU)' to 'Residential Rural (RR)' to recognize the intended use of the lots. Proposed Lot A is to be approximately 2.09 hectares in lot area with a lot frontage of approximately 140.0 metres and is presently vacant. Proposed Lot B is to be approximately 0.89 hectares in lot area with a lot frontage of approximately

60.96 metres and is presently vacant. The proposed retained lot will have an area of 57.61 hectares and lot frontage of approximately 309.04 metres and is presently vacant.

With respect to the OP,

In this case, once the proposed severed Lot A and Lot B are rezoned from 'Rural (RU)' to 'Residential Rural (RR)' Zone, the lots will conform to the requirements of the 'Residential Rural (RR)' zoning. The retained lot will continue to meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Delamere Road which is maintained year-round by the Municipality of French River. On August 17th, 2022, the Manager of Public Works confirmed there are no concerns with creating entrances on the newly proposed severed lots. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received on August 26th, 2022, stating that it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided and are supported. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning,

The 'Rural (RU)' Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The lot to be retained will continue to meet those requirements.

The minimum lot area and the minimum lot frontage requirements in the 'Residential Rural (RR)' Zone is 0.8 hectares and 60.0 metres respectively; the proposed severed lots are to comply with the above noted lot area and lot frontage.

With Respect to agency comments:

The Municipality of French River has no objection to the severance; however, parkland dedication and road transfer will form as conditions of approval.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Bell Canada has no concerns with respect to the proposed application.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-079

BE IT RESOLVED THAT Consent Application B/32- 33/22/FR submitted by Kyle Landry and Merrissa Beaucage be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Renee Germain

SECONDED BY: Dave Viau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

c) B/34/22/SC – David and Susanne Bushey

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application to create one (1) rural lot which is approximately 22.0 hectares in area with a lot frontage of approximately 35.0 metres on Highway 535 in St. Charles. The proposed severed lot is presently vacant. The proposed retained lot is to be approximately 38.0 hectares in area with a lot frontage of approximately 1038.0 metres on Highway 535 and presently contains a stored travel trailer.

With respect to the OP,

In this case, proposed severed and retained lots meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 535 which is maintained year-round by the Ministry of Transportation (MTO). On June 2nd, 2022, MTO confirmed supportability of the proposed severance in principle and states that the best access point for a new entrance would be at: 46.4156960, -80.4162557. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received on July 29th, 2022, stating that it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided and are supported. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning,

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed 'lot' exceeds the minimum requirements for lot area with 22.0 hectares under the RU Zone, however the proposed lot frontage of 35.0 m will no longer meet the minimum lot frontage requirements of 100.0 m. As a condition of provisional consent, a minor variance application is required to recognize relief for the proposed reduced lot frontage under the RU Zone.

Lastly, the proposed retained lands will conform to the minimum requirements of the RU Zone.

With Respect to agency comments:

Clerk/ Treasurer for the Municipality of St. Charles: The property is subject to municipal drains and may require reapportionment. Please advise the applicants to contact the clerks to request Section 65 reapportionment as there are fees associated with this.

Public Works Superintendent: no concerns.

Parks and Recreation Department: no concerns.

Fire Department: no concerns.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-080

BE IT RESOLVED THAT Consent Application B/34/22/SC submitted by David Susanne Bushey be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rachelle Pigeau

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

d) B/35/22/HND – Murray Dodge

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to establish an access easement over the subject property (PIN 73463-0046) to benefit the adjacent lands to the immediate east (PIN 73463-0025, 73463-0056, and 73463-0081). The subject property and adjacent properties to the east utilize an existing gravel access road. Further east are nine

waterfront properties which utilize a registered access easement (PIN 73463-0067 & easement No. LT245459). The current application proposes to establish an access easement to provide continuous access over that portion of private land and to tie together legal access with the registered access easement (PIN 73463-0067 & easement No. LT245459).

With Respect to agency comments:

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-081

BE IT RESOLVED THAT the Consent Application B/35/22/HND submitted by Murray Dodge be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Branconnier

SECONDED BY: New Whynott

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

e) B/36/22/HND – John and Laurianne Valiquette

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to establish an access easement over the subject property (PIN 73463-0046) to benefit the adjacent lands to the immediate east (PIN 73463-0025, 73463-0056, and 73463-0081). The subject property and adjacent properties to the east utilize an existing gravel access road. Further east are nine waterfront properties which utilize a registered access easement (PIN 73463-0067 & easement No. LT245459). The current application proposes to establish an access easement to provide continuous access over that portion of private land and to tie together legal access with the registered access easement (PIN 73463-0067 & easement No. LT245459).

With Respect to agency comments:

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-082

BE IT RESOLVED THAT Consent Application B/36/22/HND submitted by John and Laurianne Valiquette be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rob Campbell

SECONDED BY: Dave Viau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

f) B/37/22/HND – Jeff Lebeau

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to establish an access easement over the subject property (PIN 73463-0025) to benefit the adjacent lands to the immediate east (PIN 73463-0056, and 73463-0081). The subject property and adjacent properties to the east utilize an existing gravel access road. Further east are nine waterfront properties which utilize a registered access easement (PIN 73463-0067 & easement No. LT245459). The current application proposes to establish an access easement to provide continuous access over that portion of private land and to tie together legal access with the registered access easement (PIN 73463-0067 & easement No. LT245459).

With Respect to agency comments:

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-083

BE IT RESOLVED THAT Consent Application B/37/22/HND submitted by Jeff Lebeau be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Rachelle Pigeau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

g) B/38/22/HND – Jeff Lebeau

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to establish an access easement over the subject property (PIN 73463-0056) to benefit the adjacent lands to the immediate east (PIN 73463-0081). The subject property and adjacent properties to the east utilize an existing gravel access road. Further east are nine waterfront properties which utilize a registered access easement (PIN 73463-0067 & easement No. LT245459). The current application proposes to establish an access easement to provide continuous access over that portion of private land and to tie together legal access with the registered access easement (PIN 73463-0067 & easement No. LT245459).

With Respect to agency comments:

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-084

BE IT RESOLVED THAT Consent Application B/38/22/HND submitted by Jeff Lebeau be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rob Campbell

SECONDED BY: Renee Germain

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

h) B/39/22/HND – Anette Lebeau

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to establish an access easement over the subject property (PIN 73463-0081) to benefit the adjacent lands to the immediate east (PIN 73463-0067 & easement No. LT245459). The subject property and adjacent properties to the east utilize an existing gravel access road. To the east, there are nine waterfront properties which utilize a registered access easement (PIN 73463-0067 & easement No. LT245459). The current application proposes to establish an access easement to provide continuous access over that portion of private land and to tie together legal access with the registered access easement (PIN 73463-0067 & easement No. LT245459).

With Respect to agency comments:

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no question from the board members.

Resolution: 22-085

BE IT RESOLVED THAT Consent Application B/39/22/HND submitted by Anette Lebeau be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rachelle Pigeau

SECONDED BY: New Whynott

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will

lapse.

7. BUSINESS ARISING FROM PREVIOUS MINUTES

8. NEW BUSINESS

a) MMAH Funding

Resolution 22-086

BE IT RESOLVED THAT the Sudbury East Planning Board hereby authorizes the Chair and the Secretary-Treasurer to execute the funding agreement with the Ministry of Municipal Affairs and Housing for the allocations of \$27, 591.00 to the Sudbury East Planning Board for the delivery of planning services in the planning area from April 1, 2022 to March 31, 2023

MOVED BY: Dave Viau

SECONDED BY: Rachelle Pigeau

Carried

9. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

10. PAYMENT OF VOUCHERS

11. ADJOURNMENT

Resolution: 22-087

BE IT RESOLVED THAT the Meeting be adjourned at 6:23 P.M.

AND THAT the next regular meeting be held on February 09th, 2023 at 5:30 P.M. at the Municipality office in French River, Virtually or in person.

MOVED BY: Dave Viau

SECONDED BY: Rob Campbel

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, February 09, 2023 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Dave Froats, Rachelle Poirier, Carol Lemmon,

MEMBERS PRESENT: Dave Viau, Josh Lachance, Bob Prevost, Paul Branconnier, Mary Bradbury

MEMBERS ABSENT: Renee Germain, Thomas Leslie

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT

VIRTUALLY: Bryan Dorland, Vanessa Smith, Aaron Ariganello, Pat Taylor, Allan Courchesne

1. MEETING CALLED TO ORDER

Mr. Dumont called the meeting to order at 5:38 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 23-001

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of February 09, 2023 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Josh Lachance

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ELECTIONS

Resolution 23-002

BE IT RESOLVED THAT Matthew Dumont be appointed chairperson for the purpose of the ensuing elections.

MOVED BY: Bob Prevost

SECONDED BY: Carol Lemmon

Carried.

Resolution 23-003

BE IT RESOLVED THAT nominations for the position of Chairperson of the Sudbury East Planning Board be opened.

MOVED BY: Dave Viau

SECONDED BY: Mary Bradbury

Carried

Bob Prevost

Nominated by: Dave Viau

Resolution 23-004

BE IT RESOLVED THAT nominations for the position of Chairperson of the Sudbury East Planning Board be closed.

MOVED BY: Paul Branconnier

SECONDED BY: Josh Lachnace

Carried

Bob Prevost accepted the nomination for the position of Chairperson.

Resolution 23-005

BE IT RESOLVED THAT Bob Prevost accepted the nomination for the position of Chairperson of the Sudbury East Planning Board.

MOVED BY: Josh Lachance

SECONDED BY: Paul Branconnier

Carried

Resolution 23-006

BE IT RESOLVED THAT nominations for the position of Vice-Chairperson of the Sudbury East Planning Board be opened.

MOVED BY: Bob Prevost

SECONDED BY: Rachelle Poirier

Carried

Dave Viau

Nominated by: Bob Prevost

Resolution 23-007

BE IT RESOLVED THAT nominations for the position of Vice-Chairperson of the Sudbury East Planning Board be closed.

MOVED BY: Dave Froats

SECONDED BY: Rachelle Poirier

Carried

Dave Viau accepted the nomination for the position of the Vice-Chairperson of the Sudbury East Planning Board.

Resolution 23-008

BE IT RESOLVED THAT Dave Viau accepted the nomination for the position of Vice-Chairperson of the Sudbury East Planning Board.

MOVED BY: Josh Lachance

SECONDED BY: Mary Bradbury

Carried

5. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of November 10, 2022 be adopted as distributed.

Resolution: 23-009

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board’s regular meeting of November 10, 2022 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

Carried

6. PRESENTATION/DELEGATION

7. CONSENT APPLICATIONS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on January 16, 2023, being over fourteen (14) days prior to this evenings meeting (B/40-44/22/FR – Allan and Brenda Courchesne, B/45/22/FR- Aurel and Natalie Martel, and on January 26, 2023 (B/01/23/MW- Nancy and Michel Asselin, B/02/23/MW – Denis and Samantha Desbiens, B/03-05/23/BRW – Carol and Dave Lemmon). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/40-44/22/FR – Allan and Brenda Courchesne

The Director of Planning summarized the application.

The lands are located on the north side of Highway 64 and west of Delamere Road. The subject property is adjacent to a settlement area known as the Village of Alban in the Municipality of French River. The settlement area consists of a range of land uses including residential, commercial, institutional, and rural.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendments which proposes to create five (5) residential lots on Delamere Road in the Municipality of French River.

With respect to the OP

In this case, proposed severed Lot 1 through Lot 5 conform to the requirements of the 'Rural (RU)' Zoning. The proposed retained lot will maintain the 'Rural (RU) Zoning' and will continue to conform to the requirements of the RU Zone. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Delamere Road, which is a public road, maintained year-round by the Municipality of French River. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the Sudbury and District Health Unit that are supportive (February 14, 2022). Appropriate documentation with respect to availability of sewage hauling services and probability of potable water was not provided, however, both letters will be a requirement and form as conditions of approval for severance.

With respect to section 3.5, Natural Heritage, it is the goal of the Planning area to protect significant and sensitive features and functions. Tulloch Environmental compiled an ecological site assessment to address the concerns regarding delineated wetlands across the site and assessed the habitat

suitability for the Northern Map Turtle. Wetlands are evaluated based on biological, hydrological, and social significance. The findings in the report determined that Four (4) wetland units exist on the subject property

- Wetland 1 is located at the southmost extent of the property. Thicket swamp dominated by Specked Alder and Slender Willow.
- Wetland 2 consists of two (2) distinct wetland plant communities. Species are shallow cattail march dominated by Common Cattail, Speckled Alder, and March Cinquefoil.
- Wetland 3 consists of two (2) distinct wetland plant communities. Species Leatherleaf, Tamarack, Speckled Alder, and Cotton grass.
- Wetland 4 is located near the north most extent of the property. Narrow thicket swamp that parallels an intermittent stream. Speckled Alder is the dominant species.

As a result of the above noted findings, the following mitigation were recommended to ensure impacts of these wetlands are avoided or otherwise minimized:

- no new development or clearing of vegetation is undertaken within the wetlands and that all such work set back at least 30m from the wetland edge.
- no overburden or aggregates be stockpiles within 30m of the wetland edge.
- no deleterious substances (fuels, lubricants, solvents, paints etc.) be store within 30 m of the wetland edge.
- No outdoor vehicle/machinery maintenance or fueling be undertaken within 30m of the wetland edge.
- prior to any work on site, a detailed sediment and erosion control plan should be developed specifically to address how sediments will be contained to the Site and not allowed to enter into the wetlands or into waters out letting to the wetlands.
- prior to any work on site, a spills prevention and response plan should be prepared to prevent the release of deleterious substances into the environment and to certain, remediate and report any spills that do occur.
- impermeable surfaces on Site, such as paving, should be kept to a minimum.

With respect to zoning

The 'Rural (RU)' Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The lot to be retained and severed Lot 1 through to Lot 5 will continue to meet those requirements.

Agency Comments:

The Municipality of French River there were no comments or concerns in relation to this application. However, please note that the application will be subject to conditions relating to Parkland Dedication and road transfers for Delamere Road.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Bell Canada has no concerns with respect to the proposed application.

Ministry of Transportation supports the application in principle with the following comments to consider the retained lot – no access from Highway 64 will be permitted. Access must be from Delamere Road.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Vanessa Smith (Agent) was present for questions or comments from the Board.

Resolution: 23-010

BE IT RESOLVED THAT Consent Application B/40-44/22/FR submitted by Allan and Bredna Courchesne recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Josh Lachance

SECONDED BY: Dave Viau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Local Planning Appeal Tribunal Act.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/45/22/FR – Aurel and Natalie Martel

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment which proposes to create one residential rural lot from the subject lands on White Tail Road in the Municipality of French River, and to rezone such lot (proposed severed lot) from 'Rural (RU)' to 'Residential Rural (RR)' to recognize the intended use of the lot. The proposed lot to be severed and rezoned is approximately 0.92 hectares in lot area with a lot frontage of approximately 76.2 metres and is presently vacant.

With respect to the OP:

In this case, proposed severed lot conforms to the requirements of the 'Residential Rural (RR)' Zoning. The proposed retained lot will continue to conform to the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained are to be accessed from White Tail Road and Blue Jay Road which are publicly assumed and maintained year-round roads by

the Municipality of French River (November 24th, 2022 – letter). The Municipality of French river stated that a driveway would be permitted in the area. Once the property is created, the owner will need to apply for an entrance permit prior to any development. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the Sudbury and District Health Unit that are supportive – November 24th, 2022. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

With respect to zoning:

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed to be retained will continue to conform to the above noted requirements.

The minimum lot area and the minimum lot frontage requirements in the ‘Residential Rural (RR)’ Zone is 0.8 hectares and 60.0 metres respectively; the proposed severed is to comply with the 0.8 hectares and the minimum lot frontages of 60.0 metres.

Agency Comments:

The Municipality of French River has no objection to the severance; and the consent will be subject to conditions relating to parkland dedication, municipal drains, or any road transfers.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Hydro One has no concerns with respect to the proposed application.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Resolution: 23-011

BE IT RESOLVED THAT Consent Application B/45/22/FR submitted by Aurel and Natalie Martel be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Branconnier

SECONDED BY: Rachelle Poirier

Carried

c) **B/01/23/MW – Nancy and Michel Asselin**

The Director of Planning summarized the application.

The lands are located south of Nepewassi Lake Road and Cardinal Road, north of Snowden Road and west of Long Road. The Village of Markstay is approximately Three kilometers north from the subject property. Adjacent to the northwest corner of the subject property is an existing licensed aggregate site, license number 20477, which is a Class B license for a pit. Also, the existing licensed aggregate site consists of primary aggregate and mineral aggregate resources. The license was approved through the Ministry of Northern Development, Mines, Naturel resources and Forestry (MNDMNRF).

The Sudbury East Planning Board has received an application for consent which proposes to create one rural lot on Long Road in the Municipality of Markstay-Warren. The proposed lot to be severed is to be approximately 8.36 hectares in area with a road frontage of 152.40 metres and is presently vacant. The proposed lot to be retained is to be approximately 56.39 hectares in area with a road frontage of 652.27 metres on Long Road and 804.67 metres on Snodden Road and contains a single-family home and detached garage (as per MPAC records).

With respect to the OP:

In this case, proposed severed lot and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lot to be severed is to be from Long Road which is maintained year-round by the Municipality of Markstay-Warren and the Municipality confirmed that there would be no issue with having a driveway along the proposed severance. With respect to servicing, the agent has provided the required documentation to demonstrate reasonable expectation of potable water and capacity for hauled sewage. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received (July 28th, 2022) stating that it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. A pit was identified adjacent to the northeast corner of the subject property as a development constraint. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. The application, as proposed, generally conforms to the intent and the policies of the Official Plan.

One potential development constraint was identified on Schedule D of the Official Plan. A licensed pit is adjacent to the subject property to the immediate northwest. Section 3.8.2 of the Official Plan echoes the policies of the Provincial Policy Statement pertaining to the protection of aggregate resources for continued extraction or future use.

To address the policies of the PPS and Official Plan, it is the opinion of the Director of Planning that the proposed severance will not impact the development of new, or expansion of existing aggregate resources in the area or have adverse effects within the proposed area because the location of the proposed single-family home is approximately 700 metres from the potential influence area for industrial land uses. The Ministries D-6 Guideline, section 4.1.1 and 4.1.3 identify potential influence areas and the above noted proposal would be deemed a Class III (within 1000 metres) which is the furthest setback between a Class I (70 metres), Class II (300 metres) and a Class III (1000 metres). Based site observations of the property and the potential influence areas which are deemed under three different classifications, it is anticipated that the proposed severance, specifically the location

of the proposed single-family home, will not have a negative impact on the potential future development of the aggregate resource nor have any adverse effects.

With respect to zoning.

The 'Rural (RU)' Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. Proposed severed Lot 1 and the retained parcel of land will continue to meet those requirements.

The proposal involves no new land use or change in land use.

Agency Comments:

Chief Administrative Officer/Clerk/Treasurer: No issues.

Chief Building Official: No concerns currently. Building permits will be required.

Public Works Superintendent: After reviewing the documents provided, the Municipality has no issues with this application.

Fire Department: Fire service has no issues with application.

Park and Recreation Department and Economic Development Officer: N/A.

Economic Development Officer: No issues with the application.

Ministry of Natural resources and Forestry – The proposed severance is approximately 250m-300m from an existing licensed aggregate site, Lic. #20477 which is a Class B license for a pit.

MECP's D-Series Guidelines appear to provide relevant technical advice on potential influence areas for aggregate sites, please contact MECP directly about the D-Series Guidelines. The D-6 Guideline, section 1.2.4 mentions pits and quarries: <https://www.ontario.ca/page/d-6-compatibility-between-industrial-facilities>

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

There were no comments or questions from the board.

Resolution: 23-012

BE IT RESOLVED THAT Consent Application B/01/23/MW submitted by Nancy and Michel Asselin be recommended for approval as per the report prepared by the Director of Planning.

SECONDED BY: Dave Froats

Carried

d) B/02/23/MW – Denis and Samantha Desbiens

The Director of Planning summarized the application.

The lands are located on the south side of Highway 17 East, north of Cardinal Road and east of Nepewassi Lake Road. The subject lands are in an area of predominantly rural land uses.

The Sudbury East Planning Board has received an application for a lot addition on 5198 Highway 17 East in the Municipality of Markstay-Warren. The severance application proposes to sever approximately 1.71 hectares from 5198 Highway 17 East (roll number 5208-000-004-109-00) which contains a single-family home and add such lands to the adjacent lands known municipally as Highway 17 East (roll number 5208-000-004-108-00) to ensure the subject lands encompass the owner's single-family home and highway access.

With respect to the OP:

Section 4.5.1 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria that shall be considered when creating new buildings lots:

c) lot boundary adjustments.

The lot addition is to ensure the subject lands encompass the owner's single-family home and highway access. The single-family home is presently located on roll number 5208-000-004-109-00 and is to be added to roll number 5208-000-004-108-00. Roll number 5208-000-004-108-00 is presently a vacant lot.

The application, as proposed, generally conforms to the intent, and polices of the Official Plan.

With respect to zoning:

The proposed retained will continue to conform to the above requirements under the RU Zone.

Agency Comments:

Chief Administrative Officer – no issues with proposal.

Chief Building Official: no concerns with severance. Dwelling and driveway already exist.

Public Works Superintendent: no issues with the application.

Fire Department: no issues.

Park and Recreation Department and Economic Development Officer: N/A

Economic Development Officer: no issues with the application.

Ministry of Transportation supports the application in principle with the following comments as conditions of consent:

Enlarged Lot: - owner must apply for an MTO residential entrance permit (change of ownership) to legally register their entrance. No cost to the owner. Any building within 45 metres of the proposed highway designation or the current highway right-of-way will require an MTO building/land use permit.

Retained Lands: any future proposed access or development on the retained lands will require further review from the MTO.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

Member Viau commented on the second entrance. The Director of Planning stated that it was an entrance that was created a long time ago.

Resolution: 23-013

BE IT RESOLVED THAT Consent Application B/02/23/MW submitted by Denis and Samantha Desbiens be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Froats

SECONDED BY: Paul Branconnier

Carried

e) B/03-05/23/BRW – Carol and Dave Lemmon

Carol Lemmon removed herself from the room.

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to create three (3) rural lots in the unincorporated township of Burwash. Proposed Lot 1 is to have an approximate area of 8.83 hectares and a lot frontage of 151.2 metres and is presently vacant. Proposed Lot 2 is to have an approximate area of 6.722 hectares and a lot frontage of 137.70 metres and is presently vacant. Proposed Lot 3 is to have an approximate area of 7.653 hectares and a lot frontage of 104.6 metres and is presently vacant. The proposed lot to be retained is to have an approximate area of 52.085 hectares and a lot frontage of 191.50 metres and contains a single-family home, detached garage, and shed. Both proposed severed and retained lots have access from Trout Lake Road which is maintained year-round by the Local Roads Board.

With respect to the OP

In this case, proposed severed Lot 1, Lot 2, Lot 3 and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Trout Lake Road which is a maintained year-round by the Ministry of Transportation (MTO) on behalf of the Burwash Local Roads Board. Also, Dean Martin (MTO) has indicated he has checked the proposed entrances to the new lots indicated on the property and has confirmed that he does not foresee any problems with lines of site (February 26th, 2021). Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the Sudbury and District Health Unit that are supportive (December 13th, 2022). Appropriate documentation with respect to availability of sewage hauling services and probability of potable water was provided to the Planning Board was supportive.

It was also noted that the owners retained Planscape consultants to conduct a planning justification report regarding the three proposed severances in the unorganized Township. The registered professional planner's opinion stated that the proposed severances conform to the Official Plan and Zoning By-law and are consistent with the provincial legislation and represents good planning.

Section 3.5.2.5 contains policies respecting Significant Habitat of Endangered and Threatened Species. Development and site alteration are not permitted on lands adjacent to such habitat, unless the ecological function of the adjacent land has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Eastern whip-poor-will (EWPW's) was identified as part of the Ecological Site Assessment which was conducted by Environmental Ecosystems Inc. It was determined that the EWPW's were located to the northeast and southwest of the subject property (Lot 2). The extend of the defined territory includes a portion of the property and adjacent lands to the southwest and is categorized as Category 3 habitat, therefore an Environmental Impact Study (EIS) was required to demonstrate how the proposed development will not result in negative impacts on the EWPW's or their habitat on and/or within 50 metres of the site. Subsequently, the findings from the scoped EIS recommended that any proposed small-scale future development should be situated outside of the EWPW habitat category 3 that has been applied to the site. However, if the development occurs in the areas identified as having high tolerance to alteration (Category 3 habitat) it is not anticipated to have a negative impact to the ecological functions of the lands regarding EWPW.

With respect to zoning

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. Each of the proposed lots exceed the minimum requirements of the RU Zone and are intended to be used for residential uses as permitted by the zone. The proposed retained lot will also exceed the minimum requirements of the RU Zone and contains a single-family home, detached garage, and shed which conform with the existing permitted uses under the RU Zone.

The proposal involves no new land use or change in land use.

Agency Comments:

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Ministry of Transportation – Marc Rockburn: Trout Lake Road is maintained year-round by the Ministry of Transportation on behalf of the Burwash Local Roads Board.

Hydro One: no comments or concerns currently.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Unorganized Township of Burwash, therefore can be supported from planning perspective.

Bryan Dorland (Agent) states he agrees with the Planners report and is available for additional questions. There were no other questions from the board.

Resolution: 23-014

BE IT RESOLVED THAT Consent Application B/03-05/23/BRW submitted by Carol and Dave Lemmon be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rachelle Poirier

SECONDED BY: Dave Viau

Carried

08. BUSINESS ARISING FROM PREVIOUS MINUTES

- No new business

09. NEW BUSINESS

a) SIGNING AUTHORITY

Resolution 23-015

BE IT RESOLVED THAT The Sudbury East Planning Board confer authority to Bob Prevost, chairperson or David Viau, Vice-Chairperson and Matthew Dumont, Secretary-Treasurer or Nancy Roy, Administrative Assistant in regards to all banking matters pertaining to the Planning Board's General Account.

MOVED BY: Josh Lachance

SECONDED BY: Paul Branconnier

Carried

10. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

11. PAYMENT OF VOUCHERS

a) Attached Statement

Resolution 23-016

BE IT RESOLVED THAT credit card voucher and statement be included with items highlighting purchases with Sudbury East Planning board.

MOVED BY: Mary Bradbury
SECONDED BY: Carol Lemmon

Carried

b) October, November and December 2022

Resolution 23-017

BE IT RESOLVED THAT the statement of disbursements for the month of October 2022 in the amount of \$23,152.43 and November 2022 in the amount of \$18,724.35 and December 2022 in the amount of \$30,683.79 to be distributed and is hereby approved for payment.

MOVED BY: Dave Viau
SECONDED BY: Josh Lachance

Carried

12. ADJOURNMENT


Resolution: 23-018

BE IT RESOLVED THAT the Meeting be adjourned at 7:21 P.M.

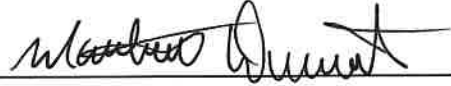
AND THAT the next regular meeting be held on March 09th, 2023 at 5:30 P.M. at the Municipality of French River Municipal Office Virtually and in person.

MOVED BY: Dave Viau
SECONDED BY: Dave Froats

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, March 09, 2023 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Dave Froats, Rachelle Poirier, Renee Germain

MEMBERS PRESENT: Dave Viau, Josh Lachance, Bob Prevost, Paul Branconnier, Mary Bradbury, Carol Lemmon

MEMBERS ABSENT: Thomas Leslie

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT

VIRTUALLY: Bryan Dorland, Brigitte Pothier, Aaron Ariganello

1. MEETING CALLED TO ORDER

Mr. Dumont called the meeting to order at 5:30 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 23-019

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of March 09, 2023 be adopted as distributed.

MOVED BY: Josh Lachance

SECONDED BY: Dave Viau

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of February 09, 2023 be adopted as distributed.

Resolution: 23-020

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board’s regular meeting of February 09, 2023 be adopted as distributed.

MOVED BY: Paul Branconnier

SECONDED BY: Rachelle Poirier

Carried

5. PRESENTATION/DELEGATION

6. CONSENT APPLICATIONS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on February 22, 2023, being over fourteen (14) days prior to this evenings meeting (B/06-07/22/SC – 2249162 Ontario INC., B/8/22/SC- Moniques Proulx, Vincent Proulx and Paul Proulx, B/09/23/FR- Miguel Coulombe, B/010-13/23/FR – 1866551 Ontario Limited, B/14-15/23/SC – Brigitte and Thomas Pothier). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/06-07/22/SC – 2249162 Ontario Inc.

The Director of Planning summarized the application.

The lands are located on the west side of Highway 535, north of Decosse Road and south of Coursol Road. The subject lands are in an area of residential and farming uses and is approximately 2.50 kilometers from the Village of St. Charles.

B06 - lot addition: Proposal is to sever 0.29 hectares in area and add such lands to 108 Decosse Road to resolve an encroachment issue. The existing detached garage is partially located on Roll No. 5204-000-002-178-00

B07 - creation of a Rural (RU) Lot: The purpose is to create one RU lot which contains a contractor's establishment to store and maintain Canadian Shields equipment. The proposed severed lot is to be 8.02 hectares in lot area with a lot frontage of 80.23 metres and contains the above noted shop. The proposed retained lot is to be 87.10 hectares in area with a lot frontage of 167.23 metres and contains an accessory building (detached garage) that was built in the 1980's.

History:

Related Files: B/26/19/SC – lapsed.

The purpose of the Application for Consent is to create one Rural lot which contains a contractor's establishment to store and maintain Canadian Shields own equipment. The company is a turnkey environmental engineering firm. The proposed lot is to be 8.0 hectares in lot area with a frontage of 100.0 metres and contains the above noted shop. The retained lot is 89.0 hectares in area with a frontage of 302.0 metres and contains an accessory building (detached garage) that was built in the 1980's.

With respect to the OP

The proposed lot to be severed (B07) is to be maintained as 'Rural (RU)' Zoning, however a minor variance application, as a condition of approval, is to be submitted to the Sudbury East Planning Board and approved to recognize a proposed lot frontage of 80.23 metres whereas 100 metres is required under the RU Zone. The proposed lot to be retained meets the requirements of the RU Zone. Adequate access is from Decosse Road which is publicly assumed and maintained year-round roads by the Municipality of St. Charles. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities on the proposed severed lot. With respect to servicing, the owner has obtained from the Sudbury and District Health Unit supportive comments for the installation of a septic tank and leaching bed system – December 23rd, 2022. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

The Ministry of Energy, Northern Development and Mines (ENDM) states that there is one AMIS Site #04967 within proximity of the subject land. However, this site is classified as Class D. Class D sites are the sites where potential concerns regarding receiving environment, potential for onsite public health concerns and potential for serious injury or death to occur is not expected, therefore ENDM has no concerns with the proposal.

With respect to zoning

B07 - The 'Rural (RU)' Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed severed lot is to be 8.02 hectares in lot area with a lot frontage of 80.23 metres. A minor variance application is required as a condition of approval for severance to recognize the proposed relief of 80.23 metres whereas 100 metres is required under the RU Zone. The proposed retained lot is to be 87.10 hectares in area with a lot frontage of 167.23 metres, therefore conforming to requirements of the RU Zone.

B06 - After the lot addition is effected (sever 0.29 hectares in area and add such lands to 108 Decosse Road to resolve an encroachment issue), the proposed lot to be enlarged will have an area of approximately 1.50 hectares (existing was 1.21 hectares) and a lot frontage of 125.0 metres. 108 Decosse Road is presently zoned RU. Section 6.26(c) of the Zoning By-law provides that where lands are added to an existing undersized parcel, that such lot is deemed to comply with the minimum lot area requirements of that zone, therefore no variance or amendments to the by-law are required to recognize the reduced lot area. 108 Decosse Road acreage is being improved from 1.21 hectares to 1.50 hectares - once the lands are added.

Agency Comments:

Clerk/Treasurer: property subject to municipal drains and may require reapportionment. Please advise applicants to contact the Clerks to request Section 65 reapportionment as there are fees associated to this process.

Chief Building Official: no issues.

Fire Department: no issues.

Public Works Superintendent: no issues.

Hydro One: no concerns from H1.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of St. Charles, therefore can be supported from planning perspective.

Resolution: 23-021

BE IT RESOLVED THAT Consent Application B/06-07/22/SC submitted by 2249162 Ontario Inc. recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Mary Bradbury

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Local Planning Appeal Tribunal Act.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/08/22/SC – Moniques Proulx, Vincent Proulx and Paul Proulx

The Director of Planning summarized the application.

The subject property is largely wooded, with a portion of the property fronting on Turcot Road in agricultural production.

The Sudbury East Planning Board has received an application to sever one (1) Rural lot from the subject lands. The proposed severed lot is to be approximately 6.67 hectares in lot area with a lot

frontage of approximately 125 metres along Beauparlant Road and is presently vacant; the proposed retained lands are to be approximately 45.97 hectares in lot area with a lot frontage of approximately 400 metres along Turcot Road and will no longer have a lot frontage along Beauparlant Road, and is presently vacant.

With respect to the OP:

In this case, proposed severed lot conforms to the requirements of the 'Rural (RU)' Zoning and the proposed retained lot will continue to conform to the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained are to be accessed from Beauparlant Road and Turcot Road which are publicly assumed and maintained year-round roads by the Municipality of St. Charles. The Director of Operations for the Municipality of St. Charles stated that the proposed driveway would not pose an issue for a driveway access or line of sight issues. Once the property is created, the owner will need to apply for an entrance permit prior to any development. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities on the proposed severed lot. With respect to servicing, the owner has obtained from the Sudbury and District Health Unit supportive comments for the installation of a septic tank and leaching bed system – January 24th, 2023. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

With respect to zoning:

The Rural (RU) zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100 metres. The proposed lot to be severed is 6.67 hectares in area with lot frontages of approximately 125 metres along Beauparlant Road. The proposed lot to be retained will have a lot area of 45.97 hectares and a lot frontage of 400 metres along Turcot Road. Both the proposed lot to be severed and the lot to be retained meet the minimum requirements of the Rural Zone.

Agency Comments:

Clerk/Treasurer: property subject to municipal drains and may require reapportionment. Please advise applicants to contact the Clerks to request Section 65 reapportionment as there are fees associated to this process.

Chief Building Official: no issues.

Fire Department: no issues.

Public Works Superintendent: no issues.

Bell Canada: no concerns.

Hydro One: no concerns

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of St. Charles, therefore can be supported from planning perspective.

Resolution: 23-022

BE IT RESOLVED THAT Consent Application B/08/22/SC submitted by Moniques Proulx, Vincent Proulx and Paul Proulx be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Branconnier

SECONDED BY: Josh Lachance

Carried

c) B/09/23/FR – Miguel Coulombe

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment which proposes to create one residential rural lot from the subject lands on Highway 64 in the Municipality of French River, and to rezone a portion of the lot (proposed severed lot) from 'Rural (RU)' to 'Residential Rural (RR)' to recognize the intended use of the lot, reduced lot frontage, and avoid split zoning.

With respect to the OP:

In this case, 6160 & 6168 Highway 64 inadvertently merged on title due to ownership, therefore the intent of the severance application is to legally re-establish both properties (6160 & 6168 Highway 64). 6160 Highway 64 is presently zoned Residential Rural (RR) having an existing lot area of 0.71 hectares and lot frontage of 48.68 metres; therefore, the site is legal non-complying. 6168 Highway 64 is presently zoned Rural (RU). With that said, the owner intends to create a larger lot which is to be 2.73 hectares in lot area whereas the legal non-complying lot was 0.71 hectares in lot area while maintaining 48.68 metres of lot frontage. The back half of the lands are presently zoned RU creating spilt zoning which is prohibited. As a result, a portion of lands are to be rezoned to RR to be consistent with the front half of the site in terms of zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 64 which is maintained year-round by the Ministry of Transportation (MTO). MTO provided comments which stated that they had no objection to the proposed severance (January 31, 2023). Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), the health unit provided supportive comments on December 13th, 2022. Both the severed lots and the retained lot are capable of development of installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided. Aggregate resources site was identified as a constraint, however would not require supportive studies because the Ministry of Natural Resources and Forestry provided a letter stating that the owner has no longer any obligations for this property under the Aggregate Resource Act.

With respect to zoning.

Proposed Zoning: 6160 Highway 64 – Residential Rural (RR) Zone
 6168 Highway 64 – portion of land to be rezoned to Residential Rural (RR)
 Special Provision 102 (SP102)

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed to be retained will continue to conform to the above noted requirements.

The minimum lot area and the minimum lot frontage requirements in the 'Residential Rural (RR)' Zone is 0.8 hectares and 60.0 metres respectively; the proposed newly created lot is to comply with the 0.8 hectares (proposed lot area of 2.73 hectares) lot area requirement, however, the minimum lot frontage of 60.0 metres will no longer conform (proposed lot frontage is to be 48.68 metres), therefore the by-law will also recognize the reduced lot frontage.

Agency Comments:

Ministry of Transportation: supportive of the application in principle. No changes to lot frontage occurring and residential entrance permits should be acquired for both 6168 highway 64 and 6160 to legally register them – no cost to the owner.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Member Viau asked if the pit was closed. Director of Planning reassured him it was.

Member Lachance had questions regarding zoning and undersized lots.

There were no further comments or questions from the board.

Resolution: 23-023

BE IT RESOLVED THAT Consent Application B/09/23/FR submitted by Miguel Coulombe be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Carol Lemmon
SECONDED BY: Dave Froats

Carried

d) B/10-13/23/FR – 1866551 Ontario Limited

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consents which proposes to create Four residential rural lots from the subject lands on Golf Course Road in the Municipality of French River. Each of the proposed Four lots will have lot areas ranging from 0.87 hectares to 1.22 hectares and lot frontages ranging from 64.94 metres to 91.0 metres; the proposed retained lot will have a lot area of 0.98 hectares and a lot frontage of approximately 73.37 metres and is presently vacant. Lot 1 presently contains an existing camp site.

History:

File ZBA 06-04FR was approved by the Council for the Municipality of French River. The intent of the zoning by-law amendment application was to rezone Parts 1, 2, 3, 4 and 5 from Rural (RU) and Residential Rural (RR) Zone to Residential Rural (RR) with a Special Provision to permit a single detached dwelling unit and an aircraft hangar accessory building (maximum height of 11.0 metres) on each Part as noted above. The owner, at the time, did not submit a severance application for the above noted Parts which was supposed to offer a unique opportunity to not only reside on the proposed lots, but to permit them to construct an accessory aircraft hangar in order to facilitate their use of the abutting airport property to the north and west. An 'airpark' or a 'fly-in residential community' is an airport that has houses with attached or nearby hangers, which allows people to keep their plans at homes.

With respect to the OP:

In this case, the proposed lots to be severed (Lot 1 through Lot 5) and the proposed lot to be retained conform to the requirements of the 'Residential Rural Special Provision 40 Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Golf Course road, which is a public road, maintained year-round by the Municipality of French River. Also, the Ministry of Transportation (MTO) provided comments because the subject property is within MTO's permit control area and is reviewed under the Public Transportation and Highway Improvement Act. MTO supported the severances in principles and provided comments which form part of the agency circulation section of the report. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to servicing, the agent did not obtain comments from the Sudbury District Health Unit, therefore as a condition of consent in principle, supportability is required from the Health Unit. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water was not obtained, therefore both letters will be a requirement and form as conditions of approval for severance.

With respect to section 3.5, Natural Heritage, it is the goal of the Planning area to protect significant and sensitive features and functions. Tulloch Environmental compiled an assessment of habitat suitability to support pond turtle species including Blanding's Turtle (provincially threatened), Snapping Turtle (special Concern) and Midland Painted Turtle (not at risk). The outcome from the report indicated that no pond turtle habitat exists on the Site and that property severance and future residential development can occur without impacts to the pond turtle species.

With respect to zoning:

By law 2006-10 was approved by the Municipality of French River. The intent of the zoning by-law amendment application in 2006 was to rezone Parts 1, 2, 3, 4 and 5 from Rural (RU) and Residential

Rural (RR) Zone to Residential Rural (RR) with a Special Provision to permit a single detached dwelling unit and an aircraft hangar accessory building (maximum height of 11.0 metres) on each Part as noted above

40. Notwithstanding any provisions to the contrary of Sections 7.5.1 and 7.5.2 of By-law 2003-23, within the lands zoned Residential Rural (RR), described as Part of Lot 5, Concession 6, in the Township of Bigwood, now in the Municipality of French River, Territorial District of Sudbury, being Parts 1, 2, 3, 4, & 5, Part of Rem. of Parcel 3917 Sudbury East Section, the following special provisions shall apply to each Part noted to above and as shown on Schedules "A-1" and "A-2":

(i) Permitted Uses:

- **an aircraft hangar accessory building.**

(ii) Regulations:

- **the maximum building height for an aircraft hangar accessory building shall be 11.0 metres.**

The above noted approved by-law from 2006 is to be maintained. No changes to the land use are being proposed.

Agency Comments:

Bell Canada: no concerns regarding this application.

Hydro One: No concerns.

Ministry of Transportation:

- Retained lot – proposed lot and entrance are outside MTO permit control area – No MTO concerns. Must be accessed from Golf Course Road.
- Severed lot 1 – proposed lot and entrance are outside MTO permit control area – No MTO concerns. Must be accessed from Golf Course Road.
- Severed Lot 2 – Placement of any building/structures within 185 metres of the center point of the intersections of Highway 607 and Gold Course Road/Heritage River Road will require an MTO building/land use permit. Must be accessed from Golf Course Road.
- Severed Lot 3 – Placement of any building/structures within 185 metres of the center point of the intersections of Highway 607 and Gold Course Road/Heritage River Road will require an MTO building/land use permit. Must be accessed from Golf Course Road.
- Severed Lot 4 – Placement of any building/structures within 45 metres of the Highway 607 right-of-way or 185 metres of the center point of the intersections of Highway 607 and Gold Course Road/Heritage River Road will require an MTO building/land use permit. Must be accessed from Golf Course Road. Entrance must be place a minimum of 45 metres from the intersection of Highway 607 and Gold Course Road/Heritage River Road.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

The Agent for the Application gave a short summary of the application and offered to answer any questions the board may have. No further questions were asked regarding the application.

Resolution: 23-024

BE IT RESOLVED THAT Consent Application B/10-13/23/FR submitted by 1866551 Ontario Limited be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Mary Bradbury

SECONDED BY: Paul Branconnier

Carried

e) B/14-15/23/SC – Brigitte and Thomas Pothier

The Director of Planning summarized the application.

The purpose of the Application for Consent is to create two Rural lots on Pothier Road. Proposed Lot 1 is to be 5.0 hectares in lot area with a lot frontage of 124 metres and contains a single-family home. Aerial imagery also depicts a structure (approximate dimensions of 9.5 m by 13.5 m) which is not assessed by MPAC Comprehensive report. Proposed Lot 2 is to be 5.0 hectares in lot area with a lot frontage of 124 metres and is presently vacant. The proposed retained lot is to be 55.4 hectares in lot area with a lot frontage of 157 metres and is presently vacant.

With respect to the OP

In this case, proposed severed and retained lots meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Pothier Road which is maintained year-round by the Municipality of St. Charles. The Director of Operations issued a letter stating no issues with approving a driveway access permit for both the proposed severed lots. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities on the site or in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received on December 8th, 2023, stating that it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided and are supported. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning

The 'Rural (RU)' Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The lots to be retained and severed will continue to meet those requirements.

The proposal involves no new land use or change in land use.

Agency Comments:

Clerk/ Treasurer for the Municipality of St. Charles: The property is subject to municipal drains and may require reapportionment. Please advise the applicants to contact the clerks to request Section 65 reapportionment as there are fees associated with this.

Chief Building Official: no issues.

Public Works Superintendent: Any driveway application for Lot 2 will be subject to specific placement requirements due to hill on road.

Parks and Recreation Department: no concerns.

Fire Department: no concerns.

Bell Canada: No concerns regarding this application.

Hydro One: no concerns.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of St. Charles, therefore can be supported from planning perspective.

Resolution: 23-025

BE IT RESOLVED THAT Consent Application B/14-15/23/SC submitted by Brigitte and Thomas Pothier be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Josh Lachance

Carried**7. BUSINESS ARISING FROM PREVIOUS MINUTES**

- No new business

8. NEW BUSINESS

a) **Special Business Case Funding – Unorganized Townships, COOP Project**

Resolution 23-026

BE IT RESOLVED THAT The Sudbury East Planning Board hereby approves the allocation of the funding received by the Ministry of Municipal Affairs and Housing for the Central Ontario Ortho-Photography Project as it pertains to the Unorganized Townships of the Sudbury East Planning Board area in the amount of \$2040.04 and to return \$1395.96 to the Ministry of Municipal Affairs

and Housing as per the report written by the Director of Planning.

MOVED BY: Dave Froats
SECONDED BY: Rachele Poirier

Carried

9. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

10. PAYMENT OF VOUCHERS

a) January 2023

Resolution 23-027

BE IT RESOLVED THAT the statement of disbursements for the month January 2023 in the amount of \$22,945.18 to be distributed and is hereby approved for payment.

MOVED BY: Mary Bradbury
SECONDED BY: Dave Viau

Carried

12. ADJOURNMENT

Resolution: 23-028

BE IT RESOLVED THAT the Meeting be adjourned at 6:47 P.M.

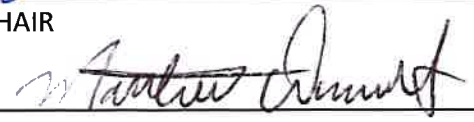
AND THAT the next regular meeting be held on April 13th, 2023 at 5:30 P.M. at the Municipality of French River Municipal Office Virtually and in person.

MOVED BY: Carol Lemmon
SECONDED BY: Paul Branconnier

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, April 13, 2023 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Dave Froats, Rachelle Poirier, Renee Germain

MEMBERS PRESENT: Dave Viau, Josh Lachance, Bob Prevost, Paul Branconnier, Mary Bradbury, Carol Lemmon

MEMBERS ABSENT: Thomas Leslie

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT

VIRTUALLY: Madison Keegan, Kevin Seeley, Sarah Vereault, Tiffany Cecchetto, Cindy Peet, Cindy Noble

1. MEETING CALLED TO ORDER

Chairperson Prevost called the meeting to order at 5:30 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 23-029

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of April 13, 2023 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Carol Lemmon
Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of March 09, 2023 be adopted as distributed.

Resolution: 23-030

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of March 09, 2023 be adopted as distributed.

MOVED BY: Rachelle Poirier
SECONDED BY: Josh Lachance

Carried

5. PRESENTATION/DELEGATION

a) J.L. Richards & Associates Limited-FINAL DRAFT NEW Official Plan

Sarah Vereault, Senior Planner, at J.L. Richards & Associates provided members of the board and the public with a slide show regarding the Sudbury East Planning Board New Official Plan Update. Included in the update was a Memo with an over view of the on going process in completing the New Official Plan, along with comments received from the public during the process. (Please see attached for slide show and Memo)

Member Lemmon asked what locally appropriate and estate lot policies meant. The Director of Planning explained the details.

Resolution: 23-031

BE IT RESOLVED THAT By-Law 23-01, being a By-law to adopt the Sudbury East Planning Area Official Plan be read a first and second time this 13th day of April 2023.

MOVED BY: Dave Viau
SECONDED BY: Carol Lemmon
Carried.

Resolution: 23-032

BE IT RESOLVED THAT By-Law 23-01, being a By-law to adopt the Sudbury East Planning Area Official Plan be read a third and final time this 13th day of April 2023.

MOVED BY: Paul Branconnier
SECONDED BY: Rachelle Poirier
Carried.

b) 2022 KPMG – Audit

Tiffany Cecchetto, KPMG, presented the draft 2022 Financial Statement to the Board. Ms. Cecchetto discussed the Balance Sheet and Income Statements, explaining each of the accounts. (See Attached).

Member Branconnier asked Ms. Cecchetto if she thought the reserve was too large. She stated that the reserve was moderate due to cost increases that board endures. The Director of Planning also includes that the reserve is also in place for a New upcoming website and in the event of needing Lawyers opinions.

Member Lachance questioned if the board could allocate some funds to a separate account in which to generate more interest. Ms. Cecchetto stated that would be an option if the board requested to do so as long as the funds were accessible.

Member Lachance questioned the term “onwards” in the Commitments. Ms. Cecchetto explained it was the last 2 years of the agreement combined.

There were no further comments or questions from the Board.

Resolution: 23-033

BE IT RESOLVED THAT the 2022 Audited Financial Statements submitted by the accounting firm of KPMG be accepted.

MOVED BY: Josh Lachance

SECONDED BY: Carol Lemmon

Carried

6. NEW BUSINESS

a) 2023 DRAFT Budget

The Director of Planning discussed the 2023 Draft Budget provided to the board members on March 20th, 2023 via email and April 05th, 2023 in the Agenda Package.

There were no further questions or comments from the Board.

Resolution 23-034

BE IT RESOLVED THAT the 2023 draft budget recommended by the Director of Planning, dated April 13, 2023 be adopted as the Sudbury East Planning Board’s official budget for the fiscal year 2023.

MOVED BY: Dave Viau

SECONDED BY: Dave Froats

Carried

7. CONSENT APPLICATIONS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is

made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on March 27, 2023, being over fourteen (14) days prior to this evenings meeting (B/16-20/23/FR – Kevin Seely, B/21/23/FR- Harold Faubert and Mary Walford, B/22-23/23/MW- Megan Bradley and George Haddow, B/24-25/23/MW – Cindy Peet and Tony Peet, B/26/23/KL –Wesley Tyson). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/16-20/23/FR – Kevin Seeley

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to create three (3) waterfront residential lots in the township of Bigwood. Each of the proposed lots will have approximate areas of 0.70-0.81 hectares, and road frontages ranging from 47.92 to 59.08 metres. Four of the proposed lots are to have two (2) shared accesses from Highway 64 which is maintained by the Ministry of Transportation. The zoning amendment application is to rezone the lands to recognize the proposed reduced road frontage as well as the proposed lot area for Lot 1.

With respect to the OP

In this case, proposed severed Lot 1 through Lot 3 and proposed retained lot are to maintain the current waterfront residential zone, however a special provision is to be implemented to regulate the proposed reduced road frontages and the proposed reduced lot area for 'Lot 1'. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 64 which the Ministry of Transportation (MTO) had no objections to the proposal, however MTO required Four of the proposed lots are to have two shared accesses from Highway 64. Minimum Distance Separation (MDS) is not applicable in this instance, as there is no farming related activities in the area. With respect to servicing, the agent has not obtained approvals from the Sudbury and District Health Unit, therefore as a condition of approval for severance, approvals are to be submitted to the Sudbury east Planning Board.. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

3.7.2 Potentially Contaminated Sites

1. The historic use of land in the Planning Area has resulted in the potential for some land to be contaminated because of previous activities, often known as Brownfields. While not all brownfields are contaminated, these sites, where contamination exists, represent a potential hazard to human health, ecological health and the natural environment. To the contrary, they also represent opportunities for potential redevelopment and reintegration into the local community, if they are properly remediated to suit a new use of the site.

2. The following will be the policy of the Planning Board and local municipality:

- b) For land with a historic use which may have resulted in site contamination or land adjacent to known or suspected contaminated sites, Environmental Site Assessments (ESAs) will be prepared in accordance with the Environmental Procedures for Potentially Contaminated Sites policies of Section 3.7.2.1 of this Plan, as part of the development approvals process to

determine whether contamination exists, its extent where it does exist, and to determine remediation requirements.

On May 3rd, 2022, PINCHIN conducted a Phase 1 Environmental Site Assessment (ESA) because it was reported that a Retail fuel outlet was present on the north portion of the Site in approximately the early 1960's. In 2005 it was recommended by Terraprobe the removal of the abandoned underground storage tank (UST), pump island, and any associated piping and in 2006, the excavation process discovered a second 20,400 liters UST which was immediately east of the existing UST 12,400 liters located on the northwest portion of the site. The Phase 1 ESA conducted by PINCHIN on May 3rd, 2022, stated that nothing was identified that is likely to result in a potential subsurface impact at the Site. As such, no subsurface investigation work (Phase II ESA) is recommended at this time.

With respect to zoning

Current Zoning: **Waterfront Residential (WR)**

Proposed Zoning: **Waterfront Residential (WR) with Special Provision 102 (SP102)**

The 'Waterfront Residential (WR)' Zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres.

Agency Comments:

The Municipality of French River has no objection to the severances. The consent applications are subject Parkland Dedication.

The Ministry of Transportation (MTO): MTO supports the application in principle with the following comments as conditions of consent:

- The subject lands labelled "Lot 1" and "Lot 2" on the attached circulation must be accessed via a mutual shared entrance located on the boundary between the two lots.
- The subject lands labelled "Lot 3" and "proposed lot to be retained" on the attached circulation must be accessed via a mutual shared entrance located on the boundary between the two lots.
- Placement of any building or structures within 45 meters of the MTO right-of-way or 180 meters of the center point of the intersection of Shawn Street and Hwy 64 will require an MTO building/land use permit.
- Along the frontage of the proposed severed "Lot 1" and "Lot 2" there is an existing pavement island (see attached image). This island is located on the MTO right-of-way and will not be removed at this time. The MTO requests that the entrance on the north/east side of this island/turnaround is closed and removed and the entrance on the south/west side remains as access for severed lots 1 & 2.

Mutual Access:

- When common access arrangements are required, a surveyed right-of-way must be established and an easement granted by each lot in favor of the other lot sharing the entrance. This ensures continuous access to both lots served by the mutual entrance. The easements must be shown on the reference plan and the easement rights incorporated into the deeds of both lots involved. The width of the easement for the mutual entrance must be 10m in width (residential) at a minimum of 10 meters in depth and the block is to be located/centered on the shared property line. The MTO residential entrance standard is a 5-meter-wide entrance, but the additional easement block width allows for other entrance features such as snow removal and drainage.
- a. MTO will require that the draft reference plan be submitted to MTO for review and approval prior to registration
- b. MTO will require that the draft deeds of all lots be submitted to MTO for review prior to registration to ensure the legal mutual access rights have been incorporated into the deeds of all involved properties.
- c. The applicant will be required to obtain an entrance permit, which can be done online at: <https://www.hcms.mto.gov.on.ca/>.
- All permits can be obtained online at: <https://www.hcms.mto.gov.on.ca/>.
- Any questions regarding setback requirements, please contact Michelle Lavallee, Corridor Management Officer at michelle.lavallee@ontario.ca

Hydro One: no concerns from H1.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Member Branconnier questioned how the easement is transferred. The Director of Planning stated that they are to be shared by both properties.

Resolution: 23-035

BE IT RESOLVED THAT Consent Application B/16-20/23/FR submitted by Kevin Seeley recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Branconnier

SECONDED BY: Dave Froats

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Local Planning Appeal Tribunal Act.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/21/23/FR – Harold Faubert and Mary Walford

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application to create one rural lot on Highway 64. The proposed severed lot is to be approximately 5.0 hectares in lot area with a lot frontage of 100.0 metres and is presently vacant. The proposed retained lot is to be approximately 27.50 hectares in lot area with a lot frontage of 100.0 metres on Highway 64 and contains a single family home, carport, two detached garages, and wood shed.

With respect to the OP:

In this case, proposed severed Lot 1 and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 64 which the Ministry of Transportation had no objections (September 30th, 2022) to the severance. Minimum Distance Separation (MDS) is not applicable in this instance, as there is no farming related activities in the area. With respect to servicing, the owner has provided previous comments obtained from the Sudbury and District Health Unit that are supportive (July 22nd, 2022). Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

With respect to zoning:

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed Lot 1 conforms to the minimum requirements of the RU Zone and are intended to be used for residential uses as permitted by the zone.

Agency Comments:

The Municipality of French River has no objection to the severance; however Municipal Drain and Parkland Dedication conditions are applicable as it relates to the severance.

The Ministry of Transportation has no objection to the severance. MTO has elected to grant a variance of 50 metres less than the required 250 metres rather than recommend a mutual access from your existing driveway.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Hydro One has no concerns with respect to the proposed application.

Bell Canada no comments or concerns regarding this application.

No other comments were received a Page 27 of 54 report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

There were no questions from the board.

Resolution: 23-036

BE IT RESOLVED THAT Consent Application B/21/23/FR submitted by Harold Faubert and Mary Walford be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Mary Bradbury

SECONDED BY: Josh Lachance

Carried

c) B/22-23/23/MW – Megan Bradley and George Haddow

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application to create two Rural lots on Langlois Road. The proposed severed Lot 1 is to be 17.80 hectares in lot area with 100 metres of road frontage on Langlois Road and contains a barn. The proposed severed Lot 2 is to be 8.09 hectares in lot area with 100 metres of road frontage on Langlois Road and is presently vacant. The proposed retained lot is to be 35.20 hectares in lot area with 200 metres of road frontage on Langlois Road and contains a single-family home and woodshed.

With respect to the OP:

In this case, the proposed severed Lot 1 and Lot 2, and retained parcel conform to the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Langlois Road which is publicly assumed and maintained year-round by the Municipality of Markstay-Warren. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to servicing, the owner has provided previous comments obtained from the Sudbury and District Health Unit that are supportive (January 31st, 2023). Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

With respect to section 3.5, Natural Heritage, it is the goal of the Planning area to protect significant and sensitive features and functions. Environmental Ecosystems Inc. compiled an ecological site assessment to address the concerns regarding delineated wetlands across the site and assessed the habitat suitability for the Blanding Turtle. The findings in the report determined that development would likely be limited to an area of two (2) acres because a wetland, that being a stream/river within the proposed severed lots, has linkages with other natural features, as well as wildlife and fish habitat. Eleven (11) mitigation strategies were recommended by the consultants which will be addressed and implemented through a site-specific zoning by-law amendment application.

With respect to zoning.

Proposed Zoning: Rural (RU) with Special Provision.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. Each of the proposed lots conform to the minimum requirements of the RU Zone and are intended to be used for residential uses as permitted by the zone.

Eleven (11) mitigation strategies were recommended by the consultants which will be addressed and implemented through a site-specific zoning by-law amendment application. This measure will ensure there will be no negative impacts on the existing features or their functions.

The proposal involves no new land use or change in land use.

Agency Comments:

Sudbury District Health Unit: It appears that the proposed severed and retained lots are capable of development for installation of a septic system and leaching bed system. January 31st, 2023.

Hydro One: no comments or concerns currently.

Bell Canada: no concerns with respect to the proposed application.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

There were no comments or questions from the board.

Resolution: 23-037

BE IT RESOLVED THAT Consent Application B/22-23/23/MW submitted by Megan Bradley and George Haddow be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Josh Lachance

SECONDED BY: Dave Froats

Carried

d) B/24-25/23/MW – Cindy Peet and Tony Peet

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application to create two Rural lots on Highway 535. The proposed severed Lot 1 is to be 5.0 hectares in lot area with 100 metres of road frontage and is presently vacant. The proposed severed Lot 2 is to be 5.0 hectares in lot area with 100 metres

of road frontage and is presently vacant. The proposed retained lot is to be 30.0 hectares in lot area with 764 metres of road frontage and contains a single-family home and detached garage.

With respect to the OP:

In this case, proposed severed and retained lots will conform to the requirements of the 'Rural (RU)' Zoning and it is anticipated that the proposed rural use will be compatible with the surrounding rural uses. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 535 North which is maintained year-round by the Ministry of Transportation (MTO). MTO provided comments and had **no objections in principle** (July 18th, 2022) to the proposed severances. With respect to servicing, the applicant has provided the required documentation to demonstrate reasonable expectation of potable water and capacity for hauled sewage. The owner has provided comments obtained from the Sudbury and District Health Unit that are **supportive** with respect of 'lot 1' and 'lot2' being capable of development for installation of a septic tank and leaching bed system (March 24th, 2023). No development constraints have been identified that would require support studies. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. The application, as proposed, generally conforms to the intent and the policies of the Official Plan.

With respect to zoning:

The 'Rural (RU)' zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100 metres. The proposed lot to be retained and severed Lot 1 and Lot 2 will continue to conform to the above noted requirements. The proposed lots to be severed and retained will have a lot area that exceeds 5.0 hectares and has 100.0 metres of road frontage on Highway 535.

Agency Comments:

Ministry of Transportation: Please note that the MTO will not issue an entrance permit prior to the consent application being approved and the new plans registered. MTO does not object in principle to the proposed severances.

No Comments were received as of the date this report was written – July 18th, 2022.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system – March 24th, 2023.

Hydro One: no comments or concerns at this time.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

Member Bradbury asked if the Ministry of Transportation requested specific areas for driveways. The Director of Planning reassured her that they do.

Resolution: 23-038

BE IT RESOLVED THAT Consent Application B/24-25/23/MW submitted by Cindy Peet and Tony Peet be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Mary Bradbury

SECONDED BY: Josh Lachance

Carried

e) B/26/23/KL – Wesley Tyson

The Director of Planning summarized the application.

The Sudbury East Planning Board has received a severance application to create one residential lot on Noble Street. The proposed severed lot is to be approximately 0.27 hectares in lot area with approximately 30.48 metres of lot frontage and is presently vacant. The proposed retained lot is to be approximately 0.40 hectares in lot area with a lot frontage of approximately 39.92 metres and contains a single-family home and a few accessory structures which are not assessed through MPAC Comprehensive (based on aerial imagery).

With respect to the OP

Community Policy Areas have the highest concentration and intensity of land uses, are the primary focus for residential and commercial development, and provide the largest range of dwelling types in the Planning Area. New development within these areas is intended to be fully serviced by municipal water and sewage services. New development on existing vacant lands within the Community Policy Areas will occur adjacent to the built-up area and make the most efficient use of existing infrastructure.

The proposed consent can be considered infilling, as the proposed vacant lot is surrounded by existing developed residential lots in the Community of Killarney. With respect to servicing, the proposed lot will be required to connect to the existing municipal water and wastewater services upon development. The municipality does not have concern with respect to the capacity to accommodate the lot creation.

With respect to zoning

The 'Residential One (R1)' Zone permits several low-density residential uses including single detached dwellings, semi and duplex dwellings, bed and breakfast establishments, group homes,

home occupations and private home daycare. The R1 Zone has separate provisions for those lots within serviced settlement areas and those without municipal sanitary sewers. Where sanitary sewers are available, such as in the Community of Killarney the minimum lot frontage required is 18.0 metres and the minimum lot area required is 0.15 hectares.

The severed lot through application B-26 and retained lot will meet the frontage and area requirements of the residential One (R1) Zone. Planning staff have no concern regarding the creation of one new residential lot, as it is desirable from a planning perspective to have a consistent lot fabric.

Agency Comments:

Bell Canada: has no concerns with respect to the proposed application.

Municipality of Killarney: No objections to the proposed consent application. Will require approval to connect to municipal water and sewer infrastructure which is at the cost of the owner.

Chief Building Official: no concerns.

Public Works Superintendent: no concerns.

Fire Department: no concerns.

Hydro One: no comments or concerns.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Killarney, therefore can be supported from planning perspective.

There were no questions from the board.

Resolution: 23-039

BE IT RESOLVED THAT Consent Application B/26/23/KL submitted by Wesley Tyson be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Froats

SECONDED BY: Mary Bradbury

Carried

8. BUSINESS ARISING FROM PREVIOUS MINUTES

- No new business

9. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE

MEETING

10. PAYMENT OF VOUCHERS

a) February and March 2023

Resolution 23-040

BE IT RESOLVED THAT the statement of disbursements for the month February 2023 in the amount of \$27,471.41 and March 2023 in the amount of \$17,508.82 to be distributed and is hereby approved for payment.

MOVED BY: Dave Viau

SECONDED BY: Carol Lemmon

Carried

12. ADJOURNMENT

Resolution: 23-041


BE IT RESOLVED THAT the Meeting be adjourned at 7:47 P.M.

AND THAT the next regular meeting be held on May 11th, 2023 at 5:30 P.M. at the Municipality of French River Municipal Office Virtually and in person.

MOVED BY: Renee Germain

SECONDED BY: Josh Lachance

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, May 11, 2023 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Dave Froats, Rachelle Poirier

MEMBERS PRESENT: Josh Lachance, Bob Prevost, Paul Branconnier, Mary Bradbury

MEMBERS ABSENT: Thomas Leslie, Carol Lemmon, Renee Germain, Dave Viau

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT

VIRTUALLY: Kevin Jarus, Gerry Doyon

1. MEETING CALLED TO ORDER

Chairperson Prevost called the meeting to order at 5:33 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 23-042

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of May 11, 2023 be adopted as distributed.

MOVED BY: Josh Lachance

SECONDED BY: Rachelle Poirier

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of April 13, 2023 be adopted as distributed.

Resolution: 23-043

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of March 09, 2023 be adopted as distributed.

MOVED BY: Paul Branconnier

SECONDED BY: Rachelle Poirier

Carried

5. PRESENTATION/DELEGATION

6. ZONING BY-LAW AMENDMENTS

a) ZBA 23-04BRW –Gerald Doyon

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a zoning by-law amendment. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Zoning By-law Amendment; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 120 metres of the property subject to the Zoning By-law Amendment Application and to those persons and agencies likely to have an interest in the application. The Notice was sent on April 20, 2023, being over twenty (20) days prior to this evenings meeting (ZBA 22-04BRW- Gerald Doyon). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for zoning by-law amendment which proposes to maintain the Waterfront Residential (WR) zoning on the property, however, special provision 11 is to be deleted and a new special provision is proposed to be implemented, to permit the applicants to construct an addition to the existing detached dwelling unit on the subject lands which would result in a lot coverage of 15.24 percent (thereby exceeding the maximum lot coverage of 15 percent for a WR lot) and to recognize the regulations from special provision 11.

History – ZBA 04-13BRW.

The Proposed Amending By-law will maintain the existing Waterfront Residential (WR) zoning of the subject lands and will implement the following provisions – Special Provision 11:

- recognize the location, size, and use of all existing buildings and structures on the subject lands (i.e. – 2 dwellings, 2 gazebos, boathouse, dock, sheds, etc.); and
- reduce the minimum setback from the Optimal Summer Water Level from the required 20.0 metres to the proposed 4.5 metres for an accessory building (proposed garage), to permit the construction of a new accessory garage on the subject lands.

With respect to zoning, the proposed amending Zoning By-law will establish provisions to delete Special Provision 11 and have it replaced with Special Provisions 36 (S36).

The special provision is required to amend section 7.7 Waterfront Residential (WR) Zone, 7.7.2 Zone requirements (a) Maximum lot coverage permitted is 15 percent. Decks are excluded from lot coverage, however, boathouses are included.

Lot Coverage shall mean that percentage of the lot area covered by all buildings and structures. For the purposes of this definition, the calculation of lot coverage shall include a weather canopy, and exclude decks or those buildings and structures within the Shoreline Development Area.

Shoreline Development Area shall mean the cumulative total area, expressed in square metres, of all buildings or structures permitted within 20.0 metres of the Optimal Summer Water Level. For the purposes of this By-law, the shoreline development area shall also include those buildings and uses, which are attached to the lands which form the bed of any navigable waterway and/or are floating on any navigable waterway. For the purposes of this definition, buildings or structures shall mean a boathouse, deck, dock, gazebo.

Optimal Summer Water Level shall mean the normal or controlled high water mark.

Lot Coverage for the WR zone. The proposal includes the following information:

- Proposed cottage with attached garage – 5,132 sq ft. (convert existing detached garage to habitable living space) and include a new attached garage.
- Existing 2nd cottage – 645 sq. Ft
- Proposed enlarged Boathouse – 1008 sq. Ft
- Existing Gazebo – 268 St. Ft

Total square footage is 7,053.

Demolish the following structures:

- Shed #1 – 192 sq. Ft
- Shed #2 – 64 sq. Ft
- Shed #3 – 157 sq. Ft
- Shed #4 – 64 sq. Ft

Total square footage removed 477.

Therefore, the total square footage would be 6, 576 sq ft. total.

Lot area is 43,124.40 square feet. Waterfront Residential lot coverage permitted is 15 percent, therefore the proposal would have a lot coverage of 15.24 percent which is over the permitted zone requirements for the WR lot.

Also, the by-law will include certain regulations from Special Provision 11.

- recognize the location, size, and use of all existing buildings and structures on the subject lands (i.e. – one dwelling, a gazebo, boathouse, dock, sheds, sleep cabin etc.); and
- reduce the minimum setback from the Optimal Summer Water Level from the required 20.0 metres to the proposed 4.5 metres for a dwelling unit (existing garage from 2004 is to be converted as habitable living area which forms part of the overall addition to the existing dwelling unit).

Agency Comments:

No comments received.

The application for ZBA is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

Mr. Doyon (owner) explains the reasoning behind the application and that his end goal is to beautify the property.

Member Bradbury questions if there is a follow up site visit? The Director of Planning states that a site visit is conducted one or two years after the application has been submitted.

Member Lachance asks if the current septic bed will fulfill the needs of the new space once the construction is complete? Mr. Doyon assures him that the septic he currently has is suffice.

Resolution: 23-044

BE IT RESOLVED THAT By-law Number 23-02 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 23-04BRW, submitted by Gerald Doyon be read a first and second time this 11th day of May, 2023.

MOVED BY: Mary Bradbury

SECONDED BY: Dave Froats

Carried

Resolution: 23-045

BE IT RESOLVED THAT By-law Number 23-02 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 23-04BRW submitted by Gerald Doyon be read a third and final time this 11th day of May, 2023.

MOVED BY: Paul Branconnier

SECONDED BY: Rachelle Poirier

Carried

b) ZBA 23-05SCR –Matthew and Paola Nikodem

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a zoning by-law amendment. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Zoning By-law Amendment; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 120 metres of the property subject to the Zoning By-law Amendment Application and to those persons and agencies likely to have an interest in the application. The Notice was sent on April 20, 2023, being over twenty (20) days prior to this evenings meeting (ZBA 22-05SCR- Matthew and Paola Nikodem). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for zoning by-law amendment which proposes to maintain the Waterfront Residential (WR) zoning on the property, however, special provision 12 is to be deleted and a new special provision is proposed to be implemented, to permit the applicants to construct a detached garage on the subject lands with a maximum height of 6.12 metres (thereby exceeding the maximum height of 5.0 metres for all accessory buildings for a WR lot) and to recognize the regulations from special provision 12.

History from 2010 – B/16-20/10/SCR

To sever five (5) waterfront residential lots from the subject lands. The lot area and the lot frontage for each of the proposed lots will be as follows: Part 1 – 1.2 hectares area, 86.8 metres frontage; Part 2 – 0.8 hectares area, 66.2 metres frontage; Part 3 – 1.0 hectares area, 68.5 metres frontage; Part 4 – 1.3 hectares area, 64.9 metres frontage; and Part 5 – 1.4 hectares area, 60.8 metres. Each of the lots is to be used residentially.

History from 2010 – ZBA 10-05SCR

The proposed lots in the development comply with the minimum lot area (0.8 hectares) and minimum lot frontage (60.0 metres) requirements of the Zoning By-law. Additional setback regulations have also been proposed in order to implement some of the recommendations of the Fish Habitat Assessment Report as prepared by Jan Linquist (Senior Water Resources Scientist – N.A. R. Environmental Consultants Inc.) (i.e. – structural and septic system setbacks from the water).

12. Notwithstanding any provisions to the contrary of Section 7.6.2 of By-law 03-01, within the lands zoned Waterfront Residential (WR), described as the Unincorporated Township of Secord, Territorial District of Sudbury, being Part of Location CL355, Parcel 26277 Sudbury East Section, the following special provisions shall apply:

(i) Regulations:

- **the minimum distance from the Optimal Summer Water Level shall be 30.0 metres;**
- **the minimum interior side yard shall be 6.0 metres;**
- **the minimum rear yard shall be 20.0 metres; and**
- **the minimum distance from the Optimal Summer Water Level for a sewage disposal system shall be 50.0 metres.**

History from 2019 – B/36/19/SCR

The purpose of the Application for Consent is to create one waterfront residential lot on Paddy Lake Road in Secord Township. The proposed retained lot is to be approximately 4.02 hectares in lot area with a lot frontage of approximately 446.0 metres and contains a single detached dwelling. The proposed severed lands are to be approximately 1.71 hectares in lot area with a lot frontage of approximately 73.3 metres and are presently vacant.

With respect to the OP,

Section 4.2.5 of the Official Plan states that when reviewing an application for a minor variance the Planning Board will be satisfied that the resulting development would be compatible with adjacent uses and in character with the established or planned development in the area and that the application deals with circumstances particular to the site in which design of the building or structure in conformity with the by-law is not feasible or possible. The Planning Board does not approve minor variance applications; however, this application would normally be approved through a municipality's Committee of Adjustment.

With respect to zoning,

The proposed amending Zoning By-law will establish provisions to delete Special Provision 12 and have it replaced with Special Provisions 37 (S37).

By-law 14-01 for the Unorganized Township of Secord, Section 7.7.2 (c) v. maximum building height for all accessory buildings under the Waterfront Residential (WR) is 5 metres. The height of the proposed detached garage exceeds the height requirement. Special provision 12 is to be deleted and replaced with a new special provision to permit the applicants to construct a detached garage on the subject lands with a maximum height of 6.12 metres and to include the regulations from special provision 12 from 2010.

With Respect to agency comments:

Secord Local Roads Board – The Secord Local Roads Board has no issue with this application.

No other comments were received as of the date this report was written.

The application for ZBA is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

There were no questions from the board.

Resolution: 23-046

BE IT RESOLVED THAT By-law Number 23-03 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 23-05SCR, submitted by Matthew and Paola Nikodem be read a first and second time this 11th day of May, 2023.

MOVED BY: Josh Lachance
SECONDED BY: Rachelle Poirier

Carried

Resolution: 23-047

BE IT RESOLVED THAT By-law Number 23-03 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 23-05SCR submitted by Matthew and Paola Nikodem be read a third and final time this 11th day of May, 2023.

MOVED BY: Mary Bradbury
SECONDED BY: Josh Lachance

Carried

7. CONSENT APPLICATIONS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on April 19, 2023, being over fourteen (14) days prior to this evenings meeting (B/27/23/FR – B & E Honey Fields Limited, B/28/23/FR- Lucia Fryer). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/27/23/FR – B & E Honey Fields Limited

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment which proposes to create one residential rural lot from the subject lands on North Channel Camp Road in the Municipality of French River, and to rezone such lot (proposed severed lot) from 'Rural (RU)' to 'Residential Rural (RR)' to recognize the intended use of the lot and a proposed reduced lot area. The proposed lot to be severed and rezoned is approximately 0.516 hectares in lot area with a lot frontage of approximately 112.9 metres and contains a single detached dwelling unit and a detached garage. The proposed lot to be retained is to be approximately 11.04

hectares in lot area with a lot frontage of approximately 445.71 metres and the lands are used for agricultural purposes and contain a barn - honey fields.

With respect to the OP,

In this case, the proposed severed lot is to conform to the requirements of the 'Residential Rural (RR)' Zoning with a special provision which is to regulate the reduced lot area of 0.516 hectares. The proposed retained lot will continue to conform to the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained are to be accessed from North Channel Camp Road which is publicly assumed and maintained year-round roads by the Municipality of French River. Minimum Distance Separation (MDS) is not applicable in this instance because the severance is not impacting any agriculture uses in the surrounding area. The owner intends to maintain and continue the operation of the agricultural use of the Honey fields. With respect to servicing, the agent will be obtaining approvals from the Sudbury and District Health Unit and letters with respect to availability of sewage hauling services and probability of potable water.

With respect to zoning,

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed to be retained will continue to conform to the above noted requirements.

The minimum lot area and the minimum lot frontage requirements in the 'Residential Rural (RR)' Zone is 0.8 hectares and 60.0 metres respectively; the proposed severed lot is to be 0.516 hectares in lot area with a lot frontage of approximately 112.9 metres and contains a single detached dwelling unit and a detached garage, therefore, a special provision is to be attached to the proposed by-law for the RR zone to recognize a minimum lot area of 0.516 whereas 0.8 hectares is required.

With Respect to agency comments:

The Municipality of French River please be advised that through the circulation, there were no comments or concerns in relation to this application. However, the Consent Application will be subject to Conditions relating to Parkland Dedication and potential road transfers.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

Mr. Jarus (agent) explains the purpose and process that was completed to agree on size of severed lot.

Member Lachance states his concerns with the driveway and if the retained lot will have to apply for driveway permit. The Director of Planning reassures Member Lachance that he will follow up with the clerk from the municipality of French River.

Resolution: 23-048

BE IT RESOLVED THAT Consent Application B/27/23/FR submitted by B & E Honey Fields Limited recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Mary Bradbury

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Local Planning Appeal Tribunal Act.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/28/23/FR – Lucia Fryer

The Director of Planning summarized the application.

The purpose of the Application for Consent is to sever approximately 0.04 hectares from the subject property (PIN: 73451-0172) and add such lands to an adjacent property known municipally as 53 Shanty Bay Road (PIN: 73451-0166 & 73451-0064). The severed lands are in conjunction with the Municipality of French Rivers disposition of land legal matter for the sale of parts of the Quesnel Road right-of-way to the abutting owners, therefore, the said lands will not be retained. The proposed enlarged lot (once the severed lot has been added) will have an approximate lot area of 1.11 hectares and a lot frontage of 82.0 meters. The proposed lot addition will provide additional amenity area for the proposed enlarged lot.

History:

The above noted summary conforms with applications B/05/19/FR & B/06/17/FR which lapsed due to the Agent not clearing conditions of severance within the allotted timeframe.

With respect to the OP, Section 4.5.1 of the Official Plan list instances where consents are granted, including lot boundary adjustments such as that currently proposed. The lot proposed to be severed has an area of 0.04 hectares and a frontage of 82.0 metres. The lot forms part of an existing right-of-way on Quesnel Road and is part of the Municipality's disposition of land.

With respect to zoning, The Waterfront Commercial tourist Zone requires a minimum lot are of 2.0 hectares and minimum a lot frontage of 150.0 metres

The benefitting lot has less than the required lot area and lot frontage for the Waterfront Commercial Tourist Zone (approximately 1.07 hectares and 82.0 metres). However, the lot would be deemed to comply by virtue of Section 6.26 of the Zoning By-law for the Municipality of French

River where a lot meets the criteria as set out in this section, or is a lot, as defined in this By-law and lands are added to such lot, the resulting lot shall be deemed to comply with the minimum lot area and the minimum lot frontage requirements of this By-law. The lot addition has an area of 0.04 hectares and is to be added to the adjacent parcel, which once added will have an area of approximately 1.11 hectares.

The proposal involves no new land use or change in land use. The application, as proposed, complies with the regulations of the Zoning By-law

With Respect to agency comments:

Municipality of French River: The consent application with the Municipality's disposition of land legal matter for the sale of parts of the Quesnel Road right-of-way to the abutting land owners. This application is supported and there are no relevant municipal conditions.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

Resolution: 23-049

BE IT RESOLVED THAT Consent Application B/28/23/FR submitted by Lucia Fryer be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Josh Lachance

SECONDED BY: Mary Bradbury

Carried

8. BUSINESS ARISING FROM PREVIOUS MINUTES

- Member Prevost asks for an update on the Account surplus. Mrs. Roy states a report will be provided to the board in the following meeting of June 8th, 2023. Mr. Prevost makes the board members aware that himself and Member Branconnier will be meeting with the Director of Planning in the coming weeks to discuss Sudbury East Planning Board SMART Goals.

9. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

10. PAYMENT OF VOUCHERS

a) April 2023

Resolution 23-050

BE IT RESOLVED THAT the statement of disbursements for the month April 2023 in the amount of \$14,556.53 to be distributed and is hereby approved for payment.

MOVED BY: Dave Froats
SECONDED BY: Paul Branconnier

Carried

12. ADJOURNMENT

Resolution: 23-051

BE IT RESOLVED THAT the Meeting be adjourned at 6:39 P.M.

AND THAT the next regular meeting be held on June 08th, 2023 at 5:30 P.M. at the Municipality of French River Municipal Office Virtually and in person.

MOVED BY: Josh Lachance
SECONDED BY: Mary Bradbury

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, June 08, 2023 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Renee Germain, Paul Branconnier

MEMBERS PRESENT: Josh Lachance, Bob Prevost, Carol Lemmon, Dave Viau

MEMBERS ABSENT: Mary Bradbury, David Froats, Thomas Leslie, Rachelle Poirier

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT

VIRTUALLY: None

1. MEETING CALLED TO ORDER

Chairperson Prevost called the meeting to order at 5:30 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 23-052

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of June 08th, 2023 be adopted as distributed.

MOVED BY: Carol Lemmon

SECONDED BY: Dave Viau

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of May 11, 2023 be adopted as distributed.

Resolution: 23-053

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of May 11, 2023 be adopted as distributed.

MOVED BY: Josh Lachance

SECONDED BY: Dave Viau

Carried

5. PRESENTATION/DELEGATION

6. ZONING BY-LAW AMENDMENTS

a) ZBA 23-07BRW – Andre Lemelin and Jenny Lavallee

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a zoning by-law amendment. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Zoning By-law Amendment; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 120 metres of the property subject to the Zoning By-law Amendment Application and to those persons and agencies likely to have an interest in the application. The Notice was sent on May 19, 2023, being over twenty (20) days prior to this evenings meeting (ZBA 22-07BRW- Andre Lemelin and Jenny Lavallee). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for zoning by-law amendment which proposes to maintain the current Residential Rural (RR) zoning on the property, however, a special provision is to be implemented, to permit an interior side yard setback of 1.5 metres whereas 6.0 metres is required for any dwelling unit under the RR Zone. The owner has limited access to the dwelling unit, therefore is proposing to encroach into the side yard setback to construct an attached garage to the existing dwelling unit.

With respect to zoning:

The proposed amending Zoning By-law will establish provisions to Section 7.6.2 zone requirements for the dwelling unit under the Residential Rural (RR) Zone.

By-law 14-01 for the Unorganized Township of Secord, Section 7.6.2 (b) ii. The minimum interior side yard for any dwelling unit under the Residential Rural (RR) is 6.0 metres. The proposal is to permit an interior side yard setback of 1.5 metres whereas 6.0 metres is required for any dwelling unit under the RR Zone. The owner has limited access to the dwelling unit, therefore is proposing to encroach into the side yard setback to construct an attached garage to the existing dwelling unit.

The application, as proposed, complies with the regulations of the Zoning By-law.

Agency Comments:

No comments received.

The application for ZBA is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from a planning perspective.

Resolution: 23-054

BE IT RESOLVED THAT By-law Number 23-04 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 23-07BRW, submitted by Andre Lemelin and Jenny Lavallee be read a first and second time this 08th day of June, 2023.

MOVED BY: Carol Lemmon

SECONDED BY: Dave Viau

Carried

Resolution: 23-055

BE IT RESOLVED THAT By-law Number 23-04 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 23-07BRW submitted by Andre Lemelin and Jenny Lavallee be read a third and final time this 08th day of June, 2023.

MOVED BY: Paul Branconnier

SECONDED BY: Josh Lachance

Carried

7. CONSENT APPLICATIONS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 18, 2023 and May 25, 2023, being over fourteen (14) days prior to this evenings meeting (B/29/23/SC – Guy Daoust, B/30/23/FR- Rejean Quesnel). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key

map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/29/23/FR – Guy Daoust

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent which proposes to create one residential rural lot from the subject lands having road frontage on Napran Road and Chamberlin Road in the Municipality of St. Charles. The proposed severed lot will have a lot area of 2.01 hectares and a lot frontage of 120.0 metres on Chamberlin Road and is presently vacant; while the proposed retained lot will have a lot area of 23.69 hectares and a lot frontage of 625.40 metres on Napran Road and presently contains a single detached dwelling.

With respect to the OP,

The Sudbury and District Health Unit provided comments stating that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Adequate access is provided on Chamberlain Road for the proposed severed lot. Also, the proponent provided adequate sewage and water servicing letters.

With respect to zoning,

The 'Rural (RU)' Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The lot to be retained will continue to meet those requirements. However, the lot to be severed will have an area of 0.80 hectares which is below the minimum lot area requirement of the RU Zone. The severed lot was rezoned to the 'Residential Rural (RR)' in 2020 because it was a condition of approval of file B/16/20/SC which subsequently lapsed. The RR zones require a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres. The proposed severed lot will continue to meet the requirements of the RR Zone once the severed lot is rezoned.

With Respect to agency comments:

Chief Administrative Officer/Clerk/Treasurer for Municipality of St. Charles: Property subject to municipal drains and is subject to reapportionment. Reapportionment was calculated in 2020 with original application. Fee remains outstanding plus interest. Please advise application to contact the Clerk to pay fees associated with Section 65 Reapportionment.

Chief Building Official: Open building permit 11-061 on retained portion.

Public Works Superintendent: no concerns.

Sudbury District Health Unit: the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

Union Gas: does have service lines running within the area which may or may not be affected by the proposed severance.

No other comments were received as of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

Member Lachance asked if the response from Union Gas was a general answer we received regularly from Union Gas. The Director of Planning assured him it is.

Resolution: 23-056

BE IT RESOLVED THAT Consent Application B/29/23/SC submitted by Guy Daoust recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Renee Germain

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Local Planning Appeal Tribunal Act.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

b) B/30/23/FR – Rejean Quesnel

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment which proposes to create one residential rural lot from the subject lands on Forest Hill Road in the Municipality of French River, and to rezone such lot (proposed severed lot) from 'Rural (RU)' to 'Residential Rural (RR)' to recognize the intended use of the lot. The proposed lot to be severed and rezoned is approximately 2.07 hectares in lot area with a lot frontage of approximately 205.0 metres and is presently vacant. The proposed lot to be retained is to be approximately 20.03 hectares in lot area with a lot frontage of approximately 400.0 metres and contains a dwelling unit with an existing field bed.

History – File Number B/34/08/FR:

In 2008, the Planning Board approved a severance for one Rural lot. The proposed severed lot was approximately 8.0 hectares in lot area with a lot frontage of approximately 365.7 metres; the proposed retained lands were approximately 22.2 hectares in lot area with a lot frontage of approximately 579.1 metres.

With respect to the OP:

In this case, the proposed severed lot conforms to the requirements of the 'Residential Rural (RR)' Zoning. The proposed retained lot will continue to conform to the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained are to be accessed from Forest Hill Road which is publicly assumed and maintained year-round roads by the Municipality of French River (February 1st, 2023 – letter). The Manager of Public works stated that an entrance at the proposed location on Forest Hill Road has adequate line of sight and poses no concerns. Once the property is created, the owner will need to apply for an entrance permit prior to any development. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming-related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the Sudbury and District Health Unit that are supportive – April 25th, 2023. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water has been provided.

With respect to zoning:

Proposed Zoning: Residential Rural (RR) – Lot to be severed.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed to be retained will continue to conform to the above noted requirements.

The minimum lot area and the minimum lot frontage requirements in the 'Residential Rural (RR)' Zone is 0.8 hectares and 60.0 metres respectively; the proposed severed is to comply with the 0.8 hectares and the minimum lot frontages of 60.0 metres.

With Respect to agency comments:

The Municipality of French River Please be advised that through the circulation, there were no comments or concerns in relation to this application. However, the Consent Application will be subject to Conditions relating to Municipal Drains, Parkland Dedication, and possibility of road transfers.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Hydro One has no concerns with respect to the proposed application.

No other comments were received of the date this report was written.

The application for consent is consistent with the 2020 Provincial Policy Statement, complies with the Official Plan for the Sudbury East Planning Area, therefore can be supported from planning perspective.

BE IT RESOLVED THAT Consent Application B/30/23/FR submitted by Rejean Quesnel be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Josh Lachance

SECONDED BY: Dave Viau

Carried

8. BUSINESS ARISING FROM PREVIOUS MINUTES

- Caisse Alliance (Banking)- SEPB Report

The Director of Planning presented a Staff Report to the members regarding the Surplus which was previously directed by the board at SEPB April 13th 2023 meeting and had support from KPMG who was present virtually at the April 13th 2023 meeting.

Member Branconnier recommended that the board postpone item 8 on the agenda until the next SEPB meeting in order to be able to have his municipality review the report.

Member Germain questioned if Caisse Alliance and Caisee Populaire were on ein the same. Chair Prevost reassured her they are.

Member Lachance asked if we were confident in the amount chosen (\$100,00.00) in the report. Staff replied that they were confident that it was the appropriate amount for this time being and that a review in 6 months to a year would be appropriate.

Member Branconnier spoke his concerns regarding the matter by stating that this was not a financial institute and that staff nor members were accountants and that only planning related issues should be dealt by the board not financial.

Chair Prevost stated he thought the recommendation from the Director of planning was a great idea and that he didn't see why a decision could not be made as he stated every member is elected to make these decisions.

Member Germain states she also feels that she is not comfortable with making financial decisions.

Member Lemmon states that she feels this is a great recommendation and agrees with Chair Prevost that a decision should be made and doesn't see why the board wouldn't vote.

Member Branconnier continued to state that the Sudbury East Planning Board was not a financial institution and that staff and members were not accountants. He repeated that members should only be making planning related decisions and that all financial decisions should be brought back to each municipal treasurer. He then proceeded to remove himself from the meeting virtually.

Member Lachance proceeded to attempt to contact ember Branconnier via his personal cell phone with no response.

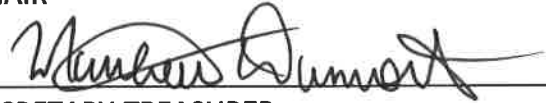
Due to the fact that the SEPB meeting no longer had quorum, members and staff awaited the 30

minute time frame as per the procedural by law.

At 6:40 pm Chair Prevost called the meeting an end.



CHAIR



SECRETARY-TREASURER