



**The Corporation of the
Municipality of St.-Charles**

AGENDA

Regular Meeting of Council

August 10, 2022 at 6:00 PM
Council Chambers (Municipal Office)
St.-Charles, Ontario

1.0 MEETING CALLED TO ORDER & ROLL CALL

- 1.1 Resolution to open the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on August 10, 2022.

2.0 ADOPTION OF AGENDA

- 2.1 Resolution to adopt the agenda

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held August 10, 2022 be adopted as presented.

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

- 4.1 Proposed Road Work on Lake Road
Presenter - Bill Brazeau

5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

6.0 NOTICE OF MOTIONS

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at _____ p.m. this 10th day of August, 2022 to discuss:

_____ personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the *Municipal Act, 2001*, as amended;

Topic - Ongoing Union Negotiations - Arena Worker Position

_____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;

Topic - Ongoing Union Negotiations - Arena Worker Position

7.2 Resolution to reconvene to open session

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at _____ p.m.

7.3 Verbal Report from Mayor Following Closed Session

8.0 ADOPTION OF MINUTES

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Inspection Notice from Ministry of Natural Resources and Forestry received July 18, 2022, regarding Inspection of Approved Aerial Herbicide Project Sudbury Forest;
2. Letter from Metis Nipissing Families Inc. dated July 22, 2022, regarding Sponsorship Request - 2022 Metis Rendez-vous; and,
3. Copy of letter from South Bruce Peninsula dated July 22, 2022, regarding Physician Shortages in Ontario.

and directs staff to:

- draft a report on items _____, _____, _____

- draft a Resolution in support on items ____, ____, ____
- respond with a letter on items ____, ____, ____
- include on the next Committee of the Whole items ____, ____, ____.

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.1.1 Report to Council - AgriSpirit Grant & FoodCycler

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Quarter Report to Council - Q2 2022 Treasury Department

10.2.2 Resolution to receive the Cash Disbursement Register for the month of July 2022

BE IT RESOLVED THAT the Cash Disbursement Register for the month of July 2022 be received in the amount of:

- \$331,172.46

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1 Report to Council - "Lame Duck" Period for 2022 Municipal Election

10.3.2 Report to Council - Council Desk Upgrades

10.3.3 Report to Council - Modernization Grant - Municipal Core Service Review

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.5.1 Report to Council - Arena Clean-Up

10.5.2 Report to Council - Foodbank - Updates Required

10.5.3 Report to Council - Update - West Arm Picnic Area

10.5.4 Report to Council - Univi Programs & Grant

10.5.5 Report to Council - Community Centre Renovations

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Quarter Report to Council - Q2 2022 Building & By-Law Department

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Canine Control Report for the month of June 2022

10.7.2 Canine Control Report for the month of July 2022

10.7.3 Quarter Report to Council - Q2 2022 Fire Department

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.9.1 Report to Council - Lake Road

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

12.1 Report to Council - Library Memo of Understanding - Amendment

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

15.0 BY-LAWS

15.1 First and second reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Laws:

- By-Law 2022-30 - Being a By-Law to Authorize Delegated Authority During the "Lame Duck Period" of Council During the 2022 Municipal Election
- By-Law 2022-31 - Being a By-Law to Enter into a Funding Agreement with Farm Credit Canada (FCC)

15.2 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-30.

15.3 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-31.

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

17.1 Confirmation By-Law

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2022-32 - Being a By-Law to Confirm the Proceedings of Council at its Special Meeting of Council Held August 2nd, 2022, and at its Regular Meeting of Council Held August 10th, 2022

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-32.

17.2 Resolution to adjourn the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at _____ p.m. on August 10, 2022.



The Corporation of the Municipality of /
La Corporation de la Municipalité de
St. - Charles
2 King Street East, St.-Charles, ON, P0M 2W0
705-867-2032

COUNCIL DELEGATION REQUEST

Name: BILL BROZEQU

Address: 592-C LAKE RD. ST. CHARLES, ON P0M2W0

Phone: (705) 205-4312

Email: brozequ-b@hotmail.com

Preferred Method of Contact: Phone Email

Date of Council Meeting for which you are making a request to appear (must be made at least the Wednesday prior to the meeting by 12:00 p.m.): AUGUST 10, 2022

TOPIC OF DISCUSSION:

(Pursuant to Procedure By-Law - A maximum of one (1) topic, clearly identified and accompanied by all pertinent information. A maximum of ten (10) minutes speaking time will be allocated.)

DISCUSS TAKING LAKE ROAD, IN PART, BACK TO GRAVEL
MAINTAINING PROVINCIAL/MUNICIPAL ROAD STANDARDS
AND DETERMINING ROAD SERVICE LEVEL. DOES
COUNCIL HAVE THE AUTHORITY TO LOWER A CURRENT
RATING OF A ROAD STANDARD - DUTY TO MAINTAIN
CURRENT STANDARD. HOW THIS APPLIES TO CURRENT
MUNICIPAL POLS AS INDICATED IN SUBMITTED LETTER
TO COUNCIL.

Signature of Requestor Bill Brozequ

Date AUGUST 4, 2022

FOR OFFICE USE ONLY:		
Received by:	Received (date & time);	Meeting Date Assigned:
Tammy Godden, Clerk	August 1, 2022 10:52 am	August 10, 2022

Municipality of St. Charles
2 King St. East
PO Box 70, St. Charles, ON
P0M2W0

July 25, 2022

Attention: Mayor and Council
Letter for public information

I write to you seeking clarification on the road work being proposed for Lake Road.

Information has indicated that Lake Rd., is in urgent need of repair and there is a possibility of taking parts of this road to a gravel state. The information below is based on the concept that going to a gravel condition is being considered, even in part, hopefully this will be re-considered.

I would like to start with the municipalities Strategic Plan 2014-2019. As this document is the vision on current community and how it should progress to ensure a viable and sustainable community. Mr. Mayor, if I may quote you as shown on the municipality's web site, "*The invaluable information sets the framework for council to unleash the growth potential of the Municipality of St.-Charles*". I can't agree with you more. In order for municipalities to grow, services such as good roads need to be provided and maintained. Under the four key reasons for undertaking a strategic plan your number 1 statement, "*to establish a vision of where people want to be*". I for one, do not want to see a hard surface road continue to degrade to the point that now repair is considered urgent and as a solution bringing parts of it to a gravel state. As I review the plan, I see the formation of committees and an "*annual report card which outlines progress on projects*". Perhaps I missed locating the reports from the committees and the annual report on your web site and would be interested in viewing these.

Having a hard surface road is one of the things that families look at when moving here. We have lived on gravelled roads. Gravelled roads cause dust from the traffic, constant repairing after a hard rain, grading and the constant wear & tear on vehicles.

I have personally seen the roads crew continually apply asphalt patch to try and fill in the potholes, sinking and protruding areas. This is no doubt a band-aid step until the road can be properly repaired. A band-aid is a quick temporary fix but seems to be the

normal step that has been done over the years rather than addressing this concern as it arose.

Applying a temporary fix as such as to what has been done to repair the road, and the fact that it is sinking with culverts protruding through the surface is not working, I do not see how this can meet the Provincial Road Standards.

I would also like to address your attention to the report to council January 11,2021 from Director of Operations, Travis De Benedet, and, also minutes from the Committee meeting January 25,2021 reflecting the Directors report. The reports indicate that "Lake Road has gone well past its service life and is currently is a state requiring reconstruction. Currently the PCI (Pavement Condition Index) is 30-35 and continuing to deteriorate. Reconstruction should start taking place when the PCI of a road reaches 40". Obviously repairing the road when it reached 40 PCI was not met.The report details" Another more comprehensive option is the pulverizing of the asphalt and shoulders, laying a Geotextile synthetic wrap down, laying subbase and base material over top of that and then paving". The report indicates this investment will save on having lower maintenance costs and a longer life expectancy.

Mr. Mayor & Council, the 2022 Final Tax Bill Insert under "*What's New for 2022? shows under the second bullet*", "*Resurfacing of Musky Bay Road, Hickman Road, Beauparant Road and bringing section of Lake Road and Casimir Road back to gravel*".

This needs further explaining. Is this indicating that the gravel is an interim step while resurfacing takes place on Lake Road, or does this mean this is a permanent step?

If it is of a permanent step then I ask council to consider the following;

1. Are you following the best advice put forward from the municipalities Director of Operations who clearly indicates a long-term solution of using the Geotextile approach?
2. Going back to gravel does not, in my opinion, meet the intention of community development as shown in the Strategic Plan.
3. The Director of Operations has flagged Lake Road as "*urgent*" therefore, why are other roads receiving resurfacing yet Lake Road is going to be downgraded and have gravel portions.
4. By not maintaining the current road standard and downgrading portions of the road, are you now **not** in compliance with the Provincial Road Standards?
5. As this construction will impact vehicular and pedestrian traffic, will there be notification that will be sent to the residence in advance of the work being done explaining the impact it will have to residence?

Mr. Mayor and members of council, perhaps some clarity around this will resolve the concerns I have over the decision to bringing "*sections of Lake Road back to gravel*".

I am not in the position to talk to the condition or the urgency of repair for the other roads, but, by the municipality's own correspondence, Lake Road is in an urgent state of repair. As a resident of St. Charles, residing on Lake Road, I believe myself and others would benefit with some clarity of what is or will be taking place.

Please have your staff let me know when this letter will come before council as I would like to attend the council meeting in person.

Regards,

Bill Brazeau

Electronically signed, original can be sent upon request

Bill Brazeau

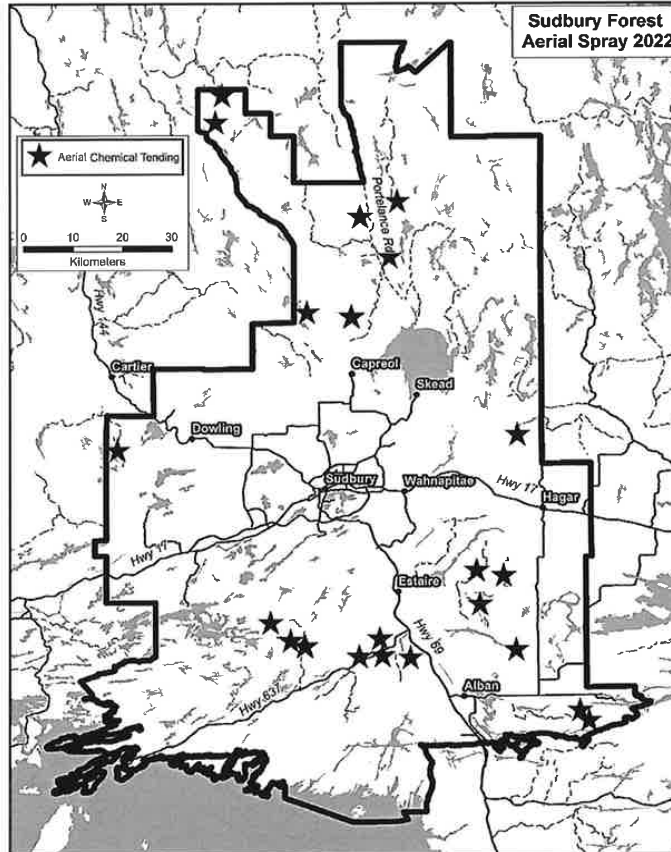
Mr. Bill Brazeau
592-C Lake Rd., St. Charles, ON
P0M 2W0
(705) 205-4312

INSPECTION

Inspection of Approved Aerial Herbicide Project Sudbury Forest

RECEIVED JUL 18 2022

The Ontario Ministry of Natural Resources and Forestry (MNR) invites you to inspect the MNR-approved aerial herbicide project. As part of our ongoing efforts to regenerate and protect Ontario's forests, selected stands on the **Sudbury Forest** (see map) will be sprayed with herbicide to control competing vegetation, starting on or about: **August 15, 2022**.



The approved project description and project plan for the aerial herbicide project is available electronically for public inspection by contacting Vermilion Forest Management Company Ltd. during normal business hours and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online> beginning July 15, 2022 until March 31, 2023 when the Annual Work Schedule expires.

Treatment areas are recently harvested sites where conifer seedlings were planted or will be planted or are regenerating under a white pine shelterwood canopy and are at risk of mortality from competition vegetation.

Interested and affected persons and organizations can arrange a remote meeting with MNR staff to discuss the aerial herbicide project. For more information, please contact:

Matthew Hollands, R.P.F.
Ministry of Natural Resources and Forestry
3767 Route 69 South, Suite 5
Sudbury Ontario P3G 1E7
tel: 705-618-1964 / fax: 705-564-7879
e-mail: matthew.hollands@ontario.ca

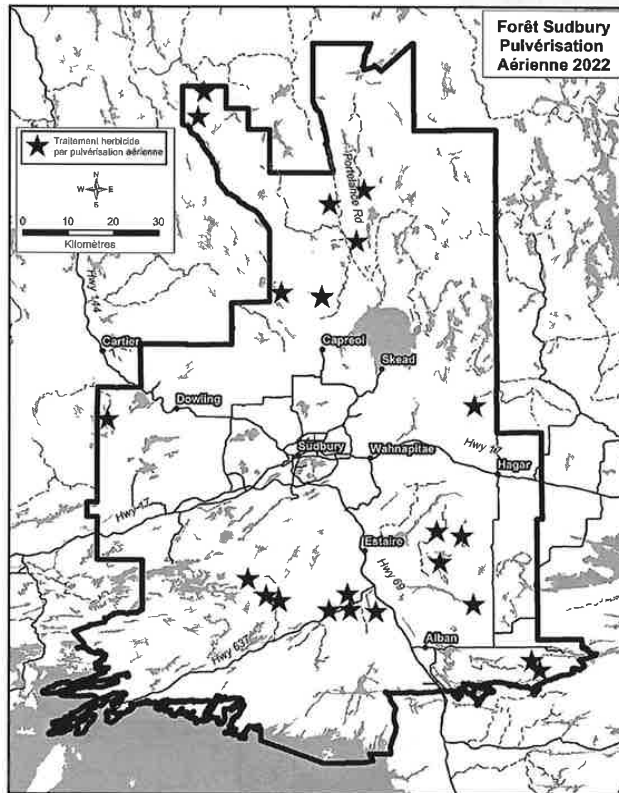
Maegan Cuirko, R.P.F.
Vermilion Forest Management Company Ltd.
311 Harrison Dr.
Sudbury Ontario P3E 5E1
tel: 705-560-6363 Ext. 32 / fax: 705-564-7879
e-mail: mciurko@sudburyforest.com

Renseignements en français : Genevieve Demers tél : 705 564-7823 / téléc : 705 564-7879
courriel : gevevieve.demers@ontario.ca

INSPECTION

Inspection du projet approuvé d'épandage aérien d'herbicide Sudbury forêt

Le ministère des Richesses naturelles et des Forêts (MRNF) de l'Ontario vous invite à inspecter le projet d'épandage aérien d'herbicide approuvés par le MRNF. Dans le cadre de nos efforts continus de régénération et de protection des forêts de l'Ontario, certains peuplements de la **forêt Sudbury** (voir la carte) seront arrosés d'un herbicide pour contrôler la végétation envahissante à partir ou autour du **15 août 2022**.



La description et le plan approuvés du projet d'épandage aérien d'herbicide sont accessibles par voie électronique aux fins d'inspection publique en communiquant avec le Vermilion Forest Management Company Ltd. durant les heures normales d'ouverture et en visitant le site Portail d'information sur les richesses naturelles, à l'adresse <https://nrp.mnr.gov.on.ca/s/fmp-online?language=fr> du **15 juillet 2022 au 31 mars 2023** à l'expiration du calendrier de travail annuel.

Les endroits de traitement sont des endroits récemment récoltés puis semés, en plantation, ou en régénération sous une verrière de Pin blanc et sont à risque de mortalité due à la végétation de compétition.

Les personnes et les organismes intéressés et touchés peuvent organiser une réunion à distance avec le personnel du MRNF pour discuter du projet d'épandage aérien d'herbicide. Pour obtenir de plus amples renseignements, veuillez envoyer un courriel à une des adresses suivantes :

Genevieve Demers
Ministère des Richesses
Naturelles et des Forêts
3767 Route 69 Sud, bureau 5
Sudbury (Ontario) P3G 1E7
tél. : 705 564-7823 / fax : 705 564-7879
courriel : genevieve.demers@ontario.ca

Maegan Ciaruko F.P.I.
Vermilion Forest Management Company Ltd.
311 Harrison Dr.
Sudbury (Ontario) P3E 5E1
tél. : 705 560-6363 Ext. 32 / fax : 705 564-7879
courriel : mciaruko@sudburyforest.com

Information in English: Matthew Hollands R.P.F. matthew.hollands@ontario.ca tel : (705) 618-1964



July 22nd, 2022

Metis Nipissing Families Inc.
Familles Métis du Nipissing Inc.
394 McLean Street
c/o Richard Meilleur
Sudbury ON
P3A 1V3

Re: Sponsorship Request – 2022 Metis Rendez-vous

Aannin, Boozhoo, Bonjour, Hello,

The Metis Nipissing Families/Familles Métis du Nipissing are planning our 3rd annual Metis Rendez-vous for August 20th, 2022 at Joe Chartrand Park in Noelville. As a pillar of the community we are asking for your contribution to help us grow this event into an annual attraction for tourists and members of the Nipissing area communities.

The Metis Nipissing Families/Familles Métis du Nipissing is a registered not for profit indigenous organization, established in 2019, with a mission to foster Metis traditions, music, food, and way of life. Traditionally, the voyageurs of years gone by held a yearly Rendez-vous to trade furs and to celebrate. Business and trade have always been an important part of a Rendez-vous but celebration was essential to the voyageurs, First Nations, Metis and local families.

We hope that your business or organization is in a position to help us fund the Metis Rendez-vous in Noelville this year and help us make this event a tourist destination in years to come. Please review the sponsorship package provided to see the benefits of donating to the Rendez-vous in addition to doing your part to make this event a success. Donations can be sent via e-transfer to metisnipissing@gmail.com or send a cheque to the address above. Questions can be directed to Marc Hébert at 705-507-2879.

On behalf of the members of the Metis Nipissing Families/Familles Métis du Nipissing, we thank you for consideration.
















































Marsii, Migwetch,

Richard Zonadah Meilleur
President/Président
Metis Nipissing Families / Familles Métis du Nipissing



Sponsorship Package

Metis Nipissing Families - Familles Métis du Nipissing 2022 Rendez-vous

	Fur Merchant 2 000 \$	Chief Factor 1 000 \$	Coureur de bois 500 \$	Voyageur 250 \$	Hivernant 100 \$	Engagé 50 \$	Donation 20 \$
Benefits							
Number of Free Meal Tickets	8	6	4	2	2	1	0
Pre-Event Recognition							
Social Media Promotion (Facebook)							
Website Presence							
Email Blasts							
Event Flyer							
Press Release							
On-Site Recognition							
Program Inclusion							
Logo on Event Sponsor Banner							
Opportunity to Set Up Display							
Post Event Recognition							
Thank You Email Blast							
Thank You/Recognition on Website							
1 Year Free Advertising on Website							

Fur Merchant : Owners of the fur trading companies.

Chief Factor : The highest rank in the fur trade who oversees the fur trade in a given area.

Coureur de bois : Itinerent, unlicenced fur traders.

Voyageur : Independent contractors who were licensed to transport goods and furs.

Hivernant : Minor partners contracted for three years in trading companies.

Engagé : Hired workers



Familles Métis Nipissing Families

Invites you to

Métis Rendezvous and Entertainment

August 20th 1pm – 7pm

Joe Chartrand Park

200 St. David N Street, Noëlville, ON

- Metis vendors and exhibitors
- Live music
- Metis workshops
- Inflatables for kids

Food Truck

- *Please bring your lawn chairs
- ** No alcohol or drugs permitted

For more information, visit
www.famillesmetisnipissingfamilies.org





July 22, 2022

Premier Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

Re: Physician Shortages in Ontario

Ontario has one of the most revered health care systems in the world. The residents of Ontario have been fortunate to have access to medical professionals from all branches of the medical field.

Our Province continually monitors the needs of its citizens and strives to make progressive changes to continue to meet the needs of Ontarians. Evidence of this progressive action on the part of the government was the identification of the shortage of Personal Support Workers. Recognizing the vital role that they play in health care, the Province supported Ontario colleges in providing free tuition for students who agreed to study for and become Personal Support Workers. We applaud the Province for this progressive action.

Like many municipalities, we have noticed that as each year goes by, we begin to see fewer physicians. The shortage is becoming alarming as we hear daily that many people are without a physician and do not have access to a primary medical care giver. The shortage of physicians is reaching our hospital emergency rooms as many in our rural communities are forced to close periodically as there are no physicians to staff them.

Another issue which is exacerbating the physician shortage is the limited spaces available in Canadian Universities for medical school and in residency programs. Increases to the number of students who are accepted could go a long way to ensure that more students graduate and become contributing physicians in our communities.

A third issue that causes concern is the seemingly onerous process for foreign and international physicians to become accredited to practice in Ontario. We have had interactions with individuals who have come to our community and are accomplished physicians but are not able to practice in Ontario as they at times cannot afford the cost for accreditation and in other instances, the process is quite lengthy meaning that they must take other positions, outside of their field, thus wasting their talent.



TOWN OF SOUTH BRUCE PENINSULA

The Town of South Bruce Peninsula has seriously contemplated all of these issues and has taken steps to address the shortage experienced in our community. Council has monetarily supported a local Physician Recruitment Committee and has held money in reserves to assist with the hiring of a recruiter and to be used to assist new physicians requiring funds to set up an office and find housing.

We are reaching out to you to ask for your assistance in addressing the physician shortage. We would like to see subsidy opportunities for students who commit to becoming practicing physicians and would expect that the Province would put protective measures in place to ensure that students receiving funding commit to practicing in Ontario. We would support an expedited accreditation process for foreign physicians. We would encourage the increase of additional student spaces in medical school and residency programs.

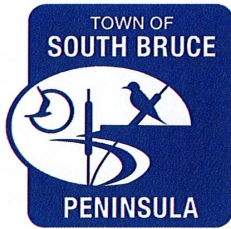
The Town of South Bruce Peninsula is not alone in its convictions to address the physician shortages. We welcome you to contact us directly to have conversations about how all levels of government can work together to end this shortage.

Yours very truly,

Mayor Janice Jackson
janice.jackson@southbrucepeninsula.com
519-534-1400 ext 200

Enclosure (1)

cc: Hon. Sylvia Jones, Minister of Health and Long-Term Care sylvia.jones@pc.ola.org
Rick Byers, MPP, Bruce Grey Owen Sound rick.byers@pc.ola.org
Hon. Stephen Lecce, Minister of Education stephen.lecce@pc.ola.org
Prime Minister Justin Trudeau justin.trudeau@parl.gc.ca
Hon. Jean-Yves Duclos, Minister of Health jean-yves.cuclos@parl.gc.ca
Alex Ruff, MP, Bruce Grey Owen Sound alex.ruff@parl.gc.ca
All Municipalities in Ontario
College of Physicians and Surgeons of Ontario feedback@cpsy.on.ca



Excerpt from Council Meeting Minutes – July 19, 2022

23. Notice of Motion – Mayor Jackson – Physician Subsidy

Mayor Jackson explained the meeting with the Physician Recruitment Committee and how a retired recruiter is willing to help the Committee but that we need to support medical students. The motion would be forwarded to the Minister, the Premier, the Prime Minister and all Ontario municipalities.

Discussion included the closing of hospital ERs, people without family doctors, the difficulty for professionals to obtain accreditation to work in our Province, having levels of accreditation to relieve pressure, community health models including nurse practitioners, ideas that the recruiter has and how she recruited 77 doctors.

R-266-2022

It was **Moved** by J. Jackson, **Seconded** by K. Durst and **Carried**

Whereas the Province of Ontario and particularly rural areas such as South Bruce Peninsula, are experiencing a severe shortage of physicians, leaving many people without access to medical care;

And whereas when the Province of Ontario realized the shortage of Personal Support Workers, they took progressive action to support Ontario colleges to provide free tuition for students who agreed to enter into this field of study and work;

And whereas it is recognized that the education costs for a physician can be a deterrent for students contemplating entering the medical field;

And whereas the Town of South Bruce Peninsula has taken steps to support the recruitment of physicians by earmarking money to hire a recruiter, by monetarily supporting a recruitment Committee and by providing money for new physicians to use to set up office space and for housing;

Now therefore be it resolved that the Town of South Bruce Peninsula respectfully requests that the Province of Ontario and Government of Canada recognizes that the shortage in health care workers is not unique to Personal Support Workers but is also relevant to physicians including specialists and general practitioners;

And that in order to support Ontario municipalities and their residents, the Provincial and Federal Governments take steps to provide support and subsidy to students entering

medical school with the intention of becoming practicing physicians in the Province of Ontario and particularly in underserviced rural and northern municipalities;

And that the Provincial and Federal Governments work with Canadian universities to increase the number of students accepted into medical school and residency programs;

And that the Province expedites the accreditation process for foreign medical practitioners ;

And further that the Town of South Bruce Peninsula supports whatever protective measures the Provincial and Federal Governments place on the subsidy given to ensure that the students receiving the funding become practicing physicians in the Province of Ontario.

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 3, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: AgriSpirit Grant and FoodCycler

Recommendation:

That Council invest \$13,000.00 for the purchase of 300 FoodCycler units to then be distributed to residents. This recommendation should be considered if we do eventually move to a bi-weekly garbage pick-up system to mitigate expected price increases for curbside pick-up.

Background

In January 2022, a presentation from Christina Zardo was made to Council regarding the FoodCycler. Council indicated its interest in the product and instructed staff to pursue the idea of introducing the FoodCycler to the community.

In June of 2022 a grant opportunity from AgriSpirit was noticed and I proceeded to apply for a grant with the purpose of subsidizing the introduction of these food recycling units to the community.

We were awarded a \$13,000 grant for this endeavour.

I then proceeded to contact Ms. Zardo for ideas and recommendation. The two (2) possible approaches are attached.

From Ms. Zardo:

1. *A pilot program involving 100 households*
2. *A comprehensive program design involving 300 households*

The first pilot option is the "easy" option involving the lowest cost to the municipality. It utilizes mainly AgriSpirit grant funds and a resident contribution of \$175 per unit.



The comprehensive program design is intended to cover more ground and make our available funds go a lot further. In this option, we are recommending a program with 300 households (~50% of total private dwellings) and a full 5-year warranty and maintenance plan. For a program at this scale, Food Cycle Science is offering an investment of \$37,500 taken from our Impact Canada funding from the Food Waste Reduction Challenge. We'd tie in the AgriSpirit funds, plus a municipal subsidy. The resident contribution would also be lowered to \$75.00 per unit, as we believe anything higher than that would limit the number of residents willing to opt into the program."

The choice is either limiting the pilot program to 100 households with relatively low to no cost to the Municipality or aiming for a more significant program with an investment of \$13,000 to have more than 50% of households using this diversion.

The consideration:

The "no cost option": Will 100 people pay \$175 to purchase the FoodCycler?

The Municipality invests \$13,000: Will 300 people pay \$75 to purchase a Food Cycler? We could possibly consider selling at \$175 per unit to non-residents for any units that go unsold to recoup cost if the uptake is not present. The main interest would be from families either with or without children, it may not be such a benefit for singles or seniors that may not produce much food waste. Lower cost should make the unit more appealing to residents that may not want to invest \$175.

In the end, with either option, there will be waste diversion from the landfill site and an eventual savings.

If ever the Municipality transitions to a bi-weekly pick-up system, this will mitigate any foul odour generated by garbage.

Prepared by: Denis Turcot, CAO



FOODCYCLER™ MUNICIPAL PILOT PROGRAM



Monday, July 25, 2022

The Municipality of St.-Charles
2 King St E, PO Box 70
St.-Charles, ON P0M 2W0
1-705-867-2032

The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear The Municipality of St.-Charles Staff and Council,

Thank you for your interest in food waste diversion in your community. Food waste and loss is a huge problem in Canada and worldwide with global food waste accounting for 8% of worldwide greenhouse gas emissions.

The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on several factors, we believe the The Municipality of St.-Charles would be a great fit for the benefits of this program, and we are proposing a study involving 100 households in the The Municipality of St.-Charles.

The FoodCycler FC-30 can process ~2 litres of food waste per cycle and converts it into a nutrient-rich soil amendment that can be added to plants / gardens or pelletized for home heating purposes. Power consumption per cycle is ~0.8 kWh.

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100/tonne of waste, 100 households participating would divert 200 tonnes of food waste and save the municipality an estimated \$20,000.00 in costs. Please note that this analysis is based on market rates and depending on remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO₂e before transportation emissions. Based on this, 100 households could divert approximately 260 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

The FoodCycler™ Municipal Team



As of the date of this proposal, there are a total of 40 Canadian municipalities who have signed on to participate in a FoodCycler program. Through this partnership, our partners can achieve immediate and impactful benefits and acquire valuable insight about food waste diversion in our country.

Food Cycle Science is looking to achieve the following through this proposed partnership:

- 🌱 Receive high-quality data from pilot program participants regarding food waste diversion
- 🌱 Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for the The Municipality of St.-Charles and similar communities
- 🌱 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada

The The Municipality of St.-Charles would receive several benefits through this partnership:

- 🌱 Opportunity to trial a food waste diversion solution at a cost well below market prices
- 🌱 Reduced residential waste generation thus increasing diversion rates
- 🌱 Reduced costs associated with waste management (collection, transfer, and landfill operations)
- 🌱 The reduction of greenhouse gas (GHG) emissions from transportation and decomposition of food waste in landfills
- 🌱 Extend the life of your landfill(s)
- 🌱 Opportunity to support Canadian innovation and clean tech
- 🌱 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🌱 Obtaining data that could be used to develop a future organic waste diversion program

Residents of the The Municipality of St.-Charles would receive several benefits through this partnership:

- 🌱 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🌱 Support climate change goals by reducing waste going to landfill
- 🌱 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🌱 Reduce the “ick factor” of garbage to keep animals and vermin away
- 🌱 Reduce trips to the waste site and save on excess waste fees where applicable



In the pages that follow, we will offer a pilot program option for consideration. Our pilot programs are structured based on a cost-sharing or subsidy model. Under this model, FoodCycler provides an investment, the The Municipality of St.-Charles provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to all parties at a cost well below market prices. It also helps to ensure each party is contributing and invested in the program.

Recommendation: 1 FoodCycler to each of the 100 participating households.



Affordable Add-On: To ensure this program is accessible by all Canadians, regardless of income, we also offer an optional Affordable Add-On for each option at the municipality's discretion. This Affordable Add-On enables the municipality to offer *highly discounted* FoodCyclers to members of the community who wish to participate but cannot access the program at the established rates. Through this option, you will be able to provide a limited number of FoodCyclers to residents, schools/classrooms, or community organizations for only \$50.00. How you manage this is at your discretion since you know your community best.

FoodCycler Pilot Program

FoodCycler FC-30 x 100 Households

A pilot program with 100 participating households/residents is proposed based on financial contributions as follows:

Total Invoiced Amount:

	Price	Qty	Total
Municipal Price	\$300.00	100	\$30,000.00
Shipping Estimate			\$2,000.00
Total Invoice Amount			\$32,000.00

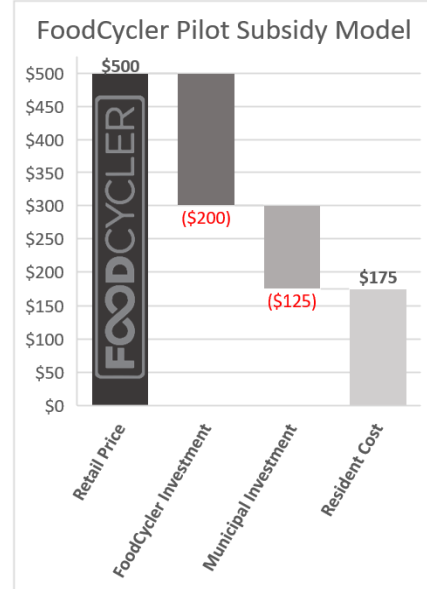
Plus applicable taxes.

The resident contribution of \$175.00 per unit will offset program costs by the following amount:

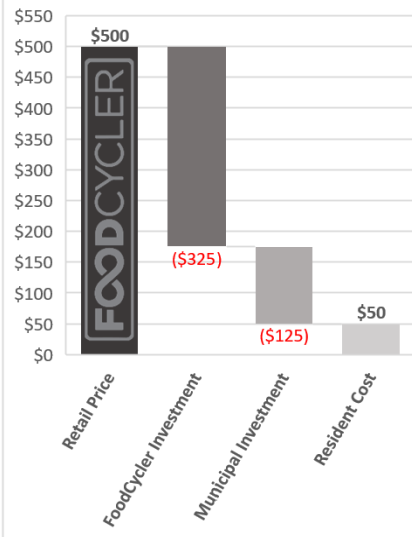
Net Municipal Cost:

	Price	Qty	Total
Total Invoice Amount			\$32,000.00
Less Resident Resale	\$175.00	100	\$17,500.00
Net Municipal Cost			\$14,500.00

Plus applicable taxes.



FoodCycler Affordable Add-On



Affordable Add-On Option

The Municipality of St.-Charles will be given the option to add on 10 more units at well below cost. We ask that you make these units accessible at only **\$50.00** for those who cannot afford to participate at full price.

Total Invoiced Amount:

	Price	Qty	Total
Municipal Price	\$175.00	10	\$1,750.00
Shipping Estimate		Included	
Total Invoice Amount			\$1,750.00

Plus applicable taxes.

Net Municipal Cost:

	Price	Qty	Total
Total Invoice Amount	\$175.00	10	\$1,750.00
Less Resident Resale	\$50.00	10	\$500.00
Net Municipal Cost	\$125.00	10	\$1,250.00

Plus applicable taxes.

Purchase and Program Terms

Shipping: Shipping estimates to your location may range from \$1,500.00 – \$2,500.00 and the \$2,000.00 quoted is an estimated average based on today's shipping rates. The Municipality may choose the shipping option that best suits their budget and needs. The higher cost shipping options will generally provide superior shipping accuracy.

Confirmation Deadline: Confirmation of order (Council resolution / signed quote) to be received no later than September 30, 2022.

Payment Terms: Payment due only upon receipt of goods.

Accessories: Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.
- ***NEW* Refillable Filter Bundle:** Includes the following items. May be purchased at a price of \$70.00 + tax and must be purchased in increments of 18.
 - **RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase to convert to the refillable system.
 - **RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax and must be purchased in increments of 6.

Warranty: 1-year standard manufacturer's warranty starting on date of delivery of all FoodCycler units to the The Municipality of St.-Charles. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year.

Buyback Guarantee: Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

Marketing and Promotion: The The Municipality of St.-Charles and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and the The Municipality of St.-Charles. The The Municipality of St.-Charles staff may be asked to provide a quote / video testimonial regarding the program.

Surveys / Tracking:

- The trial / survey period will be for 12 weeks starting on or before January 31, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Sample tracking sheets will be provided.
- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. Survey is to be provided by Food Cycle Science and approved by the The Municipality of St.-Charles.
- The survey is to be administered either by the The Municipality of St.-Charles or by Food Cycle Science, by request and with permission. All survey results are to be shared between the The Municipality of St.-Charles and Food Cycle Science. The The Municipality of St.-Charles shall ensure all personal information of participants is removed from any data ahead of sharing with Food Cycle Science.
- The The Municipality of St.-Charles may administer additional touchpoints with participants at their discretion.

Report: At the request of The Municipality of St.-Charles, Food Cycle Science will prepare a report summarizing program performance including waste diversion, potential for expansion, and other factors deemed relevant by the The Municipality of St.-Charles.

Customer Support / Replacement Units:

- Food Cycle Science has a dedicated municipal support team that is available to assist customers with any troubleshooting, repairs, or replacement when required.
- Food Cycle Science may provide a small number of spare FoodCycler FC-30 units with the initial order to be used for replacements if/when required. The The Municipality of St.-Charles would be tasked with assisting residents with replacements where necessary. Replacement units will be supplied at no cost to the municipality and represent approximately 2% of the total initial order. This represents our anticipated/accepted failure rates.
- Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.

Summary and Acceptance of Terms

We respectfully ask that you confirm your participation no later than September 30, 2022.

How is a summary of the options presented. Please choose the option(s) that best suits a program for your community, including whether you would like to take advantage of the Affordable Add-On:

Option	Invoice Amount	→	Net Municipal Cost	Select to Confirm	Affordable Add-On	Invoice Amount	→	Net Municipal Cost	Select to Confirm
100 Household Pilot	\$32,000	→	\$14,500	<input type="checkbox"/>	+ 10 units	\$1,750	→	\$1,250	<input type="checkbox"/>

Terms Accepted and Agreed by The Municipality of St.-Charles:

Name / Title

Name / Title

Signature

Date

Signature

Date

Food Cycle Science looks forward to working with the The Municipality of St.-Charles to reduce the amount of food waste going to landfill in a manner that is convenient and cost-effective.

Sincerely,

Christina Zardo

Director of Municipal Solutions

christinaz@foodcyclers.com | +1 613-402-7999



Food Cycle Science Corporation

371A Richmond Road, Suite #4

Ottawa, ON K2A 0E7

www.foodcyclers.com



FOODCYCLER™
MUNICIPAL SOLUTIONS
Residential In-Home Food Waste Diversion
Comprehensive Program Design



Dear Municipality of St. Charles Staff and Council,

Thank you for your interest in food waste diversion in your community.

Food Cycle Science (FCS) is a social purpose organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a 95% reduction in CO₂E compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste.

The purpose of the FoodCycler™ Program is to provide communities with on-site/at-home food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste and associated costs, reduce your community's carbon footprint, and extend the life of our landfill(s). Based on several unique factors, we believe the Municipality of St. Charles would be a great fit for the benefits of this program.

The **FoodCycler FC-30** can process 2.5 L of food waste per cycle and converts it into a nutrient-rich soil amendment that can be added to plants / gardens or pelletized for home heating purposes. Power consumption per cycle is ~0.8 kWh and takes between 4-8 hours to complete (overnight).



Every FoodCycler deployed is estimated to divert approximately 2-3 tonnes of food over its expected lifetime. In the Municipality of St. Charles specifically, we believe this technology will divert at least 300 kg per household per year. Based on an estimated fully burdened cost for waste at \$120 per tonne, this translates into a savings of \$36 per household per year.

Additionally, every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tons of CO₂e before transportation emissions. Based on this, each household where a FoodCycler is deployed could divert approximately at least 2.6 tons of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Christina Zardo

Director of Municipal Solutions

christinaz@foodcyclers.com | +1 613-402-7999



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Impact Canada

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. As a finalist, FoodCycler has been working with Northern, rural, remote, and Indigenous communities across Canada to eliminate food waste at the source.

The challenge objectives and assessment criteria for this challenge are for solutions that:

1. **Can measurably reduce food waste** – in dollars and metric tonnes;
2. **Are innovative and disruptive to the status quo** – the old way of doing business is out;
3. **Are ready to scale up** – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. **Have a strong business case** – there is a demand for your solution;
5. **Make a difference to our communities** – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. **Improve our environment** – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that will be 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. Food Cycle Science is proposing that the Municipality of St. Charles is to become an implementation partner through this challenge, wherein Food Cycle Science will contribute a portion of this grant money towards offsetting the costs of your program.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>

Based on the assessment criteria in the Food Waste Reduction Challenge, specifically **3. Are ready to scale up** and **5. Make a difference to our communities**, Food Cycle Science is prioritizing use of funding to communities who implement FoodCycler technology to a high percentage (50% or more) of households. As such, we are recommending the implementation of a comprehensive program in the Municipality of St. Charles involving **300 households**. Through this partnership, and by combining the funding received from Farm Credit Canada's AgriSpirit Fund, and Impact Canada's Food Waste Reduction Challenge (both under the AAFC umbrella), we believe the Municipality of St. Charles can achieve immediate and impactful benefits, acquire valuable insight about food waste diversion in your region, and **showcase itself as an environmental leader and innovator in Canada**.

Food Cycle Science is looking to achieve the following through this proposed partnership:

- 🌱 Deployment of our technology to more Canadians at an affordable/accessible price
- 🌱 Demonstration of a program at scale regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada's Food Waste Reduction Challenge
- 🌱 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities worldwide

The Municipality of St. Charles would receive several benefits through this partnership:

- 🌱 Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- 🌱 Reduced residential waste generation thus increasing diversion rates
- 🌱 Reduced costs associated with waste management (collection and landfill operations) including the ability to reduce collection frequency if desired
- 🌱 The reduction of greenhouse gas (GHG) emissions from transportation (CO₂) and decomposition of food waste in landfills (methane)
- 🌱 Extend the life of your landfill

- 🌱 Opportunity to support Canadian innovation and clean tech
- 🌱 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🌱 Obtaining data that could be used to develop a future organic waste diversion program in similar communities worldwide

Residents of the Municipality of St. Charles would receive several benefits through this partnership:

- 🌱 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🌱 Support climate change goals by reducing waste going to landfill
- 🌱 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🌱 Ability to use the by-product as an alternative source of home heating
- 🌱 Reduce the “ick factor” of garbage to keep wildlife and vermin away
- 🌱 Reduce waste generated at home and save on excess waste fees where applicable

Implementation and Pricing

	FC-30 (Per Household)	FC-30 (300 Households)
MSRP (5-Year Warranty)	\$550.00	\$165,000.00
Standard Municipal Pricing (5-Year Warranty)	\$400.00	\$120,000.00
Impact Canada Investment	-\$125.00	\$37,500.00
Municipality of St. Charles (5-Year Warranty)	\$275.00	\$82,500.00

Terms & Details:

- Possession of units to take place on or before December 31st 2022
- Includes full 5-year warranty and maintenance plan
- Shipping costs paid by Township from our warehouse in Richmond, BC
 - Estimated costs as of the date of this proposal are between \$3,000-\$4,000
- Food Cycle Science will assist with program implementation, including (but not limited to) promotion, distribution, and resident education.

Pricing Model Recommendation:

We recommend implementing both a cost-sharing model and a multi-year payment plan to reduce impact to residents and to the Municipality. With cost-sharing, the program costs are split with grant funds from Impact Canada (\$125.00 per unit) and AgriSpirit (\$43.33 per unit), a Municipality of St. Charles subsidy (\$43.33 per unit), and a resident contribution (\$75.00 per unit). The remainder of the cost can be spread out over the 5-year partnership period and can be paid annually or monthly.

Description	# Households	Per Unit Cost	Total Program Cost
Standard Municipal Cost	300	\$400.00	\$120,000.00
Impact Canada	300	\$(125.00)	\$(37,500.00)
Resident	300	\$(75.00)	\$(22,500.00)
FCC Grant	300	\$(43.33)	\$(13,000.00)
St. Charles	300	\$(43.33)	\$(13,000.00)
Total Remaining			\$34,000.00
Total Annual Maintenance Fee (5-Years)			\$6,800.00
Annual Maintenance Fee Per Household			\$22.67
Monthly Maintenance Fee Per Household			\$1.89

Additional Options:

- Bulk carbon filter refill stations can be set up for \$400.00 per month per station. One station would be sufficient to accommodate 300 units within the community.
- Discounted FoodCycler accessories can be sold to the Municipality or to local businesses for resale to residents (replacement filter sets, packaged carbon pellets, spare buckets, etc.). Discounts will vary from 20%-50% off MSRP. Accessories can be resold at-cost or at margin so that there is no net cost to the Municipality.

Cost Offset Considerations:

- The annual maintenance fee can be offset by disposal savings and operational efficiencies gained from less tonnage generated per household. Food Cycle Science can provide an in-depth analysis upon request.

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 4, 2022
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: Q2 2022 Treasury Department

Recommendation:

For information only.

Background:

Tax Collection

Currently we have only six (6) properties that are still part of the Tax Arrears Certificate process. Originally, we started with forty-four (44) properties. The six (6) properties amount to a total as follows:

Current	\$25,342.21
1 Year	\$22,094.24
2 Years	\$9,889.28
3 Years	\$11,139.29
Interest	<u>\$11,322.00</u>
Total	\$79,787.02

Two (2) of the six (6) properties will be eligible for sale by public auction in October 2022 if not paid in full before that date.

2021 Audit

The 2021 Financial Statements were presented to Council on June 29, 2022 and were subsequently passed by Council. The Audited Financial Statements have been posted on the municipal website for residents to view.



Asset Management Plan

The Asset Management Plan is well underway, and we are expecting to present to Council at the September 21, 2022, Regular Council Meeting. The successful bidder for the building condition assessments were here on Friday July 22, 2022, for their onsite review. We should have their report back in the coming weeks.

2022 Final Tax Bills

Final tax bills were mailed out Wednesday July 6, 2022. Due dates are August 3, 2022, and September 6, 2022.

Bi-Yearly Arrears Statement

As per the September 1, 2021, Council meeting, it was approved that arrears statements were to be sent out to any account with a balance greater than \$100.00 every April and October as a reminder to outstanding taxes. This process was communicated in the 2022 interim tax newsletter to give everyone proper notice. On April 5, 2022, statements were sent out to 164 residents. The Treasury Department saw a significant increase in residents coming in to pay their outstanding balance as a result of receiving this statement.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

2:54 PM
03/08/22

Municipality of St.-Charles
Cash Disbursements
July 2022

Date	Name	Class	Paid Amount	Memo
13/07/2022	AIDE AUX SÉNIORS DE SUDBURY ES...			
13/07/2022		Grants	-30,932.99	COMMUNITY TRANSPORTATION GRANT PROGRAM - 5a
TOTAL			-30,932.99	
13/07/2022	BALSAM CREEK FARM INC			
08/07/2022	Receiver General	Public Works:Grass Cutting	-5,266.08	Road Side Cutting
			-581.67	HST Rebate
TOTAL			-5,847.75	
11/07/2022	Bell Canada			
30/06/2022	Receiver General	Municipal Facilities:Wellness Centre	-71.06	JUNE 2022
			-9.24	HST (ON) on purchases (Input Tax Credit)
TOTAL			-80.30	
11/07/2022	Bell Canada			
30/06/2022	Receiver General	Fire Department	-72.31	JUNE 2022
			-7.99	HST Rebate
TOTAL			-80.30	
11/07/2022	Bell Canada			
30/06/2022	Receiver General	Admin	-124.09	JUNE 2022
			-13.71	HST Rebate
TOTAL			-137.80	
14/07/2022	BRANCONNIER, LISE			
22/06/2022	Receiver General	Admin:Hot and Cold Meals	-143.76	COSTCO
			-5.91	HST (ON) on purchases (Input Tax Credit)
22/06/2022		Admin:Hot and Cold Meals	-64.80	120KM
06/07/2022		Admin:Hot and Cold Meals	-118.01	COSTCO & Wholesale & Valu-Mart
06/07/2022		Admin:Hot and Cold Meals	-65.58	127 Kms
TOTAL			-398.06	
14/07/2022	BRANDT SUDBURY			
29/06/2022	Receiver General	Public Works:#15 - 2020 Grader	-233.54	Travel Charge for warranty work
			-25.80	HST Rebate
TOTAL			-259.34	
14/07/2022	Brokerlink Inc.			
24/06/2022		Parks & Recreation:Splash Pad	-1,747.44	Splash Pad insurance
TOTAL			-1,747.44	
14/07/2022	CAMBRIAN TRUCK CENTRE INC.			
27/05/2022	Receiver General	Public Works:# 2 - 2012 Western Star	-588.81	DEF engine warning light
			-65.04	HST Rebate
TOTAL			-653.85	
14/07/2022	Canadian Shield Consultants Agency ...			
23/06/2022		Public Works	-721.31	APRIL 1, 18, 29, MAY 13, 27, JUNE 10, 22
		Municipal Facilities:Community Centre	-899.50	APRIL 1, 18, 29, MAY 13, 27, JUNE 10, 22
		Municipal Facilities:Wellness Centre	-410.00	APRIL 1, 18, 29, MAY 13, 27, JUNE 10, 22
		Municipal Facilities:Arena	-437.50	APRIL 1, 18, 29, MAY 13, 27, JUNE 10, 22
		Parks & Recreation:Splash Pad	-946.37	TOP SOIL FOR SPLASH PAD
	Receiver General		-227.11	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-184.21	HST Rebate
TOTAL			-3,826.00	

Total July 2022 Disbursements - \$331,172.46

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Municipality of St.-Charles
Cash Disbursements
July 2022

Date	Name	Class	Paid Amount	Memo
25/07/2022 COLLABRIA				
30/06/2022		Parks & Recreation:Splash Pad	-18.72	Zip Ties for Splash Pad
		Public Works	-348.77	Linkedin Learning
		Parks & Recreation:Splash Pad	-24.41	Pad Lock for Splash Pad
		Parks & Recreation:Splash Pad	-263.56	Signs for Splash Pad
	Receiver General		-72.41	HST Rebate
30/06/2022		Parks & Recreation:Beautification	-1,380.76	Bench for Cemetery
	Admin		-1,404.29	Stamps for final tax bills
	Admin		-66.28	Duty for Brewmate cups for staff
	Council:Mayor		-27.59	Duty for Brewmate cups for Mayor
	Admin:COVID Expense		-120.88	Council Chambers Audio equipment
	Admin		-76.45	Purchase made by clerk in error for personal use on company accou...
	CBO		-74.87	Andrea & Bruno Cell Phone
	Admin		-242.19	Quickbooks
	Admin		-76.56	Drivers Handbooks and Air Brake books
	Admin:COVID Expense		-1,087.93	Council Chambers Audio equipment
	Public Works		-41.00	Travis & Eric Cell Phone
	Admin		-32.11	Denis Cell Phone
	Receiver General		-9.95	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-637.66	HST Rebate
30/06/2022		CBO	-288.84	Fuel
		CBO	-16.27	USB Cord
		CBO	-1.50	Coffee
	Receiver General		-33.70	HST Rebate
TOTAL			-6,346.70	
14/07/2022 CULLIGAN WATER				
30/06/2022		Admin	-5.60	Delivery
		Admin	-63.00	Water
	Receiver General		-0.62	HST Rebate
TOTAL			-69.22	
14/07/2022 Cunningham Swan Lawyers				
29/06/2022		Admin	-763.20	Development Options
	Receiver General		-84.30	HST Rebate
TOTAL			-847.50	
14/07/2022 Encompass IT				
07/07/2022		CBO	-66.14	JULY 2022
		Admin	-417.22	JULY 2022
	Receiver General		-53.39	HST Rebate
07/07/2022		Admin	-686.88	JULY 2022
	Receiver General		-75.87	HST Rebate
TOTAL			-1,299.50	
14/07/2022 FRENCH RIVER CONTRACTING LIM...				
15/06/2022		Parks & Recreation:Splash Pad	-590.18	1 1/4 clear stone for splash pad
	Receiver General		-65.19	HST Rebate
29/06/2022		Public Works:Beaver Dams	-1,106.64	Pothier Drain
	Receiver General		-122.24	HST Rebate
04/07/2022		Public Works:Gravel Resurfacing	-93,751.49	Musky Bay Road Resurfacing
	Receiver General		-10,355.41	HST Rebate
TOTAL			-105,991.15	
14/07/2022 Gauthier, Sharon.				
22/06/2022		Admin:Hot and Cold Meals	-41.64	77.11 KMS
06/07/2022		Admin:Hot and Cold Meals	-42.61	79 KM
TOTAL			-84.25	
14/07/2022 GENE PLUMLEY				
05/07/2022		Public Works:Beaver Dams	-1,795.96	Pothier Drain, Marina on 535
	Receiver General		-198.38	HST Rebate
TOTAL			-1,994.34	
12/07/2022 HYDRO ONE NETWORKS INC.				
22/06/2022		Municipal Facilities:Wellness Centre	-1,239.02	APRIL 29 - MAY 31, 2022
	Receiver General		-61.95	GST on purchases (Input Tax Credit)
TOTAL			-1,300.97	

Total July 2022 Disbursements - \$331,172.46

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Municipality of St.-Charles
Cash Disbursements
July 2022

Date	Name	Class	Paid Amount	Memo
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Sewer	-114.22	APRIL 29 - MAY 31, 2022 CASIMIR
			-12.62	HST Rebate
TOTAL			-126.84	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Sewer	-59.58	APRIL 29 - MAY 31, 2022 DUNNET
			-6.58	HST Rebate
TOTAL			-66.16	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Admin	-238.17	APRIL 29 - MAY 31, 2022
			-26.31	HST Rebate
TOTAL			-264.48	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Public Works:Street Lights	-137.02	APRIL 29 - MAY 31, 2022
			-15.14	HST Rebate
TOTAL			-152.16	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Public Works	-236.10	APRIL 29 - MAY 31, 2022
			-26.08	HST Rebate
TOTAL			-262.18	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Parks & Recreation	-31.34	APRIL 29 - MAY 31, 2022
			-4.07	HST (ON) on purchases (Input Tax Credit)
TOTAL			-35.41	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Fire Department	-289.93	APRIL 29 - MAY 31, 2022
			-32.02	HST Rebate
TOTAL			-321.95	
12/07/2022	HYDRO ONE NETWORKS INC.			
22/06/2022	Receiver General	Municipal Facilities:Community Centre	-1,262.26	APRIL 29 - MAY 31, 2022
			-164.09	HST (ON) on purchases (Input Tax Credit)
TOTAL			-1,426.35	
12/07/2022	HYDRO ONE NETWORKS INC.			
20/06/2022	Receiver General	Municipal Facilities:Arena	-1,372.19	MAY 2022
			-178.38	HST (ON) on purchases (Input Tax Credit)
TOTAL			-1,550.57	
14/07/2022	Janix Janitorial Supplies			
22/06/2022		Municipal Facilities:Community Centre	-106.19	Kitchen towel, toilet tissue & hand soap
		Municipal Facilities:Wellness Centre	-41.23	hand towel
		Municipal Facilities:School Rental	-234.12	Toilet tisseeu, grabage bags, hand towels, neureal cleaner, organic w...
	Receiver General		-19.16	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-25.86	HST Rebate
TOTAL			-426.56	
14/07/2022	K. SMART ASSOCIATES LIMITED			
21/06/2022	Receiver General	Public Works:Bridges/Culverts	-23,236.88	Beauparlant Road Culvert Study
			-2,566.65	HST Rebate
TOTAL			-25,803.53	

Total July 2022 Disbursements - \$331,172.46

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Municipality of St.-Charles
Cash Disbursements
July 2022

Date	Name	Class	Paid Amount	Memo
14/07/2022	KPMG LLP			
09/07/2022	Receiver General	Admin	-7,632.00	SPECIAL BILLING YEAR ENDED DEC 31 2021
			-843.00	HST Rebate
TOTAL			-8,475.00	
06/07/2022	LBPC			
30/06/2022	Receiver General	Admin	-288.70	JUNE 2022
			-31.89	HST Rebate
TOTAL			-320.59	
29/07/2022	LBPC			
31/07/2022	Receiver General	Admin	-288.70	JULY 2022
			-31.89	HST Rebate
TOTAL			-320.59	
15/07/2022	LIUNA 493			
01/05/2022		Public Works:Salt / Sanding	-3.68	Yves
		Public Works	-3.68	Eric
		Admin	-3.69	Joanne
		Service Ontario	-3.69	Sue
		CBO	-3.69	Bruno
			-4.73	Union Dues
		Parks & Recreation	-3.69	Dean
		Parks & Recreation	-3.69	Rick
			-1.46	HST Rebate
01/06/2022	Receiver General	Public Works:Salt / Sanding	-268.24	Yves
		Public Works	-268.24	Eric
		Admin	-268.24	Joanne
		Service Ontario	-268.24	Sue
		CBO	-268.24	Bruno
			-344.00	Union Dues
		Parks & Recreation	-268.24	Dean
		Parks & Recreation	-268.24	Rick
			-106.19	HST Rebate
Receiver General				
TOTAL			-2,359.87	
14/07/2022	MANITOULIN-SUDBURY DISTRICT S...			
01/08/2022		Admin	-21,366.17	LAND AMBULANCE
		Admin	-12,009.50	SOCIAL HOUSING, OW, CHILD CARE
TOTAL			-33,375.67	
14/07/2022	MAXIMUM SIGNS			
30/06/2022	Receiver General	Public Works	-42.66	911 Blade - Yves Campeau
			-5.54	HST (ON) on purchases (Input Tax Credit)
TOTAL			-48.20	
14/07/2022	Ministry of Finance			
30/06/2022		Admin	-22,507.00	MAY 2022 OPP LSR BILLING
TOTAL			-22,507.00	
15/07/2022	Ministry of Finance - EHT			
			-1,879.13	June 2022 EHT
TOTAL			-1,879.13	
14/07/2022	MPAC			
01/07/2022		Admin	-7,675.38	JULY QUARTERLY BILLING
TOTAL			-7,675.38	

Total July 2022 Disbursements - \$331,172.46

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Municipality of St.-Charles
Cash Disbursements
July 2022

Date	Name	Class	Paid Amount	Memo
14/07/2022	MUNICIPALITY OF ST. CHARLES			
05/07/2022		Landfill	-793.48	2022 Final
05/07/2022		Sewer	-417.38	2022 Final
		Public Works	-718.25	Sewer charge
05/07/2022		Admin	-145.75	2022 Final
05/07/2022		Fire Department	-145.75	2022 Final
05/07/2022		Fire Department	-718.25	2022 Final Taxes
05/07/2022		Parks & Recreation	-145.75	2022 Final Taxes
05/07/2022		Sewer	-145.75	2022 Final Taxes
05/07/2022		Admin	-145.75	2022 Final
05/07/2022		Admin	-718.25	2022 Final
05/07/2022		Admin	-145.75	2022 Final Taxes
05/07/2022		Admin	-145.75	2022 Final Taxes
05/07/2022		Municipal Facilities:Wellness Centre	-3,008.25	2022 Final
05/07/2022		Admin	-145.75	2022 Final Taxes
TOTAL			-7,539.86	
14/07/2022	NORTH RANGE SOD COMPANY			
07/07/2022		Parks & Recreation:Splash Pad	-1,485.70	SOD FOR SPLASHPAD
	Receiver General		-164.10	HST Rebate
TOTAL			-1,649.80	
11/07/2022	OMERS Pension			
			-7,297.36	OMERS Company
			-7,297.36	OMERS Employee
TOTAL			-14,594.72	
14/07/2022	PROULX. PAUL.			
				QuickBooks generated zero amount transaction for bill payment ...
26/05/2022	PROULX. PAUL.		0.00	
TOTAL			0.00	
11/07/2022	Receiver General			
			-5,032.05	CPP Company
			-5,032.05	CPP Employee
			-2,016.13	EI Company
			-1,440.07	EI Employee
			-14,282.13	Income Tax
TOTAL			-27,802.43	
14/07/2022	ST CHARLES PUBLIC LIBRARY			
29/06/2022		Parks & Recreation:Beautification	-21.61	Beautification Ad
	Receiver General		-2.39	HST Rebate
TOTAL			-24.00	
14/07/2022	St. Charles Special Events Committee			
30/06/2022		Admin	-760.15	Canada Day supplies, prizes and decorations
		Admin	-99.96	Canada Day Cake
	Receiver General		-83.96	HST Rebate
TOTAL			-944.07	
14/07/2022	Sun Life Assurance Company of Can...			
01/07/2022		Admin	-4.02	Denis Turcot EAP
		Admin	-4.02	Pamela McCracken EAP
		Admin	-4.02	Tammy Godden EAP
		Public Works	-4.02	Travis DeBenedet EAP
		CBO	-4.02	Andrea Tarini EAP
	Receiver General		-2.22	HST Rebate
TOTAL			-22.32	

Total July 2022 Disbursements - \$331,172.46

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Municipality of St.-Charles
Cash Disbursements
July 2022

Date	Name	Class	Paid Amount	Memo
01/07/2022	Sun Life Assurance Company of Can...			
01/07/2022		Public Works	-634.75	Travis De Benedet
		Admin	-1,095.47	Tammy Godden
		Admin	-1,093.87	Pamela McCracken
		CBO	-1,088.71	Andria Tarini
		Admin	-1,106.90	Deni Turcot
	Receiver General		-307.83	HST Rebate
TOTAL			-5,327.53	
14/07/2022	Sunwire Inc.			
30/06/2022		Admin	-5.66	JUNE 2022 USAGE
	Receiver General		-0.63	HST Rebate
01/07/2022		Admin	-396.92	JULY 2022
	Receiver General		-43.84	HST Rebate
TOTAL			-447.05	
14/07/2022	Theoret Bourgeois Funeral Home Inc ...			
01/04/2022		Cemetery:Burial	-3,120.00	Funeral Cost for an unclaimed body as per Anatomy Act
	Receiver General		-405.60	HST (ON) on purchases (Input Tax Credit)
TOTAL			-3,525.60	

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 4, 2022
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: “Lame Duck” Period for 2022 Municipal Election

Recommendation:

That Council approve for adoption the By-Law delegating authority to the Chief Administrative Officer to take action, where necessary on certain restrictions, between Nomination Day and the commencement of the Council Term (Inaugural Day).

Background:

Under Section 275 of the *Municipal Act, 2001*, certain actions of Council may be restricted prior to or following a municipal election. This period in which Council may be restricted for certain actions is often referred to as “Lame Duck”.

Council can become Lame Duck during an election year in the following circumstances:

- at the close of Nomination Day (August 19, 2022) if 75 percent of the current members of Council are not nominated; and / or
- after Election Day (October 24, 2022) if the new Council is not made up of at least 75 percent of the outgoing Council members.

Should Council become Lame Duck, the following restrictions would apply, under Section 275(3) of the Act:

- a. the appointment or removal from office of any officer of the municipality;
- b. the hiring or dismissal of any employee of the municipality;
- c. the disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of disposal; and,
- d. making any expenditure or incurring any other liability which exceeds

\$50,000.00.

The following exception is provided under Section 275(4) of the Act:

Cluses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election.

In addition, provisions under Section 275(4.1) of Act states that nothing in this section prevents a municipality taking any action in the event of an emergency.

Analysis:

In reviewing the current Unofficial List of Candidates, is it unlikely that this Council will enter a Lame Duck period at the close of Nomination Day. However, it is possible that this Council could be in a Lame Duck period after Election Day up until Inaugural Day.

In order to ensure the continuity of municipal services and operations (in the event of a Lame Duck position), Council should adopt a By-Law delegating authority to the Chief Administrative Officer, a draft of which is attached. The Chief Administrative Officer would be required to report to Council on any actions taken under the terms of this By-Law. Further, the By-Law would only be in effect for the 2022 Municipal Election.

Prepared by: Tammy Godden, Clerk

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

BY-LAW 2022-30

**BEING A BY-LAW TO AUTHORIZE DELEGATED AUTHORITY DURING THE “LAME
DUCK PERIOD” OF COUNCIL DURING THE 2022 MUNICIPAL ELECTION**

WHEREAS Section 275 of the *Municipal Act, 2001*, c. 25 as amended, sets out restricted acts after Nomination Day;

AND WHEREAS under the provisions outlined in Section 275 of the *Municipal Act, 2001*, as amended, any administration that will “with certainty” not retain 75 percent of its current members in an upcoming election becomes *Lame Duck*;

AND WHEREAS Council can become *Lame Duck* during an election year in the following circumstances;

- a) at the close of Nomination Day (August 19, 2022) if 75 percent of the current members of Council are not nominated; and / or
- b) after Election Day (October 24, 2022) if the new Council is not made up of at least 75 percent of the outgoing Council members (the current Council would sit as *Lame Duck* through to Inaugural Day);

AND WHEREAS the *Municipal Act, 2001*, c. 25 Section 23.1 (1) provides that a municipality may delegate its powers and authority to a person or body;

AND WHEREAS the *Municipal Act, 2001*, c. 25 Section 23.3 (1) provides for restrictions and powers which cannot be delegated;

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it desirable to delegate certain authority and powers during the 2022 Municipal Election should Council become *Lame Duck*;

AND WHEREAS Section 275 (3) of the *Municipal Act, 2001*, c. 25 restricts Council from taking action on the following:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality, which has a value exceeding \$50,000.00 at the time of disposal; and,

- d) making any expenditures or incurring any other liability which exceeds \$50,000.00;

AND WHEREAS Section 275 (6) of the *Municipal Act, 2001*, c. 25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for election of the new Council;

AND WHEREAS Council deems it expedient to delegate authority to the Chief Administrative Officer to take action, where necessary, on certain acts during the “Lame Duck” period.

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

1. THAT Council for the Corporation of the Municipality of St.-Charles delegates authority to the Chief Administrative Officer to take action, where necessary on certain restrictions listed in Section 275 of the *Municipal Act, 2001*, as amended, between Nomination Day and the commencement of the 2022 – 2026 Council Term.
2. THAT the Chief Administrative Officer will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the *Municipal Act, 2001*, between Nomination Day and the commencement of the 2022 – 2026 Council Term.
3. THAT this By-Law is in effect for the 2022 Municipal Election.
4. THAT this By-Law comes into force and take effect on the day it is passed.
5. THAT this By-law may be cited as the “Lame Duck Delegation of Powers By-Law”.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 10TH DAY OF AUGUST 2022.

MAYOR

CLERK

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 5, 2022
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Council Desk Upgrades

Recommendation:

That Council approve the quote from La Cuisine in the amount of \$2,856.36 plus HST, for upgrades to be made to the desk in Council Chambers.

Background:

After the original Council desk was damaged a couple of years ago, the desk was rebuilt in the same 3-sided fashion. Upon further reflection, a 4th section should have been added for the CAO and other staff, typically the Treasurer.

We have since approached La Cuisine, who built the new desk, to have the addition done. The new section will be flat only and will not have the 2nd tier top.

While the company was here to do the measurements for the other section, we discussed the issues regarding the sharp corners on the drawers and hitting our knees on the dividers. They suggested that a small riser be put under the table to raise it a little.

The quote in the amount of \$3,227.69 for both the additional section and raising the entire desk is attached. This amount was not included in this year's budget as a special item. We do however have \$3,000.00 in the office furniture budget. Council could choose to use the funds from office furniture or take the money from budget surplus or general reserve.

Prepared by: Tammy Godden, Clerk

Customer Name:	ST. CHARLES COUNCIL ROOM	Quote #:	OFFICE
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Door Style #1:	MODEL # MEL-1 "B"
Wood Species #1:	MEL-B
Finish #1:	CHOCOLATE MELAMINE

Glazing on Stains #1:	NONE
Glazing on Paints #1:	NONE

Door Style #2:	N/A
Wood Species #2:	N/A
Finish #2:	N/A

Glazing on Stains #2:	N/A
Glazing on Paints #2:	N/A

Upper Cabinet Height:	N/A	Installed to Ceiling:	N/A
Drawer Box Type:	N/A		
Door Hinge Type:	SILENT HINGE		
Interior of Cabinets:	N/A		
Crown Moulding:	N/A		
Light Rail:	N/A		
Handles/Knobs:	N/A		
Counter top:	P-Lam		

Delivered:	Yes
Installed:	Yes
Current delivery:	8 to 12 weeks



ACCESSORIES:	
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ADDITIONAL NOTES:	Supply and install add on desk with front and side panels, plexiglass divider with hardware and laminate counter top to match existing desk unit. Build up for desk area includes black laminate base with floor levelers.
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	<i>Cabinet Subtotal:</i>	\$1,781.00
	<i>HST</i> <i>13%</i>	\$231.53
	CABINET GRAND TOTAL:	\$2,012.53

	<i>Countertop Subtotal:</i>	\$1,075.36
	<i>HST</i> <i>13%</i>	\$139.80
	COUNTERTOP GRAND TOTAL:	\$1,215.16

Thank you for the opportunity to quote on your project.

Design Specialist

KATHY JAROVITCH

Project Grand Total:

\$3,227.69

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 5, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Modernization Grant – Municipal Core Service Review

Recommendation

**Tentative recommendation, both the CAO and Director of Finance will be checking references early next week. Due to deadlines, this tender must be awarded as soon as possible.

That Council award the tender for the Municipal Core Service Review to KPMG LLP in the amount of \$55,025.00 plus HST.

Analysis:

- The costing is all within a tolerable difference and points are awarded by way of a formula. All are within the grant budget.
- Therefore, the RFP should be awarded to the quality of the proposal and envisioned outcome.
- The top 2 proposals are MNP and KPMG though with a notable capacity from the 2 other firms. There is no significant difference in the scoring (less than 1 point)
- The choices are to go with a firm that knows the immediate area and municipalities or to go with a firm that may be able to look at our issues from a different lens.
- From the proposal, I am sure that all would provide a relevant and fair review. The one advantage of KPMG is that they already have worked with the Municipality as its auditor and have completed a service delivery review at a neighbouring municipality and a shared service delivery review for Sudbury East.

Below are key observations for the submitted proposals

Maclaren Municipal Consulting Inc.

- A smaller firm, but the consultants have an extensive background in such reviews.
- They have completed 2 reviews in municipalities that are similar being Val



- Rita and Larder Lake.
- The proposal was less comprehensive than the others.

SOS & Edean & Associates

- A combined effort from 2 small firms. The 2 proponents have diverse but very relevant backgrounds for this proposal.
- They have worked with similar Northern Ontario Municipalities - Ryerson, Powassan, Cochrane
- They are proposing a solid methodology and detailed process.

KPMG LLP

- KPMG is familiar with our financial system as they have been auditing our books for the last few years.
- Their proposed lead for this project has completed 4 similar projects for similar municipalities (French River, Machar, South River, and Blind River)
- They are a well-established firm in Northern Ontario
- Their proposal is extensive and provides details on the methodology and relevancy to the municipality.

MNP

- They put forward a strong team of experts,
- Most of the experiences are for much bigger projects though they have provided service for the Town of Moonbeam, Burk's Falls, Shuniah and many First Nations.
- Large firm with many resources.
- They have a comprehensive detailed process for the completion of the project.

Background:

Council had authorized staff to apply for the Modernization Grant - Intake 3 to do a service delivery review and a "who does what" exercise.

The successful proponent's professional services will provide, but are not limited to providing the following:

- Investigate and understand the municipality's current organization, services, and service delivery models including use of technology.
- Conduct a thorough review of current programs and services.
- Conduct of thorough review of all departments.
- Determine and clearly outline the programs / services that are:
 - mandatory - what the municipality must do or needs to do, vs.
 - core discretionary – what the municipality wants to do, vs.
 - discretionary programs/services - what would be nice to do.



- Evaluate and present opportunities using municipal comparators and best practices for:
 - Efficiencies
 - Service / program improvements
 - Cost savings, revenue potential
 - Financial / investment needs
 - Human resource efficiencies.
- Based on best practices and consultation, present opportunities / recommendations / options to reduce and / or enhance programs / services and service levels; including risks associated with proposed changes.
- Explore, evaluate, and present partnership / shared services recommendation / options.
- Based on the evaluation, research and consultation, propose recommendations / options for overall organizational structure.
- Lead and conduct a creative and inclusive consultation process that includes the community, Council and Senior Management staff including town hall meetings and interviews (electronically or via phone).
- The MCSO Review will provide a tangible resource for benchmarking and other analysis purposes.
- The final report will encompass all the information collected and provide key recommendations for the development of the municipality's service delivery strategy and provide recommendations and priorities for next steps.
- The MCSO Review report will also include an engagement strategy that will be rolled out to employees.
- The report will include but not be limited to: service delivery standards and key performance indicators for programs and services, submission of drafts of reports and project findings, as well as proposed recommendations (including detailed implementation and / or phasing plans), summary of results of the MCSO Review, according to the project schedule.
- Report will incorporate findings, conclusions, recommendations, and workplans.
- All presentations, materials and final reports will be provided to the municipality in an electronic form acceptable to the municipality.
- The successful Proponent shall appear before Council to present final report in open session and closed if required.

Bids were received from:

KPMG LLP
Maclaren Municipal Consulting Inc
MNP
SOS (Shaping Organizational Solution)



As a reminder, this is what precipitated the purchase of the excavator, PW garage roof and office windows. I would still recommend that before the final go-ahead on this grant is given, all other projects have been awarded. Currently, the PW Garage is pending engineering review, the technician has been on site and the report is being generated.

Prepared by: Denis Turcot, CAO

	Possible score	KPMG	Maclaren Municipal Consulting Inc	MNP	SOS
QUALIFICATIONS AND EXPERIENCE (50%)	50				
The consultant should outline the following based on the Specifications outlined in Section 2 of this Request for Proposal:					
<ul style="list-style-type: none"> demonstrate experience on similar engagements, and experience of key personnel; include the features of their services that give them a competitive advantage and include the level of staff certification; 	10	9	9	9	9
<ul style="list-style-type: none"> outline all expertise available as outlined in Section 2.3 (not limited to this list) include 3 references; 	10	9	8	9	8
<ul style="list-style-type: none"> include "Lessons Learned" for previous similar projects. Preference will be given to consultants who demonstrate experience in working with Municipalities. 	10	9	9	9	9
CLARITY AND COMPLETENESS OF PROPOSAL (30%)	30				
The presentation and ease of understanding will be evaluated. The consultant should:					
<ul style="list-style-type: none"> include narrative that illustrates an understanding of the Municipality's requirements; the ability to directly tie the proposal back to the RFP's requirements will be ranked more favourably. 	15	14	10	14	13
	15	14	10	14	12
PROPOSED WORK PLAN AND TIMELINES (10%)	10	Mid Nov	Mid Nov	30-Nov	1-Dec
The evaluation team will consider the general approach and methodology that the consultant would take in performing the services. The consultant should:					
<ul style="list-style-type: none"> include how the consultant will complete the scope of the services (overall methodology); show how they will manage the services and accomplish the required objectives as assigned; include a description of the standards to be met and evaluated on all works assigned (company standard). 	3	3	2	3	3
	3	3	3	3	3
	4	4	3	4	3
Bid price	\$55,025.00	\$55,025.00	\$59,975.00	\$59,955.00	\$58,800.00
Formula based	10	10.0	9.2	9.2	9.4
	100.00	93.00	80.17	92.18	86.36

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 4, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Arena Clean-Up

Recommendation:

That Council allow staff to hire Dr. Clean to come and do a deep clean of the arena as described below and be funded through the Safe Restart Reserve Fund.

Background:

At the May 18, 2022 Regular Meeting of Council a deep clean of the Community Centre and Arena was discussed. The Treasurer has approached a few companies to see if they were interested in this work. Only one (1) company returned a quote, Dr. Clean out of Sudbury.

The following quote was provided.

Scope: Full Facility Deep Clean

- 6x dressing rooms: Machine Scrub Rubber flooring, Wash Walls, Sanitize and Clean Showers and washroom.
- 10x washrooms: Strip & Wax VCT Tiles, Wash Walls, Clean and Sanitize fixtures and flat surfaces
- Hallway: Machine Wash Floors and Spot wash walls, clean surfaces, all tables and chairs
- Kitchen: Clean and sanitize all surfaces,
- Interior Glass and Windows

Pricing:

- Daily Flat Rate: \$1,750 + HST
 - * Includes 4 Cleaning Technicians: equipment and supplies - 8



Hours onsite plus travel.

- Includes 1 case of stripper and 1 case of Wax for floors
- We anticipate needing Minimum of 2 full days to complete.

The Treasurer believes that this is a very reasonable rate and covers most of the issues that Council and staff have identified.

With the arena opening soon and having new staff, this is the perfect opportunity to have a fresh starting point that Council and staff will expect to be maintained. The Treasurer believes that if a third day of cleaning is necessary to get all tasks done, or if new tasks are identified, that it would be acceptable and of great value.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 4, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Foodbank – Upgrades Required

Recommendation

That Council set an upset limit for upgrades to the bleacher storage areas only doing limited upgrades or consider the following:

- Recommend that freezers remain in the canteen and the fridge remains in the lobby or alternately relocated to underneath the bleachers, though wherever it ends up (lobby or bleachers), the electrician advised me that it should be on its own dedicated circuit, so cost for a circuit is required to be up to code and if underneath bleachers, a heater will be required (in the winter the contents of the fridge will freeze).
- Only dry goods or items that don't freeze (cereal, coffee, sugar, oatmeal, tea, ...) go underneath the bleachers.
- That either the ticket room, upstairs back room or one of the back dressing rooms could be considered as an alternate location for the items that cannot freeze.
 - The upstairs room is impracticable as everything must be carted up and down via the stairs, the use of the lift does not allow cargo.
 - The back dressing room (1 of 3) is generally only employed during a tournament but still would potentially pose a capacity issue for big events. They are vacant for a significant portion of the year.
 - The ticket room has not been used in recent history and could potentially offer an interim solution.

Background

As the impending opening of the arena is fast approaching, the relocation of the Foodbank is necessary.

To re-locate the Foodbank under the bleachers there will be a significant cost for the electrical upgrades. We have 1 quote, and will be seeking a second quote but from talking with the electrician most of this cost is materials and it does involve a



lot of labour.

Quote received:

“Supply and install 3 new baseboard heaters with thermostats and 3 receptacles on separate circuits.

Re-work existing 60 amp feed to new 100 amp feed, use existing homeline 100 amp panel.

Run approx 150’ of 3/4” emt to desired baseboard heater and receptacle location.

Install 2- 1500w and 1- 500w baseboard heaters.

Install 3 receptacles all on separate circuits.

Install 1- 2 pole 20amp homeline breaker, install 1- tandem 15/15 homeline breaker and 1- single pole 15 amp breaker.

All wiring to comply with OESC.

***Total wiring and permits,
\$5,893.00+hst.”***

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 2, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Update - West Arm Picnic Area

Recommendation

That Council officially recognizes the soon to be developed picnic area in the West Arm area as "Sawmill Bay Park / Le parc de la baie du moulin a scie".

Background

After many delays, we were issued the Land Use Permit in late June and just recently have been granted a construction permit to put in the road, parking, and picnic areas.

We are still planning to spend within our limit and to stop once funds run out. The target will be a path or road to near the water's edge and a parking area with a couple of picnic table and an outhouse.

The construction permit is valid from August 15 to September 15. Due to the recent labour disruption, we may have to resort to contractors to catch up on work which will increase costs or rather limit the work that could be achieved with the \$32,000 grant.

Additionally, we should have signage to advertise the area, unofficially we have been recognizing the area as Sawmill Bay Park because of its proximity to the bay with this name. It is a generic name that maintains some historic link although research on the history of the name has not been undertaken.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: July 18, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Univi Programs & Grant

Recommendation:

That Council set the following criteria for free use of the hall:

- That the programs are mainly for the support of Senior (55+) and Youth (<18) age groups. Adult groups where 50% of participants are between 18 and 55 could pay a nominal fee to cover incremental costs.
- That the participants are predominately from the Municipality of St.-Charles (>50%) or it can be demonstrated that a shared program support a net participation rate of (>50%).
- That the programs are not-for-profit other than a nominal fee for direct expenses (i.e., travelling costs, licensing, etc.)
- That the programs are free of use or that the fees charged are nominal in nature.
- That the programs are of general interest
- That the programs are open to the public.
- That the programs are designed to target physical and mental health of the residents of St.-Charles.
- All other Univi programs would be charged a nominal fee of \$5/hour. Please note, that they do not have the funding to pay for such use, our hall would remain empty and not serving the residents of St.-Charles. My recommendation would be to remain with free rentals for UNIVI with the understanding that if cleaning costs are incurred that are excessive that a fee would be levied.
- That the cost of supporting the program is not financially (infrastructure, operating costs or labour costs) is not significant.
- That the Municipality would reserve the right to limit or discontinue the free use.

And that the Municipality enters into a grant agreement to support Univi and the Soccer programs. The name of the Grant cannot be publicly announced yet.



Background

At a recent Council meeting, the discussion on the ongoing free use of the hall for Univi programs was discussed.

The issue of the cost was brought up by Council. There are two (2) direct costs that can be seen that would not normally be incurred - lighting and janitorial.

- The following cost for LED fluorescent bulbs (120 bulbs at the hall) was costed online at less than \$1 per hour. The arena ice rink was not evaluated as the types of current bulbs are not known. In any event lighting cost are not a significant cost of rental especially for short duration events.
- Janitorial costs may vary, but in general toilets are flushed and cleaned on a weekly basis to prevent water stains. From past comments the cleaning was minimal for the floor and washroom. The Univi groups have been respectful and clean. The only major item was that the kango boots wear on the floor finish. This is one of the reasons why it was moved to the arena floor though we may have some issues with condensation as the dehumidifier is approaching its end of life. Cost of janitorial is about \$8 per 15 minutes, currently it is difficult to estimate the possible time needed.

In summary the incremental cost can be anywhere from a \$1 per hour to \$10 per hour assuming that additional cleaning is no more than 15 minutes. To note janitorial cost does not incur additional expense at the municipal as this work is completed during regular working hours. This factor would only become important if we were looking at reducing staff hours or incurring overtime.

The Municipality of French River has set their rental rate of all facilities to Univi at \$0 including ice time.

A 100% funded grant was open, and a submission was submitted to meet the deadline that had a very short window. See attached application for details. In short, the following programs in conjunction with Univi were applied for:

Drum FIT / Drums Alive - is a cardio-based drumming program that combines physical activity with brain fitness, resulting in a fun activity while increasing overall wellbeing.

Kangoo - newly certified instructor dedicated to St. Charles + equipment (youth and adults)

Pickle Ball - active group in St.-Charles in need of replacement equipment (older adults)

Méli Mélo - new program exercise classes with various equipment targeted for



older adults.

Non-Univi Program – funds for two (2) new nets for the soccer program

Prepared by: Denis Turcot, CAO



Grant Application: Municipality of St. Charles (RF121286)

Created On: 2022-03-22

Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

Application Details

Stream:	Resilient Communities Fund	Start Date:	2022-07-29
Organization:	Municipality of St. Charles	End Date:	2023-07-29
Organization Contact:	Denis Turcot		

Details

Start Date:	2022-07-29
End Date:	2023-07-29

Status:	Under Review
Organization ID:	487203
Language:	English
Application ID:	RF121286
Deadline:	6-April-2022

Organization Information

I confirm I have been given authority to submit this application

Yes

I confirm

I confirm that all the organization information provided is correct, up-to-date and complete.

Project Information

Only project activities that take place in Ontario are eligible for the Ontario Trillium Foundation (OTF) funding.

Will the project activities funded by OTF take place in Ontario?

Yes



Grant Application: Municipality of St. Charles (RF121286)

Created On: 2022-03-22

Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

Application Details

Stream:	Resilient Communities Fund	Start Date:	2022-07-29
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Organization Contact:	Denis Turcot		

For data collection purposes only

Choose the **Action Area** that your organization's work or mission/mandate best fits

Active People

Select the population that this project will serve: (Language of population served)

Bilingual (French/English)

Select the population that this project will serve: (Gender of population served)

General Population

Select the population that this project will serve: (Lived-experience of population served)

General population

Select the population that this project will serve: (Identity of population served)

General population

Select the community size primarily served by your organization

Rural or Small Communities (20,000 or less)

Select the age group primarily served by your organization

General population (all age groups)

Where is your organization located? Pick one of **OTF's catchment areas** from the pick-list.

Algoma, Cochrane, Manitoulin & Sudbury

Select the census division.

Sudbury



Grant Application: Municipality of St. Charles (RF121286)

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Organization Contact: **Denis Turcot**

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Application Details

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Organization Contact:	Denis Turcot		

What capacity is your organization currently operating at (as a percentage)?

70%

For assessment purposes

What is your requested term?

After selecting the requested term, click "Save My Work" at the bottom of this page

12

Project start date?

The project start date cannot be earlier than 2022-07-29 and no later than 2022-11-28

2022-07-29

Project end date

2023-07-29

A collaborative is a group of two or more organizations (each with specific roles and responsibilities) working together on an initiative to achieve a common goal that will share decision-making and accountability for mutual benefit. To be eligible for an OTF grant, a lead organization in the collaborative must be eligible and accept legal responsibility for the grant application, the grant, and the project that will be delivered by the collaborative. Refer to the Collaborative Applicants Policy and OTF's required Collaborative Agreement Template for more information.

Is your organization applying as a Collaborative?

Yes



Grant Application: Municipality of St. Charles (RF121286)

Created On: 2022-03-22

Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

Application Details

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Organization Contact:	Denis Turcot		

Add the names of the organizations listed in your Collaborative Agreement in the Collaborative Table below

Organization Name

UNIVI Centre de Santé / Health Center 1 King Street, St Charles, ON P0M 2W0 705-867-0095

Upload your Collaborative Agreement

20220406100916.pdf
106.2 KB - 2022-04-06 10:46

Trillium_support_letter.pdf
264.5 KB - 2022-04-06 09:58

Total Files: 2

Impact on organization

Assessment Criteria #1: Impact on organization

Organization has clearly articulated how COVID-19 has impacted their work (10%)

- Impact of COVID-19 on the organization is clearly identified

What COVID-19 impacts is your organization currently experiencing? (select all that apply):

Delivering programs and services where there is insufficient infrastructure and technology, Delivering programs and services where there is insufficient or a lack of relevant program content, Operating facility or physical location, including reopening offices and offering in-person programs or services, Accessing third-party physical location for programs and services, such as schools, camps, municipal facilities

Based on the checkbox(es) you selected, elaborate on how your organization's ability to deliver programs and services has been impacted by COVID-19?



Grant Application: Municipality of St. Charles (RF121286)

Created On: 2022-03-22

Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

Application Details			
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Organization Contact:	Denis Turcot		

Since the start of the Covid, the collaboration with Univi to deliver the Pickle Ball and Kango classes have been severely hampered and just now getting back to having classes. As we are a fair distance from other centers, no other programming was available in our municipality during the pandemic.

Prior to the pandemic, initiated a collaborative efforts with UNIVI for the pickleball and kango programs that were well received and demand was increasing.

During the pandemic little to no opportunities existed and this current proposal is to help our community benefit from our buildings and the goal of Univi Health Center to develop further activities helping our community get out of the pandemic and meet the identified needs that UNIVI has identified for our community to return to normal.

The municipality provides our facilities free of charge to Univi to run their programming as long as their programs target vulnerable group or is of general interest, and is free of use and promote physical activity and or helps people suffering from mental illness, we also had to suspend access to our facilities due to the commitment of the Municipality to provide our hall space for a mass vaccination clinic.

Assessment Criteria #2: Organization supports diverse, underrepresented, and/or vulnerable populations

Organization supports diverse, underrepresented, and/or vulnerable populations (10%)

- Organization has clearly demonstrated that its purpose and/or programming positively impact populations experiencing barriers such as socio-economic, geographic, cultural, gender, abilities and/or racial.

The Resilient Communities Fund seeks to support diverse communities and underrepresented populations. Tell us how your organization's purpose and/or programming positively impact populations experiencing barriers such as socio-economic, geographic, cultural, gender, abilities and/or racial.

This project will support the following:

- Programming that has been and will be provided are free of use or very little fee to offset incidental costs.
- Drumfit, Meli-Melo, Kango, Soccer and Pickle Ball are of general interest and cater to many age group and different physical abilities to participate.
- We are removed from major centers where many programs are delivered, if there are no local program, most residents will go without any access to such.

[REDACTED]

Grant Application: Municipality of St. Charles (RF121286)

Created On: 2022-03-22

Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

Application Details

Stream:	Resilient Communities Fund	Start Date:	2022-07-29
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Organization Contact:	Denis Turcot		

OTF's Resilient Communities Fund is providing a flexible range of supports to aid in your recovery efforts as you recover and build resiliency in response to the impacts of COVID-19.

Select the outcome(s) you hope to achieve with this OTF grant (select up to three):

Adapt or add-new program and service delivery to meet the changing needs of the community because of COVID-19. (e.g., Research and development, identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training, community consultation to understand emerging needs related to COVID recovery, resource, knowledge and data sharing, feasibility studies). Expand previously adapted programs and services to meet the changing needs of the community because of COVID-19. (e.g., Continue program/service previously adapted to meet needs arising from COVID-19, scale access to program/service previously adapted to meet needs arising from COVID-19, continue programs meeting a community need arising from COVID-19, improve quality of programs already being delivered).

Assessment Criteria #3: Strategy

The strategy is well thought out and explains how the organization plans to recover and build their resiliency based on the impacts and outcomes selected. (45%)


- The project is clearly articulated and reasonable for addressing the noted impacts
- Alignment with OTF's Resilient Communities Fund outcomes is clear
- If applicable, the equipment costs are appropriate to address the noted impacts.

Based on the impacts and outcome(s) selected, describe how your project will achieve each outcome.

Adapt or add-new program and service delivery to meet the changing needs of the community because of COVID-19. (e.g., Research and development, identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training, community consultation to understand emerging needs related to COVID recovery, resource, knowledge and data sharing, feasibility studies).

The advantage of working with the Univi Health Center is their knowledge and experience they have with their patients, they have identified the mental and physical needs of our community and have been delivering community programming for over 15 years in Sudbury East. New programs that the are proposing:

DrumFIT/Drums alive is a cardio-based drumming program that combines physical activity with brain fitness, resulting in a fun activity while increasing overall wellbeing. It combines the mental health benefits of drumming and a physical fitness full body workout.


Grant Application: Municipality of St. Charles (RF121286)

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Meli-Melo: A exercise program that was developed to provide low impact exercise to older adults and seniors. This will compliment the other program that may require more physical ability as this one is meant for individual with reduced abilities.

The social interaction and the variety of physical exercise will mitigate the effect of the pandemic of being isolated and being less physically active.

Based on the impacts and outcome(s) selected, describe how your project will achieve each outcome.

Expand previously adapted programs and services to meet the changing needs of the community because of COVID-19. (e.g., Continue program/service previously adapted to meet needs arising from COVID-19, scale access to program/service previously adapted to meet needs arising from COVID-19, continue programs meeting a community need arising from COVID-19, improve quality of programs already being delivered).

Prior to the pandemic, a collaborative effort was underway with Univi and now with the pandemic end in sight we are looking to expand the following programs:

Kango: The goal will be to train newly certified instructor and purchasing additional equipment to allow for more participation.

Pickle Ball: More equipment is needed to expand the program to more participants. As demand is high, we are moving the pickle ball location to our arena our concrete ice pad to allow for more room for the participant to play this summer. The additional equipment will go a long way to expand the number of participants.

Soccer: additional nets are required to allow more participation in the spring soccer program

These program are popular and now with the isolation and lack of physical activities available to our residents, the expansion of these programs is vital for mental and physical health of the community.

Assessment Criteria #4: Process

The process is well thought out and identifies the steps needed for recovery. (35%)

- Key project activities are strongly aligned with organization's recovery and/or resilience strategy.
- It is feasible to carry out the key project activities in the stated timeline.
- The budget is reasonable and aligned to key project activities.



Grant Application: Municipality of St. Charles (RF121286)

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Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

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- Quotes are provided for expenses over \$10,000.

Note: When defining key project activities, keep in mind the high-level activities that are needed to take place for you to complete your project. Focus on the key steps or milestone activities for your project rather than specific tasks.

Examples of key project activities:

- Engage a consultant to work with staff to re-design a mentoring program
- Virtually convene stakeholders to determine gaps, challenges and opportunities
- Purchase and implement training on the technology requirements to operate virtually
- Develop resources and train mentors and mentees on virtual mentoring.

What are the key project activities that you will complete to successfully implement the project and achieve each of the selected outcomes?

Adapt or add-new program and service delivery to meet the changing needs of the community because of COVID-19. (e.g., Research and development, identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training, community consultation to understand emerging needs related to COVID recovery, resource, knowledge and data sharing, feasibility studies).

-Certifying a Drum fit instructor for adult and seniors. A person is already identified to take the training and then deliver the program as soon as funding is secured.

-Meli Melo: A qualified instructor for this program lives in our community and willing to deliver program pending Covid risk as it target mostly older adult seniors.

-Demand from residents is already accessed by UNIVI.

-Municipal facilities are ready for use as the equipment becomes available.

What are the key project activities that you will complete to successfully implement the project and achieve each of the selected outcomes?

Expand previously adapted programs and services to meet the changing needs of the community because of COVID-19. (e.g.,



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Continue program/service previously adapted to meet needs arising from COVID-19, scale access to program/service previously adapted to meet needs arising from COVID-19, continue programs meeting a community need arising from COVID-19, improve quality of programs already being delivered).

-Equipment needed for the expansion of these program have been identified and will be uploaded to the budget section.

-We are proactively are relocating some of these programs from our Community Center to the arena concrete floor to allow for more room.

-Univi has indicated the high demand for these activities in our community and that the needs for additional equipment is required for expansion of the program.

-Training additional volunteer to deliver the programs

Financial Workbook

Read the Financial Workbook Instructions prior to completing the workbook. Complete the Financial Workbook by clicking on the "Open" button below. Ask for only what you need – OTF funds full request amounts only and OTF wants to fund as many Resilient Communities Fund applications as possible. Ensure the costs you request will enable you to complete the project and are therefore aligned with the project activities/outcomes.

Budget

Direct Personnel Costs			
	OTF Budget Request	Requested Amount	Notes
Direct Personnel Cost		\$0.00	Activities are delivered by volunteers
Total Direct Personnel Costs		\$0.00	
Direct Non-Personnel Costs			

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Purchased Service	\$0.00	
Workshops, Meetings, Convening	\$4,000.00	Training for the instructor for the drumfit program Cost of training and related expenses.
Supplies And Materials	\$0.00	
Travel	\$0.00	
Evaluation	\$0.00	
Equipment	\$20,000.00	A base list of materials is attached for all 5 programs
Total Direct Non-Personnel Costs	\$24,000.00	
Overhead And Administration		
Overhead And Administration	\$0.00	Both Univi and the Municipality will provide this in in-kind.
Total Overhead And Administration	\$0.00	
Total OTF Budget Request		
Total OTF Budget Request	\$24,000.00	

How much funding are you requesting from OTF?

\$24,000.00

Quotes:

OTF requires a minimum of two quotes for goods and/or services (including equipment, consulting services and non-consulting services) valued above \$10,000.



Grant Application: Municipality of St. Charles (RF121286)

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Multiple sub-contracts with the same organization/supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$10,000, two quotes will be required.

Quotes prepared by a professional or third party are required documentation. They enable organizations to establish accurate budget amounts and demonstrates the best value for money.

Upload your quotes

Cost_-_Quote_-_Drumfit.pdf

422.7 KB - 2022-03-22 12:50

Cost_-_Quote_-_Kangoo.pdf

417.5 KB - 2022-03-22 12:50

Cost_-_Quote_-_Méli-Mélo.pdf

423.6 KB - 2022-03-22 12:50

Cost_-_Quote_-_Pickle_ball.pdf

426.5 KB - 2022-03-22 12:50

Soccer_nets.pdf

57.2 KB - 2022-04-05 15:07

Total Files: 5

Project Description

Project Description

Our municipality, with a \$24,000 Resilient Communities Fund grant over 12 months, will recover and build its resiliency from impacts of COVID-19 by purchasing necessary fitness equipment for a variety of instructed programs and training one instructor in Drum Fit for adults and seniors.



Grant Application: Municipality of St. Charles (RF121286)

Created On: 2022-03-22

Organization Contact: **Denis Turcot**

Application Email: dturcot@stcharlesontario.ca

Application Details

Stream:	Resilient Communities Fund	Start Date:	2022-07-29
Organization:	Municipality of St. Charles	End Date:	2023-07-29
Organization Contact:	Denis Turcot		

Recognition Plan

Review OTF's Recognition Policy to understand the public recognition requirements for OTF grantees.

I have reviewed the Recognition Policy and agree, that if our project is approved for OTF funding, we will publicly recognize OTF's investment in the project.

Acknowledgements

I have read the Financial Workbook Instructions and confirm that the budget request complies with OTF policies and requirements.

I understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and/or services.

The information contained in this application and in the accompanying documents is true, accurate and complete.

I understand that should this application be approved, our organization will be required to enter into a formal, legally binding agreement with the Ontario Trillium Foundation that is based on the information in this application and includes the terms and conditions of the grant.

I understand that Ontario Trillium Foundation will not reimburse any expenses incurred prior to being notified of grant approval.

A representative with designated signing/decision-making authority for the organization has authorized this application.

Documents

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 3, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Community Center Renovations

Recommendation

That Council makes an allocation for cost overruns (possibly \$53K to + \$100K) to deal with ceiling tiles containing asbestos, which is mainly the additional cost of removal and replacement of ceiling tiles.

If no additional funds are to be allocated, that the roof top insulation by Corrosion Armor is preferred, and that the ceiling tiles can be dealt with as we move forward, possibly on a smaller scale increment (i.e., bar, kitchen, stage, and entrance area only leaving the main hall to be completed at a later date) if surplus funds are available via the grant. Additionally, this project must be completed by December 31, 2022.

Analysis

The choice remains to either deal with the issues at hand and be done with it now or manage the situation until replacement is required.

The original target was to replace and improve existing insulation by removing the current insulation and replacing with spray foam. This would have required the removal and or replacement of the tiles.

Four (4) tenders were received:

Abatement, removal of insulation and spray foam and ceiling reinstatement

	<u>Total</u>	<u>Abatement & Tiles</u>	<u>Insulation</u>
Furoy's Insulation	\$242,551.00	\$142,712.00	\$102,600.00
Corrosion Armor	\$111,240.00	n/a	\$111,240.00
Continental Insulation	\$228,300.00	\$125,800.00	\$102,600.00
Thermotek	\$268,950.00	\$150,350.00	\$118,600.00



The lowest full-service tender is Continental Insulation at \$228,300. Our budget is \$96,100.

From the budget below I could try to re-allocate funds by reducing the scope of these items but I cannot reduce the cost of the washroom and AODA compliancy and I am already low in the kitchen counter and fire alarm system budgets. Also, this would have to be confirmed with funding agencies if able to re-allocate funds.

The biggest issue is time, spray foam must be installed where outside temperatures do not go below freezing. +/- October 1 and we have a deadline of this year end.

Possible re-allocation of funds to deal with asbestos:

Heat loss prevention \$6,000

Contingency \$63,376

Audio visual \$10,000

for a possible total available budget of \$175,476 for the tiles.

There is a high risk with this that costs in other department will be tightly monitored or risk going overbudget as the costing was completed in 2021 when inflation was near zero. This would still leave us with a deficit of +/- \$53,000 for tiles removal if all the stars line up.

If we go with Corrosion Armor, we would still be within budget and could possibly address the ceiling if surplus funds remain at the end of the project. The roof would then be viable for another 25 years before a re-application of poly-urea to reseal the insulation would be required.

PROJECT COSTS

Project Cost Category	Eligible Project Costs
Engineering / plan design accessible washroom / permits accessible washroom / permits Construction / Renovation	\$12,000
Accessible washroom construction contract	\$50,000
Entrance Ramp x3	\$20,000
AODA Counter & Handy lift for Stage	\$17,000
Kitchen upgrades	\$5,500
Fire Alarm System	\$30,000
Audio video, access point	\$25,000
Outdoor LED sign	\$30,279



Roof re-insulation	\$96,100
HVAC Upgrades	\$21,000
Heat loss prevention	\$10,000
Contingency	\$63,376
TOTAL	\$380,255

Background:

O Reg 278/05 requires that prior to any major construction project that an assessment must be made. The Community Center did not have such report completed in the past.

In the preparation of the grant, the cost of the removal of the tile containing asbestos was not foreseen as they were replaced in the 1990's. From a report that has taken samples from these tiles, they were found to contain asbestos over the acceptable limit. Whether they all or in portion contain asbestos, the process would be the same for replacement as the cost of individual tile analysis would be higher than the cost of replacement.

In short, a plan must be made to deal with all ceiling tiles within the building.

If the tiles are not removed, employees will have to be trained on how to work with and around these tiles.

“Buildings that contain material that may be or is being treated as ACM are covered by O. Reg. 278/05 even when no work is being done on them. The owners of these buildings are required to maintain an asbestos management program even when no work is being done on them.”

“Asbestos management programs in buildings

O. Reg. 278/05, section 8 requires ongoing asbestos management, often referred to as a plan, in various circumstances, such as when an owner:

- knows or ought reasonably to know that ACM has been used in a building for any purpose related to the building, including insulation, fireproofing, and ceiling tiles
- chooses to treat material that has been used in the building for any purpose related to the building, including insulation, fireproofing, and ceiling tiles, as though it is ACM

The asbestos management includes a number of requirements for owners, including:



- asbestos record keeping
- inspection of the material at reasonable intervals to determine its condition
- notification of occupiers, employers, workers
- worker training and instruction”

Final Remark: There is no way around it, the eventual replacement of these ceiling tiles must be done, and the removal must follow the regulations however the approach of the replacement may be made to be more manageable.

Prepared by: Denis Turcot, CAO



Municipality of St.-Charles

**Building Controls and Bylaw Department
For Consideration by Council**

**RE: Building and By-Law Report
Second Quarter 2022**

OBJECTIVE: To update Council on the initiatives and activities of the Building Control and By-Law Department.

BACKGROUND:

The quarterly activity report was developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Building Controls and By-Law Services to Council and ratepayers.

ANALYSIS:

The Building Controls Department is responsible for administering and enforcing the Ontario Building Code Act and its Regulations and the Zoning By-Law. This is done through plans examination, issuing the appropriate building permits and conducting site visits at various stages of construction. The By-Law Service Department upholds the By-Laws governing the Municipality. Highlights of activities are included within the report.

LINKS TO STRATEGIC PLANS:

- **Ensure Community Safety**
- **Ensure timely knowledge of policies, By-Laws, and Building Controls**
- **Provide personalized and efficient customer service**

Respectfully submitted by Andrea Tarini – Chief Building Official

BUILDING CONTROLS DEPARTMENT REPORTING

Training, Conferences / Meetings, and Highlights for this Quarter

CBO attended the OBOA Northern Lights Chapter meeting.

Due to a slower start in building this year, the Building Inspector came back from winter layoff in May instead of April as has been the practice in past years.

The Department was able to update the Property Standards By-Law and implement a new Noise By-Law.

Quarterly Update Building and By-Law:

While the number of new home starts is lower than in the past two (2) years, there are other house permits that are in process to be issued in the next quarter, and the Department continues to work with the subdivision development on King Street and anticipates new building commencing there this year.

The residents of St.-Charles continue to invest in their properties with the construction of accessory structures, additions and renovations.

Supply chain issues with concrete production are forcing a slowdown in the pace of building as contractors and residents are forced to wait days for concrete delivery.

The AMP's By-Law has been passed by Council. The AMP's program can now be implemented by the SEBBS department and the Municipal Clerk.

The Department will be presenting a Site Plan Control By-Law in the coming months and will be working on a Short-Term Rental Licensing By-Law along with updates on the Travel Trailer Licensing By-Law.

Type of Permit	2022 Permit Information		2021 Permit Information		2020 Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<u>Residential Construction</u>						
New Building Construction	1	\$379,545.00	6	\$1,437,597.00	4	\$832,640.00
Secondary Dwelling	0	\$0.00	NA*	NA*	NA*	NA*
New Accessory Structure	8	\$401,560.00	11	\$255,030.00	3	\$78,760.00
New Accessory Structure with plumbing	0	\$0.00	NA*	NA*	NA*	NA*
Install/Erect/Replace	4	\$54,520.00	4	\$50,440.00	3	\$71,960.00
Renovation/Alter/Repair	10	\$237,850.00	8	\$107,500.00	8	\$218,700.00
Renovation/Alter/Repair with plumbing	0	\$0.00	NA*	NA*	NA*	NA*
Demolish	1	\$1,000.00	2	\$2,000.00	1	\$1,000.00
Addition	4	\$287,313.00	2	\$125,000.00	0	\$0.00
Addition with plumbing	0	\$0.00	NA*	NA*	NA*	NA*
Siding	0	\$0.00	NA*	NA*	NA*	NA*
Weeping tile	0	\$0.00	NA*	NA*	NA*	NA*
Total Res. Construction	28	\$1,361,788.00	33	\$1,977,567.00	19	\$1,203,060.00
<u>Other Construction</u>						
Commercial	1	\$1,000.00	0	\$0.00	0	\$0.00
Industrial	0	\$0.00	0	\$0.00	0	\$0.00
Government/Institutional	1	\$500,000.00	0	\$0.00	1	\$20,000.00
Total Other Construction	2	\$501,000.00	0	\$0.00	1	\$20,000.00
Total Construction	30	\$1,862,788.00	33	\$1,977,567.00	20	\$1,223,060.00
Building Permit Fees		\$21,906.88		\$24,021.27		\$14,830.60

BUILDING PERMITS ISSUED YTD COMPARISON (Jan – June)

*Separate stats were not collected for these line items before 2022.

PERMIT STATS BY QUARTER - 2022

Type of Permit	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	5	\$121,125.00	13	\$739,663.00	-	-	-	-
Commercial	0	\$0.00	1	\$1,000.00	-	-	-	-
Industrial	0	\$0.00	0	\$0.00	-	-	-	-
Government/Institutional	0	\$0.00	1	\$500,000.00	-	-	-	-
Total Construction	5	\$121,125.00	15	\$1,240,663.00	-	-	-	-
Building Permit Fees YTD	\$1,847.50		\$20,059.38		-		-	

BUILDING CONTROLS STATISTICS

The following chart shows the number and type of building permits that were issued in St.-Charles in 2020 and lists past totals. The average working days to issue is a measure of efficiency of the building department.

Item	Q1	Q2	Q3	Q4	2022 Year to Date	2021 Total	2020 Total	2019 Total	2018 Total
Applications	14	26	-	-	40	67	53	38	41
Permits Issued	5	25	-	-	30	56	47	35	41
House Permit - Average working days to issue	2	5	-	-	3.5	3.25	5	5	3.0
Actual House Building Permits issued	5	24	-	-	29	56	47	31	39
Small Building - Average working days to issue	0	0	-	-	0	0	0	0	3.5
Actual Small Building Permits issued	0	0	-	-	0	0	0	0	2
Large Building - Average working days to issue	0	0	-	-	0	0	3	3	4.5
Actual Large Building Permits issued	0	0	-	-	0	0	1	4	3
Complex Building Average working days to issue	0	6	-	-	6	0	0	0	8
Actual Complex Building Permits issued	0	1	-	-	1	0	0	0	1
Total Inspections	21	45	-	-	86	266	142	86	87

- Inspections include, but not limited to, preconstruction site inspection, footings, foundation, drainage/weeping tile, concrete slab, plumbing rough-in, framing, insulation, vapor/air barrier, heating, occupancy, fire protection, final inspection.
- Average working days to issue a building permit are a measure of the service level of the building department. The Ontario Building Code prescribes the maximum time allowable to issue a building permit once the application is complete. House permits are to be issued in 10 business days, Small and Large Buildings are to be issued in 15 business days Complex buildings are to be issued in 30 business days

SHARED SERVICE REPORTING

PERCENTAGE OF PERMITS AND INSPECTIONS BY MUNICIPALITY

The following table reports the number of permits that have been issued in each member municipality and the number of building inspections that have occurred and reports both numbers as a percentage.

	French River	Killarney	St. Charles	Total
Permits Issued to Date January 1 – June 30	70	12	30	112
Permit Percentage	62.5%	10.7%	28.1%	100.0%
Inspections to Date January 1 – June 30	91	45	86	222
Inspection Percentage	41.0%	20.3%	38.7%	100.0%

ESTIMATED TIME SPENT BASED ON PERMIT TYPE

SEBBS has created a formula for representing the amount of time spent in each municipality based on the types of permits that are received. This information is meant to help compare the building related workload and time spent in each Municipality.

Each type of permit is given an average amount of time that it would take to review, issue, and inspect. The following chart shows the estimated time that will be spent in each municipality based on the first quarter permit application.

Type of Permit (hours)	French River	Killarney	St. Charles	Total
New Building Construction (10)	140	10	10	
New Accessory Structure (4)	60	20	32	
New Accessory Structure w/plumbing (4.5)	0	0	0	
Install/Erect/Replace (2.5)	12.5	0	10	
Renovation/Alter/Repair (4)	60	8	40	
Renovation/Alter/Repair with plumbing (4.5)	0	0	0	
Demolish (1.5)	7.5	4.5	1.5	
Addition no plumbing (8)	48	8	32	
Addition with plumbing (8.5)	0	0	0	
Siding (1.5)	0	0	0	
Weeping tile (2)	0	0	0	
Commercial* (18.5)	185	0	37	
Total Hours	513	50.5	162.5	726
Percentage of hours	62.50%	10.71%	26.79%	100.0%

**Estimated Time Spent on Each Permit Type is measured in hours and includes where applicable: application review, general correspondence, plans examination, issuing permit, footing inspection, foundation inspection, groundwork plumbing inspection, framing inspection, rough in plumbing inspection, insulation and vapor barrier inspection, HVAC inspection, occupancy inspection and final inspection as applicable to each permit type.

MUNICIPAL LAW ENFORCEMENT REPORTING

Bylaw updates

The department is preparing information on Short Term Rentals including a draft licensing bylaw. The AMP's Bylaw is being prepared along with Noise By-law. A review of Property Standards will also be coming to council in the coming months.

COMPLAINTS BY CATEGORY

Complaints *Only formal complaints are tracked*	Q1	Q2	Q3	Q4	2022 Year to date	2021 Total	2020 Total
Property Maintenance/ Clean Yard	0	3	0	0	3	7	9
Snow Removal	0	0	0	0	0	0	3
Zoning	0	0	0	0	0	1	1
Building without a permit	0	0	0	0	0	2	0
Drainage	0	0	0	0	0	1	1
Other	0	0	0	0	0	2	1
GRAND TOTAL	0	0	0	0	3	13	15

COMPLAINTS (OPEN, CLOSED, ONGOING)

Complaints *Only formal complaints are tracked	Q1, Q2	Open (received in the last 30 days)	Closed	Ongoing/In Progress (longer than 30 days to close)
Property Maintenance/ Clean Yard	3	0	2	1
Snow Removal	0	0	0	0
Zoning	0	0	0	1
Building without a permit	0	0	0	0
Drainage	0	0	0	0
Other	0	0	0	0
GRAND TOTAL	3	0	2	2

Ongoing/ In progress issues include properties that are working to be cleaned up and more complex zoning issues that are being addressed.

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: July 25, 2022
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Canine Control Report for the month of June 2022

Feline Complaints	<ul style="list-style-type: none"> • 2 feline complaints this month. Redirected to agency that can help.
Canines at Large	<ul style="list-style-type: none"> • This month, there were 6 reports of canines at large. All but 1 was posted online where the owners contacted the person who posted. 1 canine was seen travelling and I posted where the owner was immediately found. No need for impoundment nor visiting the canine owners as the owners were making an effort to find their canines. With the community help, this was achieved.
Barking Dog	<ul style="list-style-type: none"> • I travelled to a house where the neighbour was complaining of a barking dog. I saw 3 dogs at the residence and they all had tags. The owner informed me that they were going to get a barking collar for the 1 canine that continuously barks at traffic. • 23.7 km
Impounded Canines	<ul style="list-style-type: none"> • 0 impounded canines by Richard Paquette, Rainbow Animal Services. No kilometers on my part.
Dog Licenses Issued	<ul style="list-style-type: none"> • 0 licenses issued this month
Kilometers Incurred	<ul style="list-style-type: none"> • Total kilometers for the month = 23.7 km
OTHER	<ul style="list-style-type: none"> • Report and invoice June 2022 submitted July 25, 2022 • Awaiting direction regarding changes to the Animal Control By-Laws and price increases. • I wish to forward my apologies for a late submission of June's report and invoice. I had trouble with my laptop and had to await its repair.

Sharon Gauthier and Denis Lefebvre

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 4, 2022
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Canine Control Report for the month of July 2022

Feline Complaints	<ul style="list-style-type: none"> • 1 lost feline this month – informed to post on Facebook
Canines at Large	<ul style="list-style-type: none"> • This month, there were 7 reports of canines at large. All were posted online by owners with pictures and addresses. All canines were located through Facebook except for 1 canine, who was found and then an hour later was running at large again. Conversation with the owner regarding the proper supervision of their canines and ways to keep the canine in the yard.
Barking Dog Complaints	<ul style="list-style-type: none"> • Barking dog complaint received by 3 neighbours. Dog owner was very receptive, and I noticed that the canine had a dog tag. Owner informed me that they will purchase a barking collar and ensure that their canine will not bother the neighborhood. • 28.3 km
Impounded Canines	<ul style="list-style-type: none"> • 2 impounded canines. 2 Great Pyrenees which were found to be at large a few times prior. I managed to get the 2 dogs in my vehicle and drove to Rainbow Pound. 178.3 km to Azilda and back and dog pick up • The day after impounded the 2 canines, I spent 1 hour and 37 minutes trying to locate the canine owner. I finally found the owner and was informed that they wanted to relinquish the canines to the pound. I helped with payment information and owner letter for Azilda. 1 canine has been adopted and the second is awaiting a forever home. 47.8 km • I was given a canine that was found in front of the Arena. The canine did not have a dog tag and I didn't recognize the dog. I brought the dog home, but the dog kept barking and I had no choice but bring the dog to the pound. Halfway to the pound, my husband called me

	<p>informing me that he had found the owner. I turned around. The owner was from out of town and was very happy to be reunited with his canine. – 49.8 km</p>
Trespassing Canine and Tickets Issued	<ul style="list-style-type: none"> I received 6 photos of a trespassing canine (same canine in each photo – 6 different occasion). I spoke with the dog owner and issued 3 trespassing tickets. I informed the canine owner that the canine needs to be tied up at all times when outside as this canine has the habit of going to the neighbour to relieve himself. I informed the dog owner that the fencing is not according to regulations, and it will need to be higher. The canine owner was not pleased but this has been an on-going issue. I notified the dog owner that the following pictures received will result in an immediate fine. I travelled to the municipal office to ensure that the tickets were sent by Purolator. 7 km
Canines Chasing Cars on a Rural Road	<ul style="list-style-type: none"> I have received several complaints of dogs chasing cars and quads on a rural road. I spoke to 3 canine owners and 2 were understanding and they were informed that there will be tickets issued as it is a dangerous habit. 2 canine owners informed me that they would keep their dogs tied when not able to supervise them in order to stop them from chasing cars. 1 dog owner was not receptive and would not give me her name. She was very uncooperative and didn't care about receiving tickets. She informed me that people should not drive in front of her house if it bothers them. We were informed to get off the property. I contacted the OPP to have assistance in getting the name of the dog owner as well as her birthdate, in order to have the information, should I need to write up a ticket. I also asked the OPP to inform the dog owner that the dogs do not belong on the road and that she should keep her dogs from running after cars and quads. The OPP officer was very kind and did not mind in helping me out. I was informed by the OPP that if I need assistance in delivering the ticket, to contact them. Kilometers incurred were added with the searching for 2 GP owners.
Aggressive Canine Complaint	<ul style="list-style-type: none"> I received a call informing me that a German Sheppard is swimming after canoes and kayaks. The canine is on an Island in West Nippissing. Denis and I do not have a way to get to the Island to talk to the canine owner.
Dog Licenses issued	<ul style="list-style-type: none"> 0 licenses issued this month
Kilometers Incurred	<ul style="list-style-type: none"> Total kilometers for the month = 311.20 km
OTHER	<ul style="list-style-type: none"> Report and invoice for July 2022 was submitted on August 4th, 2022 Awaiting direction regarding changes to the Animal Control By-Law and price increases as well as a contract with Richard Paquette of Rainbow Animal Control pound.

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• This has been a very busy month. | |
|--|--|--|

Sharon Gauthier and Denis Lefebvre

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 3, 2022
Decision Requested: No	Priority: Med
Direction Only: Yes	Type of Meeting: RMC

Report Title: Q2 2022 Fire Department

Emergency Response(s):

The Department responded to six (6) emergency calls. Included were CO, Structure Fire x2, Motor Vehicle Accident, and Ambulance Assist. Calls were well attended by the Department.

Training:

Training continued with all scheduled sessions. Attendance was high. Spring training topics included: orientation to new gas detectors, forest fire techniques and practical applications, chainsaw safety, tactical ventilation, and water supply / shuttle with driver training.

Prevention and Public Education:

Prevention and public education continued electronically through the spring, and we had the opportunity to interact with a number of residents regarding their fire safety concerns. Two (2) inspections were completed on request.

General Activities:

Ongoing maintenance activities.

Regular reports to Council and CAO.

Regular officer meetings to ensure continuity of service, plan training, discuss maintenance and operational requirements.



Building of roof training prop.

Recruitment of two (2) new firefighters.

Fire College courses for multiple firefighters.

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 2, 2022
Decision Requested: No	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Lake Road

Recommendation:

This report is for informational purposes only. Numbers gathered are estimates however with increasing inflation and supply chain constraints these may vary significantly. Lake Road is roughly 4.9 km long and averages 6.4 meters wide.

Background for asphalt/surface treatment:

2" minus gravel roughly 8" thick 8,500 – 10,500 tons @ \$12.20 ton = \$103,700 - \$128,100

"A" gravel roughly 6-8" thick 8,000 – 10,000 tons @ \$13.30 ton = \$106,400 - \$133,000

Delivery and spreading of materials - \$15,000 - \$20,000

Total Estimated Gravel Cost = \$225,100 – \$281,000

Culvert Replacement - Roughly 20 road culverts varying in length, most will need to be replaced and steel is the preferred material. Average cost per plus couplers \$600 - \$1,500.

Total Estimated Culvert Cost = \$12,000 - \$30,000

Double surface treatment @ \$12/m²- roughly \$376,000. A second treatment must be done 3-5 years later \$376,000.

Total Estimated Surface Treatment Cost = \$752,000

Asphalt @ \$29.00/m² – roughly \$909,440



Total Estimated Asphalt Cost = \$909,400

Geotextile wrap – roughly \$30,000 to \$40,000

Total Estimated Geotextile Cost = \$30,000 - \$40,000

***Estimated Project Costing for Surface Treatment = \$1,019,100.00 - \$1,103,000.00**

***Estimated Cost for Asphalt Treatment = \$1,164,552.00 - \$1,260,400.00**

*Denotes costing for materials and different types of surface treatment only. Other costs associated with potential surveying, equipment rentals, ditching, contractors, overtime hours, blasting etc. have not been included.

Prepared by: Travis De Benedet, Director of Operations

Report to Municipal Council



Meeting Date: August 10, 2022	Report Date: August 3, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Library Memo of Understanding - Amendment

Recommendation:

To alter the Memorandum of Understanding with the St.-Charles Public Library dated April 5, 2017, by:

Removing

“All Financial matters including but not limited to payroll, accounts payable and accounts receivable shall be performed by the Municipal Treasury Department with the direction of the Library’s Chief Executive Officer. The library’s CEO will work with the Treasurer to ensure an open and transparent working arrangement.”

And replacing with

“All Financial matters, including but not limited to, payroll, accounts payable and accounts receivable shall be performed by the Library’s CEO with the assistance of the Municipal Treasurer. Should the Board feel that the active Library CEO is not capable of performing such tasks, the Municipal Treasurer would take over all financial matters”

And removing without replacement

“The Library’s CEO, with the support of the Interim CAO and the Deputy Treasurer, will work jointly with Municipal Staff on all human resources related matters including but not limited to salary and benefit administration, education and training, health and safety, employee relations, policy administration, and all legislative requirements.”



Background:

As Council is aware, a report was brought forward at the March 16, 2022, Regular Council Meeting regarding the library taking back all accounting functions from the Municipal Treasurer. It is the Treasurer's understanding that the Library Board agreed to altering the MOU to reflect as such provided the Municipality would agree to taking back the accounting functions should the active Library CEO not possess the skills required.

In order to give the Library's CEO and Municipal Treasurer time to train and transition, the effective switch over date suggested is November 1, 2022.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

- and -

THE MUNICIPALITY OF ST.-CHARLES PUBLIC LIBRARY BOARD

WHEREAS, the Corporation of the Municipality of St.-Charles and the Municipality of St.-Charles Public Library Board (herein referred to as the "Municipality" and the "Board" respectively) are dedicated to working together at many levels to offer a wide range of programs and services to the citizens of the area;

AND WHEREAS, the Municipality and the Board wish to document the services that the Board currently utilizes and which are supplied by the Municipality;

AND WHEREAS, both parties believe that the spirit of cooperation will lead to the growth and development of the whole community;

AND WHEREAS, both parties are committed to making the most efficient use of staff and resources;

The Municipality and the Board hereby acknowledge:

a) The Board is a separate local board from the Municipality, subject to the provisions of the *Public Libraries Act*, established to provide public library services to the residents of the Municipality.

b) The Municipality annually reviews and approves the municipal contribution to the Library's budget estimates for the operation of the Library, as received from the Board in accordance with Section 24 of the *Public Libraries Act*.

c) The parties agree that any new or additional costs will not be charged to the Board or Municipality outside of the annual approved budget amounts unless the cost has been approved in writing by the Board or Municipality prior to any expenditure by either party.

And that the Municipality continues rental responsibility for the second floor of 22 Ste. Anne Street, in the Municipality of St.-Charles, occupied by the Board under the following conditions:

- The Municipality is responsible for the common spaces and for cleaning of the Library, as well as any general maintenance work or technical assistance required.

- The Municipality provides adequate liability, errors and omissions, and property insurance as part of the municipal insurance package and provides detailed information to the Library Board. Moveable assets (including furniture and equipment) of the Library included in the municipal insurance package are for the sole use of the Library and the purchase, sale, or disposal of these assets is the responsibility of the Board.

~~—All Financial matters including but not limited to payroll, accounts payable and accounts receivable shall be performed by the Municipal Treasury Department with the direction of the Library's Chief Executive Officer. The library's CEO will work with the Treasurer to ensure an open and transparent working arrangement.~~

—All Financial matters, including but not limited to, payroll, accounts payable and accounts receivable shall be performed by the Library's CEO with the assistance of the Municipal Treasurer. Should the Board feel that the active Library CEO is not capable of performing such tasks, the Municipal Treasurer would take over all financial matters

~~The Library's CEO, with the support of the Interim CAO and the Deputy Treasurer, will work jointly with Municipal Staff on all human resources related matters including but not limited to salary and benefit administration, education and training, health and safety, employee relations, policy administration, and all legislative requirements.~~

- If at any time the parties shall deem it necessary or expedient to make any alteration or addition to this Memorandum of Understanding, they may do so by means of a written amendment between them which shall be supplemental to and form part of this Memorandum of Understanding.

- This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of Ontario.

Signed at St.-Charles, Ontario on _____, 2022.

Mayor

Library Board Chair

Clerk

Library CEO

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

BY-LAW 2022-30

**BEING A BY-LAW TO AUTHORIZE DELEGATED AUTHORITY DURING THE “LAME
DUCK PERIOD” OF COUNCIL DURING THE 2022 MUNICIPAL ELECTION**

WHEREAS Section 275 of the *Municipal Act, 2001*, c. 25 as amended, sets out restricted acts after Nomination Day;

AND WHEREAS under the provisions outlined in Section 275 of the *Municipal Act, 2001*, as amended, any administration that will “with certainty” not retain 75 percent of its current members in an upcoming election becomes *Lame Duck*;

AND WHEREAS Council can become *Lame Duck* during an election year in the following circumstances;

- a) at the close of Nomination Day (August 19, 2022) if 75 percent of the current members of Council are not nominated; and / or
- b) after Election Day (October 24, 2022) if the new Council is not made up of at least 75 percent of the outgoing Council members (the current Council would sit as *Lame Duck* through to Inaugural Day);

AND WHEREAS the *Municipal Act, 2001*, c. 25 Section 23.1 (1) provides that a municipality may delegate its powers and authority to a person or body;

AND WHEREAS the *Municipal Act, 2001*, c. 25 Section 23.3 (1) provides for restrictions and powers which cannot be delegated;

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it desirable to delegate certain authority and powers during the 2022 Municipal Election should Council become *Lame Duck*;

AND WHEREAS Section 275 (3) of the *Municipal Act, 2001*, c. 25 restricts Council from taking action on the following:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality, which has a value exceeding \$50,000.00 at the time of disposal; and,

- d) making any expenditures or incurring any other liability which exceeds \$50,000.00;

AND WHEREAS Section 275 (6) of the *Municipal Act, 2001*, c. 25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for election of the new Council;

AND WHEREAS Council deems it expedient to delegate authority to the Chief Administrative Officer to take action, where necessary, on certain acts during the “Lame Duck” period.

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

1. THAT Council for the Corporation of the Municipality of St.-Charles delegates authority to the Chief Administrative Officer to take action, where necessary on certain restrictions listed in Section 275 of the *Municipal Act, 2001*, as amended, between Nomination Day and the commencement of the 2022 – 2026 Council Term.
2. THAT the Chief Administrative Officer will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the *Municipal Act, 2001*, between Nomination Day and the commencement of the 2022 – 2026 Council Term.
3. THAT this By-Law is in effect for the 2022 Municipal Election.
4. THAT this By-Law comes into force and take effect on the day it is passed.
5. THAT this By-law may be cited as the “Lame Duck Delegation of Powers By-Law”.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 10TH DAY OF AUGUST 2022.

MAYOR

CLERK

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

BY-LAW 2022-31

**BEING A BY-LAW TO ENTER INTO A FUNDING AGREEMENT WITH FARM CREDIT
CANADA (FCC)**

WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it necessary to enter into a Funding Agreement with Farm Credit Canada – FCC AgriSpirit Fund for introduction and implementation of composting in the Municipality through the initiation of a FoodCycler pilot project;

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

1. THAT the Corporation of the Municipality of St.-Charles enter into a Funding Agreement with Farm Credit Canada.
2. THAT the Mayor and Clerk are hereby authorized and directed to execute, on behalf of the Corporation of the Municipality of St.-Charles, the Funding Agreement attached hereto and identified as Appendix “A” to this By-Law.
3. THAT the attached Appendix “A” forms part of this By-Law.
4. THAT all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.
5. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 10TH DAY OF AUGUST 2022.**

MAYOR

CLERK

APPENDIX "A"
Funding Agreement
FCC AgriSpirit Fund

This agreement is made effective on the date of its signature by all parties (the "Effective Date").

Among:

Farm Credit Canada ("FCC")

and

The Corporation of the Municipality of St Charles (the "Recipient" or "you")

Whereas :

A. The Recipient wishes to carry out a charitable or community enhancement activity named Composting in St Charles (the "Project") for the purposes and according to the timeline and budget described in the Recipient's funding application ("Funding Application"), which is attached to and forms a part of this Agreement;

B. FCC, in support of its mandate, wishes to provide a financial contribution to the Project.

THE PARTIES AGREE AS FOLLOWS:

1 Funding Amount

- a. FCC agrees to provide you with a one-time contribution to the Project in the amount of \$13,000 (the "Funding Amount").
- b. The Funding Amount will be provided to you upon confirmation that You are not deemed suspended or ineligible pursuant to the Integrity Regime (as defined below) and any Funding Amount provided in advance shall be promptly returned upon the request of FCC.
- c. You understand and agree your receipt of the Funding Amount does not imply a commitment on FCC's behalf of to provide any other funding beyond the terms described in this Agreement.
- d. You agree you shall not be eligible for, nor will you make application for, funding in the name of the Recipient for a period of four program years from the year funding is awarded.

2 Funding Requirements

- a. **Funding Amount only to be used for Project:** You agree that the entire Funding Amount must be used only for the Project you described in your Funding Application dated April 28, 2022 and the Project will be completed on the later of: (i) by the date described in your Funding Application; (ii) December 31, 2024.
- b. **Reporting:** You agree to report to FCC regularly on any changes to the Project and you agree to permit FCC to inspect the Project at such times that FCC deems appropriate.
- c. **Email Receipt:** You agree to send an email confirming receipt of the Funding Amount to: AgriSpirit@fcc.ca.
- d. **Financial management:** You agree that you will keep the Funding Amount separate from your operating funds and maintain adequate financial records that document your use of the Funding Amount, including records of payment, receipts and invoices.
- e. **Unused funding to be returned to FCC:** You understand and agree that time is of the essence of this Agreement and agree to return any part of the Funding Amount that has not been used to pay for expenditures related directly to the Project to FCC.
- f. **Reporting on completion:** Upon completion of the Project, you agree to submit proof of project completion using the online Project completion form to be provided by FCC via email. This form includes your narrative account of what was accomplished by the Project, including your confirmation the Project was conducted in conformity with the terms of this Agreement. It also includes a final statement of cash inflows and outflows for the Project (including uploaded digital copies of invoices and/or receipts adding up to the Funding Amount), samples of publicity and articles as well as photos of the completed project and affixed signage recognizing FCC's contribution.
- g. **No changes unless approved in writing:** Any modification of the Project description, timeline or budget or alternative use of the Funding Amount must be agreed to by FCC in writing and in advance to be effective.

3 Recipient agrees to notify FCC of any change in status

You agree to immediately notify FCC of any material change in your status (including changes to senior management, key personnel or directors), the Project, or anything else that could reasonably be perceived as affecting your ability to carry out the Project or be otherwise eligible for the Funding Amount.

4 Recipient Representations and Warranties

- a. FCC relies on the truth, authenticity and accuracy of your representations and warranties in this Agreement to confirm your eligibility for the Funding Amount. You agree that the information you provided to FCC in support of your funding application is true and accurate and you know of no reason why you might be considered by others to be ineligible

Select one of the options that best describes your status as a funding Recipient:

- You are the authorized representatives of a registered charitable organization within the meaning of the *Income Tax Act* of Canada.
- You are the authorized representatives of a municipal body.

5 Advertising and Promotion

- a. You agree to cooperate with FCC in its advertising and promotion of the Project. This means that you will complete all of the advertising and promotion activities you described in your Funding Application:

Recognition in promotional materials (newsletter, website, print ads)

Announcement at grand opening or event

Social media

In addition, you agree:

- (i) to provide FCC with reasonable notice of all media events concerning the Project and invite FCC to attend all such events;
 - (ii) to cooperate with FCC in any advertising and promotion plan FCC may have developed for the Project; and
 - (iii) to provide FCC with photographs of the Project upon request.
- b. You agree to affix or erect permanent signage recognizing the financial contribution of FCC to the Project. You agree that you will make use of FCC's name, logo or initials only as permitted by FCC.

6 Integrity Regime

- a. FCC is subject to the Government of Canada's Integrity Regime (the "**Integrity Regime**"), administered by Public Works and Government Services Canada ("**PWGSC**"), which is intended to reduce instances of entering into contracts with parties who has been convicted of or charged with an offence linked to unethical business conduct.
- b. In accordance with the Integrity Regime, PWGSC may declare that a supplier, contractor (or subcontractor thereof) is ineligible or suspended from award of or continued performance of a contract with a federal government entity, including FCC.
- c. The Integrity Regime is incorporated by reference into this Agreement PSA as though expressly set out herein and forms a binding part of hereof. You shall comply with the provisions of the Integrity Regime, and a failure to do so is a material breach of this Agreement.

7 Default and Remedies

- a. You are required to comply with all the terms of this Agreement. It is a default and failure to comply if:
 - i. You fail to complete the Project by the agreed to completion date or you or fail to comply with any term of this Agreement;
 - ii. You use any part of the Funding Amount for purposes other than for the Project;
 - iii. You are deemed ineligible or suspended pursuant to the Integrity Regime; or
 - iv. FCC determines that any of the information you provided to FCC is false or misleading.
- b. In case of a default, FCC is entitled to do any of the following: terminate this Agreement, demand repayment of all or part of the Funding Amount within 30 days, pursue any and all legal rights and remedies available to it to recover the Funding Amount, and contact any government authority or regulator to advise it of the default of the Recipient.

8 Limitation of Liability and Indemnification

- a. In no event will FCC be responsible for any direct, indirect, or consequential damages sustained by the Recipient or any agent, howsoever caused.
- b. The Recipient will indemnify and save harmless FCC, as well as its directors, officers, employees and agents, from and against all liability, claims, demands, losses, damages and actions including legal fees and disbursements, whatsoever and by whomever made for injury, death, environmental impact or property damage arising out of or in any way connected to the Project or FCC's funding under this Agreement.

9 Privacy Act and Access to Information Act

- a. All personal information provided to FCC is protected under Canada's *Privacy Act*.
- b. The Recipient acknowledges that FCC, as a federal Crown Corporation, is subject to the provisions of the *Access to Information Act of Canada* (the "Act"), which provides a right of access to information in records under the control of government. As a result, this Agreement and any associated materials may be required to be disclosed by FCC in order for FCC to comply with the provisions of that Act.

10 Conflict of interest

- a. You shall ensure no officer or any directing mind of the Recipient or its agent is: (i) an employee or director of FCC, (ii) an immediate family member of an employee or director of FCC, (iii) a member of the House of Commons, or (iv) a former federal public office holder or servant governed by the *Conflict of Interest Code for Members of the House of Commons* and you shall ensure that no person described in this section shall be allowed to derive any financial advantage resulting from FCC's financial contributions under this Agreement.
- b. You agree you will immediately disclose to FCC without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

11 General

- a. **Entire agreement:** This Agreement contains the entire agreement between the Recipient and FCC and supersedes all prior oral or written negotiations or agreements with respect to the same subject matter;
- b. **No assignment:** The Recipient or its agent is not permitted to assign any part of this Agreement to anyone without the written consent of FCC.
- c. **Governing law:** This Agreement is governed by and interpreted according to the laws of Canada and of the Province of Saskatchewan.
- d. **Further assurances:** The Recipient agrees to execute and deliver such further acts and do such things as FCC may reasonably request from time to time order give full effect to the purposes of this Agreement.
- e. **Counterparts:** This Agreement may be executed in counterparts. Each counterpart will be deemed an original document and all of the counterparts will constitute one instrument notwithstanding the date of execution. A faxed or e-mailed scanned pdf-format copy of a signature of one Party will be deemed to be an original signature until such time as an original signature has been received by the other Party.

11 Notice

Any notice which FCC or the Recipient may desire or be requested to serve upon each other, shall be served on any business day in writing, by facsimile, by email or in to the address set out below. A party's address for notice must be made by advising the other parties in writing:

FCC	FCC Community Investment 1800 Hamilton Street, Regina SK S4P 4L3 AgriSpirit@fcc.ca Your address _____ _____
The Corporation of the Municipality of St Charles	Province _____ Postal Code _____ Email _____ Telephone _____

Accepted on behalf of The Corporation of the Municipality of St Charles

Signature _____

Print Name _____

Print Position _____

I have authority to legally bind the Recipient

Accepted on behalf of Farm Credit Canada

Signature _____

Carla Warnyca

Manager, Community Investment

I have authority to legally bind Farm Credit Canada

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

BY-LAW 2022-32

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
SPECIAL MEETING OF COUNCIL HELD AUGUST 2ND, 2022 AND AT ITS REGULAR
MEETING OF COUNCIL HELD AUGUST 10TH, 2022**

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers, and privileges under Section 9 shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council deems it expedient that proceedings of the Council of the Corporation of the Municipality of St.-Charles as herein set forth be confirmed and adopted by By-Law;

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

1. THAT each motion, resolution, and other action passed and taken by the Council at its Special Meeting of Council held August 2nd, 2022, and at its Regular Meeting of Council held August 10th, 2022 are, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of St.-Charles are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.
3. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 10TH DAY OF AUGUST 2022.**

MAYOR

CLERK