



The Corporation of the Municipality of St.-Charles

# AGENDA

## Committee of the Whole Meeting

September 7, 2022 at 6:00 PM

Council Chambers (Municipal Office)

**1 MEETING CALLED TO ORDER AND ROLL CALL**

*1.1 Resolution to open the meeting*

BE IT RESOLVED THAT the Committee of the Whole meeting of September 7, 2022 be opened at 6:00 p.m.

**2 ADOPTION OF AGENDA**

*2.1 Resolution to adopt the agenda*

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting of Council held September 7, 2022 be adopted as presented.

**3 DISCLOSURES OF PECUNIARY INTEREST**

**4 PRESENTATIONS AND DELEGATIONS**

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

**6 NOTICE OF MOTIONS**

**7 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 7th day of September, 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 - Review of Non-Union Salary Scale

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

Topic #1 - Review of Non-Union Salary Scale

Topic #2 - 2022 - 2025 Proposed Collective Agreement

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 Committee of the Whole meeting at \_\_\_\_\_ p.m.

7.3 *Verbal Report from Mayor Following Closed Session*

## **8 COMMITTEES:**

### **8.1 Environmental Services Committee: Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur**

8.1.1 *Report to Council - Free Dump Days*  
*By: Chief Administrative Officer*

### **8.2 Finance Committee: Chair Councillor Jackie Lafleur / Council**

### **8.3 General Government Committee: Chair Councillor Paul Branconnier / Council**

8.3.1 *Report to Council - Appointment of Hearing Officer for Administrative Monetary Penalty Hearing Requests*  
*By: Chief Building Official / By-Law Officer and Clerk*

### **8.4 Health Services Committee: Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux**

### **8.5 Parks & Recreation Services Committee: Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann**

8.5.1 *Report to Council - Arena Clean-Up*  
*By: Director of Finance / Treasurer*

### **8.6 Planning & Development Committee: Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier**

**8.7 Protection to Persons & Property Committee: Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann**

*8.7.1 Report to Council - Appointment of Volunteer Firefighter D. Rimmer  
By: Fire Chief*

**8.8 Social & Family Services Committee: Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux**

*8.8.1 Report to Council - Hot & Cold Meal Program  
By: Director of Finance / Treasurer*

**8.9 Transportation Services Committee: Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur**

*8.9.1 Report to Council - Sale of Surplus Equipment from Public Works and Parks & Recreation  
By: Director of Operations*

**9 Manitoulin-Sudbury District Services Board (MSDSB): Mayor Paul Schoppmann**

**10 St.-Charles Public Library Board (SCPLB): Councillor Monica Loftus**

**11 Sudbury East Planning Board (SEPB): Councillor Jackie Lafleur / Councillor Paul Branconnier**

**12 Sudbury East Municipal Association (SEMA): Mayor Paul Schoppmann / Councillor Richard Lemieux**

**13 ADJOURNMENT**

*13.1 Resolution to adjourn the meeting*

BE IT RESOLVED THAT the Committee of the Whole meeting of September 7, 2022 be adjourned at \_\_\_\_\_ p.m.

# Report to Municipal Council



<b>Meeting Date:</b> September 7, 2022	<b>Report Date:</b> August 30, 2022
<b>Decision Requested:</b> Yes	<b>Priority:</b> Med
<b>Direction Only:</b> No	<b>Type of Meeting:</b> COW

**Report Title:** Free Dump Days

## **Recommendation**

That Council adopts a load limit for free dump day as detailed in option 3 below.

### Option to consider:

1. Revert to the existing fee table where construction waste is excluded from free dump days.
2. Leave free dump days as all material eligible, except hazardous waste.
3. Institute a limit on loads (including or not, construction waste) when using a free dump day pass as follows:
  - When a taxpayer uses a free dump day, they will be limited to four (4) pick-up truck loads or trailers 12 foot or less, or two (2) trailers between 12 and 20 foot long.
  - Any excess combination of the above or larger vehicles (dump truck load, trailers bigger than 20 feet long) will be subject to regular dumping fees.

## **Background**

At the June meeting, Council directed staff to accept construction waste as part of resident's free dump days due to resident complaints.

The intent of the free dump days from my understanding was to allow residents the opportunity to dispose of excess household waste accumulated over time. This would have been considered normal waste generated in a year and would be reasonable to expect that property taxes would pay for such.

Any additional waste would then be considered as exceeding what is normal and would require a fee to dispose. Construction waste was always excluded from the free dump days though not always enforced.



There is an inherit cost of handling waste at the landfill, pushing and covering, it would be reasonable to consider property taxes covers normal cost of what is considered reasonable amount of waste. Fees should be levied where it is exceeding what is considered normal (e.g., bringing in an entire house in dump trucks during a free dump day is not a normal amount of waste.)

**Prepared by:** Denis Turcot, CAO



## Sudbury East Building and By-Law Services (SEBBS)

Report for the Consideration by Council

***Shared Services in the Municipalities of French River, Killarney, and St.-Charles***

**RE: Appointment of Hearing Officer for Administrative Monetary Penalty Hearing Requests**

**OBJECTIVE:** To appoint a Hearing Officer and confirm renumeration for services.

### **BACKGROUND:**

The Municipality has passed an Administrative Monetary Penalty By-Law which requires that a Hearing Officer be appointed in anticipation of a Hearing request from residents who are issued fines under the By-Law. Staff is recommending a candidate to appoint and is recommending \$100 renumeration per Hearing request.

### **ANALYSIS:**

Kyle Anderson was the Manager of By-Law Enforcement and Environmental Services in the Municipality of French River from 2009 to 2013 and has since been employed with the City of Greater Sudbury first as a By-Law Officer, and more recently as a Waste Collection Foreperson.

He has extensive experience with promoting and gaining compliance with municipal By-Laws and regulations using a progressive enforcement approach and a strong working knowledge of courtroom decorum, policies, procedures and best practices. He is familiar with local By-Laws, geography and culture. He was highly recommended by the French River staff that had worked with him in the past where he demonstrated strong communication, interpersonal and presentation skills.

He has trained and qualified as a Municipal Law Enforcement Officer, Property Standards Officer, Ontario Building Official, Community Emergency Management Coordinator and Security Officer and has a strong working knowledge of the *Provincial Offences Act*, *Municipal Act*, *Occupational Health and Safety Act*, Ontario Fire and Building Codes, *Building Code Act*, *Planning Act*, *Trespass to Property Act*, *Private Investigators and Security Guards Act*, *Ontario Court of Justice Act*, *Dog Owners Liability Act*, *Animals for Research Act*, and the *Environmental Protection Act*.

The renumeration of \$100 per Hearing request was calculated anticipating an approximate time of 3 hours to review, prepare and execute a hearing with an approximate \$30 per hour rate of pay. Each municipality will be responsible for paying the Hearing officer directly at the time of the Hearing request.

The Clerk of French River and the CAO/Clerk of Killarney are both in support of the appointment and renumeration and will be presenting the same By-Law and report at their September council meetings. Mr. Anderson has accepted the terms of this offer in anticipation of support from all three (3) Municipalities.

**RECOMMENDATIONS:**

That Council support the passing a By-Law appointing Kyle Anderson as Hearing Officer to be paid an amount of \$100 for each Hearing Request that is made under the Municipality's Administrative Monetary Penalty By-Law. If supported the By-Law will be presented at the Regular Meeting of Council in September.

**Respectfully submitted by:** Andrea Tarini, CBO / By-Law Officer  
Tammy Godden, Clerk

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

**BY-LAW 2022-XX**

**BEING A BY-LAW TO APPOINT A HEARING OFFICER UNDER THE AMPS BY-LAW**

**WHEREAS** Council of Municipality of St.-Charles established a system of administrative penalties and administrative fees for the designated Municipal By-laws, or portions of the designated Municipal By-Laws and established the position of Hearing Officer to who may be delegated quasi-judicial and other authority under various Municipal By-Laws;

**AND WHEREAS** Council for the Municipality of St.-Charles deems it advisable to appoint the Hearing Officer hereinafter referred to for the purposes designated.

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

1. That Council for the Municipality of St.-Charles hereby appoints Kyle Anderson as the Hearing Officer to conduct the Review Process, as outlined in Section 5 of the AMPS By-Law for the remainder of the 2018-2022 Term of Council.
2. That Council for the Municipality of St.-Charles shall remunerate the Hearing Officer at a rate of \$100 per Hearing Review.
3. That the Hearing Officer shall have no authority to further delegate his / her powers or duties.
4. 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            DAY OF SEPTEMBER  
2022.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



# Report to Municipal Council



<b>Meeting Date:</b> September 7, 2022	<b>Report Date:</b> September 1, 2022
<b>Decision Requested:</b> No	<b>Priority:</b> Low
<b>Direction Only:</b> No	<b>Type of Meeting:</b> COW

**Report Title:** Arena Clean-Up

**Recommendation:**

For information purposes only.

**Background:**

Since Council has approved the deep cleaning of the arena, staff and public works employees have been cleaning and decluttering the arena to get ready for the cleaning crew. All organizations have been asked to come in and remove any items that may belong to them, or to put them in their designated areas in order to avoid confusion on ownership when cleaning up.

The front office has been cleared out and will be ready for the Foodbank as per Council direction. The ticket room has been cleared out and will become the new arena office. The skate room has been cleaned out and organized and will remain as a skate room but will also double as a first aid room.

All items under the bleachers, in the Zamboni room, in the storage locker room, and the room in the back left hand corner upstairs have been moved onto the ice surface. Any items that were deemed "garbage" were removed from the building and disposed of appropriately.

The upstairs hall and lobby have been emptied in order to help facilitate the cleaning process.

After the professional cleaning has taken place (scheduled for September 6 - 8, 2022), staff and public works employees along with the new arena attendant, will go through all items and either dispose of, sell or keep. All items that are to be kept will be placed back into storage. Any items kept will be inventoried and documents where being placed for future reference.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

# Report to Municipal Council



<b>Meeting Date:</b> September 7, 2022	<b>Report Date:</b> September 2, 2022
<b>Decision Requested:</b> Yes	<b>Priority:</b> Med
<b>Direction Only:</b> No	<b>Type of Meeting:</b> COW

**Report Title:** Appointment of Volunteer Firefighter D. Rimmer

**Recommendation:**

Appoint Mr. D. Rimmer to the position of Probationary Firefighter for a period of one (1) year after which, through the Fire Chief's discretion, the probationary title may be dropped.

**Background:**

Mr. Rimmer is new to the St Charles community after residing in the Warren area for many years. He has a keen interest in the fire service, actively seeking training outside of department participation. He brings many of the minimum requirements outlined in recent provincial legislation.

**Analysis:**

Mr. Rimmer has fulfilled all hiring requirements, is eager, and able to serve the community. He has a regular work schedule with excellent availability, including during day-time hours. I do not anticipate any issues with Mr. Rimmer's ability to complete the required training and look forward to working with him for many years to come.

**Prepared by:** Fire Chief James D. Bertoia

# Report to Municipal Council



<b>Meeting Date:</b> September 7, 2022	<b>Report Date:</b> September 1, 2022
<b>Decision Requested:</b> No	<b>Priority:</b> Low
<b>Direction Only:</b> No	<b>Type of Meeting:</b> COW

**Report Title:** Hot & Cold Meal Program

**Recommendation:**

For information purposes only.

**Background:**

At the July 20, 2022 Regular Meeting, Council requested an update on the hot and cold meal program. The Inclusive Community Grant that we received in 2021 came to an end on March 31, 2022. With the success of the program, Council had agreed to continue with the program as a municipal service with the understanding that future grants would be applied for to help offset the costs. This report will give a breakdown of the program since the Municipality has taken over.

Since the Inclusive Community Grant subsidized the cost of the meals, the fee that was being charged during the program (\$10 or \$6 for qualifying individuals) belongs to the program and was returned to the Municipality to help fund the continuation of the program. \$9,105.00 was collected by the third-party contactor that was used to run the program, and the Municipality received \$8,665.00. The remaining \$440.00 was deemed uncollectable by the third-party.

This \$8,665.00 will be used to offset the cost of the meals that are not covered by the meal fee. This is typically the wages for the cook, helper and mileage for the volunteer delivery drivers. There have been nine (9) meals that have been provided as of the date of this report with an average of sixty-one (61) meals per date. The sales for those nine (9) meals were \$4,231.00. Of that \$4,231.00, \$115.00 remains outstanding (4 individuals), with no concerns of collecting. The cost to provide these meals are as follows:



<b>4000 · Wages</b>	<b>\$1,884.48</b>
<b>4013 · Mileage</b>	<b>\$1,259.79</b>
<b>4051 · CPP Expense</b>	<b>\$53.70</b>
<b>4052 · EI Expense</b>	<b>\$41.67</b>
<b>4053 · WSIB Expense</b>	<b>\$56.72</b>
<b>4054 · EHT Expense</b>	<b>\$36.75</b>
<b>4200 · Supplies &amp; Materials</b>	<b>\$2,222.06</b>
<b>4201 · Office Supplies</b>	<b>\$219.54</b>
<b>Total Expense</b>	<b>5,774.71</b>

To summarize:

Total Revenue	\$4,231.00
Total Expense	<u>\$5,774.71</u>
Net Income (Loss)	(\$1,543.71)

This gives an average loss of \$171.52 per meal. This loss will be taken from the \$8,665.00 collected previously. It should be noted that supplies are being exhausted that were on hand at the end of the last grant, so the cost per meal is expected to increase

Prepared by: Pamela McCracken, Director of Finance / Treasurer

# Report to Municipal Council



<b>Meeting Date:</b> September 7, 2022	<b>Report Date:</b> August 31, 2022
<b>Decision Requested:</b> Yes	<b>Priority:</b> Med
<b>Direction Only:</b> No	<b>Type of Meeting:</b> COW

**Report Title:** Sale of Surplus Equipment from Public Works and Parks & Recreation

**Recommendation:**

To declare the equipment mentioned below as surplus and to be listed for sale on GovDeals in the next several weeks / months. To allow the proceeds of sale, if any, for each piece of equipment be put back into their respective departments.

**Background:**

With the purchase of new equipment over the past several months the Municipality, specifically the Public Works and Parks & Recreation departments, now have equipment, and or materials, which is not being used. The surplus equipment is as follows with estimated values of these items.

Public Works Items:

1. 1993 double axel float trailer - **\$9,000**
2. 1993 International Water Truck – **\$2,000 - \$4,000**
3. Heating oil tank – **\$1,000 - \$1,500**

Parks & Recreation Items:

4. 2003 Kubota zero turn lawn mower – **\$250 - \$350**
5. Zamboni Model 440 – **\$500 - \$1,500**

Values are estimates only based on historically sold items. Actual sale amounts may differ from what has been estimated.

**Prepared by:** Travis De Benedet, Director of Operations