



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

AGENDA

Regular Meeting of Council

September 21, 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 September 21, 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 September 21, 2022 be adopted as presented.

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

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 21st 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: Non-Union / Management Salary Scale - Costing Review

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

Topic: Non-Union / Management Salary Scale - Costing Review

7.2 Resolution to adopt the minutes of the following closed session meetings

BE IT RESOLVED THAT the minutes of the following closed sessions be adopted as presented;

- Minutes of the closed session of February 2, 2022
- Minutes of the closed session of February 3, 2022 at 9:30 a.m.
- Minutes of the closed session of February 3, 2022 at 11:00 a.m.

7.3 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.

7.4 Verbal Report from Mayor Following Closed Session

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Regular Meeting of Council held December 1, 2021
- Committee of the Whole meeting held February 2, 2022
- Special Meeting of Council held February 3, 2022 at 9:30 a.m.
- Special Meeting of Council held February 3, 2022 at 11:00 a.m.

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. Memo from the Fire Marshal's Public Fire Safety Council dated August 8, 2022, regarding Firefighter Certification;
2. Copy of a letter from Fauquier-Strickland dated August 9, 2022, regarding Delayed Ontario One Call Locates - Impact on municipalities and development;
3. Copy of a letter from South Bruce Peninsula dated August 9, 2022, regarding Mandatory Firefighter Certification;
4. Letter from J.E. Champagne received August 10, 2022;
5. Copy of a letter from Hanover dated August 12, 2022, regarding Endorsement of Resolution - Physician Shortages in Ontario;
6. Copy of a letter from Shuniah dated August 19, 2022, regarding Letter of Support - The Town of Aurora - Bill C-233 "Keira's Law";
7. Email from Marc Serré dated August 29, 2022, regarding Open Letter - Northern Ontario can't afford to lose a seat in the House of Commons;
8. Copy of Resolution No. 22-08-31-02 from Coleman dated August 31, 2022;
9. Copy of a letter from Kingsville dated September 1, 2022, regarding Town of Kingsville Council Resolution #336-08292022 in opposition to Bill 3, Strong Mayors, Building Homes Act, 2022;
10. Copy of a letter from FONOM dated September 5, 2022;
11. Email from McGarry dated September 14, 2022, regarding Removal of Municipal Councillors under Prescribed Circumstances; and,
12. Notice of Receipt of Complete Application Concerning a Proposed Zone Change to Zoning By-Law 2014-26 for the Municipality of St.-Charles from SEPB dated September 14, 2022, regarding SEPB File No. ZBA 22-14SC.

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 - Garbage & Recycling Collection and Tipping Fees By-Law & Disposal of Municipal Assets Policy
By: Chief Administrative Officer

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Resolution to receive the Cash Disbursement Register for the month of August 2022

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

- \$515,360.83

10.2.2 Report to Council - Budget vs Actual - January to June 2022

By: Director of Finance / Treasurer

10.2.3 Report to Council - Tax Adjustments

By: Director of Finance / Treasurer

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of St.-Charles hereby approves the following application for reduction, cancellation or refund of taxes in accordance with Sections 357/358/359 of the *Municipal Act, 2001*, as amended:

- Roll Number 5204-0000-003-17600-0000 for the reason of razed by fire, demolition or otherwise, as per application.

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of St.-Charles hereby approves the following application for reduction, cancellation or refund of taxes in accordance with Sections 357/358/359 of the *Municipal Act, 2001*, as amended:

- Roll Number 5204-0000-004-05700-0000 for the reason of razed by fire, demolition or otherwise, as per application.

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of St.-Charles hereby approves the following application for reduction, cancellation or refund of taxes in accordance with Sections 357/358/359 of the *Municipal Act, 2001*, as amended:

- Roll Number 5204-0000-003-10200-0000 for the reason of damages and substantially unusable, as per application.

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of St.-Charles hereby approves the following application for reduction, cancellation or refund of taxes in accordance with Sections 357/358/359 of the *Municipal Act, 2001*, as amended:

- Roll Number 5204-0000-001-30200-0000 for the reason of razed by fire, demolition or otherwise, as per application.

- 10.2.4 Report to Council - Resident Request - Sewer Charges Write-Off
By: Director of Finance / Treasurer

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

- 10.3.1 Report to Council - Council Laptop Policy
By: Chief Administrative Officer
- 10.3.2 Report to Council - 2022 Municipal Elections Joint Compliance Audit Committee
By: Clerk

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 - Vacant Arena Position
By: Chief Administrative Officer
- 10.5.2 Report to Council - Condenser Replacement (Arena)
By: Chief Administrative Officer

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

- 10.6.1 Resolution stemming from June 29, 2022 Special Meeting of Council re: Item
9.6.1 - Subdivision Development - Sewer Hook-Up Exemptions

WHEREAS Jean Paul Daoust approached Council with a proposal to install septic systems on specific lots of the subdivision properties that he owns north of King St in the Municipality of St.-Charles due to the exorbitant cost of adding a lift station to the sewer line that he is installing to support his development;

AND WHEREAS the original intend of the Plan of Subdivision was for the connection of all lots to the municipal sewer system;

AND WHEREAS Council deems it beneficial to the ongoing development of the Municipality to encourage housing development of the Subdivision;

AND WHEREAS Council has agreed that the installation of the septic systems on certain properties is acceptable but dependent on approval from Public Health Sudbury and Districts;

BE IT THEREFORE RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles deems that the following properties shall be exempt from connecting to the municipal sewer system:

KING ST	5204000003044180000	DUNNET CON 1 PT LOT 12 M1140;LOT 19 PCL 53M-1140-19
KING ST	5204000003044220000	DUNNET CON 1 PT LOT 12 M1140;LOT 23 PCL 53M-1140-23
KING ST	5204000003044230000	DUNNET CON 1 PT LOT 12 M1140;LOT 24 PCL 53M-1140-24
EMILY ST	5204000003044130000	DUNNET CON 1 PT LOT 12 M1140;LOT 14 PCL 53M-1140-14
EMILY ST	5204000003044140000	DUNNET CON 1 PT LOT 12 M1140;LOT 15 PCL 53M-1140-15

AND BE IT FURTHER RESOLVED THAT, if any future property owner of the above identified properties, wish to connect to the municipal sewer system at a later time, it will be at the property owner's sole cost.

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Resolution stemming from September 7, 2022 Committee of the Whole - Re: Item 8.7.1 - Report to Council - Appointment of Volunteer Firefighter D. Rimmer

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following member to the St.-Charles Fire Department as a volunteer firefighter:

- David Rimmer

10.7.2 Canine Control Report for the month of August, 2022

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 Resolution stemming from September 7, 2022 Committee of the Whole - Re: Item 8.9.1 - Report to Council - Sale of Surplus Equipment from Public Works and Parks & Recreation

WHEREAS Council for the Municipality of St.-Charles deems it desirable to declare certain equipment as surplus;

BE IT THEREFORE RESOLVED THAT Council for the Municipality of St.-Charles hereby declares the following as surplus equipment:

- 1993 double axel float trailer (VIN - 2T91D3R09PM007002)
- 1993 International water truck (VIN - 1HTGLAST4MH333332)
- Heating oil tank
- 2003 Kubota zero-turn lawnmower
- Zamboni Model 440 (S/N - 440-5721)

AND BE IT FURTHER RESOLVED THAT this surplus equipment be immediately listed for sale on GovDeals.ca (Government Surplus Sales site).

- 10.9.2 Report to Council - Road Construction Guideline Policy
By: Director of Operations and Chief Building Official

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

- 12.1 St.-Charles Public Library Board minutes of June 16, 2022

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

- 13.1 Sudbury East Planning Board minutes of April 14, 2022
13.2 Sudbury East Planning Board minutes of May 19, 2022
13.3 Sudbury East Planning Board minutes of June 9, 2022

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

- 14.1 Sudbury East Municipal Association draft minutes of May 25, 2022
14.2 Report to Council - SEMA Recommendations re: Federal Voting Boundaries
By: Chief Administrative Officer

WHEREAS the proposed Federal Electoral Boundary Commission has proposed to remove one of the electoral ridings from Northern Ontario;

AND WHEREAS the proposed riding of Manitoulin-Nickel Belt would remove the Municipality of St.-Charles from the current Nickel Belt riding;

AND WHEREAS the Commission is not taking into consideration the uniqueness of the Municipality of St.-Charles, including the difficulty in competing for limited amounts of funding. Any changes to the current configuration would exacerbate the situation;

AND WHEREAS the Commission did not take into consideration that the current boundary include a substantial portion of francophone citizens. By removing St.-Charles from Nickel Belt would make it extremely difficult to advocate for our francophone population and would be detrimental for those municipalities being forced into mostly anglophone ridings;

AND WHEREAS the proposal to diminish Northern Ontario's voice in Parliament will have detrimental effect on participatory democracy and regional development as issues in Northern Ontario are significantly different than those in Southern Ontario;

AND WHEREAS the Electoral Commission did not take under consideration that the Courts have rules that representation in Canada's democracy is not based merely on population but on regions of interest and the right of citizens to engage with their elected representative;

AND WHEREAS any changes to electoral boundaries should be based on the principles of maintaining communities of interest within the boundaries that are equitable in terms of culture, language, and geography;

AND WHEREAS SEMA (Sudbury East Municipal Association) has a history of working collaboratively on projects and issues in our current riding. It will be inefficient to separate the work between two (2) Members of Parliament and cause a duplication of work for members of SEMA;

AND WHEREAS the Federal Electoral Boundaries Commission is seeking public input on its proposed riding boundary changes, yet has scheduled only ONE (1) in person consultation in Northern Ontario to be held in Timmins;

AND WHEREAS the Commission should have recognized that the Province of Ontario is in the middle of Municipal Elections;

BE IT THEREFORE RESOLVED THAT the Corporation of the Municipality of St.-Charles calls on the Electoral Boundary Commission to not reduce the number of MPs for Northern Ontario and it respects the current geographical boundaries for those in Nickel Belt;

AND BE IT FURTHER RESOLVED THAT the Commission follow its rules and consider our community interest and identity and the historical pattern of our

electoral district in the province when determining reasonable electoral district boundaries for our community.

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 2022-33 - Being a By-Law to Appoint a Hearing Officer Under the AMPS By-Law
- By-Law 2022-34 - Being a By-Law to Authorize the Execution of a Collective Agreement Between the Corporation of the Municipality of St.-Charles and the Labourers' International Union of North America Local 493
- By-Law 2022-35 - Being a By-Law to Establish and Administer a System for Garbage Collection, Recycling Collection and Tipping Fees
- By-Law 2022-36 - Being a By-Law to Establish the 2022 Municipal Elections Joint Compliance Audit Committee

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 2022-33.

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 2022-34.

15.4 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 2022-35.

15.5 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 2022-36.

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 2022-37 Being a By-Law to Confirm the Proceedings of Council at its Committee of the Whole Meeting Held September 7th, 2022 and at its Regular Meeting of Council Held September 21st, 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 2022-37.

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 September 21, 2022.



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

December 1, 2021 at 6:00 PM

Electronic Meeting (via Zoom)

St.-Charles, Ontario

MEMBERS PRESENT:

Mayor:	Paul Schoppmann
Councillor:	Monica Loftus
Councillor:	Paul Branconnier
Councillor:	Richard Lemieux
Councillor:	Jackie Lafleur

ALSO PRESENT:

Chief Administrative Officer:	Denis Turcot
Clerk:	Tammy Godden
Director of Finance / Treasurer:	Pamela McCracken
Director of Operations:	Travis De Benedet

PUBLIC PRESENT: 1 (electronically)

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2021-255

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

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 December 1, 2021.

Carried

Page 1 of 11

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-256

Moved by: Councillor Lafleur

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held December 1, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

Mayor Paul Schoppmann - None declared.

Councillor Loftus - Declared a potential direct pecuniary interest in Item 7.1.1. on the agenda as she is a property owner on Chevreuil Lane.

Councillor Branconnier - None declared.

Councillor Lemieux - None declared.

Councillor Lafleur - None declared.

4.0 PRESENTATIONS AND DELEGATIONS

Nil.

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

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on December 1, 2021)

Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

Nil.

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

2021-257

Moved by: Councillor Branconnier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Committee of the Whole meeting held April 7, 2021
- Regular Meeting of Council held April 21, 2021
- Committee of the Whole meeting held May 5, 2021
- Regular Meeting of Council held May 19, 2021

Carried

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

2021-258

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

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

1. Letter from Kitchener dated November 15, 2021, regarding liquor licence sales and patio extensions;
2. Letter from LaSalle dated November 15, 2021, regarding COVID-19 Testing Requirement at Land Border;
3. Letter from Plympton-Wyoming dated November 18, 2021, regarding Concerns with the Continued Postponement of Property Assessments;
4. Letter from Ministry of Agriculture dated November 19, 2021, regarding deadstock management;
5. Email from Amaranth dated November 23, 2021, regarding Municipality of Mattice - Val Coté Resolution - MPAC Assessment;
6. Email from Thornloe dated November 23, 2021, regarding Municipality of Mattice - Val Coté Resolution - MPAC Assessment;
7. Letter from Ministry of Northern Development, Mines, Natural Resources and Forestry dated November 24, 2021, regarding Northern Ontario Resource Development Support Fund;
8. Email from East Ferris dated November 24, 2021, regarding Stop-Arm Camera Systems;
9. Email from Manitoulin-Sudbury District Services Board dated November 25, 2021, regarding 2022 DSB Approved Budget & 2021 3rd Quarter Financial Report; and,

10. Letter from Public Health Sudbury & Districts dated November 26, 2021, regarding 2022 operating budget.

and directs staff to:

- respond with a letter on item 7.

Carried

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 - Winter Hours for Landfill

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to reduce the landfill hours for the winter from January 10, 2022 to May 1, 2022.

2021-259

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approves winter hours of operation for the Municipal Landfill Site commencing January 10, 2022 and ending on May 1, 2022 as follows:

- Wednesday from 12:00 p.m. to 4:00 p.m.
- Saturday from 9:00 a.m. to 4:00 p.m.

AND BE IT FURTHER RESOLVED THAT regular summer hours of operation for the Municipal Landfill Site will resume on May 2, 2022 and ending on October 15, 2022 as follows:

- Monday from 8:00 a.m. to 12:00 p.m.
- Wednesday from 12:00 p.m. to 4:00 p.m.
- Saturday from 9:00 a.m. to 3:00 p.m.

Carried

10.1.2 Report to Council - Lagoon Repairs

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to award the contract to OCWA for repair work to be performed on Cells 1 and 2 of the lagoon.

Page 4 of 11

2021-260

Moved by: Councillor Lemieux

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby agrees to award the contract for repairs required to Cells 1 and 2 of the lagoons, to OCWA (Ontario Clean Water Agency) at a cost of \$26,917.65, to be paid out of the sewer reserve.

Carried

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Report to Council - Update - NOHFC Internship Job Posting

The Director of Finance / Treasurer presented the report as provided in the agenda package. Following discussion Council agreed with the recommendation to repost the Internship position, interview candidates and apply to NOHFC for approval and then report back to Council in an attempt to shorten the process.

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1 Report to Council - Meeting Pod at School

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to increase the notice of termination of lease with Contact Nord to twelve (12) months.

10.3.2 Resolution stemming from November 17, 2021 Regular Meeting of Council re OMERS Investment Performance

2021-261

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

WHEREAS Council for The Corporation of the Municipality of St-Charles is calling for an immediate, comprehensive and independent third-party expert review of OMERS' investment performance and practices over the past ten (10) years, conducted by the OMERS Pension Plan's sponsors and stakeholders;

AND WHEREAS such a review would, at a minimum:

1. Compare OMERS plan-level, and asset class-level performance to other comparable defined benefit pension plans and funds, OMERS internal benchmarks, and market-based benchmarks.
2. Examine OMERS decision-making processes around the timing of various investment decisions.
3. Assess the risk management policies and protocols that were in place and determine if they were followed and/or if they were sufficient to protect the plan from undue risk.
4. Assess whether the disclosures provided to the OMERS Administrative and Sponsorship Boards were sufficient evidence to allow the Boards to respond appropriately and in a timely manner.
5. Examine executive compensation, investment fees and investment costs at OMERS in comparison to other major defined benefit pension plans and funds.
6. Examine other relevant issues identified by the third-party expert review.
7. Make recommendations for changes at OMERS to ensure stronger returns moving forward.
8. Issue their final report and recommendations in a timely manner.
9. Publicly release its full report and recommendations to ensure that it is available to OMERS sponsors, stakeholders, and plan members.

BE IT RESOLVED THAT The Corporation of the Municipality of St-Charles Council calls on the OMERS Administrative Corporation to:

- a. Provide all requested data, documentation and information required of the review panel to fulfill its mandate.
- b. Establish a step-by-step plan, with OMERS sponsors and stakeholders, to implement any recommendations set out in the review report.

Carried

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.5.1 Report to Council - Arena Upgrades

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to proceed with the electrical upgrades at the arena. Council did not agree with the recommendations to purchase a stainless steel table and dishwasher for the kitchen, nor to proceed with the upgrades to the Wi-Fi system.

10.5.2 Report to Council - 2021 Beautification Advisory Committee Report

Page 6 of 11

Councillor Loftus, as Chair of the Beautification Committee, presented the report as provided in the agenda package. Council acknowledged the good work done by the Committee on the flowers. Following discussion, Council agreed with the budget items being requested by the Committee.

10.5.3 Report to Council - NOHFC Resolution

Council received the report as provided in the agenda package. Council supported the recommended Resolution.

2021-262

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

WHEREAS The Corporation of the Municipality of St.-Charles offers the services of a Community Center to its residents, and it is the center of most community events including Canada Celebration, funerals, weddings, annual baseball tournament, dances and special events, annual Christmas bazaar, and most recently partnered with the local Health Clinic (UNIVI) to enable them to offer pickle ball, yoga and kangoo classes free of charge to residents;

AND WHEREAS over this past year, the Municipality has made available free of charge the hall to the Sudbury District Health Unit for the delivery of the COVID-19 mass immunization clinics;

AND WHEREAS Council for The Corporation of the Municipality of St.-Charles considers the Community Center a primary service for the community;

AND WHEREAS major renovation have been identified to ensure the Community Centre remains a community focal point for decades to come;

AND WHEREAS the re-insulation of the roof will greatly reduce the heat loss and will directly reduce our greenhouse gas footprint;

AND WHEREAS the addition of a fully accessible family washroom and other renovations will ensure that the hall will be welcoming with no barriers to all residents;

AND WHEREAS the technology upgrades will ensure that the hall keep up with new types of presentations and offers alternate means of having events at the hall;

AND WHEREAS The Corporation of the Municipality of St.-Charles applied to Community Revitalization fund for a grant of up to 50% of the project cost;

BE IT THEREFORE RESOLVED THAT Council for The Corporation of the Municipality of St.-Charles request 40% funding from the Community Enhancement Program - Rural Enhancement Funding in the amount of \$152,102 to help offset the high cost of construction to ensure that our Community Center remains relevant to our community for decades to come;

AND BE IT FURTHER RESOLVED THAT The Corporation of the Municipality of St.-Charles commits the funding necessary to cover the municipal portion of \$38,026 and any project cost overruns.

Carried

10.5.4 Report to Council - Sponsorship Opportunity - Ice Fishing Challenge

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to sponsor the Ontario Ice Fishing Challenge in the amount of \$1,000.00.

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Report to Council - Chevrefils Lane - Section 65 Municipal Drain Reapportionment

At 7:03:12 pm Councillor Loftus muted her microphone and did not participate.

The Clerk presented the report as provided in the agenda package. Following discussion, Council provided direction to not bill the landowners in this instance due to the failure of having a Section 65 reapportionment done when the original severance went through and that the municipality would absorb the cost. Council further directed staff to have a notice sent to all property owners with the next tax bill with information regarding municipal drains.

At 7:18:59 pm Councillor Loftus unmuted and resumed participation in the meeting.

10.6.2 Report to Council - RFP for Drainage Superintendent

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to negotiate a contract with K Smart for Drainage Superintendent services.

10.6.3 Report to Council - Update - Nepewassi Property Phase 1 Assessment

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the

recommendation to relist the Nepewassi Lake Road Property with the requirement of a legal survey included as a condition of sale as required by the Phase 1 Environmental Report.

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Report to Council - Update - Sudbury East Community Safety and Well Being

The Chief Administrative Officer presented the report as provided in the agenda package.

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

Nil.

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

11.1 Manitoulin-Sudbury District Services Board 2021 Third Quarter Activity Report

Council received the Manitoulin-Sudbury District Services Board 2021 Third Quarter Activity Report.

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

Nil.

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

13.1 For Information - Consent Application - SEPB File No. B/54/21/SC

Council received the Consent Applications for SEPB File No. B/54/21/SC.

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

Nil.

15.0 BY-LAWS

15.1 First and second reading

2021-263

Moved by: Councillor Lemieux

Seconded by: Councillor Lafleur

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 2021-29 Being A By-Law To Authorize The Mayor And Clerk To Execute The Sudbury East Building And By-Law Services Agreement With The Municipality Of French Rived, The Municipality of Killarney And The Municipality of St.-Charles

Carried

15.2 Third and final reading

2021-264

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-29.

Carried

16.0 ADDENDUM (if required and by resolution)

Nil.

17.0 ADJOURNMENT

17.1 Confirmation By-Law

2021-265

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

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 2021-30 Being A By-Law To Confirm The Proceedings Of Council At Its Regular Meeting Of Council Held December 1st, 2021

Carried

2021-266

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-30.

Carried

17.2 Resolution to adjourn the meeting

2021-267

Moved by: Councillor Branconnier

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 7:35 p.m. on December 1, 2021.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles
MINUTES
Committee of the Whole Meeting
February 2, 2022 at 6:00 PM
Electronic Meeting (via Zoom)

PRESENT: Mayor Paul Schoppmann
Councillor Monica Loftus
Councillor Paul Branconnier
Councillor Richard Lemieux
Councillor Jackie Lafleur

ALSO PRESENT: Denis Turcot, Chief Administrative Officer
Tammy Godden, Clerk
Travis De Benedet, Director of Operations

PUBLIC PRESENT: 3 (electronically)

1.0 MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

2022-18

Moved by: Councillor Lemieux

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT the Committee of the Whole meeting of February 2, 2022
be opened at 6:00 p.m.

Carried

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-19

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting held February 2, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

Nil.

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

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on February 2, 2022)

Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

2022-20

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:02 p.m. this 2nd day of February 2022 to discuss:

_____ a proposed or pending acquisition or disposition of land by the municipality or local board, as authorized under Section 239 (2) (c) of the *Municipal Act, 2001*, as amended;
Topic #1 - Nepewassi Lake Road Property Sale

_____ 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 #1 - Inflation - Management Scale and Union Negotiation
Topic #2 - 2022 Rate Increase - CAO

_____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;
Topic #1 - Inflation - Management Scale and Union Negotiation
Topic #2 - 2022 Rate Increase - CAO

Carried

7.2 Resolution to reconvene to open session

2022-21

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

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 6:46 p.m.

Carried

7.1 Verbal Report from Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that direction was given to staff and information was received regarding the Nepewassi Lake Road property.

8.0 COMMITTEES:

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

8.1.1 Report to Council - 2021 Finalized St.-Charles Lagoon Report

The Director of Operations presented the report as provided in the agenda package.

8.1.2 Report to Council - Update - Lagoon Repairs

The Director of Operations presented the report as provided in the agenda package.

8.2 Finance Committee: Chair Councillor Jackie Lafleur / Council

Nil.

8.3 General Government Committee: Chair Councillor Paul Branconnier / Council

8.3.1 Report to Council - 2022 Municipal Election

The Clerk presented the report as provided in the agenda package.

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

Nil.

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

8.5.1 Quarter Report to Council - Parks, Recreation and Facilities 2021 4th Quarter

The Director of Operations presented the report as provided in the agenda package. The Chief Administrative Officer added that the Covid Funds will be used to cover the cost of any lost revenue for vaccine clinics and relocating of the book club meetings.

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

Nil.

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

Nil.

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

Nil.

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

8.9.1 Quarter Report to Council - Public Works and Environmental Services Department 2021 4th Quarter

The Director of Operations presented the report as provided in the agenda package.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

13.0 ADJOURNMENT

13.1 Resolution to adjourn the meeting

2022-22

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Committee of the Whole meeting of February 2, 2022 be adjourned at 7:12 p.m.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



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

MINUTES
**Special Meeting of
Council**

9:30 AM on February 3, 2022
Electronic Meeting (via Zoom)
St-Charles, Ontario

MEMBERS PRESENT: Mayor: Paul Schoppmann
Councillor: Monica Loftus
Councillor: Richard Lemieux
Councillor: Jackie Lafleur

MEMBERS ABSENT: Councillor: Paul Branconnier

ALSO PRESENT: Chief Administrative Officer Denis Turcot
Clerk Tammy Godden

PUBLIC PRESENT: None.

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2022-23

Moved by: Councillor Lemieux

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 9:30 a.m. on February 3, 2022.

Carried

Page 1 of 3

Regrets

Councillor Branconnier sent his regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-24

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held February 3, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 NOTICE OF MOTIONS

Nil.

5.0 CLOSED SESSION (if necessary and by resolution)

5.1 Resolution to enter into closed session

2022-25

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 9:31 a.m. this 3rd day of February, 2022 to discuss:

_____ a proposed or pending acquisition or disposition of land by the municipality or local board, as authorized under Section 239 (2) (c) of the *Municipal Act, 2001*, as amended;
Topic #1 - Nepewassi Lake Road Property Sale

Carried

5.2 Resolution to reconvene to open session

2022-26

Moved by: Councillor Loftus
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Special Meeting of Council at 9:44 a.m.

Carried

5.3 Verbal Report from Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that direction was given to the Chief Administrative Officer and Clerk to continue with the sale of the Nepewassi Lake Road property.

6.0 ADDENDUM (if required and by resolution)

Nil.

7.0 ADJOURNMENT

7.1 Resolution to adjourn the meeting

2022-27

Moved by: Councillor Loftus
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at 9:45 a.m. on February 3, 2022.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



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

MINUTES
**Special Meeting of
Council**

11:00 AM on February 3, 2022
Electronic Meeting (via Zoom)
St-Charles, Ontario

MEMBERS PRESENT: Mayor: Paul Schoppmann
Councillor: Monica Loftus
Councillor: Paul Branconnier
Councillor: Richard Lemieux

MEMBERS ABSENT: Councillor: Jackie Lafleur

ALSO PRESENT: Chief Administrative Officer: Denis Turcot
Clerk: Tammy Godden

PUBLIC PRESENT: None.

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2022-28

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 11:00 a.m. on February 3, 2022.

Carried

Page 1 of 3

Regrets

Councillor Lafleur sent her regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-29

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held February 3, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 NOTICE OF MOTIONS

Nil.

5.0 CLOSED SESSION (if necessary and by resolution)

5.1 Resolution to enter into closed session

2022-30

Moved by: Councillor Branconnier

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 11:01 a.m. this 3rd day of February, 2022 to discuss:

_____ a proposed or pending acquisition or disposition of land by the municipality or local board, as authorized under Section 239 (2) (c) of the *Municipal Act, 2001*, as amended;
Topic - Nepewassi Lake Road Property Sale

Carried

5.2 Resolution to reconvene to open session

2022-31

Moved by: Councillor Branconnier

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Special Meeting of Council at 11:21 a.m.

Carried

5.3 Verbal Report from Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that new information was received and instructions were given to the Chief Administrative Officer and Clerk to continue with the sale of the Nepewassi Lake Road property.

6.0 ADDENDUM (if required and by resolution)

Nil.

7.0 ADJOURNMENT

7.1 Resolution to adjourn the meeting

2022-31

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at 11:23 a.m. on February 3, 2022.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



“MAKING ONTARIO A SAFER PLACE FROM FIRE.”

DATE: August 8, 2022

TO: Ontario Fire Chiefs
Municipal CAOs

FROM: Jon Pegg
Chair, Fire Marshal’s Public Fire Safety Council

SUBJECT: Firefighter Certification

On July 1, 2022, [O. Reg. 343/22: Firefighter Certification](#) came into force in the Province of Ontario.

Following the consultation period, the Fire Marshal’s Public Fire Safety Council (FMPFSC) Board of Directors has been working with the Office of the Fire Marshal to understand the requirements of the certification regulation and its impact on Ontario’s fire services. Over the course of the next 4 to 6 years, departments will be required to certify their members to the level of fire protection service established by their municipality.

It became apparent in our discussions and understanding of feedback provided throughout the regulation’s consultation period that municipalities were seeking financial support to assist with the requirements under O. Reg. 343/22. Some departments will require online access to training material whereas others will be required to purchase textbooks to support their members in achieving certification.

Today, on behalf of the FMPFSC, I am pleased to announce the creation of a \$750,000 grant to support firefighter certification in Ontario. This grant will be provided over three years and is open to all Ontario fire departments who can demonstrate a need for educational materials to support training and certifying their members. The grant will be administered through the FMPFSC’s Distribution Centre with details to follow on the application process and what materials will be eligible as part of this funding.

The FMPFSC has worked closely with both Jones and Bartlett and the International Fire Service Training Association (IFSTA) to provide a suite of both hard copy and online materials that will benefit the fire service in meeting the requirements of the regulation.

25 Morton Shulman Avenue, Toronto, Ontario M3M 0B1
Telephone (647) 329-1100 Toll Free 1 (800) 565-1842 Facsimile (647) 329-1143

The Board and FMPFSC is honoured to be able to provide this funding to the fire service in Ontario and will continue to look for opportunities to give back to the Ontario fire service to continue to support a fire safe Ontario.

It would be appreciated if fire chiefs could share the news of this grant with their training officers and others so that thought can be given on what is needed at the local level to support training and certification.

Details on the grant application process will be available through Jamie Kovacs, Executive Director, in the coming weeks.

Sincerely,

Jon Pegg
Chair

cc: Ontario Association of Fire Chiefs



Corporation of the Township of Fauquier-Strickland

20 Doyon Street
P.O. Box 40
Fauquier, ON P0L 1G0
Telephone: (705) 338-2521

August 9, 2022

The Federation of Northern Ontario Municipalities
Attn: Mac Bain, Executive Director
615 Hardy Street
North Bay, ON
P1B 8S2

Re: Delayed Ontario One Call Locates – Impact on municipalities and development

On behalf of the Township of Fauquier-Strickland, I would like to voice my great concern regarding the lengthy wait times by Ontario One Call to respond to and complete locates. The municipal office is receiving complaints, on a steady basis, from property owners and contractors who are obligated to delay their projects due to missing locates.

The Township has also been impacted and are unable to move forward with small and major projects for the same reason. Further to inquiries, administration is reporting that wait time is approximately 4 weeks to receive all locates. I find this unacceptable as it is leading to work being undertaken without compliance with a high risk of causing serious injuries and damages to underground infrastructure that can lead to outages and undesired service interruptions.

Northeastern Ontario has a very short period for construction. Frost comes out of the ground in mid-June only to have snow on the ground again in October. This being said, it is very discouraging to see that the municipality, property owners and contractors have to wait such a long time to advance construction projects. Many are forced to cancel or delay their projects until next year due to the lack of time remaining before the snow hits the ground.

This problem is extremely concerning to Council as we are seeing a direct impact on municipal infrastructure projects, road repairs, etc.

We ask that municipalities, contractors, and residents in Northern Ontario express and share their concerns about the excessive wait times for locates and to highlight the negative impact that it has caused in order to call on the provincial government to streamline and advance development in a safe and cost-effective manner for residents, businesses and communities

Office of the Mayor

Email: mtremblay@fauquierstrickland.com
Website: <https://www.fauquierstrickland.com/>



Corporation of the Township of Fauquier-Strickland

20 Doyon Street
P.O. Box 40
Fauquier, ON P0L 1G0
Telephone: (705) 338-2521

that they serve. Immediate action is required as it is unacceptable to allow any further delays in receiving and completing locates.

Sincerely,

Mayor Madeleine Tremblay

cc. Highway 11 Corridor Municipalities
Ministry of Government and Consumer Services
Ontario One Call
GTel, subsidiary of OEC

Office of the Mayor

Email: mtremblay@fauquierstrickland.com
Website: <https://www.fauquierstrickland.com/>



August 9, 2022

Honourable Michael Kerzner
Solicitor General of Ontario
830 Sheppard Ave. W.,
Toronto ON M3H 2T1
Michael.Kerzner@pc.ola.org

Dear Solicitor General Kerzner:

Re: Mandatory Firefighter Certification

The Ontario Government has been making great improvements to the legislation which governs the manner in which municipalities conduct their business. One such piece of legislation is the *Fire Protection and Prevention Act, 1997* and particularly, the requirements for firefighter certification.

While the Town of South Bruce Peninsula supports, in principle, the updates to requirements for volunteer and full-time fire service professionals, we must provide our comments in order for the Province to understand the great burden that the regulations will place on municipalities. Council discussed this issue at their regular Council meeting held on August 2, 2022 and adopted resolution R-296-2022 directing that you are contacted for assistance.

Smaller municipalities such as ours, are not fortunate enough to have full-time firefighters. Our emergency personnel are all volunteers with the exception of our Fire Chief who is a full-time employee and our Deputy Fire Chief who is a part-time employee. It is difficult for our volunteers to dedicate the time to obtaining full certification in the manner legislated, as the fire service is not their primary employment. We have found that the average retention period for volunteers is three to five years meaning that once fully trained, most of our volunteers would leave the service or may even leave the service before they are fully trained and certified.

As you can imagine, this places a huge financial burden on our taxpayers as the certification is an additional cost which is funded wholly from the tax base. No grant funding or other financial assistance has been offered from the Province.

We are under the understanding that the Association of Municipalities of Ontario, many municipal governments and the Fire Chiefs across Ontario have raised concerns regarding the legislated requirements for certification. We are respectfully requesting that meaningful consultation and collaboration with the commenting parties takes place

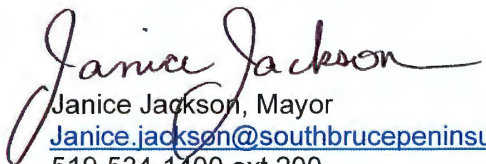


TOWN OF
SOUTH BRUCE PENINSULA

quickly so that municipalities can better manage their finances and workforce where emergency service provision is concerned.

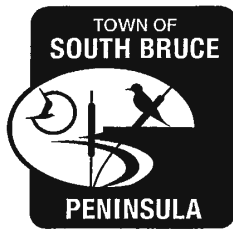
We look forward to hearing from you and to discussing our position on this important matter with you further.

Yours very truly,


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

Enclosure (1)

cc: Premier Doug Ford, MPP Rick Byers, AMO, OSUM, All Ontario Municipalities,
Ministry of the Solicitor General (Ministry Office)



Excerpt from Council Meeting Minutes – August 2, 2022

41. Notice of Motion – Mayor Jackson - Mandatory Firefighter Certification

Manager of Emergency Services/Fire Chief Wilson explained that the regulation was passed and only slightly amended. The financial burden is quite large to municipalities. The average retention of a fire fighter is 3-5 years. In order to become fully trained, it would take 3 years.

R-296-2022

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

Whereas municipal governments provide essential services to the residents and businesses in their communities;

And whereas the introduction of new Provincial policies and programs has an impact on municipalities;

And whereas municipal governments are generally supportive of efforts to modernize and enhance the volunteer and full-time fire services that serve Ontario communities;

And whereas the Association of Municipalities of Ontario (AMO) believes in principle that the fire certification is a step in the right direction, however it has not endorsed the draft regulations regarding firefighter certification presented by the Province;

And whereas municipalities and AMO are concerned that the thirty-day consultation period was insufficient to fully understand the effects such regulations will have on municipal governments and their fire services;

And whereas Fire Chiefs have advised that the Ontario firefighter certification process will create additional training and new cost pressures on fire services;

And whereas the Ontario government has not provided any indication that they will offer some form of financial support to deliver this service;

And whereas AMO, on behalf of municipal governments, in a letter to Solicitor General Jones dated February 25, 2022, made numerous comments and requests to address the shortcomings in the draft regulations;

GRAVEL ROADS ? THINGS TOO THINK ABOUT

GRAVEL ROADS:- BUSTED WINDSHIELDS(from speeding Vehicles)

WASH BOARDS

DUSTY ROADS (house windows must be closed)

ROAD TREATMENT NOT GOOD FOR THE ENVIREMENT

GRAVEL ROADS GOING BACK IN TIME.

VEHICLE SHOCK FAILER.

BEARING WEAR DUE TOO DUST

HEAD LIGHT FAILURE(due too air born gravel)

WASHBOARD ROADS NOT GOOD FOR THOSE WITH
THOSE WHO HAVE PACEMAKERS.

Above should be things Council should conceder when
deciding too do ROAD WORK.

J.E CHAMPAGNE



663 Lake Road

705 867 2376

ATT PAUL SCHOPPMAN

" : DENISE TURCOT



August 12, 2022

Mayor Janice Jackson
Town of South Bruce Peninsula
PO Box 310
315 George Street
Warton, ON M7A 1A1

Via Email: janice.jackson@southbrucepeninsula.com

Re: Endorsement of Resolution - Physician Shortages In Ontario

Further to your correspondence dated July 22, 2022 regarding the above noted matter, please be advised that Hanover Council passed the following resolution at their August 8, 2022 meeting:

Moved by COUNCILLOR HOCKING | Seconded by COUNCILLOR KOEBEL

THAT the Council of the Town of Hanover support the motion from the Town of South Bruce Peninsula requesting that the Province acknowledge the shortage in all health care worker disciplines and that they take steps to increase the number of practicing physicians in the Province of Ontario. **CARRIED**

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Respectfully,



Vicki McDonald
Clerk

cc: Premier Doug Ford, Premier@ontario.ca
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.duclos@parl.gc.ca
Alex Ruff, MP, Bruce Grey Owen Sound alex.ruff@parl.gc.ca
College of Physician and Surgeons of Ontario feedback@cpsso.on.ca
All Municipalities in Ontario



MUNICIPALITY OF SHUNIAH

420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8

Phone: (807) 683-4545 Fax: (807) 683-6982

Email: shuniah@shuniah.org www.shuniah.org

August 19th, 2022

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
80 Wellington St
Ottawa, ON K1A 0A2
Via Email: justin.trudeau@parl.gc.ca

The Honourable Karina Gould, P.C., M.P.
Minister of Families, Children, and Social Development
House of Commons
Ottawa, ON K1A 0A6
Via Email: Karina.Gould@parl.gc.ca

Dear Prime Minister Trudeau and Minister Gould:

RE: Letter of Support – The Town of Aurora – Bill C-233 “Keira’s Law”

Please be advised that at its meeting on August 9th, 2022, the Council of the Municipality of Shuniah resolved to support the resolution adopted May 24th, 2022 by the Town of Aurora.

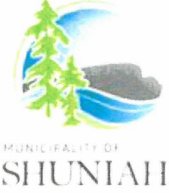
A copy of the above noted resolution is enclosed for your reference and consideration.

Yours truly,

Kerry Bellamy
Clerk
KB/jk

Cc:

Hon. Candice Bergen, M.P., Interim Leader of the Conservative Party of Canada
Jagmeet Singh, M.P., Leader of the New Democratic Party of Canada
Yves-François Blanchet, M.P., Leader of the Bloc Québécois
Hon. Patty Hajdu, MP Thunder Bay Superior North
Marcus Powlowski, MP Thunder Bay Rainy River
Lise Vaugeois, MPP Thunder Bay Superior North
Kevin Holland, MPP Thunder Bay-Atikokan
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities



COUNCIL RESOLUTION

Resolution No.: 272-22

Date: Aug 9, 2022

Moved By: [Signature]

Seconded By: [Signature]

THAT Council receive and support the resolution from the Town of Aurora regarding supporting bill C-233 "Keira's Law";

AND THAT Council direct the Clerk to forward a copy of this resolution to The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Karina Gould, Minister of Families, Children and Social Development; The Honourable Candice Bergen, Interim Leader of the Conservative Party of Canada; Yves-Francois Blanchet, MP, Leader of the Bloc Quebecois; Jagmeet Singh, MP, Leader of the New Democratic Party; MP's Patty Hajdu and Marcus Polowski and MPP's Lise Vaugeois and Kevin Holland; and the Federation of Canadian Municipalities (FCM) and all Ontario Municipalities.

Carried

Defeated

Amended

Deferred

[Signature]
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



MUNICIPALITY OF SHUNIAH

COUNCIL RESOLUTION

Date: Aug 9, 2022

Resolution No.: 272-22

Moved By:

Seconded By:

THAT Council receive and support the resolution from the Town of Aurora regarding supporting bill C-233 "Keira's Law";

AND THAT Council direct the Clerk to forward a copy of this resolution to The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Karina Gould, Minister of Families, Children and Social Development; The Honourable Candice Bergen, Interim Leader of the Conservative Party of Canada; Yves-Francois Blanchet, MP, Leader of the Bloc Quebecois; Jagmeet Singh, MP, Leader of the New Democratic Party; MP's Patty Hajdu and Marcus Polowski and MPP's Lise Vaugeois and Kevin Holland; and the Federation of Canadian Municipalities (FCM) and all Ontario Municipalities.

- Carried
- Defeated
- Amended
- Deferred

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, E7A 1X8

From: Denis Turcot [dturcot@stcharlesontario.ca]
Sent: Wednesday, August 31, 2022 9:42 AM
To: Tammy Godden [tgodden@stcharlesontario.ca]
Subject: FW: Open Letter - Northern Ontario can't afford to lose a seat in the House of Commons - Lettre Ouverte - Le Nord de l'Ontario ne peut pas se permettre de perdre un siège à la Chambre des communes
Attachments: Existing and Proposed Electoral Boundaries.png; MP Serré Official Picture October 2021.jpg; IMG_1213.JPG; Lettre ouverte - Le Nord de l'Ontario ne peut pas se permettre de perdre un siège à la Chambre des communes.pdf; Open Letter - Northern Ontario cant afford to lose a seat in the House of Commons .pdf

From: Serré, Marc - Riding 1A <Marc.Serre.C1A@parl.gc.ca>
Sent: August 29, 2022 11:22 AM
To: Serré, Marc - Riding 1A <Marc.Serre.C1A@parl.gc.ca>
Subject: Open Letter - Northern Ontario can't afford to lose a seat in the House of Commons - Lettre Ouverte - Le Nord de l'Ontario ne peut pas se permettre de perdre un siège à la Chambre des communes

Hello, Bonjour

Please accept the attached open letter/letter to the editor from Marc G. Serré, Member of Parliament for Nickel Belt, regarding the proposal put forth by the Federal Electoral Boundaries Commission for Ontario. Marc invites media to arrange an interview with him for further comment. Media requests can be made via this email.

Veillez accepter la lettre ouverte ci-jointe de Marc G. Serré, député de Nickel Belt, concernant la proposition présentée par la Commission de délimitation des circonscriptions électorales fédérales pour l'Ontario. Marc invite les médias à organiser une entrevue avec lui pour plus de commentaires. Les demandes des médias peuvent être demandées via cet e-mail.

//

Thank you, merci



Matthew Ierino

Special Assistant/Adjointe spéciale
Office of/Bureau de
Marc G. Serré M.P./Député Nickel Belt
2914 Hwy/Autoroute 69 N.
Unit/Unité 5

Val Caron, Ontario P3N 1E3

Tel. (705) 897-2222

Fax. (705) 897-2223

marc.serre.C1a@parl.gc.ca

www.marcserre.ca



CONFIDENTIALITY NOTICE – *This message and any attachments are confidential and may contain protected information. If you are not the intended recipient or the person authorized to forward the message to that recipient, we hereby inform you that it is strictly prohibited to disclose, copy or distribute the message or to use it for any purpose. If you have received this message in error, please notify us immediately by telephone or by email and delete the original. Thank you for your co-operation.*

AVIS DE CONFIDENTIALITÉ – *Le présent message et tout fichier qui y est joint sont confidentiels et peuvent contenir de l'information protégée. Si vous n'êtes pas le destinataire visé ni le mandataire chargé de lui transmettre ce message, nous vous signalons qu'il est strictement interdit d'en divulguer le contenu, de le copier, de le distribuer ou de l'utiliser à quelque fin que ce soit. Si vous avez reçu ce message par erreur, veuillez nous en informer immédiatement par téléphone ou par courriel et détruire l'original. Nous vous remercions de votre collaboration.*

Marc G. Serré

Member of Parliament / Député
Nickel Belt

August 29th, 2022

Northern Ontario can't afford to lose a seat in the House of Commons

As many in the community are already aware, the Federal Electoral Boundaries Commission for Ontario is proposing drastic changes to Northern Ontario's electoral districts. The proposal would consolidate 10 electoral districts into nine and expand the borders of the remaining ridings.

Over the past week, I've heard from countless constituents and community stakeholders who have shared their concerns about the proposed changes. I too am gravely concerned that this will mean less effective representation in the House of Commons for years to come.

It's particularly disappointing that the commission divided the rural francophone municipalities of Nickel Belt into the Nipissing and Sudbury ridings.

The changes would see former areas of the Nickel Belt riding (Valley East, Azilda, Chelmsford, Dowling, Onaping Falls, Levac) merge with Elliot Lake, Espanola, Blind River and Manitoulin Island to form a new Manitoulin-Nickel Belt Riding. The communities of Coniston, Garson and Falconbridge would also switch to the Sudbury riding.

Portions of West Nipissing, St Charles and Markstay-Warren would be transferred to the Nipissing riding, with French River and Killarney remaining in Nickel Belt.

While it is true that Northern Ontario has experienced slower population growth than its southern counterpart, the north is the home to several unique communities and the recent 2021 data shows an increase in population.

This includes a culturally rich Francophone population, and over 106 first nations communities, which is a significant chunk of proportion of the 636 First Nations across Canada.

In fact, had the commission rigidly followed the 113,000-population quota, Northern Ontario would have lost an additional representative in the House of Commons. The proposed 9 Federal ridings pale in comparison to Northern Ontario having 12 ridings provincially.

The consequences of having less representation in the north are very real. There will be less federal funding distributed to Northern Ontario ridings through programs such as Canada Summer Jobs, which benefit both local businesses and non-profit organizations, constituency offices will be more difficult to access, and communities will be divided.

These proposed changes are not final. When drastic changes were proposed in 2012, community members effectively voiced their concerns to the commission, and they listened.

However, we must question why the commission has reduced in person public hearings so dramatically. For those living in Greater Sudbury-Nickel Belt, the closest in person consultation would be in Timmins. The accessibility of these hearings have been a particular concern for constituents in the Nickel Belt riding.

The commission has set September 25th, 2022 as the deadline to either make a written comment and to register to appear in person virtually at a public hearing.

I highly encourage community members in the north to speak up about these drastic changes being made to our federal electoral landscape.

Rural Northern Ontario should not lose a voice – your voice matters.

Feedback can be sent to the commission by going here: https://redecoupage-redistribution-2022.ca/com/on/phrg/index_e.aspx. Emails can also be sent to ON@redecoupage-federal-redistribution.ca.

You can register to appear in person or virtually at a public hearing here: https://redecoupage-redistribution-2022.ca/com/on/phrg/form/index_e.aspx

Sincerely,

A handwritten signature in black ink, appearing to read 'Marc G. Serré', with a stylized flourish at the end.

Marc G. Serré M.P. Nickel Belt
Parliamentary Secretary to the Minister of Official Languages
Constituency Office
2914, Highway 69 North
Val Caron ON P3N1E3
1-800-267-4829

Marc G. Serré

Member of Parliament / Député
Nickel Belt

29 août 2022

Le Nord de l'Ontario ne peut pas se permettre de perdre un siège à la Chambre des communes

Comme de nombreux membres de la communauté le savent déjà, la Commission de délimitation des circonscriptions électorales fédérales pour l'Ontario propose des changements drastiques aux circonscriptions électorales actuelles du Nord de l'Ontario. La proposition regrouperait 10 circonscriptions électorales en neuf et élargirait les frontières des circonscriptions restantes.

Au cours de la dernière semaine, j'ai entendu de nombreux électeurs, électrices et intervenants, intervenantes communautaires qui ont partagé leurs préoccupations concernant les changements proposés. Je crains moi aussi sérieusement que cela se traduira par une représentation moins efficace à la Chambre des communes dans les années à venir. Il est particulièrement décevant que la Commission ait divisé les municipalités rurales et les communautés francophones de Sudbury-Est et la ville du Grand Sudbury de Nickel Belt en 2 circonscriptions voisines, soit Nipissing et Sudbury.

Les dix députés, soi-disant mes collègues du Nord de l'Ontario, avons tenu une rencontre par visioconférence et nous sommes tous unis pour ne pas perdre une voix dans le Nord de l'Ontario.

Les changements proposés feraient en sorte que les anciennes parties de la circonscription de Nickel Belt (Valley East, Azilda, Chelmsford, Dowling, Onaping Falls, Levac) seraient fusionnées avec Elliot Lake, Espanola, Blind River et l'île Manitoulin pour former une nouvelle circonscription de Manitoulin-Nickel Belt. Les collectivités de Coniston, Garson et Falconbridge passeraient également à la circonscription de Sudbury.

Les localités de Nipissing Ouest, St-Charles et de Markstay-Warren seraient transférées à la circonscription de Nipissing tandis que Rivière-des-Français et Killarney demeureraient dans la circonscription de Nickel Belt.

S'il est vrai que le Nord de l'Ontario a connu une croissance plus lente vis-à-vis le Sud de l'Ontario, il demeure que le Nord abrite plusieurs collectivités uniques et les données récentes de 2021 montrent une augmentation de la population. Cela comprend une population francophone culturellement riche et plus de 106 communautés des Premières Nations, ce qui représente une proportion très importante des 636 Premières Nations du Canada.

En fait, si la Commission avait rigoureusement suivi le quota de 113 000 habitants, le Nord de l'Ontario aurait perdu un représentant supplémentaire à la Chambre des communes. Cela se compare au Nord de l'Ontario qui compte 12 circonscriptions à l'échelle provinciale.

Les conséquences d'une moindre représentation dans le Nord sont très réelles. Il y aura moins de financement fédéral distribué aux circonscriptions du Nord de l'Ontario par le biais de programmes comme Emplois d'été Canada (entreprises locales et organismes sans but lucratif), les bureaux de circonscription seront plus difficiles d'accès et les collectivités seront divisées.

Ces modifications proposées ne sont pas définitives. Lorsque des changements drastiques ont été proposés en 2012, les membres de la communauté ont effectivement fait part de leurs préoccupations à la Commission, et ils ont écouté.

Cependant, nous devons nous demander pourquoi la commission a réduit de façon aussi spectaculaire les audiences publiques en personne. Pour ceux qui vivent dans le Grand Sudbury-Nickel Belt, la consultation en personne la plus proche serait à Timmins. L'accessibilité de ces audiences préoccupe particulièrement les électeurs de la circonscription de Nickel Belt.

Cette année, la commission a fixé au 25 septembre 2022 la date limite pour faire un commentaire écrit en ligne ou s'inscrire pour comparaître en personne à une audience publique. J'encourage fortement les membres de la communauté du Nord à parler de ces changements drastiques dans notre paysage électoral.

Les régions rurales du Nord de l'Ontario ne devraient pas perdre une voix – Votre voix compte.

Vos commentaires peuvent être transmis à la Commission en visitant : https://redecoupage-redistribution-2022.ca/com/on/phrg/index_e.aspx. Les courriels peuvent également être envoyés à ON@redecoupage-federal-redistribution.ca.

Vous pouvez vous inscrire pour prendre la parole en personne ou virtuellement lors d'une audience publique ici : https://redecoupage-redistribution-2022.ca/com/on/phrg/form/index_e.aspx

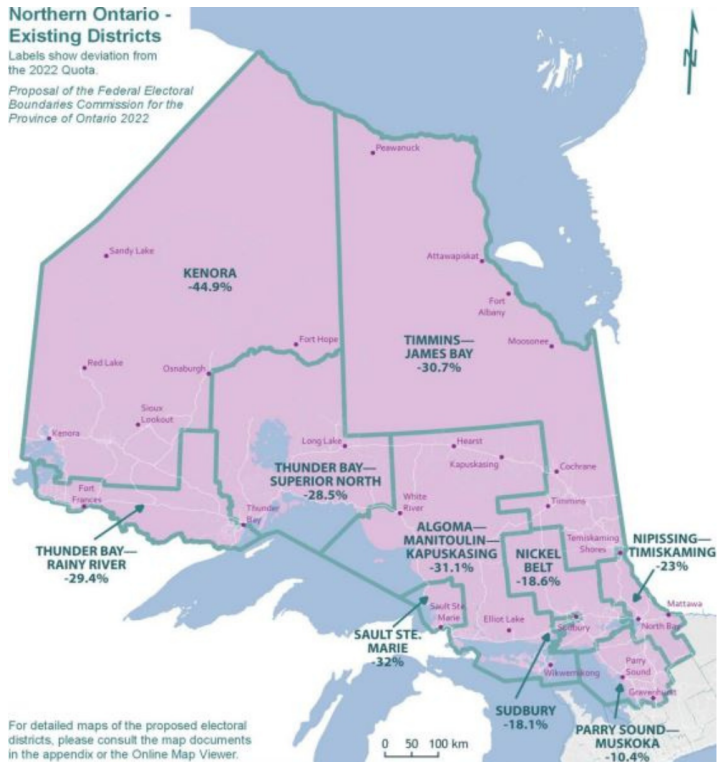


Marc G. Serré
Député de Nickel Belt
Secrétaire parlementaire du ministre des Langues officielles
Bureau de circonscription
2914 autoroute 69 nord
Val Caron ON P3N1E3
1-800-267-4829

Northern Ontario - Existing Districts

Labels show deviation from the 2022 Quota.

Proposal of the Federal Electoral Boundaries Commission for the Province of Ontario 2022

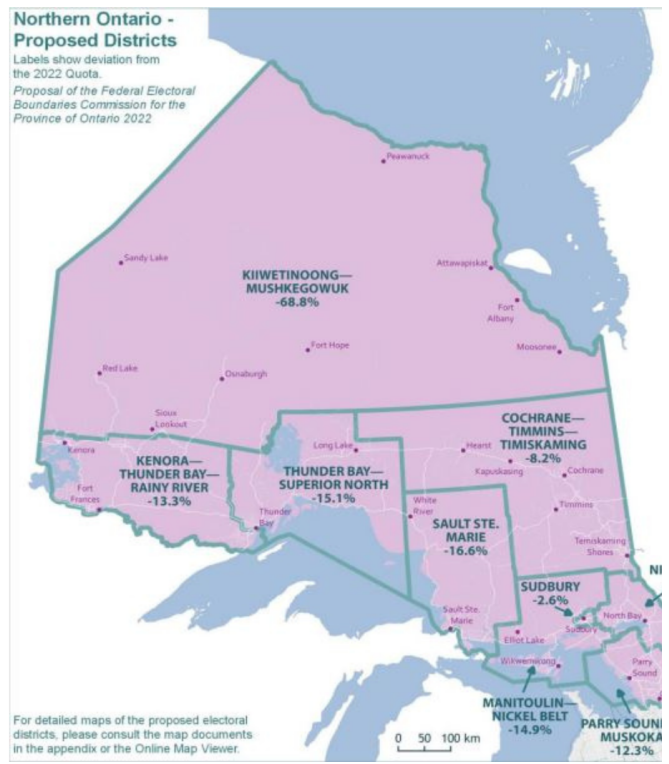


For detailed maps of the proposed electoral districts, please consult the map documents in the appendix or the Online Map Viewer.

Northern Ontario - Proposed Districts

Labels show deviation from the 2022 Quota.

Proposal of the Federal Electoral Boundaries Commission for the Province of Ontario 2022



For detailed maps of the proposed electoral districts, please consult the map documents in the appendix or the Online Map Viewer.







2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

COPY VIA EMAIL (Premier@ontario.ca)

September 1, 2022

The Hon. Doug Ford, Premier of Ontario
Legislative Building
1 Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Town of Kingsville Council Resolution #336-08292022 in opposition to
Bill 3, Strong Mayors, Building Homes Act, 2022**

At its Special Meeting held August 29, 2022 Council of The Corporation of the Town of Kingsville passed a Resolution against Bill 3 as follows:

Resolution #336-08292022

Moved by Councillor Kimberly DeYong
Seconded by Councillor Laura Lucier

“WHEREAS the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

AND WHEREAS this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

AND WHEREAS this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

THEREFORE, this Council of the Town of Kingsville, passes this resolution to petition the Government of Ontario that:

1. These changes to the *Municipal Act, 2001*, are unnecessary and will negatively affect the Town of Kingsville;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Kingsville's MPP, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

RECORDED VOTE – Carried Unanimously

	YEA	NAY
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan	X	
Councillor Laura Lucier	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Results	6	0

If you have any questions or comments please contact Paula Parker at pparker@kingsville.ca.

Yours very truly,



Paula Parker
Town Clerk, on behalf of Kingsville Council

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
(Steve.Clark@pc.ola.org)
Standing Committee on Heritage, Infrastructure and Cultural Policy; Attn.: Committee Clerk
Isaiah Thorning (schicp@ola.org)
Anthony Leardi, MPP – Essex (Anthony.Leardi@pc.ola.org)
Association of Municipalities of Ontario (AMO) (amo@amo.on.ca)
All Ontario Municipalities



937907 Marsh Bay Road
RR #1 Coleman Township, ON
POJ 1C0
Tel: 705-679-8833
Fax: 705-679-8300
toc@colemantownship.ca

**CERTIFIED TRUE COPY OF
RESOLUTION NO. 22-08-31-02 PASSED AT A
SPECIAL COUNCIL MEETING HELD AUGUST 31, 2022**

Resolution No. 22-08-31-02

Moved by: Councillor Lois Perry
Seconded by: Councillor Susan Cote

Whereas the Township of Coleman has been represented by the Member of Parliament for Nipissing-Timiskaming since 2003; and

Whereas the Federal Electoral Boundaries Commission for Ontario has proposed the elimination of one Riding in Northern Ontario and a redistribution of the remaining Electoral Ridings; and

Whereas the Township of Coleman and other municipalities in the South Temiskaming area would be part of a newly created Electoral Riding known as Cochrane-Timmins-Timiskaming; and

Whereas the population of the existing Riding of Nipissing-Timiskaming meets the population requirements to maintain the Federal Riding; and

Whereas the communities that comprise the current Electoral Riding of Nipissing-Timiskaming form a geopolitical entity that would be fragmented by the Federal Electoral Boundaries Commission for Ontario's proposal; and

Whereas this fragmentation would diminish and reduce access to Federal representation for the residents of the Township of Coleman; and

Whereas there is potential for the Province of Ontario to adopt the Federal electoral boundaries to establish Provincial electoral boundaries, which would repeat the negative effects on Provincial representation for the people and communities in Northern Ontario; and

Whereas the ability to effectively represent diverse, small, rural communities continues to be eroded with the loss of Electoral Ridings in Northern Ontario.

Over 2 Billion Square Feet of Opportunity

www.colemantownship.ca

Now therefore be it resolved that the Corporation of the Township of Coleman hereby petitions the Federal Electoral Boundaries Commission to withdraw the proposal to eliminate a Federal Riding in Northern Ontario; and

Further that the Township of Coleman petitions the Federal Government to introduce legislation that would provide for a minimum number of guaranteed Ridings for Northern Ontario to ensure the voices of Northern and Rural Communities is not stifled; and

Further that a copy of this resolution be forwarded to the Temiskaming Municipal Association, the Federation of Northern Ontario Municipalities, the Honourable Anthony Rota MP for Nipissing-Timiskaming, and the Association of Municipalities of Ontario.

CARRIED

I hereby certify this to be a true copy of Resolution No. 22-08-31-02



Christopher W. Oslund
Chief Administrative Officer/Clerk-Treasurer



September 5, 2022

Federal Electoral Districts Redistribution – Ontario Commission
PO Box 37018 Southdale
London, Ontario, N6E 3T3
SENT BY EMAIL: ON@redcoupage-federal-redistribution.ca

To Whom It May Concern;

The Federation of Northern Ontario Municipalities (FONOM) is the unified voice of Northeastern Ontario, representing and advocating on behalf of 110 cities, towns and municipalities. Our mission is to improve the economic and social quality of life for all northerners and to ensure the future of our youth.

As President of FONOM, I want to commend the Commission for adding Indigenous Representation to the Redistribution Plan for Northern Ontario. But I want to share some of my concerns about the Redistribution plan's negative impacts on Northern Ontario. Currently, Northern Ontario has ten Electoral Districts, with the proposed plan reducing that number to eight. ***FONOM would ask that the Commission retain the current ten Electoral Districts as they are today, plus the planned Indigenous Representation!***

Geographically Northern Ontario is quite large. The distance from North Bay to the Manitoba border is 1623 kilometres (the distance from North Bay to Charlottetown is 1693 Kilometres). Your research shows you that the existing ridings are large already. Currently, the Members have a difficult job fairly representing their constituents. The MPs do an admirable job and represent Canada well, but we believe the new alignments will make their efforts even more difficult. ***FONOM would ask that the Commission retain the current ten Electoral Districts as they are today! Especially in the Northeast as any redistribution will divide our established First Nations, Francophone, and Municipal Associations.***

We are also concerned that the planned consultation for Northern Ontario is only in Timmins and virtual. I have real concerns with only one in-person consultation session for a region of the province this realignment covers. This vital consultation is also coinciding with a Municipal Election. As a Municipal Politician running for re-election, I believe that very few individuals will take the time away from campaigning to drive to Timmins for the session on October 11th. The Northern Ontario session is also happening in the middle of the Hunting Season. The timing of the Commission's consultation highlights a further lack of understanding for our part of Ontario. ***FONOM recommends you increase and extend the consultation in Northern Ontario until January 2023!***



Also, I want to mention the Redistribution website is very hard to navigate. We believe anyone using the site to find the impacts on their community would be hard-pressed to get the information they seek. For your information, several web design firms are using focus groups of fifty- and sixty-year olds to beta test interactive websites to ensure their product is user-friendly. ***FONOM would recommend to the Commission that they ensure they improve upon this platform for the next realignment in 2032.***

Thank you.

A handwritten signature in blue ink that reads "Danny Whalen". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Danny Whalen
President, FONOM

From: Karine Pelletier [kpelletier@mcgarry.ca]
Sent: Wednesday, September 14, 2022 3:06 PM
To: Boyd, Sarah [SBoyd@ptbocounty.ca]; Alain Tremblay (twpopas@persona.ca) [twpopas@persona.ca]; Alex Regele (twphill@parolink.net) [twphill@parolink.net]; Alice Mercier (alice.mercier@cochraneontario.com) [alice.mercier@cochraneontario.com]; Alison Collard (alison.collard@champlain.ca) [alison.collard@champlain.ca]; Alison Gray (agray@tay.ca) [agray@tay.ca]; Allison Vereyken (clerk@greatermadawaska.com) [clerk@greatermadawaska.com]; Alton Hobbs (clerktreasurer@eastlink.ca) [clerktreasurer@eastlink.ca]; Amanda Cox (clerk@madoc.ca) [clerk@madoc.ca]; Amanda Fusco (amanda.fusco@caledon.ca) [amanda.fusco@caledon.ca]; Amanda Gubbels (agubbels@warwicktownship.ca) [agubbels@warwicktownship.ca]; Amanda Knight (aknight@get.on.ca) [aknight@get.on.ca]; Amanda Mabo (clerk@tayvalleytwp.ca) [clerk@tayvalleytwp.ca]; Amanda Noel (planningdc@lanarkhighlands.ca) [planningdc@lanarkhighlands.ca]; Amber LaPointe (cityclerk@portcolborne.ca) [cityclerk@portcolborne.ca]; Amy Back (clerk@muskoka.on.ca) [clerk@muskoka.on.ca]; Amy Humphries (ahumphries@cityofwoodstock.ca) [ahumphries@cityofwoodstock.ca]; Amy Vickery-Menard (amyvickerymenard@armstrong.ca) [amyvickerymenard@armstrong.ca]; Andrea Fisher (afisher@goderich.ca) [afisher@goderich.ca]; Andrea Holland (andrea.holland@hamilton.ca) [andrea.holland@hamilton.ca]; Andy Grozelle (andy.grozelle@norfolkcounty.ca) [andy.grozelle@norfolkcounty.ca]; Angela Cathrae (angie.cathrae@southbrucepeninsula.com) [angie.cathrae@southbrucepeninsula.com]; Chittick, Angela SEL Clerk [achittick@selwyntownship.ca]; Angela Maddocks (amaddocks@southfrontenac.net) [amaddocks@southfrontenac.net]; Anita Herd (harris@parolink.net) [harris@parolink.net]; Ann Wright (wright@middlesexcentre.on.ca) [wright@middlesexcentre.on.ca]; Anne Greentree (agreentree@clarington.net) [agreentree@clarington.net]; Annette Gilchrist (annetteg@eganville.com) [annetteg@eganville.com]; Annette Simonian (asimonian@augusta.ca) [asimonian@augusta.ca]; Annie Rochefort (arochefort@alfred-plantagenet.com) [arochefort@alfred-plantagenet.com]; Ann-Marie Norio (ann-marie.norio@niagararegion.ca) [ann-marie.norio@niagararegion.ca]; Arlene Cox (clerk@carlowmayo.ca) [clerk@carlowmayo.ca]; Ashley Carter (acarter@pertheast.ca) [acarter@pertheast.ca]; Ashley Sage (asage@northdumfries.ca) [asage@northdumfries.ca]; Barbara Major (bmajor@chapleau.ca) [bmajor@chapleau.ca]; Barbara Schellenberger (bschellenberger@mapleton.ca) [bschellenberger@mapleton.ca]; Becky Jamieson (bjamieson@townshipofbrock.ca) [bjamieson@townshipofbrock.ca]; Belinda Ketchabaw (nairncentre@personainternet.com) [nairncentre@personainternet.com]; Bernice Crocker (clerk@tudorandcashel.com) [clerk@tudorandcashel.com]; Beth Morton (beth.morton@townshipofperry.ca) [beth.morton@townshipofperry.ca]; Betty Gordon (office@newbury.ca) [office@newbury.ca]; Bill Matson (bmatson@niagarafalls.ca) [bmatson@niagarafalls.ca]; Bonnie Bailey (bbaileyburpeemills@gmail.com) [bbaileyburpeemills@gmail.com]; Bonnie Nistico-Dunk (bdunk@stcatharines.ca) [bdunk@stcatharines.ca]; Brad Knight (bknight@huroneast.com) [bknight@huroneast.com]; Brad Roach (clerk@tyendinagatowship.com) [clerk@tyendinagatowship.com]; Brenda Brunt (bbrunt@southdundas.com) [bbrunt@southdundas.com]; Brenda Fraser (brenda.fraser@townofkearney.ca) [brenda.fraser@townofkearney.ca]; Brenda MacIsaac (clerk@centralhuron.com) [clerk@centralhuron.com]; Brenda Paul (bpaulmachar@vianet.ca) [bpaulmachar@vianet.ca]; Brenda Percy (bpercy@leamington.ca) [bpercy@leamington.ca];

Brent Kittmer (bkittmer@town.stmarys.on.ca) [bkittmer@town.stmarys.on.ca]; Brent Larmer (blarmer@cobourg.ca) [blarmer@cobourg.ca]; Brent St. Denis (brentstdenis@gmail.com) [brentstdenis@gmail.com]; Brian Gilmer (bgilmer@porthope.ca) [bgilmer@porthope.ca]; Brian P. MacKinnon (clerk@siouxlookout.ca) [clerk@siouxlookout.ca]; Brian Tocheri (btocheri@hanover.ca) [btocheri@hanover.ca]; Brian Walker (bwalkercao@cobalt.ca) [bwalkercao@cobalt.ca]; Briana Bloomfield (bbloomfield@owensound.ca) [bbloomfield@owensound.ca]; Bridget Foster (bfoster@emo.ca) [bfoster@emo.ca]; Bryan Brooks (bbrooks@stonemills.com) [bbrooks@stonemills.com]; Cahl Pominville (cpominville@northgrenville.on.ca) [cpominville@northgrenville.on.ca]; Caitlin Haggart (clerk@strongtownship.com) [clerk@strongtownship.com]; Candice Doiron (cdoiron@brighton.ca) [cdoiron@brighton.ca]; Candice White (cwhite@asphodelnorwood.com) [cwhite@asphodelnorwood.com]; Candy Beauvais (cbeauvais@municipalityofkillarney.ca) [cbeauvais@municipalityofkillarney.ca]; Carla Preston (cpreston@westperth.com) [cpreston@westperth.com]; Carmen Miller (cmiller@whitewaterregion.ca) [cmiller@whitewaterregion.ca]; Carol Schofield (cschofield@forterie.ca) [cschofield@forterie.ca]; Carol Trainor Kent (stjoeadmin@bellnet.ca) [stjoeadmin@bellnet.ca]; Carol Watson (clerk@howick.ca) [clerk@howick.ca]; Carole Gendron (cgendron@moonbeam.ca) [cgendron@moonbeam.ca]; Carrie Lewis (clerk@gordonbarrieisland.ca) [clerk@gordonbarrieisland.ca]; Carrie Sykes (csykes@lakeofbays.on.ca) [csykes@lakeofbays.on.ca]; Carson Lamb (CLamb@northhuron.ca) [CLamb@northhuron.ca]; Catalina Blumenberg (cblumenberg@pecounty.on.ca) [cblumenberg@pecounty.on.ca]; Catharine Saunders (csaunder@london.ca) [csaunder@london.ca]; Cathie Ritchie (critchie@kawarthalakes.ca) [critchie@kawarthalakes.ca]; Cathy Bradley (bradleyc@hastingscounty.com) [bradleyc@hastingscounty.com]; Cathy Cyr (ccyr@wawa.cc) [ccyr@wawa.cc]; Cathy MacMunn (cmacmunn@centralfrontenac.com) [cmacmunn@centralfrontenac.com]; Chandra Alexander (clerk@municipalityofbluewater.ca) [clerk@municipalityofbluewater.ca]; Chantal Guillemette (Chantal.Guillemette@kapuskasing.ca) [Chantal.Guillemette@kapuskasing.ca]; Charles Barton (admin@nipissingtownship.com) [admin@nipissingtownship.com]; Cheryl Coulson (ccoulson@dysartetal.ca) [ccoulson@dysartetal.ca]; Cheryl Marshall (clerk@mcmurrichtmonteith.com) [clerk@mcmurrichtmonteith.com]; Cheryl Mortimer (cmortimer@muskokalakelakes.ca) [cmortimer@muskokalakelakes.ca]; Chloe Senior (csenior@oxfordcounty.ca) [csenior@oxfordcounty.ca]; Chris Wray (pmc-chris@bell.net) [pmc-chris@bell.net]; Christine Fraser-McDonald (deputyclerk@arran-elderslie.ca) [deputyclerk@arran-elderslie.ca]; Christine Goulet (christine.goulet@redlake.ca) [christine.goulet@redlake.ca]; Christine Groulx (cgroulx@hawkesbury.ca) [cgroulx@hawkesbury.ca]; Christine Martin (cmartin@deseronto.ca) [cmartin@deseronto.ca]; Christine Reed (clerk@addingtonhighlands.ca) [clerk@addingtonhighlands.ca]; Christine Tarling (christine.tarling@kitchener.ca) [christine.tarling@kitchener.ca]; Christopher Raynor (christopher.raynor@york.ca) [christopher.raynor@york.ca]; Cindy Halcrow (chalcrow@dnetownship.ca) [chalcrow@dnetownship.ca]; Cindy Maher (cmaher@newtecumseth.ca) [cmaher@newtecumseth.ca]; Cindy Pigeau (clerk@calvintownship.ca) [clerk@calvintownship.ca]; Parent, Connie NK Clerk [c.parent@northkawartha.ca]; Corrina Giles (townclerk@thebluemountains.ca) [townclerk@thebluemountains.ca]; Craig Jeffery (cjeffery@seguin.ca) [cjeffery@seguin.ca]; Crystal Fischer (crystal@headclaramaria.ca) [crystal@headclaramaria.ca]; Crystal Labbe

(crystallabbe@larderlake.ca) [crystallabbe@larderlake.ca]; McMillan, Crystal DD Clerk [crystal@dourodummer.on.ca]; Dan Thibeault (dan.thibeault@chamberlaintownship.com) [dan.thibeault@chamberlaintownship.com]; Dan Thibeault (dthibeault@charltonanddack.com) [dthibeault@charltonanddack.com]; Daniel Scissons (dscissons@petawawa.ca) [dscissons@petawawa.ca]; Danielle Manton (mantond@cambridge.ca) [mantond@cambridge.ca]; Darlene Noonan (athens@myhighspeed.ca) [athens@myhighspeed.ca]; Darlene Plumley (dplumley@frontenacislands.ca) [dplumley@frontenacislands.ca]; Daryl Skworchinski (cao@marathon.ca) [cao@marathon.ca]; David Milliner (dmilliner@southgate.ca) [dmilliner@southgate.ca]; David Treen (dtreen@temiskamingshores.ca) [dtreen@temiskamingshores.ca]; Dawn Hayes (alberton@jam21.net) [alberton@jam21.net]; Dawn Mittelholtz (dawn.mittelholtz@wilmot.ca) [dawn.mittelholtz@wilmot.ca]; Dawn Newhook (dnewhook@algonquinhighlands.ca) [dnewhook@algonquinhighlands.ca]; Dawn Switzer (d.switzer@faraday.ca) [d.switzer@faraday.ca]; Dean Sauriol (dsauriol@lvtownship.ca) [dsauriol@lvtownship.ca]; Deborah Chapman (dachapman@loyalist.ca) [dachapman@loyalist.ca]; Deborah Leroux (dleroux@uxbridge.ca) [dleroux@uxbridge.ca]; Deborah Tonelli (debbie@huronshores.ca) [debbie@huronshores.ca]; Debra Kincaid (dkincaid@dryden.ca) [dkincaid@dryden.ca]; Denise Holmes (dholmes@melancthontownship.ca) [dholmes@melancthontownship.ca]; Diana Rusnov (diana.rusnov@mississauga.ca) [diana.rusnov@mississauga.ca]; Dianne Gould-Brown (dianne.gould-brown@sarnia.ca) [dianne.gould-brown@sarnia.ca]; Dianne Quinn (townshipofgauthier@hotmail.com) [townshipofgauthier@hotmail.com]; Dina Lundy (clerk@wasagabeach.com) [clerk@wasagabeach.com]; Donald Leitch (dleitch@centralelgin.org) [dleitch@centralelgin.org]; Donald McArthur (dmcart@vianet.ca) [dmcart@vianet.ca]; Donna Brunke (brucemines@bellnet.ca) [brucemines@bellnet.ca]; Donna Bryce (donnab@wellington.ca) [donnab@wellington.ca]; Donna Clermont (clerk@dawneuphemia.on.ca) [clerk@dawneuphemia.on.ca]; Donna Delvecchio (clerk@thorold.com) [clerk@thorold.com]; Donna MacDougall (dmacdougall@kincardine.ca); Donna Van Wyck (dvanwyck@brucecounty.on.ca) [dvanwyck@brucecounty.on.ca]; Douglas Irwin (doug.irwin@trenthills.ca) [doug.irwin@trenthills.ca]; Douglas Robertson (cao@merrickville-wolford.ca) [cao@merrickville-wolford.ca]; Duncan McTavish (dmctavish@enniskillen.ca) [dmctavish@enniskillen.ca]; Elaine Gunnell (egunnell@callander.ca) [egunnell@callander.ca]; Arthurs, Elana CM Clerk [earthurs@cavanmonaghan.net]; Elizabeth Slomke (lslomke@fortfrances.ca) [lslomke@fortfrances.ca]; Else Khoury (ekhoury@westlincoln.ca) [ekhoury@westlincoln.ca]; Emily Dance (edance@huronkinloss.com) [edance@huronkinloss.com]; Eric Labelle (eric.labelle@greatersudbury.ca) [eric.labelle@greatersudbury.ca]; Erika Kromm (clerk@neebing.org) [clerk@neebing.org]; Erin Kwarciak (ekwarciak@plympton-wyoming.ca) [ekwarciak@plympton-wyoming.ca]; Erkki Pohjolainen (clerk@oilsprings.ca) [clerk@oilsprings.ca]; Evelyn Eichenbaum (eeichenbaum@haldimandcounty.on.ca) [eeichenbaum@haldimandcounty.on.ca]; Fernando Lamanna (flamanna@eastgwillimbury.ca) [flamanna@eastgwillimbury.ca]; Fiona Hamilton (fhamilton@brockton.ca) [fhamilton@brockton.ca]; Francine Desormeau (francine.desormeau@mattawa.ca) [francine.desormeau@mattawa.ca]; Gabrielle Lecuyer (gabrielle.lecuyer@greenstone.ca) [gabrielle.lecuyer@greenstone.ca]; Gail Jaremy (jaremy.hpayne@bellnet.ca) [jaremy.hpayne@bellnet.ca]; Gayle Jackson (gjackson@orillia.ca) [gjackson@orillia.ca]; Gillian Angus-Traill (gillian.angus-traill@townofws.ca) [gillian.angus-traill@townofws.ca]; Ginette

Martin-Stephan (gmartinstephan@northstormont.ca) [gmartinstephan@northstormont.ca]; Glenn Martin (tarbutt@township@bellnet.ca) [tarbutt@township@bellnet.ca]; Glenn Schwendinger (gschwendinger@pertheast.ca) [gschwendinger@pertheast.ca]; Gordon Duff (gordon@town.minto.on.ca) [gordon@town.minto.on.ca]; Grace Kosch (gkosch@wellesley.ca) [gkosch@wellesley.ca]; Graham Milne (RegionalClerk@halton.ca) [RegionalClerk@halton.ca]; Guillaume Richy (guillaume.richy@valharty.ca) [guillaume.richy@valharty.ca]; Guylaine Coulombe (gcoulombe@matticevalcote.ca) [gcoulombe@matticevalcote.ca]; Heather Bouw (hbouw@duttodunwich.on.ca) [hbouw@duttodunwich.on.ca]; Heather Boyd (heather.boyd@brant.ca) [heather.boyd@brant.ca]; Heather Morrison (heather.morrison@grey.ca) [heather.morrison@grey.ca]; Heather Pihulak (hpihulak@kenora.ca) [hpihulak@kenora.ca]; Scott, Heather OSM Clerk (hscott@osmtownship.ca) [hscott@osmtownship.ca]; Heidi Martin (hmartin@pembroke.ca) [hmartin@pembroke.ca]; Helen Thomson (hthomson@sdgcounties.ca) [hthomson@sdgcounties.ca]; Holly Hayes (clerk@southalgonquin.ca) [clerk@southalgonquin.ca]; Jackie Mellon (jmellon@deepriver.ca) [jmellon@deepriver.ca]; Jaime Allen (jallen@latchford.ca) [jallen@latchford.ca]; Jamie Hussey (clerktreasurer@picklelake.org) [clerktreasurer@picklelake.org]; Jana Nethercott (deputyclerk@westelgin.net) [deputyclerk@westelgin.net]; Jane Wilson (jwilson@townofgrandvalley.ca) [jwilson@townofgrandvalley.ca]; Janet Boucher (admin@jocelyn.ca) [admin@jocelyn.ca]; Janet Denkers (jdenkers@brookealvinston.com) [jdenkers@brookealvinston.com]; Janet Gore (deputy@ntl.sympatico.ca) [deputy@ntl.sympatico.ca]; Janette Teeter (jteeter@oro-medonte.ca) [jteeter@oro-medonte.ca]; Janine Lecours (jlecours@hearst.ca) [jlecours@hearst.ca]; Jannette Amini (jamini@frontenacounty.ca) [jamini@frontenacounty.ca]; Jasmin Ralph (jralph@township.montague.on.ca) [jralph@township.montague.on.ca]; Jason Georgeoff (jgeorgeoff@mcgarry.ca) [jgeorgeoff@mcgarry.ca]; Jason McMartin (clerk@papineaucameron.ca) [clerk@papineaucameron.ca]; Jeanne Harfield (jharfield@mississippimills.ca) [jharfield@mississippimills.ca]; Jeff Baranek (jbaranek@stclairtownship.ca) [jbaranek@stclairtownship.ca]; Jenna Hakala (gillies@tbaytel.net) [gillies@tbaytel.net]; Jennifer Astrologo (jastrologo@kingsville.ca) [jastrologo@kingsville.ca]; Jennifer Ault (jault@frontofyonge.com) [jault@frontofyonge.com]; Jennifer Cohen (wollaston@bellnet.ca) [wollaston@bellnet.ca]; Jennifer Connor (jconnor@ramara.ca) [jconnor@ramara.ca]; Jennifer Nielsen (jnielsen@centrehastings.com) [jnielsen@centrehastings.com]; Jennifer Reynaert (jreynaert@town.aylmer.on.ca) [jreynaert@town.aylmer.on.ca]; Jennifer Trumble (clerk@township.limerick.on.ca) [clerk@township.limerick.on.ca]; Jennifer Turk (jturk@adelaidemetcalfe.on.ca) [jturk@adelaidemetcalfe.on.ca]; Jennifer Willoughby (jwilloughby@shelburne.ca) [jwilloughby@shelburne.ca]; Jennistine Leblond (j.leblond@chisholm.ca) [j.leblond@chisholm.ca]; Jessie Clark (jclark@trentlakes.ca) [jclark@trentlakes.ca]; Jillene Bellchamber-Glazier (cao@southwestmiddlesex.ca) [cao@southwestmiddlesex.ca]; Jim Burns (jburns@villageofpointedward.com) [jburns@villageofpointedward.com]; Joan Thomson (jthomson@stratford.ca) [jthomson@stratford.ca]; Joanne Camiré Laflamme (joannecamirelaflamme@russell.ca) [joannecamirelaflamme@russell.ca]; Joanne Hyde (jhyde@cramahetownship.ca) [jhyde@cramahetownship.ca]; John Bolognone (jbolognone@cityofkingston.ca) [jbolognone@cityofkingston.ca]; John Daly (john.daly@simcoe.ca) [john.daly@simcoe.ca]; John Espinosa (jespinosa@georgina.ca) [jespinosa@georgina.ca]; John Kennedy (jkennedy@peterborough.ca)

[jkennedy@peterborough.ca]; John Maddox (john.maddox@pelee.ca) [john.maddox@pelee.ca]; John Paul Newman (jnewman@scugog.ca) [jnewman@scugog.ca]; John Theriault (clerk@armourtownship.ca) [clerk@armourtownship.ca]; Joleen Keough (deputyclerk@manitouwadge.ca) [deputyclerk@manitouwadge.ca]; Jonathan Hall (cao@terracebay.ca) [cao@terracebay.ca]; Judith Smith (judys@chatham-kent.ca) [judys@chatham-kent.ca]; Judy Kosowan (clerk@ryersontownship.ca) [clerk@ryersontownship.ca]; Julie Forth (clerk@swox.org) [clerk@swox.org]; Julie Gonyou (cao@elgin.ca) [cao@elgin.ca]; Karen Desroches (clerks@midland.ca) [clerks@midland.ca]; Karen Landry (klandry@orangeville.ca) [klandry@orangeville.ca]; Karen LaVallee (clerk@tweed.ca) [clerk@tweed.ca]; Karen Martin (clerk@zorra.on.ca) [clerk@zorra.on.ca]; Karen McIsaac (karen.mcisaac@cityofnorthbay.ca) [karen.mcisaac@cityofnorthbay.ca]; Karen Way (kway@gbtownship.ca) [kway@gbtownship.ca]; Karin Bates (karin@baldwin.ca) [karin@baldwin.ca]; Karren Wallace (kwallace@wellington-north.com) [kwallace@wellington-north.com]; Katherine McDonald (clerktreasurer@billingstwp.ca) [clerktreasurer@billingstwp.ca]; Kathleen Bunting (kbunting@middlesex.ca) [kbunting@middlesex.ca]; Kathleen Surerus (ksurerus@hamiltontownship.ca) [ksurerus@hamiltontownship.ca]; Kathryn Lockyer (kathryn.lockyer@peelregion.ca) [kathryn.lockyer@peelregion.ca]; Kathryn Moyle (kmoyle@king.ca) [kmoyle@king.ca]; Kathryn Pearl (kpearl@adjtos.ca) [kpearl@adjtos.ca]; Kathryn Scott (katie.scott@blindriver.ca) [katie.scott@blindriver.ca]; Katie Browne (deputyclerk@blackriver-matheson.com) [deputyclerk@blackriver-matheson.com]; Kayla Thibeault (Kayla.Thibeault@gravenhurst.ca) [Kayla.Thibeault@gravenhurst.ca]; Kelli Campeau (kelli@southglengarry.com) [kelli@southglengarry.com]; Kerri O'Kane (kokane@centrewellington.ca) [kokane@centrewellington.ca]; Kerry Costello (kcostello@smithsfalls.ca) [kcostello@smithsfalls.ca]; Kerstin Vroom (clerk@magnetawan.com) [clerk@magnetawan.com]; Kevin Arjoon (kevin.arjoon@burlington.ca) [kevin.arjoon@burlington.ca]; Kevin Heath (kevinh@quintwest.ca) [kevinh@quintwest.ca]; Kim Bulmer (kbulmer@renfrew.ca) [kbulmer@renfrew.ca]; Kimberley Casselman (kcasselman@prescott.ca) [kcasselman@prescott.ca]; Kimberley Kitteringham (kkitteringham@markham.ca) [kkitteringham@markham.ca]; Kimberly Ballance (kballance@ear-falls.com) [kballance@ear-falls.com]; Kimberly Sloss (kasloss@sables-spanish.ca) [kasloss@sables-spanish.ca]; Krista Power (kpower@thunderbay.ca) [kpower@thunderbay.ca]; Kristen Newman (knewman@lakeshore.ca) [knewman@lakeshore.ca]; Kristine Fletcher (kfletcher@regionofwaterloo.ca) [kfletcher@regionofwaterloo.ca]; Kyle Kruger (kkruger@norwich.ca) [kkruger@norwich.ca]; Laura Bruni (conmee@conmee.com) [conmee@conmee.com]; Laura Moy (lmoy@tecumseh.ca) [lmoy@tecumseh.ca]; Lauren Walton (clerk@perth.ca) [clerk@perth.ca]; Leah Fraser (leah.fraser@atikokan.ca) [leah.fraser@atikokan.ca]; Leanne Crozier (clerk.administrator@townshipofjoly.com) [clerk.administrator@townshipofjoly.com]; Leanne Martin (lmartin@southbruce.ca) [lmartin@southbruce.ca]; Lee Parkin (lparkin@innisfil.ca) [lparkin@innisfil.ca]; Lesley Todd (Lesley.Todd@uclg.on.ca) [Lesley.Todd@uclg.on.ca]; Leslie Drynan (ldrynan@lanarkcounty.ca) [ldrynan@lanarkcounty.ca]; Lianne Sauter (lsauter@bancroft.ca) [lsauter@bancroft.ca]; Linda Berube (lindaberube@nipigon.net) [lindaberube@nipigon.net]; Linda Jean (ljean@lasalle.ca) [ljean@lasalle.ca]; Linda McLean (mclean@iroquoisfalls.com) [mclean@iroquoisfalls.com]; Linda White (linda.white@saugeenshores.ca) [linda.white@saugeenshores.ca]; Lindsey Green

[lgreen@southgate.ca] [lgreen@southgate.ca]; Lindsey Lee (llee@mcnabbraeside.com) [llee@mcnabbraeside.com]; Lisa Campion (lisa.campion@erin.ca) [lisa.campion@erin.ca]; Lisa Higgs (cao@southwold.ca) [cao@southwold.ca]; Lisa Lehr (llehr@essatownship.on.ca) [llehr@essatownship.on.ca]; Lisa Lyons (llyons@newmarket.ca) [llyons@newmarket.ca]; Lizet Scott (lscott@perthsouth.ca) [lscott@perthsouth.ca]; Lori McDonald (lmcDonald@bracebridge.ca) [lmcDonald@bracebridge.ca]; Lori West (lwest@mcdougall.ca) [lwest@mcdougall.ca]; Lori Wolfe (lwolfe@perthcounty.ca) [lwolfe@perthcounty.ca]; Loriann Harbers (loriann@southstormont.ca) [loriann@southstormont.ca]; Lorna Buob (twoconn@tbaytel.net) [twoconn@tbaytel.net]; Luc Lalonde (llalonde@easthawkesbury.ca) [llalonde@easthawkesbury.ca]; Fawn, Lynn (LFawn@ptbocounty.ca); Lynne Duguay (twpmacd@onlink.net) [twpmacd@onlink.net]; M. Margaret Greco (pgreco@twp.prince.on.ca) [pgreco@twp.prince.on.ca]; M. Rick O'Connor (Rick.OConnor@ottawa.ca) [Rick.OConnor@ottawa.ca]; Mackenzie Taylor (mtaylor@carling.ca) [mtaylor@carling.ca]; Mandi Pearson (mpearson@petrolia.ca) [mpearson@petrolia.ca]; Manon Levesque (mlevesque@cornwall.ca) [mlevesque@cornwall.ca]; Maria Konefal (mkonefal@stthomas.ca) [mkonefal@stthomas.ca]; Marilyn Casselman (clerk@nalgonawil.com) [clerk@nalgonawil.com]; Mark Becker (clerk@acwtownship.ca) [clerk@acwtownship.ca]; Mark Early (mark.early@townofmono.com) [mark.early@townofmono.com]; Mark Turner (mturner@westgrey.com) [mturner@westgrey.com]; Marlene Bottomley (treasurer@schreiber.ca) [treasurer@schreiber.ca]; Marshalina Reader (mreader@ignace.ca) [mreader@ignace.ca]; Mary Birch (mbirch@countyofessex.ca) [mbirch@countyofessex.ca]; Mary Ellen Truelove (mtruelove@twprideaulakes.on.ca) [mtruelove@twprideaulakes.on.ca]; Mary Lynn Duguay (twpns@ontera.net) [twpns@ontera.net]; Mary Lynn Standen (clerk@northernbruce.ca) [clerk@northernbruce.ca]; Maryann Weaver (mweaver@thearchipelago.on.ca) [mweaver@thearchipelago.on.ca]; Matt Smith (msmith@meaford.ca) [msmith@meaford.ca]; Matthew MacDonald (mtmacdonald@city.belleville.on.ca) [mtmacdonald@city.belleville.on.ca]; Maureen Lang (mlang@powassan.net) [mlang@powassan.net]; Maureen Spratt (mspratt@arnprior.ca) [mspratt@arnprior.ca]; Mavis Harris (mavis@doriontownship.ca) [mavis@doriontownship.ca]; Meagan Elliott (Meagan.Elliott@tkl.ca) [Meagan.Elliott@tkl.ca]; Melanie Bouffard (clerk@frenchriver.ca) [clerk@frenchriver.ca]; Melanie Ducharme (mducharme@westnipissing.ca) [mducharme@westnipissing.ca]; Melissa Camazzola (camazzolam@whitby.ca) [camazzolam@whitby.ca]; Michael de Rond (mderond@aurora.ca) [mderond@aurora.ca]; Michael Graves (mgraves@ingersoll.ca) [mgraves@ingersoll.ca]; Rutter, Mike (mrutter@county.haliburton.on.ca); Michel Lachapelle (harlytwp@parolink.net) [harlytwp@parolink.net]; Michelle Casavecchia-Somers (mcasavecchia@malahide.ca) [mcasavecchia@malahide.ca]; Michelle Hendry (michelle.hendry@whitestone.ca) [michelle.hendry@whitestone.ca]; Michelle Mantifel (mmantifel@blrtownship.ca) [mmantifel@blrtownship.ca]; Michelle Smibert (msmibert@tillsonburg.ca) [msmibert@tillsonburg.ca]; Monica Hawkins (monica.hawkins@eastferris.ca) [monica.hawkins@eastferris.ca]; Monique Ouellet (mouellet@clarence-rockland.com) [mouellet@clarence-rockland.com]; Myrna Hayes (elklake@ntl.sympatico.ca) [elklake@ntl.sympatico.ca]; Nadene Hunley-Johansen (nhunley@shuniah.org) [nhunley@shuniah.org]; Nancy Austin (naustin@sundridge.ca) [naustin@sundridge.ca]; Nancy Bozzato (njbozzato@pelham.ca) [njbozzato@pelham.ca]; Nancy MacDonald (macdonaldn@northumberlandcounty.ca) [macdonaldn@northumberlandcounty.ca]; Natalie

Bray (nbray@city.elliottlake.on.ca) [nbray@city.elliottlake.on.ca]; Nicky Kunkel (clerk@burksfalls.ca) [clerk@burksfalls.ca]; Nicole Cooper (nicole.cooper@ajax.ca) [nicole.cooper@ajax.ca]; Olga Smith (olga.smith@waterloo.ca) [olga.smith@waterloo.ca]; Pam Cress (pcress@townofnemi.on.ca) [pcress@townofnemi.on.ca]; Pamela Fettes (pfettes@clearview.ca) [pfettes@clearview.ca]; Pamela Hillock (clerk@dufferincounty.ca) [clerk@dufferincounty.ca]; Pamela Lortie (pamlortie@townofspanish.com) [pamlortie@townofspanish.com]; Patricia Berfelz (PBerfelz@northperth.ca) [PBerfelz@northperth.ca]; Patricia Sinnamon (psinnamon@chatsworth.ca) [psinnamon@chatsworth.ca]; Patrick Giles (gilesp@tbaytel.net) [gilesp@tbaytel.net]; Patti McDowall (lavalley@nwonet.net) [lavalley@nwonet.net]; Moreau, Paul (pmoreau@countyofrenfrew.on.ca); Paul Shipway (pshipway@bayham.on.ca) [pshipway@bayham.on.ca]; Paul Snider (psnider@villageofwestport.ca) [psnider@villageofwestport.ca]; Paula Parker (pparker@amherstburg.ca) [pparker@amherstburg.ca]; Paula Roque (proque@espanola.ca) [proque@espanola.ca]; Peggy Cramp (peggy@hiltonbeach.com) [peggy@hiltonbeach.com]; Peggy Johnson (chapple@tbaytel.net) [chapple@tbaytel.net]; Penny Kelly (clerk@gananoque.ca) [clerk@gananoque.ca]; Peter Fay (peter.fay@brampton.ca) [peter.fay@brampton.ca]; Peter Johnston (cao.clerk@bonfieldtownship.org) [cao.clerk@bonfieldtownship.org]; Peter Todd (ptodd@notl.org) [ptodd@notl.org]; Phyllis MacKay (lairdtpw@soonet.ca) [lairdtpw@soonet.ca]; Rachel Tyczinski (r.tyczinski@cityssm.on.ca) [r.tyczinski@cityssm.on.ca]; Ralph Walton (ralph.walton@durham.ca) [ralph.walton@durham.ca]; Raylene Martell (MartellR@greyhighlands.ca) [MartellR@greyhighlands.ca]; Rebecca Johnson (rjohnson@townofparrysound.com) [rjohnson@townofparrysound.com]; Rebecca Murphy (rmurphy@townofbwg.com) [rmurphy@townofbwg.com]; Rebecca Williams (rwilliams@twpec.ca) [rwilliams@twpec.ca]; Rebekah Msuya-Collison (clerk@southhuron.ca) [clerk@southhuron.ca]; Renée Ainsworth (renee.chaperon@springwater.ca) [renee.chaperon@springwater.ca]; Reynald Rivard (brethour@parolink.net) [brethour@parolink.net]; Reynald Rivard (reynaldrivard@nt.net) [reynaldrivard@nt.net]; Rheal Forgette (rforgette@markstay-warren.ca) [rforgette@markstay-warren.ca]; Angione, Bob HBM Clerk (bangione@hbmtwp.ca); Robert Auger (rauger@essex.ca) [rauger@essex.ca]; Robert Courchesne (bobc@fauquierstrickland.com) [bobc@fauquierstrickland.com]; Robin van de Moosdyk (rvdm@ahtwp.ca) [rvdm@ahtwp.ca]; Robyn Rogers (rrogers@highlandseast.ca) [rrogers@highlandseast.ca]; Rodger Mordue (rmordue@blandfordblenheim.ca) [rmordue@blandfordblenheim.ca]; Ronald Reymer (rreymmer@lucanbiddulph.on.ca) [rreymmer@lucanbiddulph.on.ca]; Ross Trimble (rtrimble@twp.beckwith.on.ca) [rtrimble@twp.beckwith.on.ca]; Ruth Frawley (centralm@amtelecom.net) [centralm@amtelecom.net]; Samantha Cameron (samcameron@shawbiz.ca) [samcameron@shawbiz.ca]; Sandra MacDonald (smacondonald@brockville.com) [smacondonald@brockville.com]; Sara Almas (salmas@collingwood.ca) [salmas@collingwood.ca]; Sarah Huskinson (cao@northglengarry.ca) [cao@northglengarry.ca]; Sarah Kim (skim@grimsby.ca) [skim@grimsby.ca]; Sébastien Dion (sdion@casselman.ca) [sdion@casselman.ca]; Sharon Goerke (sgoerke@townshipofsevern.com) [sgoerke@townshipofsevern.com]; Shawn LaCarte (slacarte@englehart.ca) [slacarte@englehart.ca]; Shelley Petten (spetten@moosonee.ca) [spetten@moosonee.ca]; Sherry Batten (cao@laurentianhills.ca) [cao@laurentianhills.ca]; Sony Coulombe (scoulombe@dubreuilville.ca) [scoulombe@dubreuilville.ca]; Stacey Blair

(sblair@carletonplace.ca) [sblair@carletonplace.ca]; Stacey Cooper (scooper@penetanguishene.ca) [scooper@penetanguishene.ca]; Stasia Carr (scarr@gorebay.ca) [scarr@gorebay.ca]; Stephane Palmateer (steph.palmateer@timmins.ca) [steph.palmateer@timmins.ca]; Stéphane Thiffeault (stephane.thiffeault@county-lambton.on.ca) [stephane.thiffeault@county-lambton.on.ca]; Stephanie Troyer-Boyd (stroyer-boyd@lambtonshores.ca) [stroyer-boyd@lambtonshores.ca]; Stephen Huycke (stephen.huycke@richmondhill.ca) [stephen.huycke@richmondhill.ca]; Stephen O'Brien (stephen.obrien@guelph.ca) [stephen.obrien@guelph.ca]; Susan Beckel (sbeckel@greaternapanee.com) [sbeckel@greaternapanee.com]; Susan Cronin (scronin@huroncounty.ca) [scronin@huroncounty.ca]; Susan Sheridan (ssheridan@khrtownship.ca) [ssheridan@khrtownship.ca]; Susan Stone (sstone@eastgarafraxa.ca) [sstone@eastgarafraxa.ca]; Susan Stone (suestone@amaranth-eastgary.ca) [suestone@amaranth-eastgary.ca]; Susann Bates (sue.bates@atikokan.ca) [sue.bates@atikokan.ca]; Suzanne Huschilt (shuschilt@hastingshighlands.ca) [shuschilt@hastingshighlands.ca]; Suzanne Jones (suzannej@haltonhills.ca) [suzannej@haltonhills.ca]; Suzanne Klatt (cao@madawaskavalley.ca) [cao@madawaskavalley.ca]; Suzanne Walton (swalton@tiny.ca) [swalton@tiny.ca]; Suzie Fournier (Suzie.f@temagami.ca) [Suzie.f@temagami.ca]; Tammy Godden (tgodden@stcharlesontario.ca) [tgodden@stcharlesontario.ca]; Tammy Rob (clerktreasurer@visitmachin.com) [clerktreasurer@visitmachin.com]; Tammy Wylie (clerk@township.mckellar.on.ca) [clerk@township.mckellar.on.ca]; Tanya Calleja (tanya.calleja@huntsville.ca) [tanya.calleja@huntsville.ca]; Tanya Daniels (tdaniels@brantford.ca) [tdaniels@brantford.ca]; Tara Stephens (clerk@welland.ca) [clerk@welland.ca]; Tawnya Donald (info@stirling-rawdon.com) [info@stirling-rawdon.com]; Tena Michiels (tmichiels@thamescentre.on.ca) [tmichiels@thamescentre.on.ca]; Teresa Desserre (townshipofmorley@gmail.com) [townshipofmorley@gmail.com]; Todd Coles (todd.coles@vaughan.ca) [todd.coles@vaughan.ca]; Tonia Bennett (tbennett@marmoraandlake.ca) [tbennett@marmoraandlake.ca]; Tracey McKenzie (tmckenzie@lennox-addington.on.ca) [tmckenzie@lennox-addington.on.ca]; Trevor Hallam (thallam@morristoryberry.ca) [thallam@morristoryberry.ca]; Trish Sarnicki (tsarnicki@lincoln.ca) [tsarnicki@lincoln.ca]; Troy McHarg (troy.mcharg@milton.ca) [troy.mcharg@milton.ca]; Ulli Watkiss (ulli.watkiss@toronto.ca) [ulli.watkiss@toronto.ca]; Valerie Critchley (vcritchley@citywindsor.ca) [vcritchley@citywindsor.ca]; Valerie Obarymskyj (admin@hiltontownship.ca) [admin@hiltontownship.ca]; Valrie Hummel (vhummel@woolwich.ca) [vhummel@woolwich.ca]; Vanessa Latimer (vanessa@townshipleeds.on.ca) [vanessa@townshipleeds.on.ca]; Veldron Vogan (rainyriver@tbaytel.net) [rainyriver@tbaytel.net]; Veronique Dion (vdion@townsrf.ca) [vdion@townsrf.ca]; Vicki Tytaneck (vicki.tytaneck@oakville.ca) [vicki.tytaneck@oakville.ca]; Victoria Bull (vbull@mindenhills.ca) [vbull@mindenhills.ca]; Victoria Goertzen-Cooke (vgoertzencooke@ontera.net) [vgoertzencooke@ontera.net]; Virginia Montminy (clerk@evanturel.com) [clerk@evanturel.com]; W. Robert MacLean (robert.thessalon@bellnet.ca) [robert.thessalon@bellnet.ca]; Wanda Kabel (wkabel@snnf.ca) [wkabel@snnf.ca]; Wayne Hanchard (wayne.hanchard@oliverpaipoonge.on.ca) [wayne.hanchard@oliverpaipoonge.on.ca]; Wendi Hunter (whunter@georgianbluffs.ca) [whunter@georgianbluffs.ca]; Wendy Atkinson (watkinson@melanctontownship.ca) [watkinson@melanctontownship.ca]; Wendy Cooke (cityclerks@barrie.ca)

[cityclerks@barrie.ca]; William Jaques (wjaques@ezt.ca) [wjaques@ezt.ca]; William Kolasa (wkolasa@wainfleet.ca) [wkolasa@wainfleet.ca]; Yvonne Robert (yrobert@ektwp.ca) [yrobert@ektwp.ca]; jlawrie@kincardine.ca; amo@amo.on.ca; Doug.fordco@pc.ola.org
Subject: Removal of Municipal Councillors under Prescribed Circumstances
Attachments: removal of councillors.pdf

Good afternoon everyone,

Please see attached resolution that was passed at the Regular Meeting of Council for the Township of McGarry on September 13, 2022.

--

Karine Pelletier
Clerk-Treasurer
Township of McGarry
705-634-2145, Ext 223



September 13, 2022

Resolution No. 202/2022

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY
P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0**

MOVED BY Bonita Culhane

SECONDED BY L. Caza

Whereas across municipal councils in Ontario there have been appalling instances of misogyny and hatred; and

Whereas the powers of the Office of the Integrity Commissioner do not include the ability to recommend expulsion of councillors;

Now Therefore Be It Resolved That the Council of Township of McGarry direct staff to send a letter to the Ministry of Municipal Affairs and Housing with copies being sent to the federal government, provincial government, Association of Municipalities, requesting the Ministry:

1. Study the merits of allowing the recall of municipal councillors under carefully prescribed circumstances, including displays of hatred, misogyny and all forms of discrimination; and
2. Facilitate strengthened and ongoing orientation and training sessions for Councils, local boards, and committees"

Defeated _____ / Carried Matt Reimer
Mayor Mayor

Recorded Vote	Requested by _____	
	YES	NO
Mayor Matt Reimer	_____	_____
Councillor Wendy K. Weller	_____	_____
Councillor Louanne Caza	_____	_____
Councillor Bonita Culhane	_____	_____
Councillor Annie Toupin-Keft	_____	_____

**NOTICE OF RECEIPT OF COMPLETE APPLICATION
CONCERNING A PROPOSED
ZONE CHANGE TO ZONING BY-LAW 2014-26 FOR
THE MUNICIPALITY OF ST. CHARLES**

Respecting application by Neil Courville
to rezone lands described as
Lot 1, Concession 1
in the Township of Appleby
now in the Municipality of St. Charles
Territorial District of Sudbury
Being Parts 3 to 6, Plan SR61
Parcels 20243, 24603, 10435, 30134, and 26711 Sudbury East Section
(Roll No. 5204-000-003-102-00) (SEPB File No. ZBA 22-14SC)

Pursuant to Section 34 (10.7) – Zoning Amendments, of the Planning Act, R.S.O. 1990, as amended

DESCRIPTION OF THE APPLICATION: The Sudbury East Planning Board has received a zoning by-law amendment application. The subject property is presently zoned Commercial Community (CC) under Zoning By-law 2014-26 of the Municipality of St. Charles. The current application proposes to maintain the CC zone; however, two additional uses are to be implemented as a Special Provision which would permit an ‘indoor self-storage’ and ‘dwelling, duplex’. Presently, subject property contains a single-detached dwelling and a commercial building.

Please note this is not a notice of Public Hearing. Prior to the Public Meeting, you will receive a “Public Notice” informing you of the date, time and location of the public hearing, together with a description of the proposal.

ADDITIONAL INFORMATION is available for public review, or a written copy of this Notice can be obtained Monday to Friday (8:30 a.m. to 4:00 p.m.) at the Sudbury East Planning Board Office, 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0. If you have any questions regarding this application, please contact this office to arrange an appointment with Matthew Dumont. Please include the applicant’s name and file number on all correspondence.

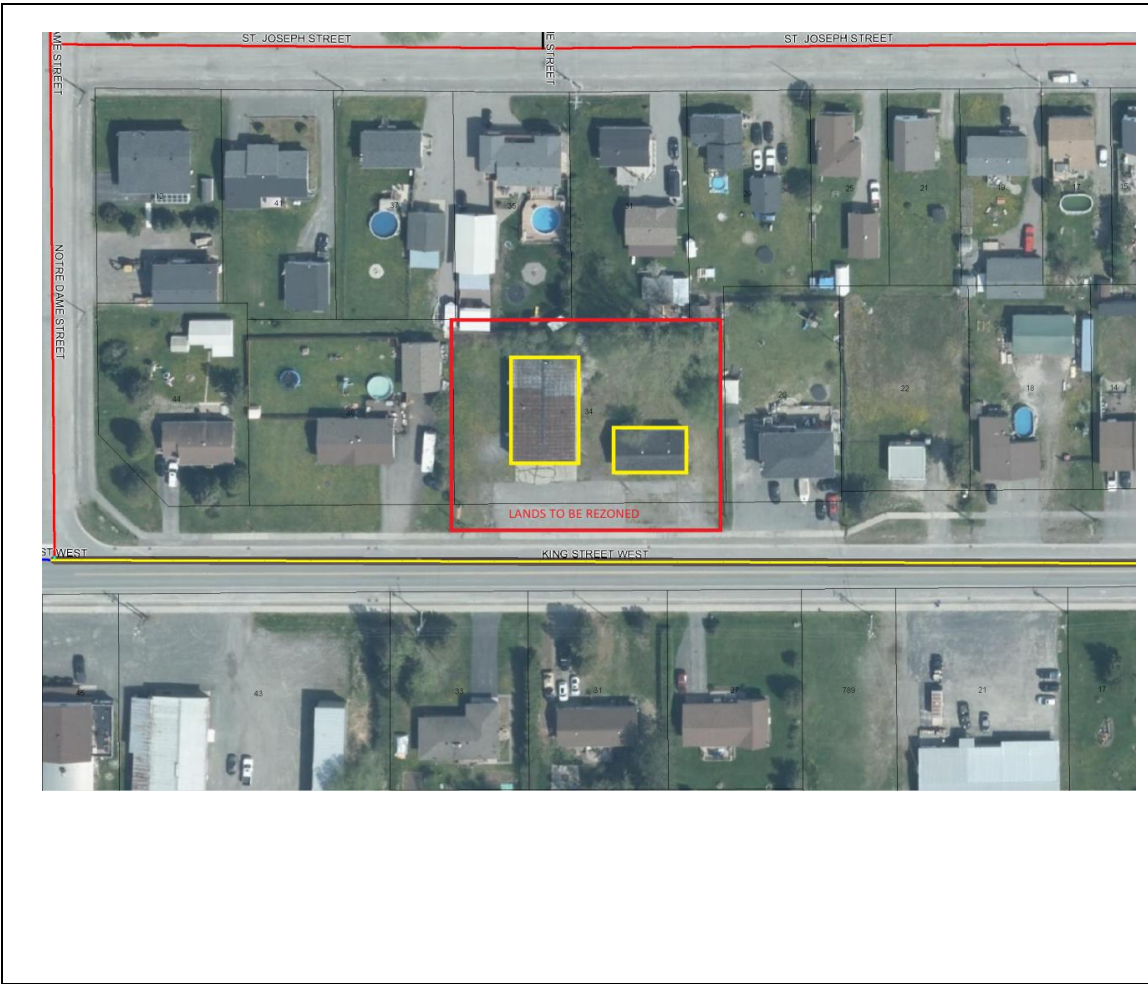
Dated at Warren, this 14th, day of September 2022.

Matthew Dumont, MCIP, RPP
Director of Planning



KEY MAP

Zoning By-law Amendment Application
 (Neil Courville)
 Lot 1, Concession 1
 in the Township of Appleby
 now in the Municipality of St. Charles
 Territorial District of Sudbury
 Being Parts 3 to 6, Plan SR61
 Parcels 20243, 24603, 10435, 30134, and 26711 Sudbury East Section
 (Roll No. 5204-000-003-102-00)
 (SEPB File No. ZBA 22-14SC)



AERIAL PHOTOGRAPHY
Zoning By-law Amendment Application
(Neil Courville)
Lot 1, Concession 1
in the Township of Appleby
now in the Municipality of St. Charles
Territorial District of Sudbury
Being Parts 3 to 6, Plan SR61
Parcels 20243, 24603, 10435, 30134, and 26711 Sudbury East Section
(Roll No. 5204-000-003-102-00)
(SEPB File No. ZBA 22-14SC)



ZONING BY-LAW AMENDMENT APPLICATION FORM

FOR OFFICE USE ONLY:	DATE STAMP - RECEIVED
Application No. <u>ZBA-22-145C</u>	<p>RECEIVED RECEIVED</p> <p>AUG 5 2022 AUG 25 2022</p>
Application Fee: <u>\$/350.00</u>	
Received by: <u>HO</u>	
Assigned to: _____	
Assessment Roll No. <u>5224.000-003.102-00</u>	
Official Plan Designation: <u>Mixed Use</u>	
Zoning Classification: <u>Commercial Community</u>	

*All application questions must be answered.
Incomplete applications shall be returned to the applicant (please type or print in ink).*

1. Registered Owner(s): Nell Conruckle
2. Address: PO Box 255 St Charles POM 2W0
3. Tel. Nos.: 904 514 8643 E-mail: 3rd King St W.
4. Agent: (if applicable) _____
5. Address: _____
6. Tel. Nos.: _____ E-mail: _____
7. Name of any mortgages, charges, or other encumbrances in respect of the subject lands: _____
8. Address: _____
9. The current designation of the subject land in the applicable official plans, and an explanation of how the application conforms with the official plans: Village of St Charles, Mixed used policy area, section 2.2.5.1
10. The current zoning of the subject land: Commercial Community
11. Nature and extent of the rezoning being requested: INDOOR SELF STORAGE & Duplex Dwelling
12. Reason why rezoning is being requested: want to maintain the CC zoning & Add a new use to CC zone
13. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address) Township of Appleby, con 1, lot 1, parcel 20243, 24603, 10435, 30134, 206711, part 3 to 6, plan SR 61

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

14. Dimensions of the subject lands: (please use metric units)

Area 0.27 HA Frontage 20.96 M Depth 45.22 M

15. Access to the subject lands and road maintenance: (i.e. - name of access road and year-round or seasonal road maintenance)

King St w. St Charles (year round)

16. If access is by water: (parking and docking facilities used or to be used and distance of such facilities from the subject lands & the nearest public road)

NA

17. Existing use(s) of the subject lands:

previous use confectionary store
single family home

18. Particulars of existing building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) (this information may be indicated on a site plan - please use metric units)

Commercial Building 50' x 80', 4000 sq/ft
Residential House 30 x 50, 1500 sq/ft

19. Proposed use(s) of the subject lands:

self storage in commercial building
and ~~proposing duplex~~ proposing duplex

20. Particulars of proposed building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) (this information may be indicated on a site plan - please use metric units)

Commercial Building 50 x 80 4000 sq/ft
Residential House 30 x 50 1500 sq/ft.

21. Date the subject lands were acquired by the current owner:

March 21/22

22. Date the existing building(s) was/were constructed on the subject lands:

House 1955 + Commercial 1980

23. Length of time the existing use(s) on the subject lands have continued:

67 years House - 42 Commercial

24. Municipal services provided: (please state water source, sewage disposal system, and storm drainage system)

sewer,

25. If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent/day would be produced/day as a result of the development being completed, please provide a copy of: servicing options statement and hydrogeological report.

NA

26. Other services provided (electricity, school busing, garbage collection, fire protection, etc.) (please specify)

27. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Zoning Amendment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CURRENT
Official Plan Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Deeming By-law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Site Plan Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Shore Road/Road Closing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Plan of Subdivision/Condominium	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Severance/Consent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Building Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CURRENT

28. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	NA	NO
A waste disposal site, including landfill, wood waste (operating or closed)	NA	NO
A sewage treatment plant, waste stabilization plant, or sewage lagoon	NA	NO
A provincially significant wetland (Class 1, 2, or 3 Wetland)	NA	NO
A provincially significant wetland within 120 metres of the subject lands	NA	NO
Flood plain	NA	NO
A rehabilitated mine site	NA	NO
A non-operating or abandoned mine site within 1 kilometre of the subject lands	NA	NO
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)	NA	NO
An industrial or commercial use (please specify)	YES	YES
A railway line	NA	NO
A private, municipal, or federal airport	NA	NO
A designated heritage site	NA	NO
A known archaeological site	NA	NO
A utility corridor (i.e. – gas, hydro, etc.) (please specify)	NA	NO
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	NA	NO

29. An explanation of how the application for an amendment to the zoning by-law is consistent with policy statements issued under subsection 3(1) of The Planning Act:

IT CONFORMS 6.1.3.1 & 6.1.3.2

30. Is the subject land within an area of land designated under any provincial plan or plans:

yes

31. If YES to Section 30 above, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

IT FOCUS ON GROWTH & DEVELOPMENT

32. If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, please provide details of the official plan or official plan amendment that deals with the matter:

NA

33. If the application is to remove land from an area of employment, please provide details of the official plan or official plan amendment that deals with the matter:

NA

34. If the subject land is within an area where zoning with conditions may apply, please provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions:

NA

35. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

BREAK DOWN OF STORAGE UNIT SIZE & LAYOUT AND A SITE PLAN

NOTE:

As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Ministry of Transportation where access to the subject lands is by or there is a potential impact on a provincial highway. This pre-consultation report is required as part of the application form submission; failure to submit this report may delay or restrict the Sudbury East Planning Board's or the Municipal Council's ability to make a decision on the proposal.

AUTHORIZED AGENT

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date

Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We Neil Courville of the Township of Appleby
of Municipality of St. Charles in the District of
of Sudbury

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me at the SEPB in the COMMUNITY
of WARREN this 26th day of August 2022

Matthew Alexander Dumont
A Commissioner of Oaths, etc.

Neil Courville
Signature of Registered Owner(s) or Authorized Agent

Matthew Alexander Dumont,
a Commissioner, etc.,
Province of Ontario, for
Sudbury East Planning Board,
Expires January 12, 2024

This information has been prepared in accordance with Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application. For further information, contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O., Chapter P.13 and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board, or the members of the Council for the Municipality and members of the staff for the Municipality (Council and staff members for the Municipality in which the subject lands are situated), whichever is applicable, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Neil Courville
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.



Storage 10'x10'



Office next to
bathroom 10'x10'



Storage 5'x10'



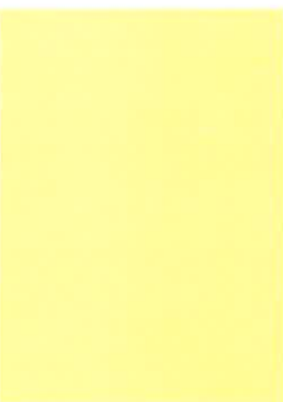
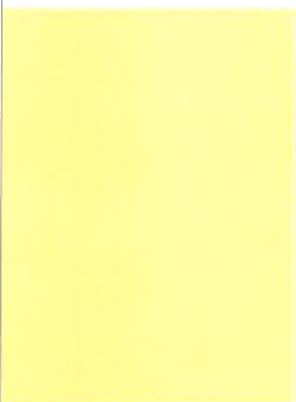
Bathroom 5'x10'



Storage 5'x10'



Office
storage
5'x20'

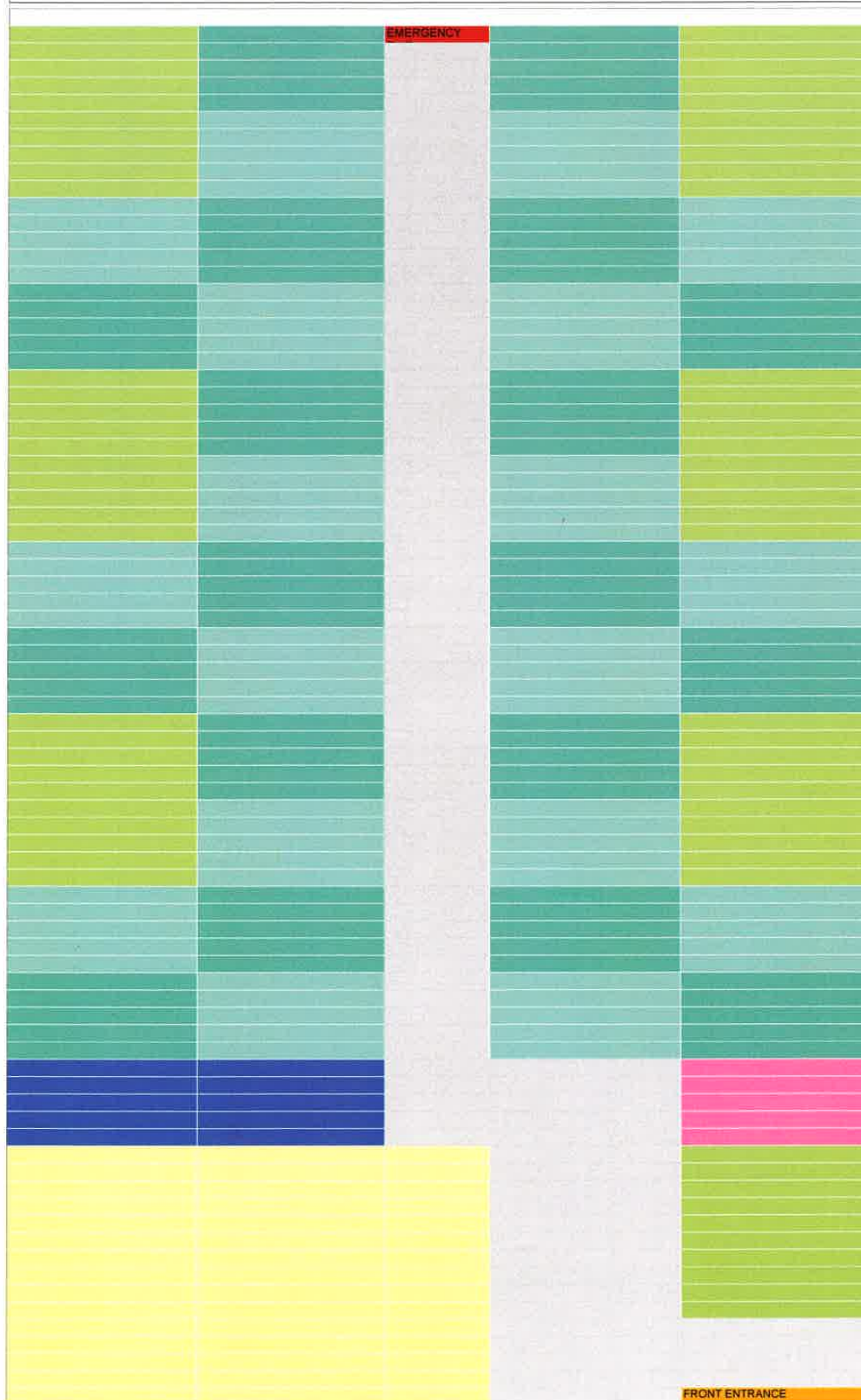


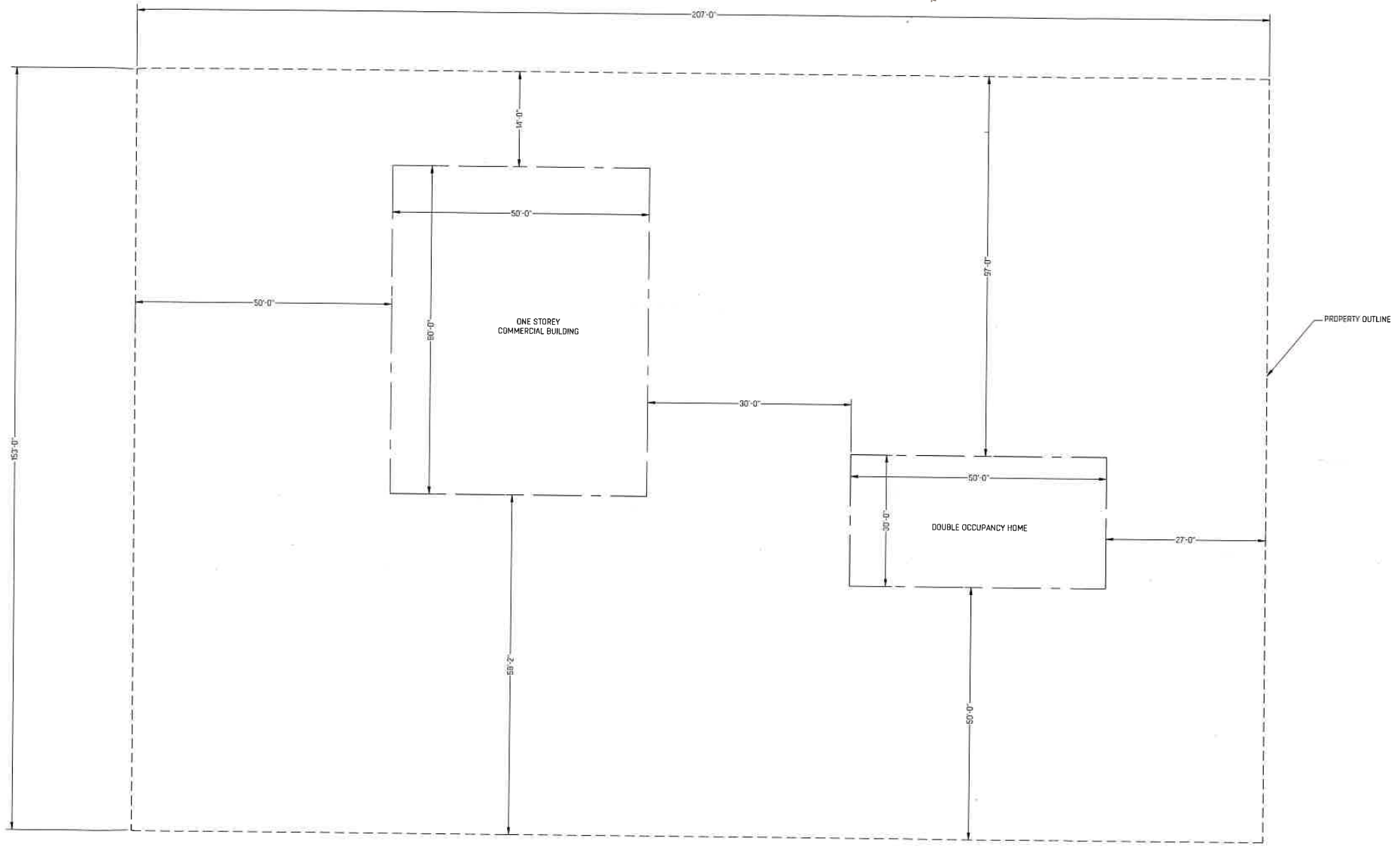
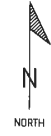
15'x15' x2



Hallway 8'

There will be a garage door on every storage locker, except the bathroom and office next to the bathroom.





SHIELD CONSULTING DID NOT VERIFY THESE MEASUREMENTS ON SITE. THE MEASUREMENTS WERE TAKEN BY THE HOMEOWNER AND PROVIDED TO SHIELD TO CREATE THIS PLOT PLAN.

34 KING ST. WEST - ST. CHARLES

THIS DRAWING WAS ENGINEERED AND PREPARED FOR THE EXCLUSIVE USE OF THE CLIENT SO NAMED. THIS DESIGN IS THE PROPERTY OF THE ENGINEER. ANY USE OF THIS DRAWING BY THE NAMED CLIENT OR OTHER PARTY(S) FOR THE PURPOSE OF RESALE IS STRICTLY PROHIBITED. ANY USE WHICH A THIRD PARTY MAKES OF THE INFORMATION ON THIS DRAWING OR THE ENGINEERING WORK CONTAINED HEREIN IS THE RESPONSIBILITY OF SUCH THIRD PARTIES. THE ENGINEER ACCEPTS NO RESPONSIBILITIES FOR DAMAGES, IF ANY, SUFFERED BY ANY THIRD PARTY AS A RESULT OF THEIR ILLEGAL USE OF THIS INFORMATION.

REFERENCE DRAWING NO	REF DWG REV	REFERENCE DRAWING TITLE	REVISION	REVISION DESCRIPTION	REV BY	APP'D BY	DATE
			0	ISSUED FOR USE	M.J.	M.J.	2022-06-07



CLIENT NAME	NEIL COURVILLE		
SITE	34 KING ST. W., ST. CHARLES		
PROJECT DESCRIPTION	PLOT PLAN		
DRAWING DESCRIPTION	GENERAL ARRANGEMENT		

DRAWN BY	DATE DRAWN	CHECKED BY	DATE CHECKED	APPROVED BY	DATE APPROVED	SCALE	DRAWING NUMBER	REVISION
M. JOYAL	2022-06-07	K. MAY	2022-06-07	M. JOYAL	2022-06-07	N.T.S.	1536-P1	0

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 12, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Garbage & Recycling Collection and Tipping Fees By-law & Disposal of Municipal Assets Policy

Recommendation

That Council adopt the attached Garbage and Recycling Collection and Tipping Fees By-Law at this meeting and if further changes are required that staff could be directed to bring back the By-Law at a later date with further direction. This would allow for immediate implementation of already recommended changes.

That the Schedule “B” from previous drafts of this By-Law, that was discussed at a previous Council meeting regarding the disposal and selling of municipal assets and salvaged material from the landfill be adopted as a separate Policy as it does go beyond the scope of the landfill/garbage collection By-Law.

That Council considers the purchase of a “sea can” to store items of value that are able to be salvaged at the landfill.

Background

The discussed changes from the last meeting were added to the proposed By-Law in regard to the “Free Tipping Days”. The balance of the By-Law remains mostly unchanged from the last full revision presented to Council.

In discussion with both the Clerk and Treasurer, the proposed disposal Policy would be better as a separate Policy as it does go beyond the scope of just the landfill (i.e. items in the possession of the Municipality that may have residual and nominal value could be sold rather than sent to landfill or come to Council for a declaration of surplus especially on low value items). Documentation relating to any sales will be disclosed during open Council meetings.

Last year, we installed a camera at the landfill site, and ever since then we have been documenting removal of salvage materials from the landfill when the landfill



is closed or accessing the landfill off hours for disposing of waste. We have tracked a few and sent invoices for disposal of waste and identified individuals that have removed metal items although of low value amount. We recently had a “break in” at the landfill site with theft of copper wires and other materials (full trailer load +/- 12ft). It was reported to the police and at last word they had identified an individual though the material if recovered would not be able to be identified. That being said as salvage value, we get +/- \$200 per 2000 pounds of “metal”. If we were to separate items that were of greater value than their weight as a metal (i.e., copper, brass, etc.), or items with a market / salvage value like pipes, plows, atv trailers, box of “still new” bolts or nails, they could be diverted by the Landfill Site Attendant and sold.

With the ongoing regular unauthorized off-hour access to the landfill, we should consider taking the following action to secure the landfill site:

- new entrance gate and fence
- secure holding area
- add additional cameras to gather better evidence. (Camera facing metal pile, camera for a view of faces and licence plates and camera for the front gate).

Because this area is not monitored 24hrs/day and in open air, the securing of “valuable” items should be in a secure building. The Landfill Site Attendant has stated that many offers to purchase items have been received (which the Disposal Policy will allow for resale), but he also states that the metal pile is being pilfered / disrupted on a weekly basis.

Prepared by: Denis Turcot, CAO

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

BY-LAW 2022-35

**BEING A BY-LAW TO ESTABLISH AND ADMINISTER A SYSTEM FOR GARBAGE
COLLECTION, RECYCLING COLLECTION AND TIPPING FEES**

WHEREAS the *Municipal Act, 2001*, Section 11 (3) 3 pertains to spheres of jurisdiction for waste management,

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it necessary to establish and administer a system for garbage collection, recycling collection and to prescribe tipping fees.

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

1.0 DEFINITIONS

- 1.1 "Access" means the right of entry to the Municipality of St.-Charles landfill site.
- 1.2 "Construction Pass" means an access permit given per project to contractors working for the Municipality of St.- Charles residents and landowners to dispose of construction material and waste.
- 1.3 "Tipping pass" means an access permit purchased by residents and landowners to dispose of ratable waste and refuse.
- 1.4 "Yearly pass for businesses" " means an access permit purchased by businesses to dispose of household waste only. Construction material shall be subject to a tipping fee.
- 1.5 "Construction material" means any discarded material from the building or destruction of structures including industrial, commercial, and residential construction, and demolition waste, road and bridges including concrete, shingles, rocks, asphalt, plasterboard, wood, drywall, insulation, carpets, flooring, ceiling tiles, vinyl siding, electrical wiring, cement and concrete, insulation, and other related material. See Schedule "B" for additional details of household waste.
- 1.6 "Businesses" for the purpose of this By-Law to be considered a business, the

must commercial property taxes to the Municipality of St.-Charles.

- 1.7 “Household waste” includes items such as sofas, chairs, beds, and any other common items found in a house that is not affixed to the building. Also includes refuse normally generated in a household and home office. The Landfill Attendant has the discretion to determine if refuse qualifies as household waste. See Schedule “B” for additional details of household waste.

2.0 ACCESS

- 2.1 Access to the Municipality of St.-Charles Landfill site is restricted to the residents and landowners of the Municipality of St.-Charles only.
- 2.2 Notwithstanding section 2.1, contractors who are working for residents or landowners of the Municipality are permitted access to the site pursuant to Section 6.0 of this By-Law.
- 2.3 Persons may be required to show identification to the Landfill Attendant for verification purposes, prior to gaining access to the site. All businesses and properties zoned Waterfront Commercial Tourist (“WCT”) will be allowed to purchase a yearly pass set out as Schedule “A” of this By-Law for disposal of household waste only.

3.0 COLLECTION SCHEDULE

- 3.1 Every Tuesday (including holidays). If the pickup date is altered, sufficient notice shall be given to residents.
- 3.2 To ensure an effective collection service and clean neighborhood, the following is required:
 - Only household garbage and recycling will be picked up
 - All household garbage must be in a garbage bag or secured box (cannot be loose in containers)
 - All recyclables must be in clear plastic bags or recycling bins
 - All household garbage and recycling shall be placed at the curb / driveway by 7:30 am
 - Do not leave garbage out overnight
 - Keep garbage bins clean
 - Oversized garbage bags will not be picked up
 - Collection is for household waste and household recyclables only (the Municipality will not collect other materials such as brush, leaves, grass clippings, furniture, white metal etc.)

3.3 Limits per pick up:

1. All residential units have a limit of two (2) bags of household waste per unit / pick up
2. All seasonal dwellings have a limit of two (2) bags of household waste / pick up
3. All businesses have a limit of six (6) bags of waste per pick up

NOTE: No limit on recycling bags / bins
Businesses may purchase tags for additional garbage bags of household waste at the cost of \$3.00

4.0 TIPPING PASS

4.1 A Tipping Pass can be purchased at the Municipal Office (Schedule “A”) or paid to the Landfill Attendant.

4.2 The Tipping Pass must be presented to the Landfill Attendant before ratable items will be accepted.

4.3 The Landfill Attendant will be responsible to ensure proper fees are determined and collected when Tipping Passes have been given by office staff.

4.4 All properties in the Municipality will be allocated two (2) free tipping days per calendar year with the following conditions:

4.4.1 The waste may consist of household waste and construction material.

4.4.2 In the event that a new property owner has taken possession of a property and both tipping day passes have been used up, one (1) additional tipping pass day will be allocated to the property.

4.4.3 Limited to:

- Four (4) pick-up truck loads or four (4) trailers twelve (12) feet or less per day

OR

- Two (2) trailers between twelve (12) feet and twenty (20) feet long per day

4.4.4 Any excess combination of the above or larger vehicles (dump truck

load, trailers longer than twenty (20) feet) will be subject to regular dumping fees

4.5 Garbage tags can be purchased at the Municipal Office:

- 5 tags for \$12.00
- 10 tags for \$20.00
- 15 tags for \$25.00

5.0 TIPPING FEES

Tipping fees are applicable for the following items. A receipt shall be issued for any fees charged / collected at the landfill site.

5.1	Tires (no rims) (Standard size)	No Charge
5.2	White metal goods	No Charge
5.3	Fridges / Freezers*	No Charge

*** Please note that all refrigeration units must be tagged prior to dumping inlandfill site. They will no longer be allowed in the landfill without proper tags.**

5.4	Garbage bags (household only)	\$3.00 / bag
	Pick up load	\$30.00 / load
	Trailer - 12 feet or less	\$30.00 / load
	Up to 5-ton tag-along trailer (includes all dump trailers)	\$55.00 / load
	5-ton truck	\$75.00 / load
	Tandem dump truck	\$125.00 / load
	Tri-Axle dump truck	\$155.00 / load
	Camping / House trailer (1 axle)	\$55.00 / item
	Camping / House trailer (2+ axles)	\$150.00 / item
	(Whichever is less)	
5.5	Grass clippings, leaves and brush or clean wood (No nails or pressure treated)	No Charge

- | | | |
|-----|---|--------------------------|
| 5.6 | All qualifying electronics placed in electronics bin | No Charge |
| 5.7 | Yearly pass for businesses
(January to December – not proratable)
(Issued by office staff only – Schedule “A”) | \$175.00 |
| 5.8 | Yearly pass for trailer parks (January to December – not proratable)

Base fee of \$150.00 plus \$6.00 / trailer lot (EFFECTIVE JANUARY 1, 2023)
(Issued by office staff only – Schedule “A”) | |
| 5.9 | Recycling (other than above items) | Not accepted at landfill |

6.0 CONSTRUCTION PASS

- 6.1 A "Construction Pass" is required before any contractor working for a resident or landowner of the Municipality is permitted access to the landfill site for the disposal of any type of refuse.
- 6.2 The Construction Pass must be presented to the Landfill Attendant before construction material or waste of any kind can be accepted.
- 6.3 The Construction Pass is issued to contractors by office staff only.
- 6.4 Contractors without a Construction Pass will be refused access to the site, and promptly reported to the Municipal Office and / or Building Control Department.
- 6.5 The prescribed form for the "Construction Pass" is set out in Schedule “A” of this By-Law.
- 6.6 Residents or landowners bringing the material themselves are also subject to the same fees.
- 6.7 The Landfill Attendant has the discretion to evaluate the volume of material in any vehicle / trailer to determine appropriate dumping fees.
- | | | |
|-----|--------------------------------|-------------------|
| 6.8 | Construction pass registration | \$50.00 / project |
|-----|--------------------------------|-------------------|

7.0 LANDFILL SITE HOURS

- 7.1 The landfill site is open to the public on:

From October 15th to April 30th – Winter Hours

WEDNESDAYS 12:00 pm to 4:00 pm
SATURDAYS 9:00 am to 4:00 pm

From May 1st to October 14th – Summer Hours
MONDAYS 8:00 am to 12:00 pm
WEDNESDAYS 12:00 pm to 4:00 pm
SATURDAYS 9:00 am to 3:00 pm

7.2 If a statutory holiday falls on Monday, Wednesday or Saturday, the landfill site will be closed.

OUR landfill site is for the use of taxpayers and residents of the Municipality of St.-Charles.

THIS By-Law comes into force and takes effect on date of passing.

That all By-Laws inconsistent with this one are hereby rescinded.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 21ST DAY OF SEPTEMBER, 2022.

MAYOR

CLERK

Schedule "A" to By-Law 2022-35

LANDFILL PASSES

1. Yearly Pass – Commercial*
(January 1 – December 31)

Name: _____

Expiry Date: December 31, 20

Issuer: _____

*For the disposal of household waste materials only

2. Yearly Pass – Trailer Park*
(January 1 – December 31)

Name: _____

Expiry Date: December 31, 20

of trailer sites: _____

Issuer: _____

*For the disposal of household waste materials only

3. Construction Project Pass*

Name: _____

Expiry Date: _____

Building Permit #: _____

Address of project: _____

Issuer: _____

*Valid only for address of project

Schedule "B" to By-Law 2022-35

EXAMPLES OF HOUSEHOLD AND CONSTRUCTION WASTE

Household Waste* (excluding electronic or metal items that are accepted with no fee):

** This is not a complete list; the DOO or Landfill Attendant may consider other items not listed as household waste.*

Furniture including but not limited to:

- sofa, couch, chairs and similar
- tables, end tables, coffee tables and similar
- hutch, dresser and similar
- beds, cots and similar

Household items:

- dishes, utensils, pots, pans and similar
- lamps, chandeliers and similar
- iron, ironing table and similar
- free standing laundry tub and similar
- food waste and non-recyclable plastic and similar
- area rugs and similar

Home Office

- filing cabinet, desk, chairs and similar
- binders, pens and similar

Shop / Garage / Barn / Etc.

- small tools, ladders, tool cabinet and similar
- non-recyclable plastic, foam, twine and similar

Construction Waste:

- concrete, shingles, rocks, asphalt, plasterboard, drywall, vinyl siding, electrical wiring if not sorted to the metal pile, and cement
- cupboards, plumbing, pvc / cpvc / poly /... pipe and similar
- insulation, foam
- ceiling tiles, carpet, laminate, vinyl flooring
- dirty (containing other material other than wood / nails) or pressure treated wood
- vapor barrier, moisture barrier and similar
- windows, doors if not metal and similar
- toilet, tub, shower and similar



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

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

Policy Record

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

Intent

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

Policy

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

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

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

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

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

The report shall include:

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

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

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

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

Policy Review

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

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

X

Paul Schoppmann
Mayor

X

Tammy Godden
Clerk

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
05/08/2022	A.B.C. RECREATION LTD.			
03/05/2022		Parks & Recreation:Splash Pad	-77,647.97	EQUIPMENT
	Receiver General		-8,576.68	HST Rebate
24/06/2022		Parks & Recreation:Splash Pad	-150,604.80	CRYSTALFLOW RECIRCULATION SYSTEM - QUOTE 130
	Receiver General		-16,635.20	HST Rebate
27/06/2022		Parks & Recreation:Splash Pad	-17,821.59	10X10 ASHLER SHED
	Receiver General		-1,968.50	HST Rebate
TOTAL			-273,254.74	
22/08/2022	AFTER SIX AUTO/MOBILE SERVICE			4302
28/07/2022		Public Works:# 9 - 2008 Dozer	-3,844.10	REPAIR OF AC FOR BULLDOZER
	Receiver General		-424.60	HST Rebate
TOTAL			-4,268.70	
22/08/2022	AMAZON.COM.CA			
21/06/2022		Admin	-39.57	SURGE POWER BAR FOR MAYOR'S OFFICE
	Receiver General		-4.37	HST Rebate
21/06/2022		Municipal Facilities:Wellness Centre	-143.55	FILTERS FOR FURNACE
	Receiver General		-18.66	HST (ON) on purchases (Input Tax Credit)
21/06/2022		Admin	-86.49	FILTERS FOR FURNACE
	Receiver General		-9.55	HST Rebate
08/08/2022		Admin	-47.91	ZIPPER BINDER X 2 FOR ASSET MANAGEMENT
	Receiver General		-5.29	HST Rebate
TOTAL			-355.39	
31/08/2022	Bell Canada			
22/07/2022		Municipal Facilities:Wellness Centre	-71.06	JULY 2022
	Receiver General		-9.24	HST (ON) on purchases (Input Tax Credit)
22/07/2022		Fire Department	-72.31	JULY 2022
	Receiver General		-7.99	HST Rebate
05/08/2022		Admin	-124.09	AUGUST 2022
	Receiver General		-13.71	HST Rebate
TOTAL			-298.40	
22/08/2022	Benson			
08/08/2022		Public Works:# 3- 2012 Pick-up	-11.37	5W30 OIL 1 LIT
	Receiver General		-1.26	HST Rebate
08/08/2022		Public Works:# 3- 2012 Pick-up	-0.20	5W30 OIL 1 LIT
	Receiver General		-0.02	HST Rebate
08/08/2022		Public Works:# 3- 2012 Pick-up	-8.53	OIL FILTER
	Receiver General		-0.94	HST Rebate
TOTAL			-22.32	
22/08/2022	BRANCONNIER, LISE			
20/07/2022		Admin:Hot and Cold Meals	-64.80	120 KMS
09/08/2022		Admin:Hot and Cold Meals	-79.24	FOOD BASICS
	Receiver General		-200.05	COSTCO
22/08/2022		Admin:Hot and Cold Meals	-196.81	COSTCO & HOMAED FOOD 2 GO
	Receiver General			
TOTAL			-540.90	
11/08/2022	BRANCONNIER, LISE			
11/08/2022		Admin:Foodbank	-864.91	rolling shelves for food bank
	Receiver General		-95.53	HST Rebate
TOTAL			-960.44	
08/08/2022	Canadian Shield Consultants Agency ...			
12/07/2022		Landfill	-1,213.83	JULY 2022
	Receiver General		-134.07	HST Rebate
12/07/2022		Sewer	-1,499.47	JULY 2022
	Receiver General		-165.62	HST Rebate
26/07/2022		Cemetery	-1,755.36	EXCACTION - GRAVE DIGGING, JUN 4, JUL 4 & JUL 20. PLUS FLO...
	Receiver General		-193.89	HST Rebate
TOTAL			-4,962.24	

Total August 2022 Disbursements - \$515,360.83

Page 1

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
22/08/2022 Canadian Shield Consultants Agency ...				
11/08/2022	Receiver General	Landfill	-1,213.83	AUGUST 2022
			-134.07	HST Rebate
11/08/2022	Receiver General	Sewer	-1,499.47	AUGUST 2022
			-165.62	HST Rebate
TOTAL			-3,012.99	
08/08/2022 Canine Control				
25/07/2022		Animal	-513.00	JUNE 2022
04/08/2022		Animal	-556.50	JULY 2022
TOTAL			-1,069.50	
08/08/2022 CGIS Centre				
01/08/2022	Receiver General	Admin	-796.14	SLIMS CONTRACTED SERVICES
			-87.94	HST Rebate
TOTAL			-884.08	
22/08/2022 CGIS Centre				
01/09/2022	Receiver General	Admin	-796.14	SLIMS CONTRACTED SERVICES
			-87.94	HST Rebate
TOTAL			-884.08	
05/08/2022 CO-OP Régionale Nipissing Sudbury Ltd				
29/06/2022	Receiver General	Public Works	-2,726.28	FUEL OIL COLORED DIE
			-301.13	HST Rebate
20/07/2022	Receiver General	Public Works	-1,681.17	FUEL OIL COLORED DIE
			-185.70	HST Rebate
29/07/2022	Receiver General	Parks & Recreation	-112.55	7 X BAGS SPRAY LIME HYDRATED
			-12.43	HST Rebate
TOTAL			-5,019.26	
22/08/2022 CO-OP Régionale Nipissing Sudbury Ltd				
17/08/2022	Receiver General	Public Works	-2,630.28	FUEL OIL-COLORED DIE
			-290.53	HST Rebate
TOTAL			-2,920.81	
30/08/2022 COLLABRIA				
31/07/2022	Receiver General	CBO	-405.48	MAYER SERVICE, NOELVILLE
			-44.79	HST Rebate
31/07/2022		Municipal Facilities:Arena	-35.96	WATER SOFTNER
		Parks & Recreation:Splash Pad	-101.71	ACID
		Parks & Recreation	-122.09	BALL FIELD FENCING
		Public Works:#15 - 2020 Grader	-104.74	DEF FLUID
	Receiver General		-4.67	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-36.29	HST Rebate
31/07/2022		Admin	-31.33	PETE'S RENTAL-CANADA DAY
		Admin	-9.01	CANADA POST-TAXES
		Admin	-3.12	AMAZON-CORD COVER
		Admin	-13.58	AMAZON-SURGE PROTECTOR, EXT CORD
		Admin	-3.94	AMAZON-WIRE COVERS
		Admin	-4.82	AMAZON-SURGE PROTECTORS
		Admin	-4.82	AMAZON-SURGE PROTECTORS
		Admin	-3.03	AMAZON-SURGE PROTECTORS
		Admin	-4.65	AMAZON-CABLE 50FT
		Admin	-5.75	DENIS' CELL PHONE
		CBO	-13.21	ANDREA & BRUNO'S PHONES
		Public Works	-7.11	TRAVIS & ARENA PHONE
		Admin	-33.99	QUICKBOOKS
		Admin	-119.97	NOVOTEL IN OTTAWA
		Grants	-83.05	CHC Hinges to widen door at arena as per grant
	Receiver General		-10.80	HST (ON) on purchases (Input Tax Credit)
TOTAL			-1,207.91	

Total August 2022 Disbursements - \$515,360.83

Page 2

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
22/08/2022	Cunningham Swan Lawyers			
31/03/2022		Admin	-101.76	FILE NO: 32998-1
	Receiver General		-11.24	HST Rebate
30/05/2022		Admin	-1,322.88	FILE NO: 32998-5
	Receiver General		-146.12	HST Rebate
TOTAL			-1,582.00	
22/08/2022	Encompass IT			
07/08/2022		CBO	-66.14	AUGUST 2022
		Admin	-417.22	AUGUST 2022
	Receiver General		-53.39	HST Rebate
07/08/2022		Admin	-686.88	AUGUST 2022 BACK UP & SUPPORT
	Receiver General		-75.87	HST Rebate
TOTAL			-1,299.50	
05/08/2022	ENVIRONMENTAL ECOSYSTEMS INC			
05/05/2022		Municipal Facilities:Community Centre	-2,220.00	LIMITED DESIGNATED SUBSTANCE SURVEY, ADDTL COST FO...
	Receiver General		-288.60	HST (ON) on purchases (Input Tax Credit)
TOTAL			-2,508.60	
08/08/2022	FIREHALL BOOKSTORE			
13/07/2022		Fire Department	-225.32	FIRE & LIFE SAFETY, PUBLIC INFO OFFICER, STORY OF SPARK...
	Receiver General		-24.89	HST Rebate
TOTAL			-250.21	
22/08/2022	Gauthier, Sharon.			
20/07/2022		Admin:Hot and Cold Meals	-50.60	93.7KMS
10/08/2022		Admin:Hot and Cold Meals	-41.74	77.3KMS
TOTAL			-92.34	
22/08/2022	GFL ENVIRONMENTAL INC. 2021			
30/06/2022		Landfill:Waste Disposal	-9,677.78	JUNE 2022
		Landfill:Recycling	-881.77	JUNE 2022
	Receiver General		-1,166.37	HST Rebate
31/07/2022		Landfill:Waste Disposal	-9,677.78	JULY 2022
		Landfill:Recycling	-920.73	JULY 2022
	Receiver General		-1,170.67	HST Rebate
TOTAL			-23,495.10	
05/08/2022	GRUMPY'S YARD WORKS			
15/07/2022		Admin	-966.72	JULY 5-15, 2022
	Receiver General		-106.78	HST Rebate
02/08/2022		Admin	-1,322.88	JULY 18- AUG 2, 2022
	Receiver General		-146.12	HST Rebate
TOTAL			-2,542.50	
11/08/2022	HYDRO ONE NETWORKS INC.			
22/07/2022		Municipal Facilities:Community Centre	-1,277.03	MAY 31 - JUNE 29, 2022
	Receiver General		-166.01	HST (ON) on purchases (Input Tax Credit)
22/07/2022		Fire Department	-262.96	MAY 31 - JUNE 29, 2022
	Receiver General		-29.05	HST Rebate
22/07/2022		Parks & Recreation	-42.46	MAY 31 - JUNE 29, 2022
	Receiver General		-5.52	HST (ON) on purchases (Input Tax Credit)
22/07/2022		Public Works	-188.08	MAY 31 - JUNE 29, 2022
	Receiver General		-20.78	HST Rebate
22/07/2022		Admin	-333.62	MAY 31 - JUNE 29, 2022
	Receiver General		-36.85	HST Rebate
22/07/2022		Sewer	-51.71	MAY 31 - JUNE 29, 2022 DUNNET
	Receiver General		-5.71	HST Rebate
22/07/2022		Sewer	-101.77	MAY 31 - JUNE 29, 2022 CASIMIR
	Receiver General		-11.24	HST Rebate
22/07/2022		Municipal Facilities:Wellness Centre	-1,289.26	MAY 31 - JUNE 29, 2022
	Receiver General		-167.60	HST (ON) on purchases (Input Tax Credit)
TOTAL			-3,989.65	

Total August 2022 Disbursements - \$515,360.83

Page 3

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
10/08/2022 HYDRO ONE NETWORKS INC.				
21/07/2022	Receiver General	Municipal Facilities: Arena	-962.41	JUN 4 - JUL 7, 2022
22/07/2022	Receiver General	Public Works: Street Lights	-125.11	HST (ON) on purchases (Input Tax Credit)
			-150.00	MAY 31 - JUNE 29, 2022
			-16.57	HST Rebate
TOTAL			-1,254.09	
08/08/2022 INFRASCOPIE MEDIA INC.				
04/07/2022	Receiver General	Council	-2,289.60	COUNCIL MEETING VIDEO & AUDIO STREAMING
			-252.90	HST Rebate
TOTAL			-2,542.50	
08/08/2022 Janix Janitorial Supplies				
18/07/2022	Receiver General	Parks & Recreation: Splash Pad	-142.42	MURIATIC ACID
26/07/2022	Receiver General	Municipal Facilities: Community Centre	-15.73	HST Rebate
			-195.44	HAND TOWELS, TOILET TISSUE, HAND SOAP
			-25.41	HST (ON) on purchases (Input Tax Credit)
TOTAL			-379.00	
22/08/2022 Janix Janitorial Supplies				
17/08/2022		Municipal Facilities: School Rental	-81.92	PAPER TOWELS, GLASS CLEANER, STAINLESS STEEL CLEANER...
		Municipal Facilities: Wellness Centre	-69.32	PAPER TOWELS, GLASS CLEANER, WET MOP
		Municipal Facilities: Community Centre	-115.30	PAPER TOWELS, GLASS CLEANER, WET MOP, CENTER PULLS ...
		Admin	-118.57	TOILET PAPER, KRAFT HAND TOWEL, FOAM SOAP
	Receiver General		-24.00	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-22.14	HST Rebate
TOTAL			-431.25	
05/08/2022 K&K PLUMBING AND SERVICE				
08/07/2022	Receiver General	Municipal Facilities: Wellness Centre	-923.94	INSPECT HWT IN GYM, REPLACE URINAL VALVES
14/07/2022	Receiver General	Public Works	-102.06	HST Rebate
02/08/2022	Receiver General	Municipal Facilities: Community Centre	-99.06	REPAIR 1" PIPE FROM WELL SYSTEM
			-10.94	HST Rebate
			-132.74	INSPECT WATER PROBLEM
			-17.26	HST (ON) on purchases (Input Tax Credit)
TOTAL			-1,286.00	
08/08/2022 K. SMART ASSOCIATES LIMITED				
30/06/2022	Receiver General	Public Works: Drainage	-1,721.78	SERVICES RENDERED MAY 1-31, 2022
29/07/2022	Receiver General	Public Works: Drainage	-190.18	HST Rebate
			-1,572.20	SERVICES RENDERED JUN 1-30, 2022
			-173.66	HST Rebate
TOTAL			-3,657.82	
08/08/2022 LAURENTIAN BUSINESS PRODUCTS				
30/06/2022	Receiver General	Admin	-113.75	JUNE 2022
			-12.56	HST Rebate
TOTAL			-126.31	
22/08/2022 LAURENTIAN BUSINESS PRODUCTS				
31/07/2022	Receiver General	Admin	-566.05	07/60/2022 TO 08/29/2022
			-62.52	HST Rebate
TOTAL			-628.57	
31/08/2022 LBPC				
31/08/2022	Receiver General	Admin	-288.70	AUGUST 2022
			-31.89	HST Rebate
TOTAL			-320.59	

Total August 2022 Disbursements - \$515,360.83

Page 4

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
22/08/2022	MANITOULIN-SUDBURY DISTRICT S...			
01/09/2022		Admin	-21,366.17	LAND AMBULANCE
		Admin	-12,009.50	SOCIAL HOUSING, OW, CHILD CARE
TOTAL			-33,375.67	
08/08/2022	MASLACK SUPPLY LTD			
14/07/2022		Parks & Recreation:Splash Pad	-113.44	VAPOUR/ACID GAS CART
	Receiver General		-12.53	HST Rebate
TOTAL			-125.97	
22/08/2022	MASLACK SUPPLY LTD			
08/08/2022		Public Works:# 2 - 2012 Western Star	-38.25	BACK UP ALARM MED/LOW NOISE
	Receiver General		-4.23	HST Rebate
TOTAL			-42.48	
05/08/2022	Ministry of Finance			
31/07/2022		Admin	-22,507.00	JUNE 2022 LSR BILLING
TOTAL			-22,507.00	
12/08/2022	Ministry of Finance - EHT			
			-1,153.11	July 2022 EHT
TOTAL			-1,153.11	
08/08/2022	MJ Electric			
09/06/2022		Public Works:Street Lights	-1,974.14	Replacing bulbs in 8 street lights
		Parks & Recreation	-167.55	Fixing baseball net and trouble shooting ball field lights
	Receiver General		-21.78	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-218.06	HST Rebate
TOTAL			-2,381.53	
08/08/2022	Moore Propane Limited			
17/05/2022		Fire Department	-147.54	Propane
	Receiver General		-16.30	HST Rebate
30/06/2022		Municipal Facilities:Arena	-4.07	CYLINDER RENT
	Receiver General		-0.45	HST Rebate
31/07/2022		Municipal Facilities:Arena	-4.07	CYLINDER RENT
	Receiver General		-0.45	HST Rebate
31/07/2022		Public Works	-61.06	RENEWAL JUL 31, 2022 TO JULY 31, 2023
	Receiver General		-6.74	HST Rebate
TOTAL			-240.68	
22/08/2022	Moore Propane Limited			
10/08/2022		Municipal Facilities:Arena	-100.45	Propane
	Receiver General		-13.06	HST (ON) on purchases (Input Tax Credit)
10/08/2022		Municipal Facilities:Arena	-130.86	Propane
	Receiver General		-17.01	HST (ON) on purchases (Input Tax Credit)
TOTAL			-261.38	
08/08/2022	NorthStar Mat & Uniform Rentals			
25/07/2022		Admin	-42.91	MAT RENTAL
		Municipal Facilities:Wellness Centre	-12.66	MAT RENTAL
		Municipal Facilities:Community Centre	-22.68	MAT RENTAL
	Receiver General		-4.59	HST (ON) on purchases (Input Tax Credit)
	Receiver General		-4.74	HST Rebate
TOTAL			-87.58	

Total August 2022 Disbursements - \$515,360.83

Page 5

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
22/08/2022 Office Central				
09/08/2022		Admin	-20.43	HOOKS & LEGAL YELLOW PAPER
		Landfill	-17.91	RECEIPT BOOKI
	Receiver General		-4.23	HST Rebate
12/08/2022		Admin	-12.10	GOLDENROD CLERK PAPER
	Receiver General		-1.34	HST Rebate
12/08/2022		Admin	-326.42	SAMSUNG LASER CARTRIDGE X 2
	Receiver General		-36.06	HST Rebate
TOTAL			-418.49	
09/08/2022 OMERS Pension				
			-2,984.55	OMERS Company
			-2,984.55	OMERS Employee
TOTAL			-5,969.10	
08/08/2022 PIONEER CONSTRUCTION				
16/07/2022		Public Works:Hardtop Patching	-2,171.62	QPR COLD MIX
	Receiver General		-239.87	HST Rebate
TOTAL			-2,411.49	
08/08/2022 POLLARD DISTRIBUTION INC.				
12/07/2022		Public Works:Dust Control	-20,249.83	DUSTMASTER 35
	Receiver General		-2,236.71	HST Rebate
14/07/2022		Public Works:Dust Control	-9,893.82	DUSTMASTER 35
	Receiver General		-1,092.83	HST Rebate
TOTAL			-33,473.19	
08/08/2022 PSD CITYWIDE INC.				
15/07/2022		Admin	-4,884.48	ASSET MANAGEMENT PLAN INV #5
	Receiver General		-539.52	HST Rebate
15/07/2022		Admin	-8,429.11	PROTOCOLS & STRATEGY INV #5
	Receiver General		-931.05	HST Rebate
TOTAL			-14,784.16	
08/08/2022 Public Health Sudbury & Districts				
01/08/2022		Admin	-5,326.00	AUGUST 2022 MUNICIPAL LEVY
TOTAL			-5,326.00	
22/08/2022 PUROLATOR				
05/08/2022		Admin	-68.20	CITY OF NORTH BAY POA TICKET
	Receiver General		-7.53	HST Rebate
TOTAL			-75.73	
12/08/2022 Receiver General				
			-2,857.25	CPP Company
			-2,857.25	CPP Employee
			-1,192.53	EI Company
			-851.81	EI Employee
			-8,517.61	Income Taxes
TOTAL			-16,276.45	
05/08/2022 RENOVATIONS LAGRANDEUR				
21/07/2022		Municipal Facilities:Community Centre	-1,800.00	SUPPLY & INSTALL 2 WINDOWS
	Receiver General		-234.00	HST (ON) on purchases (Input Tax Credit)
03/08/2022		Municipal Facilities:Wellness Centre	-309.79	PATCH DAMAGED WALL DUE TO LEAK, DROP CEILING
	Receiver General		-34.22	HST Rebate
26/07/2022		Municipal Facilities:Arena	-777.50	INSTALL SWING CLEAR HINGES X 6
	Receiver General		-101.07	HST (ON) on purchases (Input Tax Credit)
TOTAL			-3,256.58	

Total August 2022 Disbursements - \$515,360.83

Page 6

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
22/08/2022 SAVARIA SALES, INSTALLATION & S...				
04/08/2022	Receiver General	Municipal Facilities:Wellness Centre	-855.30	SERVICE MNTC, GUIDESHOE & VALVE REBUILD
			-111.19	HST (ON) on purchases (Input Tax Credit)
TOTAL			-966.49	
12/08/2022 SMITH, LISE				
25/05/2022		Admin:Hot and Cold Meals	-81.89	Mileage
08/06/2022		Admin:Hot and Cold Meals	-81.89	Mileage
22/06/2022		Admin:Hot and Cold Meals	-65.51	Mileage
06/07/2022		Admin:Hot and Cold Meals	-2.70	5KMS
06/07/2022		Admin:Hot and Cold Meals	-98.26	Mileage
TOTAL			-330.25	
08/08/2022 St. Charles Foodmarket				
01/06/2022	Receiver General	Admin	-4.06	DISH SOAP
			-0.45	HST Rebate
02/06/2022	Receiver General	Public Works:#12 - John Deere Tractor	-1.61	HARDWARE
			-0.18	HST Rebate
15/06/2022	Receiver General	Parks & Recreation	-19.98	FLUSH VALVE & CLEANER
			-2.60	HST (ON) on purchases (Input Tax Credit)
15/06/2022	Receiver General	Parks & Recreation	-11.99	MARKER PAINT
			-1.56	HST (ON) on purchases (Input Tax Credit)
17/06/2022	Receiver General	Admin	-300.00	GIFT CARDS X 3, DEAN, SUE & JOANNE
		Admin	-1.99	BDAY GARLAND
			-0.26	HST (ON) on purchases (Input Tax Credit)
22/06/2022	Receiver General	Municipal Facilities:Arena	-50.94	SALT
			-6.62	HST (ON) on purchases (Input Tax Credit)
26/06/2022	Receiver General	Municipal Facilities:Community Centre	-9.98	SPONGES, DISH SOAP
			-1.30	HST (ON) on purchases (Input Tax Credit)
27/06/2022	Receiver General	Parks & Recreation:Splash Pad	-22.38	CAUTION TAPE
			-2.47	HST Rebate
29/06/2022	Receiver General	Parks & Recreation:Splash Pad	-6.50	DECK SCREWS
			-0.72	HST Rebate
30/06/2022	Receiver General	Parks & Recreation:Splash Pad	-92.51	POOL TEST KIT X 2, KITCHEN GLOVES
			-10.22	HST Rebate
30/06/2022		Fire Department	-310.76	JUNE 2022
04/07/2022		Admin:Hot and Cold Meals	-81.78	GROCERIES
20/07/2022		Admin:Hot and Cold Meals	-47.88	PRODUCE
		Admin:Hot and Cold Meals	-9.13	FOOD
	Receiver General		-1.01	HST Rebate
20/07/2022		Admin:Hot and Cold Meals	-5.98	WATER
31/07/2022		Public Works:# 3- 2012 Pick-up	-576.20	JULY 2022
		Public Works	-98.27	JULY 2022
	Receiver General		-74.49	HST Rebate
TOTAL			-1,753.82	
08/08/2022 St. Charles Foodmarket				
07/06/2022		Admin:Hot and Cold Meals	-22.46	CARROTS, ONIONS, BUTTER, CELERY
07/06/2022		Admin:Hot and Cold Meals	-23.45	MILK, BAKING SODA, BUTTER, SUGAR, EGGS
08/06/2022		Admin:Hot and Cold Meals	-22.15	SHREDDED MOZZ CHEESE, CARNATION, BUTTER
17/06/2022		Admin	-62.04	LUNCH & LEARN
	Receiver General		-8.06	HST (ON) on purchases (Input Tax Credit)
21/06/2022		Admin:Hot and Cold Meals	-12.97	KNORR SOUP, EGGS, COCONUT DESSICATED
21/06/2022		Admin:Hot and Cold Meals	-29.61	MILK, FLOUR, EGGS, YHORKSHIRE PUDDING
22/06/2022		Admin:Hot and Cold Meals	-217.71	MEAT
22/06/2022		Admin:Hot and Cold Meals	-6.20	FOOD
08/07/2022		Parks & Recreation:Splash Pad	-50.31	DUSTPAN, QUICK CONNECTORE 3/4, NZL HVYD ADJ SPRY, KEY...
	Receiver General		-5.56	HST Rebate
13/07/2022		Landfill	-7.11	RECEIPT BOOK
	Receiver General		-0.78	HST Rebate
21/07/2022		Parks & Recreation	-9.14	KEY CUTTING
	Receiver General		-1.01	HST Rebate
26/07/2022		Admin	-9.14	FLY TRAPS, AEROKURE FLY CATHERS
	Receiver General		-1.01	HST Rebate
28/07/2022		Municipal Facilities:Community Centre	-10.78	HALL BAR LOCK
	Receiver General		-1.40	HST (ON) on purchases (Input Tax Credit)
29/07/2022		Admin:Health & Safety	-11.95	HALL EXIT LIGHT
	Receiver General		-1.55	HST (ON) on purchases (Input Tax Credit)
29/07/2022		Admin	-3.05	GREETING CARD
		Admin	-15.27	BIRTHDAY
	Receiver General		-0.34	HST Rebate
08/07/2022		Municipal Facilities:Community Centre	-22.99	black garbage backs
	Receiver General		-2.99	HST (ON) on purchases (Input Tax Credit)
TOTAL			-559.03	

Total August 2022 Disbursements - \$515,360.83

Page 7

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
08/08/2022 St. Charles Foodmarket				
30/06/2022		Parks & Recreation	-47.35	JUNE 2022
		Public Works.#11 - Utility Truck	-148.60	JUNE 2022
		Public Works.# 3- 2012 Pick-up	-329.84	JUNE 2022
		Public Works.# 2 - 2012 Western Star	-346.71	JUNE 2022
		Public Works.#11 - Utility Truck	-258.40	JUNE 2022
		Public Works.# 3- 2012 Pick-up	-180.54	JUNE 2022
		Public Works	-351.87	JUNE 2022
	Receiver General		-183.72	HST Rebate
TOTAL			-1,847.03	
01/08/2022 Sun Life Assurance Company of Can...				
01/08/2022		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	
08/08/2022 Sunwire Inc.				
31/07/2022		Admin	-6.12	JULY 2022 USAGE
	Receiver General		-0.68	HST Rebate
01/08/2022		Admin	-396.92	JULY 2022
	Receiver General		-43.84	HST Rebate
TOTAL			-447.56	
08/08/2022 TEMISKAMING PRINTING COMPANY				
01/07/2022		Admin	-310.58	ENVELOPES
	Receiver General		-34.31	HST Rebate
TOTAL			-344.89	
08/08/2022 Testmark Laboratories Ltd				
30/04/2022		Municipal Facilities:Wellness Centre	-35.00	WATER TESTING
	Receiver General		-4.55	HST (ON) on purchases (Input Tax Credit)
05/07/2022		Parks & Recreation:Splash Pad	-56.44	WATER TESTING
	Receiver General		-6.23	HST Rebate
TOTAL			-102.22	
22/08/2022 THE INFORMATION PROFESSIONAL...				
10/08/2022		Admin	-356.16	ANNUAL COMPLIANCE SERVICES FOR TOMRMS
	Receiver General		-39.34	HST Rebate
TOTAL			-395.50	
08/08/2022 TRANS CANADA SAFETY				
29/06/2022		Fire Department	-73.27	HOSE & NOZZLE ASSEMBLY
	Receiver General		-8.09	HST Rebate
11/07/2022		Fire Department	-73.27	HOSE & NOZZLE ASSEMBLY
	Receiver General		-8.09	HST Rebate
TOTAL			-162.72	
08/08/2022 TRICKEY ET AL TAX TEAM INC.				
20/07/2022		Levies	-712.32	PREPARE FINAL NOTICE
	Receiver General		-78.68	HST Rebate
20/07/2022		Levies	-305.28	PREPARE FINAL NOTICES
	Receiver General		-33.72	HST Rebate
22/07/2022		Levies	-534.24	TAX ARREARS CERT, PREPARE & REGISTER CANCELLATION C...
	Receiver General		-59.01	HST Rebate
31/07/2022		Levies	-50.88	DECLARATION SENDING OF FIRST NOTICES
	Receiver General		-5.62	HST Rebate
31/07/2022		Levies	-50.88	DECLARATION REGARDING SENDING OF FIRST NOTICES
	Receiver General		-5.62	HST Rebate
TOTAL			-1,836.25	

Total August 2022 Disbursements - \$515,360.83

Page 8

11:51 AM
01/09/22

Municipality of St.-Charles
Cash Disbursements
August 2022

Date	Name	Class	Paid Amount	Memo
02/08/2022	Workplace Safety & Insurance Board			
			-6,814.40	2nd Qrt WSIB
TOTAL			-6,814.40	
03/08/2022	Workplace Safety & Insurance Board			
30/06/2022		Fire Department	-1,964.76	Fire Department
TOTAL			-1,964.76	
22/08/2022	Yveroy Enterprises			
19/05/2022		Landfill:Waste Disposal	-814.08	MAY 2022 & MARCH, APRIL AND MAY SURCHARGE
		Landfill:Recycling	-610.56	MAY 2022 & MARCH, APRIL AND MAY SURCHARGE
	Receiver General		-157.36	HST Rebate
19/06/2022		Landfill:Waste Disposal	-508.80	JUNE 2022
		Landfill:Recycling	-305.28	JUNE 2022
	Receiver General		-89.92	HST Rebate
20/07/2022		Landfill:Waste Disposal	-508.80	JULY 2022
		Landfill:Recycling	-305.28	JULY 2022
	Receiver General		-89.92	HST Rebate
11/08/2022		Landfill:Waste Disposal	-508.80	AUGUST 2022
		Landfill:Recycling	-305.28	AUGUST 2022
	Receiver General		-89.92	HST Rebate
TOTAL			-4,294.00	

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 15, 2022
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: Budget vs Actual – January to June 2022

Recommendation:

For information only.

Background:

Attached to this report is the Budget vs Actuals financials for the municipality, and then broken down further into departments.

As a whole, I do not see any financial concerns and expect to be within budget at year end.

Administration

- In the income section, there is \$255,832.23 under Gain / Loss of Surplus items sold. This is from the sale of the two (2) municipally owned properties.
- In the income section, there is \$40,000 under Expense Reimbursement. This was costs awarded to the Municipality by the Court in the litigation involving the arena property.
- WSIB you will see we are in a credit position. This is due to a surplus distribution of \$10,951.47 due to COVID.
- Purchases for resale is high and is expected to go over budget. Due to COVID, we only received 2020, 2021 and 2022 invoices for driver's handbooks in March of 2022. We have changed the process and all future orders are being paid by Visa at time of order.

Building Department

- No concerns with this department. Everything is within budget and no significant expenses expected before year end.



Fire Department

- Overall, this department is running smoothly. One item of note, account 4011 – Associations / Memberships, \$360.00 was paid in 2021 in relation to 2022 fees. The Fire Chief does expect to purchase a few bigger ticket items in the near future, but are all included in the budget, so no anticipation of any budget issues in 2022.

Facilities

- Gym membership has had an amazing uptake. Starting to come out of the COVID era and facilities being used again. Great news!
- I am concerned with the wage component and do expect this to be over budget. With a new full-time Parks & Recreation Coordinator starting on September 19, 2022, I expect this line item to be \$10,000 over budget. \$8,400 was spent in the first half of 2022 which was not anticipated due to the arena being closed.
- Consulting fees were not budgeted for in the 2022 budget. This was a report that we were required to get before starting the Community Centre Revitalization project. This is the report where we discovered that the ceiling tiles contained asbestos.
- With the arena starting up and scheduled to open mid October, it is expected that there will be a lot of one-time start-up costs still to come that have been budgeted for.
- With the increase in Hydro costs, I am concerned that the hydro line item will be over budget by the end of 2022.
- Community Centre Revitalization project is underway and is expected to be completed in November 2022 which is most of the building repairs and maintenance budget remaining.

Public Works

- Expense Reimbursement Income is due to the insurance claim for the November 2020 Kubota accident
- Beaver Trappers is over budget, and I anticipate it to be \$10,000 - \$15,000 over budget by the year end. We have a lot of beaver issues and we continue to trap and remove dams to no avail. This is an issue that I believe Council should revisit in the near future as I do not see this problem going away.
- 911 signs, typically the 911 revenue and 911 sign expense should be in sync, since you only order a sign as it is being requested and billed, however, there was an order placed for twenty (20) poles that the 911 signs are attached when installing onsite as inventory.
- I do expect the vehicle / equipment repair and maintenance accounts to be over budget at year end. We did have an unexpected \$9,000 repair to an AC unit on one of the pieces of equipment.



- Building repairs is over budget due an inspection of the overhead door at the garage.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

1:27 PM
15/09/22
Accrual Basis

Municipality of St.-Charles
Profit & Loss Budget vs. Actual
January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
3000 · Municipal Taxes	\$0.00	\$2,508,111.00	\$2,508,111.00	0.0%
3001 · Taxation Write Offs	\$0.00	-\$10,000.00	-\$10,000.00	0.0%
3002 · Tax Arrears Certificate Filing	\$15,260.34	\$0.00	-\$15,260.34	100.0%
3004 · Interim Taxes	\$1,420,067.72	\$0.00	-\$1,420,067.72	100.0%
3005 · Tax Interest Income	\$30,430.78	\$40,000.00	\$9,569.22	76.08%
3012 · Res Supp - Taxable	\$3,668.70	\$0.00	-\$3,668.70	100.0%
3015 · Res W/O - Taxable	-\$202.66	\$0.00	\$202.66	100.0%
3050 · NSF Fee	\$140.00	\$0.00	-\$140.00	100.0%
3053 · English Public School Tax Supp	\$450.03	\$0.00	-\$450.03	100.0%
3054 · English Public School Tax W/O	-\$24.86	\$0.00	\$24.86	100.0%
3099 · Transfer FROM Reserve	\$0.00	\$1,110,949.59	\$1,110,949.59	0.0%
3101 · Grant - One Time Grants	\$0.00	\$328,787.41	\$328,787.41	0.0%
3102 · Grant - OCIF	\$100,000.00	\$100,000.00	\$0.00	100.0%
3103 · Grant - Gas Tax	\$0.00	\$80,493.06	\$80,493.06	0.0%
3104 · Grant - Helipad	\$0.00	\$3,500.00	\$3,500.00	0.0%
3105 · Grant - Canada Summer Jobs	\$0.00	\$8,400.00	\$8,400.00	0.0%
3106 · Grant - Sr. Transportation	\$6,051.43	\$107,150.00	\$101,098.57	5.65%
3107 · Grant - Celebrate Canada	\$1,160.00	\$1,000.00	-\$160.00	116.0%
3108 · Grant - FCM Asset Management	\$0.00	\$50,000.00	\$50,000.00	0.0%
3113 · Grant - Rec. Facilities Upgrade	\$0.00	\$342,229.00	\$342,229.00	0.0%
3114 · Grant - NORDS	\$171,984.57	\$85,998.00	-\$85,986.57	199.99%
3115 · Grant - NOHFC Internship	\$0.00	\$35,000.00	\$35,000.00	0.0%
3116 · Grant - Service Review	\$42,739.00	\$61,056.00	\$18,317.00	70.0%
3151 · Ont. Municipal Partnership Fund	\$859,000.00	\$859,000.00	\$0.00	100.0%
3201 · Tax Certificates	\$720.00	\$1,000.00	\$280.00	72.0%
3202 · Freedom of Information Requests	\$0.00	\$50.00	\$50.00	0.0%
3203 · Printing / Photocopies / Faxes	\$73.30	\$0.00	-\$73.30	100.0%
3204 · Lottery License	\$66.00	\$200.00	\$134.00	33.0%
3205 · Affidavit	\$391.04	\$800.00	\$408.96	48.88%
3206 · Sweater Sales	\$203.17	\$400.00	\$196.83	50.79%
3207 · Book Sales	\$613.40	\$0.00	-\$613.40	100.0%
3208 · Election Nomination Fee	\$1,000.00	\$0.00	-\$1,000.00	100.0%
3209 · Dog Tags	\$80.00	\$200.00	\$120.00	40.0%
3210 · Donations	\$50.00	\$0.00	-\$50.00	100.0%
3213 · Ownership Holders	\$67.26	\$0.00	-\$67.26	100.0%
3214 · Tax Statements	\$820.00	\$0.00	-\$820.00	100.0%
3230 · Bank Interest	\$2,729.14	\$0.00	-\$2,729.14	100.0%
3231 · Interest on Account	\$446.42	\$0.00	-\$446.42	100.0%
3233 · Hot & Cold Meals	\$11,476.00	\$0.00	-\$11,476.00	100.0%
3250 · Service Ontario	\$18,874.10	\$25,000.00	\$6,125.90	75.5%
3260 · Building Permits	\$19,284.14	\$25,000.00	\$5,715.86	77.14%
3261 · Property Search	\$450.00	\$0.00	-\$450.00	100.0%
3262 · SEBBS Agreement	\$92,076.44	\$183,480.99	\$91,404.55	50.18%

1:27 PM
 15/09/22
 Accrual Basis

Municipality of St.-Charles
Profit & Loss Budget vs. Actual
 January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
3270 · Fire Permits	\$1,438.10	\$1,000.00	-\$438.10	143.81%
3271 · Fire Fighting Fees and Fines	\$150.00	\$0.00	-\$150.00	100.0%
3301 · 911 Sign Revenue	\$354.00	\$500.00	\$146.00	70.8%
3302 · Entrance Permits	\$203.54	\$0.00	-\$203.54	100.0%
3304 · MTO Snow Removal	\$0.00	\$4,000.00	\$4,000.00	0.0%
3300 · Public Works - Other	-\$34.12	\$0.00	\$34.12	100.0%
3401 · WC - Unit 1 Univi Health Unit	\$30,798.00	\$61,600.00	\$30,802.00	50.0%
3402 · WC - Unit 2 - Pharmacy	\$9,417.54	\$18,835.07	\$9,417.53	50.0%
3403 · WC - Unit 3 - Alpha	\$3,096.24	\$6,192.48	\$3,096.24	50.0%
3404 · WC - Unit 4 - PHSD	\$6,972.48	\$13,944.92	\$6,972.44	50.0%
3405 · WC - Unit 5 - Mental Health	\$4,968.00	\$9,936.00	\$4,968.00	50.0%
3406 · WC - Unit 104	\$1,122.00	\$2,244.00	\$1,122.00	50.0%
3410 · Hall Rental	\$1,194.16	\$500.00	-\$694.16	238.83%
3420 · Gym Memberships	\$3,220.00	\$250.00	-\$2,970.00	1,288.0%
3415 · Library Rent	\$5,630.58	\$11,261.16	\$5,630.58	50.0%
3502 · Electronic Stewardship Revenue	\$14,340.21	\$25,000.00	\$10,659.79	57.36%
3503 · Blue Box Sales	\$72.00	\$50.00	-\$22.00	144.0%
3506 · Dump Fees	\$3,586.93	\$7,500.00	\$3,913.07	47.83%
3551 · Capital Cost Replacement Fee	\$0.00	\$28,712.75	\$28,712.75	0.0%
3552 · Residential User Fee	\$0.00	\$57,822.50	\$57,822.50	0.0%
3553 · Commercial User Fee	\$0.00	\$13,167.50	\$13,167.50	0.0%
3554 · ½ Commercial User Fee –	\$0.00	\$1,145.00	\$1,145.00	0.0%
3555 · Restaurant User Fee	\$0.00	\$2,576.25	\$2,576.25	0.0%
3556 · Accommodation User Fee	\$0.00	\$1,145.00	\$1,145.00	0.0%
3571 · Drainage Superintendent	\$6,123.52	\$10,000.00	\$3,876.48	61.24%
3601 · Cemetery Plot Sales	\$0.00	\$420.00	\$420.00	0.0%
3602 · Burial Fees	\$1,155.00	\$660.00	-\$495.00	175.0%
3603 · Transfer / Issue Cert of Inter	\$1,760.00	\$0.00	-\$1,760.00	100.0%
3604 · Sales of Niche	\$0.00	\$4,900.00	\$4,900.00	0.0%
3605 · Fee For Engraving Niche	\$0.00	\$2,450.00	\$2,450.00	0.0%
3606 · Cremation Burial Fees	\$1,000.00	\$1,000.00	\$0.00	100.0%
3607 · Monument Fees	\$150.00	\$60.00	-\$90.00	250.0%
3608 · Care & Maintenance Monument Fee	\$0.00	\$500.00	\$500.00	0.0%
3701 · Arena Hall Rental	\$0.00	\$250.00	\$250.00	0.0%
3702 · Arena Ice Pad Rental	\$389.36	\$2,500.00	\$2,110.64	15.57%
3704 · Skate Sharpening	\$0.00	\$50.00	\$50.00	0.0%
3803 · Baseball Field Rental	\$0.00	\$140.00	\$140.00	0.0%
3900 · Provincial Fines	\$990.95	\$0.00	-\$990.95	100.0%
3925 · Donations Received	\$0.00	\$5,000.00	\$5,000.00	0.0%
3950 · Gain/Loss on Surplus items sold	\$255,832.23	\$0.00	-\$255,832.23	100.0%
3999 · Expense Reimbursement	\$47,876.22	\$0.00	-\$47,876.22	100.0%
Total Income	\$3,201,952.40	\$6,243,117.68	\$3,041,165.28	51.29%

Expense

1:27 PM
 15/09/22
 Accrual Basis

Municipality of St.-Charles Profit & Loss Budget vs. Actual January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
4000 · Wages	\$392,259.73	\$870,719.57	\$478,459.84	45.05%
4001 · Per Diem	\$900.00	\$6,150.00	\$5,250.00	14.63%
4002 · Janitor Wages	\$10,019.30	\$20,822.64	\$10,803.34	48.12%
4003 · Wages - FD Maintenance	\$165.00	\$2,000.00	\$1,835.00	8.25%
4004 · Wages - FD Volunteer	\$340.00	\$9,378.40	\$9,038.40	3.63%
4005 · Wages - FD Practice	\$3,255.00	\$19,278.00	\$16,023.00	16.89%
4008 · Summer Student Wages	\$0.00	\$18,278.73	\$18,278.73	0.0%
4010 · Seminar / Conferences	\$7,662.47	\$17,584.41	\$9,921.94	43.58%
4011 · Associations / Memberships	\$4,333.11	\$7,485.00	\$3,151.89	57.89%
4012 · Travel Expense	\$0.00	\$1,652.60	\$1,652.60	0.0%
4013 · Mileage	\$3,117.80	\$11,200.00	\$8,082.20	27.84%
4014 · Meals	\$32.99	\$1,940.00	\$1,907.01	1.7%
4015 · Training	\$2,387.80	\$18,902.15	\$16,514.35	12.63%
4016 · Staff Appreciation	\$1,140.34	\$1,250.00	\$109.66	91.23%
4017 · Employee Recognition	\$0.00	\$300.00	\$300.00	0.0%
4018 · Group Insurance	\$30,252.46	\$58,511.28	\$28,258.82	51.7%
4020 · Uniforms	\$203.52	\$3,810.60	\$3,607.08	5.34%
4026 · Drivers Abstracts	\$21.62	\$0.00	-\$21.62	100.0%
4050 · OMERS Expense	\$31,575.96	\$72,433.67	\$40,857.71	43.59%
4051 · CPP Expense	\$21,717.42	\$45,534.00	\$23,816.58	47.7%
4052 · EI Expense	\$8,609.95	\$19,019.68	\$10,409.73	45.27%
4053 · WSIB Expense	\$3,553.55	\$40,180.04	\$36,626.49	8.84%
4054 · EHT Expense	\$8,217.69	\$19,368.81	\$11,151.12	42.43%
4055 · LIUNA Group Insurance	\$9,346.77	\$27,739.80	\$18,393.03	33.69%
4100 · Planning Board Fees	\$24,253.81	\$32,823.00	\$8,569.19	73.89%
4101 · DSSAB - Ambulance	\$128,197.02	\$260,064.92	\$131,867.90	49.29%
4102 · DSSAB - Welfare Board	\$72,057.00	\$146,674.50	\$74,617.50	49.13%
4103 · OPP Policing Fee	\$112,423.56	\$270,084.00	\$157,660.44	41.63%
4104 · Health Unit Fee	\$31,956.00	\$63,918.16	\$31,962.16	50.0%
4105 · MPAC Assessment Fee	\$15,350.76	\$31,014.60	\$15,663.84	49.5%
4106 · MNR Fire Protection	\$0.00	\$7,700.00	\$7,700.00	0.0%
4107 · Library Contribution	\$56,089.59	\$56,089.59	\$0.00	100.0%
4108 · Sr. Transportation Grant Exp	\$6,051.44	\$107,150.00	\$101,098.56	5.65%
4109 · By-Law Officer	\$0.00	\$57,027.71	\$57,027.71	0.0%
4110 · Dispatching/Radio License	\$6,497.48	\$7,650.00	\$1,152.52	84.93%
4111 · Drainage Superintendent	\$9,048.27	\$20,000.00	\$10,951.73	45.24%
4112 · Canada Day Expense	\$3,133.86	\$3,500.00	\$366.14	89.54%
4113 · Property Tax Expense	\$3,378.46	\$1,344.15	-\$2,034.31	251.35%
4114 · Property Tax Under Litigation	\$0.00	\$40,748.86	\$40,748.86	0.0%
4115 · Contracts	\$89,908.45	\$182,900.00	\$92,991.55	49.16%
4116 · Maintenance Contracts	\$22,411.32	\$49,500.00	\$27,088.68	45.28%
4117 · Dog Catcher	\$0.00	\$7,200.00	\$7,200.00	0.0%
4119 · Beaver Trappers	\$4,876.72	\$4,750.00	-\$126.72	102.67%
4130 · Rent Expense	\$15,851.86	\$31,703.73	\$15,851.87	50.0%

1:27 PM
15/09/22
Accrual Basis

Municipality of St.-Charles
Profit & Loss Budget vs. Actual
January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4131 · Blue Box Expense	\$3,561.60	\$3,500.00	-\$61.60	101.76%
4200 · Supplies & Materials	\$48,400.65	\$145,286.00	\$96,885.35	33.31%
4201 · Office Supplies	\$1,353.06	\$9,759.70	\$8,406.64	13.86%
4202 · Cleaning Supplies	\$2,609.75	\$8,450.00	\$5,840.25	30.89%
4203 · Office Water	\$341.75	\$700.00	\$358.25	48.82%
4204 · Office Printer	\$2,896.70	\$6,000.00	\$3,103.30	48.28%
4205 · Computer Repairs	\$12,595.58	\$36,530.00	\$23,934.42	34.48%
4206 · CGIS Software	\$5,066.86	\$9,300.00	\$4,233.14	54.48%
4207 · Accounting Software	\$1,237.12	\$1,550.00	\$312.88	79.81%
4208 · Asset Management Software	\$2,544.00	\$2,825.00	\$281.00	90.05%
4209 · Website Expense	\$305.28	\$1,000.00	\$694.72	30.53%
4210 · Consulting Fees	\$38,211.59	\$33,800.00	-\$4,411.59	113.05%
4211 · Accounting Fees	\$17,521.03	\$24,950.00	\$7,428.97	70.23%
4212 · Legal Fees	\$50,170.02	\$153,000.00	\$102,829.98	32.79%
4213 · Donations	\$150.00	\$500.00	\$350.00	30.0%
4214 · Postage Courier	\$3,613.77	\$3,500.00	-\$113.77	103.25%
4215 · Cell Phone	\$734.76	\$2,000.00	\$1,265.24	36.74%
4216 · Telephone Expense	\$3,658.68	\$7,100.00	\$3,441.32	51.53%
4217 · Internet Expense	\$1,159.12	\$1,400.00	\$240.88	82.79%
4218 · Hydro Expense	\$59,765.61	\$121,000.00	\$61,234.39	49.39%
4219 · Propane Expense	\$23,747.83	\$28,750.00	\$5,002.17	82.6%
4222 · Office Furniture	\$569.79	\$3,000.00	\$2,430.21	18.99%
4223 · Insurance	\$137,560.80	\$135,813.36	-\$1,747.44	101.29%
4224 · Advertising	\$1,105.87	\$1,500.00	\$394.13	73.73%
4225 · Health & Safety Expense	\$1,356.30	\$1,950.00	\$593.70	69.55%
4226 · Tools	\$245.98	\$2,600.00	\$2,354.02	9.46%
4227 · Personal Protective Equipment	\$662.66	\$1,500.00	\$837.34	44.18%
4228 · Licenses & Fees	\$199.95	\$0.00	-\$199.95	100.0%
4229 · Accident Costs	\$47.67	\$0.00	-\$47.67	100.0%
4230 · Property Taxes	\$1,684.83	\$0.00	-\$1,684.83	100.0%
4231 · Sewer Charge	\$0.00	\$7,258.50	\$7,258.50	0.0%
4232 · Sign Repair & Maintenance	\$161.45	\$500.00	\$338.55	32.29%
4233 · Ball Field Maintenance	\$167.55	\$1,500.00	\$1,332.45	11.17%
4234 · Horse Coral Repairs & Maint	\$0.00	\$500.00	\$500.00	0.0%
4235 · Cenotaph Expense	\$0.00	\$250.00	\$250.00	0.0%
4236 · Purchases for Resale	\$868.14	\$1,000.00	\$131.86	86.81%
4237 · Computer Purchases	\$542.41	\$3,000.00	\$2,457.59	18.08%
4238 · Safety Signs Materials	\$0.00	\$500.00	\$500.00	0.0%
4239 · SEBBS Capital Cost	\$0.00	\$5,285.00	\$5,285.00	0.0%
4241 · Food Bank	\$185.38	\$0.00	-\$185.38	100.0%
4293 · 911 Signs	\$907.53	\$500.00	-\$407.53	181.51%
4300 · Gasoline / Diesel	\$35,199.56	\$57,050.00	\$21,850.44	61.7%
4301 · Oil	\$885.30	\$0.00	-\$885.30	100.0%
4302 · Vehicle Repairs	\$19,277.95	\$44,250.00	\$24,972.05	43.57%

1:27 PM
 15/09/22
 Accrual Basis

Municipality of St.-Charles
Profit & Loss Budget vs. Actual
 January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
4303 · Vehicle Parts & Materials	\$7,728.60	\$26,150.00	\$18,421.40	29.56%
4304 · Buidling Repairs & Maintenance	\$74,241.46	\$609,555.00	\$535,313.54	12.18%
4305 · Equipment Repairs & Maintenance	\$50,426.49	\$382,600.00	\$332,173.51	13.18%
4306 · Elevator Repairs & Maintenance	\$3,586.79	\$6,500.00	\$2,913.21	55.18%
4307 · Helipad Repairs & Maintenance	\$0.00	\$3,500.00	\$3,500.00	0.0%
4308 · Ice Plant Maintenance	\$115.00	\$25,000.00	\$24,885.00	0.46%
4309 · Canteen Maintenance	\$0.00	\$100.00	\$100.00	0.0%
4310 · Air Compressor	\$2,021.30	\$3,000.00	\$978.70	67.38%
4311 · Radio & Pager Repairs	\$50.88	\$500.00	\$449.12	10.18%
4312 · Radio & Pager Purchases	\$0.00	\$3,000.00	\$3,000.00	0.0%
4313 · Zamboni Repairs	\$0.00	\$500.00	\$500.00	0.0%
4314 · Fire Fighting Equipment	\$8,469.28	\$28,000.00	\$19,530.72	30.25%
4315 · Bunker Suit Cleaning	\$746.41	\$1,300.00	\$553.59	57.42%
4316 · Fire Prevention Material	\$0.00	\$1,500.00	\$1,500.00	0.0%
4317 · Water Sampling	\$797.23	\$5,200.00	\$4,402.77	15.33%
4318 · Equipment Rentals	\$680.76	\$36,500.00	\$35,819.24	1.87%
4319 · GPS Expense	\$0.00	\$2,000.00	\$2,000.00	0.0%
4320 · Waste Oil Disposal	\$0.00	\$250.00	\$250.00	0.0%
4321 · Garage Consumables	\$362.79	\$500.00	\$137.21	72.56%
4322 · CVOR	\$0.00	\$100.00	\$100.00	0.0%
4323 · Plate Stickers	\$43.23	\$4,550.00	\$4,506.77	0.95%
4324 · Beautification Expense	\$3,779.03	\$5,750.00	\$1,970.97	65.72%
4325 · Street Light Materials	\$1,974.14	\$500.00	-\$1,474.14	394.83%
4326 · Parking Lot Repairs	\$0.00	\$5,000.00	\$5,000.00	0.0%
4400 · Bank Service Charges	\$615.00	\$1,500.00	\$885.00	41.0%
4401 · Cash Over/Under	\$0.01	\$0.00	-\$0.01	100.0%
4402 · Bank Fess/Taxes	\$493.99	\$1,400.00	\$906.01	35.29%
4404 · Loan Interest - Casimir Culvert	\$1,139.06	\$2,182.38	\$1,043.32	52.19%
4405 · Loan Interest -Victoria Culvert	\$1,494.98	\$2,837.04	\$1,342.06	52.7%
4406 · Loan Interest - 2020 Grader	\$3,660.03	\$7,200.90	\$3,540.87	50.83%
4407 · Loan Interest Wellness Centre	\$1,423.57	\$1,500.00	\$76.43	94.91%
4408 · Loan Payment	\$120,843.97	\$151,149.94	\$30,305.97	79.95%
4500 · Gravel Stockpile	\$0.00	\$10,000.00	\$10,000.00	0.0%
4503 · Columbarium	\$0.00	\$25,000.00	\$25,000.00	0.0%
4504 · Niche Engraving	\$0.00	\$2,450.00	\$2,450.00	0.0%
4505 · Software Maintenance	\$1,561.62	\$6,500.00	\$4,938.38	24.03%
4506 · Excavation Costs	\$0.00	\$1,500.00	\$1,500.00	0.0%
4552 · AMP Grant Expense	\$33,716.44	\$62,500.00	\$28,783.56	53.95%
4553 · Misc Conditional Grant Expense	\$266,411.57	\$473,194.50	\$206,782.93	56.3%
4555 · COVID-19 Expense	\$12,519.09	\$12,500.00	-\$19.09	100.15%
4556 · Election Expense	\$3,052.80	\$15,000.00	\$11,947.20	20.35%
5000 · Transfer TO Reserves	\$0.00	\$363,138.05	\$363,138.05	0.0%
5555 · AMP Project Expense	\$23,236.88	\$455,546.50	\$432,309.62	5.1%
Total Expense	\$2,247,064.36	\$6,290,894.47	\$4,043,830.11	35.72%

Municipality of St.-Charles
Budget vs. Actual - CBO
January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
3260 · Building Permits	19,284.14	25,000.00	\$0.00	77.14%
3261 · Property Search	450.00	0.00	-\$450.00	100.0%
3262 · SEBBS Agreement	92,076.44	183,480.99	\$91,404.55	50.18%
Total Income	111,810.58	208,480.99	\$96,670.41	53.63%
Expense				
4000 · Wages	40,480.65	108,505.12	\$68,024.47	37.31%
4011 · Associations / Memberships	108.06	1,200.00	\$1,091.94	9.01%
4013 · Mileage	2,508.33	10,000.00	\$7,491.67	25.08%
4014 · Meals	1.50	0.00	-\$1.50	100.0%
4015 · Training	0.00	3,500.00	\$3,500.00	0.0%
4018 · Group Insurance	7,255.51	16,239.48	\$8,983.97	44.68%
4020 · Uniforms	0.00	1,560.60	\$1,560.60	0.0%
4050 · OMERS Expense	3,894.38	9,875.93	\$5,981.55	39.43%
4051 · CPP Expense	2,328.43	5,673.35	\$3,344.92	41.04%
4052 · EI Expense	957.18	2,400.13	\$1,442.95	39.88%
4053 · WSIB Expense	1,302.63	4,003.84	\$2,701.21	32.54%
4054 · EHT Expense	843.90	3,419.87	\$2,575.97	24.68%
4109 · By-Law Officer	0.00	57,027.71	\$57,027.71	0.0%
4201 · Office Supplies	0.00	1,500.00	\$1,500.00	0.0%
4205 · Computer Repairs	394.56	1,530.00	\$1,135.44	25.79%
4212 · Legal Fees	2,066.50	3,000.00	\$933.50	68.88%
4215 · Cell Phone	300.05	1,100.00	\$799.95	27.28%
4223 · Insurance	2,023.88	2,023.88	\$0.00	100.0%
4226 · Tools	33.57	0.00	-\$33.57	100.0%
4239 · SEBBS Capital Cost	0.00	5,285.00	\$5,285.00	0.0%
4302 · Vehicle Repairs	74.99	1,000.00	\$925.01	7.5%
Total Expense	64,574.12	238,844.91	\$174,270.79	27.04%

3:41 PM
 14/09/22
 Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Fire Department
 January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
3270 · Fire Permits	\$1,438.10	\$1,000.00	-\$438.10	143.81%
3271 · Fire Fighting Fees and Fines	\$150.00	\$0.00	-\$150.00	100.0%
Total Income	\$1,588.10	\$1,000.00	\$588.10	158.81%
Expense				
4000 · Wages	\$15,480.03	\$32,004.80	\$16,524.77	48.37%
4003 · Wages - FD Maintenance	\$165.00	\$2,000.00	\$1,835.00	8.25%
4004 · Wages - FD Volunteer	\$340.00	\$8,000.00	\$7,660.00	4.25%
4005 · Wages - FD Practice	\$3,255.00	\$19,278.00	\$16,023.00	16.89%
4011 · Associations / Memberships	\$0.00	\$750.00	\$750.00	0.0%
4014 · Meals	\$20.31	\$500.00	\$479.69	4.06%
4015 · Training	\$2,039.03	\$5,000.00	\$2,960.97	40.78%
4020 · Uniforms	\$203.52	\$2,250.00	\$2,046.48	9.05%
4026 · Drivers Abstracts	\$21.62	\$0.00	-\$21.62	100.0%
4051 · CPP Expense	\$849.11	\$2,695.12	\$1,846.01	31.51%
4052 · EI Expense	\$425.61	\$1,355.58	\$929.97	31.4%
4053 · WSIB Expense	\$2,413.72	\$8,257.29	\$5,843.57	29.23%
4054 · EHT Expense	\$374.63	\$1,195.01	\$820.38	31.35%
4106 · MNR Fire Protection	\$0.00	\$7,700.00	\$7,700.00	0.0%
4110 · Dispatching/Radio License	\$5,910.16	\$7,000.00	\$1,089.84	84.43%
4201 · Office Supplies	\$15.83	\$1,000.00	\$984.17	1.58%
4202 · Cleaning Supplies	\$0.00	\$350.00	\$350.00	0.0%
4214 · Postage Courier	\$0.00	\$500.00	\$500.00	0.0%
4216 · Telephone Expense	\$433.70	\$900.00	\$466.30	48.19%
4218 · Hydro Expense	\$2,008.47	\$3,500.00	\$1,491.53	57.39%
4219 · Propane Expense	\$5,132.86	\$5,500.00	\$367.14	93.33%
4223 · Insurance	\$11,137.64	\$11,137.64	\$0.00	100.0%
4225 · Health & Safety Expense	\$131.65	\$0.00	-\$131.65	100.0%
4231 · Sewer Charge	\$0.00	\$855.00	\$855.00	0.0%
4300 · Gasoline / Diesel	\$917.60	\$1,500.00	\$582.40	61.17%
4302 · Vehicle Repairs	\$1,169.14	\$13,250.00	\$12,080.86	8.82%
4304 · Buidling Repairs & Maintenance	\$0.00	\$7,000.00	\$7,000.00	0.0%
4310 · Air Compressor	\$2,021.30	\$3,000.00	\$978.70	67.38%
4311 · Radio & Pager Repairs	\$50.88	\$500.00	\$449.12	10.18%
4312 · Radio & Pager Purchases	\$0.00	\$3,000.00	\$3,000.00	0.0%
4314 · Fire Fighting Equipment	\$8,469.28	\$28,000.00	\$19,530.72	30.25%
4315 · Bunker Suit Cleaning	\$746.41	\$1,300.00	\$553.59	57.42%
4316 · Fire Prevention Material	\$0.00	\$1,500.00	\$1,500.00	0.0%
5000 · Transfer TO Reserves	\$37,500.00	\$37,500.00	\$0.00	100.0%
Total Expense	\$101,232.50	\$218,278.44	\$117,045.94	46.38%

4:17 PM
14/09/22
Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Admin
January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
3050 · NSF Fee	30.00	0.00	-30.00	100.0%
3099 · Transfer FROM Reserve	0.00	40,000.00	40,000.00	0.0%
3100 · Conditional Grants	0.00	148,156.00	148,156.00	0.0%
3200 · Treasury Department	5,409.78	2,450.00	-2,959.78	220.81%
3900 · Provincial Fines	990.95	0.00	-990.95	100.0%
3950 · Gain/Loss on Surplus items sold	255,832.23	0.00	-255,832.23	100.0%
3999 · Expense Reimbursement	40,000.00		-40,000.00	100.0%
Total Income	302,262.96	190,606.00	-111,626.96	158.58%
Expense				
4000 · Wages	133,183.95	298,851.38	165,667.43	44.57%
4002 · Janitor Wages	2,750.81	5,418.53	2,667.72	50.77%
4008 · Summer Student Wages	0.00	4,569.68	4,569.68	0.0%
4010 · Seminar / Conferences	2,223.13	6,825.68	4,602.55	32.57%
4011 · Associations / Memberships	3,588.73	4,895.00	1,306.27	73.31%
4013 · Mileage	0.00	1,000.00	1,000.00	0.0%
4014 · Meals	286.24	840.00	553.76	34.08%
4015 · Training	0.00	3,902.15	3,902.15	0.0%
4018 · Group Insurance	19,857.86	42,271.80	22,413.94	46.98%
4050 · OMERS Expense	11,513.21	28,293.58	16,780.37	40.69%
4051 · CPP Expense	7,483.82	15,420.84	7,937.02	48.53%
4052 · EI Expense	3,094.46	6,823.35	3,728.89	45.35%
4053 · WSIB Expense	-6,756.02	11,382.54	18,138.56	-59.35%
4054 · EHT Expense	2,728.01	6,015.16	3,287.15	45.35%
4055 · LIUNA Group Insurance	1,515.31	621.64	-893.67	243.76%
4100 · Planning Board Fees	24,253.81	32,823.00	8,569.19	73.89%
4101 · DSSAB - Ambulance	128,197.02	260,064.92	131,867.90	49.29%
4102 · DSSAB - Welfare Board	72,057.00	146,674.50	74,617.50	49.13%
4103 · OPP Policing Fee	112,423.56	270,084.00	157,660.44	41.63%
4104 · Health Unit Fee	31,956.00	63,918.16	31,962.16	50.0%
4105 · MPAC Assessment Fee	15,350.76	31,014.60	15,663.84	49.5%
4112 · Canada Day Expense	3,133.86	3,500.00	366.14	89.54%
4114 · Property Tax Under Litigation	0.00	40,748.86	40,748.86	0.0%
4201 · Office Supplies	1,983.09	5,809.70	3,826.61	34.13%
4202 · Cleaning Supplies	384.92	1,000.00	615.08	38.49%
4203 · Office Water	331.77	700.00	368.23	47.4%
4204 · Office Printer	2,896.70	6,000.00	3,103.30	48.28%
4205 · Computer Repairs	13,438.14	35,000.00	21,561.86	38.4%
4206 · CGIS Software	5,066.86	9,300.00	4,233.14	54.48%
4208 · Asset Management Software	2,544.00	2,825.00	281.00	90.05%
4209 · Website Expense	305.28	1,000.00	694.72	30.53%
4210 · Consulting Fees	20,651.27	33,800.00	13,148.73	61.1%
4211 · Accounting Fees	17,521.03	24,950.00	7,428.97	70.23%
4212 · Legal Fees	48,103.52	140,000.00	91,896.48	34.36%

4:17 PM
 14/09/22
 Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Admin
 January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4214 · Postage Courier	2,607.40	3,000.00	392.60	86.91%
4215 · Cell Phone	194.85	300.00	105.15	64.95%
4216 · Telephone Expense	2,797.52	5,300.00	2,502.48	52.78%
4217 · Internet Expense	496.36	1,400.00	903.64	35.45%
4218 · Hydro Expense	1,659.73	4,000.00	2,340.27	41.49%
4219 · Propane Expense	4,475.76	5,000.00	524.24	89.52%
4222 · Office Furniture	569.79	3,000.00	2,430.21	18.99%
4223 · Insurance	61,365.60	61,365.60	0.00	100.0%
4224 · Advertising	225.00	1,500.00	1,275.00	15.0%
4225 · Health & Safety Expense	227.69	1,000.00	772.31	22.77%
4231 · Sewer Charge	0.00	1,143.00	1,143.00	0.0%
4236 · Purchases for Resale	868.14	1,000.00	131.86	86.81%
4237 · Computer Purchases	407.01	3,000.00	2,592.99	13.57%
4304 · Buidling Repairs & Maintenance	267.86	41,000.00	40,732.14	0.65%
4400 · Bank Service Charges	615.00	1,500.00	885.00	41.0%
4401 · Cash Over/Under	0.01	0.00	-0.01	100.0%
4402 · Bank Fess/Taxes	493.99	1,400.00	906.01	35.29%
4552 · AMP Grant Expense	33,716.44	62,500.00	28,783.56	53.95%
4553 · Misc Conditional Grant Expense	0.00	61,056.00	61,056.00	0.0%
4555 · COVID-19 Expense	7,672.66	0.00	-7,672.66	100.0%
Total Expense	800,728.91	1,804,808.67	1,004,079.76	44.37%

11:09 AM
 15/09/22
 Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Facilities
 January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
3099 · Transfer FROM Reserve	\$0.00	\$92,500.00	\$92,500.00	0.0%
3113 · Grant - Rec. Facilities Upgrade	\$0.00	\$342,229.00	\$342,229.00	0.0%
3401 · WC - Unit 1 Univi Health Unit	\$30,798.00	\$61,600.00	\$30,802.00	50.0%
3402 · WC - Unit 2 - Pharmacy	\$9,417.54	\$18,835.07	\$9,417.53	50.0%
3403 · WC - Unit 3 - Alpha	\$3,096.24	\$6,192.48	\$3,096.24	50.0%
3404 · WC - Unit 4 - PHSD	\$6,972.48	\$13,944.92	\$6,972.44	50.0%
3405 · WC - Unit 5 - Mental Health	\$4,968.00	\$9,936.00	\$4,968.00	50.0%
3406 · WC - Unit 104	\$1,122.00	\$2,244.00	\$1,122.00	50.0%
3410 · Hall Rental	\$1,194.16	\$500.00	-\$694.16	238.83%
3420 · Gym Memberships	\$3,220.00	\$250.00	-\$2,970.00	1,288.0%
3415 · Library Rent	\$5,630.58	\$11,261.16	\$5,630.58	50.0%
3701 · Arena Hall Rental	\$0.00	\$250.00	\$250.00	0.0%
3702 · Arena Ice Pad Rental	\$389.36	\$2,500.00	\$2,110.64	15.57%
3704 · Skate Sharpening	\$0.00	\$50.00	\$50.00	0.0%
Total Income	\$66,808.36	\$562,292.63	\$495,484.27	11.88%
Expense				
4000 · Wages	\$12,247.56	\$18,204.89	\$5,957.33	67.28%
4002 · Janitor Wages	\$7,112.88	\$13,855.96	\$6,743.08	51.33%
4011 · Associations / Memberships	\$160.97	\$150.00	-\$10.97	107.31%
4050 · OMERS Expense	\$1,790.72	\$2,885.47	\$1,094.75	62.06%
4051 · CPP Expense	\$1,024.73	\$1,694.92	\$670.19	60.46%
4052 · EI Expense	\$428.28	\$709.18	\$280.90	60.39%
4053 · WSIB Expense	\$582.79	\$1,183.04	\$600.25	49.26%
4054 · EHT Expense	\$377.53	\$625.18	\$247.65	60.39%
4055 · LIUNA Group Insurance	\$747.40	\$2,259.53	\$1,512.13	33.08%
4116 · Maintenance Contracts	\$0.00	\$4,500.00	\$4,500.00	0.0%
4130 · Rent Expense	\$15,851.86	\$31,703.73	\$15,851.87	50.0%
4200 · Supplies & Materials	\$926.17	\$600.00	-\$326.17	154.36%
4201 · Office Supplies	\$0.00	\$100.00	\$100.00	0.0%
4202 · Cleaning Supplies	\$2,018.07	\$5,700.00	\$3,681.93	35.41%
4210 · Consulting Fees	\$2,220.00	\$0.00	-\$2,220.00	100.0%
4216 · Telephone Expense	\$427.46	\$900.00	\$472.54	47.5%
4217 · Internet Expense	\$662.76	\$0.00	-\$662.76	100.0%
4218 · Hydro Expense	\$48,982.56	\$103,500.00	\$54,517.44	47.33%
4219 · Propane Expense	\$2,049.09	\$5,250.00	\$3,200.91	39.03%
4223 · Insurance	\$30,802.68	\$30,802.68	\$0.00	100.0%
4225 · Health & Safety Expense	\$435.70	\$100.00	-\$335.70	435.7%
4226 · Tools	\$0.00	\$100.00	\$100.00	0.0%
4231 · Sewer Charge	\$0.00	\$4,401.00	\$4,401.00	0.0%
4232 · Sign Repair & Maintenance	\$0.00	\$500.00	\$500.00	0.0%
4300 · Gasoline / Diesel	\$19.81	\$250.00	\$230.19	7.92%
4304 · Buidling Repairs & Maintenance	\$68,254.23	\$481,055.00	\$412,800.77	14.19%
4305 · Equipment Repairs & Maintenance	\$5.99	\$25,500.00	\$25,494.01	0.02%

11:09 AM
15/09/22
Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Facilities
January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4306 · Elevator Repairs & Maintenance	\$3,586.79	\$6,500.00	\$2,913.21	55.18%
4308 · Ice Plant Maintenance	\$115.00	\$25,000.00	\$24,885.00	0.46%
4309 · Canteen Maintenance	\$0.00	\$100.00	\$100.00	0.0%
4313 · Zamboni Repairs	\$0.00	\$500.00	\$500.00	0.0%
4317 · Water Sampling	\$210.00	\$4,700.00	\$4,490.00	4.47%
4326 · Parking Lot Repairs	\$0.00	\$5,000.00	\$5,000.00	0.0%
4407 · Loan Interest Wellness Centre	\$1,423.57	\$1,500.00	\$76.43	94.91%
4408 · Loan Payment	\$90,538.00	\$90,538.00	\$0.00	100.0%
4555 · COVID-19 Expense	\$61.59	\$2,500.00	\$2,438.41	2.46%
Total Expense	\$293,064.19	\$872,868.58	\$579,804.39	33.58%

11:26 AM
15/09/22
Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Public Works
January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
3099 · Transfer FROM Reserve	0.00	403,508.50	403,508.50	0.0%
3100 · Conditional Grants	0.00	168,591.06	168,591.06	0.0%
3300 · Public Works	523.42	4,500.00	3,976.58	11.63%
3999 · Expense Reimbursement	7,876.22	0.00	-7,876.22	100.0%
Total Income	8,399.64	576,599.56	-568,199.92	1.46%
Expense				
4000 · Wages	118,303.77	265,174.89	146,871.12	44.61%
4008 · Summer Student Wages	0.00	9,139.37	9,139.37	0.0%
4010 · Seminar / Conferences	2,174.68	1,947.73	-226.95	111.65%
4013 · Mileage	99.49	200.00	100.51	49.75%
4015 · Training	348.77	6,500.00	6,151.23	5.37%
4050 · OMERS Expense	10,440.92	23,587.13	13,146.21	44.27%
4051 · CPP Expense	6,629.13	13,249.67	6,620.54	50.03%
4052 · EI Expense	2,729.49	5,793.12	3,063.63	47.12%
4053 · WSIB Expense	3,714.42	9,784.93	6,070.51	37.96%
4054 · EHT Expense	2,406.42	5,170.94	2,764.52	46.54%
4055 · LIUNA Group Insurance	7,875.87	18,540.70	10,664.83	42.48%
4110 · Dispatching/Radio License	587.32	650.00	62.68	90.36%
4111 · Drainage Superintendent	9,048.27	20,000.00	10,951.73	45.24%
4115 · Contracts	3,796.17	8,400.00	4,603.83	45.19%
4116 · Maintenance Contracts	1,322.88	15,000.00	13,677.12	8.82%
4119 · Beaver Trappers	4,876.72	4,750.00	-126.72	102.67%
4200 · Supplies & Materials	40,073.42	133,850.00	93,776.58	29.94%
4201 · Office Supplies	28.47	500.00	471.53	5.69%
4202 · Cleaning Supplies	188.17	400.00	211.83	47.04%
4203 · Office Water	9.98	0.00	-9.98	100.0%
4212 · Legal Fees	0.00	10,000.00	10,000.00	0.0%
4215 · Cell Phone	239.86	600.00	360.14	39.98%
4218 · Hydro Expense	3,517.31	5,250.00	1,732.69	67.0%
4219 · Propane Expense	12,090.12	13,000.00	909.88	93.0%
4223 · Insurance	21,227.96	21,227.96	0.00	100.0%
4225 · Health & Safety Expense	462.70	350.00	-112.70	132.2%
4226 · Tools	212.41	2,500.00	2,287.59	8.5%
4227 · Personal Protective Equipment	662.66	1,500.00	837.34	44.18%
4228 · Licenses & Fees	60.00	0.00	-60.00	100.0%
4229 · Accident Costs	47.67	0.00	-47.67	100.0%
4231 · Sewer Charge	0.00	571.50	571.50	0.0%
4232 · Sign Repair & Maintenance	161.45	0.00	-161.45	100.0%
4238 · Safety Signs Materials	0.00	500.00	500.00	0.0%
4293 · 911 Signs	907.53	500.00	-407.53	181.51%
4300 · Gasoline / Diesel	33,011.53	55,300.00	22,288.47	59.7%
4301 · Oil	885.30	0.00	-885.30	100.0%
4302 · Vehicle Repairs	18,476.84	30,000.00	11,523.16	61.59%

11:26 AM
 15/09/22
 Accrual Basis

Municipality of St.-Charles
Budget vs. Actual - Public Works
 January through June 2022

	<u>Jan - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4303 · Vehicle Parts & Materials	7,231.98	26,150.00	18,918.02	27.66%
4304 · Buidling Repairs & Maintenance	5,679.90	3,000.00	-2,679.90	189.33%
4305 · Equipment Repairs & Maintenance	1,731.89	5,100.00	3,368.11	33.96%
4317 · Water Sampling	0.00	500.00	500.00	0.0%
4318 · Equipment Rentals	680.76	36,500.00	35,819.24	1.87%
4319 · GPS Expense	0.00	2,000.00	2,000.00	0.0%
4320 · Waste Oil Disposal	0.00	250.00	250.00	0.0%
4321 · Garage Consumables	362.79	500.00	137.21	72.56%
4322 · CVOR	0.00	100.00	100.00	0.0%
4323 · Plate Stickers	43.23	4,550.00	4,506.77	0.95%
4325 · Street Light Materials	1,974.14	500.00	-1,474.14	394.83%
4404 · Loan Interest - Casimir Culvert	1,139.06	2,182.38	1,043.32	52.19%
4405 · Loan Interest -Victoria Culvert	1,494.98	2,837.04	1,342.06	52.7%
4406 · Loan Interest - 2020 Grader	3,660.03	7,200.90	3,540.87	50.83%
4408 · Loan Payment	30,305.97	60,611.94	30,305.97	50.0%
4500 · Gravel Stockpile	0.00	10,000.00	10,000.00	0.0%
4505 · Software Maintenance	0.00	700.00	700.00	0.0%
4555 · COVID-19 Expense	4,452.66	10,000.00	5,547.34	44.53%
5000 · Transfer TO Reserves	262,000.00	262,000.00	0.00	100.0%
5555 · AMP Project Expense	23,236.88	415,546.50	392,309.62	5.59%
Total Expense	650,611.97	1,534,166.70	883,554.73	42.41%

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 14, 2022
Decision Requested: Yes	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: Tax Adjustments

Recommendation:

That the tax reductions & refunds under Section 357 and 358 of the *Municipal Act* in the amount of \$3,039.16 be approved.

Background:

Please see the below summary of tax adjustments that have been requested and adjust with MPAC.

	357/358	MOS	Omits	Supplemental	TIA	Totals
2020		-\$296.38				-\$296.38
2021	-\$160.61		\$764.35		-\$1,164.64	-\$560.89
2022	-\$2,878.55	-\$318.05	\$8,981.83	\$1,584.03	-\$1,187.93	\$6,181.32
Totals	<u>-\$3,039.16</u>	<u>-\$614.43</u>	<u>\$9,746.18</u>	<u>\$1,584.03</u>	<u>-\$2,352.57</u>	<u>\$5,324.05</u>

Property 1 – 5204 00000 317600 - \$1,356.49 – Demolition / razed by fire

Property 2 – 5204 00000 405700 - \$908.67 – Demolition / razed by fire

Property 3 – 5204 00000 310200 - \$710.39 – Damaged and substantially unusable

Property 4 – 5204 00000 130200 - \$63.61 – Demolition / razed by fire



The 2022 budget for write offs was set at \$10,000.00

As of August 11, 2022, there are no request that the Municipality is aware of that are waiting for MPAC's final decision.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 14, 2022
Decision Requested: Yes	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: Resident Request – Sewer Charges Write-Off

Recommendation:

That Council agrees to write off \$2,579.00 in sewer fees over the last three (3) years (2020, 2021 & 2022).

Background:

At the September 2, 2020 Committee of the Whole meeting, a new sewer classification system was presented and approved. The Municipality went from nineteen (19) different sewer classifications to six (6). With this new classification system, it was very straight forward and easy to understand.

- 1) **Capital Cost Replacement Fee** – this is a fee that is applied to all properties that have access to the Municipal Wastewater System, including vacant land. This cost is to help with the replacement of the Wastewater System.
- 2) **Residential User Fee** – This is charged per residential unit hooked up to the Municipal Wastewater System.
- 3) **Commercial User Fee** – This is charged to each commercial unit hooked up to the Municipal Wastewater System. This is at the rate of double the Residential User Fee.
- 4) **½ Commercial User Fee** – This is charged to any properties that have a commercial unit as well as a residential unit **in the same building**. This charge is in addition to their residential fee. This is at a rate of ½ of the Commercial User Fee



- 5) **Restaurant User Fee** – This is charged to each property classified as a restaurant. This is at three (3) times the Residential User Fee.
- 6) **Accommodation User Fee** – This is charged to each property classified as a Hotel, Motel or Bed & Breakfast. This is at four (4) times the rate of the Residential User Fee.

The way the Treasury Department determined which category or categories that a property falls under is to use the data from Municipal Connect which is collected by MPAC. This data will indicate if there are multiple dwellings within the property, or if a commercial property is within the property.

Since the new classifications are clearly indicated on the final tax bills, the Treasurer recently had a meeting with a resident to discuss their invoice. The property in question is classified as a restaurant with three (3) residential dwellings. Using the new classification system, this property was charged the following:

- Capital Cost Replacement Fee
- Three (3) Residential User Fees
- Restaurant User Fee

The property owner has indicated that the restaurant is closed, and there is no one living on the property. The Treasurer had talked the resident through the process of determining the classifications and they understood. They were under the impression that when they called MPAC in 2012 to switch from commercial to residential, that was all that needed to be done. In 2012, the tax rate for this property was changed from commercial to residential as per MPAC, however, MPAC did not update the property classification, which is what the Treasury Department uses for sewer rates. During the meeting with the property owner and the Treasurer, MPAC was called, and they understood the error and have adjusted for the 2023 year. Since MPAC has no influence on sewer rates, there is nothing that they can do financially for the resident to adjust prior year charges.

Since sewer rates are set by the Municipality, any credits or write offs must also be approved by the Municipality. It is therefore recommended that Council consider the following credit for the past three (3) years. Although this issue has been a factor since 2012, it is only recommended to go back a maximum of three (3) years just like any other tax change. Based on the chart below, the total maximum credit that the Treasurer would recommend giving is \$2,579.00. This is based on only charging the Capital Cost replacement Fee and one (1) residential user fee. Based on the 2020 classification it was



assumed that a Sewer 1 classification was for a property that was connected to the sewer with one (1) dwelling.

CURRENT FEES

	2020	2021	2022
Sewer 19	\$414.36		
Capital Cost Replacement		\$105.00	\$145.74
Residential User Fee (3 units)		\$619.50	\$858.75
Restaurant User Fee		\$619.50	\$858.75
	<u>\$414.36</u>	<u>\$1,344.00</u>	<u>\$1,863.24</u>

PROPOSED FEES

	2020	2021	2022
Sewer 1	\$299.11		
Capital Cost Replacement		\$105.00	\$145.74
Residential User Fee (3 units)		\$206.50	\$286.25
Restaurant User Fee			
	<u>\$299.11</u>	<u>\$311.50</u>	<u>\$431.99</u>
Difference	<u>\$115.25</u>	<u>\$1,032.50</u>	<u>\$1,431.25</u>

Prepared by: Pamela McCracken, Director of Finance / Treasurer

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: August 30, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Council Laptop Policy

Recommendation

- Staff still recommends that members of Council are issued an electronic device (laptop or iPad) ongoing and as such the current laptops are still believed to be sufficient for members of Council, pending a review from staff on the possible change of meeting software that would prefer the use of iPads.
- That each Council member may purchase their laptop at the end of their respective term to be determined by CRA amortisation rate Class 10 – 30% per year plus cost of reset of about \$150 per computer.
- I further recommend that after two (2) terms of Council, that the laptops be offered to Council for a residual value of \$50 including reset.
- If the laptop is deemed obsolete prior to the end of a term, Council may purchase the laptop at the cost of reset \$150. Repairs will not factor in the amortization rate.
- Defective laptops to be replaced and the amortization rate would reset to year 1.
- That all issued monitors for outgoing members of council be returned as their purpose does not degrade as fast as laptops (e.g., battery performance and new software requirements)
- That cost for repairs from miss use by the laptop user is the responsibility of the member of Council.

Background

In late 2020, laptops were issued to each member of Council as a need for electronic communication and agendas had moved online. No disposal policy was established at that time and now with the pending election, Council has the opportunity to determine whether to establish a disposal policy for such laptops.

An impartial way to determine the value of the laptop is by utilising CRA's



amortisation rate.

The cost of the current laptops purchased for Council cost approximately \$1,200.00 each. Calculated value per year end and first year at 50% rate per CRA rules.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
\$1,020	\$714	\$500	\$350	\$245	\$171	\$120	\$84

Prepared by: Denis Turcot CAO

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 15, 2022
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: 2022 Municipal Elections Joint Compliance Audit Committee

Recommendation:

That Council adopts the By-Law to Establish a 2022 Municipal Elections Joint Compliance Audit Committee. The Joint Committee encompasses the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing.

Staff will post for the recruitment of a member for St.-Charles. Once a suitable volunteer candidate is chosen and By-Law to appoint will be presented to Council on or before the October 19, 2022 Regular Meeting of Council.

Background:

Section 88.37 (1) of the *Municipal Elections Act, 1996* (MEA) provides that “a Council or local board shall establish a compliance audit committee before October 1 of an election year”. The role of the Compliance Audit Committee (CAC) is to receive and make decisions on applications for compliance audits of candidates’ and registered third party election campaign finances. In addition, the CAC is also responsible for reviewing reports submitted to the CAC by the Clerk with respect to any contributor who appears to have contravened any of the contribution limits to a candidates’ election campaign or to a registered third party. The powers and functions of the CAC are provided in the MEA.

As in past elections, the Municipality of St.-Charles along with the Municipalities of French River, Killarney, Markstay-Warren, and West Nipissing have joined to establish a Joint Compliance Audit Committee (CAC). The Joint CAC is composed of five (5) members, one (1) member representing each municipality which will be appointed by each respective Council.



Our current member for the 2018 Municipal Elections is Mr. Bob Prevost. As Mr. Prevost has now been acclaimed to Council for the Municipality of French River, he will no longer be eligible to fill this position for the new term. Accordingly, immediately following this meeting, staff will post to recruit a new volunteer member to be appointed to the Joint CAC on behalf of St.-Charles.

Prepared by: Tammy Godden, Clerk

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

BY-LAW 2022-36

**BEING A BY-LAW TO ESTABLISH THE 2022 MUNICIPAL ELECTIONS JOINT
COMPLIANCE AUDIT COMMITTEE**

WHEREAS Section 88.37 (1) of the *Municipal Elections Act, 1996*, provides that a Council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes set out in Section 88.37 thereof;

AND WHEREAS the Municipal Councils for the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing have agreed to form a 2022 Municipal Elections Joint Compliance Audit Committee;

AND WHEREAS the Municipal Councils for the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing have independently passed Resolutions appointing their respective members to the 2022 Municipal Elections Joint Compliance Audit Committee;

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

1. THAT the 2022 Municipal Elections Joint Compliance Audit Committee is established to deal with the matters provided for in Section 88.37 of the *Municipal Elections Act, 1996*.
2. THAT the 2022 Municipal Elections Joint Compliance Audit Committee shall consist of one (1) appointed individual from each participating municipality and will be utilized to deal with each compliance audit request in accordance with the Terms of Reference set out in Schedule "A" attached hereto.
3. THAT the business of the 2022 Municipal Elections Joint Compliance Audit Committee shall be conducted in accordance with the Terms of Reference set out in Schedule "A" attached hereto.
4. THAT the attached Schedule "A" forms part of this By-Law.
5. THAT all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.

6. 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 21ST DAY OF SEPTEMBER 2022.**

MAYOR

CLERK

SCHEDULE "A"

TERMS OF REFERENCE

**2022 MUNICIPAL ELECTION JOINT COMPLIANCE AUDIT
COMMITTEE
for the Municipalities of French River, Killarney, Markstay-
Warren, St.-Charles, and West Nipissing**

1. NAME

The name of the Committee will be the **Sudbury East-West Nipissing 2022 Municipal Election Joint Compliance Audit Committee** (*hereinafter referred to as the "Committee"*).

2. BACKGROUND

The Municipal Councils for the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing (the "Councils") have agreed to form a Joint Compliance Audit Committee to serve for the 2022 Municipal Election Term. The Committee must be established before October 1, 2022 and be appointed for the term of Council.

3. OBJECTIVE AND MANDATE OF COMMITTEE

Objective: To ensure that the provisions of the *Municipal Elections Act, 1996*, Section 88.33 through 88.37, inclusive, are not contravened and to follow the necessary steps to ensure compliance.

The Committee has the full delegation of authority of the *Municipal Elections Act, 1996*, as amended to address applications requesting an audit of a candidate's election campaign finances for the 2022 Municipal Election. This authority includes, but is not limited to the following;

- a) Consider a compliance audit application received from an elector and decide whether it should be granted or rejected, within 30 days of the receipt of the same;
- b) If the application is granted, appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;
- c) Receive the auditor's report;
- d) Consider the auditor's report and decide whether legal proceedings should be commenced; and
- e) Recover the costs of conducting the audit from the applicant if there were no apparent contraventions and if there appears to be no reasonable grounds for having made the application.

4. MEMBERSHIP SELECTION, ELIGIBILITY

Members of Council, administration, and local boards, candidates and registered Third Party Advertisers are not eligible to be appointed to the Committee pursuant to the *Municipal Elections Act, 1996*.

All applicants will be required to complete an application outlining their qualifications and experience. The selection committee consists of Municipal Clerks of the Municipalities indicated herein, who will submit a short list of their individual candidates to their respective Council.

All members are subject to approval by the Councils for the respective Municipalities herein.

The selection process will be based upon clearly understood and equitable criteria and members will be selected on the basis of the following:

- Demonstrated knowledge and understanding of municipal election campaign financial rules
- Proven analytical and decision-making skills
- Experience working on a committee, task force or similar setting
- Availability and willingness to attend meetings
- Excellent oral and written communication skills

To avoid a conflict of interest, any auditor or accountant appointed to the Committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election to municipal council. Failure to adhere to this requirement will result in the individual being removed from the Committee.

5. TERM

The Term of office for committee members is from November 15th, 2022 to November 14th, 2026.

6. COMMUNICATION PLAN

A call for candidates will be distributed within each municipality herein, at its discretion.

7. COMPOSITION OF COMMITTEE

The Committee will be composed of five (5) members, with memberships to be drawn from within the following stakeholder groups from each of the Municipalities herein;

- a) Accounting and audit; accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates
- b) Academic; college or university professors with expertise in political science or local government administration
- c) Legal; and

- d) Other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.
- e) The Clerk or designate where the application is being heard shall act as Secretary to the Committee.

8. POWERS OF THE COMMITTEE

The powers of the Committee shall be in accordance with Sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the *Municipal Election Act*, with regards to Compliance Audit Committees, is attached hereto and forms part of the Terms of Reference.

Any decision made by the Committee shall be final.

9. APPEAL

The decision of the Committee may be appealed to the Ontario Court of Justice within 15 days after the decision is made and the court may make any decision the committee could have made.

10. FUNDING

Each municipality will be responsible to reimburse its appointed member to the Committee, any disbursements incurred for accommodation, meals, and mileage at the rate established by that municipality, upon receipt of a statement of reasonable associated expenses. These expenses will be funded from the Election allocation within each Municipality's Operational Budget.

The Municipality in which the meeting is held will be responsible for administrative costs for such items as printing and mailing, to be absorbed within that Municipality's Operating Budget.

The Municipalities shall share equally in the costs of Auditors.

11. REPORTS TO COUNCIL

When a function of the Joint Compliance Audit Committee is undertaken, an information report will be forwarded to Councils of all Municipalities herein.

12. MEETINGS

- (a) The first meeting of the Committee shall be called by the Clerk of the respective municipality where an application to conduct a compliance audit has been filed. The date and time shall be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings shall be held at the call of the Committee Chair. All time frames established in the *Municipal Elections Act, 1996*, shall be adhered to.

- (b) The Committee members will select a Chair from amongst its members at its first meeting.
- (c) The Committee will meet on an ad-hoc basis, with meetings to be scheduled when a compliance audit application is received. Within 30 days of receiving the application the Committee shall consider the application and decide whether it should be granted or rejected.
- (d) Meetings will be held at the Council Chambers of the Municipality requesting the audit or at an alternate location convenient and agreed upon by the Members of the Committee.
- (e) The Committee may, upon affirmative vote of the majority of its members present at the meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meeting shall only be held in accordance with Section 239 of the *Municipal Act*.
- (f) The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting.

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time, waive notice of any meeting.

- (g) A quorum for meetings shall consist of the majority of the members of the Committee, but in no case shall a quorum consist of less than three (3) members, present.
- (h) Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose a pecuniary interest to the Secretary and absent himself/herself from meetings for the duration of the discussion and voting (if any) with respect to the matter.
- (i) Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.
- (j) Meetings of the Committee shall be governed by the Procedural By-Law of the Municipality where the meeting shall take place.
- (k) Any member of the Committee who is absent from three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee shall make recommendations, by a report to the Council of the

Municipality which appointed the member, for the removal of a member.

- (l) The Committee and/or Clerk may recommend to the respective Council where the application was filed for the expulsion of a member for reasons as listed, but not limited to:

- (m) the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, and the *Municipal Elections Act*;
 - ii) disrupting the work of the Committee; or
 - iii) other legal issues.

13. MISCELLANEOUS

These Terms of Reference for the Committee are established by the respective Councils under the auspices of the *Municipal Elections Act, 1996* and may only be amended by the unanimous decision of the Councils.

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 12, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Vacant Arena Position

Recommendation

That Council confirms* the decision of the Hiring Committee of extending the position of Parks and Recreation Coordinator to Rheal Pilon.

(*To meet the opening date, a job offer was extended to Mr. Pilon after Council was notified by email on September 12th.)

Background

The position of Parks and Recreation Coordinator was posted, and seven (7) resumes were received.

The Hiring Committee was comprised of a Councillor Lemieux, Travis De Benedet and me.

Of the resumes received, only one (1) person had previous experience in operating an arena. We identified another that could potentially have skills in relation to programing and promotion of community facilities. The balance of the resumes would have been more apt for support to the position or for public works duties.

Results of the interview were as follows:

Rheal Pilon is currently an employee for the City of Greater Sudbury (currently on leave but scheduled to return to work in the next few weeks). His current duties are in line with the current demand for this position. He has twelve (12) years experience at the Coniston Arena, though he did not do promotion or programing, he does have knowledge of users that could be useful in attracting



users to our arena. There would be very little training required.

The other candidate had a good presence and would be well skilled in promoting the arena and programs, but he had no past experience in arena operation or programming.

The Committee highly recommends the hiring of Rheal Pilon as soon as possible in order to start the new arena season on time and to ensure that a qualified person would be available to operate the Parks and Recreation Department.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 14, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Condenser Replacement (Arena)

Recommendation

- That Council approve the quote from Metal Air in the amount of \$82,466.07 for the purchase and replacement of the condenser unit (part of the arena ice plant) to reduce the risk of service interruption.
- That prior to a final decision for this purchase, that Council discuss the risk of delaying the purchase until the Asset Management Plan / Service Delivery Review (est. Dec 2022) and the Level of Service (est. July 2023) are presented to council for review. The downside is that in the event of this unit failing, users would have to travel to either Warren or Noelville for ice time.

Background

From the recent routine maintenance performed on the ice plant at the arena, the technician has advised the municipality that the condenser is in poor shape and should be considered for replacement. This unit typically lasts twenty (20) to twenty-five (25) years and is somewhat short of this range because we use well water. Calcification and rust are reducing the expected useful life span.

We were advised that this current condenser could last the winter or longer but there is an increasing chance of failure as time progresses. There is an approximate twelve (12) week lead time when ordering a unit as they are not a stock item and if we did not want to have an interrupted season, we should order the unit now. It would then be available to be replaced either at a failure this year (<1 week turnaround to replace) or during regular maintenance next summer.



Financial Consideration:

All the current equipment in the ice plant will be up for replacement in the next five (5) to ten (10) years. The chiller, with an estimated cost of close to \$200k will be the next unit up for rehabilitation, with an estimated total of \$2 Million for the arena's complete rehabilitation. As there is no real salvage value of these items, Council should weigh the future of the facility as we are running an asset deficit of about \$600k per year. This means either we have to raise an extra \$600k in taxes or reduce our current asset cost per year by \$600k, or a combination of both. This will be a decision on how we will bridge this gap (i.e., cut road spending, reduce the number of buildings or equipment stock, cut operating costs, or raise taxes by up to 3.2% per year ongoing just to bridge the capital funding gap and not including operational cost increases, inflation, or new capital projects. Our community is comprised of about 27% of a population over the age of sixty-five (65) mostly on fixed incomes. This facility may or may not meet the future needs of the residents of this community (i.e., the developer of the new subdivision housing is targeting retiring couples).

Due to the possible failure and disruption to rentals, this issue was felt to be urgent to bring to Council and as such two (2) unsealed quotes were received from the two (2) most predominant providers that we were aware of at the time. I would recommend that the RFQ process be exempted in this circumstance if Council does decide to proceed with the purchase.

Prepared by: Denis Turcot, CAO



MECHANICAL SYSTEMS LTD.

Address	Phone	Website	Email
2828 Belisle Drive, Val Caron, ON P3N 1B3	(705) 897-2526	metalair.ca	info@metalair.ca

Quote# Q22-15367
To: Municipality of St-Charles
Attention:

Date: August 11th, 2022

RE: Arena Condenser replacement

We are pleased to submit our quotation to remove the existing condenser from your existing stand and replace with a new BAC condenser matching your existing one. The existing stand is to remain in place and re-used. Once the new condenser is in place we will re-connect the drain, high discharge pressure line, liquid return line and both glycol supply and return to the new condenser. The existing wire feed will remain and be re-used on new motor.

Total----- \$82,466.07 HST EXTRA

Please do not hesitate to contact us should you have any questions.

Yours Truly
METAL-AIR MECHANICAL SYSTEMS LTD.

Mike Constantineau
Mechanical Estimator/Coordinator

Email: mikec@metalair.ca
www.metalair.ca

Proposal for Condenser Replacement at St. Charles Arena



Prepared By:
Patrick McCarron
pmccarron@toromont.com

Prepared For:
Denis Turcot,
99 King St. E.
St. Charles, ON P0M 2W0
dturcot@stcharlesontario.ca

September 8th, 2022



CIMCO is pleased to provide pricing for a Condenser Replacement at the St. Charles Arena.



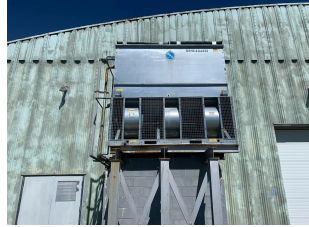
CIMCO Advantage

CIMCO would first and foremost like to thank you for the opportunity to work with you on your upcoming condenser replacement. With over 100 years experience in recreation refrigeration, CIMCO boasts a reputation unparalleled in the industry today. At CIMCO, we pride ourselves on being the best, and we understand the difference is in the attention to detail;

- CIMCO employs our own certified welders- This means that any welding can be done internally and would not have to be outsourced through a third party company, keeping costs to a minimum and ensuring quality workmanship that CIMCO stands behind.
- Joel Blanchette, our lead mechanic, is also a certified welder. Having the service mechanic and welder as same person affords CIMCO to have less people on site, which is greatly beneficial during COVID.
- CIMCO also employs our own engineers- From drawing to sign off, CIMCO Sales engineers are with you every step of the way, ensuring our industry leading standard is always maintained.

Key Facts About CIMCO- North America's largest refrigeration contractor

- Over 1000 employees
- Over 15,000 completed refrigeration projects
- 8000 active customers
- 23 locations throughout North America
- Completed 50% of the world's ice rinks (70% of professional rinks in North America)
- Successfully installed ice rinks in over 45 countries
- Sustainable designs which included
 - 0 GWP natural refrigerants
 - 100% heat recovery



Scope of Work

- CIMCO engineer to review mechanical installation and submit to TSSA
- Pump Ammonia into existing chiller. It is assumed the ammonia valves will hold.
- Disconnect, remove and dispose of existing condenser
- Install new BAC Condenser, to match existing VC1-90 forced draft condenser
 - 7.5 HP inverter duty premium efficiency, 575V/3PH/ 60HZ fan motor
 - G-235 galvanized construction
 - Standard black steel fan shaft
 - G-235 galvanized steel fan wheels
 - Oversized outlet for **remote sump application**
 - PVC fill and PVC drift eliminators
 - Standard BAC features
 - Standard BAC warranty applies (18 months from shipping or 12 months from equipment startup whichever comes first)
 - Standard BAC rotating equipment warranty: 5 years **parts only** warranty on all rotating equipment including fans, fan shaft, fan motor, bearings and sheaves
- Re-connect all (6) pipes including the drain, high discharge pressure line, liquid return line and both glycol supply and return to the new condenser
- Attach to existing disconnect
- Pressure test system
- Open valves to allow ammonia back into the system
- Test run new condenser to ensure proper operation
- Service Mechanics will follow all appropriate site specific safety requirements

* Note that TSSA is a requirement for this installation however it is not mentioned in the scope of work provided to us. Please note that TSSA is currently on strike. Please carry an additional \$1,700 for TSSA registration of the installation.

Pricing

CIMCO Price: \$83,000.00 CAD (All Taxes Extra)

Taxes not included.

Price valid for 30 days with shipment within 3 months of expiry

Delivery is 17 weeks upon release to production.

September 8th, 2022



Exclusions

- Any and all stand modifications, structural or seismic review and sign off are responsibility of the customer.
- Current building code requires ladder or service platform. We have not provided this in our quote as discussed on site and is the responsibility of the owner
- All electrical and starters re-used unless otherwise stated
- Chemical treatment system and initial passivation
- Re-using current water tank and pump
- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries and the client St. Charles Arena.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

Billing and Payment Terms. CIMCO will invoice St. Charles Arena as per the terms of this agreement, and St. Charles Arena will pay each such invoice within thirty (30) days after the date thereof. Invoices not paid within such thirty (30) day period will accumulate interest as per the terms and conditions of this agreement.

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Purchase Order :

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

4. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

5. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

6. COST ESCALATION

Contractor and Owner acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Contractor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Contractor, Owner agrees that Contractor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non-exhaustive list of possible events or circumstances: (1) a Subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a Subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of Subcontractor's estimate differing from completion dates anticipated at time subcontract award, (4) commodity price escalation and/or delivery date impacts due to Subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award, or (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.



7. TERMS OF PAYMENT

Upon acceptance, CIMCO will invoice a 35% down payment to commence agreed upon work. At the discretion of CIMCO, a late charge of 2% per month on all overdue amounts will be assessed on all invoices not paid within 30 days from the date of invoice. In addition, Customer agrees to pay Cimco a reasonable attorney's fee and all costs and expenses incurred in collecting amounts due Cimco hereunder following default by the Customer.

8. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP FOR A PERIOD OF ninety (90) days FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

- (a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.
- (b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.
- (c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.
- (d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.
- (e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.
- (f) the foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.
- (g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

9. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

10. COMPLETION AND ACCEPTANCE OF WORK

- (a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.
- (b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:
 - i. The Purchaser signs an acceptance certificate;
 - ii. The Vendor has installed and, where applicable, successfully tested the installation;
 - iii. The Purchaser commences regular use of the goods correlated systems;
 - iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.
- (v) The Vendor shall have the right to subcontract all or any part of the installation work to others;
- (vi) The Vendor shall have the right to start installation immediately after delivery of the Goods to the installation site, and if the start of installation work is delayed beyond 30 days after such delivery, the full amount of the price and all charges hereunder, less any portion thereof separately specified as installation charges, shall at the option of the Vendor become immediately due and payable;
- (vii) Unless requested by the Purchaser and agreed to by the Vendor, no Saturday, Sunday, holiday or other overtime labor will be provided in connection with installation work, and if provided, all premium wage costs incurred shall be added to the invoice as a separate charge to be paid by the the Purchaser
- (c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.
- (d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

11. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

12. MISCELLANEOUS

- (a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province/State of ON without regard to that province's/state's rules governing conflict of laws.
- (b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.
- (c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.
- (d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.
- (e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.
- (f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 9, 2022
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Canine Control Report for the month of August 2022

Feline Complaints	<ul style="list-style-type: none"> Two (2) feline complaints this month – informed to contact agency that takes care of feral cats
Canines at Large	<ul style="list-style-type: none"> Four (4) puppies found on Hwy. 535 and brought to a residence in Noelville. We were informed and posted on Facebook. We informed to post pictures on Facebook in both municipalities. Travelled to Noelville and once we arrived at the residence to pick up the canines, I received a message replying to post on Facebook. Pups reunited with family. KM – 52.4
Barking Dog Complaints	<ul style="list-style-type: none"> Barking dog complaint received. I spoke to dog owner and the owner was not very receptive. I explained the By-Laws and gave a copy to the owner. I made some suggestions to help with the barking canine and was promised that the owner would be vigilant on stopping the barking at the onset. KM – 8.4
Missing Canine	<ul style="list-style-type: none"> One (1) missing canine call received. I suggested that they posted on Facebook and that I would inform if I received any information. I received a call from the canine owner a few hours later informing me that the dog had been found. I asked to post the results on Facebook and changed my post as well to inform the public of the happy ending.
Thank You Message	<ul style="list-style-type: none"> I received a very nice letter informing us that the barking canine issue of last month has been resolved. The sender was happy to have peace of mind while enjoying their outdoor.
Canines Chasing Cars on a Rural Road	<ul style="list-style-type: none"> I have received a complaint of a canine chasing vehicles. I left my card in the door with a message that their canine was loose. I unfortunately was not able to catch the canine. I stayed around

	<p>until the owner returned home a short while later and we had a discussion. I was informed that the canine was let out by mistake and that the canine usually is kept tied up while outside.</p>
Dog Licenses Issued	<ul style="list-style-type: none"> • 2 licenses issued this month.
Kilometers Incurred	<ul style="list-style-type: none"> • Total kilometers for the month = 60.8 km
OTHER	<ul style="list-style-type: none"> • Report and invoice for August 2022 was submitted on September 9th, 2022 • Awaiting direction regarding changes to the Animal Control By-Laws and price increases as well as a contract with Richard Paquette of Rainbow Animal Control pound.
<p>Sharon Gauthier and Denis Lefebvre</p>	

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 1, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Road Construction Guideline Policy

Recommendation:

To review and accept the proposed Road Construction Guideline Policy.

Background:

The Director of Operations was instructed to create a uniform road construction policy emphasizing the following:

- a. to provide minimum construction standards for all new municipal roads;
- b. to provide standard guidelines for all new private / cottage roads within the Municipality;
- c. to apply consistently the minimum standard to ensure the quality of new road construction and the upgrading of existing roads to municipal standards;
- d. to ensure that all proponents are held to the same standard of quality;
- e. to maintain ownership and control of unopened road allowances except in specific circumstances;
- f. to not assume responsibility for or maintenance of any private / cottage road except as outlined in the Policy. Should Council ever deem it necessary to assume such a road, it must first be brought up to municipal standards outlined in the Policy;
- g. to not assume on a year-round basis any seasonal road. Should Council ever deem it necessary to assume, on a year-round basis, such a road, it must first be brought up to municipal standards as detailed in the Policy;
- h. the Director of Operations retains the right, under all circumstances, to require that any of the guidelines and standards be increased and or upgraded dependant upon individual circumstances, situations



and or projects.

Attached is the proposed Road Construction Guideline Policy.

Prepared by: Travis De Benedet, Director of Operations
Andrea Tarini, Chief Building Official



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

ROAD CONSTRUCTION GUIDELINE POLICY

Policy Record

Policy No.: SER-002	Effective Date: September XX, 2022
Replaces: N/A	Last Review Date: September XX, 2022
Approval: Res. 2022-	Next Review Date: As Needed
Reference: <i>Municipal Act, 2001, S.O. 2001, c. 25 as amended</i>	

1.0 Intent

It is the intent of the Corporation of the Municipality of St.-Charles to:

- a. apply consistent minimum standards to ensure the quality of new road construction and the upgrading of any existing roads;
- b. ensure that all proponents are held to the same standard of quality to ensure consistency in the construction of new roads and the upgrading of existing roads;
- c. avoid passing any new development costs onto ratepayers of the Municipality;
- d. adhere to the Official Plan;
- e. control the use and development of unopened road allowances;
- f. not assume responsibility for, or increased maintenance of, any road except as outlined in this policy; and,
- g. grant the Director of Operations, or their designate, the right to, under all circumstances, require that any of the guidelines and standards outlined in this Policy be increased and or upgraded dependant upon individual circumstances, situations or proposed projects.

This policy:

- a. sets the minimum maintenance standard for Municipal roads;

- b. ensures that proponents wishing to upgrade roads or build new roads follow the steps outlined in this Policy to be granted permission from Council;
- c. controls the means by which the Municipality may assume roads to provide fairness and consistency;
- d. establishes the minimum standards for the construction of new, and the upgrading of existing, roads;
- e. provides standard guidelines for new private roads within the Municipality;
- f. controls the use and development of unopened road allowances and unmaintained roads;
- g. provides additional general provisions for seasonal, private, unopened, unmaintained, colonization and deviation roads;
- h. shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario or the Municipality of St.-Charles

This will be a living document that is reviewed, changed, revised and added to, with amendments done on an ongoing basis, with the intention of complying with industry standards, health and safety regulations, etc.

2.0 Authority

Authority to control street / road minimum standards is derived from section 26, 31, and 44 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended.

3.0 Scope

This Road Construction Guideline Policy applies to all roads within the Municipality of St.-Charles that are Municipal Highways under the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, section (26) (31). The Policy further applies to all new subdivision and / or private roads, all existing seasonal roads and all unopened road allowances.

This Policy also applies to the upgrading and increased maintenance and service to any municipal road.

4.0 Definitions

“Colonization and Deviation Roads” - means an historically used roadbed that is owned by the Municipality but that is no longer in use. These roads will tend to be created when a roadway is realigned.

“Construction Agreement” - means a legal agreement between the Corporation of the Municipality of St.-Charles and the proponent wishing to work on a road. The Agreement shall include all applicable standards of this Policy and any additional standards required by the Director of Operations or their designate to as described in this Policy with Council outlining the expectations and requirements of the build and includes but is not limited to provisions for indemnification of liability, signage and liability insurance.

“Municipal Highways” – mean roads and streets that have been assumed by the Municipality and are maintained year-round by the Municipality;

“Municipality” – means the Corporation of the Municipality of St.-Charles;

“Private Roads” – mean roads and streets that have **not** been assumed by the Municipality, which provide access to private property and may be a registered right-of-way to private property; the use and maintenance of which is the responsibility of the abutting landowners;

“Proponent” – means developers, residents, or ratepayer or other associations who are building a new road or street under a subdivision agreement, or land severance or other mechanism or are upgrading an existing private road or requesting the Municipality to upgrade an existing seasonal or private road to be accepted as a Municipal Highway.

“Seasonal Roads”– means roads and streets that have been assumed by the Municipality and are maintained only during the summer months (June 1 to October 31).

“Unmaintained Roads” – means roads which are abandoned and are no longer maintained by the Municipality.

“Unopened Road Allowance” – means a road that has not been opened and assumed for maintenance purposes by By-Law of the Municipality.

5.0 Responsibilities

The Director of Operations or their designate are responsible for the application and enforcement of this policy.

6.0 Procedures

6.1 ROAD CLASSIFICATIONS

The class of road will be determined by the Ministry of Transportation Standards for Highway Maintenance Priority Class Categories by using a traffic volume count and applicable speed limits.

6.2 MINIMUM MAINTENANCE STANDARDS

The maintenance standards of all Municipal Highways will be determined by the Ministry of Transportation Minimum Maintenance Standards for Municipal Highways and will be determined by the final road classification.

The Director of Operations or their designate reserves the right to exceed the minimum maintenance standard where deemed necessary.

6.3 DRIVEWAY – CULVERT STANDARDS

Refer to Section 6.9 of this Policy.

6.4 IMPROVING MUNICIPAL ROADS

Requirements before upgrading any existing, or building any new road

- a. The Municipality shall only assume and maintain a road following a petition by the proponent to Council asking for permission to upgrade the road and will only fully assume the road when it is determined to have been brought up to the standards of the Municipality as outlined and agreed upon in a legal Construction Agreement. Standards shall be based on this Policy and any additional requirements set by the Director of Operations or designate. This shall apply to all unopened roads, unmaintained roads, private roads, seasonal roads and Municipal Highways.
- b. In order to grant permission to upgrade a road, Council and the Director of Operations, or their designate, must be convinced by the proponent, that the assumption of a new road or an upgraded road is in the best interest of the Municipality before it commits to the assumption of the road.
- c. Before construction begins on a road that has been granted permission to be upgraded, the proponent shall enter into a legal Construction Agreement with the Municipality speaking to all applicable standards of this Policy and any additional standards required by the Director of Operations or their designate. This Agreement will outline the expectations and requirements of the build and will include provisions for indemnification of liability, signage and liability insurance.
- d. Before the Municipality assumes the upgraded road, all conditions of the Construction Agreement must be completed to the satisfaction of the Director of Operations or their designate.
- e. The Municipality may consider waterfront development on a private road where it may be demonstrated that a publicly assumed and maintained road is not necessary for the appropriate development of the Municipality as per the Municipal Zoning Bylaw and the Official Plan.
- f. The Municipality may consider imposing seasonal and / or private road standards where it is deemed appropriate for development designed for seasonal or private use only.
- g. Increased service will not be provided on seasonal roads or private roads until formally assumed by Council and until such roads are upgraded to the road standards as detailed in this Policy, at the expense of the benefiting property owners.
- h. All costs of such upgrades will be borne by the abutting landowners.

6.5 MUNICIPAL ROAD ALLOWANCES THAT ARE NOT MAINTAINED

Council recognizes that there are municipal roads, which are abandoned and are no longer maintained by the Municipality. Where such roads have been abandoned, it is not the intent of Council to maintain these roads or to permit development on such roads. Council may give consideration to new development (i.e., creation of a new lot, change in land uses, construction of a building) provided that the proponent follows the requirements of this Policy to ask to upgrade the road, and provided that Council is satisfied that the operational costs of maintaining the road will be offset by property tax revenues.

6.5.1 Upgrading an unmaintained road allowance

It is Council's preference to not allow improvements to unmaintained road allowances unless the following occurs:

- a. the Municipality declares the road allowance surplus and the municipal road allowance is stopped up and sold in accordance with the provisions of the *Municipal Act, 2001 as amended*; or,
- b. the road is brought up to a municipal standard using the processes outlined in this Policy and assumed by the Municipality for maintenance purposes;
- c. that a professional engineer's report be submitted to the Municipality confirming that the remedial work proposed would not adversely affect adjacent land or cause environmental concerns; and specifically,
- d. that any wetland crossings are the subject of an assessment by a qualified biologist to demonstrate that there are no adverse environmental impacts; and,
- e. this section also applies to any crossing of an unopened municipal road allowance.

6.5.2 Unopened Road allowances (example – roads in proposed subdivisions)

- a. all Subdivision Agreements shall include conditions that will ensure new roads meet the minimum standards of this Policy and the conditions of the Official Plan;
- b. if an unopened road allowance is not a part of an approved Subdivision Agreement, it shall be treated the same as any other road improvement described in this Policy;
- c. before construction begins on an approved unopened road allowance, the proponent shall enter into a legal Construction Agreement as described in this Policy with Council outlining the expectations and requirements of the build and includes provisions for indemnification of liability, signage, and liability insurance.

6.6 ADDITIONAL PROVISIONS FOR PRIVATE ROADS, SEASONAL ROADS AND UNMAINTAINED ROADS

6.6.1 Private Roads

- a. Council may only assume private roads if they are upgraded to the appropriate standard as detailed in this Policy, if the proponent provides, at their own cost, an accurate and current legal survey, and if Council deems it in the best interest of the public;
- b. new private roads may be considered to access new shoreline development so long as it is clearly understood that the Municipality has no responsibility for the maintenance of the road and is not responsible for the delivery of services to the same extent as would be the case for lands directly abutting a year-round, publicly maintained road. For example, garbage collection would occur where the private road intersects with the municipal road, not in front of each home as along municipal roads;
- c. in considering the establishment or extension of new private roads for severance purposes, Council will have regard for the purpose of the road, its length, the number of users, the anticipated changing status of the road, liability, minimizing any negative impact on the natural environment and any relevant construction or operational standards including safety and entrances.

6.6.2 Seasonal Roads

- a. road signs shall be posted to identify these roads as seasonally maintained by the Municipality between the dates of June 1st and October 31st;
- b. Seasonal Roads are at the maintenance discretion of the Municipality. There are no maintenance requirements under the Ministry of Transportation Minimum Maintenance Standards for Municipal Highways.

6.6.3 Unmaintained Roads

Council recognizes that there are municipal roads, which are abandoned and are no longer maintained by the Municipality. Where such roads have been abandoned, it is not the intent of Council to maintain these roads or to permit development on such roads. Council may give consideration to new development (i.e., creation of a new lot, change in land uses, construction of a building) provided that the road is upgraded and maintained to a municipal standard and provided Council is satisfied that the operational costs of maintaining the road will be offset by property tax revenues.

Road signs shall be posted to identify these roads as not maintained by the Municipality and should be used at the driver's own risk at all times.

6.6.4 Colonization and Deviation Roads

- a. the Municipality will not recognize any former colonization road or deviation road as a publicly maintained road for the purpose of this Policy notwithstanding that it retains ownership of the roadbed;
- b. the Municipality must have been maintaining a roadway year-round on a regular basis for the road to be recognized as a year-round publicly maintained road;
- c. where the Municipality realigns an existing road, the former roadbed may be conveyed to the abutting landowners in accordance with the *Municipal Act* as amended.

6.7 LEGAL CONSTRUCTION AGREEMENT REQUIREMENTS

6.7.1 Contractor qualifications

Before commencement of any work, the proponent shall provide proof to the Municipality that the Contractor is qualified, experienced and has the equipment and personnel to successfully complete the work.

6.7.2 Obtaining Permits

The proponent shall obtain all necessary permits and approvals as required. Construction or installation of services shall not take place until the proponent has obtained all necessary permits and approvals and has complied with all requirements as outlined by the Director of Operation or their designate.

6.7.3 Planning

- a. Plan and Profile Drawings

Plan and profile drawings are required for all roads, blocks, easements, and reserves. All road allowances, lots, blocks, easements and reserves are to be shown and identified in the same manner as the Registered Plan. Drawings are to be prepared so that each street or road can be filed separately. Street or road names are to be identified on the Plan. The proponent may be asked by the Director of Operations or their designate to provide a geotechnical report prepared by a qualified geotechnical engineering firm indicating road construction details for the road. All drawings shall be dated and stamped by a Professional Engineer.

- b. Drainage

The proponent agrees to carry out all drainage and grading works necessary in the opinion of the Director of Operations or their designate for the Municipality to

provide for proper drainage of all lands included in the work plan. A drainage study may be required depending on the length of road in question, soil conditions and the topography of the land. Requirement for a drainage study is at the discretion of the Director of Operations or their designate.

c. As Constructed Plans

The proponent shall provide immediately upon completion of the work an acceptable, original, final set of “as constructed” plans of said work conforming to the Municipal standards, to the Clerk of the Municipality.

6.8 SUPERVISION OF CONSTRUCTION AND INSPECTION OF WORK

The proponent’s contractor will be responsible for the construction of all works and the Municipality shall have the right to inspect any phases of work as it deems necessary. When deemed necessary by the Municipality, road and or drainage works shall be constructed and installed under the observation of inspectors employed by or acting as agents for the Municipality and the proponent agrees to pay all accounts incurred by the Municipality within thirty (30) days of being rendered. In the event that the municipal inspectors are unable to observe the construction or installation of the road and or drainage works, the Municipality reserves the right to commission a study at the expense of the proponent to ascertain adherence to Municipal standard as specified in this Policy at the proponent’s expense.

6.9 MINIMUM STANDARDS FOR NEW YEAR-ROUND MUNICIPAL ROADS AND STREETS

To be used as a guideline for the construction of new roads. The final requirements will be approved by the Director of Operations or their designate with final approval from Council and included in a Construction Agreement as outlined in this Policy.

Flat or Gently Rolling Terrain

(For specifics for Year-Round Municipal Roads - Steep or Rocky Terrain, Seasonal Roads or Private Roads, please see Schedule “A” attached.)

a. Right of Way

The road right of way is to be properly surveyed and dedicated to, or owned by the Municipality of St.-Charles, and is to be a continuous minimum width of 66 ft (i.e., 33’ from either side of the centre of the road).

The Municipality will advise the developer whether a vehicle turn-around is required at the end of the road. If required, it will be constructed to the turn-around standard outlined in this section.

b. Platform Width

The overall width of the road is the sum of the surface width and twice the shoulder width. The platform width of the road is 18' plus 2 x 3 ft shoulders, or 24' total.

c. Surface Width

The surface width is considered the driven portion of the road which does not include the width of the shoulder. The surface width shall be 18'. The surface is to be covered by a minimum depth of 4" after compaction of granular "A" crushed gravel measured at all points on the roadway.

d. Shoulder Width

Each of the two (2) shoulders shall be a minimum width of 3'.

e. Depth of Granular Base and Sub-Base

The depth of granular base and sub-base and required materials, shall be determined by the Director of Operations or their designate based on the location of the proposed or existing roadway.

The Municipality reserves the right to have the proponent replace the sub-grade material or ask for increased depth of granular base and or sub-base after consideration of the site. Engineered plans may be required.

f. Ditches

The depth of a required ditch in a cut section is determined by measuring the difference from the crown or center of the road to the bottom of the ditch using a string level and the minimum depth is to be 18" including sections of roads on the crests of vertical curves.

Minimum width between the centers of the ditches shall be 30'. All ditches are to be carried to a sufficient outlet. Minimum depth of ditch is to be 18". The depth of the ditch may be required to be greater than 18" to carry the drainage to a sufficient outlet. A drainage easement will be required for all drainage ditches outletted across private property regardless of whether a natural drain exists.

g. Culverts

The culverts and materials used to install culverts shall be prescribed at the discretion of the Director of Operations or their designate based on the By-Law to Regulate the Size and Mode of Construction of Culverts and Bridges and local conditions.

h. Entrances

Any culvert placed on an entrance on the road right-of-way is to be a minimum 15" in diameter or larger as required, minimum entrance width is to be 24' or other as directed by the Director of Operations or their designate.

The culvert must be of sufficient diameter to maintain free flow of water in the ditch and must be properly installed in order to avoid future maintenance problems. When the upstream culvert is larger than the minimum standard, the entrance culvert must be at least the same diameter as the upstream culvert in order to avoid "bottlenecks".

The length of the entrance pipe will be determined by the Director of Operations or their designate. Each entrance must be designed, constructed and maintained in a manner that will prevent surface water from being discharged from the property onto the road.

i. Alignment

The horizontal and vertical alignment of the road is to be such that a grader and other equipment can operate effectively. The maximum grade of the road at any point is 12% excluding the entrance of and end of the road.

j. Guardrails

Guardrails will be installed where the distance from the bottom of the ditch or drop-off immediately adjacent to the shoulder of the roadway exceeds 10'. The length of the guardrail will be determined by the Director of Operations or their designate.

k. Turn-arounds

All turn arounds will have the following:

- i) a 43' minimum radius (including 3' shoulder);
- ii) "No Parking" advisory signs posted;
- iii) proper ditches as required (as per Schedule "A" and "B" attached);
- iv) a designated 115' right of way;
- v) center of turn-around filled in with appropriate road base material;
- vi) base material same as roadway base; and,
- vii) sufficient area to push and accumulate snow when cleared.

l. Surface Type

Surface type of new roads will be determined by the Director of Operations or their designate with Council's final approval.

m. Street Lighting

Street lighting is determined by the Street Light Policy.

n. Signage

Traffic signage is to be approved by Council.

Any other informational signage not along a Provincial Highway to be erected would be up to the discretion of the Director of Operations or their designate.

Any and all signage fronting a Provincial Highway is under the jurisdiction of the Ministry of Transportation.

7.0 Attachments

Schedule A - MINIMUM ROAD STANDARD FOR NEW CONSTRUCTION
Schedule B - MINIMUM ROAD STANDARDS CHART

8.0 Policy Review

The Municipality of St.-Charles will review this Policy on an as needed basis.

Dated at St.-Charles, Ontario, the _____ day of _____, 2022.

X

Paul Schoppmann
Mayor

X

Tammy Godden
Clerk

**Schedule “A”
MUNICIPALITY OF ST.-CHARLES
MINIMUM ROAD STANDARD FOR NEW CONSTRUCTION**

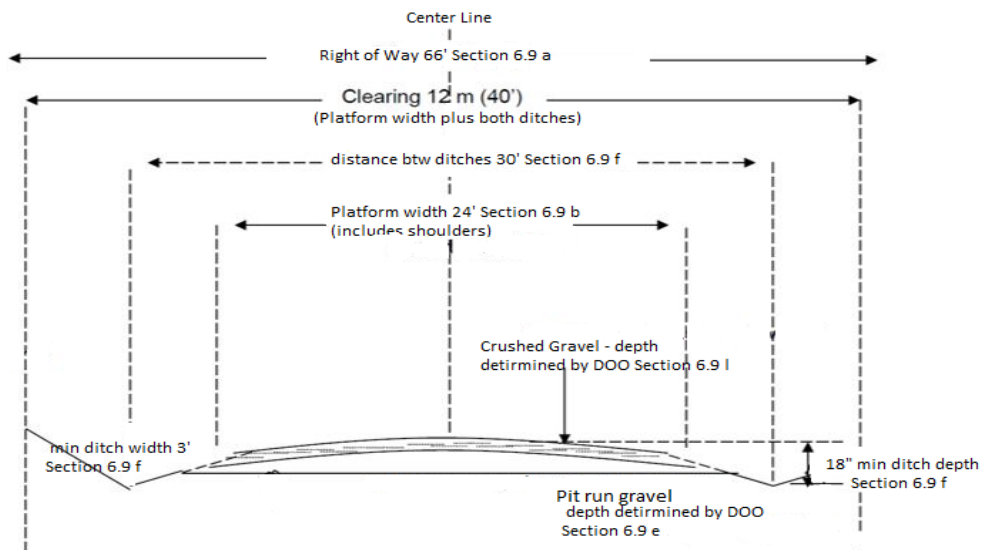
To be used as a guideline for the construction of new roads. The final requirements will be approved by the Director of Operations (DOO) or their designate with final approval from Council.

In the interest of uniformity, it is hereby advised that the minimum standard to which any road must be built before it can be absorbed into the Municipal Highway system is as shown below. These are the minimum standards required for a low volume of traffic - standards will increase as the traffic increases, (determined by traffic counter) for instance in subdivision roads. Proponents, prior to entering into an Agreement with private interests and before construction of roads, should consult the Municipality as to what standards are applicable to each particular area before the Municipality will even consider assuming the road. Before any construction begins, a proponent must enter into a legal Construction Agreement with the Municipality as outlined in this Policy.

Year-Round Maintained Roads, Flat or Gently Rolling Terrain

Right-of-Way (ROW) of at least 20m (66') dedicated to public use (33' each side from center line of road	66'
Width of traveled portion (incl. shoulder & rounding).....	24'
Width between ditches	30'
Depth from Crown of road to ditch bottom.....	18"
Total depth of granular surface	to be determined by DOO or their designate
Culverts, either corrugated iron, plastic or concrete, minimum.....	15"

- * All ditches must be carried to a sufficient outlet
- * Alignment-must be such that maintenance equipment can work effectively.
- * Turnarounds – as described in this Policy.



DRAFT

**Schedule “B”
MUNICIPALITY OF ST.-CHARLES
MINIMUM ROAD STANDARDS CHART**

To be used as a guideline for the construction of all new types of roads. The final requirements (where required) will be approved by the Director of Operations or their designate with final approval from Council.

Road Construction Standards	Year-Round Maintained Roads, Flat or Gently Rolling Terrain	Year-Round Maintained Roads, Steep and/or Rocky Terrain	Seasonally Maintained (Summer) Roads	Private Roads Suggested Guidelines (see note)
Right-of-way	20 m (66')	20 m (66')	20 m (66')	20 m (66')
				Required (see note)
Surface width	5.5 m (18')	4.5 m (13.5')	5 m (16.5')	5 m (16.5')
Surface Material Granular “A” compacted depth	Depth is at the discretion of the Director of Operations or their designate	Depth is at the discretion of the Director of Operations or their designate	Depth is at the discretion of the Director of Operations or their designate	100 mm (4”) minimum suggested
Surface treatment	Granular “A” crushed gravel	Granular “A” crushed gravel	Material is at the discretion of the Director of Operations or their designate	Granular “A” crushed gravel
Shoulder width	1.0 m (3') each side	1.0 m (3') each side	0.5 m (1.5') each side	0.5 m (1.5') each side
Ditches	0.5 m (1.5')	0.5 m (1.5')	0.5 m (1.5')	0.5 m (1.5')
Culverts	350 mm (15")	350 mm (15")	350 mm (15")	350 mm (15")
Base Material or Cover over bedrock	Depth is at the discretion of the Director of	Depth is at the discretion of the Director of	Depth is at the discretion of the Director of	200 mm (8”) (depending on

Granular "B" compacted depth	Operations or their designate	Operations or their designate	Operations or their designate	sub-grade material)
Maximum grade	12%*	12 %*	14%*	12%*
Dead ends	Not allowed	Not allowed	Not allowed	Not Recommended
Turnaround Radius with shoulder	13m (43') (radius)	13m (43') (radius)	13m (43') (radius)	13m (43') (radius)

*Except for entrances and ends of roads. Grade to be determined with Director of Operations or designate.

PLEASE NOTE The standards listed above for Private Roads are suggested guidelines except for the requirement for a deeded right-of-way of 20 m or 66', which is required to provide for adequate maintenance width in the event that the private road is ever assumed by the Municipality.

DRAFT

BIBLIOTHEQUE PUBLIQUE ST-CHARLES PUBLIC LIBRARY

June 16th 2022

Minutes of the regular Library Board meeting held at 7:00 p.m., June 16th 2022

Present: Sheila Mehes (Chairperson)
Monica Loftus (Councillor)
Ron Morck
Suzanne Dzimidowicz
Monique Kadlec

Absent: Noëlla Lafleur
Jennifer Allan

Staff: Marie Richer

1. Call to order: 7:03 p.m.
2. Approval of the agenda:
22-16 Moved by: Monica Loftus That the agenda be approved
Seconded by: Sheila Mehes as presented.
Carried
3. Pecuniary interests: none
4. Approval of the minutes:
22-17 Moved by: Monique Kadlec That the minutes of the meeting of
Seconded by: Sue Dzimidowicz May 12th, 2022, be approved
Carried as presented.
5. Delegation: None
6. Standing Business: None
7. Unfinished business: None
8. New Business:
22-18 Moved by: Monica Loftus To amend circulation policy #1
Seconded by: Monique Kadlec Hours of Service, approved as presented
Carried
- 22-19 Moved by: Sheila Mehes Removal of late fees for all library
Seconded by: Suzanne Dzimidowicz materials, any cost associated with
Carried ILO borrowing will continue to be

passed onto the client.

9. Reports:

Chairperson Report:

CEO Report:

10. Budget Variance Report: None Available

Moved By:

Seconded By:

Carried

11. Trustee Comments:

12. Next meeting is to be held September 8th, 2022 at 7:00 p.m.

13. Adjournment:

22-20 Moved by: Ron Morck
Seconded by: Sheila Mehes
Carried

That the regular Board Meeting of
June 16th 2022 be adjourned
at 7:40 pm.

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, April 14, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Jackie Lafleur, Ned Whynott, John Dimitrijevic, Rachelle Pigeau

MEMBERS PRESENT: Carol Lemmon

MEMBERS ABSENT: Renee Carrier, Renee Germain, Rob Campbell, Paul Branconnier

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY: Julie Allen, Tiffany Cecchetto

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:33 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-021

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of April 14th, 2022 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Jackie Lafleur

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of March 10th, 2022 be adopted as distributed.

Resolution: 22-022

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of March 10, 2022 be adopted as distributed.

MOVED BY: John Dimitrijevic

SECONDED BY: Ned Whynott

Carried

5. PRESENTATION/DELEGATION

a) 2021-KPMG- Audit

Tiffany Cecchetto, KPMG, presented the draft 2021 Financial Statement to the Board. Ms. Cecchetto discussed the Balance Sheet and Income Statements, explaining each of the accounts. Ms. Cecchetto stated that the Planning Board Staff was very helpful in the process and the Audit was completed very quickly.

There were no further comments or questions from the Board.

Resolution: 21-023

BE IT RESOLVED THAT the 2021 Audited Financial Statements submitted by the accounting firm of KPMG be accepted.

MOVED BY: Dave Viau

SECONDED BY: Jackie Lafleur

Carried

6. NEW BUSINESS

a) Draft Budget

The Director of Planning discussed the Draft Budget provided to the board members in the meeting files of Sudbury East Planning Boards March 10th, 2022 Agenda Package and April 14th, 2022 Agenda Package.

There were no further questions or comments from the Board.

Resolution 21-024

BE IT RESOLVED THAT the draft budget recommended by the Director of Planning, dated April 14, 2022 be adopted as the Sudbury East Planning Board's official budget for the fiscal year 2022.

MOVED BY: New Whynott

SECONDED BY: Dave Vaiu

Carried

b) Special Business case funding- Unorganized Townships, Central Ontario Ortho-Photography Project 2021 Report

Resolution 21-025

BE IT RESOLVED THAT the Sudbury East Planning Board hereby approves the allocation of the

funding received by the Ministry of Municipal Affairs and Housing for the Central Ontario Ortho-Photography Project as it pertains to the Unincorporated Townships of the Sudbury East Planning Board Area in the amount of \$3,436.00 as per the report provided by the Director of Planning.

MOVED BY: Rachelle Pigeau
SECONDED BY: Dave Vaiu

Carried

c) Special Business Case Funding Agreement 2022

Resolution 21-026

BE IT RESOLVED THAT the Sudbury East Planning Board hereby authorize the Chair and the Secretary-Treasurer to execute the pending Special Business Case Funding agreement with the Ministry of Municipal Affairs and Housing for the provision of approximately \$3,436.00 to the Sudbury East Planning Board being the estimated cost associated with the Central Ontario Ortho-Photography Mapping Project as it pertains to the Unincorporated Townships of the Sudbury East Planning Board.

MOVED BY: New Whynott
SECONDED BY: John Dimitrijevic

Carried

7. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on March 31st, 2022, being over fourteen (14) days prior to this evenings meeting (B/09/22/FR – Carol Rochon and George Courchesne). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/09/22/FR – Carol Rochon and George Courchesne

The Director of Planning summarized the application.

The lands are located on the south side of Highway 64 which is approximately 215.0 metres from the subject property. West and east of the subject property are rural and residential rural lots. RDH Mining Equipment Limited is adjacent to the subject property to the west. The subject lands are in an area of residential uses for the exception of RDH Mining Equipment Limited.

The Sudbury East Planning Board has received application for consent which proposes to create one Residential Rural (RR) lot from the subject lands on Highway 607 in the Municipality of French River.

The proposed retained lot is to be approximately 2.18 hectares in lot area with a lot frontage of approximately 115.38 metres and is presently vacant. The proposed severed lot is to be approximately 1.92 hectares in lot area with a lot frontage of approximately 83.82 metres and contains a single-family home, two detached garages and a shed.

History:

Consent application B23 in 2021 was conditionally approved by the Planning Board. The intent of the application was to create a new RR lot approximately 0.93 hectares in lot area with a lot frontage of approximately 83.82 metres and contained a single-family home, two detached garages and a shed. The owner requested to allow the conditional approval to lapse to allow for a new severance application which allows for a greater proposed acreage (1.92 hectares) for the severed lot than the previous conditional approval (0.93 hectares).

A zoning by-law amendment (ZBA 21-08FR) was approved by the Municipality of French River which rezoned the entire parcel of land from 'Rural (RU)' to 'Residential Rural (RR)' Zone. The intent of the rezoning then was to facilitate the severance application.

Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

In this case, proposed severed and retained lot parcel meet the requirements of the 'Residential Rural (RR)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 607 which the Ministry of Transportation had no objections on March 5th, 2021, to the severance. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the Sudbury and District Health Unit that are supportive. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

With respect to zoning;

The minimum lot area and the minimum lot frontage requirements in the 'Residential Rural (RR)' Zone is 0.8 hectares and 60.0 metres respectively; both the proposed severed and retained lots are to comply with the 0.8 hectares and

Agency Comments:

The **Municipality of French River** has no objection to the severance; and parkland dedication,

municipal drains or any road transfers are not applicable.

Ministry of Transportation has no objections in principle to the proposal.

The **Sudbury & District Health Unit** concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system.

Bell Canada has no concerns with respect to the proposed application.

Hydro One has no concerns with respect to the proposed application.

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

No questions were brought forward from the board members.

Resolution: 22-027

BE IT RESOLVED THAT Consent Application B/09/22/FR submitted by Carol Rochon and George Courchesne be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Jackie Lafleur

SECONDED BY: Rachelle Pigeau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on March 31, 2022, being over fourteen (14) days prior to this evenings meeting (B/11/22/FR – Daniel and Marie-Paule Dupuis). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

b) B/11/22/FR – Daniel and Marie-Paule Dupuis

The lands are located on the northwest of the Village of Noelville, west of Highway 535 and north of Lafreniere Road. The subject lands are in an area of predominantly rural uses except for a few residential rural lots.

The Sudbury East Planning Board has received an application to create one rural lot on Lafrenière Road. The proposed severed lot is to be approximately 5.2 hectares in lot area with a lot frontage of 120.0 metres and is presently vacant. The proposed retained lot is to be approximately 60.15 hectares in lot area with a total lot frontage of 1495.0 metres on Highway 535 and contains a single-family home, shed, detached garage, and carport.

Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

In this case, proposed severed 'Lot 1' and retained parcel meet the requirements of the 'Rural (RU)' Zoning. Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Lafreniere Road and Highway 528 which are maintained year-round by the Municipality of French River and the Ministry of Transportation (MTO). The Municipality of French River states that it would be appropriate for an entrance. Public works confirmed that a permit can be issued once the severance is final (January 27th, 2022). MTO has not provided comments yet in support of the application. Minimum Distance Separation (MDS) is not applicable in this instance, as there is no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), the applicants agreed to having this requirement attached as a conditions-in-principle for the severance so they could fast track the application. The applicants are aware that supportability is required from SDHU to support the proposed severance. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

With respect to zoning;

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed 'lot 1' exceeds the minimum requirements for lot frontage and lot area under the RU Zone and are intended to be used for residential uses. Also, the proposed retained lands will conform to the minimum requirements of the RU Zone.

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

Agency Comments:

The Municipality of French River has no objection to the severance. Municipal drains are not applicable, road survey and transfer may be required for the proposed severed lot, and parkland dedication will be subject to the minimum contribution of \$1,000.00. Also, The Municipality of French River states that it would be appropriate for an entrance. Public works confirmed that a

permit can be issued once the severance is final (January 27th, 2022).

The Ministry of Transportation: no comments received as of the date this report written.

Hydro One has no concerns with respect to the proposed application.

Bell Canada: has no comments or concerns regarding this application.

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

No questions were brought forward from the board members.

Resolution: 22-028

BE IT RESOLVED THAT Consent Application B/11/22/FR submitted by Daniel and Marie- Paule Dupuis be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Jackie Lafleur

SECONDED BY: John Dimitrijevic
Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on March 31th, 2022, being over fourteen (14) days prior to this evenings meeting (B/12/22/MW – Alain Pilon). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter

P.13.

c) B/12/22/MW – Alain Pilon

The lands are located on the north side of Dupuis Road, northeast of Village of St Charles and east of Highway 535. Adjacent to the east of the subject lands is an existing pit which is a Class A License - greater than 20,000 Tonnes (ALPS ID: 20480) which is approved through the Ministry of Northern Development, Mines, Naturel resources and Forestry (MNDMNRF).

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment to create one rural lot on Dupuis Road. The proposed severed lot is to be approximately 8.09 hectares in lot area with a lot frontage of approximately 180.0 metres and contains a single-family home, detached garage and shed. The proposed retained lot is to be approximately 56.65 hectares in lot area with approximately a lot frontage of 233.0 meters and is presently vacant. The Agent has applied for license/aggregate permit to MNDMNRF.

The Zoning By-law amendment is to rezone the proposed retained lot from 'Rural (RU)' to 'Mineral/Mining Extraction Zone (MX). The intent of the rezoning application is to comply to the MNDMNRF regarding a proposed permit for an aggregate license. The lands were at one time operated as a pit.

Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

The proposed severed and retained lots are of adequate for their respective proposed zones (rural and mineral/mining extraction) and it is anticipated that the proposed rural and mineral/mining extraction uses will be compatible with the surrounding uses in the area. With respect to servicing, the applicant has provided the required documentation to demonstrate reasonable expectation of potable water and capacity for hauled sewage. With respect to Sudbury District Health Unit (site suitability for a septic system), the applicants agreed to having this requirement attached as a Conditions-in-principle for the severance. The applicants are aware that supportability is required from SDHU to support the proposed severance. A pit was identified to the east of the property as a development constraint. With that said, NDMNRF stated that as the severance would be to separate the two parcels of land with one being rezoned MX (which would not permit a dwelling unit) I don't feel as though the D6 Guidelines would apply for this situation. As such, it is not likely there would be any aggregate specific concerns for this severance proposal. The Public works Superintendent for Markstay-Warren advised the Planning Board by email that the proposed entrance on Dupuis Road can be supported. The application, as proposed, generally conforms to the intent and the policies of the Official Plan.

Pit:

New Aggregate Resource Sites may be permitted in the Rural land use designation without requiring an amendment to this Plan provided they are in accordance with the Aggregate Resources Act and:

- a) the use is in keeping with provincial legislation, policies and appropriate guidelines.
- b) the proponent mitigates potential negative impacts of the extraction and/or operation on surrounding and/or sensitive land uses; and
- c) a zoning by-law amendment is approved by the Planning Board and/or applicable

municipality.

Section 3.8.4 Wayside Pits and Quarries and Portable Asphalt and Concrete Plants Policies

Wayside Pits and Quarries and Portable Asphalt and Concrete Plants will be defined in the implementing Zoning By-Law in accordance with provincial policy.

The Planning Board and/or the applicable municipality shall permit Wayside Pits and Quarries and Portable Asphalt and Concrete Plants in any land use designation, except those areas of existing development or environmental sensitivity which have been determined to be incompatible with extraction and associated activities, without requiring an amendment to this Plan or the implementing Zoning By-Law provided:

- a) the use is in keeping with provincial legislation, policies and appropriate guidelines; and
- b) the proponent mitigates potential negative impacts of the extraction and/or operation on surrounding and/or sensitive land uses.

With respect to zoning;

Proposed Zoning: Severed Lot – Same as Above
Retained Lot – Mineral/Mining Extraction Zone (MX).

The 'Rural (RU)' zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100 metres. The proposed lot to be severed will continue to meet these requirements.

The 'MX)' zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed lot to be retained will conform to these requirements, once the rezoning has been approved by Council for the Municipality of Markstay-Warren.

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

Agency Comments:

Chief Administrative Officer/Clerk/Treasurer – road maintenance agreement may be required prior to operation.

Chief Building Official: road maintenance agreement on specified haul routes may be required by municipality, otherwise no concerns.

Public Works Superintendent: – road maintenance agreement may be required prior to operation.

Fire Department: fire service has no issues with application.

Park and Recreation Department and Economic Development Officer: N/A.

Hydro One – no concerns.

NDMNRF – As the severance would be to separate the two parcels of land with one being rezoned MX (which would not permit a dwelling unit) I don't feel as though the D6 Guidelines would apply for this situation. As such, it is not likely there would be any aggregate specific concerns for this severance proposal.

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

As of the writing of this report, concerns had been received from a neighboring property owner regarding an existing, operational, pit on Dupuis Road which creates current traffic issues. Adding another pit would make the current situation worse along with an increase in dust and noise concerns.

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

Resolution: 22-029

BE IT RESOLVED THAT Consent Application B/12/22/MW submitted by Alain Pilon be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Jackie Lafleur

SECONDED BY: Dave Viau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

8. **BUSINESS ARISING FROM PREVIOUS MINUTES**
9. **NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING**
10. **PAYMENT OF VOUCHERS**
 - a) **March 2022**

Resolution 22-030

BE IT RESOLVED THAT the statement of disbursements for the month of March 2022 in the amount of \$ 41,595.53 to be distributed and is hereby approved for payment.

MOVED BY: Ned Whynott
SECONDED BY: Jackie Lafleur

Carried

12. ADJOURNMENT


Resolution: 22-31

BE IT RESOLVED THAT the Meeting be adjourned at 7:06 P.M.

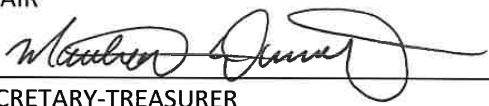
AND THAT the next regular meeting be held on May 19th, 2022 at 5:30 P.M. at the Municipality office in French River, Virtually.

MOVED BY: Dave Viau
SECONDED BY: Jackie Lafleur

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, May 19, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Rob Campbell, Ned Whynott, John Dimitrijevic, Paul Branconnier, Renee Germian

MEMBERS PRESENT: Carol Lemmon

MEMBERS ABSENT: Renee Carrier, Jackie Lafleur, Rachelle Pigeau,

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY: Cameron Hoepp, Kevin Jarus, Vanessa Smith

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:32 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-032

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of May 19th, 2022 be adopted as distributed.

MOVED BY: Paul Branconnier

SECONDED BY: Dave Viau

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of April 14th, 2022 be adopted as distributed.

Resolution: 22-033

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of April 14, 2022 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Ned Whynott

Carried

5. PRESENTATION/DELEGATION

6. PLAN OF SUBDIVISION

a) 52t- 22001kl – Jean Joy, Trustee for the Estate of Margaret Roque

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Subdivision Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Subdivision Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 04th, 2022, being over fourteen (14) days prior to this evenings meeting (52T-22001KL– Jean Joy, Trustee for the Estate of Margaret Roque). Included with the Notice was an explanation of the purpose and effect of the proposed Subdivision and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

The subject lands are surrounded by approximately 28 waterfront residential properties to the north. Highway 637 abuts to the east, Crown land and Georgian Bay to the west, and open space (golf course) to the south.

The subject lands are approximately 22.10 hectares in lot area with a lot frontage of approximately 782.10 metres on the south side of Perry Avenue in the Municipality of Killarney and presently is vacant. Also, a Hydro One power line runs along the central and easterly frontage of the subject property.

The Sudbury East Planning Board has received an application for draft plan of subdivision to facilitate the development of a 15-lot draft plan of subdivision on the south side of Perry Avenue. An overall individual minimum lot size of 0.8 hectare is being proposed. Each lot is proposed to have an approximate lot area exceeding 0.8 hectares and lot frontages of approximately 50.0 to 65.0 metres. An approximate 1.63-hectare block of land is to be transferred to the Municipality for parkland purposes which is identified as 'Block A' as part of the plan.

With respect to the Official Plan;

Section 3.4.2 Servicing

3.4.2 – Where municipal sewage services are not available, the proponent shall demonstrate that the soil and drainage conditions are suitable or can be made suitable to permit proper siting of buildings and the installation

of an appropriate disposal system. Where well water is proposed as the source of potable water, the proponent shall provide a report prepared by a qualified professional indicating there is a reasonable expectation that suitable water will be available for the development based on an examination of the water quality and quantity is existing surrounding wells.

The following conclusions have been provided:

- There is a reasonable expectation that suitable groundwater supplies will be available for the proposed development, under the general provisions of MOECP Procedure D-5-5.
- The water quality from the local bedrock aquifer is considered potable. Any observed exceedances of Ontario Drinking Water Objectives were in the non-health related category and are considered treatable with commercially available point-of-use water treatment devices.
- The proposed subdivision lot sizes are sufficient for the design and function of individual onsite sewage disposal systems, under the general provisions of MOECP Procedural D-5-4. A detailed lot by lot assessment was not carried out at the present preliminary level of study.

Section 3.5 Natural Heritage

The goal is to protect significant and sensitive natural features and functions. As part of a complete application, the consultants completed an evaluation of significant wildlife habitat to determine if the proposed applications would impact Alga Pondweed and Deer Yarding Area. The report concluded that no suitable habitat within the subject property with respect Alga Pondweed. Also, with respect to Deer Yarding, it was determined that the subject property is not located within nor does it contain the Deer Yarding area. These findings confirm that there would be no negative impact on these wildlife habitats and that no further studies are required.

Also, a Julig Survey was conducted to conduct a Stage 1 and 2 Archaeological Assessment of a proposed subdivision along Perry Avenue. Since the proposed development is located within proximity to the Killarney Bay Site, contains ancient beaches and likely contains portions that were historically farmed, a Stage 2 was conducted. Archaeological site BIHj-4 was identified. It is located within Block A. Since a large well known, and well researched Middle Woodland site already exists nearby and based on the considerations of Indigenous input, it is believed that protection of the newly identified site is the best course of action.

Recommendation:

- A portion of Lot 15 to be partially cleared that does not contain the 50 metres monitoring buffer for archaeological site BIHj-4.
- Block A be set aside as a "park" lot with restrictions on construction and none within 20 metres buffer of site BIHj-4.
- A stage 3 archaeological assessment is recommended for BIHj-4 if any construction is to take place within 50 monitoring buffers of the site.
- A request to the Ministry of Heritage, Sports, Tourism and Culture Industries (MHSTCI) to provide a letter confirming there are no further concerns about alterations to archaeological sites for the specified area contained within Lot 15 of the proposed subdivision.

Section 4.3 Subdivisions

In considering a draft plan of subdivision, it shall be consistent with the Provincial Policy Statement and regard shall be had, among other matters, to the health, safety, and welfare of the present and future inhabitants of the Planning Area and to:

- the Planning Act and other provincial legislation, policies, guidelines, and interests. *The PPS 2020 conforms to this proposal (please refer to page two of this report).*
- whether the proposed subdivision is premature or in the public interest, as determined by the Planning Board.
- the suitability of the land for the purposes for which it is to be used considering the land use and environmental policies of this Plan.
- the dimension and shapes of the proposed lots. *The proposal is compatible with the existing neighborhood character.*
- the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be built on it and the restrictions, if any, on adjoining land.
- the proposal's feasibility about the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses within or adjacent to any development constraints identified on Schedule "D" and within Part III of this Plan. *The proposal provided favorable recommendations with respect to the natural heritage features as well as services (hydrogeology report).*
- the area of land that is to be conveyed or dedicated for public purposes. *The development is proposing a 1.2-hectare block for parkland dedication purposes.*
- the financial impact on the applicable municipality. *The addition of housing will benefit the municipality in the long term by increasing tax revenue and most importantly, by stimulating economic development in Killarney.*

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

With respect to Zoning:

The 'Residential Rural (RR)' Zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres. Each of the proposed lots have a lot area of 1.10 to 1.93 hectares and frontages of 50.0 to 65.3 metres respectively.

At present, lots 1 to 15 have been re-zoned through by-law no. 2021-08 and approved by Council.

The 'Open Space (OS)' Zone requires a minimum lot area of 0.4 hectares and a minimum lot frontage of 30.0 metres. Proposed Block A, once rezoned, will meet the requirements of the OS Zone. The proposed lot area is 1.63 hectares with a lot frontage of 50.0 metres and is presently vacant.

Re-zoning of Block A and back 2/3rds of Lot 15 must be addressed through the draft plan of subdivision conditions.

The application, as proposed, complies with the regulations of the Zoning By-law.

Agency Comments:

Chief Administrative Officer/Clerk had no concerns with the proposed development.

Chief Building Official: main concern is that the drainage between all lots and in relation to the road are address.

Ministry of Transportation: MTO would require from the traffic brief, please see below:

Intersection analysis at the intersection with Hwy 637 – including looking at the operation of the intersection with the anticipated increase in volume to determine if improvements are necessary to maintain operational safety.

- Analysis horizon years
- Traffic Analysis
 - Historic AADT
 - When completing analysis ensure to look at Weekday and Weekend peaks for historic and anticipated traffic
 - Development driven volumes
 - Provide synchro outputs
 - Queue analysis – will the increased traffic create queue issues at the Hwy 637 intersection
 - Trip generation

In the event highway improvements are required a Legal Agreement is required between the landowner and the MTO. The Agreement would include, but is not limited to, the following terms:

- The required highway improvements must be agreed upon before Ministry permits are issued and completed before the development opens for business.
- The landowner agreeing to assume financial responsibility for the design and construction of all associated highway improvements.
- The requirement for an irrevocable standby Letter of Credit for the full cost of the required highway works.

Hydro One: existing primary pole line going through this property, we would like to secure easements prior to a severance or subdivision going ahead.

Anishinabek (KL): very high archaeological potential. Killarney Bay 1 site located on Perry Avenue, another burial site and a petroglyphs site. An impact assessment is required for all severances.

P Julig Surveys was conducted to conduct a Stage 1 and 2 Archaeological Assessment: A portion of Lot 15 to be partially cleared that does not contain the 50 metres monitoring buffer for archaeological site BIHj-4. Block A be set aside as a “park” lot with restrictions on construction and none within 20 metres buffer of site BIHj-4. A request to the Ministry of Heritage, Sports, Tourism and Culture Industries (MHSTCI) to provide a letter confirming there are no further concerns about

alterations to archaeological sites for the specified area contained within Lot 15 of the proposed subdivision.

Two comments have been received from neighboring property owners. The comments were regarding the proposed layout of the individual lots.

No other comments or concerns were raised through agency circulation.

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Councillor Branconnier stated how he thought this was a fantastic development for the municipality of Killarney. Also questions if each lot will be individually serviced? Kevin Jarus (agent) reassured the board, that yes all lots will be individual services.

Councillor Whynott also stated how this development was great for the municipality of Killarney area.

Agent Kevin Jarus ended with acknowledging how the Sudbury East Planning Board staff made the process efficient and appreciated the quality of correspondence received during the 2 year application process.

Resolution 22-034

BE IT RESOLVED THAT the Subdivision Application 52T-22001KL submitted by Jean Joy, Trustee for the estate of Margaret Roque be recommended for approval as per the report prepared by the Director of Planning

MOVED BY: John Dimitrijevic

SECONDED BY: Rob Campbell

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have three years to fulfill the conditions of this provisional consent or the approval will lapse.

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a zoning by-law amendment. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Zoning By-law Amendment; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 120 metres of the property subject to

the Zoning By-law Amendment Application and to those persons and agencies likely to have an interest in the application. The Notice was sent on April 20, 2022, being over twenty (20) days prior to this evening's meeting (ZBA 22-07SCR- James Hubley and Tina DiNunzio). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

7. ZONING BY-LAW AMENDMENTS

a) ZBA 22-07SCR – James Hubley and Tina DiNunzio

The Director of Planning summarized the application.

The subject lands are surrounded by residential rural uses and is located on the north side of Horseshoe Lake Road. City of Greater Sudbury abuts the subject property to the north. Residential Rural uses are adjacent to the subject property to the west and east. South of the subject property are predated rural uses.

The Proposed Amending By-law will maintain the current Residential Rural (RR) Zone; however, additional regulations are to be implemented to recognize both an existing lot frontage and lot area which do not conform to the current RR Zone due to the fact the subject property is a result of a natural severance. The applicant intends to construct a single-family home on the subject property.

Official Plan

Residential development within the Rural Policy Area is to be directed to settlement areas as a priority. Where the severed parcel is intended for infilling within existing development clusters, the priority will be to locate the severed parcel between existing residential lots that form part of the cluster.

With respect to zoning;

The proposed amending Zoning By-law will establish provisions to Section 7.6.2 zone requirements for the said lot under the Residential Rural (RR) Zone.

The RR Zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres. As a result of the natural severance, the subject property has an existing lot area of 0.44 hectares and lot frontage of 31.61 metres, therefore the addition of Special Provision 35 is to recognize the existing lot area and lot frontage.

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

Agency Comments:

Hydro One: no concerns.

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Resolution: 22-035

BE IT RESOLVED THAT By-law Number 22-03 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 22-07SCR, submitted by James Hubley and Tina DiNunzio be read a first and second time this 19th day of May, 2022.

MOVED BY: Ned Whynott

SECONDED BY: Dave Viau

Carried

Resolution: 22-036

BE IT RESOLVED THAT By-law Number 22-03 being a By-law for the purpose of amending Zoning By-law No. 14-01 of the Sudbury East Planning Board, in respect of application ZBA 22-07SCR submitted by James Hubley and Tina DiNunzio be read a third and final time this 19th day of May, 2022.

MOVED BY: New Whynott

SECONDED BY: Rob Campbell

Carried

8. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 04th, 2022, being over fourteen (14) days prior to this evenings meeting (B/13/22/FR – Maurice Laforest). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/13/22/FR – Maurice Laforest

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to create an access easement (right-of-way) over the above noted parcel of land to provide continued legal access over an existing driveway at 244 Heritage River Road. The proposed access easement is approximately 269.8 square metres in lot area with a lot frontage of 3.1 metres and is vacant.

Official Plan:

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

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

In this case, the subject property has legal road frontage on Heritage River Road which is a public road that is assumed and maintained year-round by the Municipality of French River. In 2008, the subject property was severed into two rural residential lots which was approved by the Planning Board. Individual certificates of consent were granted and both lots were purchased by the applicants. Subsequently, the applicants choose to construct a single-family home in 2017 on 244 Heritage River Road while roll number 5201-030-000-463-10 remained vacant. During that time, the applicants also constructed a driveway on 244 Heritage River Road. Upon a recent agreement purchase of sale for the vacant lot, it was noted that the existing driveway is located on roll number 5201-030-000-463-10 and not on 244 Heritage River Road, therefore an access easement is to be granted in favor to 244 Heritage River Road to provide continued legal access on the existing driveway.

With respect to zoning;

The Residential Rural (RR) Zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres. In this case, the subject property conforms to the RR zone requirements respectively.

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

Agency Comments:

Municipality of French River: we do not have any comments or concerns in relation to this application and that the application is not subject to conditions relating to municipal drains, parkland dedication, or any road transfers.

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

No questions were brought forward from the board members.

Resolution: 22-037

BE IT RESOLVED THAT Consent Application B/13/22/FR submitted by Maurice Laforest be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 04, 2022, being over fourteen (14) days prior to this evenings meeting (B/14/22/SC –Scott McClean, Suzanne Lessard, Wendi Hollmer, and Roger Lessard). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

b) B/14/22/SC – Scott McClean, Suzanne Lessard, Wendi Hollmer, and Roger Lessard

The lands are on the west side of Chevrefils Lane, south of King Street West and located within the Village of St.-Charles

The Sudbury East Planning Board has received an application to sever an existing semi-detached dwelling along the party wall on Chevrefils Lane. The proposed severed lot is to be approximately 0.09 hectares in lot area with a lot frontage of 21.33 metres and presently contains a one storey brick sided dwelling unit. The proposed retained lot is to be approximately 0.12 hectares in lot area with a lot frontage of 27.44 metres and presently contains a one storey brick sided dwelling unit and an accessory structure (detached garage).

Official Plan:

Section 2.2.3.1 states that the predominant use of land will be for a variety of residential dwelling types, including single detached dwellings, semi-detached dwellings, and duplex dwellings.

Section 2.1.4.5 provides policies regarding the provision of services within Village Policy Area. Development through infilling and the rounding out of the existing development pattern is intended to be connected to the existing partial municipal services available. Prior to approving new development applications, confirmation of adequate servicing allocations and treatment capacities shall be obtained.

The proposed application conforms to the above noted policies under the Official Plan. The subject property contains a semi-detached dwelling, and the lot is of sufficient size to accommodate the proposed split of the semi-detached dwelling. Also, the Agent has provided confirmation that each unit (A and B) has its own Municipally piped sanitary sewer systems, therefore capacity is not an issue. The Chief Building Official advise that each unit also has its own well (each well produces 30 gpm).

With respect to zoning;

The 'Residential One (R1)' Zone permits several low-density residential uses including single detached dwellings, semi and duplex dwelling. The R1 Zone has separate provisions for those lots within serviced settlement areas and those without municipal sanitary sewers. Where sanitary sewers are available, such as the Village of Noelville, the minimum lot frontage required is 18.0 metres and the minimum lot area required is 0.15 hectares.

Both the proposed lot to be severed and proposed lot to be retained will meet the minimum lot frontage requirement but will not meet the minimum lot area requirement. An application for minor variance has been submitted concurrent with the consent application to address these deficiencies.

Also, additional relief is required for the rear yard setback for the existing accessory structure (detached garage). The variance is to recognize an existing rear yard setback of 1.02 metres where a minimum setback is 1.5 metres is required

Agency Comments:

Chief Administrator Officer/Clerk/ Treasurer: The property is subject to municipal drains and may require reapportionment. Please advise the applicants to contact the clerks to request Section 65 reapportionment as there are fees associated with this.

Chief Building Official: no concerns.

Public Works Superintendent:

Fire Department:

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of St. Charles, therefore can be supported from planning perspective.

No questions were brought forward from the board members.

Resolution: 22-038

BE IT RESOLVED THAT Consent Application B/14/22/FR submitted by Scott McClean, Suzanne Lessard, Wendi Hollmer, and Roger Lessard be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

9. BUSINESS ARISING FROM PREVIOUS MINUTES

The Chair, Carol Lemmon, proposed the Planning Member members discuss how the Sudbury East Planning Board should move forward with boards meetings.

All members agreed that a hybrid approach would best for the board at this time.

Resolution 22-039

BE IT RESOLVED THAT the Sudbury East Planning Board continue a hybrid (in person and virtually) meeting located at the Municipality of French River for the Planning Boards meetings every second Thursday of each month.

MOVED BY: Dave Viau

SECONDED BY: Rob Campbell

Carried

10. NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

11. PAYMENT OF VOUCHERS

a) April 2022

Resolution 22-040

BE IT RESOLVED THAT the statement of disbursements for the month of April 2022 in the amount of \$ 13,002.24 to be distributed and is hereby approved for payment.

MOVED BY: Ned Whynott

SECONDED BY: Dave Viau

Carried

12. ADJOURNMENT

Resolution: 22-41

BE IT RESOLVED THAT the Meeting be adjourned at 7:04 P.M.

AND THAT the next regular meeting be held on June 09th, 2022 at 5:30 P.M. at the Municipality office in French River, Virtually or in person.

MOVED BY: Dave Viau

SECONDED BY: Rob Campbell

Carried.



CHAIR



SECRETARY-TREASURER

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, June 09, 2022 at 5:30 p.m.
Municipality of French River
Virtual Meeting**

MEMBERS PRESENT VIRTUALLY: Dave Viau, Rob Campbell, Ned Whynott, Rachelle Pigeau

MEMBERS PRESENT: Carol Lemmon, Paul Branconnier

MEMBERS ABSENT: Renee Carrier, Jackie Lafleur, John Dimitrijevic, Renee Germain

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Nancy Roy, Administrative Assistant

PUBLIC PRESENT VIRTUALLY: None

1. MEETING CALLED TO ORDER

The Chair called the meeting to order at 5:30 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 22-042

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of June 09th, 2022 be adopted as distributed.

MOVED BY: Paul Branconnier

SECONDED BY: Ned Whynott

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of May 19th, 2022 be adopted as distributed.

Resolution: 22-043

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of May 19, 2022 be adopted as distributed.

MOVED BY: Rob Campbell

SECONDED BY: Dave Viau

Carried

5. PRESENTATION/DELEGATION

6. CONSENTS

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 25th, 2022, being over fourteen (14) days prior to this evenings meeting (B/15/22/FR – Daniel Hebert). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/15/22/FR – Daniel Hebert

The Director of Planning summarized the application.

The Sudbury East Planning Board has received an application for consent which proposes to create an access easement (right-of-way) over the above noted parcel of land to provide continued legal access over a private road and to permit a driveway entrance to benefit 1773 Highway 528. The proposed access easement is approximately 0.90 hectares in lot area with a lot frontage of 10.95 metres and is vacant.

OP:

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

In this case, the subject property has legal road frontage on Highway 528 which is a public road that is assumed and maintained year-round by the Ministry of Transportation. In 1998, Brochu Road was formerly a municipal road, and was closed by by-law and surveyed as Parts 1, 2, 3, and 4, 53R-16124, and offered for sale to Daniel Herbert. Today, Brochu Road serves as a Private Road and provides continued legal access to 1853 Highway 528. The owner of 1773 Highway 528 intends to access the private road where a single family house is to be constructed on the retained lands of consent application B/16/22/FR and to construct a new entrance.

With respect to zoning.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. In this case, the subject property is a 'legal existing lot of record', therefore is it deemed to be legal noncomplying where the 10.5 metres of road frontage is to comply with the RU Zone requirements in terms of lot frontage. The subject property has a lot area of 70.21 hectares.

Agency Comments:

Union Gas: does have a service line running within the area which may or may not be affected by the proposed severance.

Hydro One: there are no concerns with this easement.

Municipality of French River: we do not have any comments or concerns in relation to this application and that the application is not subject to Conditions relating to Municipal Drains, Parkland dedication, or any road transfers,

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

Resolution: 22-044

BE IT RESOLVED THAT Consent Application B/15/22/FR submitted by Daniel Hebert be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

The chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent

Application; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 25th, 2022, being over fourteen (14) days prior to this evenings meeting (B/16/22/FR – Carol and Adam Radu and Daniel Hebert). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

b) B/16/22/FR – Carol and Adam Radu and Daniel Hebert

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment which proposes to create one residential rural lot from the subject lands on 1773 Wolseley Bay Road in the Municipality of French River, and to rezone the proposed severed lot from 'Rural (RU)' to 'Residential Rural (RR)' and to add a regulation to recognize a lot area of 0.62 hectares where 0.8 hectares is required. The proposed retained lot will maintain the current 'Rural (RU)' zone, however a regulation is to be implemented to recognize 0 frontage on a public road (Brochu Road is a private road).

Application B/15/22/FR is to grant an access easement along the section of the private road.

OP: 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

In this case, proposed severed Lot 1 is to be rezoned from 'Rural (RU)' to 'Residential Rural (RR)' and to add a regulation to recognize a lot area of 0.62 hectares where 0.8 hectares is required. The proposed retained lot will maintain the current 'Rural (RU)' zone, however a regulation is to be implemented to recognize 0 frontage on a public road (Brochu Road is a private road). Adequate access for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 528 which the Ministry of Transportation had no objections (November 4th, 2021) to the severance. Minimum Distance Separation (MDS) is not applicable in this instance, as there is no farming related activities in the area. With respect to servicing, the agent has provided previous comments obtained from the Sudbury and District Health Unit that are supportive (April 27th, 2022). Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided.

With respect to zoning;

Definition 5. Access onto an assumed road: shall mean direct means of vehicular passage onto a public right-of-way that is maintained on a year-round basis.

General Provision 6.16 Frontage on a Public Road or Street: b) no person shall erect any building or structure in any zone unless the lot upon which such building or structure is to be erected fronts upon an open public street or has access by a legal right of way which is registered on title or is accessed by water only.

The zoning by-law amendment application is to recognize 0 frontage as per 6.16 and zone requirement for section 7.22.2 under the Rural Zone. Also, Section 6.16 states that the right of way/easement is required, therefore application B/15/22/FR is to be granted an access easement along the section of the private road.

The Residential Rural (RU) Zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60.0 metres. The proposed severed lot area is 0.62 hectares; therefore, a regulation will be implemented to recognize the reduced lot area.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed retained lot has 690.0 metres of lot frontage on Highway 528; however, the owner's intent is to access the retained lands via a right of way on a private road (Brochu Road). As a result, it is deemed as 0 frontage on an open public road, as per section 6.16 and zone requirement for section 7.22.2 under the Rural Zone. A regulation will be implemented to recognize the 0 frontage on a public road.

Agency Comments:

The Municipality of French River has no objection to the severance. Municipal drains are not applicable, road survey and transfer may be required for the proposed severed lot, and parkland dedication will be subject to the minimum contribution of \$1,000.00. Also, The Municipality of French River states that it would be appropriate for an entrance. Public works confirmed that a permit can be issued once the severance is final (January 27th, 2022).

The Municipality of French River has no objection to the severance. Municipal Drains, Parkland Dedication or any roads transfers is not applicable. The applicant is encouraged to contact the Chief Building Official in relation to open building permits.

The Ministry of Transportation has no objection to the severance – November 4th, 2021.

The Sudbury & District Health Unit concluded that the proposed severed and retained parcels are capable of development for installation of a septic tank and leaching bed system – April 27th, 2022.

Enbridge Gas: does have service lines running within the area which may or may not be affected by the proposed severances.

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of French River, therefore can be supported from planning perspective.

No questions were brought forward from the board members.

Resolution: 22-045

BE IT RESOLVED THAT Consent Application B/16/22/FR submitted by Carol and Adam Radu and Daniel Hebert be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Rob Campbell

SECONDED BY: Dave Viau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

The Director of Planning Advised that Notice of the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on May 25, 2022, being over fourteen (14) days prior to this evenings meeting (B/17-18/22/FR –David Mitchell). Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a key map showing the location of the property. The circulation was provided in accordance with the provisions of the Planning Act, R.S.O., Chapter P.13.

a) B/17-18/22/FR – David Mitchell

The lands are adjacent to the Village of Noelville, east of St. David Street South and north of Houle Road. The subject property has road frontage on St. David Street South and Houle Road. The large parcel of land is surrounded by a mix of uses including commercial, residential, and rural. Further south of the subject property is Highway 528 and Highway 64 and to the north is Highway 535.

The Sudbury East Planning Board has received two applications for consent and two zoning by-law amendments.

B/17/22/FR - The application for consent proposes to sever approximately 1.2 hectares from the subject property and add such lands to the adjacent lot (192 St. David Street South). The proposed retained land is to have an approximate area of 30.02 hectares and a lot frontage of 100.0 metres on Houle Road (two separate locations with each having 100.0 metres on Houle Road) and a lot frontage of 20.0 metres on St. David Street South and is presently vacant. The enlarged is to be approximately 1.65 hectares in lot area with a lot frontage of 83.8 metres on St. David Street South.

ZBA 22-10FR - The zoning by-law amendment application is to ensure that once the lands are consolidated, the enlarged parcel of land is to be under one zone.

B/18/22/FR - The application for consent proposes to sever approximately 3.2 hectares from the subject property and add such lands to the adjacent lot (172 St. David Street South). The proposed retained land is to have an approximate area of 26.82 hectares and a lot frontage of 100.0 metres on Houle Road (two separate locations with each having 100.0 metres on Houle Road) and a lot frontage of 20.0 metres on St. David Street South and is presently vacant. The enlarged is to be approximately 4.8 hectares in lot area with a lot frontage of 40.0 metres on St. David Street South.

ZBA 22-11FR - The zoning by-law amendment application is to ensure that once the lands are consolidated, the enlarged parcel of land is to be under one zone.

OP: Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria where consents are generally limited to:

- a) New lots that represent minor infilling;
- b) The mortgaging of land beyond 21 years;
- c) Lot boundary adjustments;

With respect to zoning;

The proposed lot to be retained is zoned Rural (RU) which requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100 metres. The proposed lot to be retained has an approximate lot area of 26.82 hectares and an approximate road frontage of 100.0 metres on Houle Road (two separate locations with each having 100.0 metres on Houle Road) and 20.0 metres (legal noncomplying) on St. David Street South. The proposed retained lot will continue to meet the requirements of the RU Zone.

(B17) - The proposed lot to be severed, currently zoned Rural (RU), is 1.20 hectares in area with no lot frontage and is to be added to the parcel to the immediate west (192 St. David Street South). The enlarged parcel of land will have an approximate lot area of 1.65 hectares and a road frontage of 83.80 metres and have split zoning (Rural and Commercial Community Zone). To prohibit split zoning, a zoning by-law amendment application is to ensure that the consolidated parcels of land remain under one zone which is Commercial Community (CC). The CC zone requires a minimum lot frontage of 15.0 metres and does not require a minimum lot area, therefore the enlarged lot will continue to meet the minimum requirements of the CC Zone.

(B18) - The proposed lot to be severed, currently zoned Rural (RU), is 3.20 hectares in area with no lot frontage and is to be added to the parcel to the immediate west (172 St. David Street South). The enlarged parcel of land will have an approximate lot area of 4.80 hectares and a road frontage of 40.00 metres and have split zoning (Rural and Commercial Community Zone). To prohibit split zoning, a zoning by-law amendment application is to ensure that the consolidated parcels of land remain under one zone which is Commercial Community (CC). The CC zone requires a minimum lot frontage of 15.0 metres and does not require a minimum lot area, therefore the enlarged lot will continue to meet the minimum requirements of the CC Zone.

Agency Comments:

Municipality of French River: has no objection to the severance

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

The application for consent is consistent with the 2020 Provincial Policy Statement, conforms with the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

No questions were brought forward from the board members.

Resolution: 22-046

BE IT RESOLVED THAT Consent Application B/17-18/22/FR submitted by David Mitchell be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Ned Whynott

SECONDED BY: Rachelle Pigeau

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Land Tribunal.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**
8. **NEW BUSINESS**
9. **NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING**
10. **PAYMENT OF VOUCHERS**

a) **May 2022**

Resolution 22-047

BE IT RESOLVED THAT the statement of disbursements for the month of May 2022 in the amount of \$ 15,884.53 to be distributed and is hereby approved for payment.

MOVED BY: Rob Campbell

SECONDED BY: Rachelle Pigeau

Carried

12. ADJOURNMENT

Resolution: 22-48

BE IT RESOLVED THAT the Meeting be adjourned at 6:15 P.M.

AND THAT the next regular meeting be held on July 14th, 2022 at 5:30 P.M. at the Municipality office in French River, Virtually or in person.

MOVED BY: Ned Whynott

SECONDED BY: Dave Viau

Carried.



CHAIR



SECRETARY-TREASURER

Sudbury East Municipal Association

MINUTES OF THE REGULAR MEETING

Wednesday May 25, 2022, at 5:00p.m.
Virtual/ In-Person Meeting

1. CALL TO ORDER, ROLL CALL AND ADOPTION OF AGENDA

The meeting was called to order and roll call was conducted.

Members Present: Mayor Gisèle Pageau (French River), Chair
Councillor Renée Carrier (French River)
Mayor Steve Salonin (Markstay-Warren)
Councillor Ned Whynott (Markstay-Warren)
Mayor Paul Schoppmann (St.-Charles)
Councillor Richard Lemieux (St.-Charles)
Mayor Nancy Wirtz (Killarney)
Councillor John Dimitrijevic (Killarney)

Members Absent: Rheal Forgette, CAO Markstay-Warren

Officials present: Marc Gagnon, CAO French River (Secretary-Treasurer)
Carlie Bigras, Executive Coordinator Municipality of French River

Officials Absent: Denis Turcot CAO St. Charles
Candy Beauvais, CAO Killarney

Guests present: Donna Stewart, Paul Meyre (MSDSB)
Melissa Ceglie - Investigative Solutions INC.

2022-1 Moved by: Mayor Nancy Wirtz
Seconded by: Councillor Renée Carrier

BE IT RESOLVED THAT the agenda be accepted as circulated.

CARRIED

2. WELCOME AND OPENING REMARKS

Chair Gisèle Pageau called the meeting to order at 5:00 pm and welcomed everyone.

3. DISCLOSURE OF PECUNIARY INTEREST

None

4. PRESENTATION AND DELEGATIONS

Review of CSWB Plan - Investigative Solutions INC. – Melissa Ceglie

The Consultant provided an overview of the CSWB Plan. Donna congratulated the committee on the plan and completing step one DSAB can help with the implementation of the rest of the plan as they are already apart of a committee, but they are just missing a couple key stakeholders, Donna can make a recommendation to have SEMA be apart of that committee. Sudbury East mobilization committee already exists for mental health. MSDAB is working with Investigative Solutions INC. as a partner to ensure the further development of the chair.

A member asked during planning, agencies have to work together, and this is a difficult task with confidentiality, how do we work together to implement the plan with all agencies to ensure money and information flows to ensure success? MSDAB member confirmed that confidentiality is considered for each case. The responsibility to ensure the plan is implemented and information is shared lies with the Municipality, and they partner with key agencies such as MSDAB to help access information on a case by case bases.

Donna will come back with solutions for committees to work together.

The chair recommends that the Plan be adopted by each Member Municipality at their next Council Meeting, but are not prepared to endorse the funding requirements fully.

2022-2 Moved by: Councillor Renée Carrier
Secoded by: Councillor Richard Lemieux

WHEREAS at their meeting held November 26, 2020, SEMA created Terms of Reference to establish a committee to develop a joint Sudbury East Community Safety and Well-being Plan as per O. Reg. 527/18;

AND WHEREAS Investigative Solutions Network Inc. was retained to assist the Committee with finalizing the plan;

AND WHEREAS the Draft Community Safety and Well-being Plan was presented to the Committee on April 21, 2022 at which time the Plan was endorsed by the Committee for recommendation by SEMA;

THEREFORE BE IT RESOLVED THAT SEMA accepts the Sudbury East Community Safety and Well-Being Plan (2022-2025) as presented and recommends that the Plan be adopted by each Member Municipality at their next Council Meeting to be submitted to the Solicitor General for Compliance.

CARRIED

5. ADOPTION OF MINUTES

2022-3 Moved by: Mayor Paul Schoppmann
Seconded by: Mayor Steve Salonin

BE IT RESOLVED THAT the minutes for the meeting held on October 28, 2021, be adopted.

CARRIED

6. STAFF/COMMITTEE REPORTS

6.1 Economic Partner Sudbury East-West Nipissing Representative - Councillor Carrier, French River.

Councillor Carrier reported on the last meeting highlights.

6.2 DSB Representative - Councillor Whynott, Markstay-Warren

Councillor Whynott reported on the meeting highlights.

6.3 Public Health Sudbury District Representative - Mayor Pageau, French River

Mayor Pageau reported on behalf of Councillor Wenborne

6.4 FONOM Representative - Mayor Schoppmann, St.-Charles

Mayor Schoppmann reported on the last meeting highlights.

6.5 CPAC Representative - Mayor Salonin, Markstay-Warren

Mayor Salonin reported on the last meeting highlights.

6.6 Sudbury-East Chamber of Commerce - Councillor Carrier, French River

Councillor Carrier reported on their last meeting highlights.

7. CORRESPONDENCE FOR ACTION

None

8. OTHER BUSINESS

8.1 SEMA Financial Report 2021 - 2022 YTD

2022-4 Moved by: Paul Schoppmann
Seconded by: Nancy Wirtz

BE IT RESOLVED THAT The financial report 2021 - 2022 YTD be accepted.

9. NOTICE OF MOTION

None

10. ANNOUNCEMENTS AND INQUIRIES

None

11. PLACE OF NEXT MEETING

Date: September 15, 2022

Location: Killarney In-person & Virtual

12. ADJOURNMENT

2022-05 Moved by: Councillor Renée Carrier
Seconded by: Councillor Richard Lemieux

BE IT RESOLVED THAT the meeting be adjourned at 6:30 pm.

CARRIED

Gisèle Pageau, Chair

Marc Gagnon, Secretary- Treasurer

Report to Municipal Council



Meeting Date: September 21, 2022	Report Date: September 15, 2022
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: SEMA Recommendations re: Federal Voting Boundaries

Recommendation

This would be a decision of Council, but in general the more voices we have representing the north, the issues that are important to us and neighboring communities will have a better chance to be brought up.

Consider passing the Resolution as recommended by SEMA regarding this subject.

Background

Received from our MP Marc Serre,

“...concern that the proposed changes would result in the loss of a seat in Northern Ontario, decreasing the number of seats in the region from 10 to 9. These changes, they argue, do not reflect the size and unique challenges of Northern Ontario:

“Effective representation should ensure that Members of Parliament are accessible, and that Canadians have equal access to federal government services, regardless of where they live”.

In addition to calling on the Commission to maintain the current number of electoral districts in Northern Ontario, the Members of Parliament also raise concerns about the limited number of public hearings being held in the region. The MPs note they are not opposed to adjustments, but the current number of electoral districts in Northern Ontario must be maintained.”

Prepared by: Denis Turcot, CAO

Sudbury East Municipal Association Resolution

MOVED BY: Renee Carrier NO: 2022 - 08
SECONDED BY: Steve Salomin DATE: September 8, 2022

WHEREAS the proposed Federal Electoral Boundary Commission has proposed to remove one of the electoral ridings from Northern Ontario; and

WHEREAS the proposed riding of Manitoulin-Nickel Belt would remove the Municipalities of St. Charles, Markstay-Warren, and West Nipissing from the current Nickel Belt riding; and

WHEREAS the Municipalities of French River, Killarney, St. Charles, Markstay-Warren, and West Nipissing work together under the umbrella of the Sudbury-East Municipal Association (SEMA) for the betterment of each municipality. Currently SEMA is comprised of one geopolitical entity and any changes would fragment, diminish, and reduce access to federal representation for area residents; and

WHEREAS the Commission is not taking into consideration the uniqueness of the said municipalities in Sudbury-East including the difficulty in competing for limited amounts of funding. Any changes to the current configuration would exacerbate the situation; and

WHEREAS the Commission did not take into considering that the current Sudbury-East boundaries include a substantial portion of francophone citizens. By removing St. Charles, Markstay-Warren and West Nipissing from Nickel Belt would make it extremely difficult to advocate for our francophone population and would be detrimental for those municipalities being forced into mostly anglophone ridings; and

WHEREAS the proposal to diminish Northern Ontario's voice in Parliament will have detrimental effect on participatory democracy and regional development as issues in Northern Ontario are significantly different than those in Southern Ontario; and

WHEREAS the Electoral Commission did not take under consideration that the courts have rules that representation in Canada's democracy is not based merely on population but on regions of interest and the right of citizens to engage with their elected representative; and

WHEREAS any changes to electoral boundaries should be based on the principles of maintaining communities of interest within the boundaries that are equitable in terms of culture, language, and geography; and

WHEREAS SEMA has a history of working collaboratively on projects and issues in our current riding. It will be inefficient to separate the work between two Members of Parliament and cause a duplication work for members of SEMA; and

WHEREAS the Federal Electoral Boundaries Commission is seeking public input on its proposed riding boundary changes, yet has scheduled on ONE in person consultation in Northern Ontario to be held in Timmins;

THEREFORE BE IT RESOLVED THAT SEMA calls on the Electoral Boundary Commission to not reduce the number of MPs for Northern Ontario and it respects the current geographical boundaries for those in Nickel Belt.

AND FURTHER THAT the Commission follow its rules and consider our community interest and identity and the historical pattern of our electoral district in the province when determining reasonable electoral district boundaries for our community.

AND FURTHER THAT the Commission add an in-person consultation meeting to be held in Sudbury in order for all those residing in Nickel Belt have an opportunity to meet in-person with the Commission.

AND FURTHER THAT SEMA recommends that Member Councils adopt a similar resolution.

CARRIED

DEFEATED



CHAIR'S SIGNATURE

Division Vote

	FOR	AGAINST		FOR	AGAINST
Carrier, Renée	___	___	Salonin, Steve	___	___
Lemieux, Richard	___	___	Schoppmann, Paul	___	___
Pageau, Gisèle (Chair)	___	___	Whynott, Ned	___	___
Dimitrijevic, John	___	___	Wirtz, Nancy	___	___

Disclosure of Pecuniary Interest

Name: _____

Name: _____

Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

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

BY-LAW 2022-33

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 \$100.00 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 21ST DAY OF SEPTEMBER 2022.**

MAYOR

CLERK

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

BY-LAW 2022-34

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A COLLECTIVE
AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF ST.-
CHARLES AND THE LABOURERS' INTERNATIONAL UNION OF NORTH AMERICA
LOCAL 493**

WHEREAS the Collective Agreement between the Corporation of the Municipality of St.-Charles and the Labourers' International Union of North America (LIUNA) Local 493 has expired on December 31st, 2021;

AND WHEREAS the Corporation of the Municipality of St.-Charles' Negotiating Committee engaged the renewal of the Collective Agreement with LIUNA Local 493;

AND WHEREAS a new Collective Agreement has been reached between the parties to cover the period of January 1st, 2022 to December 31st, 2025;

**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 agrees to and approves the terms of the Collective Agreement between the Corporation of the Municipality of St.-Charles and the Labourers' International Union of North America Local 493 attached hereto and identified as Appendix "A" to this By-Law.
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 Collective 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 21ST DAY OF SEPTEMBER 2022.**

MAYOR

CLERK

Appendix “A” to By-Law 2022-34

January 1, 2022 - December 31, 2025

COLLECTIVE AGREEMENT

BETWEEN:

**The Corporation of the Municipality
Of St.-Charles
P.O. Box 70
2 King Street East
St.-Charles, Ontario
(hereinafter referred to as the “Municipality”)**

AND:

**Labourers’ International Union of North America
Local 493
584 Clinton Avenue
Sudbury, Ontario
(hereinafter referred to as the “Union”)**

TABLE OF CONTENTS

<u>Article</u>	<u>Description</u>	<u>Page #</u>
	Pre-Amble	2
1.0.0	Recognition	2
2.0.0	Management Rights	3
3.0.0	No Strike, No Lockout Provisions	3
4.0.0	Union Security	3
5.0.0	Negotiating Committee	4
6.0.0	Grievances & Arbitration	4
7.0.0	Seniority	5
8.0.0	Displacement	7
9.0.0	Recall	7
10.0.0	Leave of Absence	8
11.0.0	Bereavement Leave	8
12.0.0	Severance Pay	8
13.0.0	Vacation Entitlement	8
14.0.0	Paid Holidays / Statutory Holidays	9
15.0.0	Welfare / Benefits	10
15.5.0	Personal Leave Allowance	11
16.0.0	Subcontracting	11
17.0.0	Medical Examination	11
18.0.0	Wage Protection	12
19.0.0	Wages	12

20.0.0	Relationship	13
21.0.0	Warnings & Terminations	13
22.0.0	Safety & Health	14
23.0.0	Subpoena or Jury Duty	14
24.0.0	Term of Agreement	14
	Signing Page	15
Schedule A	Office & Clerical	16
Schedule B	Parks and Recreation	17
Schedule C	Operations	19
Schedule D	Janitor / Labourer / Landfill Site Attendant	21
Schedule E	Building Inspector	23
	Letter of Understanding 1 Retroactivity	25
	Letter of Understanding 2 Job Descriptions	26

PRE-AMBLE

The general purpose of this Agreement is to establish and maintain Collective Bargaining relations between the Municipality and its employees, and to provide a means for a prompt and equitable disposition of grievances, and to maintain and establish wages, hours of work, and other conditions of employment as hereinafter provided.

1.0.0. RECOGNITION

- 1.1.0 The Municipality recognizes the Union as the sole and exclusive bargaining agent of all employees of the Municipality save and except the CAO, Clerk, Director of Operations, Director of Finance / Treasurer, Chief Building Official and persons regularly employed for not more than twenty-four (24) hours per week, students employed during the school vacation period, and employees hired through government sponsored programs or temporary work programs. Employees hired through such programs will not perform work normally performed by members of the bargaining unit if the employment of such persons would result in the reduction of hours of work, termination of, or cause of extend the lay-off of any bargaining unit employee. No employee shall be made redundant or suffer loss of earnings through managerial personnel performing work normally done by employees in the bargaining unit.
- 1.2.0 A PERMANENT EMPLOYEE means an employee who has successfully completed the probationary period of one hundred and twenty (120) days of actual work in the service of the Municipality.
- 1.3.0 A newly hired PROBATIONARY EMPLOYEE shall be on probation for a period of one hundred and twenty (120) days of actual work. The employment of such employee may be terminated at any time during the probationary period at the sole discretion of the Municipality without recourse to the Grievance Procedure unless the Union claims discrimination as the basis for termination.
- 1.4.0 A TEMPORARY EMPLOYEE means an employee hired for a period of no longer than one hundred and twenty (120) days of actual work in the service of Municipality. The exemption to this is those employees who are absent from work because of illness / disability. Employees who shall be considered to be probationary employees for a period of one (1) year, said employee shall be entitled to union benefits after six (6) months.
- 1.4.1 The employment of such employee may be terminated at any time during the absence of the Permanent Employee at the sole discretion of the Municipality without recourse of the Grievance Procedure unless the Union claims discrimination as the basis of termination.

2.0.0. MANAGEMENT RIGHTS

- 2.1.0. The Union acknowledges that it is the exclusive function of the Municipality;
- 2.1.1 To maintain order, discipline, and efficiency;
- 2.1.2 To hire, direct, classify, transfer, promote, demote, lay-off, discharge for just cause or otherwise discipline employees;
- 2.1.3. Generally to manage and operate the enterprises in which the Municipality is engaged in all respects in accordance with its obligations and without restricting the generality of the foregoing, to determine the types and locations of machines and equipment to be used, the allocation and number of employees required from time to time, the standards of performances for all employees, the hours to be worked, the scheduling of overtime, the services to be furnished and all other matters concerning the Municipality's operations not otherwise specifically dealt with elsewhere in this Agreement shall be reserved to Management and be its exclusive responsibility.
- 2.1.4. To establish and enforce rules and regulations to be observed by the employees provided that they are not inconsistent with the provisions of the Agreement.
- 2.2.0. It is agreed that all the above will not be exercised in a manner inconsistent with the expressed terms of this Agreement.

3.0.0. NO STRIKE, NO LOCKOUT

- 3.1.0. Both parties agree that there will be no strikes or lockouts during the term of this Agreement. The Union agrees that it will not cause, authorize, sanction, or permit its members to picket the Municipality's premises during the term of this Agreement. The Union further agrees that any employee involved in such a strike or picketing may be subjecting themselves to discipline and / or dismissal.

4.0.0. UNION SECURITY

- 4.1.0 Each employee shall remain a member in good standing of the Union during the term of this Agreement. It is agreed and understood by the parties hereto that there shall be a compulsory check-off upon all employees, covered by this Agreement. The Municipality agrees to deduct dues from the earnings of each employee in the amount certified by the Union, to be currently in effect, according to its Constitution and By-

Laws. The Municipality agrees to deduct the amount of dues each month and remit same no later than the 15th day of each month.

- 4.2.0 Each employee is personally responsible to remit their monthly dues directly to the Local Union while such employee is on leave of absence for any reason when temporarily laid off.

5.0.0. NEGOTIATING COMMITTEE

- 5.1.0 The Municipality will recognize no more than one (1) Union Steward, who shall be an employee of the Municipality, as the Union representative on the Bargaining Committee, and shall not make any deductions in pay or benefits from such Union Steward for time spent in negotiating meetings.

- 5.2.0 The Union Steward shall have access to all jobs during working hours, but in no case shall their visits interfere with the progress of the work. The Union Steward shall not be discriminated against by the Municipality for reason of their responsibilities to the Union and shall not be discharged or laid-off before the Municipality advises the Union. The Union shall notify the Municipality of the name of the Union Steward in its employ. The Union shall advise the Municipality in writing when a new Union Steward has been appointed by it. The Municipality agrees to allow the Union to post notices of Union meetings or its social functions.

- 5.3.0 The Union Steward and members of committees must obtain permission from their immediate supervisor before absenting themselves from their place of duty in order to deal with grievances or other Union business connected with the Agreement. Such permission shall not be unreasonably refused having regard to the efficiency of the operations of the Municipality.

6.0.0. GRIEVANCES AND ARBITRATIONS

- 6.1.0 A grievance is a difference of opinion between the Municipality and the Union over the interpretation and / or application of this Agreement.

- 6.2.0 An Employee Grievance must be signed by the aggrieved employee; and a Union Grievance must be signed by the Union Steward or their appointee and must also indicate the articles alleged to have been violated and the specific redress sought.

- 6.3.0 The employee, and the Union Steward shall within ten (10) working days of the alleged grievance, take the matter up in writing with the Mayor or the CAO or the Council, who shall hear the grievance and respond to same within ten (10) working days or following the next regular meeting of the Council, whichever occurs first.

- 6.4.0 The Union shall bring forward any Union grievance within ten (10) working days of the occurrence relating to the interpretation, administration or alleged violation of this Agreement provided such grievance is not properly the subject of an employee grievance by an employee.
- 6.5.0 The Municipality shall have the right to lodge a grievance against the Union by submitting same in writing to the other party within ten (10) working days of its occurrence and the other party will give its answer in writing within five (5) working days of the receipt of the grievance.
- 6.6.0 If any differences of opinion relating to the interpretation application or alleged violation of this Agreement cannot be settled after exhausting the Grievance Procedure, the grievance may be submitted to arbitration. If no written notice of referral to arbitration is received within fourteen (14) calendar days after the decision under clause 6.3.0. or 6.5.0. is given, the grievance shall be deemed abandoned.
- 6.7.0 Each of the parties hereto shall bear the expense of the arbitrator appointed by it, and the parties hereto shall jointly bear equally the expense of the Chairman, and any cost of the place of hearing of such arbitration, if and when the necessity arises.
- 6.8.0 An Arbitration Board shall have the power to hear and determine the grievance and render a decision which it deems just and equitable but shall not be authorized to alter, modify, or amend any part of this Agreement.
- 6.9.0 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to strictly comply with such time limits, except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned, subject to section 48 of the *Labour Relations Act*.

7.0.0. SENIORITY

- 7.1.0. All positions requiring to be filled shall be posted. It is to management's discretion to post only internal or internal / external. Seniority is the principle of granting preference to employees for promotions, demotions, transfers, lay-offs and rehire after lay-off, in accordance with the length of continuous employment with the Municipality.
- 7.2.0. In all cases of promotions, demotions, transfers, lay-offs, and rehiring after lay-off, the following two (2) factors shall be considered by the Municipality in determining which employees shall be affected;
- 7.2.0(a) Subject to 7.2.0.(b) and all things being equal, the seniority ranking of the employees affected shall be given major consideration in granting

preference to employees for promotions, transfers, demotions, lay-offs and rehires after lay-off.

- 7.2.0(b) The ability, knowledge, training, and skill of the employee involved in relation to the job in question;
- 7.2.1 When in the judgment of the municipality, which shall not be exercised in an arbitrary manner, factor 7.2.0(b) is equal between two (2) or more employees, then the relative seniority ranking shall be considered insofar as it is practicable to do so having regard for the efficient operation of the Municipality, subject to the employee's right to lodge a grievance arising out of this clause, which grievance will generally consist of ascertaining that all relevant facts and circumstances have been considered by the Municipality.
- 7.3.0 PROBATIONARY EMPLOYEES do not acquire seniority during the probationary period. If retained after the probationary period, the employee shall be credited with seniority to his/her last date of hire.
- 7.4.0 TEMPORARY EMPLOYEES shall not establish seniority except when such employee is hired as a full-time employee.
- 7.5.0. An employee shall lose all seniority status and shall be deemed terminated:
 - 7.5.1. If they quit or retire;
 - 7.5.2. If they are discharged and the discharge is not reversed through the grievance or arbitration procedure;
 - 7.5.3. If they are laid-off for a period of more than nine (9) months;
 - 7.5.4. If they fail to return to work in accordance with a recall notice sent by registered mail to their last recorded address with the Municipality;
 - 7.5.5. If they are absent from work without permission for two (2) or more consecutive working days during the term of this Agreement without a valid reason;
 - 7.5.6. If they leave their place of work without permission during regular working hours without a valid reason;
 - 7.5.7. If they fails to return to work upon the completion of a leave of absence without reasonable excuse;
 - 7.5.8. If they use a leave of absence for purposes other than those for which the leave was granted.
- 7.6.0. Seniority shall not accumulate during;

- 7.6.1. Any period of lay-off
- 7.6.2. Any leave of absence, greater than thirty (30) days;
- 7.6.3. Any illness or injury in excess of six (6) months unless the illness or injury is work related, in which case there shall be no interruption or seniority.

8.0.0. DISPLACEMENT

- 8.1.0. An employee who has completed their probationary period and who is subject to a lay-off shall have the right to displace another employee provided that;
 - 8.1.1. the employee has more seniority than the displaced employee; and,
 - 8.1.2. the employee is qualified to perform the work of such displaced employee; and,
 - 8.1.3. the displaced employee shall be in a classification equivalent to, lower, or within 5% higher of the employee's current pay rate; and,
 - 8.1.4. the displaced employee shall be in a classification recognized by this collective agreement; and,
 - 8.1.5. the employee will be paid the wages of the lower classification if displacing an employee in a lower classification.

9.0.0. RECALL

- 9.1.0. In all cases of recall the Municipality shall give notice to return to work to those employees who have been on lay-off for a period of less than twelve (12) months.
- 9.2.0. Employees who are laid-off shall return to work within the time limits as set out in the recall notice which shall be forwarded to each employee by registered mail, and such recall shall be a minimum of ten (10) working days from the date of sending the recall notice.
- 9.3.0. It shall be the duty of the employee to notify the Municipality promptly in writing of any change of address. If an employee should fail to do this, the Municipality will not be responsible for the failure of a notice to reach such employee and any notice sent by the Municipality by registered mail to the address of the employee which appears on the employee's payroll records, shall be conclusively deemed to have been received by the employee.

10.0.0. LEAVE OF ABSENCE

- 10.1.0. The Municipality may grant a personal leave of absence to an employee at its discretion.
- 10.2.0. It is also understood that the leave will be without loss of pre-existing seniority, and without accrual of seniority while on such leave of absence.

11.0.0. BEREAVEMENT LEAVE

- 11.1.0. Each permanent employee shall be entitled to five (5) days off without loss in pay, to attend to matters pertaining to the death of a spouse, child, mother, or father.
- 11.2.0. Each permanent employee shall be entitled to four (4) days off, without loss in pay, to attend to matter pertaining to the death of either sister, brother, father-in-law, mother-in-law, or grandchild.
- 11.3.0. Each permanent employee shall be entitled to three (3) days off, without loss in pay, to attend to matters pertaining to the death of either brother-in-law, sister-in-law, or grandparents.
- 11.4.0. All bereavement leave shall be taken on the day of the funeral, and the working days immediately preceding or following such day.
- 11.5.0. Can keep one (1) day for the burial to be used at a later date.

12.0.0. SEVERANCE PAY

- 12.1.0. Where a permanent employee is terminated by the Municipality and the employee is no longer entitled to a right of recall under Article 9.0.0., the Municipality shall pay severance pay to the employee as follows:
 - 12.1.1. On week's severance pay for every year of seniority up to a maximum of thirty (30) weeks pay.

13.0.0. VACATION ENTITLEMENT

- 13.1.0. All employees covered by the Agreement will be entitled to the following vacations with pay which shall be taken as follows:
 - 13.1.1. After one (1) year service - two (2) weeks vacation with pay (4%)
 - 13.1.2. After three (3) years service - three (3) weeks vacation with pay (6%)
 - 13.1.3. After five (5) years service - four (4) weeks vacation with pay (8%)
 - 13.1.4. After ten (10) years service - five (5) weeks vacation with pay (10%)

- 13.1.5 After twenty (20) years service - six (6) weeks vacation with pay (12%)
- 13.2.0 All employees hired after January 1, 2022, who are covered by this Agreement will be entitled to the following vacations with pay which shall be taken as follows.
- 13.2.1 After one (1) year service - two (2) weeks vacation with pay (4%)
- 13.2.2 After three (3) years service - three (3) weeks vacation with pay (6%)
- 13.2.3 After six (6) years service - four (4) weeks vacation with pay (8%)
- 13.2.4 After twelve (12) years service - five (5) weeks vacation with pay (10%)
- 13.2.5 After twenty-two (22) years service -six (6) weeks' vacation with pay (12%)
- 13.3.0 The term "with pay" shall mean the rate of regular salary or wages paid to the employee.
- 13.4.0 The term "days worked" shall include statutory holidays, and regular vacation days.
- 13.5.0 The employee shall schedule their vacation by April 30th of each calendar year in order to accommodate conflicts in scheduling. In the event that the employee fails to schedule without just cause, the municipality may schedule the employee's vacation period for them.
- 13.6.0 An employee terminating their employment, or is terminated by the Municipality, at any time in their vacation year before they have taken their vacation shall be entitled to the proportionate payment of salary or wages in lieu of such vacation.
- 13.7.0 There shall be no interruption of vacation days earned during the calendar year of seniority due to work related injury.
- 13.8.0 Any unused earned vacation at the end of the calendar year will be paid out.
- 13.9.0 Vacation days are based on the calendar year (Jan 1st) and not on the anniversary date but shall be prorated to their date of hire.

14.0.0 PAID HOLIDAYS

- 14.1.0 The following holidays shall be recognized by the Municipality as holidays for all employees:
- 14.1.1
- | | |
|----------------|----------------------|
| New Year's Day | Thanksgiving Day |
| Good Friday | Christmas Day |
| Easter Monday | Boxing Day |
| Victoria Day | August Civic Holiday |
| Canada Day | Labour Day |

Remembrance Day
Heritage Day (when proclaimed)
1 Floater

Family Day

- 14.2.0 An employee will be entitled to holiday pay if they work the last working day before and the first working day after the statutory holiday provided however that an employee will not lose their holiday pay if they were absent from work on such day and such absence is excused by the Municipality.
- 14.3.0 For all work performed on any of the above holidays, an employee shall be paid one and one-half (1 ½) times their regular rate of pay, plus holiday pay.
- 14.4.0 If a paid holiday falls or is observed during an employee's vacation period, they shall be granted an additional day's vacation with pay for each holiday in addition to their regular vacation time.
- 14.5.0 Full time employees statutory holiday pay shall be calculated based on one regular scheduled day (either seven (7) or eight (8) hours) even though on modified work schedule.

15.0.0 WELEARE / BENEFITS

- 15.1.0 The employer agrees to supply benefits through the Labourers' Local 493 Health & Welfare Plan at a cost of \$274.00 per month plus \$16.00 for scholarship fund, and RST of \$21.92 for a total remittance of \$313.72 for probationary and permanent employees.
- 15.2.0 OMERS Retirement Plan - The Municipality and the employee shall contribute to the OMERS Pension Plan.
- 15.3.0 The Municipality's contribution to the above Plans shall cease when:
- 15.3.1 An employee is on strike;
- 15.3.2 Thirty (30) days after an employee has been laid-off.
- 15.3.3 An employee is on a leave of absence greater than thirty (30) days unless such absence is due to illness or injury in which case contributions by the Municipality shall cease only after six (6) months. Dental, vision and drug plan contributions shall cease after one (1) year.
- 15.3.4 An employee is on a leave of absence greater than (1) year for work related compensable injuries. (W C Act 05.01.04)

15.5.0 PERSONAL LEAVE ALLOWANCE

- 15.5.0 All permanent employees shall be credited ten (10) sick days on January 1st of every year of which four (4) days shall be unpaid and six (6) days paid. The six (6) paid sick days can be converted to six (6) days of personal leave at the request of the employee.
- 15.5.1 The employee shall not be entitled to accrue any portion of sick days credits for their future benefit. These ten (10) days are to be used for sickness or appointments.
- 15.5.2 Employees are only eligible for sick days / personal leave if they have worked during the year. When an employee is off work due to illness or injury they shall not be entitled to personal leave allowance through the period of incapacity.
- 15.5.3 The employee shall be paid 50% of the unused paid sick days / personal leave (maximum amount of six (6) days at 50%) at the end of each year. The rate of pay shall be based on the employee's current annual salary.
- 15.5.4 Should an employee require time off for illness or personal leave reasons as granted in 15.5.0 then said employee shall give the Municipality adequate notice prior to being granted the time off. In the case of an emergency the employee shall not be denied the time off.
- 15.5.5 An employee terminating their employment, or is terminated by the Municipality, at any time in the year before they have taken their personal days shall be entitled to the payment of the earned sick / personal days at 50% of their current rate of pay.

16.0.0 SUBCONTRACTING

- 16.1.0 The Municipality shall not contract out work normally performed by permanent employees in the bargaining unit to the extent that such contracting out results in the lay-off or termination of any of the permanent employees in the bargaining unit.

17.0.0 MEDICAL EXAMINATION

- 17.1.0. When required by the Municipality, the employees shall submit to a physical examination including laboratory tests, x-rays, inoculations, and vaccinations, it being understood that the expense of such shall be borne by the Municipality and shall not be required more than once in each calendar year. Subject to s. 17.2.0 the employee retains the right to be examined by the physician of their choice, without loss in pay,
- 17.2.0 Where the Municipality deems it necessary or desirable to require any

employee to undertake a medical examination by a physician of the Municipality's choice, the said examination shall be agreed to by the employee, on condition that the costs for same are borne by the Municipality.

18.0.0 WAGE PROTECTION

- 18.1.0 When management requests, in writing, that an employee performs substantially the duties of a higher paid employee, providing the said replacement is for a period of eight (8) hours or more, the said employee shall be paid the rate of the higher classification.
- 18.2.0 Where an employee is replacing an employee in other classifications and is required to work overtime the employee will be paid at one and one-half (1 ½) times the rate of the higher classification.
- 18.3.0 An employee who is required to perform the work of a lower paid classification and who is not being permanently demoted, shall be paid the rate of pay for the classification for which he was hired.

19.0.0 WAGES

- 19.1.0 Effective January 1st, 2022 a ***\$0.70 wage increase*** will be applied to the wage rates in effect on December 31st, 2021.
- 19.1.1 Effective January 1st, 2023 a ***\$0.70 wage increase*** will be applied to the wage rates in effect on December 31st, 2022.
- 19.1.2 Effective January 1st, 2024, a ***\$0.50 wage increase*** will be applied to the wage rates in effect on December 31st, 2023.
- 19.1.3 Effective January 1st, 2025, a ***\$0.50 wage increase*** will be applied to the wage rates in effect on December 31st, 2024.
- 19.1.4 Effective January 1st, 2022 a ***\$2.00 wage increase*** will be applied to the wage rate in effect on December 31st, 2021 for the Janitor / Labourer / Landfill Site Attendant position only.
- 19.2.0 If, during the life of this Agreement, the Municipality creates a new classification, the parties agree to meet to negotiate a rate for the new classification.
- 19.3.0 The attached wage Schedules are incorporated and form part of this Agreement.
- 19.4.0 Probationary employees shall be paid ninety percent (90%) of the regular rate.

- 19.4.1 Temporary employees hired to replace permanent employees who are on sick / medical leave shall be paid ninety percent (90%) of said employee's rate depending on their skills and abilities to perform the work.
- 19.5.0 Pay periods to be on a bi-weekly basis.
- 19.5.1 The payroll deposit date shall be no later than Friday the following week.

20.0.0 RELATIONSHIP

- 20.1.0 The Municipality and the Union agree that there shall be no discrimination by the Union Representative, the Municipality or representatives of the Municipality or any employee against any other employee on the basis of race, creed, colour, nationality, ancestry, place of origin, sex, age, or marital status.

21.0.0 WARNINGS AND TERMINATIONS

- 21.1.0 The Municipality shall notify an employee of dissatisfaction concerning their work or work habits within twenty (20) days of it becoming known.
- 21.2.0 Should an employee's personnel record remain clear of any recorded disciplinary notices for a period of six (6) consecutive months from the date of the last recorded discipline then only those disciplinary notices referring to absenteeism, lateness, or failure to provide an acceptable standard of work, shall be disregarded in considering the Employee's personnel record. The Municipality will advise the employee of the disciplinary notices with a copy to be sent to the Union.
- 21.3.0 The following steps regarding disciplinary action for absenteeism, lateness or failure to provide an acceptable standard of work are to be taken, in their order, within six (6) months of each other, otherwise Step #1 shall commence again:
- 21.3.1 Step #1 Verbal Warning
21.3.2 Step #2 Written Warning
21.3.3 Step #3 Appearance before CAO
21.3.4 Step #4 Review by Council and Termination
- A) Minor offences shall remain on an employee's employment file for six (6) months.
B) Major offences shall remain on their file for twelve (12) months.
- 21.3.5 Employees shall have the right to union representation during any disciplinary hearing.

22.0.0 SAFETY AND HEALTH

- 22.1.0 In an effort to promote safety and prevent or reduce the risk of injury in the workplace, the Municipality agrees that a Health and Safety Committee may be formed.
- 22.2.0 Wherever it is feasible and reasonable, the Municipality will attempt to purchase new public works equipment equipped with air conditioning.
- 22.3.0 The Municipality will supply personal protective equipment and clothing to perform the work safely. Such protective clothing and equipment does not include every day work clothes normally required to perform daily duties. Should an employee be required to work at the lagoon he shall be provided with latex medical gloves to perform their duties.
- 22.4.0 The employee shall use such personal protective equipment.
- 22.5.0 The employer agrees to reimburse the employees up to \$275 per year (to the employees for which it is required) for the purchase of C.S.A. approved safety boots with ankle support where work conditions require such footwear. It shall be the responsibility of the employee to provide a receipt before being reimbursed.
- 22.5.1 The employer agrees to reimburse the assigned Health and Safety employee up to \$275 per four (4) years for the purchase of C.S.A. approved safety shoes. It shall be the responsibility of the employee to provide a receipt before being reimbursed.
- 22.6.0 The employer shall provide one (1) pair of regular coveralls and one (1) pair of insulated coveralls as needed to the operations employees. Worn coveralls are to be returned to the Director of Operations when new coveralls are purchased. Coveralls purchased by the employee must be pre-approved by the Director of Operation to be eligible for reimbursements. The coveralls are not to be used for personal purposes.

23.0.0 SUBPOENA OR JURY DUTY

- 23.1.0 The Municipality will make up wages for up to one (1) week (five (5) working days) when an employee is subpoenaed or required to attend jury duty.

24.0.0 TERM OF AGREEMENT

- 24.0.1 This Agreement shall be in effect from the 1st day of January 2022 and shall remain in effect to December 31st, 2025 and it shall continue in effect for a further two (2) years without change, and so on every two (2)

years thereafter unless the other party gives notice to the other party a written notice of termination or a desire to amend this Agreement.

24.1.0. Notice that amendments are required or that either party intends to terminate this Agreement may only be given within the period of not less than fifteen (15) days and not more than one hundred and twenty (120) days prior to the expiration of the Agreement or any anniversary date of such expiration date.

The parties hereto agree that the attached Collective Agreement constitutes all of the terms and conditions agreed to by the parties.

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

For the Union

For the Municipality

SCHEDULE “A”

OFFICE & CLERICAL

A.1.0 HOURS OF WORK

A.1.1 For those on a thirty-five (35) hour work week the regular hours of work shall be from 9:00 a.m. to 4:30 p.m. daily, Monday to Friday inclusive.

A.1.2 Employees shall be entitled to two (2) fifteen (15) minute coffee breaks; the first one (1) during the first half and the second one (1) in the second half of each shift and a thirty (30) minute lunch break as determined by the employees. The immediate supervisor may alter the scheduling of coffee breaks or lunch breaks if the scheduling interferes with municipal operations.

A.2.0 WAGES

A.2.1 Effective January 1, 2022, the following regular wages shall apply:

Classification	January 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
Service Ontario Clerk / Admin Assistant	\$23.01/hr.	\$23.71/hr.	\$24.21/hr.	\$24.71/hr.
Administrative Assistant	\$24.61/hr.	\$25.31/hr.	\$25.81/hr.	\$26.31/hr.

A.3.0 OVERTIME

A.3.1 Employees will be granted time off in-lieu of overtime pay for all authorized hours worked in excess of the employee's regularly scheduled hours of work.

A.3.2 Time off in-lieu will be compensated at the rate of one and one-half (1 ½) hour for every hour worked under this clause to a maximum of 35 hours per calendar year.

A.3.3 Time off in-lieu of overtime pay will be taken at the employee's discretion, upon approval from the CAO.

A.3.4 An employee shall request overtime in written form from his manager or the CAO prior to working the overtime. If the overtime is requested by the manager, it shall also be in written form. All overtime requests and approvals must be attached to the time sheets.

SCHEDULE 'B'

PARKS AND RECREATION

B.1.0 HOURS OF WORK

B.1.1 The Facilities / Maintenance worker’s regular hours of work shall be as determined by the Director of Operations or CAO acting upon the direction of Council in order to maintain the Parks and Recreation Department and its functions.

B.1.2 For the position of Parks and Recreation Assistant / Maintenance Worker, when speaking for the Maintenance Worker duties only, it is understood that the incumbent will be required to work flexible hours on occasion and the Municipality may not be able to provide advance notice of its scheduling requirements. Every reasonable effort will be made to provide advance notice or schedule work during the current scheduling. Exception of advance notice will be granted specifically in the area of snow removal from municipal properties, not including parking areas, as this speaks to the Health and Safety of residents and patrons of the predetermined establishments.

B.2.0 WAGES

B.2.1 Effective January 1, 2022, the following regular wages shall apply:

Classification	January 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
Facilities / Maintenance Worker	\$27.61/hr.	\$28.31/hr.	\$28.81/hr.	\$29.31/hr.
Parks and Recreation Assistant / Maintenance Worker	\$21.58/hr.	\$22.28/hr.	\$22.78/hr.	\$23.28/hr.

B.3.0 OVERTIME

B.3.1 As of January 1, 2022, all overtime shall be paid at the rate of one and one-half (1 ½) times the regular rate of pay.

B.3.2 An employee shall request overtime in written form from his manager or the CAO prior to working the overtime. If the overtime is requested by the manager, it shall also be in written form. All overtime requests and approvals must be attached to the time sheets.

B.4.0 MANAGEMENT DIRECTION

B.4.1 In keeping with proper procedures, the Facilities / Maintenance work shall not be required to take orders or instructions from other than the Council as a whole at its regular meetings, or from the Director of Operations or CAO.

SCHEDULE 'C'

OPERATIONS

C.1.0 HOURS OF WORK

C.1.1 The regular workday for Public Works employees is eight (8) hours of work per day, Monday to Friday exclusive of lunch period; and the regular work week is forty (40) hours of work per week.

C.1.1.1. Lunch period shall be at intervals that will result in the employee working no more than five (5) consecutive hours within an eating period.

C.1.2 Employees shall be entitled to two (2) fifteen (15) minute coffee breaks; the first one (1) during the first half and second one (1) during the second half of each shift and a thirty (30) minute lunch break as approved by the employer. The immediate supervisor may alter the scheduling of coffee breaks or lunch breaks if the scheduling interferes with municipal operations.

C.1.3 When employees are working away from the Public Works yard, the fifteen (15) minute break shall be taken at the work location.

C.2.0 WAGES

C.2.1 Effective January 1, 2022, the following regular wages shall apply:

Public Works Classifications	January 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
Uncertified Road Superintendent	\$28.61/hr.	\$29.31/hr.	\$29.81/hr.	\$30.31/hr.
Heavy Equipment Operator	\$27.61/hr.	\$28.31/hr.	\$28.81/hr.	\$29.31/hr.
Labourers	\$21.56/hr.	\$22.26/hr.	\$22.76/hr.	\$23.26/hr.

C.3.0 OVERTIME

C.3.1 Should an employee be called out prior to their regularly scheduled hours of work then they shall be paid at a premium of \$0.75 per hour.

C.3.2 Should an employee be called back to work after completion of their regular shift or after they have left the Municipality's premises; they shall be paid one and one-half (1 ½) their his regular rate of pay for all time

worked and shall receive a minimum of two (2) hours pay for such call out.

- C.3.3 Should an employee be called out less than two (2) hours prior to their regular shift commencing, they shall be paid one and one-half (1 ½) their regular pay for the two (2) hours.
- C.3.4 In the event an employee is required to be on standby then that employee shall receive two (2) hours standby pay per twenty-four (24) hour period. Should an employee be required to work while on standby they shall be paid their hours worked as well as the two (2) hours standby pay.
- C.3.5 The Municipality agrees to post notices of compensation overtime entitlement on a bi-annual basis and shall be made available to employees upon request.
- C.3.6 The term "days worked" shall include public holidays and regular vacation days.
- C.3.7 An employee shall request overtime in written form from his manager or the CAO prior to working the overtime. If the overtime is requested by the manager, it shall also be in written form. All overtime requests and approvals must be attached to the time sheets.
- C.3.8 All overtime hours will be paid. Time off in lieu of overtime will not be permitted.
- C3.9 Requests for modification to the work week's eight (8) hour per day schedule must be mutually agreed upon between the Director of Operations and employee.
- C.4.0 **EXTREME TEMPERATURES**
- C.4.1 In the event that extreme temperatures prevent the employee from performing duties as originally assigned; duties will be re-assigned.
- C.5.0 **TRAINING**
- C.5.1 Should the union be providing training that is relevant then the employee is required to ask permission of their manager who will decide if it is convenient to the Municipality and also whether or not they feel that it is necessary.
- C.5.2 The Municipality will pay two (2) hours at regular rate for time off and incurred costs for driver's license medical for work.

SCHEDULE “D”

JANITOR / LABOURER / LANDFILL SITE ATTENDANT

D.1.0 HOURS OF WORK

D.1.1 The Janitor / Labourer / Landfill Site Attendant’s regular hours of work shall be set at eight (8) hours per day and forty (40) hours per week.

D.1.2 For the position of Janitor / Labourer / Landfill Site Attendant, when speaking for the Labourer duties only, it is understood that the incumbent will be required to work flexible hours on occasion and the Municipality may not be able to provide advance notice of its scheduling requirements. Every reasonable effort will be made to provide advance notice or schedule work during the current scheduling. Exception of advance notice will be granted specifically in the area of snow removal from municipal properties, not including parking areas, as this speaks to the Health and Safety of residents and patrons as of the predetermined establishments.

D.2.0 WAGES

D.2.1 Effective January 1, 2022, the following regular wages shall apply:

Classification	January 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
Janitor / Labourer / Landfill Site Attendant	\$22.15/hr.	\$22.85/hr.	\$23.35/hr.	\$23.85/hr.

D.3.0 OVERTIME

D.3.1 The Municipality does not feel that there is any reason that the Janitor / Labourer / Landfill Site Attendant should not have sufficient time to complete their duties within their allocated time; however, should extra hours be requested by the CAO then they shall be paid at a rate of one and one-half (1 ½) for all hours worked in excess of the employees regularly scheduled hours of work.

D.3.2 As of January 1, 2022, all overtime shall be paid at the rate of one and one-half (1 ½) times the regular rate of pay.

D.3.3 An employee shall request overtime in written form from his manager or the CAO prior to working the overtime. If the overtime is requested by the manager, it shall also be in written form. All overtime requests and approvals must be attached to the time sheets.

D.4.0 **MANAGEMENT DIRECTION**

D.4.1 In keeping with proper procedures, the Janitor / Labourer / Landfill Site Attendant's shall not be required to take orders or instructions from other than the Council as a whole at its regular meetings, or from the Director of Operations or CAO.

SCHEDULE "E"

BUILDING INSPECTOR

E.1.0 HOURS OF WORK

E.1.1 The hours of work shall be mutually agreed upon and be based on an annual estimate of 1281 hrs.

E.1.2 Employees shall be entitled to two (2) fifteen (15) minute coffee breaks; the first one (1) during the first half and the second one (1) in the second half of each shift and a thirty (30) minute lunch break as determined by the employees. The immediate supervisor may alter the scheduling of coffee breaks or lunch breaks if the scheduling interferes with municipal operations.

E.1.3 Should an employee wish to modify their work hours a written request to the manager needs to be submitted and written response will be issued.

E.1.4 All staff may be required to work flexible hours or split shifts on occasion and the Municipality may not be able to provide advance notice of its scheduling requirements. Every reasonable effort will be made to provide advance notice or schedule work during the current scheduling.

E.2.0 WAGES

E.2.1 Effective January 1, 2022, the following regular wages shall apply:

Classification	January 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
Building Inspector	\$27.03/hr.	\$27.73/hr.	\$28.23/hr.	\$28.73/hr.

E.2.2 Any new Building Inspector employee hired after January 1, 2022, shall follow the following salary rate

2022	2023	2024	2025
\$26.33	\$26.73	\$27.17	\$27.53

E.3.0 OVERTIME

E.3.1 The position of Building Inspector is seasonal in nature and often exceeding thirty-five (35) hours per week in summer. The position shall only be eligible for overtime at one and one-half (1 ½) the regular rate

after forty (40) hours of work. Time worked from thirty-five (35) hours to forty (40) hours shall be at regular rate.

- E.3.2 An employee shall request overtime in written form from his manager or the CAO prior to working the overtime. If the overtime is requested by the manager, it shall also be in written form. All overtime requests and approvals must be attached to the time sheets.

Letter of Understanding

It is agreed that all wage increases be retro-active to January 1, 2022.

For the Union

For the Municipality

Letter of Understanding

It is agreed that the Municipality shall prepare job descriptions for all employees once the contract is signed and job titles are clarified.

For the Union

For the Municipality

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

BY-LAW 2022-35

**BEING A BY-LAW TO ESTABLISH AND ADMINISTER A SYSTEM FOR GARBAGE
COLLECTION, RECYCLING COLLECTION AND TIPPING FEES**

WHEREAS the *Municipal Act, 2001*, Section 11 (3) 3 pertains to spheres of jurisdiction for waste management,

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it necessary to establish and administer a system for garbage collection, recycling collection and to prescribe tipping fees.

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

1.0 DEFINITIONS

- 1.1 "Access" means the right of entry to the Municipality of St.-Charles landfill site.
- 1.2 "Construction Pass" means an access permit given per project to contractors working for the Municipality of St.- Charles residents and landowners to dispose of construction material and waste.
- 1.3 "Tipping pass" means an access permit purchased by residents and landowners to dispose of ratable waste and refuse.
- 1.4 "Yearly pass for businesses" " means an access permit purchased by businesses to dispose of household waste only. Construction material shall be subject to a tipping fee.
- 1.5 "Construction material" means any discarded material from the building or destruction of structures including industrial, commercial, and residential construction, and demolition waste, road and bridges including concrete, shingles, rocks, asphalt, plasterboard, wood, drywall, insulation, carpets, flooring, ceiling tiles, vinyl siding, electrical wiring, cement and concrete, insulation, and other related material. See Schedule "B" for additional details of household waste.
- 1.6 "Businesses" for the purpose of this By-Law to be considered a business, the

must commercial property taxes to the Municipality of St.-Charles.

- 1.7 “Household waste” includes items such as sofas, chairs, beds, and any other common items found in a house that is not affixed to the building. Also includes refuse normally generated in a household and home office. The Landfill Attendant has the discretion to determine if refuse qualifies as household waste. See Schedule “B” for additional details of household waste.

2.0 ACCESS

- 2.1 Access to the Municipality of St.-Charles Landfill site is restricted to the residents and landowners of the Municipality of St.-Charles only.
- 2.2 Notwithstanding section 2.1, contractors who are working for residents or landowners of the Municipality are permitted access to the site pursuant to Section 6.0 of this By-Law.
- 2.3 Persons may be required to show identification to the Landfill Attendant for verification purposes, prior to gaining access to the site. All businesses and properties zoned Waterfront Commercial Tourist (“WCT”) will be allowed to purchase a yearly pass set out as Schedule “A” of this By-Law for disposal of household waste only.

3.0 COLLECTION SCHEDULE

- 3.1 Every Tuesday (including holidays). If the pickup date is altered, sufficient notice shall be given to residents.
- 3.2 To ensure an effective collection service and clean neighborhood, the following is required:
 - Only household garbage and recycling will be picked up
 - All household garbage must be in a garbage bag or secured box (cannot be loose in containers)
 - All recyclables must be in clear plastic bags or recycling bins
 - All household garbage and recycling shall be placed at the curb / driveway by 7:30 am
 - Do not leave garbage out overnight
 - Keep garbage bins clean
 - Oversized garbage bags will not be picked up
 - Collection is for household waste and household recyclables only (the Municipality will not collect other materials such as brush, leaves, grass clippings, furniture, white metal etc.)

3.3 Limits per pick up:

1. All residential units have a limit of two (2) bags of household waste per unit / pick up
2. All seasonal dwellings have a limit of two (2) bags of household waste / pick up
3. All businesses have a limit of six (6) bags of waste per pick up

NOTE: No limit on recycling bags / bins
Businesses may purchase tags for additional garbage bags of household waste at the cost of \$3.00

4.0 TIPPING PASS

4.1 A Tipping Pass can be purchased at the Municipal Office (Schedule "A") or paid to the Landfill Attendant.

4.2 The Tipping Pass must be presented to the Landfill Attendant before ratable items will be accepted.

4.3 The Landfill Attendant will be responsible to ensure proper fees are determined and collected when Tipping Passes have been given by office staff.

4.4 All properties in the Municipality will be allocated two (2) free tipping days per calendar year with the following conditions:

4.4.1 The waste may consist of household waste and construction material.

4.4.2 In the event that a new property owner has taken possession of a property and both tipping day passes have been used up, one (1) additional tipping pass day will be allocated to the property.

4.4.3 Limited to:

- Four (4) pick-up truck loads or four (4) trailers twelve (12) feet or less per day

OR

- Two (2) trailers between twelve (12) feet and twenty (20) feet long per day

4.4.4 Any excess combination of the above or larger vehicles (dump truck

load, trailers longer than twenty (20) feet) will be subject to regular dumping fees

4.5 Garbage tags can be purchased at the Municipal Office:

- 5 tags for \$12.00
- 10 tags for \$20.00
- 15 tags for \$25.00

5.0 TIPPING FEES

Tipping fees are applicable for the following items. A receipt shall be issued for any fees charged / collected at the landfill site.

5.1	Tires (no rims) (Standard size)	No Charge
5.2	White metal goods	No Charge
5.3	Fridges / Freezers*	No Charge

*** Please note that all refrigeration units must be tagged prior to dumping inlandfill site. They will no longer be allowed in the landfill without proper tags.**

5.4	Garbage bags (household only)	\$3.00 / bag
	Pick up load	\$30.00 / load
	Trailer - 12 feet or less	\$30.00 / load
	Up to 5-ton tag-along trailer (includes all dump trailers)	\$55.00 / load
	5-ton truck	\$75.00 / load
	Tandem dump truck	\$125.00 / load
	Tri-Axle dump truck	\$155.00 / load
	Camping / House trailer (1 axle)	\$55.00 / item
	Camping / House trailer (2+ axles)	\$150.00 / item
	(Whichever is less)	
5.5	Grass clippings, leaves and brush or clean wood (No nails or pressure treated)	No Charge

- | | | |
|-----|---|--------------------------|
| 5.6 | All qualifying electronics placed in electronics bin | No Charge |
| 5.7 | Yearly pass for businesses
(January to December – not proratable)
(Issued by office staff only – Schedule “A”) | \$175.00 |
| 5.8 | Yearly pass for trailer parks (January to December – not proratable)

Base fee of \$150.00 plus \$6.00 / trailer lot (EFFECTIVE JANUARY 1, 2023)
(Issued by office staff only – Schedule “A”) | |
| 5.9 | Recycling (other than above items) | Not accepted at landfill |

6.0 CONSTRUCTION PASS

- 6.1 A "Construction Pass" is required before any contractor working for a resident or landowner of the Municipality is permitted access to the landfill site for the disposal of any type of refuse.
- 6.2 The Construction Pass must be presented to the Landfill Attendant before construction material or waste of any kind can be accepted.
- 6.3 The Construction Pass is issued to contractors by office staff only.
- 6.4 Contractors without a Construction Pass will be refused access to the site, and promptly reported to the Municipal Office and / or Building Control Department.
- 6.5 The prescribed form for the "Construction Pass" is set out in Schedule “A” of this By-Law.
- 6.6 Residents or landowners bringing the material themselves are also subject to the same fees.
- 6.7 The Landfill Attendant has the discretion to evaluate the volume of material in any vehicle / trailer to determine appropriate dumping fees.
- | | | |
|-----|--------------------------------|-------------------|
| 6.8 | Construction pass registration | \$50.00 / project |
|-----|--------------------------------|-------------------|

7.0 LANDFILL SITE HOURS

- 7.1 The landfill site is open to the public on:

From October 15th to April 30th – Winter Hours

WEDNESDAYS 12:00 pm to 4:00 pm
SATURDAYS 9:00 am to 4:00 pm

From May 1st to October 14th – Summer Hours
MONDAYS 8:00 am to 12:00 pm
WEDNESDAYS 12:00 pm to 4:00 pm
SATURDAYS 9:00 am to 3:00 pm

7.2 If a statutory holiday falls on Monday, Wednesday or Saturday, the landfill site will be closed.

OUR landfill site is for the use of taxpayers and residents of the Municipality of St.-Charles.

THIS By-Law comes into force and takes effect on date of passing.

That all By-Laws inconsistent with this one are hereby rescinded.

READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 21ST DAY OF SEPTEMBER, 2022.

MAYOR

CLERK

Schedule "A" to By-Law 2022-35

LANDFILL PASSES

1. Yearly Pass – Commercial*
(January 1 – December 31)

Name: _____

Expiry Date: December 31, 20

Issuer: _____

*For the disposal of household waste materials only

2. Yearly Pass – Trailer Park*
(January 1 – December 31)

Name: _____

Expiry Date: December 31, 20

of trailer sites: _____

Issuer: _____

*For the disposal of household waste materials only

3. Construction Project Pass*

Name: _____

Expiry Date: _____

Building Permit #: _____

Address of project: _____

Issuer: _____

*Valid only for address of project

Schedule "B" to By-Law 2022-35

EXAMPLES OF HOUSEHOLD AND CONSTRUCTION WASTE

Household Waste* (excluding electronic or metal items that are accepted with no fee):

** This is not a complete list; the DOO or Landfill Attendant may consider other items not listed as household waste.*

Furniture including but not limited to:

- sofa, couch, chairs and similar
- tables, end tables, coffee tables and similar
- hutch, dresser and similar
- beds, cots and similar

Household items:

- dishes, utensils, pots, pans and similar
- lamps, chandeliers and similar
- iron, ironing table and similar
- free standing laundry tub and similar
- food waste and non-recyclable plastic and similar
- area rugs and similar

Home Office

- filing cabinet, desk, chairs and similar
- binders, pens and similar

Shop / Garage / Barn / Etc.

- small tools, ladders, tool cabinet and similar
- non-recyclable plastic, foam, twine and similar

Construction Waste:

- concrete, shingles, rocks, asphalt, plasterboard, drywall, vinyl siding, electrical wiring if not sorted to the metal pile, and cement
- cupboards, plumbing, pvc / cpvc / poly /... pipe and similar
- insulation, foam
- ceiling tiles, carpet, laminate, vinyl flooring
- dirty (containing other material other than wood / nails) or pressure treated wood
- vapor barrier, moisture barrier and similar
- windows, doors if not metal and similar
- toilet, tub, shower and similar

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

BY-LAW 2022-36

**BEING A BY-LAW TO ESTABLISH THE 2022 MUNICIPAL ELECTIONS JOINT
COMPLIANCE AUDIT COMMITTEE**

WHEREAS Section 88.37 (1) of the *Municipal Elections Act, 1996*, provides that a Council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes set out in Section 88.37 thereof;

AND WHEREAS the Municipal Councils for the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing have agreed to form a 2022 Municipal Elections Joint Compliance Audit Committee;

AND WHEREAS the Municipal Councils for the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing have independently passed Resolutions appointing their respective members to the 2022 Municipal Elections Joint Compliance Audit Committee;

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

1. THAT the 2022 Municipal Elections Joint Compliance Audit Committee is established to deal with the matters provided for in Section 88.37 of the *Municipal Elections Act, 1996*.
2. THAT the 2022 Municipal Elections Joint Compliance Audit Committee shall consist of one (1) appointed individual from each participating municipality and will be utilized to deal with each compliance audit request in accordance with the Terms of Reference set out in Schedule "A" attached hereto.
3. THAT the business of the 2022 Municipal Elections Joint Compliance Audit Committee shall be conducted in accordance with the Terms of Reference set out in Schedule "A" attached hereto.
4. THAT the attached Schedule "A" forms part of this By-Law.
5. THAT all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.

6. 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 21ST DAY OF SEPTEMBER 2022.**

MAYOR

CLERK

SCHEDULE "A"

TERMS OF REFERENCE

**2022 MUNICIPAL ELECTION JOINT COMPLIANCE AUDIT
COMMITTEE
for the Municipalities of French River, Killarney, Markstay-
Warren, St.-Charles, and West Nipissing**

1. NAME

The name of the Committee will be the **Sudbury East-West Nipissing 2022 Municipal Election Joint Compliance Audit Committee** (*hereinafter referred to as the "Committee"*).

2. BACKGROUND

The Municipal Councils for the Municipalities of French River, Killarney, Markstay-Warren, St.-Charles, and West Nipissing (the "Councils") have agreed to form a Joint Compliance Audit Committee to serve for the 2022 Municipal Election Term. The Committee must be established before October 1, 2022 and be appointed for the term of Council.

3. OBJECTIVE AND MANDATE OF COMMITTEE

Objective: To ensure that the provisions of the *Municipal Elections Act, 1996*, Section 88.33 through 88.37, inclusive, are not contravened and to follow the necessary steps to ensure compliance.

The Committee has the full delegation of authority of the *Municipal Elections Act, 1996*, as amended to address applications requesting an audit of a candidate's election campaign finances for the 2022 Municipal Election. This authority includes, but is not limited to the following;

- a) Consider a compliance audit application received from an elector and decide whether it should be granted or rejected, within 30 days of the receipt of the same;
- b) If the application is granted, appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;
- c) Receive the auditor's report;
- d) Consider the auditor's report and decide whether legal proceedings should be commenced; and
- e) Recover the costs of conducting the audit from the applicant if there were no apparent contraventions and if there appears to be no reasonable grounds for having made the application.

4. MEMBERSHIP SELECTION, ELIGIBILITY

Members of Council, administration, and local boards, candidates and registered Third Party Advertisers are not eligible to be appointed to the Committee pursuant to the *Municipal Elections Act, 1996*.

All applicants will be required to complete an application outlining their qualifications and experience. The selection committee consists of Municipal Clerks of the Municipalities indicated herein, who will submit a short list of their individual candidates to their respective Council.

All members are subject to approval by the Councils for the respective Municipalities herein.

The selection process will be based upon clearly understood and equitable criteria and members will be selected on the basis of the following:

- Demonstrated knowledge and understanding of municipal election campaign financial rules
- Proven analytical and decision-making skills
- Experience working on a committee, task force or similar setting
- Availability and willingness to attend meetings
- Excellent oral and written communication skills

To avoid a conflict of interest, any auditor or accountant appointed to the Committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election to municipal council. Failure to adhere to this requirement will result in the individual being removed from the Committee.

5. TERM

The Term of office for committee members is from November 15th, 2022 to November 14th, 2026.

6. COMMUNICATION PLAN

A call for candidates will be distributed within each municipality herein, at its discretion.

7. COMPOSITION OF COMMITTEE

The Committee will be composed of five (5) members, with memberships to be drawn from within the following stakeholder groups from each of the Municipalities herein;

- a) Accounting and audit; accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates
- b) Academic; college or university professors with expertise in political science or local government administration
- c) Legal; and

- d) Other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.
- e) The Clerk or designate where the application is being heard shall act as Secretary to the Committee.

8. POWERS OF THE COMMITTEE

The powers of the Committee shall be in accordance with Sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the *Municipal Election Act*, with regards to Compliance Audit Committees, is attached hereto and forms part of the Terms of Reference.

Any decision made by the Committee shall be final.

9. APPEAL

The decision of the Committee may be appealed to the Ontario Court of Justice within 15 days after the decision is made and the court may make any decision the committee could have made.

10. FUNDING

Each municipality will be responsible to reimburse its appointed member to the Committee, any disbursements incurred for accommodation, meals, and mileage at the rate established by that municipality, upon receipt of a statement of reasonable associated expenses. These expenses will be funded from the Election allocation within each Municipality's Operational Budget.

The Municipality in which the meeting is held will be responsible for administrative costs for such items as printing and mailing, to be absorbed within that Municipality's Operating Budget.

The Municipalities shall share equally in the costs of Auditors.

11. REPORTS TO COUNCIL

When a function of the Joint Compliance Audit Committee is undertaken, an information report will be forwarded to Councils of all Municipalities herein.

12. MEETINGS

- (a) The first meeting of the Committee shall be called by the Clerk of the respective municipality where an application to conduct a compliance audit has been filed. The date and time shall be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings shall be held at the call of the Committee Chair. All time frames established in the *Municipal Elections Act, 1996*, shall be adhered to.

- (b) The Committee members will select a Chair from amongst its members at its first meeting.
- (c) The Committee will meet on an ad-hoc basis, with meetings to be scheduled when a compliance audit application is received. Within 30 days of receiving the application the Committee shall consider the application and decide whether it should be granted or rejected.
- (d) Meetings will be held at the Council Chambers of the Municipality requesting the audit or at an alternate location convenient and agreed upon by the Members of the Committee.
- (e) The Committee may, upon affirmative vote of the majority of its members present at the meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meeting shall only be held in accordance with Section 239 of the *Municipal Act*.
- (f) The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting.

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time, waive notice of any meeting.

- (g) A quorum for meetings shall consist of the majority of the members of the Committee, but in no case shall a quorum consist of less than three (3) members, present.
- (h) Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose a pecuniary interest to the Secretary and absent himself/herself from meetings for the duration of the discussion and voting (if any) with respect to the matter.
- (i) Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.
- (j) Meetings of the Committee shall be governed by the Procedural By-Law of the Municipality where the meeting shall take place.
- (k) Any member of the Committee who is absent from three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee shall make recommendations, by a report to the Council of the

Municipality which appointed the member, for the removal of a member.

- (l) The Committee and/or Clerk may recommend to the respective Council where the application was filed for the expulsion of a member for reasons as listed, but not limited to:

- (m) the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, and the *Municipal Elections Act*;
 - ii) disrupting the work of the Committee; or
 - iii) other legal issues.

13. MISCELLANEOUS

These Terms of Reference for the Committee are established by the respective Councils under the auspices of the *Municipal Elections Act, 1996* and may only be amended by the unanimous decision of the Councils.

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

BY-LAW 2022-37

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
COMMITTEE OF THE WHOLE MEETING HELD SEPTEMBER 7TH, 2022 AND AT ITS
REGULAR MEETING OF COUNCIL HELD SEPTEMBER 21ST, 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 Committee of the Whole Meeting held September 7th, 2022, and at its Regular Meeting of Council held September 21st, 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 21ST DAY OF SEPTEMBER 2022.**

MAYOR

CLERK