



The Corporation of the Municipality of St.-Charles

AGENDA

Committee of the Whole Meeting

February 1, 2023 at 6:00 PM

Council Chambers (Municipal Office)

1 MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

BE IT RESOLVED THAT the Committee of the Whole meeting of February 1, 2023 be opened at 6:00 p.m.

1.2 Indigenous Land Acknowledgement

2 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

BE IT RESOLVED THAT the agenda for the Committee of the Whole Meeting held February 1, 2023 be adopted as presented.

3 DISCLOSURES OF PECUNIARY INTEREST

4 PRESENTATIONS AND DELEGATIONS

4.1 Ewehome Inc. - Development of North Half of Subdivision Presenter: Terry Tompkins, TD Tompkins Building Consultants

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

6 NOTICE OF MOTIONS

7 CLOSED SESSION

7.1 *Resolution to enter into closed session*

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at _____ p.m. this 1st day of February, 2023 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 #1 - Canine Control Contract - Issues

Topic #2 - Update on Arena Worker

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

Topic #1 - Canine Control Contract - Issues

Topic #2 - Update on Arena Worker

_____ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, as authorized under Section 239 (2) (e) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update on All Ongoing Litigation Matters

_____ advice that is subject to solicitor-client privilege, including communications necessary for that purpose, as authorized under Section 239 (2) (f) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update on All Ongoing Litigation Matters

7.2 *Resolution to reconvene to open session*

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

7.3 *Verbal Report from Mayor Following Closed Session*

8 COMMITTEES:

8.1 Environmental Services Committee

Chair Councillor Joshua Lachance / Co-Chair Councillor Mathieu Pothier

8.2 Finance Committee

Chair Councillor Julie Laframboise / Council

8.3 General Government Committee

Chair Mayor Paul Branconnier / Council

8.3.1 *Report to Council - Private Fundraiser - Hall Discount Request*
By: Denis Turcot, CAO

- 8.3.2 *Report to Council - UNIVI Donation Request*
By: Denis Turcot, CAO
- 8.3.3 *Report to Council - Request for Declaration of "Event of Municipal Significance"*
By: Denis Turcot, CAO
- 8.3.4 *Report to Council - Correction and Addition to Fees By-Law Schedule*
By: Denis Turcot, CAO
- 8.3.5 *Report to Council - Remuneration By-Law Review*
By: Pamela McCracken, Director of Finance / Treasurer

8.4 Health Services Committee

Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise

8.5 Parks & Recreation Services Committee

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

- 8.5.1 *Report to Council - March Break Public Skating*
By: Travis De Benedet, Director of Operations
- 8.5.2 *Report to Council - Update on Community Centre Grant*
By: Denis Turcot, CAO

8.6 Planning & Development Committee

Chair Councillor Joshua Lachance / Co-Chair Mayor Paul Branconnier

- 8.6.1 *Quarter Report to Council - Building and By-Law Department 2022 Q4*
By: Andrea Tarini, Chief Building Official
- 8.6.2 *Report to Council - Presentation of Draft Site Plan Control By-Law*
By: Andrea Tarini, Chief Building Official

8.7 Protection to Persons & Property Committee

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

- 8.7.1 *Report to Council - 1201 Replacement - Protection to Persons and Property Report and Recommendation*
By: James Bertoia, Fire Chief

8.8 Social & Family Services Committee

Chair Councillor Monica Loftus / Co-Chair Councillor Mathieu Pothier

8.9 Transportation Services Committee

Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus

9 Manitoulin-Sudbury District Services Board (MSDSB)

Councillor Monica Loftus (2024) / Mayor Paul Branconnier (2025 - 2026) Mayor Paul Schoppmann

9.1 MSDSB 2022 Third Quarter Activity Report

10 St.-Charles Public Library Board (SCPLB)

Councillor Monica Loftus

11 Sudbury East Planning Board (SEPB)

Mayor Paul Branconnier / Councillor Joshua Lachance

12 Sudbury East Municipal Association (SEMA)

Mayor Paul Branconnier / Councillor Monica Loftus

13 ADJOURNMENT

13.1 Resolution to adjourn the meeting

BE IT RESOLVED THAT the Committee of the Whole Meeting of February 1, 2023 be adjourned at _____ p.m.

From: Municipality of St.-Charles [wordpress@stcharlesontario.ca]
Sent: Friday, December 23, 2022 11:27 AM
To: Tammy Godden [tgodden@stcharlesontario.ca]
Subject: Municipality of St.-Charles Council Delegation Request from Terry Tompkins representing Ewehome Inc



COUNCIL DELEGATION REQUEST

Name: Terry Tompkins representing Ewehome Inc

Phone: 705-209-3126

Address: 6461 Line 4 North Midland ON L4R 4K3

Preferred Method of Contact: Email

Council Meeting: 2023-01-18

TOPIC OF DISCUSSION

This presentation is to speak with Council regarding the North half of the subdivision across from the arena namely Emily Street, Meadowside Drive and Greenwood Drive. This to provide information and gauge interest of Council as to plans for development.
.Documents will be forwarded by separate email.

TDTompkins
Building Consultants

December 23, 2022

St. Charles Council

First, I would like to introduce myself Terry Tompkins as I am representing Ewehome Inc. the owner of 34 lots in the proposed subdivision across from the arena. I am a retired building inspector with the last 14 years as a Chief Building Official. I have all of the qualifications that are required by the Ministry Of Housing and have many certification through various associations as seen at the bottom of this correspondence I have had meetings with Andrea Tarini and although she has addressed the questions that we had; we still have some concerns that I will address later in this report. I believe that any unforeseen issues in the future will be able to be dealt with through proper communications.

PROPOSAL

1. The lots had been previously surveyed but have been resurveyed again to confirm dimensions of the lots and road allowances.
2. An accompanying drawing from our engineer regarding road construction is provided.
3. After conversations with the Health Unit regarding septic systems it is proposed that each home will have its own system.
4. The engineer has suggested that "A" gravel is placed on the road only after significant heavy trucks and equipment traffic is completed.
5. The construction of the homes would be commenced as soon as possible with occupancy allowed after the "B" gravel has been completed past the affected lot.
6. We have hired James Kirkland LTD for surveying the site providing GPS coordinates and a topographical survey to confirm grading and drainage.
7. Houle Well Drilling is confident that water quantity and quality will be sufficient for a well on each lot.
8. We have hired S.A,Kirchhefer to conduct an environmental assessment for the sewage and addressing the requirements for the drainage ditch culvert.
9. The plan is to build five to six houses per year meaning that this will be a five-to-six-year project.
10. We are looking forward to possibly working with Mr. Daoust to complete the roads at the same time to avoid having to construct temporary turn arounds.

11. I look forward to a scheduled meeting to complete the subdivision agreement and being allowed to proceed with this project.

CONCERNS

1. I have been informed by Andrea Tarini that she plans on rezoning the property so that there are no agricultural uses on this property. It is to be a residential subdivision so this reasoning is not understood. I was also told that we would have to bear the cost of the rezoning and I could agree if we were asking for the rezoning however when we are told it is going to be done by the municipality this does not seem fair to someone who has already endured considerable costs.
2. Ownership of the road (Emily Street) in particular. We have been informed that the municipality owns the road. Mr. Daoust states that he owns the road and then we are told that he is buying it for a meager sum and then once done is then going to turn the road over to the municipality. When on that piece of property with the surveyor we were all told by Mr. Daoust to get the F off of his property. The main concern is that the road is in fact owned by Mr. Daoust and he decides not to put this piece of road in so that we can continue for a lengthy period of time then we are unable to start construction until such time suits him.
3. We are also looking to have the North half of the subdivision serviced by on site septic systems and well as this will not put any strain on the existing town infrastructure. The connections to sewers is not financially practical as lift stations have to be installed and the crossing of the drainage ditch posed a logistic nightmare.
4. The owner is being charged taxes per lot on property that there is no access to. I don't believe that this is proper.
5. In November of 2021 Mr. Palacka had tried to make a presentation to council regarding this subdivision and that attempt was vetoed by the Mayor at the time. In July of this year I tried to do the same only to be told that I had to go through the Chief Building Official. This was shot down and never got to council. The purpose of presenting these things to council is to determine interest in the project and determine if there are any items that are important to be included in a subdivision agreement before it is brought back to council for approval. The point of this item is that

what was going to be brought to council seems to have been the basis for the agreement that was agreed to for the South half of the subdivision.

In closing I look forward to meeting with council and answering any of their questions and concerns to hopefully move this project forward.

Sincerely,
Terry Tompkins CMM II CBCO, CRBO, CPSO, WETT
BCIN 15562

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 26, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: Private Fundraiser - Hall Discount Request

Recommendation:

That Council consider this event in the same light as a wake with a fee of \$250.00 + HST per day rather than the rate of \$420.00 + HST. Understanding this decision may open future requests for similar events as possibly setting a precedent as this is a fundraiser and not a wake per definition.

Option:

1. Limit any discount offered if any, to a maximum of 10% which is the normal discount rate for any qualified association. Similar to the Canada Day event where the Turbos should have been charged a fee for the use of the kitchen less their allocated 10% discount. If Council does consider offering a discount or even waiving the fee, this would set a precedent for other groups or individuals that may have similar circumstances from severe health issues to accidental deaths to any cause that may not be in the public eye as this event was.
2. I have seen in other municipalities where a minimum fee is set then sharing a percentage of the funds raised up the actual cost of the rental. Trust in the event organizers to submit data must be had, in this case, the organizers are known and would be considered very trustworthy.

Background:

The following was received to request a discount or waiving of fees for the Community Centre Hall rental:



"Dear council members,

We are interested in using the hall to host a fundraiser spaghetti dinner for the Collins-Bouchard family. As I am sure, you have all heard of the tragic car accident that occurred on January 18th here in St Charles that left one child in ICU and the other child deceased. We are requesting to have the use of the St Charles Community Centre on January 27th and to have the cost of the hall waived or discounted. All proceeds will be donated to the Collins-Bouchard directly to help with funeral costs and such. We would like to take this opportunity to gather and mourn the loss of Krayvn Collins-Bouchard.

Should you have any questions or concerns, please feel free to contact me directly.

Courtney Letourneau 705-688-4903"

The event as describe in the request was a tragic event where a local youth lost his life and with his sibling sustaining serious and severe injuries. A group of volunteers is organizing a fundraiser on January 28 to help the family through this event.

As a Municipality we must be accountable to all residents and be conscious that we spend public funds as entrusted to us in a fair and uniform way.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 21, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: UNIVI Donation Request

Prelude:

This report is to advise new members of Council on the process for donation requests and consider a request for sponsorship from UNIVI for International Women's Day. The CAO has discretion of allocating donations up to \$100.00 per request per group. Normal requests are received from groups that offer programs / service that have general public interest, are not for profit and often serve vulnerable people. This also include the St.-Charles Parish and school bursaries.

Recommendation:

That Council consider allocating up to \$200.00 as a sponsorship for this event in addition to the already agreed to free use of the Community Center. To note at budget deliberation, consideration should be given to increasing the base sum in light of inflation.

Background:

Last years budget allocation for donations was set at \$500.00.

The International Women's Day program rotates between Municipalities in Sudbury East and all municipalities offer their respective facilities at no cost. This event is of general interest, open to the public, and is not for profit and in this case is organized by UNIVI. The request for sponsorship of this yearly program is for a good cause, addressing many needs of our residents.

The goal of the donation is to increase or promote activities that are important to our community.



As our previous budget was set at \$500.00, donation funds are limited. If Council is inclined to allocate more than the CAO's limit of \$100, there should also be consideration of increasing the budget allocation. As a reminder, the budget has not been set yet, and we are all concerned with inflation and the impact of taxation on our residents.

Prepared by: Denis Turcot, CAO



Joanne Violette - Community Health Worker
1 King St. East, Box 279
St. Charles, Ontario P0M 2W0
Tel: (705) 867-0095 ext. 218 Fax: (705) 867-1086
1-888-808-7580
joanne.violette@univi.ca

December 19th, 2022

Dear Denis Turcot,

I am very pleased to announce that after a two year hiatus, the Univi Community Health Centre will be re-hosting our annual Women's Day event to recognize all the amazing people in our communities. This event has been very successful in the past and we are looking forward to it returning this year with great anticipation.

The celebration is due to return in St. Charles and we would like to host it at the St. Charles Community Centre. As you know we always offer this day to our ladies at no cost to them so we can demonstrate accessibility to our community and encourage participation. Which is why we are coming to you once again for sponsorship for the use of the Community Centre. Lunch will be served, and we are still seeking sponsors to help with the cost of the meal as well therefore I can confirm that we will require the kitchen use but cannot confirm specifics yet. There will be many booths throughout the hall representing our community programs as well as affiliated programs. Our theme this year will be **Mall Madness**. So please mark this date on your calendar.

International Women's Day

March 9TH, 2023
10:30 am – 3:00 pm
St. Charles, ON

We are asking the Municipality of St. Charles to support us by contributing the use of the Community Centre at no cost resting assured that there will be no profits to be made by the Health Centre in any way.

Mall Madness Game
Jeu de folie
commerciale



Please contact me at 705-867-0095 Ext: 218
or by email at joanne.violette@univi.ca

Thank you in advance for your support!

Sincerely,

Joanne Violette
Community Health Worker

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 27, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: Request for Declaration of “Event of Municipal Significance”

Recommendation:

That Council adopt a Policy to streamline the application to declare an event of Municipal Significance.

Else, that Council declares April 1 - April Fool's Day Festival; and October 28 - Halloween Event as events of municipal significance with the condition that proof of liability insurance in the amount of \$2,000,000 be provided to the Municipality indicating the Municipality as an additional insured under the policy.

Additionally, it is recommended where the Municipality or its Committees and sub-Committees hold events with or without alcohol, which are normally covered within our policy, should be covered by an additional insurance policy to avoid any further claims on our municipal policy.

Proposed policy.

1. Policy Statement

1.1 This policy is intended to clarify and streamline the process for organizers of public events who wish to have the Municipality of St.-Charles designate their event as a “municipally significant event” so that they may apply to acquire a Special Occasion Permit under the *Liquor License Act*, R.S.O. 1990, c.L.19, as amended, for the sale and service of alcohol at their public event.

2. Definitions

For the purpose of this policy,

2.1 “**Business day**” – shall mean any of Monday, Tuesday, Wednesday, Thursday or Friday, excluding any of those days that fall on a statutory holiday.



2.2 **"Municipality of St.-Charles"** – shall mean The Corporation of the Municipality of St.-Charles.

2.3 **"Municipally significant event"** – shall mean a one-time, annual or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time, and which:

- a) has local, regional, national or international historical or cultural significance;
- b) builds awareness of diverse cultures; or
- c) benefits the community at large.

2.4 **"Public event"** – shall mean an event that is open to the general public.

3. Applicability

3.1 This policy shall apply to public event organizers seeking designation of a public event as a "municipally significant event" for the purpose of applying to acquire a Special Occasion Permit under the *Liquor License Act*, R.S.O. 1990, c.L.19, as amended.

4. The Policy

4.1 Delegated Authority

The Municipal Clerk, or their written designate, is delegated authority to issue a letter designating a public event as a municipally significant event, on behalf of The Corporation of the Municipality of St.-Charles.

4.2 The Municipal Clerk, or their written designate, shall circulate all applications for designation as a municipally significant event to the following stakeholders for comment:

- a) Fire Services
- b) Licensing and Municipal Law Enforcement & Chief Building Official
- c) Insurance/Risk
- d) Police Service
- e) Health Unit

4.3 The decision of the Municipal Clerk, or their written designate, to designate, or not, a public event as a municipally significant event shall be final.



4.4 The stakeholders noted in 4.2, above, shall be given 5 business days to provide any concerns regarding the application for designation as a municipally significant event, after which the Municipal Clerk, or their written designate, will proceed to evaluate the request for designation as a municipally significant event based upon any concerns received within the given time frame.

4.5 Public events must meet the following criteria, to be considered by the Municipality of St.-Charles for designation as a municipally significant event:

- a) fall within the definition of municipally significant event, as defined in this policy;
- b) serve the public interest by upholding the by-laws and policies of The Corporation of the Municipality of St.-Charles, and any other applicable legislation; and
- c) will host no less than 100 members of the general public.

4.6 Applicants must submit their request for designation as a municipally significant event on the prescribed application form no less than 10 business days before requiring a response from the Municipal Clerk, or their written designate.

4.7 Applicants must obtain a minimum of TWO MILLION (\$2,000,000) DOLLARS liability insurance, naming the Municipality of St.-Charles as an additional insured, at least 10 business days prior to the event. The permit holder shall be required to indemnify and save the Municipality of St.-Charles harmless from all claims arising from the permit or event. Each event would be considered on its own merit, noting that the actual insurance limits required may be increased at the discretion of the Municipality of St.-Charles.

4.8 Incomplete applications shall be returned to the organizer for completion. Once completed and returned to the Municipal Clerk, or their written designate, the 10-business day review period shall re-commence upon receipt of the fully completed application.

Option:

- 1- In any event where alcohol is served in our facilities, insurance is required in the amount of \$1,000,000 in our alcohol policy. This is recommended to be increased to \$2,000,000.

Background:

When a municipality declares an event of Municipal Significance, there is always a risk that the Municipality may be held responsible in the event of an insurance claim. If Council proceeds with the declaration or policy, the importance of including insurance requirements is high.

The following request has been received:



To our Honoured Mayor and Council Members, and Township Staff,

We are formally requesting Municipal Significant Designation for the following events and charity fundraisers. The support of the Municipality will mean so much to the community as well as allow us to obtain a liquor license for the Dance's and Beer Tents.

Schell Photography and Events has a strong force of volunteers and will be working with the local groups we are trying to aid for each event. We are prepared to do all the work and advertising and getting sponsors, just request the support and use of facilities for these events.

April 1, April Fools Day Festival presented by the St.Charles Special Events Committee and Schell Photography and Events.
Pancake Breakfast, Vendor Event, Kids games, easter egg hunt, pictures with the Easter Bunny, April Fools Dance. As I am approaching the Special Events Committee for this one I am sure there will be more!

September 23 Family Fall Festival at our home location again but would welcome all support!

October 28 Halloween Event presented by the St.Charles Special Events Committee and Schell Photography and Events.
Pancake Breakfast, kids events, costume contest for the kids, Haunted house, Halloween dance.

We have many more events planned through the year at various locations. We have offered our aid and assistance to the Special Events Committee for their planned events to help make our hometown the best place to be!

We are also seeking approval to have The Helping Hands Family Missions come once a month to do one of their "Food Giveaways" similar to the ones they do in Hanmer. We would simply need use of the arena parking lot and a loader to unload the skids. Volunteers do the rest, families can donate what they can and fill their vehicles with food.

Prepared by: Denis Turcot, CAO

SCHELL PHOTOGRAPHY AND EVENTS PLANNED FUTURE EVENTS AND FUNDRAISERS

DECEMBER 17TH HAMPER GIVEAWAY

FEBRUARY 4TH VALENTINE PHOTO MINI SESSIONS

MARCH 4TH FAMILY WINTER PHOTO MINI SESSIONS

MARCH 11TH FAMILY WINTER FEST AT WARREN ARENA AND FAIRGROUNDS, KIDS CONTESTS AND GAMES, SNOW BASEBALL TOURNAMENT, FAMILY SKATING, DANCE, WORK WITH WARREN RECREATION COMMITTEE AND AG SOCIETY

APRIL 1ST PICTURES WITH THE EASTER BUNNY AND KIDS EVENTS , PANCAKE BREAKFAST, ADULT APRIL FOOLS DANCE..... WORK WITH THE ST.CHARLES SPECIAL EVENTS COMMITTEE?

MAY 6 MAY DAY FESTIVAL, BRINGING IN SPRING WITH A FUN DAY FOR KIDS, ADULTS, FOOD, MUSIC, VENDORS, RAISING FUNDS FOR THE HELPING HANDS MISSIONS AND THE WARREN MINOR HOCKEY LEAGUE. FOOD GIVEAWAY. HOLD AT WARREN ARENA.

MAY 13TH SPRING FAMILY PHOTO MINI SESSIONS

MAY 19-22 SET UP FOOD TENT IN ST. CHARLES IN SUPPORT OF SENIORS AID CHARITY

JUNE 10 AND 11 SPRING FLING AT FAIRGROUNDS RAISING FUNDS FOR THE HELPING HANDS FAMILY MISSIONS AND WEEKEND WARRIOR HORSE CLUB. KIDS EVENTS, FOOD, MUSIC, VENDORS FOOD GIVEAWAY.

JULY 1, CANADA DAY IN ST CHARLES WITH THE SPECIAL EVENTS COMMITTEE

TALK TO WARREN COUNCIL REGARDING A SECOND EVENT FOR CANADA DAY, RUN TWO EVENT TEAMS

JULY 8 AND 9 WEEKEND WARRIOR HORSE SHOW, EVENT TEAM BBQ, BRING IN LIVE MUSIC FOR SATURDAY NIGHT, ALLOW VENDORS TO JOIN, RAISE FUNDS FOR MISSION AND HORSE CLUB

AUGUST 19TH CAR SHOW, VENDOR EVENT AND BBQ AND CORN ROAST AT WARREN ARENA, LOCAL TRADE SHOW IN SUPPORT OF SENIORS AID CHARITY AND WARREN RECREATION COMMITTEE

SEPTEMBER 23 2ND ANNUAL FAMILY FALL FESTIVAL AT OUR LOCATION ON BENNET RD IN SUPPORT OF THE HELPING HANDS MISSION AND WARREN LIONS CLUB

OCTOBER 7TH OCTOBER FEST VENDOR EVENT FOLLOWED BY DANCE AT WARREN ARENA IN SUPPORT OF SENIORS AID CHARITY AND WARREN LIONS CLUB

OCTOBER 28TH KIDS HALLOWEEN EVENT AND HAUNTED HOUSE, ADULT DANCE WORK WITH ST CHARLES SPECIAL EVENTS COMMITTEE

NOVEMBER 25 SANTA SESSIONS AT FROOGLES

DECEMBER 2, CHRISTMAS EVENT AND SANTA PICTURES AT OUR HOME LOCATION

DECEMBER 9 CHRISTMAS EVENT AND SANTA PICTURES AT OUR HOME LOCATION

DECEMBER 10 SANTA SESSIONS AT FROOGLES

SCHELL PHOTOGRAPHY AND EVENTS PLANNED FUTURE EVENTS AND FUNDRAISERS

DECEMBER 16 CHRISTMAS EVENT AND SANTA PICTURES AT OUR HOME LOCATION

WE ARE WILLING TO WORK WITH BOTH TOWNSHIPS AND EVENT COMMITTEES TO MAKE OUR COMMUNITY A PLACE FOR PEOPLE TO COME AND PLAY AND SUPPORT LOCAL. OUR GOAL IS TO HELP VARIOUS GROUPS IN THE COMMUNITY WHILE SUPPORTING OURSELVES WITH OUR PHOTOGRAPHY AND FOOD TENT.

I WILL BE APPROACHING THE COUNCILS AND AGRICULTURAL SOCIETY FOR PERMISSION AND APPROVAL TO USE THE ABOVE MENTIONED FACILITIES AND FOR MUNICIPAL DESIGNATION TO RECEIVE LIQUOR PERMITS FOR ADULT EVENTS.

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 26, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: Correction and Addition to Fees By-Law Schedule

Recommendation:

That Council adopt the revised fee schedule to correct errors that went unnoticed when passing of By-Law 2022-26.

That a rental fee be adopted for use of the Community and Arena Kitchens only:

	<u>per hour (min 2 hrs.)</u>	<u>per 8 hrs.</u>
Arena Kitchen	\$20.00	\$140.00
Community Hall Kitchen	\$22.50	\$160.00

Background:

During the passing of By-Law 2022-26, numbers were inadvertently inversed in individual fees for Daily Arena Hall rental, Daily Hall rental for qualifying organization, and Arena Hall rental Weekend rate, where the Total fee + HST was in the fee column and the fee only was in the Fee + HST column.

The corrected fee schedule is attached, and items highlighted in **yellow**.

In addition, we did get a request for rental of the kitchen only for meal preparation and we have no set fee. Accordingly, the full hall rental fee was the only option. We estimate a normal kitchen cleaning should not take more than one (1) hour and a staff approximate salary with all deductions is near \$36/hr. A minimum fee of \$40.00 would be expected to cover our cleaning costs. A deposit fee of \$100.00 would cover any unexpected issue like dirty kitchen, broken dishes, etc.



Other fee changes will be brought to Council at a later date. This report is meant to address only immediate concerns.

Prepared by: Denis Turcot, CAO

Facilities

dated: June 15, 2022

Upcharges and Related Fees				HST**	Total	
Arena Ice Rental	Public Skating (no Shinny allowed)	on a membership basis	per each punch cards	2.65	0.35	3.00
		single pass	for the season	26.55	3.45	30.00
		family pass (max of 5)	for the season	44.25	5.75	50.00
	Shinny	not organized sport		4.42	0.58	5.00
	Skate Sharpening			4.42	0.58	5.00
	Per hour	Mon - Fri	8am - 4pm *			
		Only opened for schools with 1 week notice		39.82	5.18	45.00
		Mon - Fri	4pm - 10pm	100.75	13.10	113.85
		Sat - Sun		100.75	13.10	113.85
		Youth and seniors (over 65)		79.90	10.39	90.29
	Weekend	Friday 4pm to Sunday 10pm		3,173.00	412.49	3,585.49
		Minor hockey - Friday 4pm to Sunday 10pm		2,433.63	316.37	2,750.00
	Curling	Price per hour		79.90	10.39	90.29
		Curling Monday rate		70.00	9.10	79.10
	Setup fee		70.00	9.10	79.10	
Cancelling	Less than 48 hour notice unless extreme condition		84.07	10.93	95.00	
Ice pad (no ice)	Per hour	Mon - Fri	8am - 4pm	39.82	5.18	45.00
		Mon - Fri	4pm - 2am	48.67	6.33	55.00
		Sat - Sun		48.67	6.33	55.00
	Daily	8am - 2am		349.56	45.44	395.00
		Qualifying Organizations / Youth	8am - 2am	297.12	38.63	335.75
	Weekend	Friday 4pm to Sunday 10 pm Includes 10 hours of janitorial / mtce duties		884.96	115.04	1,000.00
		Qualifying Organizations / Youth Includes 10 hours of janitorial / mtce duties		705.72	91.74	797.46
	Add'l Staffing	for janitorial / mtce duties per hour		40.00	5.20	45.20
	Discounts (only one can be used - not stackable)	Youth (under 18) and seniors (over 65) 90% of users must be within the age category		10%		
		Qualifying Organizations		10%		
	Cancelling	Less than 4 weeks notice		79.65	10.35	90.00
	Arena Hall (includes Mezanine)	Per hour	Mon - Fri	8am - 4pm	24.89	3.24
Mon - Fri			4pm - 2am	30.42	3.95	34.37
Sat - Sun				30.42	3.95	34.37
Daily		Mon-Fri	8am -2am	230.00	29.90	259.90
		Sat - Sun		243.35	31.64	274.99
		Qualifying Organizations / Youth	8am - 2am	185.00	24.05	209.05
Weekend		Friday 4pm to Sunday 10 pm Includes 10 hours of janitorial / mtce duties		500.00	65.00	565.00
Add'l Staffing		for janitorial duties per hour		40.00	5.20	45.20
Cancelling		Less than 4 week notice		79.65	10.35	90.00
Upcharges		Non-local organizations / people		n/a		
Security Deposit		Applicable to Arena Hall rentals		50% of rental rate		
Arena Hall Use (no access to bar or kitchen and no organized events)		Groups / organizations renting ice for more than 3 consecutive hours		Free	-	-
Arena Advertising on first come first served basis		Per SQF / yr		4.43	0.57	5.00
Zamboni	Per side		Negotiated Rate			

Community Centre (includes kitchen)	Per hour	Mon - Fri 8am - 4pm	39.82	5.18	45.00
		Mon - Fri 4pm - 2am	48.67	6.33	55.00
		Sat - Sun	48.67	6.33	55.00
	Daily	8am - 2am	420.35	54.65	475.00
		Qualifying Organizations / Youth 8am - 2am	327.43	42.57	370.00
	Weekend	Friday 4pm to Sunday 10 pm	884.96	115.04	1,000.00
		Includes 10 hours of janitorial / mtce duties			
	Funeral / Wake		250.44	32.56	283.00
	Funeral Meal Only		124.78	16.22	141.00
	Add'l Staffing	for janitorial duties per hour	35.00	4.55	39.55
Fields: (per ea) Baseball Fields & Soccer Fields (includes canteen) Fitness Centre	Per hour	Mon - Fri 8am - 4pm	8.85	1.15	10.00
		Mon - Fri 4pm - 2am	13.27	1.73	15.00
		Sat - Sun	13.27	1.73	15.00
	Daily	8am - 2am	75.22	9.78	85.00
	Weekend	Friday 4pm to Sunday 10 pm	141.59	18.41	160.00
		Includes 2 hrs / day of janitorial / mtce duties			
	Add'l Staffing	for janitorial duties per hour	35.00	4.55	39.55
	Cancelling	Less than 24 hour notice unless extreme condition	13.27	1.73	15.00
	Memberships (16 - 59 yrs of age)	2 weeks	15.00	1.95	16.95
		1 month	30.00	3.90	33.90
		3 months	75.00	9.75	84.75
		6 months	135.00	17.55	152.55
		1 year	240.00	31.20	271.20
	Memberships (60 yrs of age +)	2 weeks	13.00	1.69	14.69
		1 month	25.00	3.25	28.25
		3 months	60.00	7.80	67.80
		6 months	105.00	13.65	118.65
		1 year	190.00	24.70	214.70
	Family Pricing (Monthly)	1 member	30.00	3.90	33.90
		2 members	55.00	7.15	62.15
		3 members	70.00	9.10	79.10
		4 members	80.00	10.40	90.40
	Family Pricing (Yearly)	1 member	240.00	31.20	271.20
		2 members	420.00	54.60	474.60
		3 members	640.00	83.20	723.20
	Summer Pricing (16 - 59 yrs of age)	1 month (effective May, June, July and August)	25.00	3.25	28.25

*The CAO or Treasurer may reduce rental rates to match the Warren or French River arena rental rate or condition

** Youth events for participants 14 yrs of age and younger are exempt from HST

Conditions required to be exempt or pay a nominal fee (direct cost) from rental fees

- Significant majority of participants are under the age of 18 or over the age of 60 or event is geared toward any vulnerable group
- Event that has a portion of non-residents participating or adults between the age of 18 to 64 could be subject to a nominal
- That any fee charged is reasonable and for the direct delivery of the program itself
- Direct cost may include cost of lighting, staff time during event if required, increase in cleaning time and so on
- That a significant portion of the participants are from the Municipality of St.-Charles
- The event is not for profit
- The event promotes physical activity or mental health wellbeing
- The event is open to all residents in respective age groups
- The event is of general interest.
- That cost to the municipality of maintenance, operation and capital is negligible or not compounding (i.e., lights / hydro use of existing equipment,...)
- Not affiliated with any religious or special interest group
- Any fundraising activity must be for a Council approved purpose
- That all safety equipment required for the specific sport is worn by all participants

- That a certificate of insurance with a minimum of \$1 million dollars is provided. Insurance waivers can be accepted in lieu for low risk activities

All of the above conditions must be met to qualify for a reduction in rental rate

The Municipality reserves the right to amend or discontinue the rental fee reduction at its discretion

Municipal sponsored events and associated municipal groups and committees are exempt from the above conditions

DRAFT

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 25, 2023
Decision Requested: Yes	Priority: Medium
Direction Only: Yes	Type of Meeting: COW

Report Title: Remuneration By-Law Review

Recommendation:

That Council advise staff on what they would like to be included when preparing new schedules in relation to the Remunerations By-Law.

Background:

Currently, By-Law 2019-18 is still applicable, but staff would like to review it with new Council and create new schedules with any ideas that Council may have, and to clarify any issues that may have been encountered in the past.

Schedule "A"

Based on the current By-Law, Council remunerations have increased year over year based on the Consumer Price Index (CPI) for Ontario for the previous twelve (12) months. As on January 1, 2023, the new remuneration amounts are as follows:

	December 1, 2018	January 1, 2023
Mayor	\$18,372.15	\$20,573.64
Deputy Mayor	\$11,810.47	\$13,225.68
Councillors	\$9,842.29	\$11,021.64

Does Council wish to adjust the current rate? Would they like an annual increase, and if so, how should it be calculated (i.e. continue with the CPI, go with a fixed rate, or another way to calculate).

Also, during the electoral debate, the issue of remunerations being paid even if meetings were missed was brought up, would Council like to designate a portion



of their remunerations towards Council meetings in particular, and if a Council member is unable to attend a meeting, that the remuneration for that meeting will not be paid out?

Any other compensation that Council would like included as part as their basic remunerations package?

Schedule “B” Travel Expense

Does Council want to adjust any of the meal allowance amounts? Do they agree that receipts must be given in order for reimbursement for actual costs up to the maximum or is it an allowance that is given without proof of purchase.

If meals are included in the conference / training fee, do you want to set what constitutes as a “meal”. For example, is coffee and muffins considered a meal. Would a member of Council or staff still be able to purchase breakfast and submit for reimbursement if muffins were provided as “breakfast”.

Hotel accommodations - If the conference suggests a hotel as part of the package, could council and or staff be able to choose another hotel of their choosing as long as it is at the same or lower cost of the suggested conference hotel?

While traveling, are accommodations paid for by the Municipality for the day of travel. With some conferences starting in the morning, and may be out of town, it may be required to travel the day before the conference and require accommodations the night before. Alternatively, if a conference ends late at night, accommodations may be required for an extra night.

Does Council still agree with the per diem rate of \$150.00 for a full day and \$75.00 for four (4) hours or less?

Does Council want to compensate members of Council and / or staff for their time to travel to and from conferences. For example, if the conference starts first thing in the morning and requires traveling the day before, would council be eligible for the per diem for travel time? For staff, if the travel time is during normal working hours, there would be no additional compensation, however, if the travel time occurs on the weekend or after working hours, would staff be compensated for those hours. For management, there is no overtime and hours are banked to be used later at their regular wage. For unionized employees, the wages will need to be at the overtime rate if over their regular working hours and outside their schedule.

Does Council still agree that a vehicle allowance of 90% of the CRA rate still be



applicable? Does Council still support car pooling and would only like two (2) vehicles going to any one conference / training? If so, and participants choose not to carpool, who gets reimbursed and who doesn't?

Prepared by: Pamela McCracken, Director of Finance /Treasurer

THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

BY-LAW 2019-18

**BEING A BY-LAW TO ESTABLISH REMUNERATION AND EXPENSES FOR
MEMBERS OF COUNCIL**

WHEREAS Section 283(1) of the *Municipal Act, 2001*, as amended, provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS Section 283(2) of the *Municipal Act, 2001*, as amended, provides that a municipality may only pay the expenses of the members of its Council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if, the expenses are actually incurred; or the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council or local board, of the actual expenses that would be incurred;

AND WHEREAS Council must review its remuneration at least once every four (4) years as per Section 283(7) of the *Municipal Act, 2001*, as amended;

AND WHEREAS the overall objective of this By-law is to fairly compensate elected members of Council in the discharge of their duties, on behalf of Council and their constituents, recognizing and acknowledging the modern role of municipal elected office and the unique aspects of rural elected office;

AND WHEREAS Council deems it expedient to review and amend the annual remuneration paid to members of Council;

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

1. THAT members of Council shall receive remuneration for their services as members of Council as determined according to the provisions of Schedule "A" of this By-law.
2. THAT Council, its officers and employees shall receive reimbursement of expenses and allowances when members of Council, officers and employees of the Corporation of the Municipality of St.-Charles are representing the Municipality or Council in their official capacity only as determined according to the provisions of Schedule "B" of this By-law.
3. THAT the remuneration and expenses provided for in this By-law shall be paid by the Treasurer from funds provided by Council and the Treasurer shall

**By-law 2019-18 – BEING A BY-LAW TO ESTABLISH REMUNERATION AND EXPENSES FOR
MEMBERS OF COUNCIL**

The Corporation of the Municipality of St.-Charles

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pay the said remuneration and expenses in monthly installments, which remuneration and expenses shall be in respect of services rendered during the month just ending.

4. THAT notwithstanding clause three (3), where a person who has been appointed by Council as a member of Council fails to submit any information or documentation required to be submitted in support of a claim for remuneration or expenses, the Treasurer may pay such portion of the regular monthly installment as may be authorized without supporting documentation and the remainder shall be paid forthwith after such necessary documentation is submitted.
5. THAT the Treasurer shall, on or before the 31st day of March in each year, submit to Council an itemized statement of the remuneration and expenses paid pursuant to this By-law in the preceding year to each member of Council in respect of his/her services as a member of Council in the preceding year.
6. THAT the statement, submitted in accordance with clause five (5) of this By-law, shall be as set out in Schedule "C" of this By-law, and the Treasurer may include in the statement any additional information that he/she or the Council sees fit.
7. THAT the attached Schedule "A", Schedule "B" and Schedule "C" shall form part of this By-law.
8. THAT any and all by-laws on the same subject matter which is inconsistent with this By-law are hereby repealed.
9. THAT this by-law shall come into force and take effect on the day it is passed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 20TH DAY OF MARCH 2019.


MAYOR


CLERK

By-law 2019-18 – BEING A BY-LAW TO ESTABLISH REMUNERATION AND EXPENSES FOR MEMBERS OF COUNCIL

The Corporation of the Municipality of St.-Charles

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SCHEDULE "A" TO BY-LAW 2019-18

REMUNERATION OF COUNCIL

A.1.0.0 The annual remuneration paid to members of Council effective December 1st, 2018 shall be as follows:

MAYOR	\$18,372.15
DEPUTY MAYOR	\$11,810.47
COUNCILLORS	\$9,842.29

A.2.0.0 The annual remuneration paid to members of Council shall be increased on January 1st every year based upon the annual average increase in the All-Items Consumer Price Index (CPI) for Ontario of the preceding 12 months. If the CPI is a negative value, the increase shall be zero.

SCHEDULE "B" TO BY-LAW 2019-18

EXPENSES AND EXPENSE ALLOWANCE FOR COUNCIL MEMBERS AND ITS EMPLOYEES

B.1.0.0 TRAVEL EXPENSES – MEMBERS OF COUNCIL

B.1.1.0 Accommodation and Meals

Members will be reimbursed for all accommodations.

Meals will be reimbursed if not paid and included in registration fees as follows:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00

Receipts will be required for all expenses to be reimbursed. Agenda for conferences must be attached with claim submission.

Advances will be allowed if requested.

Registration fees for conferences and seminars will be paid in advance by the Corporation.

B.1.2.0 Per Diem

In addition to remuneration and authorized expenses and allowances entitled, Council members shall be paid a per diem of \$150.00 per full day or \$75.00 for a half day of four (4) hours or less when members are representing the Municipality or Council in their official capacity only. This allowance will not be granted for Committee meetings. This allowance will not be granted on Saturdays and Sundays unless these days are regular workdays.

B.2.0.0 TRAVEL EXPENSES – EMPLOYEES

B.2.1.0 Accommodation and Meals

Employees will be reimbursed for all accommodations.

Meals will be reimbursed if not paid and included in registration fees as follows:

By-law 2019-18 – BEING A BY-LAW TO ESTABLISH REMUNERATION AND EXPENSES FOR MEMBERS OF COUNCIL

The Corporation of the Municipality of St.-Charles

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Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00

Receipts will be required for all expenses to be reimbursed. Agenda for conferences must be attached with claim submission.

Advances will be allowed if requested.

Registration fees for conferences and seminars will be paid in advance by the Corporation.

B.3.0.0 TRANSPORTATION FOR COUNCIL MEMBERS AND EMPLOYEES

B.3.1.0 Car mileage will be paid at 90% of the current year automobile allowance rates of the Canada Revenue Agency.

Car mileage will be paid at 100% of the current year automobile allowance rates of the Canada Revenue Agency when two (2) or more members attending a conference/seminar/training or similar event carpool.

Car mileage will be paid at 100% of the current year automobile allowance rates of the Canada Revenue Agency to employees travelling locally within 100 km radius from the Municipal Office per day.

When leaving from home, the shortest distance from either the individual's home or the office will be reimbursed.

Proof of valid insurance must be submitted to the Administration prior to travelling for municipal purposes.

The lesser of the cost of a rental or personal vehicle shall be the maximum reimbursable.

All mileage claims are required to be supported by a map outlining the itinerary and kilometers travelled. The said map is required to be appended to all mileage claims.

Car mileage and parking (with receipts) shall be reimbursed to a maximum of two (2) vehicles per event unless otherwise approved

By-law 2019-18 – BEING A BY-LAW TO ESTABLISH REMUNERATION AND EXPENSES FOR MEMBERS OF COUNCIL

The Corporation of the Municipality of St.-Charles

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by Council resolution. Council as a whole retains the right to limit or alter any travel arrangements.

- B.3.1.1 Mileage shall not be reimbursed for Committee meetings that are held at the Municipal Office located at 2 King Street East, St.-Charles, Ontario. If a Committee meeting is to be held in another location, mileage will be reimbursed based on the distance between the Mayor's/Deputy Mayor's/Councillor's home and the place of the meeting.
- B.3.2.0 Receipts shall be submitted for transportation expenses, except for car mileage which will be paid in accordance to clause B.3.1.0.
- B.3.3.0 If a destination is reasonably accessible by air, and a personal automobile is used, mileage shall be paid at the above rate to a maximum equivalent to the air fare.

SCHEDULE "C" TO BY-LAW 2019-18

STATEMENT OF THE TREASURER REMUNERATION AND EXPENSES PAID TO MEMBERS OF COUNCIL

Remuneration and expenses paid to members of Council, Council appointees and any others.

Prepared pursuant to clause five (5) and clause six (6) of By-law 2019-18 and Section 284 of the *Municipal Act, 2001*, as amended.

NAME OF MEMBER OF COUNCIL	BY-LAW REFERENCE	LEGISLATIVE REFERENCE	REMUNERATION	EXPENSES	TOTAL
MAYOR			\$	\$	\$
DEPUTY MAYOR			\$	\$	\$
COUNCILLOR			\$	\$	\$
COUNCILLOR			\$	\$	\$
COUNCILLOR			\$	\$	\$
COUNCIL APPOINTEES					
OTHER					

**By-law 2019-18 – BEING A BY-LAW TO ESTABLISH REMUNERATION AND EXPENSES FOR
MEMBERS OF COUNCIL**

The Corporation of the Municipality of St.-Charles

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Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 26, 2023
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: COW

Report Title: March Break Public Skating

Recommendation:

For Council to determine whether or not to offer public skating during the March Break or follow the recommendation of the Parks and Recreation Committee and remove the ice and shut down the ice plant following the February 26th booking.

Discussion Topics:

As per the Parks and Recreation Committee Meeting held on January 26, 2023, one (1) of the agenda items discussed was whether to schedule public skating during the week of March 13 to March 17 March Break. Currently there are no bookings past the February 26th tournament so the arena would have to sit idle for several weeks in between to accommodate this. The Committee members have recommended not scheduling any public skating times during March Break and continuing with past practice of removing the ice and shutting down the plant after the February 26th booking.

Prepared by: Travis De Benedet, Director of Operations

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 26, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: Update on Community Center Grant

Recommendation:

- Confirm the CAO's action in entering into an amended agreement with FedNor to increase their funding contribution to 61.55% or \$304,327.00
- Allocation for possible work to be completed after the Grant deadline at an approximate amount of \$10,000.00

Background:

At the onset of this project the ceiling insulation work was estimated at \$106,000.00. However, after a required asbestos evaluation, it was determined that the ceiling tiles contains an amount of asbestos just over the allowed limit and abatement was required.

This increased the cost of the insulation and now new ceiling tiles went up to \$228,300.00 + HST. This amount was not forecasted in the grant application and last fall Council agreed to continue with the project and take funds from reserve to pay for the additional costs of approximately \$122,300.00. I had communicated this to both FedNor and NOHFC, while NOHFC had no room to fund, FedNor did come back with an amended offer to increase their funding from 50% to 61.55% and increasing their contribution.

NOHFC does require that we fund 10% of the project and as such the new funding balance is as follows:

	NOHFC	FEDNOR	MSC
Grant (New ¹)	30% or max \$138,911	60% or max \$304,327*	10% or \$51,200 ²
Grant (Old)	40% or max \$152,102	50% or max \$190,127	10% or \$38,026 ³
Current (left to allocate ⁴)	\$8,200	\$40,140	\$16,850



- 1) to note, we can spend a bit more funds % wise, but it will not be matched by NOHFC, reason for FedNor at 60%
- 2) more than originally budgeted for but much less than the possible \$160k asbestos issue as approved by Council
- 3) to note the asbestos removal of approx. \$122,300 would have made our cost \$160,326
- 4) this is an estimate as some costs are still to be confirmed. AODA upgrades to the Bar, FOB system and sound system are possible costs to be spent in the next few weeks which will use up the balance.

Due to the late and complex asbestos removal, the accessible ramp into the hall was not completed before frost set in. I should be able to claim for grants as the project is (or will be) substantially completed by March 31, but there may be some costs that may fall on the Municipality but again, still much better than the \$160k possible cost of the project to the Municipality.

There is still work to be completed and we may yet fall below Maximum project cost of \$494,438 but the sharing ratio will remain the same 30-60-10.

Prepared by: Denis Turcot, CAO



Municipality of St.-Charles

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

**RE: Building and Bylaw Report
Fourth Quarter 2022**

OBJECTIVE: To update Council on the initiatives and activities of the Building Control and Bylaw Department.

BACKGROUND:

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

ANALYSIS:

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

LINKS TO STRATEGIC PLANS:

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

Respectfully submitted by Andrea Tarini – Chief Building Official

BUILDING CONTROLS DEPARTMENT REPORTING

Quarterly update Building and By-law:

While the number of new home starts is lower than in the past two years, there are other house permits that are in process to be issued in the next quarter, and the department continues to work with the subdivision development on King Street and anticipates continuous building into 2023 and beyond.

The residents of St.-Charles continue to invest in their properties with the construction of accessory structures, additions and renovations. There has also been investment in the school which has contributed to the higher cost of construction reflected in this report.

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

BUILDING PERMITS ISSUED YTD COMPARISON (Jan – Dec)

	2022 Permit Information		2021 Permit Information		2020 Permit Information	
Type of Permit	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<u>Residential Construction</u>						
New Building Construction	9	\$2,346,217	13	\$2,692,843	9	\$2,155,135
Secondary Dwelling	0	\$0	NA*	NA*	NA*	NA*
New Accessory Structure	11	\$461,580	17	\$469,530	9	\$193,840
New Accessory Structure with plumbing	0	\$0	NA*	NA*	NA*	NA*
Install/Erect/Replace	6	\$83,245	5	\$66,190	4	\$91,840
Renovation/Alter/Repair	11	\$256,750	12	\$240,660	13	\$336,700
Renovation/Alter/Repair with plumbing	1	\$1,500	NA*	NA*	NA*	NA*
Demolish	4	\$4,000	3	\$3,000	6	\$6,000
Addition	4	\$237,313	2	\$129,025	3	\$94,800
Addition with plumbing	2	\$246,440	NA*	NA*	NA*	NA*
Siding	1	\$5,000	NA*	NA*	NA*	NA*
Weeping tile	0	\$0	NA*	NA*	NA*	NA*
Total Res. Construction	49	\$3,642,045	52	\$3,601,248	44	\$2,878,315
<u>Other Construction</u>						
Commercial	0	\$0	2	\$76,000	0	\$0
Industrial	2	\$236,986	1	\$13,600	2	\$750,000.00
Government/Institutional	3	\$1,200,000	1	\$39,000	1	\$20,000.00
Total Other Construction	5	\$1,436,986	4	\$128,600	3	\$770,000.00
Total Construction	54	\$5,079,031	56	\$3,729,848	47	\$3,648,315
Building Permit Fees	\$48,431.07		\$44,254.07		\$44,226.15	

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

PERMIT STATS BY QUARTER - 2022

Type of Permit	1 st Quarter		2nd Quarter		3 rd Quarter		4 th Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	6	\$221,125	22	\$1,140,663	24	\$1,553,057	6	\$727,200
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0.	0	\$0	0	\$0	0	\$0
Government/ Institutional	0	\$0	1	\$500,000	2	\$700,000	2	\$236,986
Total Construction	6	\$221,125	1	\$1,640,663	26	\$2,253,057	8	\$964,186
Building Permit Fees YTD	\$2,967.50		\$18,839.38		\$17,496.33		\$9,127.86	

BUILDING CONTROLS STATISTICS

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

Item	Q1	Q2	Q3	Q4	2022 Year to Date	2021 Total	2020 Total	2019 Total	2018 Total
Applications	14	26	12	11	63	67	53	38	41
Permits Issued	5	25	16	8	54	56	47	35	41
House Permit - Average working days to issue	2	5	5	5.25	4.5	3.25	5	5	3.0
Actual House Building Permits issued	5	24	16	8	53	56	47	31	39
Small Building - Average working days to issue	0	0	0	0	0	0	0	0	3.5
Actual Small Building Permits issued	0	0	0	0	0	0	0	0	2
Large Building - Average working days to issue	0	0	0	0	0	0	3	3	4.5
Actual Large Building Permits issued	0	0	0	0	0	0	1	4	3
Complex Building Average working days to issue	0	6	0	0	6	0	0	0	8
Actual Complex Building Permits issued	0	1	0	0	1	0	0	0	1
Total Inspections	21	45	64	42	172	266	142	86	87

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

SHARED SERVICE REPORTING

PERCENTAGE OF PERMITS AND INSPECTIONS BY MUNICIPALITY

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

	French River	Killarney	St. Charles	Total
Permits Issued to Date January 1 – Dec 31	139	25	54	218
Permit Percentage	63.76%	11.47%	24.77%	100.00%
Inspections to Date January 1 – Dec 31	298	94	172	564
Inspection Percentage	52.84%	16.67%	30.50%	100.00%

ESTIMATED TIME SPENT BASED ON PERMIT TYPE

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

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

Type of Permit (hours)	French River	Killarney	St. Charles	Total
New Building Construction (10)	320	20	90	
New Accessory Structure (4)	116	28	44	
New Accessory Structure w/plumbing (4.5)	0	4.5	0	
Install/Erect/Replace (2.5)	20	2.5	15	
Renovation/Alter/Repair (4)	88	24	44	
Renovation/Alter/Repair with plumbing (4.5)	9	4.5	4.5	
Demolish (1.5)	19.5	7.5	6	
Addition no plumbing (8)	88	0	32	
Addition with plumbing (8.5)	51	8.5	17	
Siding (1.5)	3	0	1.5	
Weeping tile (2)	2	0	0	
Commercial* (18.5)	240.5	18.5	92.5	
Total Hours	957	118	346.5	1421.5
Percentage of hours	67.32%	8.30%	24.38%	100.00%

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

MUNICIPAL LAW ENFORCEMENT REPORTING

Bylaw updates:

Site Plan Control By-law in development and coming to council by March 2022.

Short Term Rental Licensing Agreement draft to be presented in February 2022.

Parking By-law for parking that effects snow removal in development.

Responsible ownership of Animals By-law in review.

COMPLAINTS BY CATEGORY

Complaints *Only formal complaints are tracked*	Q1	Q2	Q3	Q4	2022 Year to date	2021 Total	2020 Total
Property Maintenance/ Clean Yard	0	3	2	2	7	7	9
Snow Removal	0	0	0	0	0	0	3
Zoning	0	0	3	1	4	1	1
Building without a permit	0	0	1	0	1	2	0
Drainage	0	0	0	0	0	1	1
Noise	0	0	1	0	1	0	0
Other	0	0	1	0	1	2	1
GRAND TOTAL	0	3	8	3	14	13	15

COMPLAINTS (OPEN, CLOSED, ONGOING)

Complaints *Only formal complaints are tracked	Q1, Q2, Q3, Q4	Open (received in the last 30 days)	Closed	Ongoing/In Progress (longer than 30 days to close)
Property Maintenance/ Clean Yard	7	0	6	3
Snow Removal	0	0	0	0
Zoning	4	0	1	3
Building without a permit	1	0	1	0
Drainage	0	0	0	0
Noise	1	0	1	0
Other	2	0	2	0
GRAND TOTAL	14	0	11	6

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



Sudbury East Building and By-law Services (SEBBS)

Report for the Consideration by Council

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

RE: Presentation of Draft Site Plan Control By-Law

OBJECTIVE: To present a Draft Site Plan Control By-Law for the Municipality of St.-Charles for comment and discussion.

BACKGROUND:

In 2012, Sudbury East Planning Board reported that a Site Plan Control By-Law was required in all Municipalities under their jurisdiction. A draft was created at the time, but it was never brought to Council for consideration and approval. This omission was revealed in 2022 and since that time, staff has produced and reviewed the attached Site Plan Control By-Law to meet current requirements under the *Planning Act* and to accommodate recent changes mandated by the Provincial "*More Homes Built Faster Act*".

The purpose of going through a Site Plan Control process before development is to:

- improve the image and aesthetic appearance of the whole Municipality;
- address off-street parking and loading facilities;
- ensure the safety and convenience of automobile and pedestrian traffic;
- develop an efficient transportation system by widening existing roads through land and easement dedications; and,
- protect environmental areas.

The Site Plan Control process allows for the review of all laws that may affect a development including review of the Provincial Policy Statement, the Official Plan, Council approved policies, the Municipal Zoning By-Law and any other applicable By-Laws.

Certain types of development are exempt from this process, including residential developments with less than 10 dwelling units (a recent change made due to "*More Homes Built Faster Act*") and certain agricultural buildings (see section 4 of the attached By-Law for more exceptions).

The goal of the Site Plan Control process is to produce a document that outlines the expectations of the Municipality based on laws and Municipal priorities that the developer then agrees to adhere to when they are developing their property or building their building.

ANALYSIS:

The attached draft By-Law was created through review of existing Site Plan Control By-Laws from other municipalities and in consultation with the Director of Planning.

The By-Law delegates Council's authority to impose Site Plan Control to the Director of Planning (or the Chief Building Official in their absence) to approve plans and drawings, to impose conditions on development and to require site plan control agreements and amendments.

The Director of Planning or designate will require and recommend Site Plan Agreements as long as the proposed facilities, works or matters shown on the plans and drawings are consistent with the Provincial Policy Statement, the Official Plan, Council approved policies, the Municipal Zoning By-Law and any other applicable By-Law.

Upon written recommendation from the Director of Planning or designate, the final Site Plan Control Agreement will be executed by Council in accordance with signing authority requirements for all agreements under the Municipality's Purchasing Policy.

RECOMMENDATIONS:

That Council review the attached draft Site Plan Control By-Law and provide comments before the next meeting where it will be presented to be passed by Council.

ATTACHMENTS:

Attachment 1 – 2023 Draft Site Plan Control By-Law

Respectfully submitted by:

Andrea Tarini - CBO / By-law Officer

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

BY-LAW 2023-XX

**BEING A BY-LAW TO ESTABLISH A SITE PLAN CONTROL AREA WITHIN THE LIMITS
OF THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES**

WHEREAS Section 41 of the *Planning Act*, R.S.O 1990, c. P. 13 provides that, where in an Official Plan an area is shown or described as a proposed site plan control area, the Council of the local municipality in which the proposed area is situated may, by By-Law, designate the whole or any part of such area as a Site Plan Control Area;

AND WHEREAS the Council of the Municipality of St.-Charles has in effect an Official Plan which deems the whole of the Municipality as a Site Plan Control Area;

AND WHEREAS Section 41 of the *Planning Act* provides that no person shall undertake any development in an area designated under a By-Law passed under that section without first having received approval;

AND WHEREAS Section 41 of the *Planning Act* provides that Council may define any class or classes of development that may be undertaken without approval;

AND WHEREAS Section 41 of the *Planning Act* provides that Council may delegate to an appointed officer of the Municipality, Council's power or authority under that Section;

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

1. SHORT TITLE

- 1.1. This By-Law shall be known as the "Site Plan Control By-Law".

2. DESIGNATED AREA

- 2.1. This By-Law applies to all lands and land covered by water within the geographic limits of the Municipality and all classes of development, except those classes exempted under Section 4 of this By-Law.

3. DEFINITIONS

For the purposes of this By-Law:

- 3.1. "Act" means the *Planning Act*, R.S.O. 1990, c.P.13, as amended.
- 3.2. "Approval Authority" means an officer, employee or agent of the Municipality as an authorized person to exercise Council's powers or authority under section 41 of the Act.
- 3.3. "Council" means the elected members of council of the Municipality of St.-Charles.
- 3.4. "Development" means development as defined under Section 41 of the Act. For purposes of this definition, increasing the usability of a building or structure includes:
- i. interior alterations designed to accommodate a more intensive use;
 - ii. any change in use or alteration to a structure that creates or is likely to create a change in the amount of noise, lighting, odour and / or vibration which is generated on the property;
 - iii. alter the ingress / egress of the property;
 - iv. alter the traffic flow on or around the subject property, including the installation of a drive-through or marina;
 - v. alter the parking or loading requirements;
 - vi. the establishment of an industrial use;
 - vii. the establishment of a commercial use; or,
 - viii. the establishment of a marina.
- 3.5. "Municipality" means the Municipality of St.-Charles.
- 3.6. "Official Plan" means the Official Plan for the Sudbury East Planning Area as amended.
- 3.7. "Temporary Building" means any structure or erection or part of a structure or erection which is intended to be used only for temporary purpose for a definite period and which is made of temporary and quickly removable building material.
- 3.8. "Traffic flow" refers to the movement of all vehicles including boats.
- 3.9. "Zoning By-Law" means the Zoning By-Law for the Sudbury East Planning Area as amended.

4. EXEMPTIONS

- 4.1. The following classifications of development shall be exempt from Site Plan Control:
- a) single detached dwellings, semi-detached dwellings, linked dwellings, duplex dwellings, multiple dwellings not exceeding ten (10) units on residentially zoned properties, unless site plan control has been made a condition of consent for severance, easement, lot addition, or of approval of a subdivision or

- condominium, or unless site plan control is required in accordance with a Special Policy Area included in the Official Plan;
- b) buildings accessory to the buildings described in section 4.1.a);
 - c) agricultural and farm related buildings, building additions, building alterations or structures that are utilized in farming operations but not including agricultural-commercial or industrial operations such as farm equipment sales and service, cannabis production, farm supply sales and agricultural storage, service or supply establishments;
 - d) sand and gravel pits located in the Municipality;
 - e) provision and maintenance of facilities, etc.
 - f) signs;
 - g) temporary buildings;
 - h) any development, buildings or structures erected by the Municipality.
 - i) any development that has been expressly waived from the requirement in writing by the Approval Authority based on review with the Chief Building Official. Such waiver shall include a written explanation for waiving the requirement.

5. DELEGATION OF AUTHORITY

- 5.1. The Chief Building Official is granted the authority to require or waive the requirement for a Site Plan Agreement based on this By-Law and all other applicable law.
- 5.2. The Director of Planning of the Sudbury East Planning Board is hereby delegated as the Approval Authority for the Municipality to exercise Council's powers or authority under section 41 of the Act to approve plans and drawings and to impose conditions.
- 5.3. Council is the Approval Authority for Site Plan Control Agreements upon recommendation from the Director of Planning.

6. APPROVAL OF PLANS

- 6.1. No person shall undertake any development in the Site Plan Control Area unless the Municipality has approved the following:
 - a) plans showing the true dimensions of the lot to be built upon, excavated or otherwise to be used or occupied;
 - b) plans showing the location, heights, floor area and dimensions of all existing and proposed buildings and structures to be developed on the lands;
 - c) plans showing the relationship of all existing or proposed buildings or structures to adjacent buildings and streets and the location and dimension of all yards, setbacks, landscaped open space, landscape features including retaining walls, outside storage, off set parking and loading facilities;
 - d) plans showing such contours, elevations, and cross-sections as may be required to determine surface drainage patterns, flood line elevations and

- elevation of the lands and proposed buildings and structures relative to a public street, road or waterway; and,
- e) the general location of all services such as water supply, sewage disposal, solid waste collection, energy supplies and communication utilities.

7. SITE PLAN AGREEMENTS

- 7.1. The owner may be required to enter into an agreement with the Municipality to provide and maintain those facilities required on the site plan and authorized by Section 41(7) of the Act.
- 7.2. Where it is determined that a Site Plan Control Agreement is required, no building permit shall be issued or no development is permitted until the plans and drawings and any such agreements required by the Municipality for such development have been approved by Council, its delegated authority, or where a referral has been made to the Ontario Land Tribunal or so ordered by a Court of competent jurisdiction.
- 7.3. The Agreement shall be registered against the lands affected by the Agreement, and the cost of such registration shall be borne by the owner, or person undertaking the development.

Pre-consultation Meeting

- 7.4. Prior to submitting an application for Site Plan Approval, applicants are required to attend a formal pre-consultation meeting with the Approval Authority to discuss the requirements of the site plan approval process and provide a preliminary review of the proposed site plan control application.

Site Plan Complete Application Requirement

- 7.5. A Site Plan Control Application, as provided by the Sudbury East Planning Board, shall be completed in accordance with the requirements determined by the Approval Authority in the Site Plan Control Agreement Application. A complete application shall include but will not be limited to the following: all necessary plans and drawings, any required studies, including but not limited to water drainage management, traffic, and application fee(s). If the necessary information is not completed or supplied, the application will be deemed incomplete and will not be processed until satisfactory information is received.

Agency Circulation

- 7.6. In order to ensure that the Approval Authority receives Municipal and Agency comments prior to the drafting of the Agreement, and upon receipt of a complete application, the Approval Authority shall circulate for review and comment to Municipal Departments and external agencies (MTO, MNRF, MECP, DFO, Utilities, Health Unit or any other as deemed necessary) to ensure compliance of

the site plan to municipal policies, By-Law and / or statutes administered by such departments or agencies.

Execution of Agreement

- 7.7. Any agreement which may be required pursuant to the provisions of this By-Law upon the written recommendation of the Approval Authority, shall be executed by the Municipality.

8. SECURITIES AND COMPLETION OF WORKS AT OWNERS' EXPENSE

- 8.1. The Municipality may require securities to be posted for the provision of the facilities works or matters mentioned in Section 41(7) of the Act, that are in the public interest, including but not limited to any works on public lands, and any landscaping or site grading works of shoreline vegetation buffer works on private lands;
- 8.2. Where an owner is required to complete development in accordance with a Site Plan Agreement and is in default of the Agreement, the Municipality is hereby authorized to complete the requirements of the Agreement at the expense of the owner and the expense so incurred may be recovered from securities posted of the works, or where such securities are insufficient to cover the works, in like manner as municipal taxes.

9. CONFLICT

- 9.1. In the event the provisions of this By-Law are inconsistent with the provisions of the Act, its regulations or any other act and the regulations thereunder, the provisions of the Act or regulation shall apply.
- 9.2. If there is a conflict between a provision of the By-Law and a provision of any other applicable municipal By-Law, the more stringent provision shall apply.

10. SEVERABILITY

- 10.1 The terms and provisions of this By-Law shall be severable and should any term or provision be found by a Court of competent jurisdiction to be legally unenforceable, inoperative or invalid, the remainder of the By-Law shall continue to be in full force and effect.

11. ENFORCEMENT AND PENALTY

- 11.1 Site Plan Control Agreements may be required to be registered on title in accordance with section 41(10) of the Act and remain in effect for as long as the development is in place.

- 11.2 Every person who contravenes Section 41 of the Act or any of the provisions of this by-law is guilty of an offence and upon conviction is liable to the penalties set out in Sections 67(1) and 67(2) of the Act.

12. EFFECTIVE DATE

- 12.1 This By-Law shall come into force and effect on the day of its passing.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS XXTH DAY OF XXXXXXXX 2023.**

MAYOR

CLERK

Report to Municipal Council



Meeting Date: February 1, 2023	Report Date: January 26, 2023
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: COW

Report Title: 1201 Replacement – Protection to Persons and Property
Committee Report and Recommendation

A Protection to Persons and Property Committee Meeting is scheduled for Tuesday, January 31, 2023 to discuss the information requested by Council and to review the mechanical opinion also requested by Council.

Information from the mechanical opinion (being given Tuesday January 31st) will be presented.

Prepared by: James D. Bertoia, Fire Chief



2022 Third Quarter Activity Report January 19, 2023

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2022 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$752,164**. Children's Services and Ontario Works is forecasted to be on budget. Community Housing is forecasted to be under budget by \$547,973. Paramedic Services is forecasted to be under budget by \$78,344. Interest revenue on non-reserve accounts is forecasted to be \$125,847 less than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#).

Paramedic Services

COVID-19 Pandemic Recovery

In conjunction with Public Health agencies, Paramedic Services have moved from a "Response" to a "Recovery" framework. This includes but not limited to ongoing participation and advocacy regarding vaccination and preparing for COVID-19 long term resurgence for years to come.

Coinciding with the Chief Medical Officer of Health's announcement that effectively ended mandatory masking, Paramedic Services rescinded our masking policy on June 10th. However, the service reinstated mandatory masking on July 27th due to an increase in workplace and community COVID-19 infections. This was extended past the August 29th deadline to September 26th at which time, given the stability of COVID infections and the government's easing of isolation measures, the mandatory masking was once again rescinded. Given Public Health's anticipation of increased influenza and COVID-19 activities later this fall, we will monitor the situation closely and may revisit mandatory masking if necessary.

Community Paramedicine Long-Term Care

Our Community Paramedic team continues to roster patients and provide vital services to our most vulnerable and marginalized populations. The Remote Patient Monitoring program has 6 rostered patients, and the team is ramping up for the upcoming Influenza Vaccination campaign. The Service has received additional one-time funding from Ontario Health to continue providing high intensity supports to those requiring care in our communities.

Ministry of Health Ambulance Service Review

Paramedic Services underwent their three (3) year Ambulance Service Review in June and subsequently attended the exit interview with the Ministry Review Team on July 27, 2022. Overall, the experience was a positive one and it appears the Ministry was satisfied with their findings. The service will receive a preliminary report within 90 days outlining the team's findings and whether (or not) the service has satisfied all requirements to be certified as a land ambulance operator in the province of Ontario. The service expects to receive this letter in early November of 2022. It is important to note that the Review Team stated verbally that our service had met the requirements for certification.

Fall Recruitment

Due to our current staffing pressures, Paramedic Services held a fall recruitment intake in September that only yielded 2 successful candidates out of 12 applicants. As staffing is an issue across Ontario, we anticipate this type of result for the next few intakes. As such, an "open" posting for Part-Time Paramedics has been issued in an attempt cast a wider net and attract more applicants.

Non-Urgent Patient Transportation Services (NUPTS)

NUPTS has not been immune to the staffing pressures experienced by Paramedic Services. Ongoing departures and lack of interest during recruitment are straining the system beyond its ability to cope. We have deployed similar strategies to Paramedic Services in our attempt to actively recruit suitable candidates but to date, none have shown to be effective at attracting any applicants.

Children's Services

In the third quarter, the average enrollment in licensed child care was 547 children, 416 full fee and 131 subsidized. Compared to last quarter there has been a 1% increase and compared to last year at this time, enrollment has increased by 1.2%.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 2011, and the total activity kits provided was 483. Compared to last quarter the number of visits decreased by 1.15% which is common during the summer months, and activity kits provided increased by 1%. Compared to last year at this time, number of visits increased by 3.6%, and activity kits provided decreased by 2.7%.

2022-23 School Year Health and Safety Measures in Child Care

A [memo](#) was sent to child care providers on August 16th, 2022 regarding Health and Safety Measures in child care for 2022-23 school year. Highlights of the memo include the recommendation that staff, providers, children and visitors continue to self-screen before attending child care, that individuals should stay home if they are feeling ill, and that appropriate hand hygiene and respiratory etiquette should continue to be promoted. Providers are to continue to monitor absence rates and follow guidance provided by local health authority.

An additional memo was sent to child care providers on August 31st, 2022, regarding updated [screening tools](#). Updates to the screening tool reflect the revisions to [guidance](#) from the Ministry of Health based on evolving evidence for COVID-19, as well as considerations for other illnesses that are likely to circulate over the coming months.

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

In a [memo](#) received on August 17th, 2022, the Ministry of Education provided updated [CWELCC Guidelines](#) to further assist service system managers and service providers with implementing the CWELCC System across the province.

Some of the key changes include:

- Extending enrolment dates for providers to sign on to the CWELCC system to November 1, 2022
- Directing service system managers to process applications and confirm eligibility within 10 calendar days of date of application
- Directing service system managers and service providers to execute an agreement within 30 calendar days of date of application, and,
- Requiring service providers to deliver rebates to families within 20 calendar days of receiving funding.

The Manitoulin-Sudbury DSB established a universal rate structure in 2013, all families in our District pay the same amount for child care thereby making the fee reduction calculations straightforward.

We are pleased to confirm that all Service Providers in our District have opted in to the CWELCC System and applications for enrolment have been approved. Service Providers have agreed to drop their rates effective October 1st, 2022, to ensure consistency of rates across the district.

The ministry plans to consult with child care partners on additional CWELCC priorities, including workforce recruitment and retention and the development of a growth and inclusion framework to support space expansion priorities as well as the needs of vulnerable and diverse populations including Indigenous, Francophone, Black and other racialized, newcomer, low-income and children with special needs.

Ontario Works

Ontario Works

In the third quarter of 2022, the Ontario Works/Temporary Care Caseload average was 490. Compared to last year at this time, the caseload has increased by 4.93%.

The Ministry of Children, Community and Social Services (MCCSS) announced that the province would begin to lift some of the temporary social assistance delivery measures that were put in place during the pandemic, including the extension of Additional Benefits and Special Diet Allowances. The 3-month staggered approach to ending these extensions began September 30th and reports were provided on July 13th to assist staff in preparing for and implementing these changes and to ensure that the individuals receiving these benefits have time to renew if eligible. The final extension is scheduled to end November 30th and regular reviews will be maintained moving forward.

As a continuance of the [memo](#) shared with all Employment Ontario partners on December 1st, 2021, an updated report was shared on August 15th, 2022 identifying recipients of Ontario Works who had also received the Canada Recovery Benefit (CRB) at one time, up to end of July 2022. These reports will be provided to Ontario Works Case Managers monthly along with information on how to connect social assistance clients with employment related services to proactively support CRB beneficiaries in their return to work.

A communication was shared on August 2nd, 2022, regarding the class action settlement between former daytime attendees of residential schools across Canada and the Canadian government which was approved by the Federal Court of Canada on September 24, 2021. The claims process is open from January 4, 2022, until October 4, 2023, and payments may have started to issue as early as May 2022. These pain and suffering compensation payments should be treated as fully exempt from income and assets under social assistance as per ss.39 and 54 of [Ontario Works General Regulation 134/98](#) and therefor will not affect a recipient's eligibility for Ontario Works funding.

MCCSS announced an increase of 5% to the monthly maximum amount for the Ontario Disability Support Program and Assistance for Children with Severe Disabilities Program effective September 1st, 2022, this 5% increase does not apply to Ontario Works.

MCCSS confirmed that our [2023 Ontario Works Program Delivery Funding Planning Allocations](#) will be maintained at the same levels as 2022, in the amount of \$1,414,200.00.

In April 2022, as a response to the Russian Invasion of Ukraine. The government amended O. Reg 134/98 under the Ontario Works Act, 1997 to allow Ukrainian migrants with documentation confirming they are in Ontario under the Canada-Ukraine Authorization for Emergency Travel (CUAET) to apply for Emergency Assistance. In the Manitoulin-Sudbury DSB, 12.7% of all social assistance applications for the third quarter were Emergency Assistance and of those applications 7% were Ukrainian migrants under CUAET.

Employment Ontario

Employment Ontario programs are delivered from our Chapleau office, programs are intended to help individuals get the training, skills and experience to achieve their employment goals.

As of the end of October, our Employment Service targets have been met.

On October 3rd staff partnered with the hospital to host on the spot interviews in our Chapleau office, the partnership was successful and new hires were established. Other employers are seeking a similar opportunity and plans are underway for on the spot interviews.

Staff held a job fair on October 19th, this was the first in person job fair since the pandemic and although participation was not as high as pre-pandemic staff and employers are optimistic and intend to host another fair in the spring.

Staff attended an open house in Mattagami First Nation and have been invited to return in for another in January.

As in other communities, there are more jobs than workers in Chapleau, staff continue to engage with employers and offer supports to assist with recruiting employees.

Our Youth Job Connection (YJC) program has placed 3 youth in the community and has experienced success supporting new comers. Similar to employment services staff are noting there are more employment opportunities than employees, employers are hiring quickly and not necessarily wanting to wait for participants to complete program training.

In addition to the YJC program we offer a YJC summer program, as of the end of October 16 students completed their pre-employment training, 9 completed their placements, 3 continue to work during the school year, 2 continue to work with staff to find a suitable placement and 2 did not complete their placement.

The high school is very supportive of this program and is working with staff to assist with student recruitment. Staff are finding creative ways to offer the pre-employment training during the school year, including school holidays and professional development days.

Community Housing

Community Housing

Total applications at end of quarter 3 is 742. The applicant breakdown is as follows:

1 Bedroom	571	2 Bedroom	81
3 Bedroom	53	4 bedroom	37

Direct Shelter Subsidy (DSS)

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 201 active DSS recipients. At the end of Q2 of this year there were 214 recipients and at this time last year there were 216.

Income Mixing

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 11 market rent tenants and 94 affordable rent tenants. This represents 4% and 34% of our portfolio. There is no change in market rent tenants from last quarter and an increase of 2 affordable tenants. Last year at this time we had 10 market rent tenants (3.5%) and 74 affordable (27%)

Smoke Free Housing – Unit Count-down

As of the end of the 3rd quarter of 2022, 191/275 of the portfolio's units are designated as smoke-free. This represents 69% of the full portfolio currently. Units are designated as turnover occurs.

Canadian Mental Health Association Housing Case Manager Program Annual Report

A copy of the full annual report can be found [here](#).

Throughout the 2021-2022 fiscal year, the COVID-19 pandemic continued to impact the way the CMHA staff were able to conduct services. Manitoulin-Sudbury DSB and CMHA staff worked collaboratively to shift the duties of the Housing Case Managers to best meet the needs of the tenants.

In 2021, the Housing Case Management program was expanded to provide services in Sudbury East. A Housing Case Manager for Sudbury East was hired in March 2022. Programing officially started on March 29, 2022, and weekly Community Paramedicine Clinics started the following week in Warren, Noelville and St.-Charles. Paramedicine clinics resumed in LaCloche and Manitoulin at this time as well.

During the past year, the Housing Case Managers' time was allocated to a variety of tasks. During this time:

- 25 individuals were supported through case management
- 87% of referrals with "at risk" tenancies were preserved or are working towards resolution (61% preserved and 26% are working with a Housing Case Manager to resolve the issues)
- 2,575 brief services were offered

During the year the Housing Cases Managers provided support in a variety of areas including activities of daily living, mental health, budgeting, and cleaning. A full listing of the support provided may be found on page 7 of the report.

In 2021/2022, there were a total of 26 tenancies at risk that were referred to the program. 23 of those tenancies actively engaged in services which resulted in 14 tenancies preserved, 6 tenants are still working with a housing case manager to preserve their tenancy and unfortunately 3 of the referrals were not successful in maintaining their housing.

Over the next year we plan to expand the Housing Case Manager program to Sudbury North and have all Housing Case Managers become certified Living Life to the Full program facilitators.

Little Current Project – New Build

The new seniors housing building construction in Little Current is well underway. This build is for 3 pods of 4 units each with a Senior demographic being the target group. Two of the units will be fully accessible. The Board has been provided with a slideshow showing the progress of the building. As of this date, the planned completion date is Spring of 2023.

Capital Projects with Housing Services Corporation

Manitoulin

The scheduled electrical work for Little Current and Manitowaning has been delayed due to supply issues with the electrical components. The contractor on record is T & G Electrical. This work will replace the main switch gears at both buildings that were identified via Therma Scan done on the properties.

Balcony repairs and rehabilitation in Little Current, Manitowaning and Mindemoya are also progressing despite the delay with concrete. The reappearance of nicer weather has helped substantially with the project that has been pushed much past the expected completion dates. Some unexpected structural issues were discovered in Mindemoya that has resulted in a return to the Engineers to determine the best course of action.

Sudbury East

Most of the work at the Warren Community Housing site has been completed. This large job included walkways, retaining wall replacement, and resurfacing of the parking lot including the light standards. This project has a few minor items to be tied up, but the residents have now returned to parking at the building and are very happy with the improvements.

LaCloche

The project to remove and replace the sanitary drain lines at our Family Housing units on Marguerite is now complete. This large project re-established the path of the lines to the Town of Espanola sewers with new piping from units to the main town sewers. This project started later than expected but is now complete. The project was done due to the ongoing issues with sewer back-ups into the units.

Work Orders

During the 3rd quarter a total of 214 Work Orders were generated: 161 for Community Housing; 8 for Administration Offices, and 45 for Paramedic Services. There was a total of 123 Work Orders closed or resolved during that time. There were 9 work orders for unit turnovers: 2 family units and 7 apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

Provincial Funding

The fourth year of funding through Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI), began as of April 1st, 2022. The Investment Plan has now been approved which is outlined in this [issue report](#).

Summary

The DSB had a very busy quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting, please feel free to contact me directly.

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				Manitoulin-Sudbury DSB			
				3rd Quarter Report (Unaudited)			
				AS AT 9/30/2022			
	<u>Total Gross Budget</u>				<u>Municipal Share Budget</u>		
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	Over(Under)
					FORECAST	BUDGET	Budget
							Forecast
Ontario Works	\$ 1,792,680	\$ 1,807,154	\$ (14,474)	\$ 2,457,231	\$ 761,665	\$ 1,043,031	\$ 1,043,031
100% Funded	\$ 4,708,373	\$ 4,656,195	\$ 52,178	\$ 6,208,260			\$ -
Child Care	\$ 7,739,333	\$ 7,506,011	\$ 233,322	\$ 10,026,568	\$ 501,029	\$ 668,038	\$ 668,038
Community Housing	\$ 1,666,765	\$ 2,241,468	\$ (574,703)	\$ 2,954,945	\$ 1,174,639	\$ 1,750,803	\$ 2,298,776
100% Funded	\$ 2,088,120	\$ 454,212	\$ 1,633,908	\$ 605,616			\$ (547,973)
Paramedic Services	\$ 11,040,312	\$ 11,724,124	\$ (683,812)	\$ 15,714,278	\$ 3,837,079	\$ 6,879,194	\$ 6,957,538
100% Funded	\$ 2,512,754	\$ 1,959,941	\$ 552,813	\$ 3,919,882			\$ (78,344)
TOTAL EXPENSES	\$ 31,548,338	\$ 30,349,105	\$ 1,199,233	\$ 41,886,780	\$ 6,274,410	\$ 10,341,066	\$ 10,967,383
Interest Revenue	\$ (168,758)	\$ (74,372)	\$ (94,386)	\$ (99,163)	\$ (168,758)	\$ (225,010)	\$ (99,163)
TOTAL EXPENSES	\$ 31,379,580	\$ 30,274,733	\$ 1,104,847	\$ 41,787,617	\$ 6,105,653	\$ 10,116,055	\$ 10,868,220
							\$ (752,164)

Variance Analysis Sept 30, 2022

Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share- ALL NUMBERS ARE FORECASTED AS OF Sept 30, 2022
Ontario Works	\$ -	Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$ (547,973)	<p>(\$191,539) + (\$293,712) + (\$62,722) = (\$547,973) forecasted surplus</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$191,539) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$145,714) more than budgeted. - Direct operating expenses are forecasted to be \$149,017 over budget due to: <ul style="list-style-type: none"> utilities \$9,869 over budget, salaries & benefits for custodians \$4,692 over budget, maintenance expenses over budget \$156,008, other admin expenses under budget (\$21,552). - Program Support Allocation is (\$194,842) under budget. <p>- Direct Shelter Subsidy is forecasted to be (\$293,712) under budget due to expenses reallocated to 100% funding.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$62,722) under budget.</p>
Paramedic Services	\$ (78,344)	<p>Paramedic Services municipal share is forecasted to be (\$78,344) under budget.</p> <p>The MOHLTC funding is forecasted to be (\$91,599) over budget.</p> <p>Medic Staffing and Benefits is forecasted to be (\$109,135) under budget.</p> <p>Administration Wages and Benefits are forecasted to be (\$111,244) under budget.</p> <p>Non Wages are forecasted to be over budget by \$233,634.</p> <ul style="list-style-type: none"> - Transportation & Communication is forecasted to be \$83,879 over budget - Program Support is forecasted to be (\$27,002) under budget - Other revenues are forecasted to be (1,200) more than budget - Vehicle repairs and maintenance is forecasted to be over budget by \$66,891. - Building repairs and maintenance, grounds and utilities are forecasted to be \$79,931 over budget - Supplies are forecasted to be \$31,135 over budget.
Interest Revenue	\$ (125,847)	Interest Revenue is forecasted to be (\$125,847) more than budgeted which results in a municipal surplus.
	\$ (752,164)	