



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

AGENDA

Regular Meeting of Council

December 1, 2021 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario

1.0 MEETING CALLED TO ORDER & ROLL CALL

- 1.1 Resolution to open the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on December 1, 2021.

2.0 ADOPTION OF AGENDA

- 2.1 Resolution to adopt the agenda

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

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

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

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

6.0 NOTICE OF MOTIONS

7.0 CLOSED SESSION

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

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

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

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

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

1. Letter from Kitchener dated November 15, 2021, regarding liquor licence sales and patio extensions;
2. Letter from LaSalle dated November 15, 2021, regarding COVID-19 Testing Requirement at Land Border;
3. Letter from Plympton-Wyoming dated November 18, 2021, regarding Concerns with the Continued Postponement of Property Assessments;
4. Letter from Ministry of Agriculture dated November 19, 2021, regarding deadstock management;
5. Email from Amaranth dated November 23, 2021, regarding Municipality of Mattice - Val Coté Resolution - MPAC Assessment;
6. Email from Thornloe dated November 23, 2021, regarding Municipality of Mattice - Val Coté Resolution - MPAC Assessment;
7. Letter from Ministry of Northern Development, Mines, Natural Resources and Forestry dated November 24, 2021, regarding Northern Ontario Resource Development Support Fund;
8. Email from East Ferris dated November 24, 2021, regarding Stop-Arm Camera Systems;
9. Email from Manitoulin-Sudbury District Services Board dated November 25, 2021, regarding 2022 DSB Approved Budget & 2021 3rd Quarter Financial Report; and,
10. Letter from Public Health Sudbury & Districts dated November 26, 2021, regarding 2022 operating budget.

and directs staff to:

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

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.1.1 Report to Council - Winter Hours for Landfill

10.1.2 Report to Council - Lagoon Repairs

10.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Report to Council - Update - NOHFC Internship Job Posting

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1 Report to Council - Meeting Pod at School

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

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

AND WHEREAS such a review would, at a minimum:

1. Compare OMERS plan-level, and asset class-level performance to other comparable defined benefit pension plans and funds, OMERS internal benchmarks, and market-based benchmarks.
2. Examine OMERS decision-making processes around the timing of various investment decisions.
3. Assess the risk management policies and protocols that were in place and determine if they were followed and/or if they were sufficient to protect the plan from undue risk.
4. Assess whether the disclosures provided to the OMERS Administrative and Sponsorship Boards were sufficient evidence to allow the Boards to respond appropriately and in a timely manner.

5. Examine executive compensation, investment fees and investment costs at OMERS in comparison to other major defined benefit pension plans and funds.
6. Examine other relevant issues identified by the third-party expert review.
7. Make recommendations for changes at OMERS to ensure stronger returns moving forward.
8. Issue their final report and recommendations in a timely manner.
9. Publicly release its full report and recommendations to ensure that it is available to OMERS sponsors, stakeholders, and plan members.

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

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

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.5.1 Report to Council - Arena Upgrades

10.5.2 Report to Council - 2021 Beautification Advisory Committee Report

10.5.3 Report to Council - NOHFC Resolution

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

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

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

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

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

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

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

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

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

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

10.5.4 Report to Council - Sponsorship Opportunity - Ice Fishing Challenge

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

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

10.6.2 Report to Council - RFP for Drainage Superintendent

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

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

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

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

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

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

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

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

15.0 BY-LAWS

- 15.1 First and second reading

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

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

- 15.2 Third and final reading

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

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

- 17.1 Confirmation By-Law

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

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

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

17.2 Resolution to adjourn the meeting

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



The Corporation of the Municipality of St.-Charles
MINUTES
Committee of the Whole Meeting
April 7, 2021 at 6:00 PM
Council Chambers (Municipal Office)

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

ABSENT: Councillor Jackie Lafleur

ALSO PRESENT: Denis Turcot, Chief Administrative Officer
Tammy Godden, Clerk
Pamela McCracken, Director of Finance / Treasurer
James Bertoia, Fire Chief
Travis DeBenedet, Director of Operations

PUBLIC PRESENT: 2 (electronically)

1.0 MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

2021-86

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Committee of the Whole meeting of April 7, 2021 be opened at 6:00 p.m.

Carried

Councillor Lafleur sends her regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-87

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting of Council held April 7, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

Mayor Paul Schoppmann - None declared.

Councillor Loftus - None declared.

Councillor Branconnier - Declared a potential direct pecuniary interest in Items 11.3 and 11.4 on the agenda as he is a co-applicant in the Notice of Application.

Councillor Lemieux - None declared.

4.0 PRESENTATIONS AND DELEGATIONS

4.1. Delegation by Alain & Carla Michaud - Regarding Waste Collection Shed on Hickman Road

Mr. Alain Michaud presented a delegation to Council for the Municipality to reconsider the location of a new waste collection shed on Hickman Road. Mr. Michaud sites safety concerns regarding the proximity of the shed to his home where his young children play and the potential of the garbage in the shed to attract bears. Mr. Michaud would like Council to consider relocating the shed further down the road. Council thanked Mr. Michaud for his comments and advised that the issue will be discussed further in the agenda with a report to Council that has been prepared by staff.

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

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on April 7, 2021)

5.1 Mayor Schoppmann - Re: Grants

Mayor Schoppmann advised that the Municipality has been successful in both the Recreation Grant and the Community Grant. Mayor Schoppmann also advised that the Municipality was able to pass the 2021 Budget with just a 1.0% increase.

6.0 NOTICE OF MOTIONS

6.1. Motion by Mayor Paul Schoppmann - Proposed Changes to Land Transfer Tax (originally read in during March 17, 2021 Regular Meeting of Council)

Mayor Schoppmann presented his Motion as provided in the agenda package. Mayor Schoppmann suggested perhaps 1.0% or 2.0% to be added on the sale of property similar to a Land Transfer Tax, but that the funds would come to the Municipality. Mayor Schoppmann also suggested that the Resolution once passed be forwarded to FONOM, AMO and the Province. Following discussion, Council was in favour of moving forward with the Motion.

2021-88

Moved by: Mayor Schoppmann

Seconded by: Councillor Loftus

WHEREAS Municipalities in Ontario have an infrastructure deficit of \$34 billion dollars;

AND WHEREAS there is extremely limited grant money being received by the provincial and federal governments;

WE THEREFORE ASK that Municipalities be allowed to have a charge applied to all land transfers within their boundaries and that this amount go directly to the Municipality.

Deffered

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

2021-89

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:13 p.m. this 7th day of April, 2021 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 - CBO Annual Review

Topic #2 - CAO 2020 Retroactive Wage Increase and 2021 Performance Review

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

Topic #1 - CBO Annual Review

Topic #2 - CAO 2020 Retroactive Wage Increase and 2021 Performance Review

Carried

7.2 Resolution to reconvene to open session

2021-90

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Committee of the Whole meeting at 6:36 p.m.

Carried

Verbal Report from the Mayor following the Closed Session

Upon reconvening to the open session, the Mayor reported that information was received and instructions were provided to staff.

8.0 COMMITTEES:

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

8.1.1 Report to Council - Hickman Road Garbage & Recycling Bin

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer reported that although complaints had been received, staff had reviewed the relevant Policies and By-Laws and nothing precluded the posing of the structure in the location where it has been placed. Following discussion, Council agreed that the structure is in the proper location, but requested that the Director of Operations monitor the structure for any potential issues.

8.2. Finance Committee: Chair Councillor Jackie Lafleur / Council

8.2.1 Report to Council - Council Remunerations 2020

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

8.2.2 Report to Council - Asset Management Plan Requirement Update

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

8.2.3 Report to Council - 2022 Property Tax Assessment Values

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

8.3. General Government Committee: Chair Councillor Paul Branconnier / Council

8.3.1 Report to Council - Lead Hand Job Description

The Clerk presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to approve the Lead Hand Job Description to be added to the Collective Agreement.

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

Nil.

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

Nil.

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

Nil.

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

8.7.1 Report to Council - OFM Fire Safety Grant

The Fire Chief presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to authorize the signing of a Transfer Payment Agreement. A By-Law will be prepared for the next meeting.

8.7.2 Report to Council - Surplus Equipment - Old MSA SCBA

The Fire Chief presented the report as provided in the agenda package. Following discussion, Council was in agreement with the recommendation to list the old equipment on

GovDeals and if no sufficient bid is received, then the items could be donated to Fire Fighters Without Borders. A Resolution will be prepared for the next meeting.

8.7.3 Report to Council - Resignation of Firefighter Grandbois

The Fire Chief presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to accept the resignation of Firefighter Grandbois. A Resolution will be prepared for next meeting.

8.7.4 Report to Council - Reinstatement of Firefighter Hilts

The Fire Chief presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to reinstate Firefighter Hilts. A Resolution will be prepared for the next meeting.

8.7.5 Report to Council - Appointment of Volunteer Firefighters P. Frappier & J. Frappier

The Fire Chief presented the report as provided in the agenda package. The Fire Chief reported that the Fire Department currently has an active roster of 18 members and 1 member is currently on leave. Following discussion, Council agreed to appoint Mr. Frappier and Ms. Frappier to the St.-Charles Fire Department. A Resolution will be prepared for the next meeting.

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

8.8.1 Report to Council - Agri Spirit Grant & Community Kitchen

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer reported that we were approached by UNIVI in the hope to be able to offer the same meal program in St.-Charles as is currently being offered in French River. UNIVI has made application for the grant. Following discussion, Council was in agreement to support UNIVI's grant application and encouraged collaboration between this program and the Food Bank.

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

Nil.

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

Nil.

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

Nil.

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

11.1. For Information - Notice of Decision on Application for Consent - SEPB File No. B/06/21/SC

Council received the Notice of Decision as provided in the agenda package.

11.2. For Information - Notice of Decision on Application for Consent - SEPB File No. B/07/21/SC

Council received the Notice of Decision as provided in the agenda package.

Councillor Branconnier declared his conflict of interest on Item 11.3 and 11.4. and did not participate in discussion.

11.3. For Information - Notice of Decision on Application for Consent - SEPB File No. B/08/21/SC

Council received the Notice of Decision as provided in the agenda package.

11.4. For Information - Notice of Decision on Application for Consent - SEPB File No. B/09/21/SC

Council received the Notice of Decision as provided in the agenda package.

Councillor Branconnier resumed his participation in the meeting.

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

Nil.

13.0 ADJOURNMENT

13.1 Resolution to adjourn the meeting

2021-91

Moved by: Councillor Loftus
Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Committee of the Whole meeting of April 7, 2021 be adjourned at 7:38 p.m.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

**April 21, 2021 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario**

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

ALSO PRESENT: Chief Administrative Officer: Denis Turcot
Clerk: Tammy Godden
Director of Finance / Treasurer: Pamela McCracken
Chief Building Official: Andrea Tarini
Fire Chief: James Bertoia

GUESTS: Sudbury East Planning Board Matthew Dumont

PUBLIC PRESENT: 1 (electronically)

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2021-92

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on April 21, 2021.

Carried

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-93

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held April 21, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

4.1 Delegation by Matthew Dumont, Director of Planning, Sudbury East Planning Board - Regarding Municipal Planning for St.-Charles - Travel trailers on waterfront residential and rural lots.

Ms. Andrea Tarini, Chief Building Official and Mr. Matthew Dumont, Planner with the Sudbury East Planning Board, jointly presented Council with information relative to the proposed Travel Trailer Licensing By-Law and the impact on the Zoning By-Law. It was noted that in previous discussions, Council had agreed to uniformly allow two (2) travel trailers on all properties in the Municipality. Mr. Dumont indicated that from a planning perspective he did not support this and it would require an amendment to the Zoning By-Law. Following discussion, Council agreed that moving forward the intent would be to allow one (1) travel trailer on all properties in the Municipality.

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

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on April 21, 2021)

Nil.

6.0 NOTICE OF MOTIONS

**6.1 Motion by Mayor Paul Schoppmann - Proposed Changes to Land Transfer Tax
(originally read in during March 17, 2021 Regular Meeting of Council)
(Resolution deferred during April 7, 2021 Committee of the Whole meeting)**

Council instructed staff to provide this Resolution to FONOM, AMO and all Municipalities.

2021-94

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

WHEREAS Municipalities in Ontario have an infrastructure deficit of \$34 billion dollars;

AND WHEREAS there is extremely limited grant money being received by the provincial and federal governments;

WE THEREFORE ASK that Municipalities be allowed to have a charge applied to all land transfers within their boundaries and that this amount go directly to the Municipality.

Carried

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

2021-95

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:35 p.m. this 21st day of April 2021 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 - Janitor Position

____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;
Topic #1 - Janitor Position

Carried

7.2 Resolution to reconvene to open session

2021-96

Moved by: Councillor Loftus
Seconded by: Councillor Lafleur

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 6:45 p.m.

Carried

Verbal Report from the Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that information was received and instructions were provided to the Chief Administrative Officer.

8.0 CORRESPONDENCE FOR INFORMATION

8.1 Resolution to receive correspondence for information

2021-97

Moved by: Councillor Lemieux
Seconded by: Councillor Loftus

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

1. Letter from Cunningham Swan, dated March 4, 2021, regarding Integrity Commissioner Services Annual Report 2020;
2. Email from South Glengarry, dated March 15, 2021, regarding Provincial Vaccine Rollout;
3. Copy of letter from Sudbury East Planning Board, dated March 18, 2021, regarding Minor Variance Application, A/03/21/SC;
4. Email from Muskoka, dated March 18, 2021, regarding Request to Reverse Decision to Close the Ontario Fire College;
5. Email from Ontario Recreation Facilities Association Inc., dated March 19, 2021, regarding Open Letter to ORFA Members and Industry Employers;
6. Email from Plympton-Wyoming, dated March 19, 2021, regarding Colour Coded Capacity Limits;
7. Email from Plympton-Wyoming, dated March 19, 2021, regarding Ontario Fire College;
8. Email from Plympton-Wyoming, dated March 19, 2021, regarding Carbon Tax;
9. Email from Peterborough, dated March 22, 2021, regarding Homelessness, Mental Health and Addiction in Niagara;
10. Email from Fort Erie, dated March 23, 2021, regarding Colour Coded System;
11. Email from Fort Erie, dated March 23, 2021, regarding Cannabis Licencing and Enforcement;
12. Email from Fort Erie, dated March 23, 2021, regarding Lincoln - McNally House Hospice's - End of Life;
13. Email from Edwardsburgh Cardinal, dated March 24, 2021, regarding Closure of Ontario Fire College;

14. Email from Pickle Lake, dated March 25, 2021, regarding Requested Changes to the Municipal Elections Act;
15. Email from Kingsville, dated March 26, 2021, regarding Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms);
16. Letter from Ministry of the Solicitor General, Office of the Fire Marshal and Emergency Management, dated March 30, 2021;
17. Email from Kitchener, dated March 31, 2021, regarding Planning Act Timelines;
18. Email from Caledon, dated April 1, 2021, regarding Ontario Fire College Closure;
19. Email from Caledon, dated April 1, 2021, regarding Support for 988; and,
20. Email from Lake of Bays, dated April 8, 2021, regarding Colour Coded Capacity Limits

Carried

9.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

9.1. ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

Nil.

9.2. FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

9.2.1 Resolution to receive the Cash Disbursement Register for the month of March 2021

Council reviewed the Cash Disbursement Register for the month of March 2021. Council requested the Chief Administrative Officer to obtain a report from the Community Transportation regarding ridership as well as a quarterly report from the Foodbank.

2021-98

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Cash Disbursement Register for the month of March 2021 be received in the amount of:

- \$316,766.90

Carried

9.2.2 Quarter Report to Council - Treasury Department 2021 Q1

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

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9.2.3 Quarter Report to Council - Budget Variance 2021 Q1

9.3. GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

9.3.1 Report to Council - General Update

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to reopen the Municipal Office and Service Ontario to the public once the Stay at Home Order is lifted.

9.3.2 Report to Council - Department Head Goals

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to add language to the HR-002 Non-Union Personnel Policy regarding annual reviews and goal setting.

9.4. HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

9.5. PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

9.5.1 Report to Council - Beautification Advisory Committee Appointment

2021-99

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the following individual be appointed as a member of the St.-Charles Beautification Advisory Committee for the remainder of the 2018 - 2022 Council term:

- Sue Fitzwilliam

Carried

9.6. PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

9.6.1 Quarter Report to Council - Building and By-Law Department 2021 Q1

The Chief Building Official was not available to deliver the report. Council asked that the report be deferred to the next meeting.

9.6.2 Report to Council - Official Plan Update

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council generally agreed that more time was required to review the report from J.L. Richards and would like a delegation from them.

9.7. PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

9.7.1 Canine Control Report for the month of March 2021

Council received the Canine Control Report for the month of March 2021.

9.7.2 Resolution stemming from March 3, 2021 Committee of the Whole Meeting regarding Resignation of Firefighter Denholm

2021-100

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby accepts the resignation of the following member of the St.-Charles Fire Department:

- James Denholm

Carried

9.7.3 Resolution stemming from April 7, 2021 Committee of the Whole Meeting regarding Surplus Equipment

2021-101

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

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

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- Eight (8) MSA SCBA harnesses
- Eight (8) MSA facepieces
- Twenty-five (25) MSA bottles

AND BE IT FURTHER RESOLVED THAT these items be listed for sale GovDeals.com with a reserve bid amount, failing which the equipment will be donated to Fire Fighters Without Borders.

Carried

9.7.4 Resolution stemming from March 3, 2021 Committee of the Whole Meeting regarding Resignation of Firefighter Grandbois

2021-102

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby accepts the resignation of the following member of the St.-Charles Fire Department:

- Robert Grandbois

Carried

9.7.5 Resolution stemming from April 7, 2021 Committee of the Whole Meeting regarding Reinstatement of Firefighter Hilts

2021-103

Moved by: Councillor Lemieux

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approves the reinstatement of the following member of the St.-Charles Fire Department:

- Rory Hilts

Carried

9.7.6 Resolution stemming from April 7, 2021 Committee of the Whole Meeting regarding Appointment of Volunteer Firefighters

2021-104

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

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

- Pierre Frappier
- Jeannine Frappier

Carried

9.7.7 Quarter Report to Council - Fire Department 2021 Q1

The Fire Chief presented the report as provided in the agenda package.

9.7.8 Report to Council - Building Maintenance - Kitchen Renovation

The Fire Chief presented the report as provided in the agenda package.

9.8. SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

9.9. TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

Nil.

10.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

Nil.

11.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

Nil.

12.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

Nil.

13.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

Nil.

14.0 BY-LAWS

14.1 First and second reading

2021-105

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

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

By-Law 2021-13 Being A By-Law To Enter Into A Fire Safety Grant Transfer Payment Agreement With Her Majesty The Queen In Right Of Ontario As Represented By The Office Of The Fire Marshall

Carried

14.2 Third and final reading

2021-106

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-13.

Carried

15.0 ADDENDUM (if required and by resolution)

Nil.

16.0 ADJOURNMENT

16.1 Confirmation By-Law

2021-107

Moved by: Councillor Loftus
Seconded by: Councillor Branconnier

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

By-Law 2021-14, Being A By-Law To Confirm The Proceedings Of Council At Its Special Meeting Of Council Held March 26th, 2021, At Its Committee Of The Whole Meeting Held April 7th, 2021, And At Its Regular Meeting Of Council Held April 21st, 2021

Carried

2021-108

Moved by: Councillor Loftus
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-14.

Carried

16.2 Resolution to adjourn the meeting

2021-109

Moved by: Councillor Lafleur
Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 8:24 p.m. on April 21, 2021.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles
MINUTES
Committee of the Whole Meeting
May 5, 2021 at 6:00 PM
Electronic Meeting (via Zoom)

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

ABSENT: Councillor Jackie Lafleur

STAFF PRESENT: Denis Turcot, Chief Administrative Officer
Tammy Godden, Clerk
Pamela McCracken, Director of Finance / Treasurer
Andrea Tarini, Chief Building Official
Travis DeBenedet, Director of Operations
James Bertoia, Fire Chief

PUBLIC PRESENT: 3 (electronically)

MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

2021-110

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the Committee of the Whole meeting of May 5, 2021 be opened at 6:00 p.m.

Carried

ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-111

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting of Council held May 5, 2021 be adopted as presented.

Carried

DISCLOSURES OF PECUNIARY INTEREST

None declared.

PRESENTATIONS AND DELEGATIONS

Nil.

ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on May 5, 2021)

5.1 Catherine Brisson - Re: Item 8.9.2 (written questions were received and read by the Clerk)

Mr. Brisson provided comments relating to the Roads Policy By-Law / Reclassification of Roads report. Ms. Brisson requested that Council clarify the road classification of Northshore Road as a Class 6. Ms. Brisson questioned how current the data was to support the report prepared by staff. Ms. Brisson advised that there are now at least twenty (20) full-time households on their road. Ms. Brisson requested that Council reconsider the classification of Northshore Road and amend it to a Class 5.

5.2 Alex Gryska - Re: Item 8.9.2 (written questions were received and read by the Clerk)

Mr. Gryska provided comments relating the the Roads Policy By-Law / Reclassification of Roads report. Mr. Gryska indicated he is concerned about

possible degradation of road services on Northshore Road. Mr. Gyska requested that Northshore Road continue to have the same level of road maintenance as in the past.

5.3 Richard Lafleur - Re: Item 8.9.2 (written questions were received and read by the Clerk)

Mr. Lafleur provided comments relating the the Roads Policy By-Law / Reclassification of Roads report. Mr. Lafleur questioned whether property owners where road closures are being considered have been contacted and consulted with. Mr. Lafleur is concerned with the classification of Northshore Road as a Class 6. Mr. Lafleur is also concerned with the effect on emergency services should Northshore Road be a Class 6 road.

5.4 Laurier Labelle- Re: Item 8.9.2 (written questions were received and read by the Clerk)

Mr. Labelle provided comments relating the the Roads Policy By-Law / Reclassification of Roads report. Mr. Labelle expressed that winter maintenance on Northshore Road had been good to date, but requested that it remain at that level.

5.5 Gerry Dignard, Canadian Shield Consultants- Re: Item 8.9.2 (written questions were received and read by the Clerk)

Mr. Dignard provided comments relating the the Roads Policy By-Law / Reclassification of Roads report. Mr. Dignard advised that he was objecting to the reclassification of Dignard Road from seasonal to unmaintained. Mr. Dignard advised that an impact study or consultation process with the property owners would be valuable. Mr. Dignard is concerned that the reclassification will impact future severances for property owners.

NOTICE OF MOTIONS

Nil.

CLOSED SESSION

Nil.

COMMITTEES:

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

Note - 2021 Q1 Report included with Public Works at Item 8.9.1. below.

8.2. Finance Committee: Chair Councillor Jackie Lafleur / Council

8.2.1 Report to Council - Tax Notice Warning Letter

The Director of Finance presented the report as provided in the agenda package. The Director of Finance further advised that twenty-two (22) letters were sent out to those property owners in arrears 3+ years.

8.3. General Government Committee: Chair Councillor Paul Branconnier / Council

8.3.1 Report to Council - Request from Resident

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer further confirmed that work will be done on Notre Dame Park as soon as the ground is firm enough for the equipment. Following discussion, Council was in agreement with the recommendation that Fire Department vehicles are to remain available at all times for emergency services and other Council approved events like the Christmas Parade.

8.3.2 Report to Council - Employee Assistance Program

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to add the Elite EAP Program to the benefits of all five (5) full-time non-union employees at a cost of \$270.00 per year.

8.3.3 Sudbury East Chamber of Commerce minutes of February 2, 2021

Council received the Sudbury East Chamber of Commerce minutes of February 2, 2021.

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

Nil.

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

8.5.1 Quarter Report to Council - Parks, Recreation and Facilities Department 2021 Q1

The Director of Operations presented the report as provided in the agenda package. The Chief Administrative Officer further advised that they are increasing the number of vaccines administered at the clinics and it is likely they will be having weekly vaccine clinics by end of May or June.

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

8.6.1 Quarter Report to Council - Building Controls and By-Law Department (deferred from April 21, 2021 Regular Meeting of Council)

The Chief Building Official presented the report as provided in the agenda package.

8.6.2 Report to Council - SEBBS Travel Trailer Licensing By-Law Review and ZBA Update

The Chief Building Official presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation of setting the annual trailer licencing fee at \$400.00. Council further supported the recommendation to amend the Zoning By-Law Amendment Application to include the addition of Park Model Trailers as an allowable use on Waterfront Commercial Tourist and Commercial Tourist zones.

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

Nil.

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

8.8.1 Report to Council - Proposed Agreement with Aide Aux Senior - Inclusive Community Grant

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to enter into an Agreement with Sudbury East Seniors Support for the purpose of administering the Inclusive Community Grant Program.

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

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

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

8.9.2 Report to Council - Roads Policy By-Law / Reclassification of Roads

Mayor Schoppmann acknowledged receipt of comments received earlier and confirmed that the report to Council was unclear. The Chief Administrative Officer confirmed that the Municipality is currently doing road maintenance above the minimum standard and are simply trying to recognize the road classifications and reflect current practices in a By-Law. The Director of Operations presented the report as provided in the agenda package. The Director of Operations confirmed that there will be no change in the current level of service and that Class 6 roads will continue to be maintained as Class 5 roads. Following discussion, Council was satisfied with the draft By-Law as presented. Council further supported the recommendation to reclassify certain roads provided the proper notices were provided to those affected pursuant to the Notice Policy

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

9.1 Manitoulin-Sudbury District Services Board minutes of February 25, 2021

Council received the Manitoulin-Sudbury District Services Board minutes of February 25, 2021.

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

Nil.

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

11.1 Sudbury East Planning Board minutes of December 10, 2020

Council received the Sudbury East Planning Board minutes of December 10, 2020.

11.2 Report to Council - Planning Board 2020 Financial Statement and 2021 Budget

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed there are concerns regarding the level of service and agreed that a letter of concern would be prepared by the Mayor and Clerk to be sent to the Sudbury East Planning Board. Council further requested more details on the Financial Statement and 2021 Budget to be brought back to Council.

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

12.1 Sudbury East Municipal Association minutes of March 5, 2020

Council received the Sudbury East Municipal Association minutes of March 5, 2020.

12.2 Sudbury East Municipal Association minutes of September 24, 2020

Council received the Sudbury East Municipal Association minutes of September 24, 2020.

12.3 Sudbury East Municipal Association minutes of November 26, 2020

Council received the Sudbury East Municipal Association minutes of November 26, 2020.

ADJOURNMENT

13.1 Resolution to adjourn the meeting

2021-112

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Committee of the Whole meeting of May 5, 2021 be adjourned at 8:05 p.m.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

May 19, 2021 at 6:00 PM

Electronic Meeting (via Zoom)

St.-Charles, Ontario

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

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

PUBLIC PRESENT: 3 (electronically)

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2021-113

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on May 19, 2021.

Carried

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2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2021-114

Moved by: Councillor Lafleur

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held May 19, 2021 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

Nil.

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

(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on May 19, 2021)

Nil.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

2021-115

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:02 p.m. this 19th day of May, 2021 to discuss:

_____ 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 - Litigation re Property Sold in Error

Carried

7.2 Resolution to adopt the minutes of closed session meetings

7.3 Resolution to reconvene to open session

2021-116

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 6:28 p.m.

Carried

Verbal Report from the Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that information was received and instructions were provided to the staff.

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

2021-117

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

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

- Regular Meeting of Council held January 20, 2021
- Special Meeting of Council held February 2, 2021
- Committee of the Whole Meeting held February 3, 2021
- Special Meeting of Council held February 10, 2021
- Special Meeting of Council held February 17, 2021
- Regular Meeting of Council held February 17, 2021

Carried

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

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2021-118

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

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

1. Copy of letter from Plympton-Wyoming, dated April 20, 2021 regarding Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline;
2. Email from Cambridge, dated April 22, 2021 regarding City of Cambridge Council Resolution - April 20, 2021 - Paid Sick Leave;
3. Letter from Ontario Provincial Police, dated April 23, 2021 regarding 2022 Municipal Policing Billing Statement Property Count;
4. Copy of letter from Fort Erie, dated April 27, 2021 regarding Province Investigating and Updating Source Water Protection Legislation;
5. Copy of letter from Fort Erie, dated April 27, 2021 regarding Township of Archipelago - Road Management Action on Invasive Phragmites;
6. Copy of letter from Barrie, dated April 30, 2021 regarding National 3-Digit Suicide and Crisis Hotline;
7. Copy of letter from Brantford, dated April 30, 2021 regarding Request - Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities;
8. Letter from Information and Privacy Commissioner of Ontario, dated April 30, 2021 regarding IPC File Number MR20-00058;
9. Copy of letter from Aurora, dated May 3, 2021 regarding Correspondence from Mayor Allan Thompson, Town of Caledon; Re: Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline;
10. Copy of letter from Leamington, dated May 5, 2021 regarding Advocacy for Reform Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
11. Email from Grey Highlands, dated May 7, 2021 regarding Support for 988 - 3 Digit Crisis Hotline;
12. Letter from Ministry for Seniors and Accessibility, dated May 7, 2021 regarding 2021 Senior of the Year Award;
13. Copy of letter from Burpee and Mills, dated May 11, 2021 regarding Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline;
14. Email from Georgian Bay, dated May 12, 2021 regarding Road Management Action on Invasive Phragmites; and,
15. Copy of letter from Plympton-Wyoming, dated May 14, 2021 regarding Support for City of Brantford Request.

and directs staff to:

- draft a Resolution in support on items 1, 5, 6, 9, 11, 13, 14

Carried

10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

10.1. ENVIRONMENTAL SERVICES COMMITTEE

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Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

Nil.

10.2. FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

10.2.1 Resolution to receive the Cash Disbursement Register for the month of April 2021.

2021-119

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Cash Disbursement Register for the month of April 2021 be received in the amount of:

- \$208,468.51

Carried

10.2.2 Report to Council - Canada Post and PaySimply

The Director of Finance presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to amend By-Law 2021-09 to include the option of using the online service provided by Pay Simply.

10.2.3 Report to Council - PIL Reconciliation

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

10.2.4 Report to Council - Safe Restart Grant Funding Update

The Director of Finance presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to have air purifiers in all municipal buildings.

10.2.5 Report to Council - Update - Tax Notice Warning Letters

The Director of Finance presented the report as provided in the agenda package. The Director of Finance further advised that since preparation of the report an additional request from a resident regarding repayment of arrears was received. Following discussion, Council agreed with the

recommendation that any payment proposals be for a period of one (1) year maximum.

10.3. GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

**10.3.1 Resolution stemming from April 21, 2021 Regular Meeting of Council
- Department Head Goals**

2021-120

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

WHEREAS by Resolution Number 2020-149 Council for the Corporation of the Municipality of St.-Charles adopted Policy No. HR-002 Non-Union Personnel Policy;

AND WHEREAS Council deems it necessary to amend this Policy;

BE IT THEREFORE RESOLVED THAT the following clause be added to Policy No. HR-002 Non-Union Personnel Policy

8.4.1 By January 31st of every year, the CAO shall report to Council a summary of all Department Head performances, excluding probationary reviews which are to be completed prior to probation end. The report shall also include proposed goals for the upcoming year for each employee. The goals should include proposed professional development, department improvement and any other items as identified in the performance review. Once reviews and goals are approved by Council, each department head will move to the following steps or receive the previous year CPI increase as approved by Council. The increase shall be prorated to the respective Department Head's anniversary date.

Carried

10.3.2 Resolution stemming from May 5, 2021 Committee of the Whole Meeting - Employee Assistance Program

2021-121

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the addition of the Elite EAP (Employee Assistance Program) to the benefits provided to the full-time non-union employees at a cost of \$270.00 per year.

Carried

10.3.3 Report to Council - Update - Nepewassi Lake Road Property

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The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to obtain a legal opinion regarding the sale of the vacant land.

10.3.4 Report to Council - Publication of Meeting Agendas

The Clerk presented the report as provided in the agenda package. Following discussion, agreed with the recommendation that meeting agendas be published to Council and to the public at the same time.

10.4. HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

10.4.1 Report to Council - Community Transportation Initiative - Year 3 Report

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer further reported that St-Charles usage is approximately 1% - 3% of the 180 trips reported. Following discussion, Council agreed that the Municipality should undertake some advertising / promotions of the transportation service.

10.4.2 Report to Council - Sudbury East Municipal Association Community Safety Planning Committee

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to post for volunteers for a period of two (2) weeks.

10.4.3 Public Health Sudbury & Districts unapproved minutes of February 18, 2021

Council received the Public Health Sudbury & District unapproved minutes of February 18, 2021.

10.5. PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

Nil.

10.6. PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

10.6.1 Resolution stemming from May 5, 2021 Committee of the Whole Meeting - SEBBS Travel Trailer Licensing By-Law Review and ZBA Update

2021-122

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves amending the current Zoning By-Law Amendment Application to include the addition of Park Model Trailers as an allowable use on Waterfront Commercial Tourist and Commercial Tourist Zones.

Deferred

10.7. PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1 Canine Control Report for the month of April 2021

Council received the Canine Control Report for the month of April 2021.

10.8. SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux

Nil.

10.9. TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

10.9.1 Report to Council - Calcium Tender Results and Recommendation 2021

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to award the contract to Pollard Highway Products.

2021-123

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

WHEREAS a Request for Quote was issued for the supply and application of liquid calcium chloride (35%) on approximately 70 km of municipal gravel roads;

AND WHEREAS Tenders were received from Da-Lee Dust Control in the amount of \$78,750.00 + HST; and from Pollard Highway Products in the amount of \$36,000.00 + HST;

BE IS RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles agrees to award the contract for the supply and application of liquid calcium chloride (35%) to Pollard Highway Products.

Carried

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann

Nil.

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

Nil.

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

13.1 Report to Council - Update - Questions Relating to the Sudbury East Planning Board's 2021 Budget

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to approve the Sudbury East Planning Board 2021 Apportionment.

2021-124

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

WHEREAS at its Regular Meeting held May 19th, 2021, Council was presented with the Sudbury East Planning Board's 2021 apportionment for the Municipality of St.-Charles and annual Audited Financial Statements;

AND WHEREAS Council deems it desirable to approve the said apportionment;

BE IT THEREFORE RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approves the Sudbury East Planning Board's 2021 apportionment for the Municipality of St.-Charles in the amount of \$21,868.00.

Carried

13.2 Resolution to receive the Sudbury East Planning Board's 2020 Audited Financial Statements.

2021-125

Moved by: Councillor Lafleur

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby receives the Sudbury East Planning Board's 2020 Audited Financial Statements.

Carried

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux

15.0 BY-LAWS

15.1 First and second reading

2021-126

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

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

- By-Law 2021-15 Being A By-Law To Enter Into A Letter Of Understanding With Aide Aux Séniors De Sudbury Est / Sudbury East Seniors Support Inc.

Carried

15.2 Third and final reading

2021-127

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-15.

Carried

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

17.1 Confirmation By-Law

2021-128

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

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

- By-Law 2021-16 Being A By-Law To Confirm The Proceedings Of Council At Its Committee Of The Whole Meeting Held May 5th, 2021 And At Its Regular Meeting Of Council Held May 19th, 2021

Carried

2021-129

Moved by: Councillor Branconnier

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-16.

Carried

17.2 Resolution to adjourn the meeting

2021-130

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 8:27 p.m. on May 19, 2021.

Carried

PAUL SCHOPPMANN, MAYOR

TAMMY GODDEN, CLERK



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

November 15, 2021

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

Dear Premier Ford:

This is to advise that City Council, at a meeting held on October 18, 2021, passed the following resolution regarding liquor licence sales and patio extensions:

"WHEREAS the Covid-19 pandemic has been both a health crisis and an economic crisis; and,

WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO), an agency of the Province of Ontario, regulates licensed establishments; and,

WHEREAS the requirements for temporary extension of a liquor licence sales and temporary patio extensions have been relaxed throughout the pandemic, including downloading of certain approvals to the municipality, and proved beneficial to business operators; and,

WHEREAS the Downtown Kitchener BIA has invested \$600,000 into new downtown restaurant patios and the Belmont Village BIA invested in creating a new pedestrian-only patio experience; and,

WHEREAS the City of Kitchener has provided \$100,000 in business recovery grants to support Kitchener restaurants in adapting their patios to respond to the pandemic; and,

WHEREAS the City of Kitchener has developed a seamless system for approving patio expansion during the pandemic, supporting more than 60 restaurant owners across the city; and,

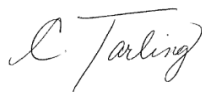
WHEREAS the City of Kitchener would like to provide further opportunities for helping strengthen our economy, continue to support local businesses, and have successfully managed the new licensed-area extension approvals delegated to the municipality;

THEREFORE BE IT RESOLVED that the City of Kitchener strongly encourages the Province of Ontario to continue the relaxed regulations in perpetuity, including, but not limited to, the following: i) permitting extensions of licensed areas without requiring AGCO approval, subject to municipal authorization; and, ii) flexibility on the requirements for demarcation of the limits of a patio, such as not requiring a prescribed physical barrier;

THEREFORE BE IT RESOLVED that should the AGCO propose to complete a comprehensive review of the temporary extension of a liquor licence sales and temporary patio extension regulations, The City of Kitchener wishes to volunteer to participate in any pilot programs that would allow the current regulations that are in effect until 3:00 a.m. on January 1, 2022 to be maintained, as the City would like to continue to show support to our local businesses;

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario, Tom Mungham, Chief Executive Officer, AGCO, the Association of Municipalities of Ontario, Federation of Canadian Municipalities and all other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Tom Mungham, Chief Executive Officer, AGCO
Monika Turner, Association of Municipalities of Ontario
Joanne Vanderheyden, President, Federation of Canadian
Municipalities
Ontario Municipalities



Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029 www.lasalle.ca

November 15, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
House of Commons
Ottawa, Ontario K1A 0A6
justin.trudeau@parl.gc.ca

Dear Prime Minister Trudeau,

Re: COVID-19 Testing Requirement at Land Border

At the November 9, 2021 Regular Meeting of Council, Town of LaSalle Council gave consideration to correspondence received from a resident, dated November 2, 2021, regarding the COVID-19 testing requirement for travelers crossing the land border into Canada.

The following points were considered:

- The vast majority of the population of Essex County, including the Town of LaSalle, is fully vaccinated against COVID-19;
- Essex County, including the Town of LaSalle, has strong economic and social ties to Metropolitan Detroit and southeast Michigan;
- The United States has opened their land border to fully vaccinated Canadians without COVID-19 testing requirements; and
- The City of Windsor has asked the federal government to remove COVID-19 testing as a requirement for fully vaccinated travelers crossing the land border into Canada.

At the Meeting, the following Resolution was passed:

698/21

Moved by: Councillor Renaud
Seconded by: Councillor Carrick

That the Corporation of the Town of LaSalle requests that the Federal Government remove the requirement for Canadian Travelers to be tested for COVID-19 when using a land border crossing into the United States and then returning to Canada after the November 8, 2021 re-opening.

H E A L T H Y V I B R A N T C A R I N G



Your favourable consideration of this request is respectfully requested.

Yours Truly,



Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

cc. The Honourable Doug Ford
Chris Lewis, MP, Essex
Taras Natyshak, MPP, Essex
Gary McNamara, Warden, County of Essex
All Members of Parliament
All Members of Provincial Parliament
All Ontario Municipalities

H E A L T H Y V I B R A N T C A R I N G





Premier Doug Ford
MPAC
AMO
(Sent via email)

November 18th 2021

Re: Concerns with the Continued Postponement of Property Assessments

Please be advised that on November 17th 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Municipality of Mattice-Val Coté's resolution (attached) regarding the government of Ontario's decision to postpone the province-wide assessment update for the 2022 and 2023 taxation years.

Motion 17

Moved by Netty McEwen

Seconded by Muriel Wright

That Council supports item x of correspondence from the Municipality of Mattice – Val Coté regarding concerns with the continued postponement of the property assessment update, and directs staff to prepare a letter of support.

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: (all sent via e-mail)
Bob Bailey, MPP Sarnia – Lambton
All Ontario Municipalities

The Corporation of the Town of Plympton-Wyoming
P.O Box 250, 546 Niagara Street, Wyoming Ontario N0N 1T0
Tel: 519-845-3939 Ontario Toll Free: 1-877-313-3939
www.plympton-wyoming.com

Municipalité de
Municipality of

**MATTICE-
VAL CÔTÉ**



Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0
(705) 364-6511 – Fax: (705) 364-6431

RESOLUTION NO. 21-247

Moved by: Marc Dupuis
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgoïn.

- CARRIED -

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario
This 10th day of November 2021


Guylaine Coulombe

Canada



November 19, 2021

Denis Turcot
CAO
Municipality of St. Charles
dturcot@stcharlesontario.ca

Dear Mr. Turcot:

I am writing to let you know about a new Canadian Agricultural Partnership (CAP) targeted cost-share initiative of up to \$700,000 aimed at increasing deadstock management capacity throughout the province. The application intake will be open from November 18, 2021 to December 13, 2021. You can find additional information, including how to apply, on the OMAFRA website at www.omafra.gov.on.ca/english/cap/index.htm.

In light of the recent loss of on-farm deadstock pickup services in certain areas of the province, my ministry, in partnership with the government of Canada, is launching this CAP initiative to support livestock producers, waste management facilities, municipalities and other agri-businesses such as livestock auction barns, assembly yards, deadstock transporters, collectors, renderers, and veterinary clinics in increasing capacity for deadstock management. Given these increased pressures, this initiative offers a higher cost-share rate than our usual deadstock funding, that being 50% reimbursement of eligible expenses as opposed to 35%, up to a maximum of \$25,000 per applicant.

The initiative provides cost-share funding, to support planning, establishing, and/or managing deadstock to increase capacity for deadstock management. Specifically expenses eligible for cost-share reimbursement include:

Assessments and Planning

- Qualified third-party services to provide an initial operational plan or assessment of an applicant's deadstock capacity (e.g., deadstock management plan, environmental plan/assessment).

.../2



Deadstock Facility Upgrades and Equipment

- Establishment of an on-site facility to handle and store deadstock efficiently and securely as a preventive measure to reduce the risk of introduction and spread of disease to animals and humans, including, but not limited to:
 - Purchase, modification, or construction of a deadstock management system (e.g., composter, digester, incinerator [**subject to regulatory requirements and restrictions**], in-ground vessel, waste management bins) and associated runoff management equipment/systems,
 - Digester modifications or components that enable the taking of deadstock (e.g. pretreatment equipment)
 - New construction or modifications to structures or buildings to facilitate the handling, storage and removal of deadstock, or to securely store deadstock in a manner that prevents access or scavenging by wildlife and vermin, and;
 - New freezer or cooler systems for the temporary storage of deadstock and parts thereof, or specified risk materials.

Please note that expenses must meet the requirements of the [Ontario Regulation 105/09](#), under the *Food Safety and Quality Act, 2001* (FSQA), and [Ontario Regulation 106/09](#) under the *Nutrient Management Act, 2002* (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants) and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our government is committed to supporting the agri-food sector and rural communities in Ontario.

I encourage you to take advantage of this funding opportunity and submit an application for your project. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,



Marie-Claude Bibeau
Minister of Agriculture
and Agri-Food Canada



Lisa M. Thompson
Minister of Agriculture, Food
and Rural Affairs

From: Nicole Martin [nmartin@amaranth.ca]
Sent: Tuesday, November 23, 2021 3:03 PM
To: Guylaine Coulombe [gcoulombe@matticevalcote.ca]; Siobhan Delaney [Siobhan.Delaney@kitchener.ca]; 'achittick@selwyntownship.ca' [achittick@selwyntownship.ca]; 'acarter@pertheast.ca' [acarter@pertheast.ca]; 'admin@hiltontownship.ca' [admin@hiltontownship.ca]; 'admin@jocelyn.ca' [admin@jocelyn.ca]; 'admin@larderlake.ca' [admin@larderlake.ca]; 'adminclerk@perth.ca' [adminclerk@perth.ca]; 'administration@valharty.ca' [administration@valharty.ca]; 'agray@townshipofsevern.com' [agray@townshipofsevern.com]; 'aholtzhauer@greatermadawaska.com' [aholtzhauer@greatermadawaska.com]; 'ahumphries@cityofwoodstock.ca' [ahumphries@cityofwoodstock.ca]; 'alberton@jam21.net' [alberton@jam21.net]; 'alison.collard@champlain.ca' [alison.collard@champlain.ca]; 'Amanda Gubbels' [agubbels@warwicktownship.ca]; 'Amy Burkhart' [amy.burkhart@sarnia.ca]; 'Amy.Back@muskoka.on.ca' [Amy.Back@muskoka.on.ca]; 'amyvickerymenard@armstrong.ca' [amyvickerymenard@armstrong.ca]; 'andy.grozzelle@norfolkcounty.ca' [andy.grozzelle@norfolkcounty.ca]; 'angie.cathrae@southbrucepeninsula.com' [angie.cathrae@southbrucepeninsula.com]; 'annetteg@eganville.com' [annetteg@eganville.com]; 'annilene@town.minto.on.ca' [annilene@town.minto.on.ca]; 'ann-marie.norio@niagararegion.ca' [ann-marie.norio@niagararegion.ca]; 'ARochefort@alfred-plantagenet.com' [ARochefort@alfred-plantagenet.com]; 'asage@northdumfries.ca' [asage@northdumfries.ca]; 'asimonian@augusta.ca' [asimonian@augusta.ca]; 'athens@myhighspeed.ca' [athens@myhighspeed.ca]; 'averyken@admastonbromley.com' [averyken@admastonbromley.com]; 'baileyburpeemills@gmail.com' [baileyburpeemills@gmail.com]; 'BAngione@hbmtwp.ca' [BAngione@hbmtwp.ca]; 'bbrooks@stonemills.com' [bbrooks@stonemills.com]; 'bbrunt@southdundas.com' [bbrunt@southdundas.com]; 'bdehaan@northstormont.ca' [bdehaan@northstormont.ca]; 'bdrury@georgianbluffs.ca' [bdrury@georgianbluffs.ca]; 'bdunk@stcatharines.ca' [bdunk@stcatharines.ca]; 'Beth.Morton@townshipofperry.ca' [Beth.Morton@townshipofperry.ca]; 'bfoster@emo.ca' [bfoster@emo.ca]; 'bgilmer@porthope.ca' [bgilmer@porthope.ca]; 'bgravel@moonbeam.ca' [bgravel@moonbeam.ca]; 'bkane@newtecumseth.ca' [bkane@newtecumseth.ca]; 'bkittmer@town.stmarys.on.ca' [bkittmer@town.stmarys.on.ca]; 'bknight@huroneast.com' [bknight@huroneast.com]; 'blarmer@cobourg.ca' [blarmer@cobourg.ca]; 'bmatson@niagarafalls.ca' [bmatson@niagarafalls.ca]; 'bpaulmachar@vianet.ca' [bpaulmachar@vianet.ca]; 'bradleyc@hastingscounty.com' [bradleyc@hastingscounty.com]; 'brenda.fraser@townofkearney.ca' [brenda.fraser@townofkearney.ca]; 'brentstdenis@gmail.com' [brentstdenis@gmail.com]; 'brethour@parolink.net' [brethour@parolink.net]; 'btocheri@hanover.ca' [btocheri@hanover.ca]; 'cao.clerk@bonfieldtownship.org' [cao.clerk@bonfieldtownship.org]; 'cao@centralhuron.com' [cao@centralhuron.com]; 'CAO@Cobalt.ca' [CAO@Cobalt.ca]; 'CAO@elgin.ca' [CAO@elgin.ca]; 'cao@hastingshighlands.ca' [cao@hastingshighlands.ca]; 'cao@laurentianhills.ca' [cao@laurentianhills.ca]; 'cao@madawaskavalley.ca' [cao@madawaskavalley.ca]; 'cao@marathon.ca' [cao@marathon.ca]; 'cao@merrickville-wolford.ca' [cao@merrickville-wolford.ca]; 'cao@northglengarry.ca' [cao@northglengarry.ca]; 'cao@schreiber.ca' [cao@schreiber.ca]; 'cao@southwestmiddlesex.ca' [cao@southwestmiddlesex.ca]; 'cao@southwold.ca' [cao@southwold.ca]; 'cao@swox.org' [cao@swox.org]; 'cao@terracebay.ca'

[cao@terracebay.ca]; 'cao@town.ignace.on.ca' [cao@town.ignace.on.ca]; 'cao@whiteriver.ca' [cao@whiteriver.ca]; 'cao-treasurer@tweed.ca' [cao-treasurer@tweed.ca];
'carey.herd@caledon.ca' [carey.herd@caledon.ca]; 'cbeauvais@municipalityofkillarney.ca' [cbeauvais@municipalityofkillarney.ca]; 'cbonneville@tay.ca' [cbonneville@tay.ca];
'ccoulson@dysartetal.ca' [ccoulson@dysartetal.ca]; 'ccyr@wawa.ca' [ccyr@wawa.ca];
'cdoiron@brighton.ca' [cdoiron@brighton.ca]; 'centralm@amtelecom.net' [centralm@amtelecom.net]; 'cgendron@moonbeam.ca' [cgendron@moonbeam.ca];
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'clerk@addingtonhighlands.ca' [clerk@addingtonhighlands.ca]; 'clerk@armourtownship.ca' [clerk@armourtownship.ca]; 'clerk@arran-elderslie.ca' [clerk@arran-elderslie.ca];
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'clerk@kincardine.ca' [clerk@kincardine.ca]; 'clerk@lasalle.ca' [clerk@lasalle.ca]; 'clerk@madoc.ca' [clerk@madoc.ca]; 'clerk@mcmurrichmonteith.com' [clerk@mcmurrichmonteith.com];
'clerk@middlesexcentre.on.ca' [clerk@middlesexcentre.on.ca]; 'clerk@mulmur.ca' [clerk@mulmur.ca];
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'ctownsend@espanola.ca' [ctownsend@espanola.ca]; 'cwhite@asphodelnorwood.com'
[cwhite@asphodelnorwood.com]; 'd.switzer@faraday.ca' [d.switzer@faraday.ca];
'dachapman@loyalist.ca' [dachapman@loyalist.ca]; 'dan.thibeault@chamberlaintownship.com'
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Subject: RE: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Council of the Township of Amaranth at the regular meeting of Council held on November 17, 2021 wished to show support to Municipality of Mattice – Val Cote and passed the following motion:

Resolution #9

Moved by: H. Foster – Seconded by: C. Gerrits

BE IT RESOLVED THAT:

Council for the Township of Amaranth support the resolution of the Municipality of Mattice-Val Cote and urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives.

CARRIED

Thank you, Nicole

Nicole Martin, Dipl. M.A. (she/her)

CAO/Clerk – Acting Treasurer | Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802

Our Offices are now open to the public by “appointment only” basis for all services including payment of accounts. To book your appointment, please call 519-941-1007. Masks are required when attending the municipal office.

For accurate information on COVID-19 please visit: www.ontario.ca/COVID-19



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From: Guylaine Coulombe <gcoulombe@matticevalcote.ca>
Sent: Wednesday, November 10, 2021 12:58 PM
Subject: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Good afternoon everyone,

Enclosed herewith you will find our Council's resolution asking the provincial government to reconsider its decision to postpone, once again, the property assessment updates.

Sincerely,

Guylaine Coulombe
CAO/Clerk
Municipality of Mattice – Val Côté
P.O. Bag : 129
Mattice, Ontario
POL 1T0

Tel : 705-364-6511
Email : gcoulombe@matticevacote.ca

From: Village of Thornloe [thornloe@outlook.com]
Sent: Tuesday, November 23, 2021 3:41 PM
To: Nicole Martin [nmartin@amaranth.ca]; Guylaine Coulombe [gcoulombe@matticevalcote.ca]; Siobhan Delaney [Siobhan.Delaney@kitchener.ca]; 'achittick@selwyntownship.ca' [achittick@selwyntownship.ca]; 'acarter@pertheast.ca' [acarter@pertheast.ca]; 'admin@hiltontownship.ca' [admin@hiltontownship.ca]; 'admin@jocelyn.ca' [admin@jocelyn.ca]; 'admin@larderlake.ca' [admin@larderlake.ca]; 'adminclerk@perth.ca' [adminclerk@perth.ca]; 'administration@valharty.ca' [administration@valharty.ca]; 'agray@townshipofsevern.com' [agray@townshipofsevern.com]; 'aholtzhauer@greatermadawaska.com' [aholtzhauer@greatermadawaska.com]; 'ahumphries@cityofwoodstock.ca' [ahumphries@cityofwoodstock.ca]; 'alberton@jam21.net' [alberton@jam21.net]; 'alison.collard@champlain.ca' [alison.collard@champlain.ca]; 'Amanda Gubbels' [agubbels@warwicktownship.ca]; 'Amy Burkhart' [amy.burkhart@sarnia.ca]; 'Amy.Back@muskoka.on.ca' [Amy.Back@muskoka.on.ca]; 'amyvickerymenard@armstrong.ca' [amyvickerymenard@armstrong.ca]; 'andy.grozzelle@norfolkcounty.ca' [andy.grozzelle@norfolkcounty.ca]; 'angie.cathrae@southbrucepeninsula.com' [angie.cathrae@southbrucepeninsula.com]; 'annetteg@eganville.com' [annetteg@eganville.com]; 'annilene@town.minto.on.ca' [annilene@town.minto.on.ca]; 'ann-marie.norio@niagararegion.ca' [ann-marie.norio@niagararegion.ca]; 'ARochefort@alfred-plantagenet.com' [ARochefort@alfred-plantagenet.com]; 'asage@northdumfries.ca' [asage@northdumfries.ca]; 'asimonian@augusta.ca' [asimonian@augusta.ca]; 'athens@myhighspeed.ca' [athens@myhighspeed.ca]; 'averyken@admastonbromley.com' [averyken@admastonbromley.com]; 'baileyburpeemills@gmail.com' [baileyburpeemills@gmail.com]; 'BAngione@hbmtp.ca' [BAngione@hbmtp.ca]; 'bbrooks@stonemills.com' [bbrooks@stonemills.com]; 'bbrunt@southdundas.com' [bbrunt@southdundas.com]; 'bdehaan@northstormont.ca' [bdehaan@northstormont.ca]; 'bdrury@georgianbluffs.ca' [bdrury@georgianbluffs.ca]; 'bdunk@stcatharines.ca' [bdunk@stcatharines.ca]; 'Beth.Morton@townshipofperry.ca' [Beth.Morton@townshipofperry.ca]; 'bfoster@emo.ca' [bfoster@emo.ca]; 'bgilmer@porthope.ca' [bgilmer@porthope.ca]; 'bgravel@moonbeam.ca' [bgravel@moonbeam.ca]; 'bkane@newtecumseth.ca' [bkane@newtecumseth.ca]; 'bkittmer@town.stmarys.on.ca' [bkittmer@town.stmarys.on.ca]; 'bknight@huroneast.com' [bknight@huroneast.com]; 'blarmer@cobourg.ca' [blarmer@cobourg.ca]; 'bmatson@niagarafalls.ca' [bmatson@niagarafalls.ca]; 'bpaulmachar@vianet.ca' [bpaulmachar@vianet.ca]; 'bradleyc@hastingscounty.com' [bradleyc@hastingscounty.com]; 'brenda.fraser@townofkearney.ca' [brenda.fraser@townofkearney.ca]; 'brentstdenis@gmail.com' [brentstdenis@gmail.com]; 'brethour@parolink.net' [brethour@parolink.net]; 'btocheri@hanover.ca' [btocheri@hanover.ca]; 'cao.clerk@bonfieldtownship.org' [cao.clerk@bonfieldtownship.org]; 'cao@centralhuron.com' [cao@centralhuron.com]; 'CAO@Cobalt.ca' [CAO@Cobalt.ca]; 'CAO@elgin.ca' [CAO@elgin.ca]; 'cao@hastingshighlands.ca' [cao@hastingshighlands.ca]; 'cao@laurentianhills.ca' [cao@laurentianhills.ca]; 'cao@madawaskavalley.ca' [cao@madawaskavalley.ca]; 'cao@marathon.ca' [cao@marathon.ca]; 'cao@merrickville-wolford.ca' [cao@merrickville-wolford.ca]; 'cao@northglengarry.ca' [cao@northglengarry.ca]; 'cao@schreiber.ca' [cao@schreiber.ca]; 'cao@southwestmiddlesex.ca' [cao@southwestmiddlesex.ca]; 'cao@southwold.ca' [cao@southwold.ca]; 'cao@swox.org' [cao@swox.org]; 'cao@terracebay.ca'

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Subject: RE: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Council of the Village of Thornloe at the regular meeting of Council held on November 17, 2021 wished to show support to Municipality of Mattice – Val Cote and passed the following motion:

2021 – 164

Moved by: Allan Peddie
Seconded by: Pauline Peddie

THAT we, the Council of the Corporation of the Village of Thornloe supports Resolution No.

21-247 from the Municipality of Mattice-Valcoté urging the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario municipalities to be able to collect property taxes based upon actual property values; and

BE IT FURTHER RESOLVED that this resolution be sent to Honourable Doug Ford Premier of Ontario, MPAC, AMO and to Charlie Angus, MP and John Vanthof, MPP.

Carried

Reynald Rivard

Clerk-Treasurer

Village of Thornloe

Ph. (705) 563-2375

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From: Nicole Martin <nmartin@amaranth.ca>

Sent: Tuesday, November 23, 2021 3:03 PM

To: Guylaine Coulombe <gcoulombe@matticevalcote.ca>; Siobhan Delaney <Siobhan.Delaney@kitchener.ca>; 'achittick@selwyntownship.ca' <achittick@selwyntownship.ca>; 'acarterm@pertheast.ca' <acarterm@pertheast.ca>; 'admin@hiltontownship.ca' <admin@hiltontownship.ca>; 'admin@jocelyn.ca' <admin@jocelyn.ca>; 'admin@larderlake.ca' <admin@larderlake.ca>; 'adminclerk@perth.ca' <adminclerk@perth.ca>; 'administration@valharty.ca' <administration@valharty.ca>; 'agray@townshipofsevern.com' <agray@townshipofsevern.com>; 'aholtzhauer@greatermadawaska.com' <aholtzhauer@greatermadawaska.com>; 'ahumphries@cityofwoodstock.ca' <ahumphries@cityofwoodstock.ca>; 'alberton@jam21.net' <alberton@jam21.net>; 'alison.collard@champlain.ca' <alison.collard@champlain.ca>; 'Amanda Gubbels' <agubbels@warwicktownship.ca>; 'Amy Burkhart' <amy.burkhart@sarnia.ca>; 'Amy.Back@muskoka.on.ca' <Amy.Back@muskoka.on.ca>; 'amyvickerymenard@armstrong.ca' <amyvickerymenard@armstrong.ca>; 'andy.grozelle@norfolkcounty.ca' <andy.grozelle@norfolkcounty.ca>; 'angie.cathrae@southbrucepeninsula.com' <angie.cathrae@southbrucepeninsula.com>; 'annetteg@eganville.com' <annetteg@eganville.com>; 'annilene@town.minto.on.ca' <annilene@town.minto.on.ca>; 'ann-marie.norio@niagararegion.ca' <ann-marie.norio@niagararegion.ca>; 'ARochefort@alfred-plantagenet.com' <ARochefort@alfred-plantagenet.com>; 'asage@northdumfries.ca' <asage@northdumfries.ca>; 'asimonian@augusta.ca' <asimonian@augusta.ca>; 'athens@myhighspeed.ca' <athens@myhighspeed.ca>; 'averyken@admastonbromley.com' <averyken@admastonbromley.com>; 'baileyburpeemills@gmail.com' <baileyburpeemills@gmail.com>; 'BAngione@hbmtp.ca' <BAngione@hbmtp.ca>; 'bbrooks@stonemills.com' <bbrooks@stonemills.com>; 'bbrunt@southdundas.com' <bbrunt@southdundas.com>; 'bdehaan@northstormont.ca' <bdehaan@northstormont.ca>; 'bdrury@georgianbluffs.ca' <bdrury@georgianbluffs.ca>; 'bdunk@stcatharines.ca' <bdunk@stcatharines.ca>; 'Beth.Morton@townshipofperry.ca' <Beth.Morton@townshipofperry.ca>; 'bfoster@emo.ca' <bfoster@emo.ca>; 'bgilmer@porthope.ca' <bgilmer@porthope.ca>; 'bgravel@moonbeam.ca' <bgravel@moonbeam.ca>; 'bkane@newtecumseth.ca' <bkane@newtecumseth.ca>; 'bkittmer@town.stmarys.on.ca' <bkittmer@town.stmarys.on.ca>; 'bknight@huroneast.com' <bknight@huroneast.com>; 'blarmer@cobourg.ca' <blarmer@cobourg.ca>; 'bmatson@niagarafalls.ca' <bmatson@niagarafalls.ca>; 'bpaulmachar@vianet.ca' <bpaulmachar@vianet.ca>; 'bradleyc@hastingscounty.com' <bradleyc@hastingscounty.com>; 'brenda.fraser@townofkearney.ca' <brenda.fraser@townofkearney.ca>; 'brentstdenis@gmail.com' <brentstdenis@gmail.com>; 'brethour@parolink.net' <brethour@parolink.net>; 'btocheri@hanover.ca' <btocheri@hanover.ca>; 'cao.clerk@bonfieldtownship.org' <cao.clerk@bonfieldtownship.org>; 'cao@centralhuron.com' <cao@centralhuron.com>; 'CAO@Cobalt.ca' <CAO@Cobalt.ca>; 'CAO@elgin.ca' <CAO@elgin.ca>; 'cao@hastingshighlands.ca' <cao@hastingshighlands.ca>; 'cao@laurentianhills.ca' <cao@laurentianhills.ca>; 'cao@madawaskavalley.ca' <cao@madawaskavalley.ca>; 'cao@marathon.ca' <cao@marathon.ca>; 'cao@merrickville-wolford.ca' <cao@merrickville-wolford.ca>; 'cao@northglengarry.ca' <cao@northglengarry.ca>; 'cao@schreiber.ca' <cao@schreiber.ca>;

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<lmoy@tecumseh.ca>; 'loriann@southstormont.ca' <loriann@southstormont.ca>; 'lparkin@innisfil.ca'
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<Islomke@fortfrances.ca>; 'lveltkamp@prescott.ca' <lveltkamp@prescott.ca>; 'lwheeler@mapleton.ca' <lwheeler@mapleton.ca>; 'lwolfe@perthcounty.ca' <lwolfe@perthcounty.ca>; 'Lynda Thornton' <clerk@oilsprings.ca>; 'm.feltz@pelee.ca' <m.feltz@pelee.ca>;
'macdonaldn@northumberlandcounty.ca' <macdonaldn@northumberlandcounty.ca>; 'mail@scugog.ca' <mail@scugog.ca>; mantond <mantond@cambridge.ca>; 'martellR@greyhighlands.ca' <martellR@greyhighlands.ca>; 'mattawan@xplornet.ca' <mattawan@xplornet.ca>;
'mavis@doriontownship.ca' <mavis@doriontownship.ca>; 'mbirch@countyofessex.on.ca' <mbirch@countyofessex.on.ca>; 'mbouffard@frenchriver.ca' <mbouffard@frenchriver.ca>;
'mcadieux@prescott-russell.on.ca' <mcadieux@prescott-russell.on.ca>; 'Mcasavecchia@malahide.ca' <Mcasavecchia@malahide.ca>; 'mderond@aurora.ca' <mderond@aurora.ca>;
'mducharme@westnipissing.ca' <mducharme@westnipissing.ca>; 'meagan.elliott@tkl.ca' <meagan.elliott@tkl.ca>; 'mgower@algonquinhighlands.ca' <mgower@algonquinhighlands.ca>;
'mgraves@ingersoll.ca' <mgraves@ingersoll.ca>; 'mhartling@manitouwadge.ca' <mhartling@manitouwadge.ca>; 'Michelle.Hendry@whitestone.ca' <Michelle.Hendry@whitestone.ca>;
'mkonefal@stthomas.ca' <mkonefal@stthomas.ca>; 'mlang@powassan.net' <mlang@powassan.net>;
'mlevesque@cornwall.ca' <mlevesque@cornwall.ca>; 'mlongtin@hawkesbury.ca' <mlongtin@hawkesbury.ca>;
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'monica.hawkins@eastferris.ca' <monica.hawkins@eastferris.ca>; 'mouellet@clarence-rockland.com' <mouellet@clarence-rockland.com>; 'mutter@county.haliburton.on.ca' <mutter@county.haliburton.on.ca>;
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'mtruelove@twprideaulakes.on.ca' <mtruelove@twprideaulakes.on.ca>; 'mturner@westgrey.com' <mturner@westgrey.com>;
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<scasey@dubreuilville.ca>; 'scooper@penetanguishene.ca' <scooper@penetanguishene.ca>;
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'skim@grimsby.ca' <skim@grimsby.ca>; 'slacarte@englehart.ca' <slacarte@englehart.ca>;
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<spetten@moosonee.ca>; 'steph.palmateer@timmins.ca' <steph.palmateer@timmins.ca>; 'Stephane
Thiffeault' <Stephane.Thiffeault@county-lambton.on.ca>; 'stephen.huycke@richmondhill.ca'
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<Todd.Coles@vaughan.ca>; 'townofthess@thessalon.ca' <townofthess@thessalon.ca>;
'townshipofmorley@gmail.com' <townshipofmorley@gmail.com>; 'twoconn@tbaytel.net'
<twoconn@tbaytel.net>; 'twptehk@amtelecom.net' <twptehk@amtelecom.net>;
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<vcritchley@citywindsor.ca>; 'veronique.dion@townsrf.ca' <veronique.dion@townsrf.ca>;
'vgoertzencooke@plummertownship.ca' <vgoertzencooke@plummertownship.ca>;
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<vicki.tytanek@oakville.ca>; 'virginial@quintwest.ca' <virginial@quintwest.ca>;
'vvogan@tbaytel.net' <vvogan@tbaytel.net>; 'Wayne.Hanchard@oliverpaipoonge.on.ca'
<Wayne.Hanchard@oliverpaipoonge.on.ca>; 'wendy.cooke@barrie.ca' <wendy.cooke@barrie.ca>;
'wjaques@ezt.ca' <wjaques@ezt.ca>; 'wkabel@snnf.ca' <wkabel@snnf.ca>; 'wkolasa@wainfleet.ca'
<wkolasa@wainfleet.ca>; 'ymurphy@tyendinagatownship.com' <ymurphy@tyendinagatownship.com>;
'yrobert@ektwp.ca' <yrobert@ektwp.ca>; 'mturner@amo.on.ca' <mturner@amo.on.ca>
Subject: RE: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Council of the Township of Amaranth at the regular meeting of Council held on November 17, 2021
wished to show support to Municipality of Mattice – Val Cote and passed the following motion:

Resolution #9

Moved by: H. Foster – Seconded by: C. Gerrits

BE IT RESOLVED THAT:

Council for the Township of Amaranth support the resolution of the Municipality of
Mattice-Val Cote and urges the government of Ontario to reconsider its decision and to
direct MPAC to proceed with a province-wide assessment update in order for Ontario
Municipalities to be able to collect property taxes based upon actual property values,
and;

FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives.

CARRIED

Thank you, Nicole

Nicole Martin, Dipl. M.A. (she/her)

CAO/Clerk – Acting Treasurer | Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802

Our Offices are now open to the public by “appointment only” basis for all services including payment of accounts. To book your appointment, please call 519-941-1007. Masks are required when attending the municipal office.

For accurate information on COVID-19 please visit: www.ontario.ca/COVID-19



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From: Guylaine Coulombe <gcoulombe@matticevalcote.ca>

Sent: Wednesday, November 10, 2021 12:58 PM

Subject: Municipality of Mattice - Val Côté Resolution - MPAC assessment

Good afternoon everyone,

Enclosed herewith you will find our Council’s resolution asking the provincial government to reconsider its decision to postpone, once again, the property assessment updates.

Sincerely,

Guylaine Coulombe

CAO/Clerk

Municipality of Mattice – Val Côté

P.O. Bag : 129
Mattice, Ontario
P0L 1T0

Tel : 705-364-6511
Email : gcoulombe@matticevacote.ca

**Ministry of Northern
Development, Mines,
Natural Resources and
Forestry**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère du
Développement du Nord,
des Mines, des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



774-2021-241

November 24, 2021

His Worship Paul Schoppmann
Mayor
Municipality of St.-Charles
2 King Street East, PO Box 70
St. Charles, ON POM 2W0
pschoppmann@stcharlesontario.ca

Dear Mayor Schoppmann:

I am pleased to write to you regarding the Northern Ontario Resource Development Support (NORDS) Fund.

As I announced today, our government, through the new NORDS Fund, is investing \$15 million annually over the next five years in municipalities across Northern Ontario to help offset some of the impacts that resource development can have on local municipal and community infrastructure.

All 144 municipalities in Northern Ontario are eligible to receive funding under the new NORDS Fund to support investments in municipal and community infrastructure projects. Based on community size, an annual allocation has been identified for each municipality in Northern Ontario.

This new funding will complement existing funding streams available to municipalities for infrastructure projects. To help address and respond to municipal priorities, the NORDS Fund is flexible and will allow municipalities to stack with other programs, carry-over unused allocations year over year, and pursue partnerships with other northern municipalities to support regional projects.

I am pleased to confirm that Municipality of St.-Charles's annual allocation is \$85,994.09. This annual allocation can fund projects that began on or after April 1, 2021.

You can begin submitting project information on December 7, 2021, through the Transfer Payment Ontario website available at www.ontario.ca/page/get-funding-ontario-government.

.../2

- 2 -

Anik Perreault, a Northern Development Advisor from my ministry's Regional Economic Development Branch, will reach out to you shortly to provide support, or to answer any questions you may have. Ms. Perreault can also be contacted by telephone at 705-507-6750, or by email at anik.perreault@ontario.ca.

Our government remains committed to working with and supporting municipalities across Northern Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Rickford". The signature is written in a cursive style with a large initial "G" and "R".

The Honourable Greg Rickford
Minister of Northern Development, Mines, Natural Resources and Forestry

From: Denis Turcot [dturcot@stcharlesontario.ca]
Sent: Wednesday, November 24, 2021 11:48 AM
To: Tammy Godden [tgodden@stcharlesontario.ca]
Subject: FW: Stop-Arm Camera Systems
Attachments: Let's Remember Adam.pdf

From: Monica Hawkins <monica.hawkins@eastferris.ca>
Sent: November 24, 2021 11:37 AM
To: Rachele Marquardt <Rachele.Marquardt@northbay.ca>; Margaret Karpenko <Margaret.Karpenko@northbay.ca>; mlang@powassan.net; caoclerk@bonfieldtownship.ca; Denis Turcot <dturcot@stcharlesontario.ca>; info@mattawa.ca; brendanh@nfn.ca; j.leblond@chisholm.ca; mattawan@xplor.net.ca; admin@mattawan.ca; admin@papineaucameron.ca; admin@nipissingtownship.com; cao@frenchriver.ca; 'info@markstay-warren.ca; clerk@calvintownship.ca; Karen Mclsaac <Karen.Mclsaac@northbay.ca>; egunnell@callander.ca; info@westnipissing.ca
Cc: Pierre Ranger <info@letsrememberadam.org>; Labonte Concrete Ltd. <labonteconcrete@hotmail.com>; Roberto Rego <roberto@buspatrol.com>; fonom.info@gmail.com; info@ogra.org
Subject: Stop-Arm Camera Systems

Dear Sir or Madam:

Following a presentation made by Mr. Roberto Rego from BusPatrol and Mr. Pierre Ranger, Let's Remember Adam; the Council for the Municipality of East Ferris passed the attached certified resolution at it's Regular Meeting held November 23rd, 2021.

Monica L. Hawkins, AMCT
Clerk



390 Hwy 94, Corbeil, ON P0H 1K0

T: 705-752-2740 ext. 227 | **F:** 705-752-2452 | **W:** eastferris.ca



REGULAR COUNCIL MEETING
HELD
November 23rd, 2021

2021-352

Moved by Councillor Champagne
Seconded by Deputy Mayor Trahan

WHEREAS Stop-Arm Camera Systems are a major part of creating safer school buses and safer roads for all area residents;

AND WHEREAS Bill 174 received Royal Assent on December 12th, 2017, under Schedule 4 Amendments to the *Highway Traffic Act* by adding a new Part providing for the use of automated school bus camera systems;

AND WHEREAS given the district courts are in North Bay, it is imperative that the City of North Bay come on board with a Stop-Arm Camera Program so that other municipalities within the Nipissing District can move forward to help keep the children in communities safe;

BE IT HEREBY RESOLVED that the Municipality of East Ferris request the City of North Bay to look into the process of implementing a stop-arm camera program with BusPatrol for the City with the goal of developing a regional program to ensure coverage of all school buses within the collective municipalities;

AND FURTHER that this resolution be forwarded to FONOM, OGRA, Let's Remember Adam, Stop for School Buses, BusPatrol and municipalities that form part of the Provincial Offences Act (POA) through the City of North Bay.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2021-352 passed by the
Council of the Municipality of East Ferris
on the 23rd day of November, 2021.

Monica L. Hawkins
Monica L. Hawkins, AMCT
Clerk

T: 705-752-2740
E: municipality@eastferris.ca
390 Hwy 94, Corbeil, ON. P0H 1K0

eastferris.ca

From: Stewart, Donna [donna.stewart@msdsb.net]
Sent: Thursday, November 25, 2021 2:48 PM
To: Assiginack (ahobbs@assiginack.ca) [ahobbs@assiginack.ca]; Baldwin [karin@baldwin.ca]; Billings (kmcDonald@billingstwp.ca) [kmcDonald@billingstwp.ca]; Burpee Mills [kenoland@xplornet.com]; Central Manitoulin [centralm@amtelecom.net]; Cockburn Island (brentstdenis@gmail.com) [brentstdenis@gmail.com]; cswearengen@chapleau.ca; Espanola [ctownsend@espanola.ca]; French River [mgagnon@frenchriver.ca]; Gordon/Barrie Island [clerk@gordonbarrieisland.ca]; Killarney (cbeauvais@municipalityofkillarney.ca) [cbeauvais@municipalityofkillarney.ca]; Markstay-Warren [rforgette@markstay-warren.ca]; Nairn & Hyman [nairncentre@personainternet.com]; NEMI [dwilliamson@townofnemi.on.ca]; Sables-Spanish [kasloss@sables-spanish.ca]; Denis Turcot [dturcot@stcharlesontario.ca]; Stasia Carr [scarr@gorebay.ca]; Tehkummah [twptehk@amtelecom.net]; Al MacNevin [amacnevin@townofnemi.on.ca]; Dan Osborne [mayor@gorebay.ca]; Dave Ham [info@henleyboats.com]; David Jaggard [davidtehkouncil@eastlink.ca]; Gisele Pageau [gpageau@frenchriver.ca]; Ian Anderson (mayoranderson@billingstwp.ca) [mayoranderson@billingstwp.ca]; Jill Beer [town@espanola.ca]; Laurier Falldien [laurierfalldien@nairncentre.ca]; Lee Hayden [LHayden@gordonbarrieisland.ca]; Les Gamble - Saubles Spanish Rivers (les.gamble@sables-spanish.ca) [les.gamble@sables-spanish.ca]; Levesque, Michael [mlevesque@msdsb.net]; Nancy Wirtz (nwirtz@municipalityofkillarney.ca) [nwirtz@municipalityofkillarney.ca]; Paul Schoppmann [pschoppmann@stcharlesontario.ca]; Richard Stephens (cmreeve@eastlink.ca) [cmreeve@eastlink.ca]; Stephen Salonin [ssalonin@markstay-warren.ca]; Vern Gorham [verngorham@baldwin.ca]; Burpee Mills [pgilchrist787@gmail.com]; Tammy Godden [tgodden@stcharlesontario.ca]
CC: z.All Board Members, CAO and EA [z.AllBoardMembers_CAOandEA@msdsb.net]; Dominelli, Fern [fern.dominelli@msdsb.net]
Subject: 2022 DSB Approved Budget & 2021 3rd Quarter Financial Report
Attachments: 2022_Budget_Summary.pdf

Hi everyone!

At today's Board meeting the Board approved the following:

2022 DSB Budget.

By [Resolution 21-92](#) the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendations and approves the [2022 Operating Budget](#) in the amount of **\$41,787,617 gross and municipal share in the amount of \$10,868,220** which represents an increase of **\$203,859** or **1.91%** in the municipal share.

2021 Net Municipal Share Summary

Program	Increase / Decrease	Percentage
---------	---------------------	------------

Ontario Works	\$4,395	0.04%
Children's Services	\$0	0%
Social Housing	\$44,098	0.41%
Paramedic Services	\$164,156	1.54%
Total Municipal Variance	\$203,859	1.91%

Due to MPAC not completing current value assessment until December 2021, apportionment will not be available until the new year.

If you have any questions in relation to the Budget or these reports or would like the DSB to speak at your Council meeting regarding any of these matters, please feel free to contact me directly.

Thank you!

Donna Stewart, B.A., CYW

Associate Chief Administrative Officer (A)/

Directrice général adjoint de l'administration

Manitoulin-Sudbury DSB

210 Mead Boulevard

Espanola, ON

P5E 1R9

Cell: (705) 669-7935

Office: (705) 222-0499

Fax: (705) 862-7805



2022 TOTAL BUDGET

Cost Centre	2022 Total Budget	2021 Total Budget	% Variance Gross Program	2022 Fed/Prov Share	2021 Fed/Prov Share	2022 Municipal Share	2021 Municipal Share	Municipal Variance	% Variance Program	% Variance of Total Municipal
Ontario Works Programs	7,992,665	8,553,712	-6.56%	7,286,047	7,835,828	706,618	717,884	(11,266)		-0.11%
OW Program Support	672,826	659,085		336,413	329,543	336,413	329,542	6,871		
Net Ontario Works	8,665,491	9,212,797		7,622,460	8,165,371	1,043,031	1,047,426	(4,395)	-0.42%	-0.04%
Children's Services	9,600,069	9,253,447	3.75%	9,335,961	8,963,651	264,108	289,796	(25,688)		
CS Program Support	426,499	400,811		22,569	22,569	403,930	378,242	25,688		
Net Children's Services	10,026,568	9,654,258		9,358,530	8,986,220	668,038	668,038	0	0.00%	0.00%
Community Housing	2,444,245	2,480,479	-1.46%	656,169	715,274	1,788,076	1,765,205	22,871		0.21%
Housing Program Support	510,700	489,473		0	0	510,700	489,473	21,227		
	2,954,945	2,969,952		656,169	715,274	2,298,776	2,254,678	44,098		
Investment in Affordable Housing Program	605,616	402,123		605,616	402,123	0	0	0		
Net Community Housing	3,560,561	3,372,075		1,261,785	1,117,397	2,298,776	2,254,678	44,098	1.96%	0.41%
Paramedic Services	18,659,816	17,225,575	8.33%	12,676,622	11,318,899	5,983,194	5,906,676	76,518		0.72%
Paramedic Services Program Support	974,344	886,706				974,344	886,706	87,638		
Net Paramedic Services	19,634,160	18,112,281		12,676,622	11,318,899	6,957,538	6,793,382	164,156	2.42%	1.54%
Program Budget	39,302,411	37,915,336		30,560,415	29,235,775	8,741,996	8,679,561	62,435		0.59%
Program Support	2,584,369	2,436,075	6.09%	358,982	352,112	2,225,387	2,083,963	141,424		
Subtotal	41,886,780	40,351,411		30,919,397	29,587,887	10,967,383	10,763,524	203,859		
Interest Revenue	(99,163)	(99,163)		0	0	(99,163)	(99,163)	0		
Net Budget	41,787,617	40,252,248		30,919,397	29,587,887	10,868,220	10,664,361	203,859		1.91%
Total Budget Increase (Decrease)	3.81%	1,535,369		4.50%	1,331,510	Total Municipal Variance	203,859	1.91%		

Ontario Works Budget

	Page #	2022 Budget	2022 Municipal Share	2022 Provincial Share	2021 Budget	2021 Municipal Share	2021 Provincial Share	Municipal Variance	2021 Forecast	2020 Actual
Program Allowances	33	4,892,476	-	4,892,476	5,428,927	-	5,428,927	-	4,285,575	4,775,100
Discretionary Benefits	33	181,577	-	181,577	187,937	-	187,937	-	155,040	119,662
Our Kids Count		120,400	120,400	-	120,400	120,400	-	-	120,400	86,998
Program Delivery	34	2,336,831	922,631	1,414,200	2,341,326	927,026	1,414,300	(4,395)	2,324,459	2,610,200
Employment Ontario	37	368,024	-	368,024	368,024	-	368,024	-	368,024	293,596
Community Homelessness Prevention Initiative (CHPI)	38	766,183	-	766,183	766,183	-	766,183	-	818,830	377,057
Total		8,665,491	1,043,031	7,622,460	9,212,797	1,047,426	8,165,371	(4,395)	8,072,328	8,262,613
OW Program Municipal Share Change								-0.42%		
Impact on Municipal Share of Total DSB Budget								-0.04%		

Children's Services Budget

	Page #	2022 Budget	2022 Municipal Share	2022 Subsidy	2021 Budget	2021 Municipal Share	2021 Subsidy	Total Budget Variance	Municipal Variance	Provincial Variance	2021 Forecast	2020 Actual
Fee Subsidy		655,362	38,994	616,368	655,362	38,994	616,368	-	-	-	655,362	229,619
OW Formal / Informal		121,424	24,285	97,139	121,424	24,285	97,139	-	-	-	121,424	86,009
Wage Enhancement		432,832	6,767	426,065	432,832	-	432,832	-	6,767	(6,767)	394,168	205,513
Operating Grant		2,809,085	62,136	2,746,949	2,606,538	62,136	2,544,402	202,547	-	202,547	2,809,085	1,963,504
Special Needs Resourcing		665,000	42,300	622,700	665,000	42,300	622,700	-	-	-	2,476,453	429,405
Capacity Building		381,075		381,075	328,400		328,400	52,675	-	52,675	-	240,571
Play Based		85,000		85,000	85,000		85,000	-	-	-	84,999	85,002
Expansion		2,476,453	150,000	2,326,453	2,393,482	150,000	2,243,482	82,971	-	82,971	-	682,542
Repairs and Maintenance		85,000		85,000	85,000		85,000	-	-	-	86,977	85,000
EarlyON	41	1,663,098	-	1,663,098	1,663,098	-	1,663,098	-	-	-	1,663,098	581,614
EarlyON Administration	41	137,386		137,386	137,386		137,386	-	-	-	137,386	133,856
Administration	40	514,853	343,556	171,297	480,736	350,323	130,413	34,117	(6,767)	40,884	452,266	470,928
Total		10,026,568	668,038	9,358,530	9,654,258	668,038	8,986,220	372,310	-	372,310	8,881,218	5,193,563
Child Care Program Municipal Share Change											0.00%	
Impact on Municipal Share of Total DSB Budget											0.00%	

Community Housing Budget

	Page #	2022 Budget	2022 Municipal Share	2022 Provincial Share	2021 Budget	2021 Municipal Share	2021 Provincial Share	Budget Variance	Municipal Variance	Provincial Variance	2021 Forecast	2020 Actual
Public Housing	43	1,874,736	1,830,920	43,816	1,879,139	1,827,849	51,290	(4,403)	3,071	(7,474)	1,516,909	1,681,723
Non-Profit Providers	45	614,954	228,401	386,553	637,916	199,732	438,184	(22,962)	28,669	(51,631)	645,520	721,727
Transfer to Reserve	47	465,255	239,455	225,800	452,897	227,097	225,800	12,358	12,358	-	452,897	431,901
Community Housing		2,954,945	2,298,776	656,169	2,969,952	2,254,678	715,274	(15,007)	44,098	(59,105)	2,615,326	2,835,351
100% Prov Funding	46	605,616	-	605,616	402,123	-	402,123	203,493	-	203,493	597,330	162,381
Total		3,560,561	2,298,776	1,261,785	3,372,075	2,254,678	1,117,397	188,486	44,098	144,388	3,212,656	2,997,732
									Community Housing Municipal Share Change		1.96%	
									Impact on Municipal Share of Total DSB Budget		0.41%	

Paramedic Services

	page #	2022 Budget	2021 Budget	Variance	2021 Forecast	2020 Actual
Salaries & Wages	50	9,957,573	9,930,981	26,592	9,521,919	9,409,430
Employee Benefits	50	3,028,274	3,072,504	(44,230)	2,736,850	2,541,266
Transportation & Communication	51	361,405	318,287	43,118	439,431	331,558
Services & Rentals	52	1,446,122	1,331,086	115,036	1,361,393	1,542,020
Supplies & Equipment	55	190,966	193,509	(2,543)	193,615	325,654
Vehicles	56	757,938	728,786	29,152	728,786	707,560
Community Paramedicine Revenue		(28,000)	(28,000)	-	(28,000)	(28,000)
		15,714,278	15,547,153	167,125	14,953,994	14,829,488
Community Paramedicine	60	1,000,000		1,000,000	1,000,000	29,467
Patient Transfer Service	59	460,000	519,979	(59,979)	343,752	354,527
Wikwemikong Paramedic Services	58	2,459,882	2,045,149	414,733	2,045,149	2,063,840
Total		19,634,160	18,112,281	1,521,879	18,342,895	17,277,322

Paramedic Services Municipal Share	164,156
Paramedic Services Program Municipal Share Change	2.42%
Impact on Municipal Share of Total DSB Budget	1.54%



November 26, 2021

Tammy Godden
Corporation of the Municipality of St. Charles
2 King Street East, P.O. Box 70
St. Charles, ON P0M 2W0

Dear Tammy Godden:

On November 18, 2021, the Board of Health approved a 2022 operating budget for the cost-shared programs of \$28,020,382. The Board of Health motion is as follows:

“THAT the Board of Health for the Sudbury & District Health Unit approve the 2022 operating budget for cost-shared programs and services in the amount of \$28,020,382.”

In accordance with the Health Protection and Promotion Act, the municipalities will be billed a total of \$9,078,082 as their share of the Board of Health approved operating budget for cost-shared programs. The 2022 per capita rate based on a population base of 164,271 is \$55.26. Given the population in your municipality, your share of the municipal levy for 2022 is \$63,914.

Public Health Sudbury & Districts values its close relationships with area municipalities and the work we do in partnership with you to promote and protect health for all. At this time of the global COVID-19 pandemic these strong relationships are never more important. Thank you for all you do to protect your communities from COVID-19 and to pave the way to a stronger future.

Sincerely,

France Quirion, B.A., M.B.A.
Director, Corporate Services

Sudbury

1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place

10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est

1 rue King Street
Box / Boîte 58
St.-Charles ON P0M 2W0
t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON POP 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

34 rue Birch Street
Box / Boîte 485
Chapleau ON P0M 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phsd.ca



Healthier communities for all.
Des communautés plus saines pour tous.

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 24, 2021
Decision Requested: Yes	Priority: Med
Direction Only: No	Type of Meeting: RMC

Report Title: Winter Hours for Landfill

Recommendation:

For Council to approve the winter hours of operation for the municipal landfill starting on January 10, 2022, and going to May 1, 2022, the winter hours will be Wednesday 12 pm to 4 pm and Saturday 9 am to 4 pm. Summer hours will be May 2, 2022 to October 15, 2022 and would be Monday 8 am to 12 pm, Wednesday 12 pm to 4 pm and Saturday 9 am to 3 pm.

Background:

It has been observed and reported that during the winter months the landfill receives little to no traffic on Monday when it is open from 8 am to 12 pm. In accordance with this information the Municipality has spoken to the MOE (Ministry of the Environment) and received confirmation we can decrease hours without having to make an amendment to our C of A (Certificate of Approval.) The reason for the decrease in traffic from summer months to winter months is the seasonal residents from the campgrounds and cottages not accessing their properties as frequently. The new proposed winter hours starting on January 10, 2022 would be Wednesday 12 pm to 4 pm and Saturday 9 am to 4 pm. We will increase one (1) hour on Saturday from our current 9 am to 3 pm schedule. January 10th was selected as the start date as Christmas 2021 and New Year's 2022 fall on a Saturday which results in the landfill being closed and thus having to continue to be open on the Monday to accommodate residents. A mail out will be sent to all residents to inform them of the change along with postings on our website and municipal social media. Our landfill attendant will receive Sunday and Monday off as a result and during the summer months Thursday and Friday off.

There will be no change to garbage and recycling collection as this will still take place on Tuesdays.

Prepared By: Travis De Benedet, Director of Operations

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 24, 2021
Decision Requested: Yes	Priority: High
Direction Only: No	Type of Meeting: RMC

Report Title: Lagoon Repairs

Recommendation:

It is recommended that the Municipality choose OCWA and their bid of \$26,917.65 for the work to be performed on Cells 1 and 2 of the lagoon. The cost for these repairs will need to be paid for from the sewer reserve.

Background:

On August 31, 2021, our Operator of Record for the lagoon system presented a report to the Municipality detailing repair work needed on both cells, specifically the discharge boxes on Cell 1 and Cell 2 and some other repair work with respect to concrete and guardrails. Our Operator indicated that they cannot perform the work themselves as it would be a conflict of interest but will oversee the work as part of their responsibility as the Operator of Record. The proposed work would need to be done in the fall as the draw down of one cell takes place and then in the spring of 2022 for the draw down of the other cell. The Director of Operations has reached out to four (4) companies to try and secure quotes and two (2) submitted quotes. The two (2) companies that submitted were OCWA (Ontario Clean Water Agency) and Patrick Mechanical. Both companies were supplied with the report from our Operator of Record for scope of work needed and both did site visits, OCWA with the Director of Operations and the CAO and Patrick Mechanical with our operator of record.

The quotes were as follows:

Patrick Mechanical - \$60,900.00 + HST. This would entail replacement of the waste gates, replacement of aluminum handrails on both chambers, concrete inspections and supply and install epoxy coatings. Availability to start the project would be as soon as Cell 1 has been drained and then again when Cell 2 was drained.

OCWA - \$26,917.65 + HST. This would entail the stainless-steel valve

replacements, gate valves, concrete anchors, valve adapter plates, gaskets. At the time of the quote their concrete contractor had not replied but they estimated \$15,000 to \$20,000 for the concrete repairs. Upon site inspection OCWA indicated the aluminum handrails were in good condition and did not quote for the replacement of these. Availability would be spring 2022 during draw down of Cell 2 and fall of 2022 during drawn down of Cell 1.

Prepared By: Travis De Benedet, Director of Operations

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 24, 2021
Decision Requested: Yes	Priority: Low
Direction Only: No	Type of Meeting: RCM

Report Title: Update - NOHFC Internship Job Posting

Recommendation:

Recommend the Treasurer repost the job posting, interview candidates and apply to NOHFC for approval on successful candidate and report to Council after NOHFC candidate approval for final approval.

Background:

At the Committee of the Whole meeting on November 17, 2021, Council directed the Treasurer to submit the successful candidate to the NOHFC for approval. When the Treasurer reached out to the candidate, she was informed that the candidate had already accepted another job and would have to turn down the offer.

After discussing with the Director of Operations and the CAO, it was decided to post the position again to see if we could receive more applicants.

Since the next Council meeting is not until January 19, 2022, the Treasurer is asking Council to allow the Treasurer to post, interview and submit the successful candidate to the NOHFC and report back to Council for final approval of candidate to shorten the process.

Prepared By: Pamela McCracken, Treasurer

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 24, 2021
Decision Requested: No	Priority: Low
Direction Only: Yes	Type of Meeting: RMC

Report Title: Meeting Pod at School

Recommendation:

That Council extend the notice of termination of lease to twelve (12) months for the pod installation located in the Contact Nord room at the school.

Background:

Update from last Council meeting - As MSDSB is investing a significant amount of money in the "Pod", they are requesting to increase the notice of a lease termination to twelve (12) months.

From my recollection, when the lease notice of thirty (30) days was considered with Contact Nord, it was in the eventuality that a tenant that would be willing to pay for rent, then Contact Nord would be asked to relocate.

As a reminder to Council, we currently operate this facility at a yearly loss of \$30k. Staff will be looking at recommendations for Council to increase the tenant's lease though it will continue to be a significant cost with only one (1) tenant paying a lease.

Prepared By: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 17, 2021
Decision Requested: Yes	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: Arena Upgrades

Recommendation

That Council approve the costs of the work identified in this report to an upset amount of \$12,000.00 and that it be included in the arena budget total to be offset by the cost savings in the electricity account. Council should also consider the purchase of a portable commercial dishwasher at a cost of +/- \$5,000.00.

Background

There is work and some proposed equipment to be considered to support the Hot & Cold Meal Program and future events at the arena. We should only do upgrades at this point that do not affect the capital value of the building until the litigation is complete (e.g., items like the range hood with fire suppression at a cost of +/- \$25,000.00)

Electrician - estimated cost \$4,000.00 to \$7,000.0

- Decommission electrical conduit of the old stove that was decommissioned in the kitchen, for safety reasons.
- Look at possible improvement to the outlet that was installed for the center table in the kitchen.
- Install ground fault outlets near the kitchen sinks - update to new Code.
- Install an electrical outlet for the bottle filling station that was installed earlier this year in the lobby, for refrigerated water.
- Possible heat mitigation for heater in the dressing that is running nonstop.
- Ensure that a heater in the water utility room is functioning.

Kitchen equipment:

- Purchase stainless-steel table(s) to replace center island in the kitchen at a maximum cost of \$2,000.00.
- Option: Purchase a commercial dishwasher at a cost up to \$5,000.00

Arena Wi-Fi:



- Install multiple access points to cover the arena lobby, upstairs hall and pad area with Wi-Fi – estimate \$2,000.00.

The Treasurer informed me that the current savings from not opening the arena this year will be well over \$30,000.00 in electrical cost. A full report at year end will be brought to council for direction on the budget surplus.

Prepared By: Denis Turcot, CAO

Report to: Council
From: Beautification Advisory Committee
Date: November 19, 2021
Re: BAC 2021 Report

COVID-19 continued to impact the work of the Beautification Advisory Committee this year, and having learned from 2020, the Committee met using Zoom and undertook its work out of doors with public health protocols. With more certainty in 2021, we were able to plan and undertake the June 10 Planting Day. Staff took on the responsibility to clean up the gardens for the spring and prepare the sites, following the guidance provided by the Committee. Annual maintenance checklists for spring and fall work had been provided in 2020 with updates for 2021.

Chair Monica Loftus took over the leadership of the Committee following the resignation of former Chair Ellen Primeau in 2020. The current year's success is attributable to the experience of the team members, the checklists developed in past years and the plant expertise of our core members. A new member was added to the team; Welcome to Sue Fitzwilliams. Current membership is comprised of Monica Loftus and Richard Lemieux from Council, and Doriane Brunet, Larry Lafleur, Carolyn Thain, Elaine Tremblay, and Denis Turcot from municipal staff. Other community members serve as volunteers for the work led by the BAC.

Communication with staff and with volunteers was again improved, based on expectations that had been established over the past two years. Guidance was provided to staff for the ongoing maintenance necessary for the plants to thrive. The Chair monitored the summer activity and served as the point person to communicate any issues or concerns requiring attention. There were few.

Many compliments were received from ratepayers on the now well established gardens and the care taken by the Committee members. The Wellness Centre and the Veterans Park received special attention.

Comments on the cemetery gardens were positive. A need was identified to focus on further improvements in 2022 in this area to support the families of those interred in the columbarium. More gardens and a seating area on the north side of the columbarium will be considered for next year.

The battle was lost against the pests that infested the small spruce in front of the Municipal Office, and a new shrub will be planted in 2022 as a replacement in this location.

2022 Plans:

The Committee's plan for 2022 is to maintain the current work level and established investment in gardens and planters, with some upgrades in the cemetery. The scope of the cemetery work will be planned in early spring in consultation with the Cemetery Manager, under the rules governing cemeteries. Initial thoughts are to enhance the area around the columbarium to provide a tranquil and beautiful environment for visiting families. The Committee will revisit the assigned locations of beautification assets and consider rearranging the benches for best use, perhaps purchasing additional.

Other Work:

The work on the improvements around the cemetery, with continuation of brushing along the property perimeter and the fencing repair, has been taken on by staff this year. We are advised the CEO is working with new neighbouring landowner for required permissions.

Remembrance Day:

Once again in 2021, Remembrance Day was marked in a socially distanced manner due to ongoing public health restrictions. A community notice was sent in the Library letter to the residents on ways they could privately mark the date. The cenotaph and veteran's park were cleaned and prepared for the day with a lowered flag and a small number of wreaths presented. Remembrance wreaths and other support materials will be returned to and held in locked storage at the community centre for future years when we can gather once again.

Council Requests:

The Committee requests Council continue to provide direction to staff to support the work done by the Committee, to address the requests made by the BAC, to protect the investments made and to ensure such work is done consistently, correctly and on a timely basis. This will include the CAO's continuing attendance at BAC meetings to ensure communication between the BAC and staff, and also scheduled meetings with the Director of Operations for task discussions and coordination of efforts.

We have been advised by the Treasurer that 2021 spending on BAC projects has been well under the approved budgets as only limited activity was undertaken. Some smaller investments were made, within the budget, in preparation for the coming year.

The BAC requests the following for 2022:

- the Cenotaph Reserve Fund, with a current balance of over \$15,200, will continue to be held in full, in accordance with Bylaw 2018-69 for future "capital replacement, major maintenance, expansion, and improvement of the St. Charles Cenotaph and Veterans Park."

- an annual 2021 BAC budget to cover ongoing small maintenance items, the annual planting program and the Remembrance Day ceremony be set at the same level as the approved 2020 budget of \$2,500, plus an amount for work at the cemetery of \$2,500 for a total of \$5,000.
- Additionally, a quote for \$750 was received for engraving additional names in the Wall of Honour in 2022 in preparation for the next public remembrance service.

We request that Council receive the 2021 Beautification Advisory Committee annual report, approve the spending and actions taken by the Committee in 2021, and allocate the requested funds for 2022.

Submitted by:
Monica Loftus Chair,
Carolyn Thain, Co-Chair/Recorder
Beautification Advisory Committee

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 19, 2021
Decision Requested: Yes	Priority: Med
Direction Only: Yes	Type of Meeting: RMC

Report Title: NOHFC Resolution

Recommendation

That Council pass the following resolution:

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

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

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

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

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

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

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

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



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

And be it further resolved that The Corporation of the Municipality of St.-Charles commits the funding necessary to cover the municipal portion of \$38,026 and any project cost overruns.

Background

As Council is aware, two (2) grant applications were submitted in hopes for securing funds up to 90% of the cost to renovate the Community Center project.

We are still waiting on a decision from the FedNor Community Revitalization Grant. In addition, NOHFC has indicated that it would be better to have a positive outcome from that grant before pushing this one forward to the Northern Ontario Heritage Fund Committee. They also indicated that a Resolution would improve our odds of being approved.

Prepared By: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 24, 2021
Decision Requested: No	Priority: Low
Direction Only: Yes	Type of Meeting: RTC

Report Title: Sponsorship Opportunity – Ice Fishing Challenge

Recommendation:

That Council consider the request from Ontario Ice Fishing Challenge for a \$1,000.00 sponsorship which would result in the promotion of an ice fishing tournament.

This could be an effort to compensate for no winter activity at the Arena and provide COVID friendly options

I do not have any other background information on this event and thus not able to form a recommendation and reasoning to either support or not this request.

Background:

I received an email request from this organization, it was going to be put in as correspondence, but as timeline would end up for the next meeting, it would be late for a decision to opt in this event in January.

Prepared By: Denis Turcot, CAO

From: Denis Turcot [dturcot@stcharlesontario.ca]
Sent: Wednesday, November 24, 2021 3:11 PM
To: Tammy Godden [tgodden@stcharlesontario.ca]
Subject: FW: 2022 Ontario Ice Fishing Challenge - Angler's Atlas - follow up
Attachments: 2022 Ontario Ice Fishing Challenge - Town Sponsorship Slides (26).pdf

Should we include as correspondence?

From: Jim Clarke <jim.clarke@anglersatlas.com>
Sent: November 24, 2021 3:06 PM
To: Denis Turcot <dturcot@stcharlesontario.ca>; Jim Clarke <jim.clarke@anglersatlas.com>
Subject: 2022 Ontario Ice Fishing Challenge - Angler's Atlas - follow up

Hi Denis. Jim Clarke from Angler's Atlas again. I'm just reaching out to you to see if you and your community are interested in the 2022 Ontario Ice Fishing Challenge?

I am attaching a short 6 slide proposal deck for you to review. Please share with your peers if needed. I usually go through the proposal in a meeting but I thought I would send it directly to you so you can scope out the event.

We now have 8 communities signed up for the event and they are vying for the chance to be crowned the 2022 Ice Fishing Capital of Ontario. Communities that have signed up so far include: Dubreuilville, Moonbeam, Tourism Atikokan, Township of Cochrane, Township of Greenstone, Sables - Spanish Rivers, Sioux Narrows - Nestor Falls and Terrace Bay. Check out the event Facebook site here: <https://www.facebook.com/OntarioIceFishingChallenge>

Our target date for angler registration for this event starts on December 1st for the 2022 event. Hopefully we can confirm your participation soon to ensure your community is signed up as a sponsor to get maximum exposure for your area.

Let me know if there is anything else you require.

--

Regards,
Jim Clarke
MyCatch by Angler's Atlas
Tournament Coordinator
jim.clarke@anglersatlas.com



Ontario

2022 Ice Fishing Challenge

A Covid-safe ice fishing tournament to help Ontario anglers get out and go fishing this winter.

**Will your town be crowned
the *Ice Fishing Capital* in 2022?**

Event runs February 1 to Feb 28, 2022 across Ontario.

By Angler's Atlas and MyCatch



MyCatch
Tournaments

Background

- In Feb of 2021, we held the first Ontario Ice Fishing Challenge....we are going to hold another event for the month of Feb in 2022! In 2021, we had almost 700 angler participants.
- These tournaments use our mobile app called **MyCatch**. Anglers take a picture of the fish on a measuring device and **MyCatch** does the rest.
- Here are some ways your community can benefit:
 - Helping local anglers have fun this winter doing what they love - fishing!
 - Supporting local businesses with an event that generates local sales for gear and supplies.
 - A shoulder season event for both local and travelling anglers to help boost your tourism economy. Your community as a sponsor will be called out many times!



An ideal way to socially distance.

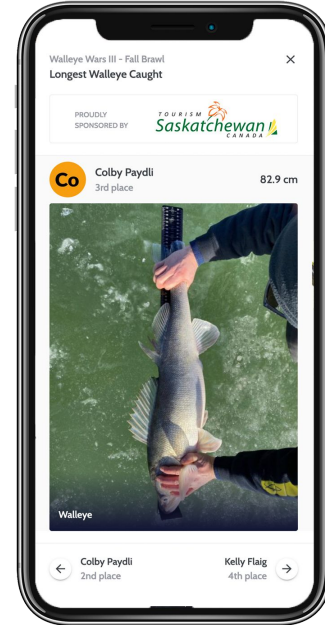
The Idea

We are hosting the second Ontario Ice Fishing Challenge for Ontario anglers from February 1 to 28, 2022.

Your town will have their own leaderboard showing the catches of your local anglers. The “collective catch” will compete with other towns to be crowned the ***Ice Fishing Capital***.

Below are the key stages of this real *and* virtual event:

1. Promotion and recruitment will begin shortly and are driven through social media.
2. Rules meeting and award ceremonies are held on Facebook Live.
3. Possible prizes for weekly themes, such as pike, walleye, trout.
4. Local prizing for local anglers will be listed with sponsor call outs if applicable.
5. Final awards ceremony to crown the ***Ice Fishing Capital***.



Example of a catch photo from Walleye Wars in Saskatchewan.

MyCatch App Tutorial Video



The Buy-In

Community sponsorship support:

- \$1,000 + tax commitment to the event
- Agree to support promotion through community social media channels
- Where possible, introduce MyCatch team to local leaders in angling and business community

In Return, each community receives:

- A safe and fun way for local anglers to escape the Covid blues and go fishing!
- A venue to boost the tourism economy
- Dedicated event page for the tournament
- Local leaderboard with local anglers
- Chance to win the *Ice Fishing Capital*

Who will wear the
Ice Fishing Crown?



MyCatch
Tournaments

Past Tournament Examples

2021 Ontario Ice Fishing Challenge (Tourism)

- Focused on tourism sector
- Anglers who want to have a fun with family & friends
- View [Leaderboard](#)
- View [Facebook](#)



Walleye Wars (Pro Anglers)

- Focused on top tier anglers
- Anglers who are serious about winning
- View [Leaderboard](#)
- View [Facebook](#)



For more information, please contact Jim Clarke:
jim.clarke@anglersatlas.com

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 24, 2021
Decision Requested: No	Priority: Low
Direction Only: Yes	Type of Meeting: RMC

Report Title: Chevrefils Lane – Section 65 Municipal Drain Reapportionment

Recommendation:

That Council direct staff to send an invoice to landowner of subject severed property for their proportionate share only (\$197.00 +HST), attribute \$248.24 + HST to the municipality for the apportionment of the road itself, and the balance of the invoice to be absorbed by the municipality.

Options:

1. Send invoice for the entire amount of \$1,850.00 + HST to landowner of recent severance application which spurred the requirement of the extensive report. This is not recommended this option as the cost is much higher than would normally be charged just for the severance.
2. Send invoice to each landowner on Chevrefils Lane for their proportionate share of the bill. If this option is considered, we would recommend not sending bill to the landowner of two (2) prior recent severances who has already paid for such a report. This option is not recommended as many of the properties on Chevrefils Lane have changed ownership since the original severances were done.
3. Send invoice to landowner of subject severed property for their proportionate share only (\$197.00 +HST) with the balance to be absorbed by the municipality.

Background:

When a severance application is submitted to the Planning Board, each Department Head is required to review the application and provide comments to the Planning Board regarding any concerns they may have with the severance.

One (1) of the requirements is to advise whether the property is subject to a municipal drain and if so, the effect on the drain needs to be reassessed based on the size of the property. Where this becomes important is when drainage work is done on a municipal drain, which work is to be billed to the landowners benefitting from that drain, the bill to the landowner is based on each landowners proportionate share / benefit of the drain.



In the past couple of years, there have been a few severance applications for properties on Chevrefils Lane. When received, the Clerk determined that drain reapportionments (Section 65) were needed to be done. This becomes a condition of the severance and the severance will not be granted until the Section 65 has been completed. For this to be completed, the Drainage Superintendent must review the area and perform the calculations necessary to complete the Section 65 report. A bill is forwarded to the municipality who in turn bills the landowner requesting the severance.

Recently the Drainage Superintendent advised that when the original severances were done on Chevrefils Lane, a Section 65 report was not done. We were informed that in order to properly apportion for the latest severance application, the entire road would need to be done, resulting in a significantly higher invoice to the municipality. The invoice received was \$1,850.00 + HST.

The Clerk has apportioned the invoice amount to each property affected by the report, based on property size. The calculation results in the following:

- \$248.24 + HST is attributed to the road itself and is the responsibility of the Municipality. Of note, this is largest portion.
- \$433.44 + HST is attributed to four (4) properties that were the subject of recent (within the last two (2) years) severance applications and which were previously billed for a Section 65 report at that time.
- \$197.00 + HST is attributed to the property with the recent severance application, which triggered the more extensive Section 65 report to be completed.
- The remaining landowners share of the invoice varies from at the lowest \$78.81 + HST to \$116.24 +HST at the highest.

It is difficult to determine, going back to the original severances, as to whether a Section 65 report was a requirement of severances back then, or whether municipal staff failed to advise the Planning Board that the reapportionment needed to be done.

Prepared By: Tammy Godden, Clerk

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 18, 2021
Decision Requested: No	Priority: Low
Direction Only: No	Type of Meeting: RMC

Report Title: RFP for Drainage Superintendent

Recommendation:

That Council continue with K. Smart Associates Limited (K Smart) for Drainage Superintendent services and direct staff to negotiate with K Smart for a contract of no less than three (3) years and that the agreement be brought back to Council for consideration.

Options:

- Interest was received by EXP, an engineering firm, in providing this service, however at the time the RFP was issued, the employee of EXP did not have the required course to qualify as the Drainage Superintendent however he is an P. Engineer. He offered to take the Drainage Superintendent course in the coming year. Option could be to not award contract and continue with K Smart and re-issue tender in the near future, but again the challenge is to know if the price will be competitive.
- We can train an employee of the municipality to be the Drainage Superintendent. There is not set qualification other than taking the course and being able to demonstrate the necessary knowledge such as a P. Eng., CET, CETech, or can demonstrate experience. But we would still have to consult an engineering firm where the Drainage Act specifies the need for such. This is a very specialized skill set and may not be worth the effort to train and maintain an employee for such as it represents a small portion of an average employee workload.

Background:

Earlier this year, I had informed Council that K Smart had been the Drainage Superintendent provider for the Municipality of St.-Charles for at least the last few decades without going through a tendering process. Recommendation was to determine if the expenses being incurred were competitive and an efficient use of public funds.



50% of the Drainage Superintendent cost is subsidized by the province and they also set the standard for being a Drainage Superintendent.

Some of the Challenges:

- K Smart has a significant presence as Drainage Superintendents in the surrounding municipalities, leaving little room for competitive firms to expand or even consider providing such services.
- This is a specialized service that not many Engineering firms have, the long odds of finding a firm with the qualifications and being competitive in Northern Ontario is difficult (or at least found to be)
- We are a relatively small municipality with low workload, firms may not necessarily be interested in retaining a specialist with little work in the region.
- I posted the RFP on the Municipal website, Bidingo website, sent to seven (7) local and known engineering firms that deal with Municipalities.

We received two (2) bids, one (1) from K Smart that was fully compliant with the bid tender and the prices submitted are in line with the current pricing with a slight increase in line with current inflation. We know K Smart's work, the only issue that staff has had was the delay in getting information back, we do understand that the pandemic had severely affected "normal" and has caused delays. **I held back the submission in case Council wishes to re-issue the tender to get more than one (1) bidder.

The other was a proposition from EXP to train an employee, but no price was advanced as they still would not qualify for the RFP until such time as they have an approved Drainage Superintendent by the province.

Prepared By: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 19, 2021
Decision Requested: Yes	Priority: Med
Direction Only: Yes	Type of Meeting: RMC

Report Title: Update - Nepewassi Property Phase 1 Assessment

Recommendation

That a legal survey be included as a condition of sale which the buyer must complete and submit to the Municipality/EXP. To note, this would still have been indirectly a condition of sale as the Phase 1 Environment Report RSC was required.

Alternatively, that Council direct staff to proceed with a legal survey with an upset cost of \$11,000 to be able to complete the requirement of the Phase 1 Environmental Report.

Background

The draft Phase 1 Environmental Report was completed for the property located on Nepewassi Road. The property will be put back on the market.

In the process of working with the consultant on the Phase 1, he indicated to me that a legal survey would be required to complete the Phase 1 Report, the draft of the report is available but cannot be finalized until a survey is submitted. To note, we can still utilize the document as a draft in the sale process as it included the same information that would be found in the lesser onerous Phase 1 CSA.

Unfortunately, there has not been a legal survey completed on this parcel of land.

Cost estimates were received:

DS Dorland	\$18,240.00
Tulloch	\$10,550.00

The result is that a survey must be completed on this property by us or the prospective buyer in order to complete the requirements of filling a Record of Site Condition. We could put the condition in the agreement of sale or complete the survey ourselves. The result is the buyer will have considered the cost of the survey in his bid price.

Considering the cost of the property:

Our book value (should include all previous costs) \$54,166.00



Legal fees (estimate)	\$2,000.00
Real estate fees (max)	\$10,000.00
Phase 1 (exp)	\$5,000.00
Legal Survey (max)	19,000.00
Estimated cost of property	\$90,166.00

Options still available to Council for consideration:

- We can continue to the Phase 2 with EXP and file the Record of Site Condition
- With the base survey completed, we could consider making multiple lot(s) when the Phase 2 hopefully comes back clean (potential risk that there is contamination).

Prepared By: Denis Turcot, CAO

Report to Municipal Council



Meeting Date: December 1, 2021	Report Date: November 19, 2021
Decision Requested: Yes	Priority: Med
Direction Only: Yes	Type of Meeting: RMC

Report Title: Update - Sudbury East Community Safety and Well Being

Recommendation:

Review report and comment if so wished.

Update:

From the discussion at SEMA:

“As discussed in the SEMA meeting on October 28, 2021, we expanded our search and received a second quote from a different consulting firm to help us create The Community Safety and Well Being plan. The second firm we contacted submitted a quoted price of 24,000\$ with anticipated end date of March 2022. The information provided during the meeting from Investigative Solutions INC was quoted at 23000\$. They have also confirmed the completion of the plan withing two months of the start date agreed upon.

Based on both proposals it is recommendation that SEMA proceed with retaining the services of Investigative Solutions INC at a cost of \$23,000 to complete the Sudbury East Health and Wellbeing Plan.”

The SEMA members proceeded to endorse the recommendation from the French River CAO.

Here is some further background analysis of Investigative Solution Inc.

“Sean Sparling and Melissa Ceglie from Investigative Solutions INC. They have assisted in the creation of CSWB from multiple other communities (Sault Ste Marie, Manitoulin Island, Espanola/Lacloche)

The Health and Wellness Committee was to meet on November 30th at 2:00 pm to review the proposal.



Cost:

The funds required for this study will come from the surplus of the 2017 Shared Service Study Grant that the Sudbury East Municipality received from the province. The surplus funds had been held by the Municipality of Markstay-Warren.

Prepared By: Denis Turcot, CAO



Proposal

Development of a Community Safety and Well-Being Plan

for Sudbury East (French River, Markstay-
Warren, Killarney, and St. Charles)

Submitted To:

Marc Gagnon

CAO

Municipality of French River

Email: cao@frenchriver.ca

Submitted By:

Karie Warnar, Avail Consulting Inc.
Kathryn Manners Consulting

Date:

November 11, 2021

A Collaboration of:

avail
consulting



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Who We Are

Karie Warnar and Kathryn Manners are combining their talents and resources to submit this proposal to support the development of the Community Safety and Well-Being (CSWB) Plan for Sudbury East which is made up of the municipalities of French River, Markstay-Warren, Killarney and St. Charles.

Karie has led the development of other CSWB plans, including 17 municipalities in Simcoe County, resulting in 5 Plans. She has developed a strategic approach that engages key partners in the development of local Plans that address the legislative requirements outlined in the CSWB Framework from the Ministry of the Solicitor General.

As Consultants, Karie and Kathryn specialize in supporting communities in addressing complex social and systemic issues. Karie and Kathryn are excited to be able to bring an extensive array of skills and resources to the intricate work of mobilizing community partners on social development priorities within their local community. Due to the complexity and scope of the work required to develop the Plan and the short timelines to deliver the Plan to the Ministry, they have partnered to bring added value and expertise to the project.

Collective expertise that will be leveraged to develop the Plan include, but is not limited to:

- Social research and development
- Stakeholder mapping
- Human-centred design (lived and living experience)
- Project management
- Facilitative coaching
- Community development and engagement
- Inter-sectoral collaboration and partner navigation
- Innovative solution finding

Please refer to Appendix A for more details on the Collaborators



Karie Warnar

Avail Consulting Inc.



Kathryn Manners

Kathryn Manners Consulting

Our Understanding of Your Needs

The Province of Ontario's Bill 175, *Safer Ontario Act* (2018), mandates that:

- “The council of every municipality shall prepare and, by resolution, adopt a community safety and well-being plan”;
- “In municipalities, the community safety and well-being planning process should be led by a clearly identifiable coordinator(s) that is from the Municipality”...
- “CSWB plans may be prepared individually or jointly –The community safety and well-being plan may be prepared by the municipal council individually or jointly in consultation with other municipal councils or band councils” Part XIII-195(2).

The municipalities of Sudbury East have an accountability and responsibility to develop and submit confirmation that they have prepared and adopted a joint CSWB as soon as possible, given that the deadline of July 1, 2021, has since passed.

A Community Safety and Well-Being (CSWB) Plan is Sudbury East's commitment to working together towards improved social outcomes for the residents. Beyond the legislative requirement for the Plan under Bill 175, *Safer Ontario Act* (2018), the Plan needs to look at tackling tough social issues from a different angle. The Plan will identify and lay the foundation for local social development priorities over a period of time that will be determined and agreed upon by the community partners.

We recognize and value the role that planning locally and planning together brings to your objectives. We recognize that there is existing work already underway within your community that is working to improve safety and well-being. We will look to leverage the existing initiatives that advance safety and well-being. We do not want to duplicate efforts, but instead, amplify the good work already underway and identify new strategies for maximized impact.

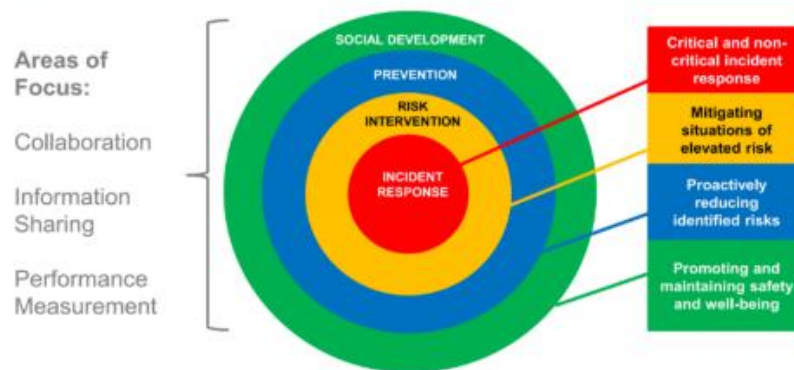
Having completed this type of planning before, we understand the investment of time and resources required to ensure a viable and valuable Plan. Sudbury East communities and community partners need experienced external support to offer a practical approach to the task of developing the local CSWB Plan.



Context

Often, police find themselves responding to calls that are complex but not criminal, with no chargeable offences. The police are available to the public 24/7, but that does not mean that they are the most appropriate to respond to calls that are often medically or socially complex. CSWB Plans identify inter-sectoral strategies to mitigate risks and work towards upstream social development priorities. In looking at root cause, there is a clear indication that all sectors have a shared responsibility to support resident safety and well-being.

The CSWB Planning Framework Outlines Four Levels of Intervention



By re-focusing existing efforts and resources in a more strategic and impactful way, we can make our community safer and healthier.

- Social Development**
 Promoting and maintaining community safety and well-being.
 This is where a wide range of sectors, agencies, organizations and those with lived experience bring different perspectives to the table to address complex social issues from every angle. Strategies need to be put in place that target the root causes of these issues.
- Prevention**
 Reducing identified risks.
 Proactively implementing evidence-based situation measures, policies or programs to reduce locally-identified priority risks to community safety and well-being before they escalate and result in crime, victimization and harm.
- Risk Intervention**
 Mitigating elevated risk situations.
 Risk intervention is intended to be immediate and prevent an incident. Multiple sectors work together to address situations where there is an elevated risk of harm – stopping something bad from happening before it is about to happen.
- Incident Response**
 Immediate response to urgent incidents
 This includes immediate and reactionary responses that may involve a sense of urgency like police, fire, emergency medical services, a child welfare organization taking a child out of their home, a person being apprehended under the Mental Health Act, or a school principal expelling a student.

Our Approach

Through our experience working with other communities, we recognize that there are varying levels of client capacity and energy. We will work with you and your community to build an approach that best meets your needs.

Engage the Advisory Body:

Identify key community champions, establish Terms of Reference (create or review if in place), determine areas of priority for the Plan, identify strategies for inclusion in the Plan, recommend final draft of CSWB Plan for governance to review, and align work to support the CSWB Framework

Establish and formalize the governance structure:

Identify municipal leads in each municipality that will act as the conduit between the Plan development and the accountability to their respective Councils. The local Governance Group will review and approve the final Plan in advance of the presentation to Council for adoption.

Establish an ad hoc Data Working Group :

This ad hoc group will support the Plan development through data identification, pull and review/analysis of the data, and propose considerations to support the decision making of the Advisory Body

Stakeholder consultation:

This will take place via virtual engagement sessions and/or one to one conversations with stakeholders. Establish an understanding of stakeholder perspectives and validate / correct / refine our understanding of the findings from the data. Our consultation will also help identify barriers, enablers, gaps and opportunities to include in the CSWB Plan so as to best identify meaningful strategies.

Data review and analysis:

A review and analysis of existing (secondary) data (based on previously identified and agreed upon indicators). This will help the community understand (or validate their assumptions) of the most pressing areas of risk in the community. The finding from this will further inform our consultation activities.

Community consultation:

This will take place via a community survey. A virtual engagement session will also be held. CSWB Plans should be reflective of a collective and shared understanding of the areas of risk and opportunity in the community. To achieve the best representation of resident feedback, we will work with local partners who can support residents in completing the survey if they are not able to independently do so. We want to ensure that those with lived or living experience are able to share their insights and perspectives. This feedback is important to establish an understanding of community (resident) perspectives and validate / correct / refine our understanding of the findings from the data. Our consultation will also help identify barriers, enablers, gaps and opportunities to include in the CSWB Plan so as to best identify meaningful strategies.

Strategy Development:

Identify local strategic directions, goals and objectives in alignment with the areas of focus identified in CSWB Framework

Draft Plan and submit for review:

Draft will be shared with Advisory Body in advance of submission to the Governance Group and Municipal Council(s)

Council Presentation(s):

Consultants will prepare a slide deck that supports the proposed adoption of the CSWB Plan and present it to Council.

NOTE:

Due to the ongoing pandemic, our consultation and engagement work will most likely be done virtually until such time as in-person events are allowed and safe to do so.

Work Plan and Timeline

**Nov
2021**

Confirm contract
Initial meeting with the **Governance Group** (municipal leads)

**Dec
2021**

Initial meeting with Advisory Body
Asset inventory and mapping
Form Data Working Group and meet to identify proposed indicators for inclusion in data pull
Engage Advisory Body on proposed indicators for inclusion, seek feedback, finalize data for pull
Draft communication for municipal website(s) to inform the community of planning efforts

**Jan
2022**

Data collection - within the first two weeks of January 2022
Data analysis - last two weeks of January 2022
Stakeholder consultation (virtual session and one to one phone conversations scheduled)
Proposed areas of risk for inclusion in the Plan identified by the Advisory Body and Governance Group

**Feb
2022**

Community consultation (virtual session and broad community survey) will run during the first two weeks of February 2022
Strategy development (informed by consultations, survey)

**Mar
2022**

Final Plan presented to Advisory Body and Governance Group by mid-March 2022
Presentations to Council(s) and Plan adoption/submission to Ministry in April 2022

In Scope (municipalities)

- Municipalities of: French River, Markstay-Warren, Killarney and St. Charles.
- Plan development activities and preparation of final Plan

Out of Scope (municipalities)

- Plan implementation activities
NOTE: While implementation of your Plan is out of scope for this proposal, we are currently supporting other communities with the **coordination, coaching, and capacity building** in the Plan implementation phase. We would welcome the opportunity to discuss this should you have the need.



Fee Structure

Consulting Fee Structure

Sudbury East CSWB Plan Development work will be billed at \$24,000 plus applicable HST payable to Avail Consulting Inc.

Services will be billed accordingly:

Upon signing - \$10,000 +HST

Period ending January 31, 2022 - \$7,000+HST

Upon completion of Final Plan - \$7,000+HST

Additional Expenses

Any additional expenses to support the project (agreed upon in advance by a designated Sudbury East representative) will be billed in addition to the Consulting fees. There are no additional expenses anticipated at this time given that engagement sessions will likely be virtual.

Avail Consulting Inc. and Kathryn Manners Consulting are not responsible for any compensation paid to those participating in a lived or living experience capacity or any other member at large.

Acceptance

Your signature below indicates acceptance of this proposal and its terms. This proposal is accepted and forms an agreement between The Municipality of French River and Avail Consulting Inc.

For Avail Consulting Inc.

Karie Warnar

Date

For The Municipality of French River

Name:

Date

The Collaborators

Karie Warnar

Karie is passionate about growing local capacity through collaborative processes. Building on more than 20 years of experience as a senior leader and the past 8 years as a consultant, Karie helps organizations and communities address social development priorities through inter-sectoral collaboration.

Working with partners across multiple sectors to improve community safety and well-being, her approach is thoughtful, well-coordinated, and responsive to the ever-changing project and human elements that arise. Recognizing that complex social issues are interconnected and that solutions needed are non-linear, Karie offers expertise in working with interconnected networks, building consensus and commitment, and finding ways to optimize and grow local capacity to improve opportunities for individuals and groups in the community through system change.

In recent years, Karie has led the start-up and implementation of large, provincially-mandated inter-sectoral collaborations such as Health Links and Community Safety and Well-Being Planning. As needed, Karie assembles a team of associates to address client needs.

In addition to her consulting work, Karie is pursuing her MBA in Leading Innovation and Change, is the co-founder of an online learning and communications company, sits on various community-based committees, and is currently the Vice-Chair of the Board for the Alzheimer Society of Simcoe County.

Kathryn Manners

Kathy is a results-oriented, values-based community leader and entrepreneur with a passion for innovation. She has worked in both the private sector at 3M Canada and the public sector with the Ontario Public Sector, along with contributing extensively to the non-profit environment.

She is most proud of her work with Indigenous communities. In 2013, the story of the Magic Canoe at that in was told to 1300 delegates from 55 countries at the World Indigenous Network Conference in Darwin, AU. Inspired by the story, delegates joined an art installation. She worked, with a global team augural meeting of the World Indigenous Network. Through narrative mapping, they had the privilege to hear the stories of indigenous people from all over the world. The Magic Canoe initiative offered a safe and inviting place for people to share conversation and creativity. Over 100 paddles were created and then shared with the world. Since that event, she has been invited to share not only these stories but also new stories at events such as the Couchiching Institute for Public Affairs annual Conference and the UNDP's working group meeting of the Convention on Biological Diversity in Montreal, Canada.

Kathy has worked as a mentor to the Clan Mother Healing Lodge, in Winnipeg. Clan Mothers is a social enterprise Healing Lodge that works with women who have experienced human trafficking. She is currently working with 60's Scoop survivors at Rama First Nation where they have recently launched a commemorative space to welcome those affected by traumatic historical events such as residential school, Indian Day School and 60's Scoop home. She was also involved in documenting the stories of 60's scoop survivors. She also has recently mentored two entrepreneurs in the Yukon, completed a strategic plan for the Justice Department at Six Nations and supported a healing ranch in Alberta.

Kathy has extensive experience in Strategic Planning, Organizational Development and Marketing/Communication and is one of a handful of Canadians who have completed graduate studies in Social Innovation.

Kathy enjoys working with like-minded people on projects with both meaning and hope.

Examples of CSWB Plans

Couchiching



Community Safety and Well-Being Plan
2021-2025



North Simcoe



Community Safety and Well-Being Plan
2021-2025



South Georgian Bay and Springwater



Community Safety and Well-Being Plan
2021-2025



South Simcoe



Community Safety and Well-Being Plan
2021-2025



Nottawasaga



Community Safety and Well-Being Plan
2021-2025



References

Chief Andrew Fletcher

South Simcoe Police

Chief Fletcher has been connected to the development of the CSWB Framework since the early development of this work in 2012. Chief Fletcher has presented nationally on Community Safety and Well-Being and has championed the work locally in South Simcoe.

email: Andrew.Fletcher@southsimcoepolice.ca

tel: (705) 436-2141 ext. 2037



Colleen Simpson

Manager of 911 and Emergency Services

County of Simcoe

Colleen Simpson is the direct contact at the County of Simcoe overseeing the external support for the Community Safety and Well-Being Plan development and implementation for the 17 participating municipalities.

email: Colleen.Simpson@simcoe.ca

tel: (705) 726-9300 ext. 1155



Investigative Solutions Network Inc.
1340 Pickering Parkway, Suite 602
Pickering, ON L1V 0C4

September 27, 2021

Mrs. Karine Beaulieu
Municipality of French River
44 St. Christophe Street, Suite 1
Noellville, ON P0M 2N0

RE: Community Safety and Wellbeing Plans – for the Municipality of French River and partnered communities

Mrs. Beaulieu,

Thank you for the opportunity to submit a proposal to you regarding Community Safety and Well-Being planning. We are confident we can meet your need and exceed your expectations in this project.

As you are aware, Community Safety and Well-Being planning is a collaborative process identifying high level of risks that can result in negative outcomes for a population. Using this approach, communities engage in evidence-based planning to focus on priority risks facing their communities and the human service sectors. Asset-based Action Plans are developed for each priority risk, applying protective factors in four planning chapters.

In 2014 the Ministry of Community Safety and Correctional Services created a pilot project that involved a number of municipalities who tested strategies and actions related to a successful Community Safety and Well-Being planning and implementation processes. As a result, the Ministry delivered detailed booklets reviewing components of the framework and implementation process that highlighted some of these best practices.

The desired outcome of Community Safety and Well-Being planning is to create collaborations across sectors or government, social service agencies, educational institution and other agencies to identify their own unique pillars of risk factors. Once these have been identified, the partnered agencies identify the protective factors and plan actions to mitigate risk.

Common pillars are Addictions/Mental Health, Affordable Housing, Poverty, Homelessness and so on. Based on comparative data from the involved agencies, the committee creates action plans or “protective factors” to address the pillars. The primary intent for most communities is to align existing resources under the pillars in order to coordinate efforts as a collective instead of working



silos. Once established, the plans along with the data and partnerships have demonstrated their ability to access a variety of grants and government resources.

Community Safety planning is not a police responsibility although it is in the Police Services Act. This act is clear that it is a municipal responsibility and each municipality must have their own plan and their own advisory/implementation committee.

Our Proposal

Investigation Solutions Network has the expertise and background to create a robust Community Safety and Well-Being Plan for your group of municipalities. Our staff of consultants include Ms. Melissa Ceglie and Mr. Sean Sparling. Both have extensive experience in creating Community Safety and Well-Being plans. For example, Melissa is currently working in collaborative risk mitigation field. She has been engaged at the local and provincial level to create the very framework for Community Safety and Well-Being planning that is now in legislation. Essentially Melissa has not only created these plans but she was involved in creating actual process enacted in the updated Police Services Act.

Sean was the Deputy Chief of the Sault Ste. Marie Police Service. In this role he worked extensively at the executive level to establish the Algoma Leadership Table which is the “committee” in Sault Ste. Marie required under the Police Services Act. This committee is comprised of executives across the community from a variety of social service agencies, education, child protection and more. This is the committee that establishes the pillars of action.

Melissa and Sean have also recently completed the CSWB plans for communities on Manitoulin Island and are currently engaged with the communities of the Lacloche Foothills in and around Espanola Ontario. In total they have been engaged in three separate CSWB plan projects in Northern Ontario involving about 12 municipalities. They also have other related experience in organizational change initiatives within municipal government. For example, Sean was the lead internal reviewer for the Sault Ste. Marie Police Service in partnership with KPMG for an extensive organizational reviewed called “Strategic Plan for Transformational Change” (2017). He was also part of the KPMG team that conducted a comprehensive review of the municipality of Red Deer’s policing efforts in 2019.

Subject to your further input, ISN is prepared to dedicate Melissa and Sean to your project. We will collate an impressive array of materials together for you as well as provide you with the latest research material for you and your partners to truly understand what underpins Community Safety and Well-Being planning.

We will also build for you a planning process whereby you and your partners will collaborate with ISN to create your own unique plan. Our process enables you to use existing risk and mitigation factors already established and tailor them to fit your needs. In the end, you will receive your own Ministry compliant Community Safety and Well-Being plan that you can then update as needed with minimal effort. You have an option to have one collective plan or we can provide you with individual plans for each community.



Both Melissa and Sean worked extensively together in risk mitigation and within the community safety and engagement model. They have created an array of protective strategies based on the identified risks. These strategies have been proven to mitigate risk and increase the social determinants of health. We would be pleased to discuss these initiatives as well. All of these initiatives are predicated on Community Safety and Well-Being planning that you are now venturing into.

DELIVERABLES

PHASE ONE

Research and Engagement

ISN will provide you with an array of research materials, Ministry guides and a variety of other documentation for your use. This background documentation will provide those interested with edification on Community Safety and Well-Being. It will also provide you with a library of supporting materials to share with your partners and community into the future.

ISN will host two virtual “townhalls”. One with elected officials (or designates) and one with the community at large. The intent of these engagement sessions is to learn the risk factors impacting your communities. It is our experience that most communities are facing many of the same challenges with nuances specific to their locals. Engagement of stakeholders and the community at large is critical to ensuring “buy-in” to the final plan.

Our proposal includes following up the engagement sessions with up to 10 virtual in person interviews/meetings with community partners of your choice. These partners should include social services agencies, educators, first nations community or similar stakeholders. Further engagements can be completed at an additional cost.

Quite often, CSWB plans are predicated on detailed data analysis. This data typically comes from a variety of sources such as police, medical services, social services and educational institutions. ISN will include in their work reporting on the provided data. This data will complement the anecdotal reporting we expect to obtain from the various engagement sessions. It is the compilation of data and anecdotal reporting that we use to identify the risk factors later identified in the final report.

ISN’s intent is to create the plan and include high level reporting on the available data from the partnered municipalities and service agencies. We will then use this level of data and the anecdotal reporting from the engagement sessions to create the priorities.

Included in this phase of the engagement is a community wide survey that will be created by ISN and approved by your steering committee. It will then be published for your communities to respond to. The data will then be incorporated into your final plan.



PHASE 2

Draft Community Safety Plan

ISN will create a draft Community Safety and Well-Being Plan based on the engagement from Stage 1 of this process. This plan will be compliant with the Ministry requirements. If needed, ISN can also provide you with a library of risk factors and protective factors. This will allow you to update the plan on an as needed basis. This will create efficiencies for you and allow you to capitalize on work already done by larger municipalities and the Ministry.

The draft plan will be circulated electronically to the partnered municipalities and key stakeholder from Phase 1 for input. Sean and Melissa will then meet with your committee to review the feedback to facilitate the creation of the final plan.

PHASE 3

Creation and Delivery of the Final Community Safety Plan

ISN will create a final Community Safety and Well-Being Plan for presentation to your partners and the community at your discretion.

PHASE 4 (OPTIONAL ADDITIONAL SERVICES)

Creation of Multi-Sector Advisory Group

Once the plan has been finalized and adopted by each municipality, it will then be time to create the various multi-sector that will oversee implementation. Due to the uniqueness of each community, there may be a desire for to have individual implementation committees in each of the communities. As part of this proposal, ISN will create these committees and facilitate the initial kick off meeting for each. ISN can remain engaged with the committees on an as needed basis subject to a separate agreement.

It is our understanding that you already have community agencies partnered together. It may be that this one committee will be your implementation committee for all communities. We can also work with this group to develop the various implementation plans.

COST

The following budget includes all staffing costs and production costs. Any work not agreed to as part of this engagement will be subject of a separate written agreement. This project is costed to be completed remotely. If travel is necessary, it is charged at half rates of \$100.00 per hour for each consultant plus travel expenses. The working hourly rate for each consultant is \$200.00 per hour.



Phase One – Research and Engagement

Prepare and facilitate initial kick off meeting and engagement session.
Stakeholder interview (up to 10) and compilation of data.
Provision of research materials.
Online survey.

\$15,000.00

Phase Two – Draft Community Safety Plan

Creation and review of draft plan and review with stakeholder

\$5,000.00

Phase Three – Creation and Presentation of the Final Plan

Editing and delivery of the final plan in person

\$3,000.00

Total Project Cost

\$23,000.00 + HST

ADDED SERVICES

Creation of the committees

Initial committee kickoff meetings. Includes preparation and reporting

\$8,000.00

The cost to have Melissa or Sean to consult outside the above parameters is \$200.00 per hour. A flat rate can be negotiated depending on the scope of work and will only proceed upon your written authorization.

I appreciate the opportunity to submit this proposal to you. We are open to further discussing the parameters of this proposal to ensure it fully meets your needs and expectation.

Respectfully,

A handwritten signature in black ink, appearing to be 'S', with a long horizontal line extending to the right.

President and
Director of Investigations – Northern Ontario
Investigative Solutions Network Inc.
Sault Ste. Marie ON.



REFERENCES

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2021 Third Quarter Activity Report November 25, 2021

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 2021 Third Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$867,199**. Children's Services and Ontario Works is forecasted to be on budget. Community Housing is forecasted to be under budget by \$694,445. Paramedic Services is forecasted to be under budget by \$173,658. Interest revenue on non-reserve accounts is forecasted to be \$904 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 Response

Paramedic services continues to be an integral participant in vaccination and testing clinics. We are anticipating a "ramping up" of activities in the fourth quarter with the requirement of "booster" 3rd doses of vaccine for the most vulnerable and imminent approval of vaccines for the younger populations (5 to 11 years of age).

Vaccination and Directive 6 by Ontario's Chief Medical Officer of Health (CMOH)

On August 17, 2021, CMOH issued [COVID-19 Directive #6](#) under the section 77.7 of the Health Protection and Promotion Act stating that every Paramedic Service must establish, implement and ensure compliance with a COVID-19 vaccination policy requiring employees to provide:

- a) proof of full vaccination; or
- b) written proof of a medical reason, provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason; or

- c) proof of completing an educational session approved by the Covered Organization about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason.

The directive further directs that each Paramedic Services' policy require staff that are opting out of vaccination for whatever reason, to submit to regular antigen point of care testing a minimum of once every seven days. Manitoulin-Sudbury DSB Paramedic Services' policy went into force as of September 7, 2021, as directed by the CMOH. To date, 95% (121) of our active staff have provided proof of full vaccination. We have received zero (0) medical exemptions and a total of six (6) staff that have opted out of getting vaccinated. As previously reported, Paramedic Services deployed the PanBio Rapid Antigen Tests to each of our 12 Paramedic Stations as part of the Provincial Surveillance program and the non-vaccinated employees have been self-testing as required per policy.

Community Paramedicine for Long-Term Care (CPLTC)

After an exhausting process to fill the last two (2) positions on the Community Paramedicine (CP) Team, we were successful in hiring 2 Full-Time CPs and the team is now fully staffed and operational. Community Paramedicine education and training is underway to provide the team with the necessary tools to fulfill their mission. The rostering of patients continues to exceed expectations and the feedback from our stakeholders has been extremely positive. In the fourth quarter we are anticipating finally deploying our iSTAT point of care testing devices that will enable our Community Paramedics to analyze blood samples and communicate those to the primary health care providers to further compliment appropriate care planning.

Influenza Vaccination

Through the Community Paramedicine Program, we have engaged with Public Health Sudbury and Districts to explore the possibility of participating in the annual Influenza Vaccination campaign across our entire region. Discussions are on-going and while we are early in the planning stages, we are confident that we can receive the appropriate approvals in time for November 2021 clinics.

Children's Services

Child Care Expansion Funding

On July 27th, 2021, the Association of Municipalities (AMO) wrote a [letter](#) to the Honourable Stephen Lecce, Minister of Education regarding its concerns with the changes to administrative cost-sharing arrangements. An [Issue Report](#) was completed and noted the threshold for allowable administrative funding the CSM/DSSABs can spend on Child Care will be reduced from 10% to 5% in 2022 in addition to the ongoing

cost sharing requirements previously introduced. This will place added pressure on service system managers to fill in the gaps and there has not been a significant reduction in administrative burden. The Manitoulin-Sudbury DSB endorsed AMO's letter to the Minister and supports the request that the province reverse the administrative changes in recognition of the detrimental impacts to those served by the child care system.

Health and Safety Updates

Beginning in early August several memos have been shared with Service System Managers and Child Care Licensees regarding health and safety precautions and immunization disclosure requirements.

Programs are encouraged to continue with [health and safety](#) precautions in particular regular hand hygiene and respiratory etiquette, continued use of personal protective equipment and continued use of Provincial screening tool.

The Ministry of Education announced on August 18, 2021 the requirement of an [Immunization Disclosure Policy](#) for all licensed child care settings. Licensee requirements came into effect September 7th and need to be fully implemented by September 27, 2021.

The COVID-19 immunization policy must require child care staff, home child care providers, home child care visitors, volunteers, students, Special Needs Resource Workers, and frequent visitors to do one of the following:

- Provide proof of full vaccination or
- Provide a formal documented medical reason for not being vaccinated or
- Participate in an education program approved by the licensee

In addition to the instructions that licensees are to establish, implement and report on a COVID-19 immunization policy, a [memo](#) shared on September 14th indicates that individuals who are subject to testing (those individuals who are not fully vaccinated) must provide verification of negative test results at least two times per week.

As part of the testing requirement the Ministry has asked that licensees inform those required to undertake testing that:

- testing is to take place at an individual's residence prior to attending work,
- testing should be implemented consistently and should not take place more than 48 hours before attending work.

A supply of rapid antigen tests will be provided at no cost to licensees by direct delivery, pick up through the Ontario Chamber of Commerce, or pick up at an assigned school.

An additional memo received on September 14, 2021 shares that individuals who are not vaccinated are required to participate in an [educational session](#) about the safety and efficacy of COVID-19 vaccines, participation must occur outside of working hours.

In a memo dated [September 23, 2021](#) an extension to access pharmacy testing for those school boards and child care licensees that may have a shortage of testing kits, for eligible staff was granted until October 1, 2021.

Ontario Works

Ontario Works Caseload

In the third quarter of 2021, the Ontario Works/Temporary Care caseload average was 467. Compared to last year at this time, the caseload has decreased 9.1%.

Letter to Minister Fullerton

On August 5, 2021 AMO [wrote](#) to the Honourable Merrilee Fullerton, Minister of Children, Community and Social Services. AMO acknowledged the ongoing engagement with the 47 service system managers on both the co-design of the new model and the vision for human services integration.

AMO stressed the importance that all partner ministries attend the Provincial Municipal Social Assistance and Employment Services Committee (PMSAEC) and the Human Services Collaborative Table, including those with employment, housing, child care, education, justice, corrections and health responsibilities.

It is crucial that the Ministry of Health is a fully engaged partner. Social assistance and health care transformation need to be interrelated moving forward beyond the immediacy of the pandemic. For life stabilization to be successful, health supports, especially supports for mental health and addiction are essential.

AMO has recommended the provision of supports to increase the capacity of the non-profit community sector to provide health and social services that are essential for life stabilization, including supportive housing, and mental health and addiction services.

Employment Services Transformation

An [update](#) was provided on the ongoing rollout of Employment Services Transformation (EST) across the province. The government had previously announced a multi stage competitive process that would see service system managers selected for all catchment areas in Ontario between now and the end of 2023.

As such, the ministry is now proceeding with the selection of Service System Managers in four additional catchment areas. York, Halton, Stratford-Bruce Peninsula and Kingston-Pembroke have been identified to be part of the next phase based on findings from stakeholder engagement, organizational interest, and service delivery considerations. The next group of catchment areas will be completed in 2022, with a final round for Toronto and the Northern catchments occurring in 2023.

Skills Development Fund (Round 2)

The second round of the [Skills Development Fund](#) (SDF) was announced on September 29, 2021. The Skills Development Fund was created to enable market-driven solutions and unlock the economic potential of skilled trades and broader workforce development initiatives to facilitate economic recovery.

For the second round of the SDF, there is a continuous intake process for applications, and project proposals will be accepted on an ongoing basis for the 2021/22 fiscal year.

Ontario Works Two- Year Service Plan

The Ontario Works Two- Year [Service Plan](#) is required by all CMSM/DSB's every two years and it is submitted to the Ministry of Children, Community and Social Services.

This document speaks to the Ontario Works vision and the mandate of the Manitoulin-Sudbury DSB and offers an environmental scan of caseloads and the employment programs offered.

Operation indicators for April 2021 and April 2020 are highlighted in this document as well as a comparison to the province and to the North as a whole. Outcome strategies are detailed within the plan. As a result of the COVID-19 pandemic and subsequent stay at home orders, referrals have dropped between 2019 and 2020 which can be seen in the Service Plan statistics.

Community Housing

Municipal Affairs & Housing Funding Allocations

On August 23, 2021 the Ministry of Municipal Affairs and Housing provided a funding [letter](#) for the Manitoulin-Sudbury DSB 2022-23 allocations.

Program	Allocation Amount
Canada-Ontario Community Housing Initiative (COCHI)	\$347,763
Ontario Priorities Housing Initiative (OPHI)	\$207,700
Canada-Ontario Housing Benefit (COHB)	\$114,700
Community Homelessness Prevention Initiative (CHPI)	\$766,183
Service Manager Federal Funding for Social Housing	\$624,903

Waiting list (Applicants)

Total applications at end of the third quarter are 548. The applicant breakdown is as follows:

1 Bedroom	434	(+23)	2 Bedroom	51	(+2)
3 Bedroom	37	(+/-0)	4 bedroom	26	(+/-0)

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 216 active DSS recipients.

Income Mixing

In accordance with DSB Policy, every effort is being made where the waitlist allows, to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 10 market rent tenants and 74 affordable rent tenants.

Smoke Free Housing – Unit Count-down

In the third quarter, 180/275 of the portfolio's units are designated as Smoke-free. This represents **65.5%** of the full portfolio currently. Units are designated as turn-over occurs.

Social Services Relief Fund (SSRF) Phase 4

On August 16, 2021, the Manitoulin-Sudbury DSB board chair received [important details](#) regarding additional provincial funding being offered to us through the fourth phase of Ontario's Social Services Relief Fund and through the Canada-Ontario Community Housing Initiative (COCHI).

The Manitoulin-Sudbury DSB will receive an additional **\$1,130,700** in provincial funding through a fourth phase of Ontario's SSRF for the 2021-2022 fiscal year. An [investment plan](#) was created and submitted to the Ministry on how the funds would be utilized.

Housing and Homelessness Plan

Year 6 of the 10-Year Housing and Homelessness plan had been completed, presented to the board, and submitted to the Ministry of Municipal Affairs and Housing.

The report is designed using SMART Goals. SMART goals are Specific (clearly defined), Measurable (easily recorded and compared), Attainable (reasonable), Relevant (reflect the organization's Mission and purpose) and Time-Bound (doable in a fixed time frame)

The report identifies 4 goals for the Manitoulin-Sudbury District to work within. Each goal has priorities attached along with Inputs, Activities, Outputs, Outcomes, and Impacts.

Goal 1: Understanding Demand for Housing Services and supports by Demographic

Goal 2: Understanding and Addressing Need for Supply of Housing and supports

Goal 3: Income Support for Shelter and Homelessness Prevention Services

Goal 4: Innovations and Partnerships in the Provision of Housing with Supports

Details of the goals can be found in the [Year Six Report](#).

Correctional Discharges into Community Housing

On June 24, 2021, the Association of Municipalities of Ontario wrote to Deborah Richardson, Deputy Solicitor General, Correction Services and Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing.

The purpose of the [letter](#) was to propose a dedicated, time-limited staff working group to address the issue of inmates that are discharged into homelessness.

AMO acknowledged the ongoing efforts of the ministry but stressed there is more to be done. Municipal expertise can assist in addressing the issue. When inmates are discharged into homelessness or inappropriate housing, their cycle of homelessness continues and there is often a risk of repeated incarceration.

The proposed group would be co-chaired by a municipal service system manager, the Ministry of Municipal Affairs and Housing and the Ministry of the Solicitor General with participation from relevant ministries.

All parties could work together to co-design policies, procedures, and protocols. The goal would be to ensure that inmates are appropriately discharged into housing and adequately supported to transition back into the community in a safe and healthy manner.

Work Orders

During the third quarter a total of 226 Work Orders were generated: 168 for Community Housing; 8 for Administration Offices, and 50 for Paramedic Services. There was a total of 150 Work Orders closed or resolved during that time. Work orders are closed if the work is done in-house, or when the invoice is paid if from an outside source.

During the period, a total of 15, unit turnovers were started or completed which is more than average.

Pest Management issues continue to be addressed in various locations throughout the portfolio as we move into the fall. Abell Pest Management Services provide services throughout the district for all programs and locations.

Projects Underway

A few projects worth mentioning:

Well drilling in Webbwood has been completed and water testing is underway. The well drilling project will continue to be supported by Ontario Clean Water Agency to ensure compliance before supply to the building will be completed.

Encompass completed the Thermal Scans in various Community Housing locations and reports from this work were received in the quarter. Various locations were identified as having issues within the electrical performance of the building that would require attention.

COCHI-OPHI

To date the following projects are completed or nearing full completion as of the current date for COCHI Year 3 allocations:

- Espanola Municipal Non-Profit Housing: water main repairs, max funding of \$18,000
- Little Current Place: windows and doors, max funding of \$ 136,708.00
- Native People of Sudbury Development Corporation: foundation skirt insulation – max funding of \$ 13,781

[Correspondence](#) received from the Ministry of Municipal Affairs and Housing on August 16, 2021, announced additional investment through the fourth and final phase of the Social Services Relief Fund (SSRF) and through the Canada-Ontario Community Housing Initiative (COCHI) in August announced an additional \$84,100 in funding to the DSB. Our [investment plan](#) was created and submitted to the Ministry.

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.

Fern Dominelli

Chief Administrative Officer
Manitoulin-Sudbury District Services Board
Phone: 705-222-7777
E mail: fern.dominelli@msdsb.net
Website: www.msdsb.net

Manitoulin-Sudbury DSB								
3rd Quarter Report (Unaudited)								
AS AT 2021-09-30								
Total Gross Budget					Municipal Share Budget			
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						Forecast	BUDGET	Forecast
Ontario Works	\$ 1,787,011	\$ 1,808,148	\$ (21,137)	\$ 2,461,726	\$ 756,059	\$ 1,047,426	\$ 1,047,426	\$ -
100% Funded	\$ 5,943,206	\$ 5,067,373	\$ 875,833	\$ 6,751,071				
Child Care	\$ 7,882,790	\$ 7,329,092	\$ 553,698	\$ 9,654,258	\$ 501,029	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 1,821,106	\$ 2,250,058	\$ (428,952)	\$ 2,969,952	\$ 1,821,106	\$ 1,560,233	\$ 2,254,678	\$ (694,445)
100% Funded	\$ 324,173	\$ 301,592	\$ 22,581	\$ 402,123				
Paramedic Services	\$ 11,032,557	\$ 11,613,237	\$ (580,680)	\$ 15,547,153	\$ 5,498,605	\$ 6,619,724	\$ 6,793,382	\$ (173,658)
100% Funded	\$ 862,672	\$ 648,123	\$ 214,550	\$ 2,565,128				
TOTAL EXPENSES	\$ 29,653,516	\$ 29,017,623	\$ 635,893	\$ 40,351,411	\$ 8,576,798	\$ 9,895,421	\$ 10,763,524	\$ (868,103)
Interest Revenue	\$ (72,794)	\$ (74,373)	\$ 1,578	\$ (99,163)	\$ (72,794)	\$ (98,259)	\$ (99,163)	\$ 904
TOTAL EXPENSES	\$ 29,580,722	\$ 28,943,250	\$ 637,472	\$ 40,252,248	\$ 8,504,004	\$ 9,797,162	\$ 10,664,361	\$ (867,199)

Variance Analysis September 30, 2021

Actual to Budget	NET Municipal Variance	Explanation of Unaudited Municipal Share
Ontario Works	\$ -	Municipal share of administration expenses are forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses is forecasted to be on budget.
Community Housing	\$ (694,445)	<p>(\$91,035) + (\$385,160) + (\$225,854) + \$7,604 = (\$694,445) surplus</p> <p>Federal Funding is forecasted to be (\$91,035) more than budgeted.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$385,160) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$194,121) more than budgeted. - Direct operating expenses are forecasted to be (\$131,151) under budget due to: <ul style="list-style-type: none"> utilities \$39,222 over budget, salaries & benefits for custodians \$18,730 over budget, maintenance expenses over budget \$47,235, other administrative expenses over budget \$4,797, administration wages & benefits are forecasted to be (\$191,135) under budget due to onetime administration funding available from 100% funded programs. - Program Support Allocation is forecasted to be (\$109,888) under budget. - Direct Shelter Subsidy forecasted to be (\$225,854) under budget due to one-time 100% funding. <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be \$7,604 over budget.</p>
Paramedic Services	\$ (173,658)	<p>Paramedic Services is forecasted to be \$47,519 + (\$221,177) = (\$173,658) under budget.</p> <p>The MOHLTC funding is forecasted to be less than budgeted by \$47,519 deficit. The forecast is based on the actual funding received to date.</p> <p>Paramedic Staffing is forecasted to be (\$127,515) under budget:</p> <ul style="list-style-type: none"> - Regular Wages are forecasted to be under budget by (\$248,980); Other and Replacement Wages are forecasted to be over budget by \$121,465 - Benefits are forecasted to be under budget by (\$40,270); WSIB is forecasted to be under by (\$229,209); CPP, EI and EHT are forecasted to be over by \$46,096; Other Benefits, OMERS and In Lieu are forecasted to be over by \$142,843; <p>Administration Wages and Benefits are forecasted to be (\$87,283) under budget</p> <p>Non Wages are forecasted to be over budget by \$33,891.</p> <ul style="list-style-type: none"> - Transportation & Communication is forecasted to be (\$51,067) under budget - Vehicle repairs and maintenance is forecasted to be over budget by \$37,358 - Building repairs and maintenance, grounds and utilities are forecasted to be \$17,600 over budget - Mal Practice insurance was not budgeted; it is forecasted to be \$30,000 over budget - Supplies are forecasted to be on budget.
Interest Revenue	\$ 904	Interest Revenue is forecasted to be \$904 less than budgeted which results in a municipal deficit.
	\$ (867,199)	

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

Respecting an application for consent by Jonathan Gerber
to the Sudbury East Planning Board
Lot 1, Concession 5
in the Township of Jennings
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 1467 and 397 Sudbury East Section
(Roll No. 5204-000-002-176-00 & 5204-000-002-174-00)
(SEPB File No. B/54/21/SC)

THE PURPOSE AND EFFECT of the application is for consent which proposes to separate two parcels (1467 & 397) which have merged on title due to pattern of ownership on Coursol Road, Decosse Road, and Highway 535, in the Township of Appleby.

TAKE NOTICE THAT the Sudbury East Planning Board will analyze **Virtually** and discuss **Application B/54/21/SC** at its meeting on **December 2nd, 2021, at 5:30 p.m. at the French River Municipal Office, 44 St. Christophe Street, Suite 1, Noelville, Ontario.**

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

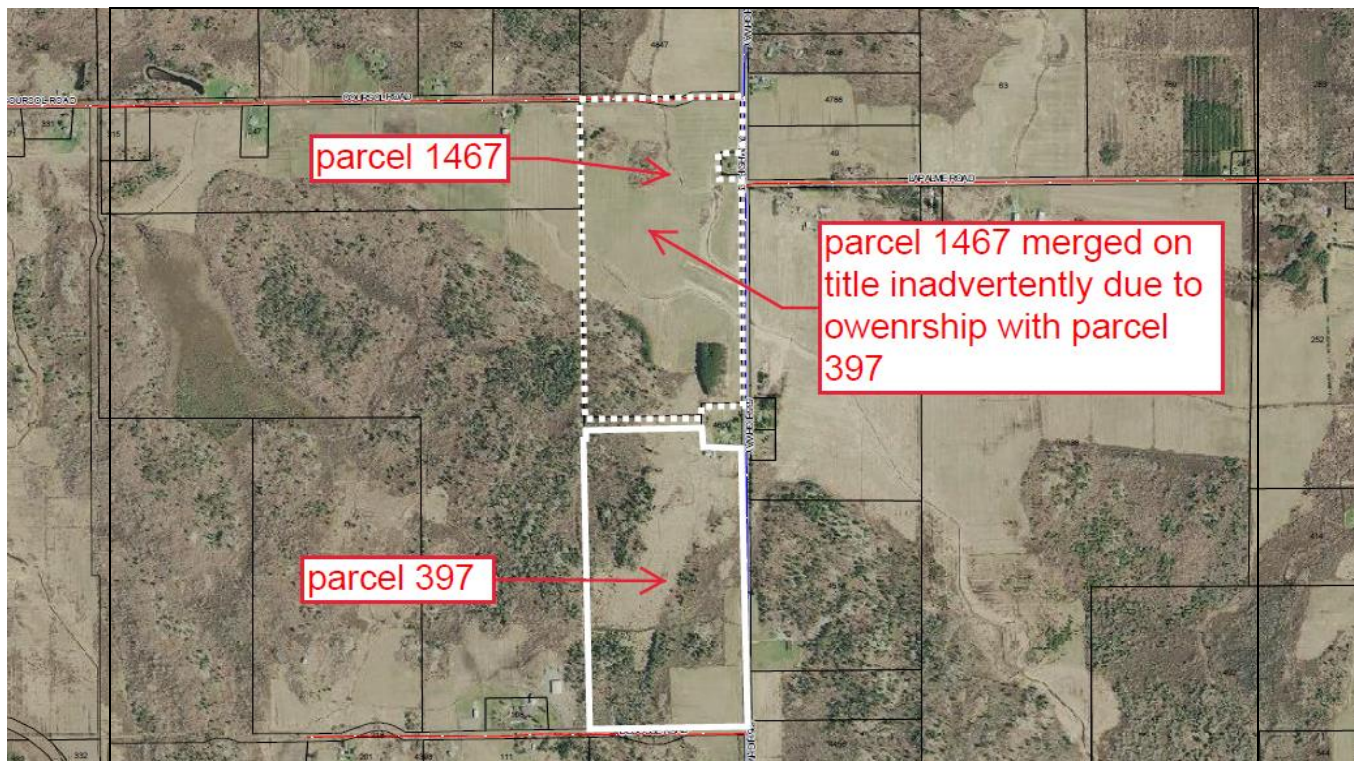
IF A PERSON OR PUBLIC BODY THAT FILES AN APPEAL of a decision of the Sudbury East Planning Board in respect of the proposed consent does not make written submissions to the Sudbury East Planning Board before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the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

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

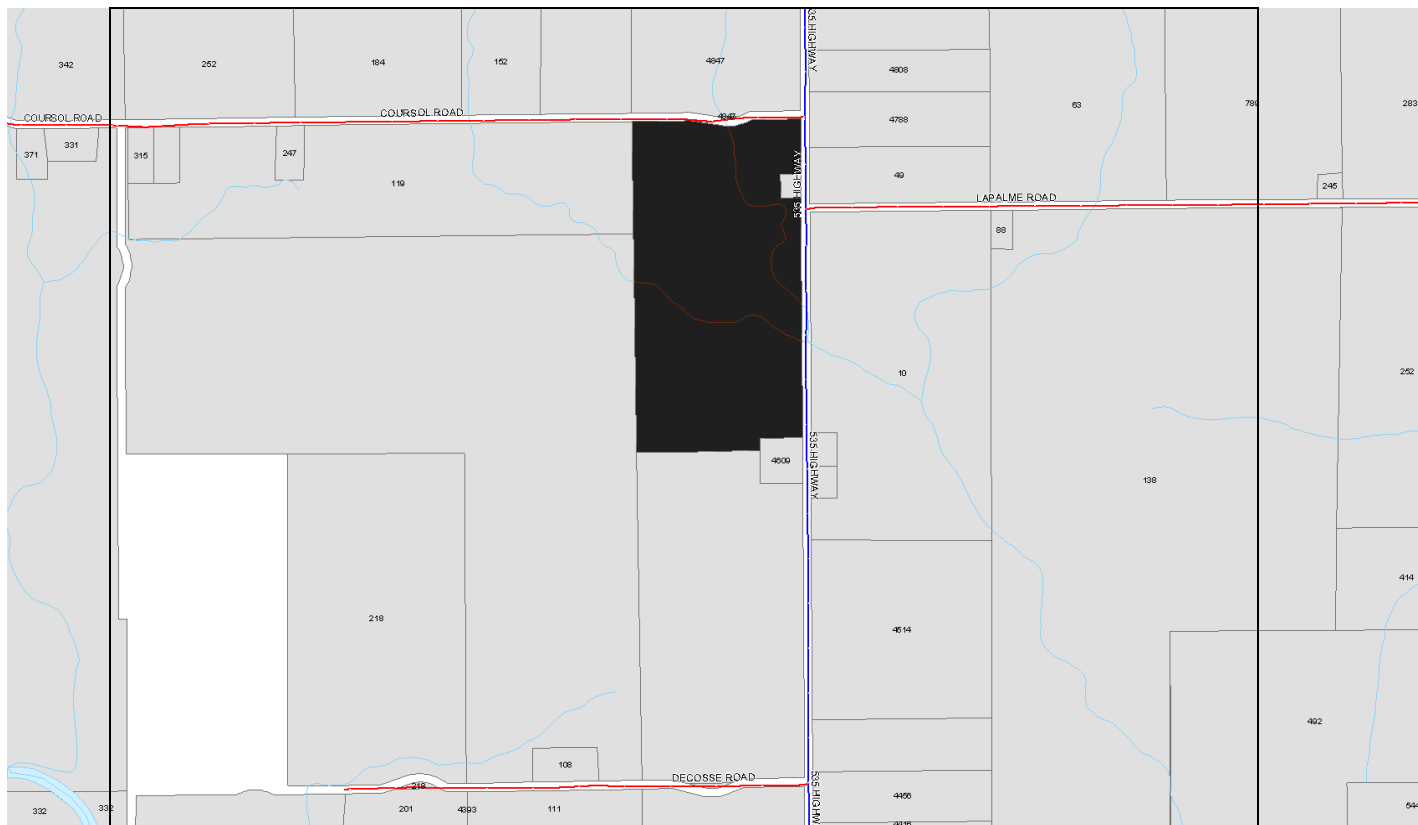
Dated at Warren, this 17th day of November 2021.

Matthew Dumont, MCIP, RPP
Secretary-Treasurer

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



AERIAL PHOTOGRAPHY
Consent Application
(Jonathan Gerber)
Lot 1, Concession 5
in the Township of Jennings
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 1467 S.E.S.
(Roll No. 5204-000-002-176-00)
(SEPB File No. B/54/21/SC)



KEY MAP

Consent Application
 (Jonathan Gerber)
 Lot 1, Concession 5
 in the Township of Jennings
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 1467 S.E.S.
 (Roll No. 5204-000-002-176-00)
 (SEPB File No. B/54/21/SC)



Planning Report: APPLICATION FOR CONSENT
Report To: SUDBURY EAST PLANNING BOARD
Meeting Date: December 2nd, 2021
Report Date: November 16th, 2021

Applicant(s)/Owners: Jonathan Gerber
Agent/Solicitor: None
File Number: B/54/21/SC
Property Description: Lot 1, Concession 5
 in the Township of Jennings
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 1467 & 397 Sudbury East Section
 (Roll No. 5204-000-002-176-00 & 5204-000-002-174-00)
 Highway 535

APPLICATION:

The Sudbury East Planning Board has received an application for consent which proposes to separate two parcels (1467 & 397) which have merged on title due to pattern of ownership on Coursol Road, Decosse Road, and Highway 535, in the Township of Appleby.

SUBJECT LANDS:

Lot Dimensions:		<u>Lot Area</u>	<u>Lot Frontage</u>
	Severed Lot (PCL 1467)	30.75 hectares	400/700 metres
	Retained Lot (PCL 397)	29.54 hectares	400 metres
Access:	Publicly maintained (Ministry of Transportation/Municipality of St.-Charles) year-round road (Highway 535, Coursol Road, and Decosse Road).		
Servicing:	Privately owned and operated individual septic system. Privately owned and operated individual well.		
School Busing:	Available.		
Garbage Collection:	Available.		
Fire Protection:	Available.		
Surrounding Uses:	The lands are located on the south side of Coursol Road, west of Highway 535 and north of Decosse Road. The subject lands are in an area of predominantly farm/rural lands.		

APPLICATION REVIEW AND ANALYSIS:

PROVINCIAL POLICY STATEMENT, 2020

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

The applicant's proposal seeks to re-establish a rural lot which inadvertently merged on title due to pattern of ownership. Planning staff are of the opinion that the applicant's proposal would appear to be consistent with the Provincial policies regarding limited development in rural areas that is appropriate for private services.

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

OFFICIAL PLAN

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

Lands designated "Rural" are to be used primarily for agriculture, farm related and secondary uses as well as resource-based activities, such as forestry, mining and aggregate operations, and other industrial uses that are not appropriate in settlement areas, as well as limited residential developments, where appropriate.

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

- a) New lots that represent minor infilling;
- b) The mortgaging of land beyond 21 years;
- c) Lot boundary adjustments;
- d) Facilitating the disposal of a second legal dwelling;
- e) Separating existing legal uses;
- f) Providing a retirement residence on non-prime agricultural lands for a farmer who worked on the subject farm much of their adult life;
- g) Separating lots that have merged on title; and,**
- h) Easements or right-of-ways.

Section 4.5 of the Plan contains policies pertaining to Consents. Subsection 2, outlines criteria that shall be considered when creating a new building lot:

- a) Plan of subdivision not appropriate (i.e. existing services);
- b) Intended uses of the parcels conform with the Plan and Zoning By-law;

- c) Proposed use of parcels is compatible with abutting uses;
- d) There is no extension of municipal services required;
- e) Represents orderly and efficient use of land (would not hinder development of retained lands);
- f) Limited circumstances in the rural policy area (on non-prime agricultural lands, farm splits, farm retirement lots, residence surplus to farm operations and residential infilling are permitted. As a lesser priority, the severed parcel(s) may be located beyond the last existing residential lot, but only where all services available in the cluster such as electricity, telephone, garbage collection, school bus service are available to the lot and where the development of the lot will not represent a long term increase in municipal costs.);
- g) Size and dimension of proposed lots are adequate for the proposed use;
- h) Adequate access can be provided from a year-round publicly maintained road;
- i) Access will not create a traffic hazard;
- j) The severed and retained parcels comply with Minimum Distance Separation (MDS);
- k) Adequate water and sewage servicing can be provided;
- l) It is feasible with regard to other provisions of this Plan, provincial legislation, policies and appropriate guidelines for uses within or adjacent to a development constraint; and
- m) The request, if granted, would not pose an undue financial burden on the applicable municipality.

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

ZONING BY-LAW (2014-26)

Current Zoning: **Retained Lot: Rural (RU)**
 Severed Lot: Rural (RU)

Proposed Zoning: Same as above.

The RU Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 meters. Both the proposed severed and retained lots will continue to meet these requirements.

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

The application, as proposed, complies with the regulations of the Zoning By-law.

AGENCY REVIEW

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

Bell Canada: no comments or concerns regarding the circulation.

Hydro One: no comments.

Municipality of St. Charles: no comments or concerns currently.

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

PUBLIC CONSULTATION

Notice of the consent application was sent to surrounding property owners on November 16th, 2021, in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13 and its Regulations (O.REG. 72/18) thereto. As of the writing of this report, no comments or concerns had been received from neighbouring property owners.

MATTERS UNDER SECTION 51(24) OF THE PLANNING ACT

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

RECOMMENDATION:

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

Respectfully submitted,

NR for Matthew Dumont
Matthew Dumont, MCIP, RPP
Director of Planning

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

Planning Board Date of Decision: December 2nd, 2021
Date of Notice of Decision: December 6th, 2021
Last Date of Appeal: December 26th, 2021

Applicant: Jonathan Gerber
Owner: Same as Above
Agent/Solicitor: None
File Number: B/54/21/SC
Property Description: Lot 1, Concession 5
in the Township of Jennings
now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 1467 Sudbury East Section
(Roll No. 5204-000-002-176-00)

The Sudbury East Planning Board's conditions to the granting of consent for this transaction, [SEPB File No. B/54/21/SC](#), which must be fulfilled within one year from the date of this letter, are set out below. These conditions must be fulfilled prior to the granting of consent.

B54-CONDITIONS:

1. This approval applies to the creation of one (1) rural lot of approximately 30.75 hectares in area with approximately 400 metres (Coursol Road) and 700 metres (Highway 535) of lot frontage, as applied for on Lot 1, Concession 5, in the Township of Jennings, now in the Municipality of St.-Charles, Territorial District of Sudbury, (Parcel 1467 Sudbury East Section).
2. Prior to the granting of Final Consent through the provision of the Certificate of the Official a fee of \$250.00 must be paid to the Sudbury East Planning Board.
3. The following documents shall be provided for the transaction described in Condition 1:
 - a) the original executed Transfer/Deed of Land Form, a duplicate original, and one photocopy for our records;
 - b) a Schedule to the Transfer/Deed of Land Form on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the Transfer/Deed of Land Form; and
 - c) a reference plan of survey (***a paper copy and an electronic copy***), which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates.

B54-NOTES:

The following notes are for the applicant's information:

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

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

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

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

3. An approved Building Permit must be obtained from the Municipality of St.-Charles prior to any demolition, new construction, addition, expansion, or alteration to buildings, structures, or changes in use, including the installation of private sewage disposal systems.
4. Prior to the installation of a subsurface sewage disposal system, a Certificate of Approval must be obtained from the Sudbury and District Health Unit.
5. If a well is used as the drinking water source, it must be constructed in accordance with Ontario Regulation 903 made under the *Ontario Water Resources Act*.

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

BY-LAW 2021-29

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE THE
SUDBURY EAST BUILDING AND BY-LAW SERVICES AGREEMENT WITH THE
MUNICIPALITY OF FRENCH RIVER, THE MUNICIPALITY OF KILLARNEY AND THE
MUNICIPALITY OF ST.-CHARLES**

WHEREAS Section 20(1) of the *Municipal Act*, 2001, S. O. 2001, c. 25 provides that a municipality may enter into an Agreement with one or more municipalities or local bodies or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS Council deems it desirable and necessary to enter into an agreement with the Municipalities of French River and Killarney for shared services of the Building and By-Law Departments;

AND WHEREAS all municipalities agree that the Building and By-Law Departments are necessary and that the costs for such services will be borne by all municipalities as per the attached Agreement;

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

1. THAT the Corporation of the Municipality of St.-Charles enter into the with Sudbury East Building and By-Law Services Agreement with the Municipality of French River and the Municipality of Killarney.
2. THAT the Mayor and Clerk are hereby authorized and directed to execute, on behalf of the Corporation of the Municipality of St.-Charles, the Sudbury East Building and By-Law Services Agreement attached hereto and identified as Appendix "A" to this By-Law.
3. THAT the attached Appendix "A" forms part of this By-Law.
4. THAT all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.
5. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 1ST DAY OF DECEMBER 2021.**

MAYOR

CLERK

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)**

THIS AGREEMENT MADE:

BETWEEN:

**The Corporation of the Municipality of French River
The Corporation of the Municipality of Killarney**

AND:

The Corporation of the Municipality of St.-Charles

WHEREAS the Municipalities of French River, Killarney, and St.-Charles deems it desirable to share a Building Department and By-law Enforcement Department (henceforth known as Sudbury East Building and By-law Services (SEBBS);

AND WHEREAS the Municipalities of French River, Killarney and wish to contract the provision of Building Code administration and By-law enforcement from the Municipality of St.-Charles;

NOW THEREFORE it is agreed between the parties as follows:

1. TERMS

- 1.1 The term of this agreement shall be for a period of five (5) years commencing on January 1, 2022 until December 31, 2026 with an option to renegotiate terms acceptable to all Member Municipalities at the end of the third year (2024). The terms of this renegotiation are described in Section 3.
- 1.2 Throughout this agreement, unless specifically described otherwise, the collective members of this agreement which include the Municipalities of French River, Killarney and St.-Charles shall be known as the **Member Municipalities**.
- 1.3 Throughout this agreement unless specifically described otherwise, the Municipality of St.-Charles shall be known as the **Managing Municipality**. The role of the Managing Municipality is described in Section 8.
- 1.4 Throughout this by-law unless specifically described otherwise, the Municipalities of French River and Killarney collectively shall be known as **The Municipalities**.

2. BUDGET

- 2.1 The SEBBS budget will be submitted by the Chief Building Official (CBO) annually for review by the Chief Administrative Officers (CAO) or Clerk/Treasurer of each Member Municipality by October of the preceding budget year. This budget will be presented by the CAO and/or Clerk/Treasurer to each respective council for approval by December 31 of that same year.

- 2.2 Each Member Municipality hereby agrees that execution of this agreement constitutes a delegation of its respective Council's approval authority for the budget to the CAO or Clerk/ Treasurer of the respective Member Municipality. Each Party shall have an equal vote with respect to approval of the budget and 100% consensus is required to approve the annual budget.
- 2.3 In the event that the annual budget is not approved on or before December 31 by all Member Municipalities, the agreement will be terminated, and appropriate notice and/ or termination fees or any other applicable fees shall be paid as per Section 7 of this agreement.

3. THIRD YEAR REVIEW OF AGREEMENT

- 3.1 In September of the third year of the agreement (2024) the CAO or designate of the Managing Municipality will call a SEBBS committee meeting (to be made up of the CAO or Clerk/Treasurer, one council member from each municipality and the CBO to review any possible issues.
- 3.2 The members of the committee and their CAO or Clerk/Treasurer will present the agreement with reviewed changes with their respective councils with a decision to continue with or cancel the agreement due by December 31, 2024.
- 3.3 In the event that the agreement is not approved on or before December 31, 2024 by all Member Municipalities, the agreement will be terminated, and appropriate notice and/ or termination fees or any other applicable fees shall be paid as per Section 7 of this agreement.

4. COSTS AND BILLING

- 4.1 The projected costs for SEBBS 2022-2026 are set out in Schedule A of this By-law.
- 4.2 In consideration of the provision of the services set out herein, the Managing Municipality shall be paid by the Member Municipalities using the formula set out in Schedule B of this agreement.
- 4.3 The percentages paid by each Member Municipality for this shared service will vary from year to year based on the calculations described in Schedule B of this agreement.
- 4.4 The initial calculation for budgeting purposes based on calculations described in Schedule B of this agreement shall be supplied to each municipality by January of the current budget year.
- 4.5 Each Municipality will be billed on a quarterly basis (billed in April, July, October of the current year, and January of the following year) based on the calculations described Section 4.4. These calculations will be the responsibility of the Managing Municipality's treasury department to verify, circulate and collect.
- 4.6 The CBO is responsible for providing information as required to the Managing Municipality's treasury department.

- 4.7 Any unspent funds in each budget year to be placed into reserve for future spending shall presented for discussion to the Municipalities in the final CAO's meeting of the year.
- 4.8 Any funds approved to be held in reserve shall be collected by the Managing Municipality and held under a description specific to the use proposed.
- 4.9 A year-end adjustment invoice or refund shall be made for any underpayments or overpayments made based on actual costs.
- 4.10 The year end adjustment invoice will be supplied to each Municipality by the end of January of the following calendar year.
- 4.11 The CBO will provide budget vs. actual reporting to the Municipality's CAO's and Clerk/ Treasurers on a quarterly basis.
- 4.12 The Managing Municipality may subcontract any part of the services described in this agreement within expected service levels and budget.
- 4.13 If numbers are audited and found to be in error, any refund or additional costs will be immediately reported and added to the year end adjustment invoice of that current year. If errors are found after the following year's year-end adjustment invoice, any cost is to be borne by the Member Municipality that was responsible for the error.

5. FEES COLLECTED

- 5.1 All building permit fees and by-law fines, licencing fees or administrative monetary penalties or any other fee collected shall be collected by the Member Municipality having jurisdiction over the Building Permit fee or By-law fine.

6. SALE OR REALLOCATION OF SHARED RESOURCES

- 6.1 The treasurer of the Managing Municipality will take any profit or loss from the disposition of any asset which was paid for by the participating municipalities under the SEBBS agreement and disburse the proceeds or allocate the loss based on the average weighted cost recovery rate for each Municipality for the duration of the use of the asset being disposed of.
- 6.2 Should any Member Municipality choose to leave the SEBBS agreement or should the SEBBS agreement as a whole dissolve, any unspent funds set aside in reserve shall be returned by the Managing Municipality to the Municipalities at the average weighted cost recovery rate that each municipality paid during the contribution period for remaining reserve funds.

7. TERMINATION OF AGREEMENT – NOTICE OF TERMINATION AND APPLICABLE FEES

- 7.1 In the event that any of the Municipalities should choose to terminate their membership to SEBBS prior to the expiration of the agreement, that Municipality shall reimburse all applicable termination fees as per the following structure:
 - 7.1.1 If the termination occurs between January 1, 2022 and before the budget is presented in 2024, the termination fee will be the balance of the remaining agreed upon proposed budget up to the end of 2024 (Schedule A).
 - 7.1.2 If the termination occurs after the budget is presented in 2024 at the three- year negotiation mark, no termination fee will be charged but a notice period of one year will be required.
 - 7.1.3 If the termination occurs after the three-year negotiation point has passed with an agreement from all parties and before the end date of the agreement (December 31, 2026) the termination fee will be the remaining agreed upon proposed budget (Schedule A).
 - 7.1.4 If the termination occurs during the final year of this agreement (2026), no termination fee will be charged but a notice period of one year will be required.
- 7.2 In the event that any of the Member Municipalities should choose to terminate the agreement at any time during the agreement, that municipality shall return all shared equipment required to provide services supplied by any other Municipality and shall pay any outstanding fees owing.
- 7.3 The terminating Municipality shall provide the Managing Municipality with written notice before paying the termination fee.
- 7.4 In the case where the Managing Municipality chooses to terminate the agreement prior to the expiration of the agreement, the Managing Municipality must provide written notice to all the Municipalities and must follow the provisions of section 7.1 and 7.3.

8. CONTRACTED SERVICES

The Managing Municipality shall supply the following services to SEBBS:

- 8.1 The CAO or designate will be responsible for responding to any complaints directed toward SEBBS staff.
- 8.2 All payroll and administration directly related to paying SEBBS staff.
- 8.3 The Treasurer or anyone acting in the capacity of treasurer shall prepare quarterly documents, pay for and track any shared spending, calculate percentage billing, invoice all Member Municipalities and collect payment for SEBBS services.
- 8.4 BUILDING SERVICES HUMAN RESOURCES:

- 8.4.1 The CBO will oversee the administration and execution of SEBBS as per the job description in Schedule C.
- 8.4.2 The Building Inspector will provide building department services as per the job description in Schedule D.
- 8.4.3 The Administrative Assistant will provide administration services as per the job description in Schedule E.
- 8.5 **BY-LAW SERVICES:** The CBO and Part-Time Municipal Law Enforcement Officer (MLEO) will provide By-Law Enforcement services for all applicable municipal by-laws as outlined in each Municipality's By-law Officer Appointment By-law and as per the job description in Schedule F of this agreement for the agreed upon term. The CBO will be responsible for overseeing the administration of By-Law Services.
- 8.6 **ANIMAL CONTROL SERVICES:** Will remain the responsibility of each Member Municipality.
- 8.7 **UPDATES TO RELATED BY-LAWS AND USER FEES:** The CBO will continue to review existing applicable by-laws as directed by council and propose new by-laws as required and will review building permit fees for the Building By-law every two years.

9. TECHNOLOGY:

- 9.1 All calls for Building services will be directed to a central phone number and or email address allowing for a consistency of service.
- 9.2 All calls or enquiries for By-law complaints will be accepted by the administration of each Member Municipality as per each municipalities Complaint Policy and report to SEBBS for investigation.
- 9.3 Any GIS mapping or like system will be paid by each Member Municipality. All Member Municipalities will have access to their GIS mapping or like system including access to all building files.
- 9.4 The Managing Municipality will pay for universal upgrades to the shared GIS system that directly relate to Building and By-law services. The cost will be included in SEBBS budget.
- 9.5 The Member Municipalities shall grant access to SEBBS staff as authorized by the CBO to their GIS mapping or like system. Building files shall be accessible as read-only to all staff. Access to editing capabilities on building files shall only be granted to those staff authorized by the CBO.
- 9.6 A SEBBS website will operate to take by-law complaints and building inspection intakes and to relay relevant building and by-law information. This website will be the responsibility of SEBBS to update. All Member Municipalities will link to the SEBBS website from their website.

- 9.7 Mobile Services: The CBO, the Building Inspector and the MLEO will visit each municipal office as required to deliver services in a manner satisfactory to the CBO.
- 9.8 Records Management: All building and by-law files will stay in each Member Municipality along with an electronic version available through the GIS or like system. SEBBS will maintain accurate and dependable records.
- 9.9 Level of Service:
- 9.9.1 Normal hours of operations will be from 9 am to 4:30 pm. Should Municipalities or residents request services outside of those hours of operation it will be at the discretion of the CBO to approve/deny and schedule the request.
- 9.9.2 All building permits will be issued as per Ontario Building Code (OBC) as amended standards. All building inspections will be scheduled as per OBC standards.
- 9.9.3 All By-law complaints will be investigated as per each Municipality's current Complaint Policy.

10. MUNICIPALITIES RESPONSIBILITIES

- 10.1 Under Section 7 of the Ontario Building Code Act (OBCA) as amended, all Ontario Municipalities are required to establish a Code of Conduct. It is the responsibility of each Municipality and the Managing Municipality to ensure that an established Code of Conduct is in place in their respective areas of jurisdiction. The requirements of a Code of Conduct shall be spelled out in the Municipality's Building By-Law as amended and shall be in compliance with the OBCA as amended.
- 10.2 All Municipalities will have to perform some administrative work which will be comparable to the work levels that already exist in each office. Some of these tasks would include, but would not be limited to:
- providing contact information and website details to residents;
 - accepting building permits, plans and building permit fees
 - accepting building search requests, forwarding them to SEBBS, receiving them from the department and submitting them to the proper requesting authority;
 - receiving Sewage System Approvals from the Authority having jurisdiction;
 - accepting paper copies of building permit applications or directing residents to submit them electronically;
 - accepting bylaw complaints, entering them, and numbering them according to tracking systems while following respective complaint policies;
 - accepting and coordinating payment as directed by SEBBS staff, and alerting SEBBS staff when payment has been made;
 - directing all building and zoning inquires to SEBBS;
 - supplying residents with paper copies of building permits as supplied by SEBBS;
 - printing out some documents that cannot otherwise be delivered in a timely fashion;
 - providing information to SEBBS staff in the field if required (bylaw details, address numbers, pictures of plans, other file info); and

- ensuring that 911 numbering system are up-dated in a timely manner.

11. GENERAL PROVISIONS

- 11.1 The Managing Municipality provides the CAO or designate as an operational contact that shall act as liaison between the Municipalities CAO's and SEBBS staff. This shall address daily and immediate needs and concerns of any operational situations.
- 11.2 The Member Municipalities CAO's and or Clerk/ Treasurer shall participate in at least one meeting per quarter chaired by the CBO (known as the CAO's Meeting) The objectives of these meetings will be to address issues arising from the performance of this agreement, and to discuss the degree of satisfaction of all parties. Other meetings may be called by any party by contacting the CBO.
- 11.3 The daily operation of SEBBS will be the responsibility of, and under the direction of, the CBO.
- 11.4 The CBO will provide quarterly reporting to all Member Municipalities councils and will provide quarterly budget reports to all Member Municipalities CAO's and Clerk/ Treasurers.
- 11.5 This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
- 11.6 In every clause of this agreement, unless the contrary intention appears, words importing the singular number of the masculine gender only, include more persons, parties or things of the same kind than one, and females as well as males and the converse, and a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 11.7 Any notice required or permitted by this agreement to be given by the parties hereto shall be in writing or electronic form (through email) to all the Member Municipality's CAO's and or Clerk/ Treasurers and shall be conclusively deemed to have been delivered on the date of mailing of such notice.
- 11.8 All clause headings are for ease of reference only and shall not affect the construction or interpretation of this agreement.
- 11.9 If any provision or portion of any provision in this agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severed from the remainder of this agreement for the purpose only of the particular proceeding. This agreement will, in every other respect, continue in full force and effect.
- 11.10 The invalidity or unenforceability of any provision or part of any provision of this agreement shall not affect the validity or enforceability of any other provision or part of any provision hereof.
- 11.11 This agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.

11.12 The parties hereto agree that any dispute, be it of fact, law or a mixed question of fact and law, which may arise as a result of this agreement shall be referred to and resolved by a mutually agreeable single arbitrator, pursuant to the provisions of the Arbitration Act, 1991 and amendments thereto. The costs of such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator. If a party herein commences a proceeding in respect of a matter to be submitted to arbitration under this agreement, the court in which the proceeding is commenced shall, on the motion of the other party to this agreement, stay the proceeding.

12. RELEASE OF LIABILITY

12.1 Each Member Municipality shall appoint by by-law, a CBO, Building Inspector and Bylaw Officers designated by SEBBS as the person(s) who will provide the services in their respective municipality under the OBC Ontario Building Code Act as amended and for By-law enforcement. The CBO shall have issuing authority for all building permits issued in each municipality as per the Ontario Building Code Act as amended.

12.2 The Member Municipalities agree that SEBBS is not a separate legal entity. The CBO, Building Inspectors and Bylaw Officers appointed within each respective municipality pursuant to the agreement shall be responsible only for those acts taken within each Member Municipality.

12.3 The Member Municipalities hereto agree to accept all liability for any costs, claims, judgments, suits, charges, or actions made or recovered against it resulting only from those acts occurring within each member municipality, by the separately appointed CBO, Building Inspectors and Bylaw Officers pursuant to the agreement.

12.4 The Member Municipalities hereto shall be held harmless and indemnified from any claims and costs occurring outside their municipality.

12.5 The Member Municipalities further agree that each party accepts sole responsibility for any claims, demands or obligations for services performed under this agreement within their separate municipal jurisdictions without expectation of contribution or indemnity from any other party.

12.6 Further, all Member Municipalities shall ensure that they have sufficient insurance for the work done by the contracted services of SEBBS.

IN WITNESS WHEREOF the Member Municipalities have hereunto affixed its Seal duly attested to by its proper officers in that behalf.

DATED AT THE MUNICIPALITY OF FRENCH RIVER THIS DAY OF ,2021	
_____	_____
Gisele Pageau Mayor	Marc Gagnon Chief Administrative Officer

DATED AT THE MUNICIPALITY OF KILLARNEY THIS DAY OF ,2021		
_____ Nancy Wirtz Mayor	_____ Candy Beauvais Clerk - Treasurer	
DATED AT THE MUNICIPALITY OF ST.-CHARLES THIS DAY OF ,2021		
_____ Paul Schoppmann Mayor	_____ Tammy Godden Clerk	

SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)
Schedule A – Projected Budget 2022-2026

#	Item	2022	2023	2024	2025	2026
1	CBO and Inspector wages	\$109,813.20	\$111,873.30	\$113,893.00	\$115,940.28	\$118,015.69
2	CBO and Inspector benefits	\$40,576.90	\$41,138.11	\$41,826.85	\$42,397.43	\$43,017.43
3	Administrative Support*	\$20,808.00	\$21,224.00	\$21,548.00	\$22,081.00	\$22,522.62
4	Mileage/fuel	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
5	Membership	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
6	Training	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
7	Cell Phone	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
8	Office Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
9	Uniforms	\$1,560.60	\$1,591.81	\$1,623.65	\$1,656.12	\$1,689.24
10	Hardware/Software	\$1,530.00	\$1,560.00	\$1,590.00	\$1,623.00	\$1,655.46
11	By-Law Officer**	\$28,543.71	\$29,114.62	\$29,696.91	\$30,290.85	\$30,896.66
12	Vehicle Repairs	\$1,000.00	\$1,500.00	\$1,000.00	\$1,500.00	\$1,000.00
13	Vehicle Insurance (Building Truck)	\$2,125.00	\$2,656.00	\$3,320.00	\$4,150.00	\$5,187.50
14	Vehicle Capital (By-law truck)	\$5,444.00	\$5,444.00	\$5,444.00	\$5,444.00	\$5,444.00
15	Usage costs (By-law truck)	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00	\$2,540.00
16	Shared Professional fees (lawyers, planners, bylaw review)	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
17	SEBBS Vehicle (Building Truck)	\$5,285.00	\$5,285.00	\$5,285.00	\$5,285.00	\$5,285.00
18	Total Projected Budget	\$239,626.41	\$244,326.84	\$248,167.41	\$253,307.68	\$257,553.61

- *Administrative support translates to 800 hrs (100 days at 8 hrs per day or equivalent)
- ** By-law Officer time translates to 970 hours (97 days at 10 hrs per day or equivalent)

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)
Schedule B – Member Municipalities Payment Formula Calculations**

The Member Municipalities' contribution to the costs of the services provided under this agreement shall be based on the following formula applicable to each Member Municipality*:

*(Values are for example purposes only)

Municipality	most current NTAV as reported in Sched 22A Col 16 of FIR	% of assess.	at 25%	Permit Hours Estimate (most current)	% of Permit Hours Estimate	at 75%	Municipal Area (KM2)	% of Municipal Area	25% of Municipal Area	Total % of Municipal Area and Permit Hours Estimate value	at 50%	Fixed Portion	Weighted %	Total Proposed Budget
French River	\$ 583,238,239.00	59.13%	14.78%	800	63.87%	47.90%	456	29.77%	7.44%	55.35%	27.67%	8.33%	50.79%	\$ 121,261.70
Killarney	\$ 211,981,100.00	21.49%	5.37%	205.5	16.41%	12.31%	760	49.61%	12.40%	24.71%	12.35%	8.33%	26.06%	\$ 62,219.29
St.-Charles	\$ 191,093,400.00	19.37%	4.84%	247	19.72%	14.79%	316	20.63%	5.16%	19.95%	9.97%	8.33%	23.15%	\$ 55,272.36
TOTAL	\$ 986,312,739.00	100.00%	25.00%	1252.5	100.00%	75.00%	1,532	100.00%	25.00%	100.00%	50.00%		100.00%	\$238,755.74

Where the **Non-Taxable Assessment Value (NTAV)** as reported in Sched 22A Col 16 Line 9299 in of each of the Member Municipality's Financial Information Return (FIR) shall be used. This value excludes Payments in Lieu of Taxation (PIL) and Exempt Assessment. The most recent year that has been reported by all Municipalities shall be used for the initial predictive calculation to be used for budgeting purposes and payment for Quarters 1, 2 and 3. The NTAV used for the final actual calculation shall be the number reported in the year previous to the current year.

The **Permit Hours Estimate (PHE)** for the initial predictive calculation of the previous year will be used for budgeting purposes. The PHE used for the final actual calculation shall be based on the PHE of the actual permits issued in the current year. These hours could be adjusted by the CBO as approved by the CAOs and Clerk/ Treasurer through Council if changes to the review of or enforcement of building permits were to be affected by changes in legislation or applicable law. The Member Municipalities agree that this Estimate is not based on actual hours worked. The PHE shall be based on the following table:

	Zoning review	Plans review	Administration	Footing	Foundation	Backfill	Framing	Plumbing	Insulation	Occupancy	Final	Total
New Building	0.5	2	0.5	1	1	1	1	0.5	1	1	0.5	10
New Accessory	0.5	0.5	0.5	1	-	-	1	-	-	-	0.5	4
New Accessory with Plumbing	0.5	0.5	0.5	1	-	-	1	0.5	-	-	0.5	4.5
Install/ Erect/ Replace	0.5	0.5	0.5	-	-	-	0.5	-	-	-	0.5	2.5
Renovation/ Alter / Repair	0.5	0.5	0.5	-	-	-	0.5	-	0.5	1	0.5	4
Renovation/ Alter / Repair with Plumbing	0.5	0.5	0.5	-	-	-	0.5	0.5	0.5	1	0.5	4.5
Demolition	-	0.5	0.5	-	-	-	-	-	-	-	0.5	1.5
Addition	0.5	0.5	0.5	1	1	1	1		1	1	0.5	8
Addition with Plumbing	0.5	0.5	0.5	1	1	1	1	0.5	1	1	0.5	8.5
Siding	0.5	-	0.5	-	-	-	-	-	-	-	0.5	1.5
Weeping Tile	-	-	0.5	-	1	-	-	-	-	-	0.5	2
Commercial/ Industrial	0.5	8	2.5	1	1	-	1	1	1	2	0.5	18.5

Municipal Area shall not include areas within Municipal boundaries considered Provincial Park by the Ministry of Environment, Conservation and Parks (MECP).

Fixed Portion shall be 25% of the total approved budget divided equally between the three municipalities.

Weighted Percentage shall equal the value calculated when adding the NTAV Weighted Percentage the Permit Hours Estimate and Municipal Area Weighted Percentage and the Fixed Portion Weighted Percentage.

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)
Schedule C – Chief Building Official Job Description**

POSITION TITLE: Chief Building Official /By-law Officer

REPORTS TO: Managing Municipality CAO or designate

SUBORDINATE POSITIONS: Administrative Assistant / Inspectors/ By-Law Officers

Position Summary:

To contribute to the safety and well-being of the residents and visitors to the Sudbury East through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, and other related By-Laws.

1. Responsibilities and Activities:

- a) Required by legislation (The Ontario Building Code Act and Regulations) to enforce the Ontario Building Code Act by conducting physical inspections of buildings.
- b) Administers and enforces the Zoning Bylaw
- c) Processes building permit applications (Ontario Building Code Act and Municipal By-Laws); receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the Ontario Building Code.
- d) Reviews building plans, conducts regular inspections, and/or directs the Building Inspector in the review of building plans and/or inspection procedures/requirements.
- e) Performs detailed site inspections to ensure construction is in compliance with the Ontario Building Code and associated regulations and guidelines.
- f) Issues various Orders as required under the Ontario Building Code Act for non-compliance; prepares written orders and documents the reasons for their issue.
- g) Review and comment on planning and development related applications (i.e., Site Plan, Minor Variance, Zoning By-Law Amendment, etc.) and responds to other requests for information such as special occasion permits, questionnaires, surveys, etc. related to Ontario Building Code related matters.
- h) Assists Fire Chief and Deputy Fire Chiefs with respect to Fire Code inspections and enforcement.
- i) Prepares monthly written reports for CMHC, MPAC and Statistics Canada.
- j) Prepares quarterly reports for Council.
- k) Responds to lawyer inquiries concerning building, zoning and drainage matters.
- l) Reviews all applicable By-Laws, agreements, regulations prior to issuance of permits.
- m) Reviews plans and specification for the issuing of building permits.
- n) Issues building permits.
- o) Issues final and occupancy certificates.

Plumbing Inspector Duties

- p) Inspection and enforcement of Ontario Building Code, Part 7 (Plumbing).

- q) Reviews plumbing plans for compliance with regulations of the Ontario Building Code.
- r) Conducts on-site inspection of plumbing installations.
- s) Conducts on-site inspection on in floor Hydronic installations.
- t) Issues various Orders as required under the Ontario Building Code for non-compliances; prepares written orders and documents the reasons for their issue.

By-Law Compliance Investigator Duties

- u) Provides support and investigative services to the Municipalities and Sudbury East Planning Board.
- v) Appointed as Provincial Offences Officer for inspection and enforcement of Municipal By-Laws.
- w) Attends Court to present evidence, give testimony.
- x) Maintains accurate records of By-Law compliance activities.
- y) Issues tickets and summonses.
- z) Maintains training and education in By-Law investigative techniques, law of entry, etc.
- aa) Shall track hours spent on By-law related activities.

Property Standards Officer Duties

- bb) Designated as Property Standards Officer under legislation for purposes of enforcing the Municipality's Property Standards By-Law.
- cc) Maintains accurate and detailed records and ensures adherence to all statutes, regulations, by-laws and other applicable policies and procedures.
- dd) Investigates property standards complaints
- ee) Investigate structural integrity of buildings with respect to occupancy.
- ff) Issues orders relating to OBC

Zoning Officer Duties

- gg) Reviews and comments on planning applications when required.
- hh) Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
- ii) Recommends policy procedures to Director of Planning and Development, Council, Planning and Development Department Staff on planning and development matters.

jj) *Other Duties*

- kk) Supervise and provide general direction to department staff including Administrative Assistant, Inspectors and By-law Officers.
- ll) Works with the Director of Planning, Fire Department and Chief Administration Officers/ or Clerk/ Treasurers to help ensure efficient and effective procedures and policies for new development and redevelopment within the Municipality.
- mm) Responsible for administration and liaison duties as they pertain to the foregoing responsibilities:
- nn) Develops and recommends policy on the performance of inspection and enforcement duties.
- oo) Provides input on Operating and Capital Budgets for areas of responsibility.
- pp) Reviews and recommends fees for areas of responsibility.

- qq) Maintains an effective liaison with other staff and various Ministry representatives in the performance of responsibilities.
- rr) Maintains knowledge, skills and expertise at a high level by attending appropriate courses, training seminars, conferences and by selected reading.
- ss) Provides assistance and direction to other Municipal staff and departments with respect to facility inspections, maintenance and capital improvements of Municipal facilities.
- tt) Attend regular OBOA meetings and training sessions.
- uu) Attend site visits to assure compliance with Zoning By-Law and OBC's requirements.
- vv) Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.
- ww) Other related duties, as requested and required.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

2. Qualifications:

- a) Post-secondary education in construction inspection techniques, Engineering or Architectural Technologist, plans examination combined with a minimum five (5) years relevant experience in building inspection and by-law enforcement or an acceptable combination of equivalent experience or education.
- b) Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal / Process (CBO); House; Small Buildings; Plumbing House; Plumbing All Buildings; Large Buildings. Building services, Structural, and Legal duty of the CBO.
- c) Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal Laws.
- d) Membership in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association and Wood Energy Technical Training Association.
- e) Knowledge of building construction and theory through technical training in engineering technology and survey techniques.
- f) Past record of effective communication and analytical skills dealing with clients, architects, engineers, other government agencies and contractors would be an asset.
- g) Ability to read and interpret construction drawings, engineering/surveyors' reports.
- h) General working knowledge of municipal operations and the working of other departments.
- i) Good analytical, organizational and communication skills.
- j) Ability to exercise good judgement in enforcement functions and decision-making.
- k) Mandatory to update training and knowledge required for the position in all areas.
- l) Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and working knowledge of computer programs including CGIS.
- m) Valid Class G Drivers License.

3. Working Conditions:

- a) Usual hours of work are Monday to Friday, 9:00 am to 4:30 pm (35 hours per week).

- b) Attend regular Council meetings and may be expected to undertake evening work.
- c) Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement.
- d) Work is often performed in potentially hostile and emotional environments.
- e) Physical risks exist on constructions sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.
- f) Must operate a vehicle on a regular basis, usually within the Municipality
- g) General office working conditions.

SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)
Schedule D – Building Inspector Official Job Description

POSITION TITLE: Building Inspector

REPORTS TO: Chief Building Official

SUBORDINATE POSITIONS: None

1. **Reports to:** Chief Administrative Officer (CAO) or designate of the Managing Municipality with functional supervision provided by the Chief Building Official (CBO).
2. **Scope of Position:** On behalf of Sudbury East Building and By-law Services (SEBBS) the inspector shall exercise powers and perform duties under the Ontario Building Code Act (OBCA) in connection with reviewing plans, inspecting construction, conducting maintenance inspections, and issuing orders in accordance with the OBCA.
3. **Responsibilities:**
 - a) Required by the Ontario Building Code (OBC) and Regulations to enforce the OBC by conducting physical inspections of buildings.
 - b) Enter all inspection notes into CGIS mapping system in a timely basis to ensure proper reporting.
 - c) Processes building permit applications and ensures compliance with the OBC and applicable Municipal Bylaws; receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the OBCs.
 - d) Calculates building permit fees as per municipal bylaw.
 - e) Reviews building plans.
 - f) Obtains permit issuance from the CBO.
 - g) Performs detailed site inspections to ensure construction is in compliance with the OBC and associated regulations and guidelines.
 - h) Issues various orders as required under the OBC for non-compliance; prepares written orders and documents the reasons for their issue.
 - i) Assists Fire Chief and Deputy Fire Chief with respect to Fire code inspections and enforcement.
 - j) Reviews all applicable by-laws, agreements and regulations prior to issuance of permits.
 - k) Issues orders and infractions as necessary to aid in compliance if voluntary compliance is not achieved.
 - l) May be required to attend court if orders or infractions are challenged.

By-Law Compliance Investigator Duties

 - m) Provides support and investigative services to the Sudbury East Planning Board.

- n) Appointed as Provincial Offences Officer for inspection and enforcement of Municipal By-Laws.
- o) Attends Court to present evidence, give testimony.
- p) Maintains accurate records of By-Law compliance activities.
- q) Issues tickets and summonses.
- r) Maintains training and education in By-Law investigative techniques, law of entry, etc.

Property Standards Officer Duties

- s) Designated as Property Standards Officer under legislation for purposes of enforcing the Municipality's Property Standards By-Law.
- t) Maintains accurate and detailed records and ensures adherence to all statutes, regulations, by-laws and other applicable policies and procedures.
- u) Investigates property standards complaints.
- v) Investigate structural integrity of building versus occupancy.
- w) Issue orders relating to OBC.

Zoning Officer Duties

- x) Reviews and comments on planning applications when required.
- y) Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
- z) Recommends policy procedures to Chief Building Official on planning and development matters.

4. Knowledge and Qualifications:

- a) General working knowledge of Municipal operations, administration; structure, bylaws and policies.
- b) Demonstrated use of computer software e.g., CGIS, Municipal Connect, word processing, excel to input data and produce reports.
- c) Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal Laws.
- d) Past record of effective communication and analytical skills dealing with clients, architects, engineers, other government agencies and contractors.
- e) Ability to read and interpret construction drawings, engineering/surveyors' reports.
- f) Good analytical, organizational and communication skills.
- g) Ability to exercise good judgement in enforcement functions and decision-making.
- h) Willingness to update training and knowledge required for the position in all areas.
- i) Valid Class G Drivers License and clean driving record.

5. Working Conditions:

- a) Usual hours of work are Monday to Friday, 9:00 am to 4:30 pm (35 hours per week) but may change due to the seasonal nature of the workload. These changes will be approved by the CBO.
- b) May be expected to undertake evening work.
- c) Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement.
- d) Work is often performed in potentially hostile and emotional environments.

- e) Physical risks exist on constructions sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.
- f) Must operate a vehicle on a regular basis, usually within the Municipality.
- g) Some work will be performed under general office working conditions.

**SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)
Schedule E – Administrative Assistant Job Description**

POSITION TITLE: Administrative Assistant – Building Department

REPORTS TO: Chief Building Official (for Building and Bylaw related issues)

1. Responsibilities:

- a) will receive, review and process building permit applications and calculate building permit fees;
- b) review plot plans and building plans to ensure compliance with Zoning Bylaws;
- c) prepare monthly reports for MPAC, CMHC, Stats Canada and to council on behalf of the department and as directed by the Chief Building Official (CBO) and CAO or designate;
- d) route completed documents and all incoming correspondence to appropriate staff and agencies (example – Sudbury East Planning Board, Ministry of Transportation, administration of each Municipality);
- e) schedule all inspections for the inspectors;
- f) enter all building related data into the municipal GIS database;
- g) maintain accurate records and files for all building permits including the proper archival of files;
- h) source and order equipment and materials required by the department;
- i) have the ability to learn and interpret municipal by-laws and provide public information to ensure the protection of residents, property and employees;
- j) respond to bylaw and property standards complaints in a timely manner, tracks complaints and prepares orders as required under the direction of the CBO;
- k) perform and track building inspections that they are qualified to perform.
- l) assist with a variety of other initiatives, tasks and duties as assigned by the CBO.

2. Working Conditions:

- a) Usual hours of work are Monday to Friday, 9:00 am to 4:30 pm (35 hours per week)
- b) Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement.
- c) Most work will be performed under general office working conditions.

SUDBURY EAST BUILDING AND BY-LAW SERVICES
(Shared Service Agreement)
Schedule F – Municipal Law Enforcement Officer
(By-law Officer) Job Description

1. Responsibilities:

- a) Acts as By-law officer in the shared services agreement (SEBBS)
- b) Enforces Municipal By-Laws and the Provincial Offences Act, including laying of charges and serving summons and subpoenas.
- c) Conducts property inspection relating to municipal By-Laws and property standards.
- d) Coordinates the prosecution of By-Law violations.
- e) Administers tree harvesting and topsoil removal licensing and advises public on municipal policies and by-laws regarding tree harvesting (where appointed).
- f) Provides regular reports to the Director of Operations, CAO or designate and CBO on the general operations under his/her control.
- g) Recommends to Council in conjunction with SEBBS, through the CAO or designate the drafting of municipal policies, By-Laws, and set fines.
- h) Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through seminars, conferences, briefing sessions and selected reading.
- i) Acts as the Municipal Livestock Valuer under the Livestock, Poultry and Honeybee Protection Act (where appointed).
- j) Acts as Municipal Weed inspector (where appointed).
- k) Tracks hours spent on SEBBS related By-law complaints.
- l) Performs other related duties as assigned within the general scope of the job description.

2. Qualifications

- a) Minimum two (2) years college diploma in Law and Security or related field, and a minimum of two (2) years field experience as an enforcement officer in a municipal setting or other government agency.
- b) Possesses the following professional qualifications; Certified Municipal Law Enforcement Officer (MLEO).
- c) Possesses a working knowledge of the standard practices and procedures of the Ministry of the Environment approvals and inspection process, best practices for landfill site operations, and of the Ontario Environmental Protection Act.
- d) Possesses a working knowledge of the standard practices and procedures of the Ontario Court System, the Provincial Offences Act, the Building Code Act, the Municipal Act and other acts as deemed necessary.
- e) High level of managerial and technical skills acquired through training and municipal experience to coordinate municipal By-Law Enforcement, Environmental Services.
- f) Leadership and communication skills; the ability to analyze problems and provide advice; a thorough understanding of management practices and the use of equipment and material; and the ability to control budgets.
- g) Ability to respond quickly and decisively to emergency situations.
- h) Must possess a valid class G drivers' license and acceptable driving record.

3. Working Conditions:

- a) Partly public office conditions; partly fieldwork. Some exposure to physical hazards and to severe weather conditions.
- b) Normal business hours with a minimum of 40 hours a week, evening, or weekends in case of emergencies.

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

BY-LAW 2021-30

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
REGULAR MEETING OF COUNCIL HELD DECEMBER 1ST, 2021**

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

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

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

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

1. THAT each motion, resolution, and other action passed and taken by the Council at its Regular Meeting of Council held December 1st, 2021, are, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of St.-Charles are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.
3. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 1ST DAY OF DECEMBER 2021.**

MAYOR

CLERK