



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

AGENDA

Regular Meeting of Council

December 14, 2022 at 6:00 PM
Council Chambers (Municipal Office)
St.-Charles, Ontario

1.0 MEETING CALLED TO ORDER & ROLL CALL

- 1.1 Resolution to open the meeting

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on December 14, 2022.

- 1.2 Indigenous Land Acknowledgement

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 14, 2022 be adopted as presented.

3.0 DISCLOSURES OF PECUNIARY INTEREST

4.0 PRESENTATIONS AND DELEGATIONS

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

6.0 NOTICE OF MOTIONS

7.0 CLOSED SESSION

7.1 Resolution to enter into closed session

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at _____ p.m. this 14th day of December, 2022 to discuss:

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

Topic - Arena Employee / Parks & Recreation Coordinator

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

Topic - Arena Employee / Parks & Recreation Coordinator

7.2 Resolution to adopt the minutes of closed session meetings

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

- Minutes of the closed session of March 9, 2022
- Minutes of the closed session of March 23, 2022
- Minutes of the closed session of April 20, 2022
- Minutes of the closed session of May 4, 2022
- Minutes of the closed session of June 1, 2022
- Minutes of the closed session of June 15, 2022

7.3 Resolution to reconvene to open session

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

7.4 Verbal Report from Mayor Following Closed Session

8.0 ADOPTION OF MINUTES

8.1 Resolution to adopt the minutes of meetings

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

- Special Meeting of Council held May 5, 2022
- Regular Meeting of Council held May 18, 2022
- Committee of the Whole Meeting held June 1, 2022
- Inaugural Meeting of Council held November 29, 2022

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. Email from Office of the Chief Veterinarian for Ontario dated October 17, 2022, regarding Letter from the Deputy Chief Veterinarian for Ontario;
2. Letter from Ministry of Municipal Affairs and Housing dated October 25, 2022;
3. Letter from Canadian Agricultural Partnership dated October 28, 2022;
4. Copy of letter from Warwick dated November 16, 2022, regarding CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario;
5. Copy of letter from Norfolk dated November 17, 2022, regarding Bill 23 "*More Homes Built Faster Act, 2022*";
6. Copy of letter from Aurora dated November 23, 2022, regarding Town of Aurora Council Resolution of November 22, 2022; Re: Motion 7.2 - Mayor Mrakas - Opposition to Bill 23, *More Homes Built Faster Act, 2022*;
7. Email from Mississauga dated November 23, 2022, regarding City of Mississauga's Corporate Report and Associated Resolution - Bill 23 "*More Homes Built Faster*";
8. Letter from Toronto dated November 25, 2022, regarding New Business Item 12 - Update on Bill 23 - *More Homes Built Faster Act, 2022* (Ward All);
9. Letter from Watson & Associates Economists Ltd. dated November 29, 2022, regarding *More Homes Built Faster Act*;
10. Copy of letter from Petrolia dated December 1, 2022, regarding Motion Dated September 13, 2022 Regarding Misogyny and Hatred, and Strengthening Powers of the Integrity Commissioner the Ability to Recommend Expulsion of Members of Council;
11. Letter from Helene Gingras, Manager St.-Charles Turbos U-13 Team dated December 6, 2022.

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 Joshua Lachance / Co-Chair Councillor Mathieu Pothier

- 10.1.1 Report to Council - Garbage and Recycling Collection in Markstay Area of St.-Charles
Prepared By: Travis De Benedet, Director of Operations

10.2 FINANCE COMMITTEE

Chair Councillor Julie Laframboise / Council

- 10.2.1 Resolution to receive the Cash Disbursement Register for the months of October and November 2022

Prepared By: Pamela McCracken, Director of Finance / Treasurer

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

- \$433,110.22;

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

- \$553,965.86.

- 10.2.2 Report to Council - 2023 Budget Process

Prepared By: Pamela McCracken, Director of Finance / Treasurer

- 10.2.3 Report to Council - Tax Adjustments

Prepared By: Pamela McCracken, Director of Finance / Treasurer

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

- Roll Number 5204-000-001-23400-0000 for the reason of razed by fire, demolition or otherwise, as per application.

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

- Roll Number 5204-000-001-19400-0000 for the reason of mobile unit removed, as per application.

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

- Roll Number 5204-000-003-21300-0000 for the reason of razed by fire, demolition or otherwise, as per application.

- 10.2.4 Report to Council - 2021 Financial Indicator Review (FIR)
Prepared By: Pamela McCracken, Director of Finance / Treasurer
- 10.2.5 Report to Council - Tax Sale Update
Prepared By: Pamela McCracken, Director of Finance / Treasurer

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Mayor Paul Branconnier / Council

- 10.3.1 Report to Council - Requests to Waive Rental Fees
Prepared By: Denis Turcot, Chief Administrative Officer
- 10.3.2 Report to Council - Foodbank Request for Additional Space
Prepared By: Denis Turcot, Chief Administrative Officer

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise

- 10.4.1 Public Health Sudbury & Districts unapproved minutes of October 20, 2022.
- 10.4.2 Public Health Sudbury & Districts unapproved minutes of November 10, 2022.

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

- 10.5.1 Report to Council - Ministry of Labour (MOL) and Electrical Safety Authority (ESA) Orders & Costs Incurred During Lame Duck Period
Prepared By: Denis Turcot, Chief Administrative Officer

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Joshua Lachance / Co-Chair Mayor Paul Branconnier

- 10.6.1 Report to Council - Municipal Drain - Request for Minor Improvement
Prepared By: Tammy Godden, Clerk

WHEREAS a Notice of Request for Drain Minor Improvement on the Lamoureux Drain was received from Ken Herron on November 1, 2022;

AND WHEREAS the work being requested is a minor improvement project;

AND WHEREAS the cost of the improvement is entirely paid for by the Applicant, Ken Herron;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the Request for Drain Minor Improvement on Lamoureux Drain as received, which includes a new culvert crossing not contained in the original Engineering Report adopted by Municipal By-Law;

AND BE IT FURTHER RESOLVED THAT the Applicant, Ken Herron, must follow all the recommendations contained in the Engineering Report of the Drainage Superintendent as it pertains to culvert sizing and / or other recommendations as the case may be.

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

- 10.7.1 Report to Council - Caisse Alliance Grant
Prepared By: James Bertoia, Fire Chief
- 10.7.2 Report to Council - Replacement of Pumper 1201
Prepared By: James Bertoia, Fire Chief
- 10.7.3 Canine Control Report for the month of October 2022
- 10.7.4 Canine Control Report for the month of November 2022

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Mathieu Pothier

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

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

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

- 12.1 St.-Charles Public Library Board minutes of September 8, 2022

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Mayor Paul Branconnier / Councillor Joshua Lachance

- 13.1 For Information - Notice of Application for Consent, SEPB File No. B/34/22/SC (David and Susanne Bushey)

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Branconnier / Councillor Monica Loftus

15.0 BY-LAWS

15.1 First and second reading

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

- By-Law 2022-44 Being a By-Law to Appoint a Deputy Mayor for the Corporation of the Municipality of St.-Charles
- By-Law 2022-45 Being a By-Law to Appoint the Committee of Adjustment for the Corporation of the Municipality of St.-Charles
- By-Law 2022-46 Being a By-Law to Adopt an Asset Management Plan for the Corporation of 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 2022-44.

15.3 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-45.

15.4 Third and final reading

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-46.

16.0 ADDENDUM (if required and by resolution)

17.0 ADJOURNMENT

17.1 Confirmation By-Law

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

- By-Law 2022-47 Being a By-Law to Confirm the Proceedings of Council at its Special Meeting of Council Held December 7th, 2022; and, at its Regular Meeting Council Held December 14th, 2022

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-47.

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 14, 2022.



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

MINUTES
**Special Meeting of
Council**

6:00 PM on May 5, 2022
Council Chambers (Municipal Office)
St-Charles, Ontario

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

MEMBERS ABSENT: Councillor: Paul Branconnier

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

GUESTS: Developer: Jean Paul Daoust

PUBLIC PRESENT: 6

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2022-107

Moved by: Councillor Loftus
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Special Meeting of Council at 6:00 p.m. on May 5, 2022.

Carried

Regrets

Councillor Branconnier sent his regrets.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-108

Moved by: Councillor Lafleur
Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Special Meeting of Council held May 5, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

4.1 Proposed Subdivision Development - Jean Paul (JP) Daoust

Mayor Schoppmann wished to clarify item I) of Mr. Daoust's letter wherein there was a discussion with the Mayor regarding hydro poles. The Mayor advised that the discussion was to advise Mr. Daoust that Natural Gas will be coming to the village. Mr. Daoust confirmed that he made the decision to go with hydro poles instead of underground hydro.

The Chief Building Official also wished to clarify item J) of Mr. Daoust's letter regarding the possibility of selling one (1) house to the Municipality. The Chief Building Official indicated that she had a discussion in passing with Mr. Daoust as the topic of some municipalities have been acquiring staff housing as a means of keeping staff locally had been a topic of discussion at the OGRA Conference . During the discussion it had been indicated that this may be an option to consider and Mr. Daoust was obviously in favour of the idea and put it in his letter to Council. No decisions were made, but was primarily a discussion in passing.

Page 2 of 5

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

5.1 Suzanne Lafleur - Re: Item 4.1 - Proposed Subdivision Development

Ms. Lafleur advised she had a comment regarding item J) of Mr. Daoust's letter regarding the transfer of land for \$1.00. Ms. Lafleur indicated that she had an issue with the possibility of transferring land behind the pharmacy for \$1.00.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION (if necessary and by resolution)

Nil.

8.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

8.1 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier

8.1.1 Report to Council - Proposed Subdivision Development

The Chief Building Official presented the report on behalf of all staff as provided in the agenda package.

During discussion, Councillor Lafleur advised that she may be requesting a recorded vote on certain items.

Mayor Schoppmann clarified again that Council has never discussed selling the lot behind the Pharmacy.

The Chief Building Official clarified that in the original Memo of Understanding from 2013, lighting was never a requirement similar to how Chevrefils Lane was developed. However the Municipality did eventually put street lights on Chevrefils Lane. What is being proposed in this development due to the importance of safety, is that the developer is being asked to install two (2) streetlights, and the Municipality install two (2) streetlights and possibly an additional streetlight along Bedard Road. Following discussion Council requested that additional information be provided as to the total number of lights required so that costing can be determined prior to committing.

The Chief Building Official clarified that staff did support the idea of either a park or walking trail but does recognize other parks in the area. The Chief Building Official also advised that due to the increase in homes being build, the Fire Chief had recommended a pond with a dry hydrant which would increase the amount of impounded water available for fire protection services. Mayor Schoppmann advised that if a man-made pond is built, the land owner becomes liable. However, with a ditch there is no liability. The Developer confirmed that he is invested in moving this project forward, but once he is done he wants to be done. The Developer does not wish to own and pay taxes on properties that are unbuildable to him. The Developer confirmed that he would be giving the unbuildable lots to the Municipality at no cost to the Municipality. Following discussion, Council was agreeable with the return of the unbuildable lots to the Municipality at no costs.

The Chief Building Official clarified that the sanitary sewer hook up of other properties is the actual connection to the main trunk line and not the individual hook up for homes. The Director of Finance clarified that because the Developer is installing the main lines to allow for future connections, that amount is being paid for by the Developer, what is being discussed is that anyone who wishes to connect now because the Developer has now made it available, that a portion of the connection fee would go back to the developer. Following discussion, Council requested that further confirmation on the issue of connection fees be obtained from our legal counsel.

Council further agreed that there was no issue if the Developer wished to change the name of one of the streets.

The Developer confirmed that the A Gravel would only be put on once the the heavy truck traffic is complete, otherwise he is throwing money away. The Developer further advised the he is looking at three (3) years for completion of the project.

Following discussion, Council supported the recommendation for staff to proceed further with legal counsel to aid in the development of the Construction Agreement.

2022-109

Moved by: Councillor Lafleur

Seconded by: Councillor Lemieux

WHEREAS there is interest in the development of the proposed subdivision off of King Street East / Bedard Road in the Municipality of St.-Charles;

AND WHEREAS Council feels it is prudent for the social and economic growth of the community to encourage housing development;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the negotiation of a Construction Agreement with the Developer, Jean Paul Daoust;

AND BE IT FURTHER RESOLVED THAT Council further supports staff to consult with and obtain legal advice from the municipal solicitor as needed to aid in the development of the Construction Agreement.

Carried

9.0 ADDENDUM (if required and by resolution)

Nil.

10.0 ADJOURNMENT

10.1 Resolution to adjourn the meeting

2022-110

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Special Meeting of Council at 7:04 p.m. on May 5, 2022.

Carried

MAYOR

CLERK



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

May 18, 2022 at 6:00 PM

Council Chambers (Municipal Office)

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

PUBLIC PRESENT: None

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2022-111

Moved by: Councillor Loftus Seconded by: Councillor Branconnier

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 18, 2022.

Carried

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-112

Moved by: Councillor Lafleur Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held May 18, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

4.0 PRESENTATIONS AND DELEGATIONS

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

5.1 Mayor Paul Schoppmann - Re: Arena Walk Through

Mayor Schoppmann advised that he and Councillor Lemieux did a walk through at the arena to assess if there was place for a clothing exchange. It was felt that there is no feasible area to place clothing.

5.2 Mayor Paul Schoppmann - FONOM Conference

Mayor Schoppmann advised that the FONOM Conference was a complete sell-out and that the leaders debate was a huge success.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

Nil.

8.0 CORRESPONDENCE FOR INFORMATION

8.1 Resolution to receive correspondence for information

2022-113

Moved by: Councillor Loftus Seconded by: Councillor Lemieux

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

1. Letter from Ministry of the Solicitor General dated April 14, 2022, regarding O. Reg. 343/22 Firefighter Certification;
2. Letter from Bracebridge dated April 19, 2022, regarding Item for Discussion - Request for AMO to Review Challenges to Development in Relation to the Ontario Land Tribunal;
3. Copy of letter from Sudbury East Planning Board dated April 20, 2022, regarding Consent and Minor Variance Applications - SEPB File No. B/14/22/SC and A/05/22/SC;
4. Letter from Sudbury East Planning Board dated April 20, 2022, regarding Zoning By-Law Amendment Application - SEPB File No. ZBA 22-09SC;
5. Email from Vaughan dated April 28, 2022, regarding Resolution Supporting Municipal Final Authority for Development Planning;
6. Letter from Arnprior received April 29, 2022, regarding Town of Arnprior Support for Humanitarian Efforts in Ukraine; and,
7. Letter from Ministry of Northern Development, Mines, Natural Resources and Forestry received April 29, 2022, regarding Decision Notice - Proposed Regulation Changes under the Aggregate Resources Act.

Carried

9.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS

9.1 ENVIRONMENTAL SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

9.1.1 Report to Council - Update - Garbage Pick-Up Services with Yves Roy Enterprises

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to pay an additional \$300.00 per month from March 1, 2022 to November 30, 2022 to Yves Roy Enterprises due to an increase in fuel and insurance costs, and that the service will be reassessed in November 2022.

2022-114

Moved by: Councillor Loftus Seconded by: Councillor Lemieux

WHEREAS The Municipality of St.-Charles has a multi-year agreement with Yves Roy Enterprises for the pick-up of garbage and recycling for residents of St.-Charles living South of Markstay in Appleby Township;

AND WHEREAS the cost of insurance and fuel have risen dramatically over the last year;

AND WHEREAS the Municipality wishes to continue this service in the short term until options are explored;

BE IT RESOLVED THAT the base rate for the Yves Roy Enterprises contract for garbage pick up be increased by \$300.00 per month from March 1, 2022 to November 30, 2022 at which time the service will be re-assessed.

Carried

9.2 FINANCE COMMITTEE

Chair Councillor Jackie Lafleur / Council

9.2.1 Resolution Stemming from May 4, 2022 Committee of the Whole Meeting - Re: Item 7.2.1 - Quarter Report to Council - Q1 2022 Treasury Department

2022-115

Moved by: Councillor Branconnier Seconded by: Councillor Lafleur

WHEREAS the 2021 Audit and draft Financial Statements will be presented to Council at the June 15, 2022 Regular Meeting of Council;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles authorizes that the 2021 Audit be presented to Council electronically by way of a virtual presentation.

Carried

9.2.2 Resolution to receive the Cash Disbursement Register for the month of April 2022

2022-116

Moved by: Councillor Lemieux Seconded by: Councillor Loftus

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

- \$219,828.83

Carried

9.2.3 Report to Council - Clarification of Hall Rental Fees

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

Page 4 of 9

Regarding the Daily Rate, following discussion Council agreed that renters should be allowed to go in the day before and the day after for set up and clean up. Council further agreed that the rental fee should be based on the length of the actual event.

Regarding the Security Deposit, following discussion Council indicated that there should be a deposit of 50% of the rental rate, but that is should be a Cleaning Deposit and not a Security Deposit. The deposit would cover addition cleaning required or missing items. Council also agreed that there should be a Key Deposit of perhaps \$20.00 to ensure the return of keys or move to a key fob system.

Council further agreed with the recommendation for staff to leave the hall set up with tables and chairs so as not to increase work required for set up and take down. Council also agreed that the Community Centre should also receive a cleaning from a professional cleaning company.

9.3 GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

9.3.1 Report to Council - Municipal Office Renovations

The Director of Finance / Treasurer presented the report as provided in the agenda package. Following discussion, Council generally agreed with the recommendation to proceed with the renovations to the Municipal Office and that any cost overrun could be taken from reserves. Council further agreed that while renovations take place Service Ontario would need to close, but that the Municipality must remain open either in an alternate location or by splitting the job and working on only one side of the building at a time. Council did not agree with the recommendation to move permanently move Council Chambers but agreed that future recommendations of either a new building or expansion should be looked into.

9.3.2 Report to Council - Request for Support - Univi Sign

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council generally agreed that they would support the sign, but would prefer it being placed in a different location like at the entrance to the village. The Chief Administrative Officer will make further inquiries.

9.3.3 Report to Council - Declare Land Surplus - Pothier Road

The Chief Administrative Officer presented the report as provided in the agenda package. The Clerk added for clarification that further research had

been done and it was determined that this property had vested to the Municipality. Council supported the recommendation to declare the property as surplus and that it be listed for sale.

2022-117

Moved by: Councillor Branconnier Seconded by: Councillor Loftus

WHEREAS Council deems it desirable to declare certain lands as surplus;

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

- APPLEBY CON 3 PT LOT 4 PCL 47981 PART 1 53R11298

AND BE IT FURTHER RESOLVED THAT staff is directed to list the parcel of land for \$44,900.00 plus HST with a local realtor.

Carried

9.4 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

9.4.1 Canine Control Report for the month of April 2022

Council received the Canine Control Report for the month of April 2022.

9.5 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur

9.5.1 Resolution Stemming from May 4, 2022 Committee of the Whole Meeting - Re: Item 7.6.1 - 2022 Calcium Tender Results

2022-118

Moved by: Councillor Loftus Seconded by: Councillor Lemieux

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

AND WHEREAS Tenders were received from Da-Lee Dust Control in the amount of \$48,000.00 plus HST; and from Pollard Highway Products in the amount of \$41,700.00 plus 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.

Page 6 of 9

Carried

10.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

10.1 St.-Charles Public Library Board minutes of March 10, 2022

Council received the St.-Charles Public Library minutes of March 10, 2022.

11.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier

**11.1 Resolutions Stemming from May 4, 2022 Committee of the Whole Meeting -
Re: Item 8.1 - 2022 SEPB Apportionment and Draft Financial Statement**

2022-119

Moved by: Councillor Branconnier Seconded by: Councillor Lemieux

WHEREAS at its Committee of the Whole Meeting held May 4th, 2022, Council was presented with the Sudbury East Planning Board's 2022 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 2022 apportionment for the Municipality of St.-Charles in the amount of \$21,912.00.

Carried

2022-120

Moved by: Councillor Loftus Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby receives the Sudbury East Planning Board's 2021 Audited Financial Statements.

Carried

12.0 BY-LAWS

12.1 First and second reading

Page 7 of 9

2022-121

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 2022-19 - Being a By-Law to Prohibit and Regulate Noises in the Municipality of St.-Charles

Carried

13.0 ADDENDUM (if required and by resolution)

Nil.

14.0 ADJOURNMENT

14.1 Confirmation By-Law

2022-122

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 2022-20 - Being A By-Law To Confirm The Proceedings Of Council At Its Committee of the Whole Meeting Held May 4th, 2022; at its Special Meeting of Council Held May 5th, 2022; and at its Regular Meeting of Council Held May 18th, 2022

Carried

2022-123

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 2022-20.

Carried

14.2 Resolution to adjourn the meeting

2022-124

Moved by: Councillor Lafleur Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 8:23 p.m. on May 18, 2022.

Page 8 of 9

Carried

MAYOR

CLERK



The Corporation of the Municipality of St.-Charles
MINUTES
Committee of the Whole Meeting
June 1, 2022 at 6:00 PM
Council Chambers (Municipal Office)

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

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

PUBLIC PRESENT: 2

1.0 MEETING CALLED TO ORDER AND ROLL CALL

1.1 Resolution to open the meeting

2022-125

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT the Committee of the Whole meeting of June 1, 2022 be opened at 6:00 p.m.

Carried

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2022-126

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting of Council held June 1, 2022 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

None declared.

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

4.1 Councillor Richard Lemieux - Re: Provincial Election

Councillor Lemieux wished to remind everyone to vote tomorrow.

5.0 NOTICE OF MOTIONS

Nil.

6.0 CLOSED SESSION

6.1 Resolution to enter into closed session

2022-127

Moved by: Councillor Lafleur

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:01 p.m. this 1st day of June 2022 to discuss:

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

Topic - Union Negotiations

Carried

6.2 Resolution to reconvene to open session

2022-128

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Committee of the Whole meeting at 6:38 p.m.

Carried

6.3 Verbal Report from Mayor Following Closed Session

Upon reconvening to the open session Mayor Schoppmann advised that direction was given to the Negotiating Committee.

7.0 COMMITTEES:

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

7.1.1 Report to Council - Casual / Part-Time Landfill Site Attendant

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to post for the position of a casual / part-time Landfill Site Attendant.

7.1.2 Report to Council - Update - Garbage and Recycling Collection & Tipping Fees By-Law Review

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer clarified that the proposed yearly pass for trailer parks would only come into effect on January 1, 2023. Following discussion, Council generally agreed with the proposed changes to the Garbage Collection, Recycling Collection and Tipping Fees By-Law. Council recommended that receipts be issued for all transactions at the landfill site, that all sales be reported to Council and that the yearly pass for trailer parks be levied at a cost of \$150.00 plus \$6.00 per trailer lot. The Chief Administrative Officer will make the necessary changes and the draft By-Law will be brought back to Council.

7.2 Finance Committee: Chair Councillor Jackie Lafleur / Council

7.2.1 Report to Council - Procurement Procedure Recommendations

The Director of Finance / Treasurer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to make changes

to the procurement procedures. The Director of Finance / Treasurer will prepare a new By-Law to be brought back to Council.

7.3 General Government Committee: Chair Councillor Paul Branconnier / Council

7.3.1 Report to Council - Request for Support - Univi Sign

The Clerk presented the report to Council as provided in the agenda package. The Clerk further advised that since preparing the report, there has been clarification received from Univi as to the proposed location of the sign. Univi is proposing that the sign be located on the Canadian Shield property on King Street West, within the village, and not off of Highway 535 near Decosse Road. Following discussion, Council agreed with the location of the sign at the Canadian Shield property on King Street West and directed the Clerk to prepare the letter of support.

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

7.4.1 Public Health Sudbury & Districts unapproved minutes of May 19, 2022

Council received the Public Health Sudbury & Districts unapproved minutes of May 19, 2022.

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

7.5.1 Quarter Report to Council - Park, Recreation and Facilities Department 2022 1st Quarter

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

7.5.2 Report to Council - 2022 Soccer Program

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council agreed to provide the Special Events Committee with one-half of the cost of the purchase of new soccer nets. Council did not agree with the request for the use of one (1) of the changerooms in the arena, as this would require a staff attendant to be on site.

7.5.3 Report to Council - Arena Fees Review

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council generally agreed with the proposed changes to the arena fees schedule. Council did recommend the removal of the upcharge for out-of-town organizations / people for a period of one (1) year. The Chief Administrative Officer will make the necessary changes and the By-Law will be brought back to Council.

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

7.6.1 Report to Council - Revised Property Standards By-Law

The Chief Building Official presented the report as provided in the agenda package. Following discussion, Council agreed with the recommended changes to the Property Standards By-Law. The Chief Building Official will make the necessary changes and the By-Law will be brought back to Council.

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

7.7.1 Quarter Report to Council - Public Work & Environmental Services

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

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

8.1 Sudbury East Municipal Association draft minutes of October 28, 2021

Council received the Sudbury East Municipal Association draft minutes of October 28, 2021.

9.0 ADJOURNMENT

9.1 Resolution to adjourn the meeting

2022-129

Moved by: Councillor Lafleur

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Committee of the Whole meeting of June 1, 2022 be adjourned at 8:39 p.m.

Carried

MAYOR

CLERK



The Corporation of the Municipality of St.-Charles

MINUTES

Inaugural Meeting of Council

November 29, 2022 at 7:00 PM

St.-Charles Community Centre

20 Casimir Rd., St.-Charles, ON

MEMBERS PRESENT: Mayor Paul Branconnier
Councillor Julie Laframboise
Councillor Monica Loftus
Councillor Mathieu Pothier
Councillor Joshua Lachance

STAFF PRESENT: Denis Turcot, Chief Administrative Officer
Tammy Godden, Clerk

1.0 MEETING CALLED TO ORDER

The Clerk declared the 2022 Inaugural Meeting open and called to order at 7:00 p.m. on November 29, 2022.

2.0 WELCOME AND OPENING REMARKS

The Chief Administrative Officer welcomed the public to the Inaugural Meeting. The Chief Administrative Officer congratulated the members of Council and offered well wishes for the 2022 - 202 term of Council.

3.0 DECLARATION OF OFFICE

3.1 *Councillor Joshua Lachance*

Councillor Lachance took the Declaration of Office as witnessed by the Clerk.

3.2 *Councillor Mathieu Pothier*

Councillor Pothier took the Declaration of Office as witnessed by the Clerk.

3.3 Councillor Monica Loftus

Councillor Loftus took the Declaration of Office as witnessed by the Clerk.

3.4 Councillor Julie Laframboise

Councillor Laframboise took the Declaration of Office as witnessed by the Clerk.

3.5 Mayor Paul Branconnier

Mayor Branconnier took the Declaration of Office as witnessed by the Clerk. Mayor Branconnier was presented the gavel by the Clerk.

4.0 INAUGURAL ADDRESS

4.1 Councillor Joshua Lachance

Councillor Lachance delivered his address to the public.

4.2 Councillor Mathieu Pothier

Councillor Pothier delivered his address to the public.

4.3 Councillor Monica Loftus

Councillor Loftus delivered her address to the public.

4.4 Councillor Julie Laframboise

Councillor Laframboise delivered her address to the public.

4.5 Mayor Paul Branconnier

Mayor Branconnier delivered his address to the public.

5.0 2022 - 2026 COUNCIL TRADITIONAL SMUDGING CEREMONY

Richard Meilleur, Famille Métis du Nipissing Métis Families

The Clerk and Chief Administrative Officer each presented Mr. Meilleur with a tobacco tie as a sign of thanks for the Smudging Ceremony.

All members of Council participated in the Smudging Ceremony with Mr. Meilleur, followed by some individual members of staff and public.

6.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

7.0 GENERAL GOVERNMENT COMMITTEE

7.1 *Resolution to appoint members of Council to Standing Committees*

2022-243

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members of Council to the Standing Committees of Council for the 2022 - 2026 term:

- ENVIRONMENTAL SERVICES COMMITTEE: Chair Councillor Joshua Lachance / Co-Chair Councillor Mathieu Pothier
- FINANCE COMMITTEE: Chair Councillor Julie Laframboise / Co-Chair Council as a Whole
- GENERAL GOVERNMENT COMMITTEE: Chair Mayor Paul Branconnier / Co-Chair Council as a Whole
- HEALTH SERVICES COMMITTEE: Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise
- PARKS AND RECREATION COMMITTEE: Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance
- PLANNING AND DEVELOPMENT COMMITTEE: Chair Councillor Joshua Lachance / Co-Chair Mayor Paul Branconnier
- PROTECTION TO PERSONS AND PROPERTY COMMITTEE: Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance
- SOCIAL AND FAMILY SERVICES COMMITTEE: Chair Councillor Monica Loftus / Co-Chair Councillor Mathieu Pothier
- TRANSPORTATION SERVICES COMMITTEE: Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus

Carried

7.2 *Resolution to appoint member of Council to the St.-Charles Public Library Board*

2022-244

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following member of Council to the St.-Charles Public Library Board for the 2022 - 2026 term:

- Councillor Monica Loftus

Carried

7.3 *Resolution to appoint members of Council to the Manitoulin-Sudbury District Services Board*

2022-245

Moved by: Councillor Lachance

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members of Council to the Manitoulin-Sudbury District Services Board for the 2022 - 2026 term:

- For 2024, Councillor Monica Loftus
- For 2025 and 2026, Mayor Paul Branconnier

Carried

7.4 Resolution to appoint members of Council to the Sudbury East Planning Board

2022-246

Moved by: Councillor Lachance

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members of Council to the Sudbury East Planning Board for the 2022 - 2026 term:

- Mayor Paul Branconnier
- Councillor Joshua Lachance

Carried

7.5 Resolution to appoint members of Council to the Sudbury East Municipal Association

2022-247

Moved by: Councillor Loftus

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members of Council to the Sudbury East Municipal Association for the 2022 - 2026 term:

- Mayor Paul Branconnier
- Councillor Monica Loftus

Carried

7.6 Resolution to appoint member of Council to the OPP Detachment Board for Sudbury East

2022-248

Moved by: Councillor Pothier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following member of Council to the OPP Detachment Board for Sudbury East for the 2022 - 2026 term:

- Mayor Paul Branconnier

Carried

7.7 Resolution to appoint member of Council to the Economic Partners Sudbury East / West Nipissing

2022-249

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following member of Council to the Economic Partners Sudbury East / West Nipissing for the 2022 - 2026 term:

- Mayor Paul Branconnier

Carried

7.8 Resolution to appoint members of Council to the Sudbury East Chamber of Commerce

2022-250

Moved by: Councillor Lachance

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members of Council to the Sudbury East Chamber of Commerce for the 2022 - 2026 term:

- Councillor Mathieu Pothier
- Councillor Monica Loftus

Carried

8.0 BY-LAWS

8.1 *First and second reading*

2022-251

Moved by: Councillor Laframboise

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-Laws:

- By-Law 2022-41 Being a By-Law to Appoint Bank Signing Authorities for the Corporation of the Municipality of St.-Charles
- By-Law 2022-42 Being a By-Law to Appoint Signing Authorities and to Authorize the Signing of Contracts, Documents and any Instruments Which are Required to be Under Seal

Carried

8.2 *Third and final reading*

2022-252

Moved by: Councillor Lachance

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-41.

Carried

8.3 *Third and final reading*

2022-253

Moved by: Councillor Loftus

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-42.

Carried

9.0 ADJOURNMENT

9.1 *Confirmation By-Law first and second reading*

2022-254

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

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

- By-Law 2022-43 Being a By-Law to Confirm the Proceedings of Council at its Inaugural Meeting held November 29, 2022

Carried

9.2 *Confirmation By-Law third and final reading*

2022-255

Moved by: Councillor Loftus

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2022-43.

Carried

9.3 *Resolution to adjourn the meeting*

2022-256

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Inaugural Meeting at 7:50 p.m. on November 29, 2022.

Carried

MAYOR

CLERK

From: Denis Turcot [dturcot@stcharlesontario.ca]
Sent: Tuesday, October 18, 2022 8:09 AM
To: Tammy Godden [tgodden@stcharlesontario.ca]
Subject: FW: Letter from the Deputy Chief Veterinarian for Ontario
Attachments: AI Info Sheet-Bilingual_pdf.html

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Ag Info
Sent: October 17, 2022 5:41 PM
To: Denis Turcot <dturcot@stcharlesontario.ca>
Subject: Letter from the Deputy Chief Veterinarian for Ontario



Office of the Chief Veterinarian for Ontario (OCVO)

October 17, 2022

Greetings:

Cases of highly pathogenic avian influenza (H5N1) in domestic poultry continue to be confirmed across Ontario by the Canadian Food Inspection Agency (CFIA).

While the CFIA leads the disease response for highly pathogenic avian influenza and may impose [permitting requirements in defined areas of the province](#), I am writing to inform you and your members of the action that the province is taking to help limit the spread of the virus.

On my advice and recommendation as Deputy Chief Veterinarian for Ontario, the Minister of Agriculture, Food and Rural Affairs is extending the [Minister's Order](#) under the *Animal Health Act, 2009*, for the purpose of limiting the commingling of birds from different locations in Ontario to reduce the likelihood of disease transmission in domestic birds by limiting direct contact. Commingling events pose a real and significant risk to domestic poultry, especially during the current migration period. This Order applies province wide.

Effective since September 23, 2022, this Order will now continue through to November 21, 2022. The Order temporarily prohibits events where birds commingle, such as bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays where birds are brought from multiple locations, vaccination gatherings for birds from multiple locations, and prohibits the movement of birds to those events. Temporarily reducing direct contact between birds from different locations will limit the spread of avian influenza and protect flock health. This Order may be further extended if required.

I also strongly encourage your members to maintain strict biosecurity measures to help reduce the risk of introducing avian influenza to their birds.

Avian influenza is not a threat to food safety but impacts domesticated and wild birds. Ontario poultry and eggs are safe to eat when, as always, proper handling and cooking takes place. People working with poultry should take additional precautions and are strongly encouraged to follow all public health guidelines and maintain strict biosecurity.

For more information on the Minister's Order, please visit [OMAFRA's Avian Influenza webpage](#).

I continue to monitor this quickly developing situation and may implement further measures as part of the response to this disease.

I appreciate your cooperation in working together to enhance biosecurity and reduce the spread of avian influenza.

Sincerely,

Original signed by

Paul Innes, DVM
Deputy Chief Veterinarian for Ontario



Attachment not opening? Click this link: [AI Info Sheet-Bilingual.pdf](#)

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-4624

October 25, 2022

Good afternoon,

On October 25, 2022, our government released [More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-2023](#) that proposes bold and transformative action to get 1.5 million homes built over the next 10 years.

Details about the range of measures in our plan can be found in the [news release here](#).

The More Homes Built Faster Plan proposes policies and tools that reflect recommendations from the [Housing Affordability Task Force Report](#) and builds on [More Homes, More Choice](#) and the [More Homes for Everyone Plan](#). Our plan also draws on many elements from AMO's 2022 A Blueprint for Action: An Integrated Approach to Address the Ontario Housing Crisis and ROMA's 2022 Task Force Report on Attainable Housing and Purpose-Built Rentals. These changes are providing a solid foundation to address Ontario's housing supply crisis over the long term and will be supplemented by continued action in the future.

Our government has also introduced the More Homes Built Faster Act, 2022, and is seeking feedback on the changes proposed under the legislation and associated regulations. Additionally, various housing and land use policy reviews – including a housing-focused policy review of A Place to Grow and the Provincial Policy Statement, with a theme of supporting rural and northern housing – are being undertaken to identify and remove barriers to getting more homes built. These and other related consultations can be found through the [Environmental Registry of Ontario and the Ontario Regulatory Registry](#).

We encourage you share this information with senior staff in the municipality and to inform the newly elected head of council and council members. Our government is building a strong foundation for action that will continue to ensure Ontario is a prosperous and growing province – and the best place in the world to call home. We look forward to continued collaboration with our municipal partners to get more homes built faster.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

- c. The Honourable Michael Parsa, Associate Minister of Housing
Kate Manson-Smith, Deputy Minister
Ryan Amato, Chief of Staff, Minister's Office
Joshua Paul, Assistant Deputy Minister, Housing Division
Municipal Chief Administrative Officers

Canada



October 28, 2022

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

Dear Mr. Turcot:

We are writing to inform you about a recent change to the Ontario Wildlife Damage Compensation Program (OWDCP), funded under the federal-provincial Canadian Agricultural Partnership (CAP) agricultural policy framework.

As you know, currently producers who have submitted five applications to the OWDCP in a calendar year are required to submit a Reasonable Care Plan (RCP) before further claims will be assessed. These plans require producers to identify all implemented and planned investments, services retained, and farm management practices they have employed, in order to mitigate predation on their farm premises.

We recognize the need to adjust the RCP threshold of five claim applications to ten, a change that will better support livestock producers in Ontario. This will lower the administrative burden where predation is naturally higher despite reasonable efforts at mitigation. At the same time, it helps ensure that farmers experiencing high levels of predation are reviewing their mitigation activities to inform the development of their RCP.

This change builds on our governments' ongoing efforts to support livestock farmers through the OWDCP. As part of these efforts, in January 2022 we increased the administrative allowance provided to municipalities from \$30 to \$50 to help offset incremental costs of delivering the OWDCP. The allowance recognizes municipalities' key role as delivery partners for the OWDCP and builds on existing municipal responsibilities for the costs associated with investigating dog predation under the *Protection of Livestock and Poultry from Dogs Act*.

.../2



- 2 -

We look forward to continuing to work with our partners and stakeholders to help meet the needs of Ontario's livestock industry.

Updated program guidelines are available [here](#). Should you have any questions, please contact 1-877-424-1300 or wildlife.damage@ontario.ca.



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



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



TOWNSHIP OF WARWICK

“A Community in Action”

5280 Nauvoo Road | P.O. Box 10 | Watford, ON N0M 2S0

Township Office: (226) 848-3926
Watford Arena: (519) 876-2808
Website: www.warwicktownship.ca

Works Department: (519) 849-3923
Fax: (226) 848-6136
E-mail: info@warwicktownship.ca

BY E-MAIL ONLY

November 16, 2022

Tracy Robinson, CN Rail President and CEO
Montreal (Headquarters)
935 de La Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

Dear Tracy Robinson:

Re: CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario

At the October 17, 2022, regular Council meeting Warwick Township Council discussed the continuing impacts of CN's decision not to participate in funding municipal drains in Ontario, as per the *Drainage Act*, and the negative consequences on our community and others in the Province and approved the following resolution to be circulated to CN and related partners:

WHEREAS municipal drains are considered critical rural infrastructure that support food production, food security, the environment and economic sustainability in rural Ontario;

AND WHEREAS the creation, maintenance and contribution requirements towards municipal drain infrastructure are governed by the *Drainage Act*;

AND WHEREAS an official from CN Rail has formally communicated to the Township of Warwick that “CN's decision is that it is a federally regulated entity under CTA guidelines, as such, are not governed by provincial regulations”;

AND WHEREAS the implication that any public utility could become exempt from the financial requirements invalidates the underlying principle that all benefitting from municipal drain projects are required to contribute financially, including all public utilities;

AND WHEREAS there are currently at least fifty-five municipal drainage projects in Ontario being impacted by CN's actions and refusal to contribute as per the Drainage Act;

AND WHEREAS the Township of Warwick and many rural municipalities have expressed concerns over this CN Rail position to the Ministry of Agriculture and Rural Affairs consistently over at least the past four years;

AND WHEREAS the Township of Warwick and other rural municipalities met with Minister Thompson at the Association of Municipalities in Ontario (AMO) on this issue and Minister Thompson has confirmed it remains the Provincial government's position that the Drainage Act does apply to all federally regulated railways;

NOW THEREFORE the Council of the Township of Warwick hereby declares as follows:

THAT Ontario's Drainage Act is an important piece of legislation used to meet the drainage needs of a variety of stakeholders, including agricultural businesses and ultimately food production, thereby supporting families, neighbours, and thriving communities;

AND THAT CN Rail be called upon to act as a partner to municipalities and agriculture in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity;

AND THAT CN Rail contribute to all municipal drains in Ontario, as per section 26 of the Drainage Act, and work to expedite its response timelines to the fifty-five projects currently on hold in Ontario so that the projects impacting the agriculture sector can proceed and be dealt with in a timely manner after years of delay caused directly by CN Rail;

AND THAT a copy of this resolution be circulated to Minister of Agriculture Food and Rural Affairs Lisa Thompson, local MPP Monte McNaughton, Minister of Agriculture and Agri-Food Marie-Claude Bibeau, CN Manager Public Affairs, Ontario & Atlantic Canada Daniel Salvatore, the President and CEO of CN Rail Tracy Robinson, Director of Government Relations Railway Association of Canada Gregory Kolz and to all municipalities in Ontario for their support.

- Carried.

Warwick Township Council looks forward to a timely response from CN in the hopes that this issue impacting rural Ontario can be resolved.

Sincerely,



Amanda Gubbels
CAO/Clerk
Township of Warwick

Cc:

Lisa Thompson, Minister of Agriculture Food and Rural Affairs,
Monte McNaughton, MPP Lambton-Kent-Middlesex
Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Daniel Salvatore, CN Manager Public Affairs, Ontario & Atlantic Canada
Cyrus Reporter, CN Vice-President, Public, Government and Regulatory Affairs
Jonathan Abecassis, CN Media Relations & Public Affairs
Gregory Kolz, Director of Government Relations, Railway Association of Canada
All Ontario municipalities



Clerks and Bylaw

November 17, 2022

SENT VIA E-MAIL TO:

Hon. Steve Clark
Minister of Municipal Affairs and Housing
Steve.Clark@pc.ola.org

Dear Minister Clark:

Re: Bill 23 "*More Homes Built Faster Act, 2022*"

On behalf of the Council of The Corporation of Norfolk County, please be advised that Council passed the following resolution at the November 16, 2022 Council-in-Committee meeting:

Resolution No. 13

Moved By: Mayor Martin
Seconded By: Councillor Columbus

WHEREAS on October 25, 2022, the Provincial government introduced Bill 23 known as the "More Homes Built Faster Act, 2022";

AND WHEREAS the overall stated purpose of Bill 23 is to introduce several legislative changes to increase housing supply throughout Ontario and to achieve the province's goal of 1.5 million homes over the next ten years;

AND WHEREAS the proposed changes include significant changes to six pieces of legislation including but not limited to development charges reform, diminished role of conservation authorities, removal of legislated planning responsibilities from some upper-tier municipalities, removal of public consultation in relation to subdivisions, adjusting the rights of appeal by third parties, and adjusting how growth-related capital infrastructure is paid for;

AND WHEREAS commenting timelines for these new proposed changes is constricted with some comments due on November 24, 2022, for many of the proposed changes;

Office of the Chief Administrative Officer
50 Colborne St., S. · Simcoe ON N3Y 4H3 · T: 519.426.5870 · F: 519.426.8573 ·
norfolkcounty.ca

AND WHEREAS given the enormity of the proposed changes and potential long-term financial impacts to municipalities, including Norfolk County, additional time is needed to review, engage, and analyze the proposal to provide informed feedback;

NOW THEREFORE BE IT RESOLVED THAT

1. the County formally request the Ministry of Municipal Affairs and Housing extend the commenting period for all components of the proposed Bill 23 to at least January 15, 2023 to allow for a more informed consultation period.
2. That the Mayor be directed to submit a letter on behalf of Norfolk County Council to the Ontario Minister of Municipal and Affairs MP, and local MPP, expressing concerns with the proposed legislation as detailed in staff memo CD-22-110, and the letter be circulated to all municipalities in the Province of Ontario.

Carried.

Should you have any questions regarding this matter or should you require additional information, please contact the Office of the County Clerk at 519-426-5870 x. 1261, or email: Clerks@norfolkcounty.ca.

Sincerely,

Teresa Olsen
County Clerk
Norfolk County

CC:

- Leslyn Lewis, M.P., Haldimand-Norfolk
leslyn.lewis@parl.gc.ca
- Bobbi Ann Brady, M.P.P., Haldimand-Norfolk
BABrady-CO@ola.org
- All Ontario municipalities

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Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

November 23, 2022

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier:

Re: Town of Aurora Council Resolution of November 22, 2022; Re: Motion 7.2 – Mayor Mrakas – Opposition to Bill 23, More Homes Built Faster Act, 2022

Please be advised that this matter was considered by Council at its meeting held on November 22, 2022, and in this regard, Council adopted the following resolution:

Whereas Bill 23, the More Homes Built Faster Act, omnibus legislation that received first reading in the provincial legislature on October 25, 2022, proposes changes to nine Acts. Many of these proposed changes are significant and will restrict how municipalities manage growth through implementation of the official plan and the ability to provide essential infrastructure and community services; and

Whereas the effect of Bill 23 is that the Conservation Authority will no longer be able to review and comment on development applications and supporting environmental studies on behalf of a municipality; and

Whereas Bill 23 proposes to freeze, remove, and reduce development charges, community benefits charges, and parkland dedication requirements; and

Whereas Bill 23 will remove all aspects of Site Plan Control of some residential development proposals up to 10 units. Changes would also remove the ability to regulate architectural details and aspects of landscape design;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora oppose Bill 23, More Homes Built Faster Act, 2022, which in its current state will severely impact environmental protection, heritage preservation, public participation, loss of farmland, and a municipality's ability to provide future services, amenities, and infrastructure, and negatively impact residential tax rates; and**

- 2. Be It Further Resolved That the Town of Aurora call upon the Government of Ontario to halt the legislative advancement of Bill 23, More Homes Built Faster Act, 2022 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision-making for housing growth that meets local needs will be reasonably achieved; and**
- 3. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Michael Parsa, Associate Minister of Housing, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Peter Tabuns, Interim Leader of the New Democratic Party, local Members of Parliament Tony Van Bynen for Newmarket—Aurora and Leah Taylor Roy for Aurora—Oak Ridges—Richmond Hill, and all MPPs in the Province of Ontario; and**
- 4. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond
Town Clerk
The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Michael Parsa, Associate Minister of Housing
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Peter Tabuns, Interim Leader, New Democratic Party
Tony Van Bynen, MP Newmarket—Aurora
Leah Taylor Roy, MP Aurora—Oak Ridges—Richmond Hill
All Ontario Members of Provincial Parliament
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

From: Angie Melo [Angie.Melo@mississauga.ca]

Sent: Wednesday, November 23, 2022 4:40 PM

To: 311@toronto.ca; aclarke@gorebay.ca; clerksoffice@carling.ca;
admin@dawneuphemia.on.ca; admin@dnetownship.ca; admin@eganville.com;
admin@frontofyonge.com; admin@greatermadawaska.com; admin@hiltontownship.ca;
admin@jocelyn.ca; clerk@mcgarry.ca; deputyclerk@merrickville-wolford.ca;
admin@midland.ca; admin@mindenhills.ca; admin@nipissingtownship.com;
admin@northmiddlesex.on.ca; admin@northstormont.ca; admin@papineaucameron.ca;
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admin@southfrontenac.net; admin@zorra.on.ca; administration@calvintownship.ca;
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info@county.peterborough.on.ca; info@dourodummer.on.ca; info@dufferincounty.ca;
info@fauquierstrickland.ca; info@frontenacounty.ca; info@gbtownship.ca; info@georgina.ca;
info@greaternapanee.com; info@greyhighlands.ca; info@guelph.ca;
info@haldimandcounty.on.ca; info@hamiltontownship.ca; info@hastingshighlands.ca;
info@highlandseast.ca; info@hiltonbeach.com; info@huronkinloss.com; info@khrtownship.ca;
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info@orangeville.ca; info@osmtownship.ca; info@pelee.ca; info@perthcounty.ca;
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winniempl@onlink.net; clerk@wollaston.ca; info@selwyntownship.ca
Subject: City of Mississauga's Corporate Report and Associated Resolution - Bill 23 "More
Homes Built Faster"

Attachments: Bill 23 “More Homes Built Faster Act” and Implications for City of Mississauga - 0559-2022.pdf; Appendix 1 - Detailed Comments to Province.pdf; Appendix 2 - List of All ERO and Related Postings (1).pdf; Resolution 0231-2022 - Bill 23 More Homes Built Faster.pdf

Good afternoon

Attached please find a copy of the Report with respect to the above noted matter that was considered at the City of Mississauga’s Special Council meeting on November 23, 2022 and the associated Resolution.

Regards



Angie Melo

Legislative Coordinator

T 905-615-3200 ext.5423

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[City of Mississauga](#) | Corporate Services Department,
Legislative Services

Please consider the environment before printing.

City of Mississauga
Corporate Report



| | |
|--|------------------------------------|
| Date: November 17, 2022 | Originator's files: LA.07.BIL |
| To: Mayor and Members of Council | |
| From: Andrew Whittemore, M.U.R.P., Commissioner of Planning & Building | Meeting date: November 23, 2022 |

Subject

Bill 23 "More Homes Built Faster Act" and Implications for City of Mississauga

Recommendation

1. That Council endorse positions and recommendations contained and appended to the report titled "*Bill 23 'More Homes Built Faster' and Implications for City of Mississauga,*" and authorize staff to prepare additional detailed comments on Bill 23 and any associated regulations, as needed. In particular, the City be made whole for any revenue losses from changes to the imposition of development charges and parkland dedication.
2. That the Mayor or designate be authorized to make submissions to the Standing Committee with respect to issues raised in this report, or to otherwise provide written or verbal comments as part of the Ministry's public consultation process.
3. That the City Clerk forward this report to the Ministry of Municipal Affairs and Housing; Mississauga's Members' of Provincial Parliament, the Association for Municipalities Ontario, and the Region of Peel.

Executive Summary

- Recent amendments have been proposed to several pieces of legislation that form Bill 23 "*More Homes Built Faster Act, 2022*" (the Bill) that impact the imposition of development charges (DCs), parkland dedication, planning and appeals processes and the environment.
- Staff support the need to improve the diversity and affordability of housing. However, staff's assessment is that Bill 23 is overly focused on blanket fee reductions that would apply for market rate developments with no guarantee that savings will be passed on to renters and homebuyers.

- It is estimated that the Bill could cost the City up to \$815 to \$885M over the next ten years.¹ Without corresponding provincial grants, Mississauga would need to recover that revenue through the tax base or by reducing service levels.
- A key part of this shortfall is generated by DC reductions, changes to what is DC eligible and DC exemptions. Staff estimate that the shortfall could be up to \$325M over a ten-year period¹.
 - The Province has proposed arbitrary retroactive phase-ins to all of the City's DCs (including non-residential DCs). The way the Province has structured these reductions are punitive, apply to each municipality differently and will be challenging to administer.
 - What is eligible for DC collection would also change with the removal of "affordable housing" and "studies," and the potential to limit the service for which land acquisitions can be recovered through development charges.
 - City staff support some of the proposed DC exemptions (e.g. non-profits and second units), but the other contemplated exemptions could incent small, private condominium units, at the expense of more affordable units.
- The financial impacts are even more staggering when examining the proposed changes to parkland dedication. Staff estimate the City could lose \$490 to \$560M in ten years, making up more than 70% of this revenue stream.
 - For a standard development in the City (e.g. 500 unit tower on an acre), the City could go from collecting \$10M to \$1.7M in cash-in-lieu. It's noted land prices in Mississauga are close to \$20M per acre in many of its growth areas.
 - Moreover, the Bill would allow developers to choose where parkland is located on a site (e.g. they prefer to offer slivers of undevelopable land) and they would receive full parkland credits for Privately Owned Publicly Accessible Space (POPS). It is in condominium developers' financial interest to provide a privately owned park since it can allow for higher densities on the site (e.g. parking under the park). Condominium residents will be forced to maintain the asset indefinitely while the quality, access, and programming is typically inferior to a city-owned park.
- Some of the proposed changes could speed up the approvals process (e.g. gentle intensification and pre-zoning major transit station areas), and staff are supportive of these changes. However, others could undermine important planning considerations (e.g. not allowing architectural and landscape details to be considered at site plan could undermine quality of place. Furthermore, removing the City's ability to implement Green Development Standards could impact the creation of units that are more efficient and affordable to heat and operate).

¹ This assumes that the DC By-law would need to be updated upon its expiry in 2027 and that land is removed as a DC eligible cost for each City service, as part of that exercise.

- Given the provincial importance of creating more affordable housing, it is difficult to understand the policy rationale for reducing municipal tools to create new units.
 - According to the Region of Peel the proposed elimination of Housing from Regional DCs puts at risk over 930 affordable housing units in various stages of planning and development in Mississauga for low and moderate income households e.g. East Avenue, Brightwater – with a possible shortfall of \$200M.
 - Proposed revisions to inclusionary zoning (IZ) affordability thresholds will result in virtually no inclusionary zoning ownership units being affordable for low and middle income households.
 - It is estimated that the 5% of development IZ cap will result in a minimum of 40% less affordable units than was anticipated with current IZ provisions.
 - Moreover, the Province is consulting on potentially removing or scaling back rental protection-laws.
- The potential impacts on the environment are also significant, with proposed changes to the Conservation Authorities and the boundaries of the Greenbelt. These natural features are needed to help us adapt to a changing climate. The possibility of building on flood and hazard lands is concerning given increased storm events and potential liabilities.
- Given the broad potential impacts on the natural environment, community infrastructure, parks, transit, affordable housing and the quality of our urban environments; it is suggested the Province take the time to consult with a broader range of stakeholders to help refine this Bill and achieve a more balanced and strategic plan to create more housing.
- A summary of City staff's top requests to the Province are listed below:
 1. **It is estimated that the Bill could cost the City up to \$815 to \$885M over the next ten years.² It is requested that the Province make the City whole (e.g. provide offsetting grants) to cover any loss in revenue resulting from the legislative changes to DCs and CIL.**
 2. Remove non-residential DC discounts and restore City's ability to set its own DC rates.
 3. Not remove or limit eligibility of "costs to acquire land" for DC collection.
 4. Restore "affordable housing" and ability to fund "studies" as eligible for DC collection.
 5. Remove "attainable" housing from the proposed exemptions to DCs, CBCs and Parkland.

² This assumes that the DC By-law would need to be updated upon its expiry in 2027 and that land is removed as a DC eligible cost for each City service, as part of that exercise.

6. Develop mechanisms to ensure any publically funded discounts go directly to homebuyer.
7. Maintain the income-based definition of affordable housing as per the Provincial Policy Statement (PPS). If not, it is requested that the Province adapt the CMHC average existing market rent by bedroom for rental units and a 70% rate of average new unit price with separate values for unit size/bedrooms for ownership units.
8. Restore parkland rates, or at least remove the land value caps placed on rates.
9. Roll back ability for developers to determine park locations, or at least ensure parkland dedications are contiguous, link into the existing parkland network and have public street frontage and visibility.
10. Remove 100% credit for POPS, or at least roll it back to some lesser amount to disincentivize developers providing a POPS over a public park.
11. Increase Inclusionary Zoning set-aside rate cap to 10%.
12. Extend the affordability for "ownership" units to 99 years; this will have no impact on developers but will allow for more sustainable affordable housing supply.
13. Consider some type of incentive program to help capitalize infill projects in established neighbourhoods (e.g. a loan program that could help homeowners fund renovations to their homes to add second or third units).
14. Update Ontario Building Code to ensure singles and towns are built in a way that would support retrofitting for second units.
15. Restore urban design and landscape details at site plan stage.
16. Restore ability to consider sustainable design (e.g. use of Green Development Standards) at the site plan stage.
Maintain existing Ontario Land Tribunal (OLT) process where costs are rarely awarded.
17. Maintain the City's ability to protect rental housing stock through its Rental Protection By-law.
18. Province could reconsider the benefits of the proposed heritage review process, as most likely it will slow down development.
19. Reconsider the benefits of limiting Conservation Authorities (CA) powers to comment on natural heritage, as the City will need to establish expertise and development process could be slowed down.
20. Maintain existing wetland protections, the benefits of developing on wetlands do not outweigh the potential environmental outcomes.
21. Not adopt a Provincial ecological off-setting policy. Technical ecological advice on offsetting should be provided in local context by the Conservation Authorities and the City, as appropriate.

Background

Bill 23 works to implement some actions contained in *Ontario's Housing Supply Action Plan*, with the goal of increasing housing supply in Ontario by building 1.5 million new homes by 2032.

On October 25, 2022, the Honourable Steve Clark, Minister of Municipal Affairs and Housing (the Minister) introduced the Bill to the legislature with sweeping changes to 10 Acts (including the *Planning Act*, *Municipal Act*, *Development Charges (DCs) Act*, *Ontario Heritage Act*, *Conservation Authorities Act*, *Ontario Land Tribunal (OLT) Act*) and the Ontario Building Code.

The Province has also proposed further consultation on a range of provincial plans, policies and regulations. This includes revoking the Parkway Belt West Plan, merging the Growth Plan for the Greater Golden Horseshoe (the Growth Plan) with the PPS and changing the boundaries of the Greenbelt Plan. The Province has also committed to create working groups with municipalities to limit land speculation and examine rental protection by-laws.

Comment periods on the proposed changes (via 19 Environmental Registry of Ontario postings and 7 Ontario Regulatory Registry postings) close between November 24 and December 30, with the majority closing on November 24, 2022. City staff will continue to update and advise Council on the impacts of Bill 23 as it advances and when implementation details become available.

The purpose of this report is to: highlight to Council the major changes proposed in Bill 23; the potential impacts on the City; identify areas of support and areas that should be reconsidered by the Province and have Council endorse all comments contained and appended to this report. In anticipation of the Bill advancing, staff also seek authority to submit comments to the Province as needed, where timelines do not permit reporting to Council in advance (e.g. over the Christmas/New Year break).

Comments

The Province is setting a goal of Ontario building 1.5 million new homes by 2032. Of this total, Mississauga must *pledge* to build 120,000 homes in the next ten years (in other words 12,000 units a year). Staff question whether the development industry even has the capacity to construct that amount of units given persistent labour and material challenges.

In 2021, Mississauga issued building permits for 5,500 new units. So far, 2022 is a record year, but the City has still only issued building permits for 6,100 new units. In other words, if Mississauga is to meet this Provincial target it must double its current levels of development. Fortunately, the City has been planning for growth well beyond its Regional allocation of 100,000 units so no City planning policy changes are needed to reach the provincial pledge.³

³ *Technical Memo: Mississauga's City Structure and Residential Growth Accommodation*. File: CD.02-MIS can be accessed [here](#) (see April 19, 2022, PDC Agenda, Item 5.2)

However, the Bill has the potential to significantly reduce the amount of money available to the City to provide the infrastructure required to create complete communities in these planned growth areas. Many of the measures appear designed to create short-term benefits for developers of market units while saddling municipalities and future unit owners with costs and reduced amenities for decades to come. While the Bill does have some positive provisions that are specifically intended to help build more affordable and purpose built rental housing, other provisions of the Bill would have the opposite effect by reducing the amount of this badly needed housing.

Staff have summarized key changes proposed into 7 themes:

- Mandatory and retroactive phase-in of DCs would lead to significant funding shortfalls;
- Delivery of the City's infrastructure program could be jeopardized by what is classified as "DC eligible" and fee exemptions;
- City's parkland revenue could be reduced by 70% and the quality of parkland could be diminished;
- Support proposals to streamline neighbourhood infill and intensification around transit station areas;
- Range of impacts stemming from major changes to planning and appeals processes, including planning powers removed from Region of Peel and uploaded to the Province;
- Elimination and reduction of municipal tools could further threaten affordable housing;
- Significant impacts on Ontario's heritage and natural environment and its ability to mitigate and adapt to a climate changing.

Please note that not all changes proposed are captured in the body of this Corporate Report. **Please see Appendix 1 for a detailed list of changes**, potential implications for the City and comments to be shared with the Province.

1) MANDATORY AND RETROACTIVE PHASE-IN OF DCs WOULD LEAD TO SIGNIFICANT FUNDING SHORTFALLS

City Council passed its current DC By-law on June 22, 2022. The proposed changes to the *DC Act* direct that for any DC By-law passed after June 1, 2022, a 20% reduction must be applied to the DC rates in Year 1 of the By-law, with the reduction decreasing by 5% in subsequent years.

General estimates of the potential DC revenue lost, focusing solely on this proposal alone, are included below:

- Year 1: By applying a 20% discount, City will collect \$22.2 M less in DC revenues
- Total 4-Year DC revenue loss, estimated at \$56.1 M.

As part of the 2022 DC By-law review, the City's DC rates increased by 12%. Therefore if this proposal is implemented and a 20% discount is applied, the City would be collecting less revenue than prior to its 2022 DC by-law passage.

The mandatory discounts are punitive, arbitrary and the logic is unclear, given they affect each municipality so differently. For example, there are several municipalities that updated their DC rates prior to June 1, 2022 that are not having to apply the discounts, and those municipalities that didn't update their by-law recently are also not having to apply the discounts. The mandatory discounts undermine Council's discretion to impose a discount or phase-in of the DC rates; many of such policies are developed with consultation with the development industry.

City staff request that the Province continue to allow municipal Council the sole discretion to set their own policies and DC rates and remove the mandatory retroactive phase-in. If not, staff recommend that the phase-in only apply to by-laws passed after Royal Assent of the Bill and/or only apply where the proposed DC rate increase is greater than 20%.

These discounts also apply to non-residential development. City staff question how housing affordability and stock is improved by collecting less DC revenue from commercial and industrial developers. It is suggested to the Province that discounts be limited to the residential sector.

- ***Request that Province remove non-residential DC discounts and restore City's ability to set its own DC rates. Otherwise, a municipality should be made whole for these DC discounts***

2) DELIVERY OF THE CITY'S INFRASTRUCTURE PROGRAM COULD BE JEOPARDIZED BY DC ELIGIBILITY AND FEE EXEMPTIONS

DC Eligibility

The proposed changes impact what is eligible for DC collection. It is proposed that studies and affordable housing can no longer be funded by DCs, and the ability to fund land acquisition for prescribed services will be limited by a future Regulation.

City staff's biggest concern is that a future regulation could limit land acquisition being an eligible cost recoverable through DCs for prescribed services. Land plays an integral part in the delivery of City services to its residents – whether it be the land for a library, community centre or arena, fire station, transit facility or land for the road network. Without land, or the funding to purchase land, the project itself would become unviable or unfunded. Without information about the scope of a future regulation, the financial impact is difficult to assess. However, if land were removed as an eligible cost for all services, the potential revenue loss would be approximately \$34 Million on an annual basis, upon the passage of the next DC by-law. City staff would ask the Province not to remove or limit land as an eligible DC cost.

Another concerning change is the removal of a municipality's ability to fund affordable housing through DCs. In the past this funding has supported Regional capital projects as well as partnerships with the private sector to increase affordable housing supply.

Likewise, staff have concerns about not allowing for DC funded studies. These studies include, but are not limited to, the City's Future Directions Plans, Transit Infrastructure Plans and Growth Management Plans. It is suggested that the services be reinstated as collectively these measures help to build affordable and complete communities.

- ***As a priority, request that Province not remove or limit eligibility of "costs to acquire land" for DC collection. Also request that Province restore "affordable housing" and ability to fund "studies" as eligible for DC collection***

DC, Parkland and CBC Exemptions

Affordable and Attainable Housing

The proposed changes exempt DCs, parkland dedication and Community Benefit Charge (CBCs) for "affordable" and "attainable" housing, Inclusionary Zoning (IZ) units, non-profit housing and second and third units.

The City already uses DCs as a tool to incentivize "missing middle" housing and exempts charges for second units, Accessory Dwelling Units and has approved DC grant based exemptions for non-profit affordable rental housing.

However, staff are concerned that broadly exempting all units that are 80% of market value could incentivize the creation of very small units (e.g. most bachelors and many one bedroom units in the city would likely meet this proposed definition) and not help achieve the types of "missing middle" housing that Ontarian households so desperately need.

At minimum, the "average" market price should be delineated for each unit size or bedroom count. Additionally, the Province should consider lowering the threshold to 70% to ensure exemptions are targeted to units affordable to low- and moderate- income households. For rental units, City staff suggest that a CMHC definition 100% AMR for rental units be adopted which is a common definition used for new rental unit incentives.

It is noted that City staff will be challenged to administer exemptions based on an 80% of the resale purchase price for ownership and 80% average market for rental for affordable units. DCs are often levied ahead of all units being sold and the price of units is in constant flux. It will be hard to determine which units may be eligible. It is also unclear how the 80% of average market rate will be determined and there could be opportunities for abuse.

The impact of exempting “attainable housing” from these growth charges is unknown. However, if the Province’s definition is so broad that it applies to any unit that is not owned by an investor it could be financially catastrophic for the City. It is suggested the Province remove “attainable” housing from exemptions as the Bill already has polices exempting non-profit and gentle infill units from DCs and other charges.

As mentioned above, it is considered that the Province should make municipalities whole for any discounts offered. It is suggested that the Province could use Federal Housing Accelerator funding to address some of this municipal shortfall and staff would welcome that approach.

Rental Housing

The proposed changes also result in the DC payable for a purpose built rental housing development being discounted based on the number of bedrooms in each units, the proposal as follows:

- Bachelor and 1 bedroom units – 15% reduction in DCs
- Two bedroom units – 20% reduction in DCs
- Three+ bedroom units – 25% reduction in DCs

The potential revenue loss stemming from this change alone would be roughly \$8.5 Million over a ten-year period. Despite this shortfall staff are supportive of these changes as it could provide an incentive to build purpose built rental units, particularly larger units. Albeit the effectiveness of this measure is muted by DC discounts and exemptions being so widely applied across the board. Staff suggest senior grants such as the Federal Housing Accelerator be used to offset the lost revenue.

Passing on Discounts to Buyers

It is suggested that the Province carefully examine safeguards to ensure any publically funded discounts are passed onto new homeowners. As noted in the recent report⁴ prepared by N. Barry Lyon Consultants, developers will price housing at the maximum level the market will support and increases/decreases in fees do not affect the sale price of units. Lost revenue leads to increased property taxes that reduce affordability overall.

City staff support requirement to enter into an agreement registered on title, to secure the exemptions, but would prefer to see an arrangement where the DCs are paid in full by the developer, then refunded to the purchaser, much like existing programs for first-time homebuyer tax rebates. This approach would help ensure that the cost savings are passed on to the homebuyer and would also expedite DC administration.

⁴ 2019 Development Costs Review – The Effect of Development-Related Costs on Housing Affordability can be accessed [here](#) (see May 1, 2019, General Committee Agenda, Item 8.2.)

- **Request that Province:**
 - **Remove “attainable” housing from the proposed exemptions**
 - **Develop mechanisms to ensure that those people looking to buy a home to live in benefit from these municipally funded discounts. DCs could be paid in full by the developer and then refunded to eligible purchasers**
 - **Maintain the income-based definition of affordable housing as per the PPS. If not, it is requested that the Province adopt the 100% CMHC average market rent by bedroom type for rental units and a 70% rate of average resale price with separate values for unit size/bedrooms for ownership units**

3) CITY’S PARKLAND REVENUE COULD BE REDUCED BY 70% AND THE QUALITY OF PARKLAND COULD BE DIMINISHED

Reduced Parkland Rates

The proposed changes include significant reduction to the current parkland dedication and Cash-in-Lieu (CIL) rates.

Specifically, maximum alternative dedication rates are lowered to 1 hectare per 600 units, from 1 hectare per 300 units for land. And 1 hectare for 1000 units for CIL, down from 1 hectare per 500 units. For high-density development, it is proposed that parkland is capped at 10% of land for smaller sites (up to 5 hectares) and 15% of land for large sites (over 5 hectares). These rates will be kept lower by being frozen at the date a zoning by-law or site plan is filed.

Mississauga has built out almost all of its greenfields and its development is changing to be more intensive. As a result, the City collects much of its CIL from medium and high density developments and uses these funds to acquire parkland (e.g. rather than through conveyance, which is more common in a greenfield context). The City is at a point in its development where significant future parkland will need to be acquired. However, the CIL rates proposed by the Bill are so low they will not allow the City to remain competitive buyers of land.

The full costs associated with this change are difficult to quantify. However on a site by site basis it is significant. For a routine application in Mississauga e.g. a tower of approximately 500 units on a site that is 1 acre, it is expected that subject to Bill 23 the City would collect \$1.74M in CIL. This compares to \$10.7M in CIL under the City’s existing By-law (adopted June 2022).

This proposed Bill 23 rate is also well below the City’s former by-law, that is 15 years old and was already unable to keep pace with rising land costs in Mississauga. Under the City’s former By-law, it could have collected \$5.0M in CIL payments.

Case Study: Typical Development in Mississauga and CIL Rates

| Development | Under Past by-law | Under New By-law | Under Proposed Bill 23 |
|--|---|--|---|
| 18 storey mixed use building containing 427 residential units (no parkland dedication) | 427*\$11,710/unit = \$5,000,200 | @ 25,112 Full August 2023 CIL Capped Rate 427*\$25,112 = \$10,722,800 | \$1,734,300 CIL capped at 10% of land value. |

A high-level estimate citywide suggested that under the recently approved by-law CIL revenues were anticipated to be in the order of \$1.398B between 2022 and 2041, which was the amount of revenue needed to address parkland needs. With Bill 23, that is expected to be reduced to an approximate range of \$284M - \$419M falling significantly short of projected needs.

Overall, these impacts are substantial and it is requested that the Province restore former parkland rates. However, if the Province wishes to maintain these lower rates it is requested that the 10% cap on parkland be removed as an urgent priority.

- ***Request that Province restore parkland rates, or at least remove the land value caps placed on rates***

Land Owners to Determine Park Locations

A major concern for City staff is that the proposed changes allow developers to choose where to locate parkland. This will likely result in small sections of undevelopable land being dedicated. City staff strongly urge the Province to roll back this change, but at the very least add requirements that ensure parkland dedications are contiguous, link into the existing parkland network (where applicable) and have public street frontage and visibility.

The proposed change does allow the City to appeal a developer's parkland proposal to the OLT. However, if a developer is already going to the OLT over other issues related to their application, then any leverage the City may have had is lost. Under the proposed Bill, a municipality can also be required to take on parkland it does not want. Currently, the OLT rarely order a municipality take on parkland. It is suggested that this practice be maintained and a municipality should not be forced to manage undesirable lands.

- ***Request that Province roll back ability for land owners to determine park locations, or at least ensure dedications are contiguous, link into the existing parkland network and have public street frontage and visibility***

Privately Owned Publicly Accessible Spaces (POPS)

The proposed changes would allow POPS and encumbered parkland to receive the same credits as a publicly owned unencumbered park. This will make it difficult for the City to secure unencumbered parkland, particularly in its growth areas.

A POPS does not provide the same level of service as a public park. Hours of operation and maintenance of POPS are subject to an easement agreement with the owner, which may be limiting. POPS have limited programming ability and would rarely, if ever, include playground equipment and other needed park amenities. Also, because POPS are encumbered (e.g. have infrastructure underground) they will not support mature trees and are more routinely closed for maintenance.

Moreover, the creation of a POPS places a significant burden on new unit owners/condominium boards. Many new unit owners may not realize the full extent of the financial commitment they are making to manage a POPS. For large developments often more than one condominium board is responsible for managing a POPS, creating frictions and administrative challenges.

Overall, POPS arrangements generate one off value for developers. Both the City and the future residents will be forced to deal with challenges stemming from this arrangement indefinitely. City staff strongly urge the Province to remove this clause, or at least roll it back to some lesser amount to disincentivize a POPS arrangement over a public park.

- ***Request that Province remove 100% credit for POPS, or at least roll it back to a lesser amount to disincentivize developers providing a POPS over a public park***

4) SUPPORT PROPOSALS TO STREAMLINE NEIGHBOURHOOD INFILL AND INTENSIFICATION AROUND STATION AREAS

Neighbourhood Infill

The Province has proposed that three units be allowed on a lot as-of-right and parking rates are set at a maximum of one per dwellings. City staff are already working on permitting increased infill opportunities (e.g. up to 3 units) through the City's "*Increasing Housing Choices in Neighbourhoods*" study and parking rates for infill developments were reduced in line with these recommendations earlier this year. Moreover, Mississauga had already waived development charges for up to three units in its latest DC By-law.

City staff would suggest that the Province carefully consider the many barriers to residential infill in existing neighbourhoods. Specifically, construction costs for even modest residential infill units are expensive and mortgages are difficult to secure. From the City's work, it is estimated that a one bedroom/ one storey garden suite is \$250K, a two storey / two bedroom suite is \$425K and a garage conversion to a one bedroom unit is in the order of \$92K. A loan program, or way of making capital available to homeowners, could go a long way to more of these opportunities being realized.

The Province could also consider updating the Ontario Building Code (OBC) to require that all single and semi-detached units be constructed in a way that would allow for easy conversion into second suites.

- ***Province could consider some type of incentive program to help capitalize infill projects (e.g. grants or loans) in established neighbourhoods***
- ***Province could update OBC to ensure singles and towns are built in a way that would support retrofitting for second units***

Intensification around Stations

The Province has proposed "as-of-right" zoning in all MTSA's and is requiring zoning by-laws be updated within a year (reduced from three years). City staff will work to ensure these provincial deadlines are met, although would suggest to the Province that 18 months is a more realistic timeline. While updated zoning is important, staff do not expect that updating our zoning by-law will lead to a major increase in development. For twenty years, the City has pre-zoned its Downtown Core for unlimited heights and densities and while development remains steady, it is moderated by constraints around labour, materials, development phasing and other financial considerations.

Site Plan Exemptions and No Architectural and Landscape Details

The Province has proposed that residential development of up to 10 units be exempt from site plan control, except for land lease communities. Staff can work with the exemption however, this change could shift more of the review effort to the building permit stage. Staff are seeking clarification from the Province on whether or not city standards (e.g. storm water management, road requirements and design etc.) can be applied where a new development may be exempt.

Staff are extremely concerned by the removal of architectural and landscape details at site plan. Elimination of this takes away the City's ability to shape the public realm and would undermine the quality of places in our city. It is also proposed to remove consideration of sustainable designs. This will limit the ability for the City to implement the Green Development Standards that contribute to more efficient homes being built in Mississauga that will reduce utility bills and GHG emissions.

- *Request that Province restore urban design, sustainable design and landscape details at site plan stage*

5) RANGE OF IMPACTS STEMMING FROM MAJOR CHANGES TO PLANNING AND APPEALS PROCESSES, INCLUDING MANY PLANNING POWERS BEING UPLOADED TO PROVINCE

Regional Planning Powers

The Province has proposed to take on many new planning powers, with regional municipalities proposed to be completely removed from the planning process. A key outcome of these changes and this centralization of powers is that the Province could soon be the City's approval authority. Meaning it would be the Province that would sign off on the City's Official Plan and associated amendments rather than the Region of Peel and that the Province could redline and change the plans as they saw fit without consultation.

It is hard to gauge the impact this will have on the process. However, if it does aim to speed things up, the Province will need to build up significant expertise in municipal land use planning otherwise it is likely a bottleneck will occur.

Given the Bill downloads many responsibilities onto the City of Mississauga from the Region of Peel (and later in the report the Conservation Authorities), there could be significant staffing impacts and the need for the City to establish new areas of expertise.

Limiting Third Party Appeals

The Province has proposed to limit third party appeals. City staff consider that limiting third party appeals for developers will significantly speed up the planning processes. Currently, the City's entire Official Plan (OP) can be appealed. In the past these broad OP appeals have taken near a decade to resolve. A similar appeals process can then unfold around site specific appeals. The collective outcome of this is a lack of certainty around the City's planning framework and increased speculation on land. However, this limit on appeals also extends to the community, who may wish to have the opportunity to participate more fully in the planning process.

Awarding Costs

Staff are however, concerned about the proposal for the OLT to more routinely award costs against a losing party. When coupled Bill 109 that requires a municipality to provide a decision in a very short space of time (or otherwise have to refund fees), a municipality could get caught in a position where it has to refuse an application because some major issue has not been resolved on the site and could later be punished by having costs awarded against them. City staff consider that the OLT's current process where costs are only awarded where there is a genuine attempt to obstruct a matter should continue, and costs should be rarely awarded.

- ***Request that Province maintain existing OLT process where costs are rarely awarded***

Changes to Provincial Plans

The merging of the PPS and Growth Plan has also been proposed, yet limited details have been provided. The Growth Plan sets out the Greater Golden Horseshoe's urban structure (e.g. Urban Growth Centres served by transit etc.), and its growth forecasts are fundamental to good infrastructure planning. While no details are released, it is suggested that at the very least these aspects be maintained. Any changes to this document should occur in consultation with municipalities.

City staff are supportive of adding urban river valleys to the Greenbelt and already protect these lands. It is submitted that only lands be added to the Greenbelt and not subtracted.

- ***Request that Province:***
 - ***Consult municipalities as provincial plans are updated***
 - ***GGH urban structure of Urban Growth Centres and Major Transit Station Areas is maintained***
 - ***Growth forecasts are maintained for infrastructure planning***
 - ***Not change Greenbelt boundaries, aside from adding lands***

6) ELIMINATION AND REDUCTION OF MUNICIPAL TOOLS THAT FURTHER THREATEN AFFORDABLE HOUSING

Inclusionary Zoning (IZ)

Definition, Set-aside Rate Cap, and Affordability Term Cap

Currently housing affordability is defined in terms of annual income spent on housing costs e.g. no more than 30%. The Province is proposing a shift to a market-based definition of affordability that can be set at no lower than 80% of resale prices for IZ ownership units and no more than 80% of average market rent for IZ rental units. While it is unclear which data sources the Province will use to set these "average" rates, it appears that the only segment of the population that could afford an IZ ownership unit are those at the top end of the moderate-income band – that is, households earning \$95,000 per year or more⁵ - pricing out the vast majority of Mississauga's essential workforce.

The Province has also proposed an IZ set-aside rate cap of 5% of units / residential gross floor area. Mississauga's adopted IZ provisions require a rate ranging from 5% to 10% after an initial phase-in period. The rates are consistent with the results of the provincially mandated market

⁵ Based on Toronto Region Real Estate Board (TRREB) data from Q3, 2022.

feasibility analysis. City staff do not support the 5% maximum as it will result in a minimum of 40% less affordable units than anticipated by the City's current IZ provisions. City staff request that the 5% cap be revised to 10% to help increase the supply of affordable units. In addition, with the DC, parkland, and CBC exemptions proposed for all IZ units, the feasibility of development is increased and therefore developments can absorb higher set-aside rates.

The Province is proposing a maximum affordability period of 25 years for IZ units. The City's current IZ provisions require that in condominium projects and IZ rental units are to remain affordable for a minimum of 25 years (plus a 5-year phase out) and IZ ownership units are to remain affordable for a minimum of 99 years. The City is exempting purpose-built rental projects from IZ. The rental affordability term was intentionally set shorter than the ownership affordability term to encourage / incentivize delivery of IZ rental units in condominium projects. Since the developer does not retain ownership of affordable ownership units, development feasibility is not impacted by the affordability term for IZ ownership units. Staff do not support the proposed maximum affordability period because it will cause ownership units to be lost from the IZ inventory sooner than necessary, and the proposed maximum term will have no impact on development feasibility / housing supply.

Overall, the collective impact of these proposed changes undermine the ability of this policy tool to work as intended and deliver affordable housing. The changes also reduce the efficiency of administering the IZ program. Staff urge the Province to reconsider the proposed changes to the IZ regulations, to ensure that IZ can have a meaningful impact in communities.

- ***Request that Province increase IZ set-aside rate cap to 10%***
- ***Request that Province extend the affordability for "ownership" units to 99 years; this will have no impact on developers but will allow for more sustainable affordable housing supply***
- ***Request Province maintain the income-based definition of affordable housing as per the Provincial Policy Statement***

Rental Protection By-law

Rental protection by-laws help to ensure that affordable rental supply continues to remain in areas designated for intensification and to mitigate unintended consequences of growth. Retaining affordable rental housing is critical to supporting our workforce needs and businesses. It is suggested to the Province that the power for municipalities to develop rental protection by-laws be maintained. Additional considerations could be made to tailor rental protection to local markets.

The City of Mississauga has taken a flexible approach to implementing this tool recognizing the need to enable property owners to upgrade and make more efficient use of existing rental properties. For example, the by-law requires that affordable rental units be replaced by same unit types by bedroom, rather than floor areas, at similar, not the same rents. A recent proposal

was approved in Mississauga wherein the property owner was able to increase the number of rental units from 8 to 15 units. The approval process is short and typically delegated to staff.

- ***Request that Province maintain the City's ability to protect rental housing stock***

7) SIGNIFICANT IMPACTS ON ONTARIO'S HERITAGE, NATURAL ENVIRONMENT AND ABILITY TO MITIGATE AND ADAPT TO A CHANGING CLIMATE

Heritage

The proposed changes to the *Heritage Act* create a two-year limit to review all properties on the heritage register and designate properties. Only properties currently on heritage registers can be designated. All designated properties and heritage conservation districts are to meet two out of three criteria for designation and there is a new process for repealing designations. Some of these proposed processes are to be established in forthcoming regulations.

These proposed changes to the *Heritage Act* will create a large amount of work for the City's heritage community, including the Heritage Advisory Committee and Heritage Planning staff, with potentially little reward. Rather than the City carefully considering heritage attributes through a development application processes as they arise, the City will be required to go through a process of reviewing and potentially designating 1,000 listed properties (not designated properties) on the City's register.

These efforts will take time, have staffing implications, and potentially create a substantial number of appeals at the OLT. Staff are concerned they could hold up development rather than allow it to move forward more quickly.

- ***Province could reconsider the benefits of heritage review process, as most likely it will slow down development***

Conservation Authorities

Proposed changes to the *Conservation Authority Act* aim to streamline approvals by only permitting the Conservation Authorities (CAs) to focus on natural hazards impacts on people and their property, as opposed to protecting the Natural Heritage System as a whole. This could allow new developments to be built on lands that should be or were once protected.

Additionally, it is proposed that municipalities would exercise sole approval when a development application is filed, which may include decision making over hazard lands. The City relies heavily on the CAs for their technical review and analysis for both natural hazards as well as natural heritage. The City has excellent working relationships with Credit Valley Conservation (CVC), Toronto Region Conservation Authority and Conservation Halton. All have an excellent track record of delivering their expert technical advice in a timely manner.

Presently, the City does not have the expertise to take on these expanded responsibilities. The City will need to hire new staff in order to fill the current role of CAs and build up this knowledge base. Again, this will take time and will more likely slow down the process than speed it up.

Request that Province reconsider the benefits of limiting CA's powers to comment on natural heritage, as the City will be solely responsible to review such matters, and in the short term processes will be slowed down as new staff are hired and expertise is established

Natural Heritage System

The proposed changes to the *Conservation Authority Act* move Ontario from a holistic approach to protection of the environmental and social ecological values of a watershed to one focused on the protection of people and property against natural hazards. By framing the issue this way, Ontario could stand to lose the natural functions provided by its natural heritage system (e.g.: filtering air and water, mitigating flooding and erosion, storing carbon, providing habitat for fish and wildlife, and providing a wide range of recreation and tourism opportunities) in exchange for conventional infrastructure.

This change in approach creates a one-off financial benefit for developers. All of whom would have probably purchased newly approved land cheaply, because it would have likely been considered a flood plain with high erosion potential. Yet if this land is developed, these natural hazard burdens will be transferred to unit owners and municipalities.

Negative outcomes could be more pronounced if other measures proposed in this Bill result in the City's natural heritage system being reduced in size and as society at large works to adapt to a changing climate.

Wetlands

Proposed changes to the Ontario Wetland Evaluation System (OWES) alter the way that wetlands are identified and evaluated. The proposed changes would remove the concept of wetland complexes, which will make it more difficult for small wetlands (<2ha in size) to be included and evaluated under the system. Given that wetlands comprise only about 0.9% of the city's land base and many are small and exist in a mosaic of smaller habitats, the identification

and protection of small wetlands is essential to maintaining biodiversity and ecosystem function at a local and landscape scale.

The proposed changes to the OWES will also allow for wetland boundaries to be re-defined *after* they have been evaluated and accepted; which could lead to a situation where unauthorized/unpermitted changes to wetlands have led to a reduction in their size or loss over time to facilitate more growth in areas that would have been otherwise protected.

Ecological Offsetting Policy

Furthermore, the Province is consulting on a newly proposed "Ecological Offsetting" policy. Staff are concerned such a policy could result in Mississauga's natural heritage features and functions, that would otherwise be protected in-situ, being proposed for removal and replaced elsewhere, including outside of the city, region and/or watershed.

Staff are concerned that this proposal could lead to a steady reduction in the amount of natural space covered by the City's Natural Heritage System, weakening the entire system, with no mechanism to require that suitable compensation be provided within the city and/or assurances that an equal asset is provided elsewhere.

- ***Request that Province maintain existing wetland protections, the benefits of developing on wetlands do not outweigh the potential environmental outcomes.***
- ***Not adopt a Provincial ecological off-setting policy. Technical ecological advice on offsetting should be provided in local context by the Conservation Authorities and the City, as appropriate.***

Financial Impact

The changes identified in the proposed Bill 23 will have significant financial impact for the City. The full cost and administrative burden cannot be determined without additional details that will be found in the regulations, when these are released. The following analysis is based on currently available details.

Impact on Development Charges

It is estimated that the Bill could cost the City up to \$325M over a ten-year period. The potential ten-year DC revenue loss is shown as follows.

| | 2023 - 2032 |
|--|------------------------|
| Forecasted DC Revenue ¹ | \$1,135,000,000 |
| Less: Lost DC Revenue² | (\$325,000,000) |
| Net Forecasted DC Revenue | \$810,000,000 |

1. *Forecasted DC Revenue is based on the development forecast contained in the 2022 Development Charges Background Study.*
2. *Lost DC Revenue based on: Mandatory retroactive phase-in, removing land and studies as DC eligible cost, 15-year service level calculation, estimated DC discount on for-profit rental units, and the requirement to update the DC by-law upon its expiry in 2027.*

It should be noted that there will be future financial losses stemming from Bill 23 that cannot be quantified at the time of writing of this report. The City requires full details, including Regulations and Bulletins, to be released by the Province to completely understand the financial impact. Of particular concern is the DC exemption for “Attainable Housing” which is currently only defined as not affordable nor rental units.

Impact on Cash-in-Lieu of Parkland

Based on the proposals that are currently defined by the Province through Bill 23, the potential CIL Parkland revenue loss is shown as follows.

| | 2023 - 2032 |
|--|---------------------------------------|
| Forecasted CIL Parkland Revenue ¹ | \$700,000,000 |
| Less: Lost CIL Parkland Revenue² | \$490,000,000 to \$560,000,000 |
| Net Forecasted CIL Parkland Revenue | \$140,000,000 to \$210,000,000 |

1. *Forecasted CIL Parkland Revenue is based on the 2022 Parkland Conveyance By-law Update Report.*
2. *Lost CIL Parkland Revenue is based on preliminary estimates prepared by Hemson Consulting Ltd. based on available data.*

Some changes to parkland dedication cannot be quantified in dollar values. For example, developers would be able to choose the location of their parkland dedication. This is of particular concern as the City may end up with remnant parcels of land or “slivers” of land that would be unsuitable for park amenities. As well, the City must accept encumbered and privately owned public space (POPS) as parkland dedication.

All of these proposed changes will create significant budget pressures. These discounts will either need to be made up by reducing service levels or increasing property taxes and charges. Transferring the burden from developers to new unit owners and taxpayers, all of which will undermine affordability in Mississauga on the whole.

Conclusion

Mississauga has demonstrated a strong commitment to support provincial aims to create more housing, a greater mix of housing and efforts to make home ownership and renting more affordable. The City further supports the government’s commitment to reduce red tape and make it easier to live and do business in Ontario. However, staff’s assessment is that Bill 23 is overly focused on blanket fee reductions that would apply for market rate developments with no guarantee that savings will be passed on to renters and homebuyers.

A fundamental concern that staff have with the proposed Bill is that it fails to recognize the complexity of getting a development off the ground. Staff are supportive of provincial efforts to streamline processes and ensure zoning is up to date etc., but these measures address one part of the process. Developers are dealing with all manner of costs and constraints – including labour, construction costs, rising interest rates, financing, development phasing and so on. Without addressing these matters, it is unlikely that the Bill will result in the increased level of development that is being anticipated.

With so much on the line – the potential impacts on the natural environment, community infrastructure, parks, transit, affordable housing and the quality of our urban environments – the Province should slow down and reflect on the collective impact of these changes. Taking the time to consult with a broader range of stakeholders in meaningful ways could help achieve a more balanced and strategic plan for housing that meets the needs of Ontarians.

Attachments

Appendix 1: Detailed Comments to Province

Appendix 2: List of All ERO and Related Postings



Andrew Whitemore, M.U.R.P., Commissioner of Planning & Building

Prepared by: Katherine Morton, Manager, City Planning Strategies,
Planning Strategies and Data

Table 1 – Changes to City of Toronto Act, 2006 and Municipal Act, 2001 - Rental Protection

Provincial Comments Period closes on November 24, 2022 (ORR: 22-MMAH017)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|--|
| <p>Rental Replacement</p> <p>Minister given the authority to make regulations imposing limits and conditions on the powers of a local municipality to prohibit and regulate the demolition and conversion of residential rental properties.</p> | <ul style="list-style-type: none"> • Could diminish ability to protect rental housing. The possible outcomes could be anything from reducing the conditions Mississauga can make on the Sec. 99 permit to eliminating Mississauga’s ability to regulate rental demolition or conversions at all. • Mississauga currently uses a flexible approach to protect rental supply while still encourage reinvestment in existing rental stock. It does not impact the tenant provisions of the Residential Tenancies Act (RTA). | <ul style="list-style-type: none"> • Staff are seeking clarification on the extent of Minister’s authority. • Staff would support approaches to rental protection that allow landowners to reinvest in the stock while protecting the existing (more affordable) supply. One example of flexibility is how Mississauga regulates the number of bedrooms but not unit sizes (GFAs). Financial offsets, provincial/federal tax credits and other innovative solutions should be explored. • Staff would welcome participation in any working groups before regulations are enacted. |

Table 2 – Changes to Conservation Authorities Act, 1990

Provincial Comment Period closes on November 24, 2022 (ERO: 019-6141) and December 30, 2022 (ERO: 019-2927)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|---|
| <p>Cannot Comment on Applications</p> <p>Conservation Authorities cannot provide services related to reviewing and commenting on proposals and planning and</p> | <ul style="list-style-type: none"> • Conservation Authorities act as technical advisors to the municipality on matters of natural heritage protection. Without their expertise, the municipality will have to grow this capacity on its team to address these matters. • Furthermore, an individual municipality lacks the expertise to inform development decisions that may have cross-jurisdictional concerns (e.g. risk of | <ul style="list-style-type: none"> • Staff suggest the Province reconsider the proposed changes to enable Conservation Authorities to continue providing their essential review services to municipalities. Municipalities currently lack expertise and it would take time to grow these services, potentially leading to approval delays. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|---|
| <p>development related applications.</p> <p>Minister can direct Conservation Authorities not to change the fees it charges for a program or service for a specified period of time.</p> | <p>flooding and water quality decisions upstream impact other municipalities downstream). Conservation Authorities can address these concerns through a watershed-based approach, which is important for Mississauga’s downstream and lake-fronting location.</p> | <ul style="list-style-type: none"> • A holistic approach of protecting our natural heritage systems and the public from natural hazards is important for residents, businesses and municipalities to be able to withstand and adapt to more extreme weather events because of climate change. |
| <p>Removing the Consideration of Control of Pollution and Conservation of Land</p> <p>Removing factors of pollution and conservation of land, and adding a new factor, namely, the control of unstable soil or bedrock when Conservation Authorities are making decisions.</p> | <ul style="list-style-type: none"> • The removal of <i>pollution</i> and <i>conservation of land</i> from the oversight of the Conservation Authority would create a large gap in how matters are addressed through the planning process. It could lead to development that may pollute the natural heritage system (including aquatic habitat, watercourses and Lake Ontario), and allow for development inside natural features that would otherwise be protected from incompatible uses. These features form the backbone of Mississauga’s natural heritage system (e.g. valleylands) and provide critical ecosystem functions. | <ul style="list-style-type: none"> • Staff recommend that the Province reconsider further scoping the oversight of the Conservation Authority to exclude pollution and conservation of land in order to retain the robust environmental protections that are required to ensure a healthy and resilient natural heritage system. • A holistic approach of protecting the natural heritage systems and the public from Natural Hazards is critical for residents, businesses and municipalities to be able to withstand and adapt to more extreme weather events due to climate change. • If existing controls are removed flood prone areas are subject to greater levels of development, then the Province could consider an environmental justice and equity lens. For example, homeowners may struggle to obtain appropriate home insurance for flooding or won’t be able to afford the costs. Impacts could also be significant for renters. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--|
| <p>Obligations Regarding Land Disposition</p> <p>The disposition of certain land requires the Conservation Authority to provide a notice of the proposed disposition to the Minister (rather than obtaining the Minister’s approval).</p> <p>Conservation Authorities to conduct public consultation before disposing of certain lands and the notice of public consultation must include description of the type of land, proposed date of disposition and proposed future use of the lands, if known.</p> <p>The Minister would be allowed to impose terms and conditions on an approval given with respect to a project that involved money granted by the Minister under section 39.</p> | <ul style="list-style-type: none"> It is unclear what criteria would be established in order to determine land disposition. Given the reduction in scope of the Conservation Authorities to matters other than flooding and erosion, other areas that are currently owned for conservation purposes that play important ecological roles (i.e. wetlands, significant natural areas, habitat of endangered and threatened species etc.) may be proposed for future housing. | <ul style="list-style-type: none"> Conservation Authority lands that are critical to securing ecosystem services should be maintained for conservation. Staff recommend that the Province remove this proposed amendment and prioritize the long term impacts on the environment. Should the amendment proceed, clear criteria should be developed that exclude lands that support conservation purposes from the disposition process. |
| <p>Development for Which a Minister’s Order is Issued</p> <p>Conservation Authorities required to issue a permission</p> | <ul style="list-style-type: none"> The oversight provided by the Conservation Authority permit process provides an important level of protection for critical ecosystem features such as wetlands and watercourses. Depending on the intent of the MZO or Planning Act approval, if | <ul style="list-style-type: none"> Staff recommend that the Province reconsider the approach to development in this case to enable greater oversight in natural heritage protection. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--------------------------|
| or permit where an order has been made under section 47 of the Planning Act (MZO) also apply to orders made under section 34.1 of the Planning Act (Minister's order at request of municipality). | environmental protection is not at the forefront it could result in the loss of portions of Mississauga's Natural Heritage and associated ecological functions. | |

Table 3 – Changes to Development Charges Act, 1997

Provincial Comment Period closes on November 24, 2022 (ERO: 019-6172)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|--|
| <p>Mandatory and Retroactive Phase-in of DC Rates for any DC By-law Passed on or After June 1, 2022</p> <p>Reduction in the maximum DC that could otherwise be charged for the first four years a DC by-law is in force. Any DC imposed during the first, second, third and fourth years that the DC by-law is in force could be no more than 80, 85, 90 and 95 per cent, respectively, of the maximum DC that could have otherwise been charged.</p> | <ul style="list-style-type: none"> • This would have an immediate detrimental financial impact to the City. Focusing solely on this proposal alone, the revenue loss to the City would be over \$56 million over a four-year period. • The lost DC revenue would impact the City in various ways; if the capital project were to go forward in the time frame as planned, there would be property tax increase implications. Should property tax rate increases not be viable, the timing of the delivery of service could be delayed. As a worst case scenario, the lack of DC funding could make a project completely unviable and the City may experience declines in its service levels. • This proposal impacts the City unfairly, given that the City's DC by-law was passed only 21 days after the retroactive date the Province has chosen. It is | <ul style="list-style-type: none"> • Generally speaking, City staff are supportive of proposals contained in Bill 23 that would affect meaningful change to the overall affordability and supply of housing. City staff are of the view that the retroactive and mandatory phase-in does not achieve the Province's stated goal. • City staff are unclear why the blanket reduction also applies to the non-residential sector. It is unclear how this would help support affordable housing. • Request to the Province: • Remove the application of the mandatory retroactive phase-in of DC rates to the non-residential DCs. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|---|
| <p>Reductions are applicable to new DC by-laws imposed on or after June 1, 2022.</p> | <p>noted that municipalities that passed their DC by-law one day before the June 1, 2022 date are not impacted by this proposal. As such, the date seems fairly arbitrary.</p> | <ul style="list-style-type: none"> • Continue to allow municipalities to set their own policies on phasing-in rate increases and not include any mandatory discounts in the DCA. • Alternative Suggestions: • Any mandatory phase-in provisions included in the DCA should only apply to DC by-laws passed after Royal Asset of the Bill. • A mandatory phase-in only applies if the proposed DC rate increase is greater than 20%. • The phase-in period be reduced from 4 years to 2 years. |
| <p>Changes to Eligible DC Costs</p> <p>New regulation authority to prescribe services where land costs will not be an eligible capital costs.</p> <p>Studies would no longer be an eligible capital cost.</p> <p>Removal of Housing from the list of eligible DC services.</p> | <ul style="list-style-type: none"> • The potential revenue loss stemming from removing land as an eligible cost would be approximately \$34 million on an annual basis. • Without land, or the funding to purchase land, the project itself would become unviable or unfunded. • This is an area of significant concern for City staff. • The potential revenue loss stemming from removing studies as an eligible capital cost would be \$800,000 on an annual basis. • The Region is the Housing Service Manager and therefore would be impacted if Housing was removed from the list of eligible DC services. The Region's 2020 DC study projected \$200M over the next ten years for critical affordable housing initiatives such as the housing master plan. The change to the DC Act puts projects in Mississauga such as East Avenue, Brightwater, and others at risk. | <ul style="list-style-type: none"> • Land plays an integral part in the delivery of City services to its residents – whether it be the land for a library, community centre or arena, fire station, transit facility or land for the road network. • Again, City staff are concerned that the removal of land as an eligible capital cost is punitive and serves only to reduce the City's revenues. • Request to the Province: • Not remove or limit eligibility of “costs to acquire land” for DC collection. • Studies play an integral part on how the City plans for future infrastructure and service delivery to its future residents. Restore studies as an eligible capital cost • Restore Housing as eligible DC service |
| <p>Discounts for Purpose Built Rental Units</p> | <ul style="list-style-type: none"> • The potential revenue loss stemming from this change alone would be roughly \$850,000 on an annual basis. | <ul style="list-style-type: none"> • Staff are supportive of these changes as it could provide an incentive to build purpose built rental units, particularly larger units. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|---|
| <p>Discounts are as follows: -25% for 3+ bedrooms -20% for 2 bedrooms -15% for bachelor & 1 bedroom</p> | <ul style="list-style-type: none"> This proposed discount would be in addition to the statutory deferral of the DCs over a six-year period, stemming from the change to the DC Act that came into effect on January 1, 2020. | <ul style="list-style-type: none"> It is suggested the province consider using grants such as the Housing Accelerator Fund to offset lost revenue. |
| <p>Change to the Historic Service Level Calculation</p> <p>Historical service level for DC eligible capital costs (except transit) extended from 10 to 15 years.</p> | <ul style="list-style-type: none"> This particular proposal, again, seems arbitrary and affects each municipality differently The preliminary high level sensitivity analysis performed by City staff shows an overall neutral effect on the DC rates, with the exception of Fire Services where the City has utilized non-DC funding sources to increase its service levels and this proposal would see a decrease to the Fire DC rates. | <ul style="list-style-type: none"> Because this proposal seems fairly arbitrary and seemingly has the desired effect to lower DC rates and overall revenues to municipalities, it is an undesirable change. However, given the gamut of proposed changes of Bill 23, City staff have an overall neutral position to this particular change. |
| <p>Cap on the Interest Charged by Municipalities</p> <p>The proposed amendment would cap the interest to prime rate plus 1 percent on rental and prescribed institutional developments. This also applies to the rates frozen at the time of application.</p> | <ul style="list-style-type: none"> The City and Region currently have a Council approved policy which levies an interest rate of 5.5%. Subsequently, Council approved a policy that set the interest rate at 0% for rental housing developments. By prescribing the maximum interest rate to the prime lending rate would more closely align with borrowing rates should the City need to debt finance growth-related capital projects. | <ul style="list-style-type: none"> City staff have a neutral position towards this particular change in the legislation. |
| <p>Requirement to Spend or Allocate 60% of DC reserve funds</p> <p>Beginning in 2023, municipalities will be required to spend or allocate at least</p> | <ul style="list-style-type: none"> The City has plans to utilize the Roads DC reserve fund balance through the City's long-term financial planning and annual budgeting exercises. Depending on how stringent the Province is on their definition of "allocate", this requirement may make it difficult to plan for larger capital projects, | <ul style="list-style-type: none"> City staff have an overall neutral position towards this particular change in the legislation. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|--|
| 60% of the monies in a reserve fund for priority services (water, waste water, distribution and treatment of services, and roads). | and the ability to change the capital forecast annually. | |
| Expiration of DC By-law Changing the DC by-law expiration from 5 to 10 years. DCs can still be updated anytime before the 10 year period. | <ul style="list-style-type: none"> This proposal seems fairly arbitrary and seemingly has the desired effect to stagnate the DC rates for a period of ten years. | <ul style="list-style-type: none"> Given that it is not a mandated ten year shelf life of the DC by-law, City staff have an overall neutral position towards this particular change in the legislation. |
| Exemptions from DCs for: <ul style="list-style-type: none"> > 1 unit or 1% of existing units in an existing purpose-built rental building Residential intensification (additional dwelling unit and ancillary units) | <ul style="list-style-type: none"> The potential financial impacts would be nominal, given the changes made to the Regulations in 2020 which exempt additional dwelling units that are within or ancillary to a primary unit. | <ul style="list-style-type: none"> City staff are general supportive of financial relief to units supporting gentle densification. |
| Exemptions from DCs for: <ul style="list-style-type: none"> Non-profit housing | <ul style="list-style-type: none"> Many municipalities provide a grant-in-lieu of fees and charges to true non-profit housing providers. The potential financial impact would be nominal. | <ul style="list-style-type: none"> Staff support fee exemptions (DCs, CBC, Parkland Dedication) for non-profit housing developments. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|--|
| <p>Full Exemptions from DCs, CBCs and Parkland Dedication</p> <p>Full exemptions from DC charges for affordable units; attainable units; and inclusionary zoning units. Affordable housing generally defined as being priced at no greater than 80% of the average resale price or average rent in the year a unit is sold or rented.</p> <p>Future regulations will give definition for “attainable housing units”</p> | <ul style="list-style-type: none"> • The City has already passed a by-law with respect to DC grants for Affordable Rental Housing, but it differs from the proposal in a few ways: <ul style="list-style-type: none"> ○ The grant would only be available to non-profit rental housing units ○ Only the City’s portion of DCs would be eligible for a grant ○ The value of the grant would be determined based on the proposed rents relative to AMR where rents up to 100% AMR would be eligible for up to a 100% grant and rents up to 125% AMR would be eligible for up to a 50% grant • The proposed changes are likely to support the creation of more housing units and increase supply, but is unlikely to have a true impact on creating (and preserving) affordable housing units. | <ul style="list-style-type: none"> • More information is requested to understand how “average resale price” and “average market rent” be set. Will the Province be setting these rates on an annual basis? Will this be done on a municipality-by-municipality basis and by unit type? • Additional details regarding the information that will be included in the MMAH bulletin supporting determination of eligibility for exemptions is required to understand implementation and impacts. • Further clarification is required for the definition(s) of “attainable housing units” and/or “development designated through regulation” to understand the magnitude and scope of DC fee exemptions. • Staff support the requirement to enter into an agreement registered on title, to secure the exemptions. However, it’s preferable to see an arrangement where the DCs are paid in full by the developer, then refunded to the purchaser, much like existing programs for first-time homebuyer tax rebates – this would help ensure that the cost savings are in fact passed on to the homebuyer. |

Table 4 – Changes to Ontario Heritage Act

Provincial Comment Period closes on November 24, 2022 (ERO: 019-6196)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|---|--|
| <p>Listing of Properties on Municipal Heritage Register</p> <p>New requirements aimed to focus the use of the heritage register listing process with new threshold test (to meet certain prescribed criteria for cultural heritage value or interest) for listing a property.</p> | <ul style="list-style-type: none"> Increasing the threshold for designated properties from one to two criteria will have an impact on how Mississauga recognizes the heritage on equity-seeking groups. Many of the structures which play a foundational role in the community lack architectural value and are plain but have a significant importance and story behind them. | <ul style="list-style-type: none"> Changing the threshold of designating properties from one to two criteria will limit the City's ability to recognize the heritage of equity seeking groups. Many equity seeking communities solidified themselves in buildings and locations which hold significant associative value to the community, but little architectural or design value. As such, the heritage of these communities would be undervalued against the heritage of more established and better documented communities. The Province could consider options and expanding the criteria to directly engage with equity-seeking communities and ensure that heritage is approached in an equitable manner. |
| <p>Time Limits and De-listing of Properties</p> <p>Requirement to review the heritage register and make decisions whether listed properties will be designated, and if not, the properties will be removed from the register.</p> <p>If a municipality fails to take action in two years from the date the property is listed to initiate the designation</p> | <ul style="list-style-type: none"> Significant impact to the City's heritage resources by limiting the time a property can be listed on the register. Listing a property on the register gives Mississauga time to consider its heritage value and allow for other means of conserving and interpreting its heritage and history aside from protection through designation. | <ul style="list-style-type: none"> This change will limit the City's ability to explore options of interpretation and commemoration outside of the standard designation process, making the heritage process less flexible and potentially cause more challenges to development. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--------------------------|
| <p>process, then it will be required to remove the property.</p> <p>If a property is removed from the register as a result of a municipality's non-action, they would be prohibited from listing that property again for a period of five years.</p> | | |
| <p>Freeze on Designation Process</p> <p>The designation process would "freeze" once a prescribed event occurs (e.g. likely to include submission of some or most development applications)</p> <p>Municipalities would not be permitted to issue a notice of intention to designate a property unless the property is already on the register when the current 90 day requirement for applications is triggered.</p> | <ul style="list-style-type: none"> The City would not be able to add properties to the heritage register when 'prescribed event' occurs. This places the onus on the City to be proactive in maintaining the heritage register and anticipating when a property may come up for development. | |
| <p>Heritage Conservation Districts</p> <p>New proposed process to allow for heritage conservation district plans to be amended or repealed.</p> | <ul style="list-style-type: none"> Minimal impact to the City as this is already the process used when establishing and amending Heritage Conservation Districts. | |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|------------------------|--------------------------|
| <p>Requirement for municipalities to first undertake a study of the area to ascertain the heritage it seeks to protect, establish the district via by-law, adopt a heritage conservation district plan, and the plan would have to explain how the cultural heritage value or interest of the district meets new prescribed criteria.</p> | | |

Table 5 – Changes to the Ontario Land Tribunal (OLT) Act, 2021

Provincial Comment Period closes on November 25, 2022 (ORR: 22-MAG011)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--------------------------|
| <p>Dismissal of Appeals</p> <p>Proposed changes to expand OLT’s authority to dismiss proceedings without a hearing on the basis of undue delay or the OLT is of the opinion that a party has failed to comply with an OLT order.</p> | <ul style="list-style-type: none"> Generally, improvements to the OLT are welcomed however, the proposed changes will impact public participation and reduce municipalities' ability to serve the public interest. | |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|---|--|
| <p>Cost Awards</p> <p>Proposed changes to increase powers for the OLT to order an unsuccessful party to pay a successful party's costs.</p> | <ul style="list-style-type: none"> There may be instances where the unsuccessful party is a municipality and will have to pay the awarded costs. This greatly burdens municipalities and existing taxpayers, as well as, widens the gap for financial implications and budgetary shortfalls. | <ul style="list-style-type: none"> Staff recommend the OLT maintain an approach where cost awards are rare, and recommend the Province exempt municipalities from having to pay costs if they are the unsuccessful party. |
| <p>Prioritizing Resolution of certain proceedings</p> <p>Proposed new powers for the Lieutenant Governor to make regulations setting standards with respect to timing of scheduling hearings and making decisions.</p> <p>The Minister can prescribe timelines that would apply specified steps taken by the OLT in specified classes of proceedings.</p> | <ul style="list-style-type: none"> Generally, improvements to the OLT are welcomed, however the proposed changes centralize powers that reduce public participation, transparency and accountability. | <ul style="list-style-type: none"> Staff recommend having written criteria for prioritizing hearings and making decisions. |

Table 6 – Changes to the Planning Act, 1990

Provincial Comment Period closes on November 24, 2022 (ERO: 019-6163, ERO: 019-6172)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|--|
| <p>Ministerial Amendment of Official Plan</p> <p>New powers for the Minister to make amendments to an official plan and the power to make amendments based on Minister’s opinion that the plan is likely to adversely affect a matter of provincial interest.</p> | <ul style="list-style-type: none"> Minister will be the approval authority for Mississauga’s OP but it is unclear how it will use this power e.g. (ad hoc in between MCR processes). Staff are concerned with the uncertainty around timelines and approval of each individual third party initiated Official Plan Amendment (OPA) This also erodes the public process and reduces opportunities for public input into the Official Plan when these amendments occur. | <ul style="list-style-type: none"> Seeking clarification on how new powers will be used and whether the Province will be approval authority for all amendments (e.g. even in instances where there are no conformity issues with provincial legislation) |
| <p>Third-Party Appeals</p> <p>Proposed changes will limit third party appeals and require that the prospective appellant be a specified person to qualify for appeal rights (e.g. limited to public bodies).</p> <p>The proposed limit on third-party appeal rights will be applied retroactively to appeals that have not had a hearing scheduled before October 25, 2022. changes would apply to all Planning Act decisions.</p> | <ul style="list-style-type: none"> Limits the rights of general public and participation in the appeals process. This means that city-initiated OPAs, would be approved by the province and cannot be appealed by the public, including landowners. See S. 17(24). Based on the transition policies, the OLT appeals received for existing projects could be dismissed unless there are new regulations specifying classes of appeals that may be exempt. | <ul style="list-style-type: none"> Staff consider that removing the ability for developers to appeal will significantly speed up and create greater certainty in the planning process. Developers still have an opportunity to apply for an Official Plan Amendment/ rezoning through site-specific development application. This limit on appeals extends to the community, who may wish to have the opportunity to participate in the appeals process. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|--|
| <p>Cap on Community Benefit Charges Contribution</p> <p>Introduction of a new cap on the total amount of a community benefit charge based on only the value of the land proposed for new development.</p> <p>Affordable housing units will be exempt and implemented by discounting the max CBC of 4% of land value by the floor area of the affordable units as a proportion of total building floor area.</p> | <ul style="list-style-type: none"> • Impacts to revenue and in turn, reduced benefits. • Impacts to community infrastructure and long term planning and implementation of new community services/facilities | <ul style="list-style-type: none"> • The original 4% proposal by the Province did not provide for a meaningful revenue source to municipalities in the first place. This proposal continues to erode this funding source. |
| <p>Site Plan Control Exemption</p> <p>Developments of up to 10 residential units will be exempt from site plan control and there are no transition provisions.</p> | <p>Cumulative impacts of site plan exemption to the City include removing the ability to:</p> <ul style="list-style-type: none"> • Acquire land dedications (e.g. road widenings, sight triangles, greenbelt/hazard lands) and easements (e.g. stormwater/servicing easements • Control access (e.g. access to main corridors), site circulation/design for vehicles and people, • Local improvements (e.g. sidewalks, multi-use trails) and lack of ability to collect cash-in-lieu of sidewalks or have developer build missing portion of sidewalk • Evaluate site servicing/capacity • Stormwater management controls, and potential loss of the proposed measures all together | <ul style="list-style-type: none"> • Staff are seeking clarification on whether applicants still have to use/comply with City Standards. This is very important for a number of issues, but particularly for municipal servicing, stormwater management requirements/control measures, private road design/naming, etc. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|------------------|--|--|
| | <ul style="list-style-type: none"> • Utility coordination and streetlighting improvement/relocation • SP Agreement to deal with design of required municipal works and/or to include other required conditions or clauses • Identify existing and proposed encroachments on City owned lands/ROWs, and identify need for encroachment, license, consent to enter agreements, etc. • Not being able to identify existing easements or other site restrictions/constraints (these can impact setback distances to proposed buildings, proposed building footprint location can be impacted) • Fencing and acoustic requirements • Limiting the application of green development standards is likely to result in inefficient homes being built – leading to increases in greenhouse gas emissions and high utility costs for residents. • This exemption will impact the City’s ability to manage smaller, sensitive infill redevelopment projects. It will result in the elimination of the Replacement Housing (Infill) Site Plan process in Wards 1, 2, 5 and 7. • This exemption would leave the City’s Natural Heritage System vulnerable to removal and non-mitigated impacts. Loss of ability to provide technical advice on appropriate mitigation, restoration and compensation related to the Natural Heritage System (NHS). | <ul style="list-style-type: none"> • This exemption could reduce the size and quality of the City’s natural heritage features which provide essential ecosystem services. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|---|
| <p>New Exclusions from Site Plan Control</p> <p>Matters of exterior design, landscape architecture, streetscape and sustainable design will be removed from site plan control (however, exterior access to building with affordable housing will still be reviewed).</p> | <p>Exterior Design</p> <ul style="list-style-type: none"> Removes ability to ensure durable materials and sustainable features are used, which leads to lower quality built form and long term maintenance issues. <p>Landscape Architecture / Sustainable Design</p> <ul style="list-style-type: none"> Removes ability to ensure compatibility with surrounding properties Removes ability to ensure linkages to surrounding infrastructure such as pedestrian access to transit Removes ability to incorporate sustainable design features such as low impact design, stormwater management, planting and appropriate green features and Green Development Standards Removes ability to incorporate resolving stormwater impact adapting to climate change <p>Streetscape</p> <ul style="list-style-type: none"> Removes municipal ability to obtain sidewalks, street trees and appropriate urban infrastructure required to create and sustain walkable, transit-oriented communities Removes an opportunity to coordinate utilities with city engineering requirements which will have financial impacts on cities: capital projects may be required to address to complete the public realm resulting from increased development activity | <ul style="list-style-type: none"> Staff recommend that that these matters should be retained in site plan control in order to achieve walkable, liveable and desirable communities. Seeking clarification on whether these matters are removed from site plan control for commercial, industrial and institutional uses. Limiting the application of Green Development Standards could result in inefficient homes being built – leading to increases in greenhouse gas emissions and higher utility costs for residents. |
| <p>Removal of Upper Tier Responsibilities and Approval</p> <p>Proposed changes will remove all upper tier municipalities</p> | <ul style="list-style-type: none"> The Region's Official Plan will no longer exist. This will be a loss of regional planning expertise on cross-jurisdictional matters, such as, health of natural systems that Mississauga is part of. | <ul style="list-style-type: none"> Seeking clarification on the extent of the Province's decision making (e.g. whether the Province will approve every individual amendment). |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--|
| <p>from the review and approval process for lower tier official plans, amendments and plans of subdivision.</p> <p>The Minister will become the new approval authority for all lower tier official plans and amendments. The Minister's decisions cannot be appealed.</p> | <ul style="list-style-type: none"> • Relevant parts of The Region's Official Plan will be deemed to be part of Mississauga's Official Plan. Staff and Council will have to make decisions regarding what parts of the Region's recently approved OP must be integrated directly into Mississauga's OP, what needs to be revised, how to eliminate redundancies and any conflicts and what parts to rescind. This will require significant time and resources. It is out of scope of the current Official Plan Review (OPR) process. • As approval authority for the City's new Official Plan, the Province will be able to directly modify Council-approved Official Plan policies. Additionally, the Minister will now be able to modify any Official Plan policy at any time when the Minister considers it to be likely to adversely affect a matter of provincial interest. This appears to be similar to MZOs, but for Official Plan policy instead of zoning by-laws. • Employment Conversion authority will be brought back to the City. • The Region's OP has extensive environmental policy and mapping which will become the City's responsibility to administer and update as it pertains to Mississauga. Consequently, additional staff expertise and resources may be required. • Some of Region's map schedules will have to be integrated into the City's new OP. • City will now be responsible to make decisions on Smart Centre requested Employment Land conversions and the Heartland land use study. | <ul style="list-style-type: none"> • Seeking clarification on the transition, process and timeline to integrate and repeal Regional OP policies into Mississauga's OP. • Clarification on conformity requirements, as there will not be an upper tier official plan (e.g. lower tier has one year to conform with upper tier plan). • Seeking clarification on matters pertaining to conflicts between the Region's OP and Mississauga's OP amidst the local OP and OPAs getting approved e.g. which policies will prevail. • If lower tier municipalities will be responsible for employment and population forecasting, while the Region will be the infrastructure provider, what will be the roles and relationship between the upper and lower tier municipalities? |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|--|--|
| | <ul style="list-style-type: none"> City will need to determine how much of the Official Plan Review (OPR) should progress in light of Bill 23 (including elimination of Regional planning authority), which could still change and has an undetermined in-force date. It is likely prudent to delay the OPR Policy Bundle 3 release to address the Bill 23 changes and pending changes to the Provincial Policy Statement and Growth Plan that the Province has indicated is coming. It appears that the 1 year time requirement for the City to update its Official Plan to conform to the Region's Official Plan no longer applies, as the Region's Official Plan will no longer exist but will be deemed to form part of Mississauga's Official Plan, where applicable. | |
| <p>Increased Gentle Intensification</p> <p>Proposed as of right permissions will allow up to three residential units permitted on the lot of a detached house, semi-detached house and rowhouses, with no minimum unit size.</p> <p>New units will be exempt from DC, Community Benefit Charge and parkland requirements.</p> | <ul style="list-style-type: none"> The City's Official Plan (as well as Official Plan Review draft policies) and Zoning by-laws will have to be revised to address this. This proposed change is in alignment with preliminary direction in Mississauga's <i>Increasing Housing Choices in Neighbourhoods</i> Study (IHCN) and the Official Plan Review (OPR). Currently, the City's Zoning By-law requires 1.25 spaces per unit in a duplex or triplex. This will need to be revised. As per design work from the consultants on the IHCN project, staff are considering a maximum of 0.66 spaces/unit in a triplex (this would permit a two-car driveway and triplex building that fits within the existing footprint of a single-detached house and driveway). | <ul style="list-style-type: none"> Staff are seeking clarification on implementation, including the application of zoning standards (e.g. can zoning provisions have the effect of limiting the zones/sites where 3 units on a lot are feasible?) and parking requirements. Seeking clarification on time requirements for implementation. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--|
| | <ul style="list-style-type: none"> As part of Mississauga’s recently approved Parking Regulations Study, an extra parking space is not required for a second unit. Consistent with this proposed change, the recently approved Parkland Conveyance By-law includes an exemption for up to two additional residential units (ARUs). The City’s By-law provides a clear definition for ARUs. There is no language on timing requirements. This would mean the current 3 year zoning conformity requirement would apply once the OP is revised to conform to these new requirements, but it is unclear. | |
| <p>Appeals of Zoning By-laws for Protected MTSAs and Reduced Timeframe for Conformity</p> <p>Municipalities with official plan policies for Protected MTSAs have no more than one year to amend all the zoning-by laws to conform with provincial policies and plans.</p> <p>Zoning within Protected MTSAs can be appealed and amended if the updated zoning is passed more than one year after the official plan policies come into effect.</p> | <ul style="list-style-type: none"> Significant timing impact to Zoning Services work program, given requirement to amend zoning for PMTSAs within 1 year of OP policies being in place, instead of 3 years prior to Bill 23. The proposed wording makes it unclear as to when the 1 year requirement begins (i.e. the in-effect date of the Region’s new OP or the in-effect date of Bill 23). Scope of required zoning changes is unclear, including how to incorporate minimum densities (i.e. whether use of minimum building floor space index will satisfy legislative requirements). It appears that a member of the public cannot appeal the initial bylaw itself (only public bodies and utilities have this right), but an applicant (e.g. a developer) would have the ability to submit a zoning bylaw amendment application to amend the MTSAs zoning bylaw once it is in place if the 1 | <ul style="list-style-type: none"> Seeking clarification on when the 1 year requirement begins. It is likely that the City will have to update its ZBL and then re-update it after the new OP is approved. This diverts planning resources and creates inefficiencies in the process. Pending significant changes to the Provincial Policy Statement and the Growth Plan that have been announced by the Province will add to process inefficiencies, as some of this zoning conformity work may have to be redone after release of these revised documents. Consequently, it is recommended that a minimum of 18 months is given for zoning implementation. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|---|--|
| | <p>year timeline is not achieved. The benefits of having Protected MTSA's, including having maximum building height certainty in most of our Strategic Growth Areas will be lost if the City is not able to achieve the 1 year timeline for zoning conformity.</p> <ul style="list-style-type: none"> The new Regional OP was approved by the Province on Nov 4, 2022 and includes MTSA policies. It is unclear how any conflicts between the two official plan documents will be dealt with. | |
| <p>Changes to Parkland Dedication Requirements</p> <p>Proposed changes reduce the amount of parkland for a development where the maximum amount of land that can be conveyed or paid in lieu is capped at 10% of the land for sites under 5 ha and at 15% for sites greater than 5 ha.</p> <p>The maximum alternative dedicate rate will be reduced to 1 ha/600 units for parkland and 1 ha/1000 units for cash in lieu.</p> <p>Parkland rates will be frozen as of the date that a zoning-by law or site plan application is</p> | <ul style="list-style-type: none"> The proposed reductions in the amount of parkland/ CIL that can be required of new development significantly impacts the City's ability to achieve parkland goals set out in the Parks Plan. Parkland requirements included in the recently approved Parkland Conveyance By-law accounted for the amount of parkland needed to 2041 to support new growth and ensure the provision of complete communities. The proposed new legislation would have the effect of reducing CIL revenues by approximately 70% - 80% thereby significantly impacting the City's ability to provide the amount of parkland needed in Mississauga neighbourhoods. The result would be less new parkland where it is needed and increased pressure on the existing parkland supply. | <ul style="list-style-type: none"> The proposed changes could result in lower standards for parkland provision and less access to parkland. The proposed caps in Bill 23 would undermine the principle that growth pays for growth. Funding shortfalls will be transferred onto the tax base reducing overall affordability in the city. The City is requesting that the Province restore the former rates, or that it remove the funding cap. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|--|
| <p>filed. The freeze is effective for two years after approval. If two years have passed since the contribution amount was calculated, then the value will be calculated based on the rate on the day of the first building permit.</p> | | |
| <p>Parkland Dedication Exceptions</p> <p>Proposed changes will exempt two additional residential units on a lot and non-profit housing from parkland dedication requirements.</p> | <ul style="list-style-type: none"> • The recently approved Parkland Conveyance By-law includes an exemption for up to two additional residential units (ARUs). • The recently approved Parkland Conveyance By-law includes an exemption for any development or redevelopment undertaken by the Region of Peel, which could include some non-profit housing. The proposed new legislation proposes exemptions for affordable housing, IZ units, non-profit housing and attainable housing, which is beyond the by-law exemptions. The impact to the City is a decreased ability to provide parkland, as part of a complete community, to support these types of developments. | <ul style="list-style-type: none"> • Staff support fee exemptions (DCs, CBC, Parkland Dedication) for additional residential units as it encourages additional density in existing residential neighbourhoods to make better use of existing infrastructure and services. |
| <p>Requirement for a Parks Plan</p> <p>The proposed change will require a municipality to prepare and make available a parks plan before passing of a parkland dedication by-law.</p> | <ul style="list-style-type: none"> • The 2022 Parks Plan was approved by Council earlier this year. It is unclear if the proposed new legislation will require a new Parks Plan every time a Parkland Conveyance By-law is passed or an update to the existing Parks Plan. | <ul style="list-style-type: none"> • Seek clarification on the need for a new Parks Plan. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--|
| <p>Landowners can Select Portion of Lands for Parkland</p> <p>Developers can identify the land they intend to convey to the municipality for parkland. If agreement can't be reached the municipality or the land owner can appeal it to the OLT. If OLT determines the land meets certain criteria, the municipality may be required to credit it towards the parkland contribution.</p> <p>Furthermore, the new changes allow landowners to dedicate encumbered parkland (strata parks) and privately owned publicly accessible spaces (POPS) for eligible parkland credits.</p> | <ul style="list-style-type: none"> • This proposed change that allows developers to identify the lands they intend to convey could result in dedication of small sections of undevelopable lands or parcels that are unsuitable for functional parkland. • The proposed change that requires full parkland credit for encumbered parkland (strata and POPS for example), will result in less unencumbered parkland in growth areas. Encumbered parkland does not provide the same level of park service as a publicly owned and operated park. POPS have limited park programming ability, are subject to maintenance and operational restrictions and will not support mature trees. The financial burden for maintenance and capital investments for POPS would be that of the private landowner. Credits for POPS are financially beneficial to the developer but could cause financial hardship for the future private landowner/s, particularly in the case of residential buildings that would be responsible for maintaining these spaces. | <ul style="list-style-type: none"> • Request that Province roll back ability for landowners to determine park locations, or at least ensure dedications are contiguous, link into the existing parkland network and have public street frontage and visibility. • Request that Province remove 100% credit for encumbered lands or POPS, or at least roll it back to some lesser amount to disincentivize developers providing encumbered parkland or POPS over a public park. |
| <p>Requirement for Minimum Spending of Parkland Monies</p> <p>New requirement for municipalities to spend or allocate at least 60% of the monies in their parkland reserve account at the beginning of each year.</p> | <ul style="list-style-type: none"> • The City already allocates CIL funds through the CIL Continuity 10 Year Plan forecast. | <ul style="list-style-type: none"> • Seeking more information from the Province regarding the meaning of "allocation" to determine if there are any impacts. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|--------------------------|
| <p>Public Meeting for Subdivision Applications</p> <p>The proposed change will completely remove the public meeting from subdivision applications.</p> | <ul style="list-style-type: none"> • This reduces the public’s ability to participate in the subdivision process • Additionally, minor variances and consents are no longer appealable by residents, which is a significant change. | |

Table 7 – Review of A Place to Grow (Growth Plan) and Provincial Policy Statement (PPS)

Provincial Comment Period closes on December 30, 2022 (ERO: 019-6177)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|---|---|
| <p>Merging the Growth Plan and PPS</p> <p>Consultation process on merging the Growth Plan and the PPS.</p> | <ul style="list-style-type: none"> • Few details have been provided to date on how the Growth Plan and PPS would change. | <ul style="list-style-type: none"> • Staff are requesting that the Province consult with municipalities on changes to these documents. • Staff suggest that Regional Urban Structure (e.g. UGCs and MTSAs) and growth forecasts to help plan for regional infrastructure be maintained. |

Table 8 – Municipal Housing Targets to 2031

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|--|
| <p>New Housing Targets for Municipalities</p> <p>The Province has assigned Mississauga a new housing target of 120,000 units by 2031. Targets are based on current population and growth trends.</p> | <ul style="list-style-type: none"> In 2021, Mississauga issued building permits for 5,500 new units. So far, 2022 is a record year, but the City has still only issued building permits for 6,100 new units. If Mississauga is to meet the Provincial housing target, it must double its current levels of development. The City has been planning for growth well beyond its Regional allocation of 100,000 units so no city planning policy changes are needed to reach the provincial pledge. | <ul style="list-style-type: none"> Staff suggest these targets may be hard to reach given constrains on the development industry (e.g. market conditions, high interest rates and labour and construction costs that influence viability and timing of development projects). |

Table 9 – Changes to Ontario Regulation 232/18 – Inclusionary Zoning

Provincial Comment Period closes on December 9, 2022 (ERO: 019-6173)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|---|
| <p>New definition of “Affordable” for Inclusionary Zoning (IZ) Units</p> <p>Province is proposing that the lowest price/rent that a municipality can require a developer to sell / rent IZ units at is 80% of the average resale purchase price of ownership units or 80% of the average</p> | <ul style="list-style-type: none"> This change would require amendments to Mississauga’s policies/IZ By-law and would raise questions about the fundamental utility of the IZ tool to increase housing supply that is affordable for Mississauga’s moderate income households. The proposed definition for ownership IZ units would mean that IZ units are effectively unaffordable to the vast majority of Mississauga’s moderate income households. | <ul style="list-style-type: none"> Suggest the use PPS definition for housing affordability, which is based on annual income spent on housing costs. If it is decided to move to a market-based approach, affordable ownership units should be priced at 70% or less of resale price. Requesting that the Province maintain the income-based definition of “affordable housing” for IZ units. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|---|
| market rent (AMR) for rental units. | | <ul style="list-style-type: none"> • Requesting clarification on methodology (e.g. will it be a rate by unit type or one rate regardless of type? What is the source of the resale data?) |
| <p>Caps on IZ Set-Aside Rate</p> <p>Proposed change will set an upper limit to the set-aside rate, which would be 5% of total number of units or 5% of total residential gross floor area.</p> | <ul style="list-style-type: none"> • Impacts to the City’s Official Plan and Zoning-bylaw set-aside rate provisions. • Mississauga’s IZ policies require a rate ranging from 5% to 10% residential area, after an initial phase-in. • Recent Provincial legislation changes already limited the geographic scope of IZ to protected MTSAs, directly impacting IZ unit yield. • Raises question of administrative efficiency of IZ for both the City and Region, given the small IZ unit yield that may result. | <ul style="list-style-type: none"> • City staff do not support the 5% maximum as it will result in approximately 40% less affordable units than anticipated by the City’s current IZ provisions. The proposed changes reduce the efficiency of administering the IZ program. • One-size-fits-all approach does not recognize that certain sub-markets in Ontario can absorb a higher rate, especially given significant public investment to transit and infrastructure. • The 5% maximum calls into question the necessity of current requirements to perform periodic IZ market analyses / policy updates. • Request that Province increase the set aside rate cap to 10% to help increase the supply of affordable units. • Request that Province consider cash-in-lieu for scenarios where the IZ unit yield is small in smaller projects, to reduce administrative burden to developers and municipalities. |

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|---|--|
| <p>Cap on Affordability Term</p> <p>Proposed maximum affordability period of 25 years for IZ units.</p> | <ul style="list-style-type: none"> • Impacts City’s Official Plan and zoning provisions for IZ. • Raises question of merit of IZ program given short affordability term. • Mississauga’s adopted policy and zoning provisions establish a 99-year affordability term for ownership units and a 25-year affordability term (plus 5-year phase-out) for rental units. The rental affordability term was intentionally set shorter than the ownership term to encourage delivery of rental units in condominium developments. The City exempts purpose-built rental projects from IZ. | <ul style="list-style-type: none"> • Staff do not support the proposed maximum affordability period because it will cause ownership units to be lost from the IZ inventory sooner than necessary, and the proposed maximum term will have no impact on development feasibility / housing supply. • Request that Province extend the affordability for “ownership” units to 99 years; this will have no impact on developers but will allow for more sustainable affordable housing supply. |

Table 10 – Proposed Amendments to the Greenbelt Plan and Greenbelt Area Boundary Regulation

Provincial Comment Period closes on December 4, 2022 (ERO: 019-6216 and ERO: 019-6217)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|---|--|--|
| <p>Changes to the Greenbelt Plan and Area Boundary</p> | <ul style="list-style-type: none"> • Removing land from the Greenbelt could have environmental consequences both inside and outside of Mississauga. • Environment impacts could be compounded by a reduced role of Conservation Authorities. | <ul style="list-style-type: none"> • There are no guarantees that removing some lands from the Greenbelt while adding others will have equal environmental value and ecological function. • City staff are supportive of adding urban river valleys to the Greenbelt and already protect these lands. • It is submitted that only lands be added to the Greenbelt and staff are not supportive of removing lands. |

Table 11 – Proposed Updates to the Ontario Wetlands Evolution System

Provincial Comment Period closes on November 24, 2022 (ERO: 019-6160)

| Proposed Changes | Potential City Impacts | Comments to the Province |
|--|---|---|
| <p>Removing the Concept of Wetland Complexes</p> <p>The proposed changes would remove the concept of wetland complexes and weaken the evaluation process. The changes will allow for wetland boundaries to be re-defined after they have been evaluated and accepted.</p> | <ul style="list-style-type: none"> • It will be more difficult for smaller wetlands (<2 ha in size) to be included and evaluated under the system. • Given that wetlands comprise only about 0.9% of the city’s land base and many are small and exist in a mosaic of smaller habitats, the identification and protection of small wetlands will be impacted - they are essential to maintaining biodiversity and ecosystem function at a local and landscape scale. • Given that boundary changes will be allowed after a wetland has been accepted, this could lead to a situation where unauthorized and unpermitted changes to wetlands lead to a reduction in their size or loss over time to facilitate growth in areas that would have been otherwise protected. | <ul style="list-style-type: none"> • The Province should maintain existing wetland protections. The benefits of developing on wetlands do not outweigh the potential environmental outcomes. |

Appendix 2: List of All ERO and Related Postings

Postings to the Environmental Registry of Ontario (ERO)

| | Name of Posting | Link and ERO # | Comment Deadline |
|------------------------------|---|--------------------------|-------------------|
| Information Bulletins | | | |
| 1 | Consultations on More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-2023 | 019-6162 | n/a |
| 2 | 2031 Municipal Housing Targets | 019-6171 | n/a |
| Legislation (Act) | | | |
| 3 | Proposed Planning Act and City of Toronto Act Changes (Schedules 9 and 1 of Bill 23 – the proposed More Homes Built Faster Act, 2022) | 019-6163 | November 24, 2022 |
| 4 | Proposed Planning Act and Development Charges Act Changes: Providing Greater Cost Certainty for Municipal Development-related Charges | 019-6172 | November 24, 2022 |
| 5 | Supporting Growth and Housing in York and Durham Regions Act, 2022 | 019-6192 | November 24, 2022 |
| 6 | Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 (Schedule 6) - the Proposed More Homes Built Faster Act, 2022 | 019-6196 | November 24, 2022 |
| Regulation | | | |
| 7 | Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario | 019-2927 | December 30, 2022 |
| 8 | Legislative and regulatory proposals affecting conservation authorities to support the Housing Supply Action Plan 3.0 | 019-6141 | November 24, 2022 |
| 9 | Proposed Amendment to O. Reg. 232/18: Inclusionary Zoning | 019-6173 | December 9, 2022 |
| 10 | Proposed Changes to Ontario Regulation 299/19: Additional Residential Units | 019-6197 | December 9, 2022 |
| 11 | Proposed Changes to Sewage Systems and Energy Efficiency for the Next Edition of Ontario's Building Code | 019-6211 | December 9, 2022 |
| 12 | Proposed Amendments to the Greenbelt Area Boundary Regulation O. Reg. 59/05 | 019-6217 | December 4, 2022 |
| 13 | Proposed redesignation of land under the Oak Ridges Moraine Conservation Plan O. Reg. 140/02 | 019-6218 | December 4, 2022 |
| Policy | | | |

| | | | |
|----|---|--------------------------|-------------------|
| 14 | Proposed Updates to the Ontario Wetland Evaluation System | 019-6160 | November 24, 2022 |
| 15 | Conserving Ontario's Natural Heritage | 019-6161 | December 30, 2022 |
| 16 | Proposed Revocation of the Parkway Belt West Plan | 019-6167 | December 30, 2022 |
| 17 | Proposed Revocation of the Central Pickering Development Plan | 019-6174 | November 24, 2022 |
| 18 | Review of A Place to Grow and Provincial Policy Statement | 019-6177 | December 30, 2022 |
| 19 | Proposed Amendments to the Greenbelt Plan | 019-6216 | December 4, 2022 |

Postings to Ontario's Regulatory Registry (ORR)

| | Name of Posting | Link and Proposal # | Comment Deadline |
|------------------------------|---|----------------------------|-------------------|
| Proposal | | | |
| 1 | Seeking Input on Rent-to-Own Arrangements | 22-MMAH018 | December 9, 2022 |
| Act | | | |
| 2 | Seeking Feedback on Municipal Rental Replacement By-Laws | 22-MMAH017 | November 24, 2022 |
| 3 | Proposed Amendments to the Ontario Land Tribunal Act, 2021 | 22-MAG011 | November 25, 2022 |
| 4 | Amendments to the New Home Construction Licensing Act, 2017 to Protect Purchasers of New Homes | 22-MGCS021 | November 24, 2022 |
| 5 | Proposed legislative amendments to the Ontario Underground Infrastructure Notification System Act, 2012 under the More Homes Built Faster Act, 2022 | 22-MGCS022 | November 25, 2022 |
| Regulation - Minister | | | |
| 6 | Proposed Building Code Changes to Support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022-2023 (Phase 3 - Fall 2022 Consultation for the Next Edition of Ontario's Building Code) | 22-MMAH016 | December 9, 2022 |
| 7 | General Proposed Changes for the Next Edition of Ontario's Building Code (Phase 2 – Fall 2022 Consultation) | 22-MMAH019 | December 9, 2022 |

Background and Other Provincial Updates

| | Description | Link |
|---|--|------------------------------|
| 1 | Community Infrastructure and Housing Accelerator – Final Guideline | Guideline |
| 2 | More Homes Built Faster Act, 2022 - Background | Backgrounder |
| 3 | More Homes Built Faster Action Plan | Action Plan |
| 4 | Bill 23, More Homes Built Faster Act, 2022 | Bill 23 |



MISSISSAUGA

RESOLUTION 0231-2022
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on November 23, 2022

0231-2022

Moved by: D. Damerla

Seconded by: C. Fonseca

1. That Council endorse positions and recommendations contained and appended to the report titled *“Bill 23 ‘More Homes Built Faster’ and Implications for City of Mississauga,”* and authorize staff to prepare additional detailed comments on Bill 23 and any associated regulations, as needed. In particular, the City be made whole for any revenue losses from changes to the imposition of development changes and parkland dedication.
2. That the Mayor or designate be authorized to make submissions to the Standing Committee with respect to issues raised in this report, or to otherwise provide written or verbal comments as part of the Ministry’s public consultation process.
3. That the City Clerk forward this report to the Ministry of Municipal Affairs and Housing; Mississauga’s Members’ of Provincial Parliament, the Association for Municipalities Ontario, and the Region of Peel.

| Recorded Vote | YES | NO | ABSENT | ABSTAIN |
|------------------------|-----|----|--------|---------|
| Mayor B. Crombie | | | X | |
| Councillor S. Dasko | X | | | |
| Councillor A. Tedjo | X | | | |
| Councillor C. Fonseca | X | | | |
| Councillor J. Kovac | X | | | |
| Councillor C. Parrish | X | | | |
| Councillor J. Horneck | X | | | |
| Councillor D. Damerla | X | | | |
| Councillor M. Mahoney | X | | | |
| Councillor M. Reid | X | | | |
| Councillor S. McFadden | X | | | |
| Councillor B. Butt | X | | | |

Carried (11, 0, 1 Absent)



November 25, 2022

MUNICIPALITIES IN ONTARIO**Subject: New Business Item 1.2
Update on Bill 23 - More Homes Built Faster Act, 2022 (Ward All)**

City Council on November 23 and 24, 2022, adopted this Item, as amended, and in so doing has:

1. Requested the Province of Ontario to extend the commenting period on Bill 23, More Homes Built Faster Act, 2022 to at least January 31, 2023 to enable time for consultation, consideration of alternative options and thorough analysis of both short and long-term impacts.

2. Requested the Province of Ontario to:

a. not proceed with any changes that reduce municipal development charges, community benefit charges or parkland dedication, including:

i. removing housing services from development charges;

ii. retroactively phasing in development charges over a 5 year period on top of City Council's previously adopted two-year phase-in that was mutually agreed upon with the development industry;

iii. discounting rates for purpose built rental units;

iv. adding new exemptions;

v. introducing caps to the development charges determined date and instalments interest rates;

vi. extending the development charges historic service level caps from 10 to 15 years;

vii. removing growth studies and land acquisition costs from development charges recovery; and

viii. reducing caps to parkland dedication by-laws;

b. instead of the above-noted changes, create a provincial incentive program provided directly to developers or homeowners through targeted grants, rebate and other financial incentive programs; and

- c. alternatively, create a municipal compensation fund to compensate municipalities for the impacts of Bill 23 on municipal growth funding revenues.
3. Requested the Province of Ontario to amend Bill 23 to preserve the City's Green standard, Rental Replacement Policy, parkland provisions, community benefits charges and Development Charges to facilitate responsible growth.
 4. Requested the Province of Ontario to amend Bill 23 to preserve Toronto's ability to require a green development standards checklist (Toronto Green Standard) for a complete planning application.
 5. Requested the Province of Ontario to amend the Planning Act to enable the implementation of Inclusionary Zoning across the City and incorporate definitions of affordable housing that respond to low and moderate household income.
 6. Requested the Province of Ontario to amend the definition of "Affordable Housing" to follow the City of Toronto's "Official Plan Amendment 558 - Updating the Definitions of Affordable Rental and Ownership Housing", as approved by City Council on November 9, 2021.
 7. Requested the Province of Ontario to enact a Regulation to permit the use of conditional zoning, pursuant to Section 113 of the City of Toronto Act, 2006.
 8. Requested the Province of Ontario to delay the implementation of refunds for development applications in light of the significant changes to the Planning regulations and internal City processes regarding development.
 9. Requested the Provincial government to provide funding and funding tools to the City, matching the amount of revenue lost through development charges, community benefits charges, and Section 42 of the Planning Act in Bill 23 to ensure the services needed to facilitate responsible growth continue to be delivered.
 10. Requested the Province of Ontario to rescind the proposed changes to the Greenbelt to protect environmental features that support biodiversity, natural spaces, recreation trails, agricultural land, and watersheds that sustain all residents of the Greater Toronto and Hamilton Area.
 11. Requested the Province of Ontario to retain the existing roles and responsibilities of the regional conservation authorities.
 12. Requested the Minister of Municipal Affairs and Housing to change the effective date of the Refund of Fees for official plan amendments, zoning by-laws and site plan control applications contained in Bill 109, from January 1, 2023 to July 1, 2023.
 13. Requested the Minister of Municipal Affairs and Housing to postpone enacting regulations under Schedule 4 of Bill 23, which would grant the Minister authority to impose limits and conditions on municipalities' regulation of demolition or conversion of rental units, until such time as there has been focused consultations with municipalities as part of the development of Minister's regulations to ensure municipalities can continue to require replacement rental housing and support impacted tenants.
 14. Requested the Legislative Assembly of Ontario, through a majority vote, to withdraw Bill 23.

Yours truly,


for City Clerk

S. Przedziecki/mm

Attachment

- Sent to: Premier, Province of Ontario
Minister of Municipal Affairs and Housing, Province of Ontario
Leader of the Official Opposition, Province of Ontario
President, Association of Municipalities of Ontario
Executive Director, Association of Municipalities of Ontario
Ontario MPPs
Ontario Municipalities
- c. City Manager

City Council

New Business - Meeting 1

| | | | | |
|-------|--------|---------|--|-----------|
| CC1.2 | ACTION | Amended | | Ward: All |
|-------|--------|---------|--|-----------|

Update on Bill 23, More Homes Built Faster Act, 2022

City Council Decision

City Council on November 23 and 24, 2022, adopted the following:

1. City Council request the Province of Ontario to extend the commenting period on Bill 23, More Homes Built Faster Act, 2022 to at least January 31, 2023 to enable time for consultation, consideration of alternative options and thorough analysis of both short and long-term impacts.
2. City Council request the Province of Ontario to:
 - a. not proceed with any changes that reduce municipal development charges, community benefit charges or parkland dedication, including:
 - i. removing housing services from development charges;
 - ii. retroactively phasing in development charges over a 5 year period on top of City Council's previously adopted two-year phase-in that was mutually agreed upon with the development industry;
 - iii. discounting rates for purpose built rental units;
 - iv. adding new exemptions;
 - v. introducing caps to the development charges determined date and instalments interest rates;
 - vi. extending the development charges historic service level caps from 10 to 15 years;
 - v. removing growth studies and land acquisition costs from development charges recovery; and
 - vi. reducing caps to parkland dedication by-laws;
 - b. instead of the above-noted changes, create a provincial incentive program provided directly to developers or homeowners through targeted grants, rebate and other financial incentive programs; and
 - c. alternatively, create a municipal compensation fund to compensate municipalities for the impacts of Bill 23 on municipal growth funding revenues.

3. City Council request the Province of Ontario to amend Bill 23 to preserve the City's Green standard, Rental Replacement Policy, parkland provisions, community benefits charges and Development Charges to facilitate responsible growth.
4. City Council request the Province of Ontario to amend Bill 23 to preserve Toronto's ability to require a green development standards checklist (Toronto Green Standard) for a complete planning application.
5. City Council request the Province of Ontario to amend the Planning Act to enable the implementation of Inclusionary Zoning across the City and incorporate definitions of affordable housing that respond to low and moderate household income.
6. City Council request the Province of Ontario to amend the definition of "Affordable Housing" to follow the City of Toronto's "Official Plan Amendment 558 - Updating the Definitions of Affordable Rental and Ownership Housing", as approved by City Council on November 9, 2021.
7. City Council request the Province of Ontario to enact a Regulation to permit the use of conditional zoning, pursuant to Section 113 of the City of Toronto Act, 2006.
8. City Council request the Province of Ontario to delay the implementation of refunds for development applications in light of the significant changes to the Planning regulations and internal City processes regarding development.
9. City Council request the Provincial government to provide funding and funding tools to the City, matching the amount of revenue lost through development charges, community benefits charges, and Section 42 of the Planning Act in Bill 23 to ensure the services needed to facilitate responsible growth continue to be delivered.
10. City Council request the Province of Ontario to rescind the proposed changes to the Greenbelt to protect environmental features that support biodiversity, natural spaces, recreation trails, agricultural land, and watersheds that sustain all residents of the Greater Toronto and Hamilton Area.
11. City Council request the Province of Ontario to retain the existing roles and responsibilities of the regional conservation authorities.
12. City Council request the Minister of Municipal Affairs and Housing to change the effective date of the Refund of Fees for official plan amendments, zoning by-laws and site plan control applications contained in Bill 109, from January 1, 2023 to July 1, 2023.
13. City Council request the Minister of Municipal Affairs and Housing to postpone enacting regulations under Schedule 4 of Bill 23, which would grant the Minister authority to impose limits and conditions on municipalities' regulation of demolition or conversion of rental units, until such time as there has been focused consultations with municipalities as part of the development of Minister's regulations to ensure municipalities can continue to require replacement rental housing and support impacted tenants.
14. City Council request the Legislative Assembly of Ontario, through a majority vote, to withdraw Bill 23.
15. City Council direct the City Manager make public the impacts of Bill 23 on specific capital projects which will not proceed in each Provincial and Federal Riding.

16. City Council direct the City Solicitor and the Chief Planner and Executive Director, City Planning to report to the Planning and Housing Committee on guiding policies to assist City Council in gauging planning importance when considering requests that City Council initiate a Toronto Local Appeal Body appeal.

17. City Council request the City Solicitor and the Chief Planner and Executive Director, City Planning to report to the Planning and Housing Committee with a legal strategy to challenge the Province of Ontario's potential removal of Section 111 of the City of Toronto Act, and explore alternate means to protect rental units from demolition and conversion.

18. City Council direct the Chief Planner and Executive Director, City Planning to commence a public information campaign to inform all City residents of the impacts of Bill 23 and the changes to neighbourhoods, prevailing built forms, housing, civic engagement, the greenbelt, climate change, affordable housing, rental protection, community infrastructure, parks, heritage and cost of living that it may bring about.

19. City Council forward this item to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Official Opposition, all Ontario Members of Provincial Parliament, the Association of Municipalities of Ontario, and all Ontario municipalities for their consideration.

Summary

On October 25, 2022 the Honourable Steve Clark, Minister of Municipal Affairs and Housing, introduced Bill 23, More Homes Built Faster Act, 2022 in the Ontario Legislature.

Bill 23 proposes extensive changes to the policy-led planning and development system under which municipalities in Ontario work. Details and preliminary analysis of the implications of Bill 23 were shared with the Mayor and City Councillors on November 3, 2022 (see Attachment 1).

Bill 23 passed 2nd Reading on October 31, 2022 and was referred to the Standing Committee on Heritage, Infrastructure and Cultural Policy (Standing Committee) for review. The Standing Committee has held two days of public hearings to date (November 8, 2022 in Markham and November 9, 2022 in Brampton), and is scheduled to hear two more on November 16 and 17, 2022 in Toronto.

The Chief Planner, along with supporting staff, is scheduled to depute to the Standing Committee at 1:00 pm on Thursday, November 17, 2022. A livestream of the public hearing will be made available on the Ontario Legislative Assembly website at this link:

<https://www.ola.org/en/legislative-business/video/committees-room-no-1>.

Staff are also preparing written comments for submission to the Standing Committee.

The Standing Committee is scheduled to conduct a clause-by-clause review of Bill 23 on Monday, November 21, 2022, during which amendments to the bill may be proposed, considered and voted upon.

Staff will provide a supplementary report outlining City staff's submission to the Standing Committee and the Environmental Registry of Ontario posting regarding Bill 23 and the results from the Standing Committee's consideration of the bill in advance of the November 24, 2022 meeting of City Council.

Background Information (City Council)

(November 16, 2022) Report from the City Manager and the Chief Planner and Executive Director, City Planning on Update on Bill 23, More Homes Built Faster Act, 2022 (CC1.2) (<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-230055.pdf>)

(November 3, 2022) Attachment 1 - Interim City Manager's FYI Briefing Note to Mayor and Members of Council - Bill 23, More Homes Built Faster Act, 2022 (<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-230056.pdf>)

(November 22, 2022) Supplementary report from the Interim City Manager, the Chief Financial Officer and Treasurer, and the Chief Planner and Executive Director, City Planning on City Staff Comments on Proposed Bill 23 - More Homes Built Faster Act, 2022 (CC1.2a) (<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-230130.pdf>)

Attachment 1 - City of Toronto Comments on Proposed Bill 23 (submitted to the Environmental Registry of Ontario and Ontario Regulatory Registry November 22, 2022) (<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-230131.pdf>)

Attachment 2 - Chief Planner Presentation Notes to the Standing Committee on Heritage, Infrastructure and Cultural Policy (November 17, 2022) (<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-230132.pdf>)

Communications (City Council)

(November 21, 2022) Letter from Geoff Kettel and Cathie Macdonald, Co-Chairs, Federation of North Toronto Residents' Associations (FoNTRA) (CC.Supp) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156534.pdf>)

(November 22, 2022) Letter from Andria Babbington, President, Toronto and York Region Labour Council (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156573.pdf>)

(November 23, 2022) Letter from Jason Ash, Chair, Leaside Towers Tenants Association (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156570.pdf>)

(November 22, 2022) Letter from Les Veszlenyi and Angela Barnes, Co-Chairs, Mimico Lakeshore Community Network (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156571.pdf>)

(November 22, 2022) Letter from Maureen Kapral, President, Lytton Park Residents' Organization (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156572.pdf>)

(November 24, 2022) Letter from Walied Khogali, Regent Park Neighbourhood Association (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156578.pdf>)

(November 24, 2022) Letter from Henry Wiercinski, Vice President, Annex Residents' Association and Sue Dexter, Board, Harbord Village Resident's Association (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156579.pdf>)

(November 24, 2022) Letter from Jin Huh, Executive Director, Social Planning Toronto (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156581.pdf>)

(November 24, 2022) Letter from Mike Mattos, President, Judith Hayes, Vice President, and Rick Ciccarelli, Executive Board Associate, Mount Dennis Community Association (CC.New) (<https://www.toronto.ca/legdocs/mmis/2023/cc/comm/communicationfile-156542.pdf>)

November 29, 2022

Dear Clients:

Re: *More Homes Built Faster Act*

In our continued efforts to keep our clients up to date on the legislative amendments resulting from Bill 23 (*More Homes Built Faster Act*), we are writing to inform you that Bill 23 received Royal Assent on November 28, 2022. This letter highlights the changes that were introduced with the Second Reading of the Bill and identifies the amendments that are currently in effect for the *Development Charges Act* (D.C.A.), as well as section 37 (community benefits charges (C.B.C.s)) and section 42 (parkland dedication) of the *Planning Act*.

Development Charges Act

- Second Reading of the Bill introduced two substantive modifications to the proposed changes, including:
 - For the phase-in of the charges over the first four years of a development charges (D.C.) by-law, under First Reading the transition provisions only applied to existing D.C. by-laws passed on or after June 1, 2022. These rules now apply to a D.C. by-law passed on or after January 1, 2022.
 - The discount for rental housing developments is applicable to a D.C. payable under a section 27 agreement, for prescribed developments that were entered into before the *More Homes Built Faster Act* received Royal Assent. These discounts do not apply to payments made under the agreement prior to this date.
- All sections of Schedule 3 of the *More Homes Built Faster Act* are in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
 - Subsection 4.1 of the D.C.A., which provides exemptions for affordable and attainable residential units;
 - Rules under front-ending agreements with respect to affordable and attainable residential units; and
 - Regulation powers related to defining attainable housing and criteria for arm's length transactions.

These exceptions will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

Section 37 of the *Planning Act* – Community Benefits Charges

- Second Reading of the Bill introduced an additional change to the proposed C.B.C. amendments under section 37 of the *Planning Act*. The change allows a municipality to enter into an agreement with a landowner for the provision of in-

2233 Argentia Rd.
Suite 301
Mississauga, Ontario
L5N 2X7

Office: 905-272-3600
Fax: 905-272-3602
www.watsonecon.ca



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Nov 29 2022.docx



kind contributions. It also allows for this agreement to be registered on title of the land to which the charge applies.

- Section 10 of Schedule 9 of the *More Homes Built Faster Act* is in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
 - Subsection 37 (32.1) of the *Planning Act*, which provides reductions in the maximum charge for developments containing affordable and attainable residential units.

This subsection of the *Planning Act* will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

Section 42 of the *Planning Act* – Parkland Dedication

- No additional changes or modifications were made since First Reading of the Bill with respect to the parkland dedication amendments under section 42 of the *Planning Act*.
- Section 12 of Schedule 9 of the *More Homes Built Faster Act* is in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
 - Subsections 42 (1.1) and 42 (3.0.3) of the *Planning Act*, which provide reductions in the standard and alternative parkland dedication requirements for affordable and attainable residential unit developments; and
 - Subsections 42 (4.30) through 42 (4.39) of the *Planning Act* which allow a landowner to identify the land for parkland conveyance under the by-law.

These subsections of the *Planning Act* will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

We would be pleased to discuss the changes resulting from the *More Homes Built Faster Act* with you in further detail at your convenience.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, Principal
Gary Scandlan, BA, PLE, Managing Partner
Peter Simcisko, BA (Hons), MBE, Managing Partner
Sean-Michael Stephen, MBA, Managing Partner
Jamie Cook, MCIP, RPP, PLE, Managing Partner
Jack Ammendolia, BES, PLE, Managing Partner

December 1, 2022

Karine Pelletier
Clerk-Treasurer
Township of McGarry
Via email

RE: motion dated September 13, 2022 regarding misogyny and hatred, and strengthening powers of the Integrity Commissioner the ability to recommend expulsion of members of council.

Dear Ms. Pelletier,

During the November 28, 2022 regular meeting of council, correspondence circulated to council regarding the above was discussed, with the following resolution of support was passed:

Moved: Bill Clark Seconded: Joel Field

*“THAT the Council of the Town of Petrolia support the Township of McGarry and their resolutions in relation to strengthening the powers of the Integrity Commissioner and the ability's to recommend the expulsion of councillors in circumstances of misogyny, hatred and all forms of discrimination;
AND THAT this support also be forwarded to the Ministry of Municipal Affairs and Housing.”*

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
MMAH
Bob Bailey, MPP Sarnia-Lambton
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



December 6th, 2022

Dear members of council,

My name is Helene Gingras, I am the manager of the U13 St-Charles Turbos Hockey Team and a mother of 2 hockey players on our team. At the beginning of our hockey season, I was approached by a member of the special events committee to ask if I would be interested in taking over the spaghetti dinner as a fundraiser for the U13 hockey team. I thought it would be a great way of raising money for the team's tournaments, therefore, I agreed to take on the task. The special events committee was fully committed to planning their Christmas event for the children of our community and could not take on the dinner portion of the event. There was no mention of a fee or even a by-law to anyone at the time. On December 3rd in the afternoon, the president of the hockey association received an email from your office stating that there is a by-law in place for fundraising events in our community and that there was a fee for the use of the hall and kitchen. The message was then relayed to me later in the evening, the night before the event took place. We were not sure what to think of it as this was extremely last minute and unexpected. Had I known that a portion of our profits would go to the municipality to pay for our use of the kitchen, I would have put some extra thought into this fundraising opportunity. We expected the profit to go entirely to our hockey team without accounting any extra expenses. We have put our time, energy and our hearts into this fundraising event and we were proud that it was such a great success being it was our first time organizing an event such as this one. Because we were unaware of this by-law and this information was given to us at the very last minute, I am asking the council to please recognize the misunderstanding of this situation on all parts and consider waiving the fee of 370.00\$ for the use of the hall for this time. I can assure you that all future fundraising events will be brought to council for review and the proper process will be respected to avoid situations such as this one. I am a mother and proud volunteer whose time and energy is given to the well deserving children of our community. On behalf of the parents and hockey players, we would like

to thank you all for your time and we very much hope to get your cooperation and understanding on this matter.

Hélène Gingras, Manager

St-Charles Turbos U-13 Team

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: Yes | Priority: High |
| Direction Only: No | Type of Meeting: RMC |

Report Title: Garbage and Recycling Collection in Markstay Area of St.-Charles
(Napran, Crawford, Snodden, Chamberlain and Nepewassi Lake Roads)

Recommendation:

It is recommended by the Director of Operations that Council continue the services offered through Yves Roy Enterprises for their current quote of \$16,100.00 for fourteen (14) months. Additionally, we could consider requesting a quote to reduce to bi-weekly garbage pick up which may save the Municipality some money but will alter the current level of service being given to residents in that area.

This recommendation is based on many factors.

- Understaffing in the Public Works department and Parks and Recreation department will make it difficult to ensure reliable garbage pick up.
- Reliability of the equipment proposed to be used for this task is also an issue. There is a strong possibility a new vehicle would need to be purchased to perform this service sooner than anticipated as a result of the increased usage.
- In the past we have only received one (1) bid for waste collection when this service was tendered out and this may result in an even higher price than we are being quoted at this time.

When factoring in the additional cost of the contracted service versus in-house, the Director of Operations believes that this is still the most appropriate and reliable option for the Municipality as many factors will ultimately push our in-house costs higher than projected



Background:

Our current waste collection contract with Yves Roy Enterprises expired at the end of October 2022. Currently they service our residents on Napran, Crawford, Snodden, Chamberlain and Nepewassi Lake Roads. They provide weekly garbage pick-up and monthly recycling pick up. They have offered us a new contract proposal for \$16,100.00 for fourteen (14) months (November 1, 2022 to December 31, 2023) or \$1,150.00 per month. Prior to May 2022 the contract was for \$500.00 per month. Since May, a fuel surcharge fee of \$300.00 was added bringing the total to \$800.00 per month. This service is provided to roughly fifteen (15) households in this area based on the current 911 listings. Residents are allowed two (2) bags of garbage weekly and unlimited recycling once a month.

Due to the Municipal Election and being in a Lame Duck position, staff have been unable to bring this matter before Council until now. Although the contract for services expired at the end of October 2022, Yves Roy Enterprises have continued to collect the garbage and recycling until the matter could be brought to Council for decision. As expected, we have already received an invoice at the increased rate of \$1,150.00 for the month of November.

Several options are available to the Municipality in providing this service.

1. Renew the contract with Yves Roy Enterprises for the increased amount.
 - This is the costliest option however it is the most reliable option, and it maintains the current level of service.
2. Put out a tender for this service and pay the increased rate to Yves Roy Enterprises until the tender closes and a contractor is chosen.
 - In the past we have tendered out for garbage collection services but have only received one (1) submission. We may receive a lesser bid, or we may receive higher bids, or no bids at all.
3. Put out a tender for this service and use a municipal employee to collect garbage until the tender closes and a contractor is chosen.
 - The Municipality has received very few tenders in the past and runs the risk of receiving no bids for this work. A rough estimate of the cost for an employee per hour, benefits included, is between \$35.00 - \$45.00 per hour. The Director of Operations salary is included in this range as sometimes he has performed garbage pick-up on Musky Island Road due to staffing shortages. The round trip to perform this service on Napran, Crawford, Snodden, Chamberlain and Nepewassi Lake Roads is roughly eighty (80) km and estimated to take roughly three (3) hours. The range of pay for this is \$105.00 - \$135.00 in salary per week. Salary is not an additional cost to the Municipality as it is budgeted for, but it would be a



diverted cost from another duty or service the Municipality performs. We would use the Ford F-550 to perform this duty and diesel prices currently average between \$2.05 - \$2.20 per litre at an average of fifteen (15) – eighteen (18) litres of usage per one hundred (100) km. A fuel cost of \$30.00 to \$40.00 per week is estimated. This does not account for the additional cost of wear and tear on the vehicle. Total estimated weekly cost to perform this service in house is \$140.00 - \$175.00 or \$607.00 - \$758.00 per month or between \$7,280.00 - \$9,100.00 per year. Over the same fourteen (14) month period this would come out to \$8,498.00 - \$10,612.00. Due to current staffing shortages, reliability of providing this service is an issue. Increased wear and tear on the vehicle is also an issue resulting in increased repair and mechanical bills throughout the year and adding to the in-house cost. Should the Ford be unavailable to perform this duty due to mechanical issues, which have been an issue in the past, it is possible we may have to send two (2) pickup trucks with two (2) employees as the volume of garbage may be too much for one (1) vehicle to manage. Further, two (2) trips may be required some weeks with the Ford if the amount of garbage is too much to carry safely on Highway 17 and additional time would need to be taken to ensure the load is secure. Our inability to meet the regular service schedule residents are accustomed to may result in resident complaints to Council and staff.

4. Perform this service in house with a municipal employee and determine whether to continue along the same schedule of weekly garbage pick-up and monthly recycling or decrease the level of service (i.e., move to a bi-weekly pick-up schedule).
 - A notice would have to be sent out to inform the affected residents should the level of service change. This may result in complaints to Council and staff. Currently we perform bi-weekly garbage and recycling pick for residents on Musky Island Road and the remainder of the residents in the Municipality receive weekly garbage pick-up. The Musky Island Road garbage service has been performed by the Municipality since the summer of 2021, but a more permanent option is currently being worked on. Costs for Option #4 can be extrapolated from Option #3 above. Again, staffing shortages remain a factor in the reliability of service.

Prepared by: Travis De Benedet, Director of Operations

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|-------------------|-----------------------------------|--------------------------------------|-------------|--|
| 14/10/2022 | Aird & Berlis LLP | | | |
| 17/10/2022 | Receiver General | Admin | -1,434.82 | SALE OF LAND - CANACRAFTED |
| | | | -158.48 | HST Rebate |
| TOTAL | | | -1,593.30 | |
| 14/10/2022 | AMAZON.COM.CA | | | |
| 14/10/2022 | Receiver General | ELECTIONS | -23.95 | TAMPER SEALS |
| | | | -2.65 | HST Rebate |
| TOTAL | | | -26.60 | |
| 14/10/2022 | BAY GRINDING INC. | | | |
| 04/10/2022 | Receiver General | Municipal Facilities:Arena | -505.24 | BLADES SHARPENED & NEW 77" BLADES |
| | | | -65.68 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -570.92 | |
| 31/10/2022 | Bell Canada | | | |
| 22/09/2022 | Receiver General | Fire Department | -74.91 | SEPTEMBER 2022 |
| | | | -8.27 | HST Rebate |
| 22/09/2022 | Receiver General | Municipal Facilities:Wellness Centre | -74.74 | SEPTEMBER 2022 |
| | | | -9.72 | HST (ON) on purchases (Input Tax Credit) |
| 30/09/2022 | Receiver General | Admin | -127.15 | OCTOBER 2022 |
| | | | -14.04 | HST Rebate |
| TOTAL | | | -308.83 | |
| 14/10/2022 | BRANCONNIER, LISE | | | |
| 19/09/2022 | Receiver General | Admin:Hot and Cold Meals | -25.95 | FOOD BASICS |
| | | Admin:Hot and Cold Meals | -152.48 | LA CREPERIE |
| | | Admin:Hot and Cold Meals | -0.05 | |
| | | | -0.01 | HST Rebate |
| 21/09/2022 | Receiver General | Admin:Hot and Cold Meals | -41.74 | 77.3KMS |
| 03/10/2022 | Receiver General | Admin:Hot and Cold Meals | -117.77 | WHOLESALE CLUB |
| | | Admin:Hot and Cold Meals | -37.64 | BAGS |
| | | | -4.16 | HST Rebate |
| TOTAL | | | -379.80 | |
| 03/10/2022 | BRANDT SUDBURY | | | |
| 29/08/2022 | Receiver General | Public Works:#15 - 2020 Grader | -571.76 | MONTHLY MAINTENANCE INV |
| | | | -63.15 | HST Rebate |
| 02/09/2022 | Receiver General | Public Works:#15 - 2020 Grader | -417.15 | MONTHLY MAINTENANCE |
| | | | -46.08 | HST Rebate |
| TOTAL | | | -1,098.14 | |
| 14/10/2022 | BRANDT SUDBURY | | | |
| 28/06/2022 | Receiver General | Public Works:#15 - 2020 Grader | -261.24 | MONTHLY MAINTENANCE |
| | | | -28.86 | HST Rebate |
| 03/10/2022 | Receiver General | Public Works:#15 - 2020 Grader | -575.42 | MONTHLY MAINTENANCE |
| | | | -63.56 | HST Rebate |
| TOTAL | | | -929.08 | |
| 03/10/2022 | CAMBRIAN TRUCK CENTRE INC. | | | |
| 01/09/2022 | Receiver General | Fire Department:#1202 - 2006 Tanker | -1,714.09 | ANNUAL INSPECTION |
| | | | -189.33 | HST Rebate |
| TOTAL | | | -1,903.42 | |
| 14/10/2022 | CANADA POST/POSTES CANADA | | | |
| 27/09/2022 | Receiver General | ELECTIONS | -1,602.99 | ENTIRE MAILING |
| | | | -177.06 | HST Rebate |
| TOTAL | | | -1,780.05 | |

Total October 2022 Disbursements - \$433,110.22

Page 1

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|---------------------------------------|-------------|--|
| 03/10/2022 Canadian Shield Consultants Agency ... | | | | |
| 19/09/2022 | | Sewer | -1,499.47 | SEPTEMBER 2022 |
| | Receiver General | | -165.62 | HST Rebate |
| 19/09/2022 | | Landfill | -1,213.83 | SEPTEMBER 2022 |
| | Receiver General | | -134.07 | HST Rebate |
| 19/09/2022 | | Public Works:Grass Cutting | -1,994.50 | GRASS BRUSHING SEP 13 2022 |
| | Receiver General | | -220.30 | HST Rebate |
| TOTAL | | | -5,227.79 | |
| 14/10/2022 Canadian Shield Consultants Agency ... | | | | |
| 06/10/2022 | | Sewer | -1,499.47 | OCTOBER 2022 |
| | Receiver General | | -165.62 | HST Rebate |
| 06/10/2022 | | Landfill | -1,213.83 | OCTOBER 2022 |
| | Receiver General | | -134.07 | HST Rebate |
| 06/10/2022 | | Public Works | -612.43 | JUL 11, 22, 29 & AUG 12, 26 & SEP 15, 28 |
| | | Municipal Facilities:Community Centre | -457.50 | JUL 11, 22, 29 & AUG 12, 26 & SEP 15, 28 |
| | | Municipal Facilities:Wellness Centre | -430.00 | JUL 11, 22, 29 & AUG 12, 26 & SEP 15, 28 |
| | | Municipal Facilities:Arena | -277.51 | JUL 11, 22, 29 & AUG 12, 26 & SEP 15, 28 |
| | Receiver General | | -151.45 | HST (ON) on purchases (Input Tax Credit) |
| | Receiver General | | -67.65 | HST Rebate |
| 13/10/2022 | | Sewer | -4,764.92 | CHEMICAL ADDITION IN CELL#2 FALL 2022 DRAWDOWN |
| | Receiver General | | -526.31 | HST Rebate |
| TOTAL | | | -10,300.76 | |
| 03/10/2022 Canine Control | | | | |
| 07/09/2022 | | Animal | -533.44 | AUGUST 2022 |
| TOTAL | | | -533.44 | |
| 14/10/2022 Canine Control | | | | |
| 05/10/2022 | | Animal | -513.20 | SEPTEMBER 2022 |
| TOTAL | | | -513.20 | |
| 03/10/2022 CGIS Centre | | | | |
| 01/10/2022 | | Admin | -796.14 | SLIMS CONTRACTED SERVICES |
| | Receiver General | | -87.94 | HST Rebate |
| TOTAL | | | -884.08 | |
| 14/10/2022 CGIS Centre | | | | |
| 01/11/2022 | | Admin | -796.14 | SLIMS CONTRACTED SERVICES |
| | Receiver General | | -87.94 | HST Rebate |
| TOTAL | | | -884.08 | |
| 14/10/2022 CO-OP Régionale Nipissing Sudbury Ltd | | | | |
| 05/10/2022 | | Public Works | -1,774.28 | FUEL OIL-COLORED DIE |
| | Receiver General | | -195.98 | HST Rebate |
| TOTAL | | | -1,970.26 | |
| 31/10/2022 COLLABRIA | | | | |
| 30/09/2022 | | CBO | -51.13 | MAYER |
| | | CBO | -55.61 | ST CHARLES FOOD MARKET |
| | | CBO | -45.03 | ST CHARLES FOOD MARKET |
| | | CBO | -41.95 | MAYER |
| | | CBO | -60.68 | MAYER |
| | Receiver General | | -28.10 | HST Rebate |
| 30/09/2022 | | Fire Department | -15.25 | HOME DEPOT |
| | Receiver General | Fire Department | -317.22 | TONERPARTS |
| | | | -36.72 | HST Rebate |
| 30/09/2022 | | Admin:COVID Expense | -1,806.22 | LONG AND MCQUADE |
| | | ELECTIONS | -103.74 | MUNICIPAL WORLD |
| | | Admin | -100.11 | DRIVERS HANDBOOKS |
| | | Admin | -32.83 | DTURCOT |
| | | CBO | -74.23 | ATARINI & BROY |
| | | Public Works | -39.46 | TRAVIS & SPARE PHONE |
| | | Admin | -193.35 | QUICKBOOKS |
| | Receiver General | | -259.57 | HST Rebate |
| TOTAL | | | -3,261.20 | |

Total October 2022 Disbursements - \$433,110.22

Page 2

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|--|--------------------------|--------------------------------------|-------------|---|
| 14/10/2022 Cunningham Swan Lawyers | | | | |
| 27/09/2022 | Receiver General | Admin | -305.28 | FILE NO: 32998-5 |
| | | | -33.72 | HST Rebate |
| TOTAL | | | -339.00 | |
| 03/10/2022 DREW MOORE ELECTRIC | | | | |
| 08/06/2022 | Receiver General | Parks & Recreation:Splash Pad | -3,812.44 | SUPPLY & INSTALL 1 NEW 100AMP SERVICE |
| | | | -421.11 | HST Rebate |
| 27/09/2022 | Receiver General | Municipal Facilities:Wellness Centre | -893.00 | INSTALL PLUG, TROUBLESHOOT GENERATOR |
| | | | -116.09 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -5,242.64 | |
| 03/10/2022 DUNNET CONSTRUCTION LTD | | | | |
| 15/08/2022 | Receiver General | Public Works:Salt / Sanding | -19,877.39 | SALT & WINTER SAND |
| | | | -2,195.58 | HST Rebate |
| 31/08/2022 | Receiver General | Landfill | -5,702.46 | LANDFILL COVER |
| | | | -629.87 | HST Rebate |
| TOTAL | | | -28,405.30 | |
| 03/10/2022 Encompass IT | | | | |
| 07/09/2022 | Receiver General | Admin | -686.88 | SEPTEMBER 2022 |
| | | | -75.87 | HST Rebate |
| 07/09/2022 | Receiver General | CBO | -66.14 | SEPTEMBER 2022 |
| | | Admin | -417.22 | SEPTEMBER 2022 |
| | | | -53.39 | HST Rebate |
| TOTAL | | | -1,299.50 | |
| 14/10/2022 Encompass IT | | | | |
| 07/10/2022 | Receiver General | CBO | -66.14 | OCTOBER 2022 |
| | | Admin | -417.22 | OCTOBER 2022 |
| | | | -53.39 | HST Rebate |
| 07/10/2022 | Receiver General | Admin | -686.88 | OCTOBER 2022 |
| | | | -75.87 | HST Rebate |
| TOTAL | | | -1,299.50 | |
| 03/10/2022 FIRE MARSHAL'S PUBLIC FIRE SAFE... | | | | |
| 14/09/2022 | Receiver General | Fire Department | -604.36 | FIRE PREVENTION MATERIAL |
| | | | -66.75 | HST Rebate |
| TOTAL | | | -671.11 | |
| 03/10/2022 FRENCH RIVER CONTRACTING LIMI... | | | | |
| 08/09/2022 | Receiver General | Public Works:Beaver Dams | -793.73 | MUSKY BAY RD FOR ST CHARLES VEUVE RIVER SNOWMOBILE... |
| | | | -87.67 | HST Rebate |
| TOTAL | | | -881.40 | |
| 14/10/2022 FRENCH RIVER CONTRACTING LIMI... | | | | |
| 11/10/2022 | Receiver General | Public Works:Gravel Resurfacing | -57,859.29 | SUPPLY, HAUL AND PLACE A GRAVEL ON BEAUPARLANT |
| | | | -6,390.91 | HST Rebate |
| TOTAL | | | -64,250.20 | |
| 14/10/2022 Gauthier, Sharon. | | | | |
| 07/09/2022 | Admin:Hot and Cold Meals | Admin:Hot and Cold Meals | -41.74 | 77.3KMS |
| 05/10/2022 | Admin:Hot and Cold Meals | Admin:Hot and Cold Meals | -43.20 | 80KMS |
| TOTAL | | | -84.94 | |
| 14/10/2022 GENE PLUMLEY | | | | |
| 24/08/2022 | Receiver General | Public Works:Beaver Dams | -1,179.80 | MUSKY BAY & CASIMIR ROADS |
| | | | -130.32 | HST Rebate |
| TOTAL | | | -1,310.12 | |

Total October 2022 Disbursements - \$433,110.22

Page 3

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|---|------------------|---------------------------------------|-------------|---|
| 03/10/2022 GFL ENVIRONMENTAL INC. 2021 | | | | |
| 31/08/2022 | | Landfill:Waste Disposal | -9,677.78 | AUGUST 2022 |
| | | Landfill:Recycling | -1,189.86 | AUGUST 2022 |
| | Receiver General | | -1,200.40 | HST Rebate |
| TOTAL | | | -12,068.04 | |
| 14/10/2022 GFL ENVIRONMENTAL INC. 2021 | | | | |
| 30/09/2022 | | Landfill:Waste Disposal | -9,677.78 | SEPTEMBER 2022 |
| | | Landfill:Recycling | -860.53 | SEPTEMBER 2022 |
| | Receiver General | | -1,164.02 | HST Rebate |
| TOTAL | | | -11,702.33 | |
| 10/10/2022 HYDRO ONE NETWORKS INC. | | | | |
| 20/09/2022 | | Municipal Facilities:Arena | -1,382.78 | AUGUST 2022 |
| | Receiver General | | -179.76 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -1,562.54 | |
| 12/10/2022 HYDRO ONE NETWORKS INC. | | | | |
| 22/09/2022 | | Municipal Facilities:Wellness Centre | -1,569.19 | AUGUST 2022 |
| | Receiver General | | -203.99 | HST (ON) on purchases (Input Tax Credit) |
| 22/09/2022 | | Sewer | -105.63 | AUGUST 2022 CASIMIR |
| | Receiver General | | -11.67 | HST Rebate |
| 22/09/2022 | | Sewer | -49.79 | AUGUST 2022 DUNNET |
| | Receiver General | | -5.50 | HST Rebate |
| 22/09/2022 | | Admin | -416.59 | AUGUST 2022 |
| | Receiver General | | -46.01 | HST Rebate |
| 22/09/2022 | | Public Works | -194.67 | AUGUST 2022 |
| | Receiver General | | -21.50 | HST Rebate |
| 22/09/2022 | | Parks & Recreation | -62.76 | AUGUST 2022 |
| | Receiver General | | -6.93 | HST Rebate |
| 22/09/2022 | | Fire Department | -291.39 | AUGUST 2022 |
| | Receiver General | | -32.19 | HST Rebate |
| 22/09/2022 | | Municipal Facilities:Community Centre | -1,272.23 | AUGUST 2022 |
| | Receiver General | | -165.39 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -4,455.43 | |
| 10/10/2022 HYDRO ONE NETWORKS INC. | | | | |
| 22/09/2022 | | Public Works:Street Lights | -157.22 | AUGUST 2022 |
| | Receiver General | | -17.37 | HST Rebate |
| TOTAL | | | -174.59 | |
| 31/10/2022 JACQUELINE LAFLEUR | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 03/10/2022 Janix Janitorial Supplies | | | | |
| 14/09/2022 | | Public Works | -36.86 | GARBAGE BAGS |
| | | Municipal Facilities:Wellness Centre | -85.82 | SANITIZER, WET MOP, FOAM SOAP |
| | | Municipal Facilities:School Rental | -119.67 | CLEANER, CENTER PULL TOWELS, PURELL FOAM SOAP |
| | | Municipal Facilities:Community Centre | -122.12 | GARBAGE BAGS MED, LG GARBAGE BAGS, CENTER PULL TOW... |
| | | Admin | -72.96 | FOAM SOAP, TOILET TISSUE |
| | Receiver General | | -15.88 | HST (ON) on purchases (Input Tax Credit) |
| | Receiver General | | -34.83 | HST Rebate |
| TOTAL | | | -488.14 | |

Total October 2022 Disbursements - \$433,110.22

Page 4

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|---------------------------------------|-------------|---|
| 14/10/2022 Janix Janitorial Supplies | | | | |
| 12/10/2022 | | Public Works | -46.79 | CENTER PULL TOWELS |
| | | Municipal Facilities:Arena | -36.22 | 88X122 GARBAGE BAGS |
| | | Municipal Facilities:School Rental | -95.74 | CENTER PULL TOWELS, GARBAGE BAGS 66X88, SWIPE WET M... |
| | | Municipal Facilities:Wellness Centre | -124.99 | TOILET TISSUE NEUTRAL CLEANER DUST MOP |
| | | Admin | -12.33 | WET MOP |
| | Receiver General | | -20.96 | HST (ON) on purchases (Input Tax Credit) |
| | Receiver General | | -17.11 | HST Rebate |
| 07/10/2022 | | Admin:COVID Expense | -1,101.45 | HAND TOWELS, FOAM SOAP, TOILET TISSUE, HAIR/BODY WAS... |
| | Receiver General | | -143.19 | HST (ON) on purchases (Input Tax Credit) |
| 12/10/2022 | | Admin:COVID Expense | -511.64 | AIR FRESHNERS CITRUS AND OCEAN SCENT |
| | Receiver General | | -66.51 | HST (ON) on purchases (Input Tax Credit) |
| 13/10/2022 | | Admin:COVID Expense | -618.00 | garbage cans |
| | Receiver General | | -80.34 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -2,875.27 | |
| 18/10/2022 JOHN DEERE FINANCIAL INC. | | | | |
| 16/06/2022 | | Public Works:#12 - John Deere Tractor | -70.19 | John Deere Tractor Part |
| | Receiver General | | -7.75 | HST Rebate |
| TOTAL | | | -77.94 | |
| 31/10/2022 Josh Lachance | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 31/10/2022 JULIE LAFRAMBOISE | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 06/10/2022 K&K PLUMBING AND SERVICE | | | | |
| 06/10/2022 | | Municipal Facilities:Arena | -3,084.07 | Repaired sink in hall kitchen, installed 4 urinal valves and 3 touches... |
| | Receiver General | | -400.93 | HST (ON) on purchases (Input Tax Credit) |
| 06/10/2022 | | Municipal Facilities:Arena | -353.98 | Install new basin and repair toiley in dressing room 5 |
| | Receiver General | | -46.02 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -3,885.00 | |
| 03/10/2022 K. SMART ASSOCIATES LIMITED | | | | |
| 31/08/2022 | | Public Works:Drainage | -3,114.83 | SERVICES RENDERED JULY 1-31, 2022 |
| | Receiver General | | -344.05 | HST Rebate |
| TOTAL | | | -3,458.88 | |
| 14/10/2022 K. SMART ASSOCIATES LIMITED | | | | |
| 30/09/2022 | | Public Works | -1,072.30 | SERVICES RENDERED AUG 1-31, 2022 |
| | Receiver General | | -118.44 | HST Rebate |
| TOTAL | | | -1,190.74 | |
| 03/10/2022 KPMG LLP | | | | |
| 08/09/2022 | | Admin | -20,352.00 | IST INTERIM BILLING ASSOCIATED WITH THE SERVICE DELIVE... |
| | Receiver General | | -2,248.00 | HST Rebate |
| TOTAL | | | -22,600.00 | |
| 03/10/2022 KROWN DISCOUNT HAND CAR WASH | | | | |
| 26/09/2022 | | Public Works:# 1 - 2015 Western Star | -187.21 | DEF |
| | | Public Works:# 2 - 2012 Western Star | -187.20 | DEF |
| | | Public Works:#15 - 2020 Grader | -187.21 | DEF |
| | Receiver General | | -62.03 | HST Rebate |
| TOTAL | | | -623.65 | |
| 14/10/2022 LAS AMO BUSINESS SERVICES | | | | |
| 07/10/2022 | | Public Works:# 2 - 2012 Western Star | -2,390.50 | Tires |
| | Receiver General | | -264.05 | HST Rebate |
| TOTAL | | | -2,654.55 | |

Total October 2022 Disbursements - \$433,110.22

Page 5

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|----------------------------------|-------------|--|
| 03/10/2022 LAURENTIAN BUSINESS PRODUCTS | | | | |
| 31/08/2022 | Receiver General | Admin | -103.49 | SEPTEMBER 2022 |
| | | | -11.43 | HST Rebate |
| TOTAL | | | -114.92 | |
| 14/10/2022 LAURENTIAN BUSINESS PRODUCTS | | | | |
| 30/09/2022 | Receiver General | Admin | -148.74 | SEPTEMBER 2022 |
| | | | -16.43 | HST Rebate |
| TOTAL | | | -165.17 | |
| 31/10/2022 LBPC | | | | |
| 31/10/2022 | Receiver General | Admin | -288.70 | OCTOBER 2022 |
| | | | -31.89 | HST Rebate |
| TOTAL | | | -320.59 | |
| 21/10/2022 Libertelevision Inc. | | | | |
| 19/10/2022 | Receiver General | Grants | -7,079.65 | Outdoor digital sign on community centre |
| | | | -920.35 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -8,000.00 | |
| 06/10/2022 LIUNA 493 | | | | |
| 30/09/2022 | | Public Works | -295.10 | Yves |
| | | Public Works | -295.10 | Paul |
| | | Public Works | -295.10 | Eric |
| | | Admin | -295.10 | Joanne |
| | | Service Ontario | -295.10 | Sue |
| | | CBO | -295.10 | Bruno |
| | | | -301.00 | Union Dues |
| | | Public Works | -295.10 | Rick |
| | Receiver General | | -117.74 | HST Rebate |
| TOTAL | | | -2,484.44 | |
| 03/10/2022 MANITOULIN-SUDBURY DISTRICT S... | | | | |
| 01/10/2022 | | Admin | -21,366.17 | LAND AMBULANCE |
| | | Admin | -12,009.50 | SOCIAL HOUSING, OW, CHILD CARE |
| TOTAL | | | -33,375.67 | |
| 14/10/2022 MANITOULIN-SUDBURY DISTRICT S... | | | | |
| 01/11/2022 | | Admin | -21,366.17 | LAND AMBULANCE |
| | | Admin | -12,009.50 | SOCIAL HOUSING, OW, CHILD CARE |
| TOTAL | | | -33,375.67 | |
| 03/10/2022 MASLACK SUPPLY LTD | | | | |
| 22/09/2022 | Receiver General | Public Works.#11 - Utility Truck | -331.41 | 12-VOLT AND CORE CHARGE |
| | | | -36.61 | HST Rebate |
| TOTAL | | | -368.02 | |
| 14/10/2022 MASLACK SUPPLY LTD | | | | |
| 29/08/2022 | Receiver General | Public Works | -11.63 | GUARD & DUTY ONE SIZE |
| | | | -1.29 | HST Rebate |
| 04/10/2022 | Receiver General | Municipal Facilities:Arena | -16.46 | SUPER HEARING PROTECTOR & EAR PLUGS |
| | | | -2.14 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -31.52 | |
| 31/10/2022 MATHIEU POTHIER | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |

Total October 2022 Disbursements - \$433,110.22

Page 6

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|---|------------------|---------------------------------------|-------------|---|
| 03/10/2022 Metal-Air Mechanical Systems Ltd. | | | | |
| 21/08/2022 | Receiver General | Municipal Facilities:Arena | -16,538.91 | COMPLETE TOP AND BOTTOM MAINTENANCE ON COMPRESSO... |
| | | | -2,150.06 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -18,688.97 | |
| 14/10/2022 Metal-Air Mechanical Systems Ltd. | | | | |
| 11/09/2022 | Receiver General | Municipal Facilities:Arena | -393.95 | ICE PLANT |
| | | | -51.21 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -445.16 | |
| 14/10/2022 Ministry of Finance | | | | |
| 09/05/2022 | | Fire Department | -7,596.96 | SPECIAL FOREST PROTECTION FEES 2022 |
| 30/09/2022 | | Admin | -21,361.48 | AUGUST 2022 LSR BILLING |
| 30/09/2022 | | Admin | -1.00 | |
| TOTAL | | | -28,959.44 | |
| 14/10/2022 Ministry of Finance - EHT | | | | |
| | | | -1,248.69 | September EHT |
| TOTAL | | | -1,248.69 | |
| 31/10/2022 MONICA LOFTUS. | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 03/10/2022 Moore Propane Limited | | | | |
| 26/09/2022 | Receiver General | Municipal Facilities:Wellness Centre | -457.46 | liquid propane |
| | | | -59.47 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -516.93 | |
| 14/10/2022 Moore Propane Limited | | | | |
| 05/10/2022 | Receiver General | Admin | -588.66 | HST Rebate |
| 30/09/2022 | Receiver General | Municipal Facilities:Arena | -65.02 | CYLINDER RENTAL |
| | | | -0.52 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -658.20 | |
| 03/10/2022 MPAC | | | | |
| 01/10/2022 | | Admin | -7,675.38 | 4TH QUARTER BILLING 2022 |
| TOTAL | | | -7,675.38 | |
| 14/10/2022 NorthStar Mat & Uniform Rentals | | | | |
| 11/10/2022 | | Admin | -42.91 | MAT RENTAL |
| | | Municipal Facilities:Wellness Centre | -12.66 | MAT RENTAL |
| | | Municipal Facilities:Community Centre | -22.68 | MAT RENTAL |
| | Receiver General | | -4.59 | HST (ON) on purchases (Input Tax Credit) |
| | Receiver General | | -4.74 | HST Rebate |
| TOTAL | | | -87.58 | |
| 03/10/2022 Office Central | | | | |
| 02/09/2022 | | Admin | -18.22 | INDEX 8TAB WHITE |
| | | ELECTIONS | -7.91 | INDEX LTR LETTER A ONLY RETURN |
| | Receiver General | | -2.89 | HST Rebate |
| 13/09/2022 | Receiver General | ELECTIONS | -24.62 | INDEX LTR A-Z |
| | | | -2.72 | HST Rebate |
| TOTAL | | | -56.36 | |

Total October 2022 Disbursements - \$433,110.22

Page 7

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|---|------------------|-----------------------------------|-------------|---|
| 14/10/2022 Office Central | | | | |
| 07/10/2022 | | Admin | -184.22 | 2023 Planners |
| | | Landfill | -17.29 | Batteries |
| | | Public Works | -56.32 | 2023 planners |
| 12/10/2022 | Receiver General | | -28.48 | HST Rebate |
| | | Admin | -24.41 | DAILY PLANNER |
| 11/10/2022 | Receiver General | | -2.70 | HST Rebate |
| | | Municipal Facilities: Arena | -28.95 | DRY ERASER MARKER AND CLEANER |
| | Receiver General | | -3.76 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -346.13 | |
| 06/10/2022 OMERS Pension | | | | |
| | | | -4,507.20 | OMERS Company |
| | | | -4,507.20 | OMERS Employee |
| TOTAL | | | -9,014.40 | |
| 31/10/2022 PAUL BRANCONNIER .. | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 31/10/2022 PAUL SCHOPPMANN. | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 14/10/2022 PIONEER CONSTRUCTION | | | | |
| 08/10/2022 | | Public Works: Hardtop Patching | -2,302.68 | QPR COLD MIX |
| | Receiver General | | -254.35 | HST Rebate |
| TOTAL | | | -2,557.03 | |
| 14/10/2022 PSD CITYWIDE INC. | | | | |
| 30/09/2022 | | Admin | -4,884.48 | ASSET MANAGEMENT PLAN SERVICES INVOICE #6 |
| | Receiver General | | -539.52 | HST Rebate |
| TOTAL | | | -5,424.00 | |
| 03/10/2022 Public Health Sudbury & Districts | | | | |
| 01/10/2022 | | Admin | -5,326.00 | OCTOBER 2022 MUNICIPAL LEVY |
| TOTAL | | | -5,326.00 | |
| 14/10/2022 Receiver General | | | | |
| | | | -3,261.14 | CPP Company |
| | | | -3,261.14 | CPP Employee |
| | | | -1,274.44 | EI Company |
| | | | -910.30 | EI Employee |
| | | | -9,173.55 | Income Tax |
| TOTAL | | | -17,880.57 | |
| 14/10/2022 REGIONAL SPRING SERVICE & TRU... | | | | |
| 20/09/2022 | | Public Works: #11 - Utility Truck | -1,728.34 | REPAIRS |
| | Receiver General | | -190.91 | HST Rebate |
| TOTAL | | | -1,919.25 | |
| 31/10/2022 Richard Lemieux. | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| TOTAL | | | -100.00 | |
| 31/10/2022 RONALD MORCK | | | | |
| 31/10/2022 | | ELECTIONS | -100.00 | REFUND ELECTION SIGNS |
| | | ELECTIONS | -100.00 | Election Nomination Fee - 2022 Election |
| TOTAL | | | -200.00 | |

Total October 2022 Disbursements - \$433,110.22

Page 8

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|--------------------------------------|-------------|--|
| 14/10/2022 SMITH, LISE | | | | |
| 07/09/2022 | | Admin:Hot and Cold Meals | -64.80 | 120KMS |
| 21/09/2022 | | Admin:Hot and Cold Meals | -64.80 | 120KMS |
| 05/10/2022 | | Admin:Hot and Cold Meals | -64.80 | 120KMS |
| TOTAL | | | -194.40 | |
| 18/10/2022 SPARTAN FITNESS | | | | |
| 18/10/2022 | Receiver General | Municipal Facilities:Fitness Centre | -221.60 | 3 peices of flooring for sound cancelling mats installed in 2021 |
| | | | -28.81 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -250.41 | |
| 03/10/2022 St. Charles Foodmarket | | | | |
| 07/08/2022 | Receiver General | Municipal Facilities:Arena | -44.95 | WINDSOR SALT |
| | | | -5.84 | HST (ON) on purchases (Input Tax Credit) |
| 09/08/2022 | Receiver General | Parks & Recreation:Splash Pad | -4.67 | FRESH COMFORT GLOVES |
| | | | -0.52 | HST Rebate |
| 10/08/2022 | | Admin:Hot and Cold Meals | -6.99 | CARROTS |
| 10/08/2022 | | Admin:Hot and Cold Meals | -18.95 | BAKE SHOP |
| 11/08/2022 | | Grants | -12.19 | FLAG TAPE |
| | Receiver General | | -1.35 | HST Rebate |
| 15/08/2022 | | Parks & Recreation:Splash Pad | -15.44 | SHOCKS |
| | Receiver General | | -1.71 | HST Rebate |
| 23/08/2022 | | Parks & Recreation:Splash Pad | -30.90 | SHOCK |
| | Receiver General | | -3.41 | HST Rebate |
| 23/08/2022 | | Parks & Recreation:Splash Pad | -15.44 | SHOCK |
| | Receiver General | | -1.71 | HST Rebate |
| 31/08/2022 | | Public Works:# 3- 2012 Pick-up | -320.01 | CARD 187534 |
| | | Public Works:# 2 - 2012 Western Star | -1,966.93 | CARD 187512 |
| | | Public Works:#11 - Utility Truck | -267.34 | CARD 187515 |
| | | Parks & Recreation | -230.26 | CARD 187526 |
| | | Public Works:# 1 - 2015 Western Star | -1,618.31 | CARD 187510 |
| | Receiver General | | -486.32 | HST Rebate |
| 31/08/2022 | | Fire Department | -387.80 | AUGUST 2022 |
| | Receiver General | | -42.84 | HST Rebate |
| 31/08/2022 | | Municipal Facilities:Arena | -15.99 | MOUSE KILLER |
| | Receiver General | | -2.08 | HST (ON) on purchases (Input Tax Credit) |
| 31/08/2022 | | Admin | -9.89 | correction |
| | Receiver General | | -1.09 | HST Rebate |
| 29/08/2022 | | Municipal Facilities:Arena | -35.96 | WINDSOR SALT |
| | Receiver General | | -4.67 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -5,553.56 | |
| 14/10/2022 St. Charles Foodmarket | | | | |
| 05/09/2022 | | Admin:Hot and Cold Meals | -161.34 | GROCERIES |
| 05/09/2022 | | Parks & Recreation:Splash Pad | -15.44 | SHOCK |
| | Receiver General | | -1.71 | HST Rebate |
| 06/09/2022 | | Admin:Hot and Cold Meals | -14.29 | CANOLA OIL & EGGS |
| | | Admin:Hot and Cold Meals | -4.48 | DAWN |
| | Receiver General | | -0.49 | HST Rebate |
| 07/09/2022 | | Admin:Hot and Cold Meals | -6.99 | ROMAINE HEARTS |
| | | Admin:Hot and Cold Meals | -7.11 | COCA COLA DIET |
| | Receiver General | | -0.79 | HST Rebate |
| 08/09/2022 | | Public Works | -54.92 | ORANGE MARKING PAINT |
| | Receiver General | | -6.07 | HST Rebate |
| 08/09/2022 | | Admin | -19.66 | HARDWARE FOR FLAGPOLES @ OFFICE |
| | Receiver General | | -2.17 | HST Rebate |
| 10/09/2022 | | Municipal Facilities:Arena | -44.95 | WINDSOR SALT |
| | Receiver General | | -5.84 | HST (ON) on purchases (Input Tax Credit) |
| 12/09/2022 | | Municipal Facilities:School Rental | -6.10 | MR. CLEAN |
| | Receiver General | | -0.67 | HST Rebate |
| 12/09/2022 | | Public Works | -109.84 | PAINT FOR MARKING SEWERS LINES FOR BELL |
| | Receiver General | | -12.13 | HST Rebate |
| 13/09/2022 | | Admin:COVID Expense | -8.84 | BRUSH PAINT |
| | Receiver General | | -0.98 | HST Rebate |
| 13/09/2022 | | Admin:COVID Expense | -162.73 | PAINT AND SUPPLIES |
| | Receiver General | | -17.97 | HST Rebate |
| 14/09/2022 | | Parks & Recreation:Splash Pad | -15.44 | LIQUID SHOCK |
| | Receiver General | | -1.71 | HST Rebate |
| 18/09/2022 | | Admin | -5.08 | HARDWARE |
| | Receiver General | | -0.56 | HST Rebate |
| 20/09/2022 | | Admin:Hot and Cold Meals | -14.36 | FROSTING AND GRAPE TOMATOES |
| 21/09/2022 | | Admin:Hot and Cold Meals | -22.74 | VIENNA DINNER ROLLS |
| 21/09/2022 | | Parks & Recreation | -24.38 | PLUMBING ANTIFREEZE FOR CANTEEN |
| | Receiver General | | -2.69 | HST Rebate |
| 26/09/2022 | | Municipal Facilities:Wellness Centre | -23.56 | HARDWARE FOR GARBAGE BOX |
| | Receiver General | | -3.06 | HST (ON) on purchases (Input Tax Credit) |
| 26/09/2022 | | Admin | -11.71 | FORKS, WATER AND MARGARINE |
| | Receiver General | | -1.29 | HST Rebate |
| 27/09/2022 | | Municipal Facilities:Arena | -44.95 | WINDSOR SALT |
| | Receiver General | | -5.84 | HST (ON) on purchases (Input Tax Credit) |

Total October 2022 Disbursements - \$433,110.22

Page 9

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|-------------------|---|--------------------------------------|-------------------|--|
| 28/09/2022 | Receiver General | Admin | -7.66 | FORKS & BANANA CAKE-NANCY'S BDAY |
| | | | -0.85 | HST Rebate |
| 30/09/2022 | Receiver General | Fire Department | -99.59 | |
| 30/09/2022 | Receiver General | Municipal Facilities:Arena | -11.00 | HST Rebate |
| | | | -66.73 | HARDWARE |
| 30/09/2022 | Receiver General | Public Works:# 3- 2012 Pick-up | -8.68 | HST (ON) on purchases (Input Tax Credit) |
| | | Public Works:# 2 - 2012 Western Star | -154.26 | SEPTEMBER 2022 |
| | | Public Works | -773.09 | SEPTEMBER 2022 |
| | | Public Works:# 1 - 2015 Western Star | -111.82 | SEPTEMBER 2022 |
| | | | -569.16 | SEPTEMBER 2022 |
| 20/09/2022 | Receiver General | Municipal Facilities:Arena | -177.65 | HST Rebate |
| | | | -14.34 | EXIT BULB |
| 20/09/2022 | Receiver General | Municipal Facilities:Arena | -1.86 | HST (ON) on purchases (Input Tax Credit) |
| | | | -44.95 | WINDSOR SALT |
| | Receiver General | | -5.84 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -2,890.36 | |
| 21/10/2022 | St. Charles Minor Hockey | | | |
| 21/10/2022 | | Municipal Facilities:Arena | -400.00 | As per resolution 2020-215 - 2020/2021 financial assistance due to S... |
| TOTAL | | | -400.00 | |
| 27/10/2022 | St. Charles Petty Cash | | | |
| 27/10/2022 | | ELECTIONS | -9.36 | Elections Postage |
| | | ELECTIONS | -1.97 | Elections Postage |
| | | Admin | -2.08 | Postage |
| | | Admin | -1.09 | Postage |
| | | Admin | -1.07 | Postage |
| | | Animal | -11.90 | Postage |
| | | Admin | -22.44 | Q2 Lunch and Learn |
| | | Admin | -62.77 | Q2 Lunch and Learn |
| | | Admin | -35.98 | Q2 Lunch and Learn |
| | | Admin | -33.04 | Q2 Lunch and Learn |
| | | ELECTIONS | -2.65 | Elections Postage |
| | | Municipal Facilities:Arena | -12.00 | James Joudrey |
| | | Public Works | -5.00 | CVOR Level 2 operator record |
| | | Parks & Recreation:Beautification | -52.08 | Home Depot Geraniums |
| | | Admin | -1.32 | Postage |
| | | Council:Mayor | -38.87 | Mayor lunch wick MP Marc Serre |
| | | Landfill | -45.00 | Cashbox for landfill during strike was recorded as revenu |
| | | ELECTIONS | -19.84 | Supplies for Election night |
| | | Parks & Recreation:Beautification | -36.55 | Harvest Mum |
| | | Parks & Recreation:Beautification | -58.50 | Peony Ring |
| | Receiver General | | -31.02 | HST Rebate |
| TOTAL | | | -484.53 | |
| 14/10/2022 | St. Charles Special Events Committee | | | |
| 18/10/2022 | Receiver General | Parks & Recreation | -315.42 | 50% of the purchase of six (6) soccer nets as per council on June 1, ... |
| | | | -34.84 | HST Rebate |
| TOTAL | | | -350.26 | |
| 21/10/2022 | St. Charles Special Events Committee | | | |
| 21/10/2022 | | Admin | -1,500.00 | 2022 Christmas Party donation |
| TOTAL | | | -1,500.00 | |
| 03/10/2022 | Sudbury East Planning Board | | | |
| 20/04/2022 | | Admin | -21,912.00 | 2022 APPORTIONMENT |
| TOTAL | | | -21,912.00 | |
| 03/10/2022 | Sun Life Assurance Company of Can... | | | |
| 01/10/2022 | | Admin | -4.02 | DENIS TURCOT-EAP |
| | | Admin | -4.02 | PAMELA MCCracken-EAP |
| | | Admin | -4.02 | TAMMY GODDEN-EAP |
| | | Public Works | -4.02 | TRAVIS DEBENEDET-EAP |
| | | CBO | -4.02 | ANDREA TARINI-EAP |
| | Receiver General | | -2.22 | HST Rebate |
| TOTAL | | | -22.32 | |

Total October 2022 Disbursements - \$433,110.22

Page 10

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|-------------------------|-------------|--|
| 01/10/2022 Sun Life Assurance Company of Can... | | | | |
| 01/10/2022 | | Public Works | -634.75 | TRAVIS DEBENEDET |
| | | Admin | -1,095.47 | TAMMY GODDEN |
| | | Admin | -1,093.87 | PAMELA MCCRACKEN |
| | | CBO | -1,088.71 | ANDREA TARINI |
| | | Admin | -1,106.91 | DENIS TURCOT |
| | Receiver General | | -307.83 | HST Rebate |
| TOTAL | | | -5,327.54 | |
| 03/10/2022 Sunwire Inc. | | | | |
| 31/08/2022 | | Admin | -5.54 | AUGUST 2022 |
| | Receiver General | | -0.61 | HST Rebate |
| 01/09/2022 | | Admin | -396.92 | SEPTEMBER 2022 |
| | Receiver General | | -43.84 | HST Rebate |
| TOTAL | | | -446.91 | |
| 14/10/2022 Sunwire Inc. | | | | |
| 30/09/2022 | | Admin | -4.40 | LONG DISTANCE RATES |
| | Receiver General | | -0.49 | HST Rebate |
| 01/10/2022 | | Admin | -396.92 | OCTOBER 2022 |
| | Receiver General | | -43.84 | HST Rebate |
| 01/10/2022 | | Admin | -8.05 | |
| | Receiver General | | -0.89 | HST Rebate |
| TOTAL | | | -454.59 | |
| 03/10/2022 Testmark Laboratories Ltd | | | | |
| 16/09/2022 | | Sewer | -47.90 | Water Testing |
| | Receiver General | | -5.29 | HST Rebate |
| 16/09/2022 | | Sewer | -52.22 | Water Testing |
| | Receiver General | | -5.77 | HST Rebate |
| TOTAL | | | -111.18 | |
| 14/10/2022 Testmark Laboratories Ltd | | | | |
| 12/10/2022 | | Sewer | -104.44 | LAGOON |
| | Receiver General | | -11.54 | HST Rebate |
| TOTAL | | | -115.98 | |
| 14/10/2022 TRICKEY ET AL TAX TEAM INC. | | | | |
| 04/10/2022 | | Levies | -50.88 | DECLARATION REGARDING SENDING OF FIRST NOTICES |
| | Receiver General | | -5.62 | HST Rebate |
| 04/10/2022 | | Levies | -50.88 | DECLARATION REGARDING SENDING OF FIRST NOTICES |
| | Receiver General | | -5.62 | HST Rebate |
| 04/10/2022 | | Levies | -50.88 | DECLARATION REGARDING SENDING OF FINAL NOTICES |
| | Receiver General | | -5.62 | HST Rebate |
| 04/10/2022 | | Levies | -50.88 | DECLARATION REGARDING SENDING OF FINAL NOTICES |
| | Receiver General | | -5.62 | HST Rebate |
| 06/10/2022 | | Levies | -483.36 | PREPARE FINAL NOTICES |
| | Receiver General | | -53.39 | HST Rebate |
| TOTAL | | | -762.75 | |
| 27/10/2022 Workplace Safety & Insurance Board | | | | |
| | | | -5,277.88 | 2022 Q3 |
| TOTAL | | | -5,277.88 | |
| 27/10/2022 Workplace Safety & Insurance Board | | | | |
| 30/09/2022 | | Fire Department | -1,057.95 | FD WSIB |
| TOTAL | | | -1,057.95 | |
| 03/10/2022 Yveroy Enterprises | | | | |
| 15/09/2022 | | Landfill:Waste Disposal | -508.80 | SEPTEMBER 2022 |
| | | Landfill:Recycling | -305.28 | SEPTEMBER 2022 |
| | Receiver General | | -89.92 | HST Rebate |
| TOTAL | | | -904.00 | |

Total October 2022 Disbursements - \$433,110.22

Page 11

1:41 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
October 2022

| <u>Date</u> | <u>Name</u> | <u>Class</u> | <u>Paid Amount</u> | <u>Memo</u> |
|-------------|------------------|-----------------|--------------------|---------------------------|
| 14/10/2022 | ZOO CASUALS INC. | | | |
| 13/09/2022 | Receiver General | Fire Department | -1,159.66 | TSHIRTS X20 AND HATS X 24 |
| | | | -128.09 | HST Rebate |
| TOTAL | | | -1,287.75 | |

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|-------------------|--|---|-------------|--|
| 14/11/2022 | 1 HOUR SIGNS | | | |
| 09/11/2022 | Receiver General | Fire Department:#1203 - 2014 Ford Tr... | -2,420.87 | Reflective Truck Decal |
| | | | -267.40 | HST Rebate |
| TOTAL | | | -2,688.27 | |
| 02/11/2022 | AGATHE MADORE | | | |
| 02/11/2022 | | ELECTIONS | -100.75 | OCT 24 2022 ELECTIONS |
| TOTAL | | | -100.75 | |
| 01/11/2022 | AIDE AUX SÉNIORS DE SUDBURY ES... | | | |
| 01/11/2022 | | Grants | -30,932.98 | COMMUNITY TRANSPORTATION GRANT PROGRAM - 5b |
| TOTAL | | | -30,932.98 | |
| 14/11/2022 | BAZINET MONUMENTS | | | |
| 11/10/2022 | Receiver General | Cemetery | -2,161.38 | NICHE WALL INSCRIPTION |
| | | | -238.74 | HST Rebate |
| TOTAL | | | -2,400.12 | |
| 30/11/2022 | Bell Canada | | | |
| 22/10/2022 | Receiver General | Municipal Facilities:Wellness Centre | -72.57 | NOVEMBER 2022 |
| | | | -9.43 | HST (ON) on purchases (Input Tax Credit) |
| 22/10/2022 | Receiver General | Fire Department | -73.84 | OCTOBER 2022 |
| | | | -8.16 | HST Rebate |
| 05/11/2022 | Receiver General | Admin | -127.15 | NOVEMBER 2022 |
| | | | -14.04 | HST Rebate |
| TOTAL | | | -305.19 | |
| 14/11/2022 | Benson | | | |
| 11/10/2022 | Receiver General | Public Works:# 9 - 2008 Dozer | -31.25 | RAIN CAP |
| | | | -3.45 | HST Rebate |
| TOTAL | | | -34.70 | |
| 14/11/2022 | BRANCONNIER, LISE | | | |
| 19/10/2022 | | Admin:Hot and Cold Meals | -41.74 | 77.3 KM |
| 27/10/2022 | | Admin:Hot and Cold Meals | -0.27 | |
| | Receiver General | Admin:Hot and Cold Meals | -324.41 | METRO, WHOLESALE CLUB, NO FRILLS & GIANT TIGER |
| | | | -0.04 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -366.46 | |
| 14/11/2022 | BRANDT SUDBURY | | | |
| 09/05/2022 | Receiver General | Public Works:#15 - 2020 Grader | -471.66 | Monthly Maintenance |
| | | | -52.10 | HST Rebate |
| TOTAL | | | -523.76 | |
| 14/11/2022 | Canine Control | | | |
| 31/10/2022 | | Animal | -644.70 | OCTOBER 2022 |
| TOTAL | | | -644.70 | |
| 14/11/2022 | CGIS Centre | | | |
| 01/12/2022 | Receiver General | Admin | -1,019.07 | SLIMS CONTRACTED SERVICE |
| | | | -112.56 | HST Rebate |
| TOTAL | | | -1,131.63 | |
| 14/11/2022 | CO-OP Régionale Nipissing Sudbury Ltd | | | |
| 24/10/2022 | Receiver General | Public Works | -1,921.41 | OIL COLORED DIE |
| | | | -212.23 | HST Rebate |
| 09/11/2022 | Receiver General | Public Works | -2,891.51 | OIL COLORED DIE |
| | | | -319.39 | HST Rebate |
| TOTAL | | | -5,344.54 | |

Total November 2022 Disbursements - \$553,965.86

Page 1

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|-------------------|--|---------------------------------------|-------------|---|
| 30/11/2022 | CO-OP Régionale Nipissing Sudbury Ltd | | | |
| 23/11/2022 | Receiver General | Public Works | -1,918.02 | FUEL OIL-COLORED DIE |
| | | | -211.86 | HST Rebate |
| TOTAL | | | -2,129.88 | |
| 14/11/2022 | COMPASS MINERALS CANADA | | | |
| 14/10/2022 | Receiver General | Public Works | -4,486.07 | WINTER SALT |
| | | | -495.51 | HST Rebate |
| TOTAL | | | -4,981.58 | |
| 14/11/2022 | Conseil scolaire catholique du Nouve... | | | |
| 30/09/2022 | | Levies | -20,797.00 | INSTALLMENT 3 |
| TOTAL | | | -20,797.00 | |
| 14/11/2022 | Conseil scolaire catholique du Nouve... | | | |
| 01/10/2022 | | Municipal Facilities:School Rental | -8,306.36 | OCTOBER, NOVEMBER & DECEMBER RENT |
| TOTAL | | | -8,306.36 | |
| 14/11/2022 | CONTINENTAL INSULATION | | | PO 979362 |
| 19/10/2022 | Receiver General | Municipal Facilities:Community Centre | -110,160.00 | PROGRESS BILLING #1 |
| | | | -14,320.80 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -124,480.80 | |
| 14/11/2022 | CREATIVE MEATS | | | |
| 31/03/2022 | | Admin:Hot and Cold Meals | -831.69 | Hot and cold meals |
| | | Grants | -2,320.17 | Hot and Cold meals |
| | Receiver General | | -348.14 | HST Rebate |
| TOTAL | | | -3,500.00 | |
| 14/11/2022 | Creighton Rock Drill Limited | | | |
| 02/09/2022 | Receiver General | Public Works:#15 - 2020 Grader | -133.76 | BIT LARGE GRADING |
| | | | -14.77 | HST Rebate |
| TOTAL | | | -148.53 | |
| 03/11/2022 | CROSSTOWN CHEVROLET | | | |
| 03/11/2022 | Receiver General | Public Works | -56,169.29 | 2022 Chevrolet Silverado 1500 CK10743 3GCPDCED9NG630585 |
| | | | -7,294.34 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -63,463.63 | |
| 14/11/2022 | CSD due Grand Nord de l'Ontario | | | |
| 30/09/2022 | | Levies | -3,990.00 | INSTALLMENT#3 |
| TOTAL | | | -3,990.00 | |
| 14/11/2022 | CULLIGAN WATER | | | |
| 19/10/2022 | | Admin | -63.00 | WATER |
| | | Admin | -5.60 | Delivery |
| | Receiver General | | -0.62 | HST Rebate |
| TOTAL | | | -69.22 | |
| 30/11/2022 | DataFix | | | |
| 18/11/2022 | Receiver General | ELECTIONS | -2,668.74 | ADDITIONAL SERVICES STATEMENT OF WORK VOTE BY MAIL ... |
| | | | -294.78 | HST Rebate |
| TOTAL | | | -2,963.52 | |

Total November 2022 Disbursements - \$553,965.86

Page 2

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|---------------------------------------|-------------|---|
| 14/11/2022 DL SIGNS & DESIGNS | | | | |
| 06/10/2022 | Receiver General | CBO | -325.63 | SEBBS DECALS |
| | | | -35.97 | HST Rebate |
| TOTAL | | | -361.60 | |
| 14/11/2022 DR. CLEAN INC. | | | | |
| 08/09/2022 | Receiver General | Admin:COVID Expense | -5,250.00 | Sept 6-8th 2022 CLEANING SERVICES |
| | | | -682.50 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -5,932.50 | |
| 14/11/2022 Encompass IT | | | | |
| 07/11/2022 | Receiver General | Admin | -686.88 | NOVEMBER 2022 |
| | | | -75.87 | HST Rebate |
| 07/11/2022 | Receiver General | CBO | -66.14 | NOVEMBER 2022 |
| | | Admin | -417.22 | NOVEMBER 2022 |
| | | | -53.39 | HST Rebate |
| 10/11/2022 | Receiver General | CBO | -106.85 | CONFIGURATION OF PROVIDED BI NOTEBOOK |
| | | | -11.80 | HST Rebate |
| TOTAL | | | -1,418.15 | |
| 30/11/2022 FRENCH RIVER CULTURAL INDUSTR... | | | | |
| 21/10/2022 | Grants | Grants | -1,200.00 | ART SUPPLIES AND MATERIALS FOR 10 PARTICIPANTS |
| 21/10/2022 | Grants | Grants | -459.00 | INSTRUCTOR FEE & MILEAGE OCT 22, NOV 5, NOV 19. 60KMS |
| TOTAL | | | -1,659.00 | |
| 30/11/2022 GENE PLUMLEY | | | | |
| 12/11/2022 | Receiver General | Public Works:Beaver Dams | -742.85 | BEAVERS REMOVED & BEAVER DAM REMOVAL |
| | | | -82.05 | HST Rebate |
| 24/11/2022 | Receiver General | Public Works:Beaver Dams | -453.04 | NOV 17-24, 2022 DAM PULLS |
| | | | -50.04 | HST Rebate |
| TOTAL | | | -1,327.98 | |
| 14/11/2022 GFL ENVIRONMENTAL INC. 2021 | | | | |
| 31/10/2022 | Receiver General | Landfill:Waste Disposal | -9,677.78 | OCTOBER 2022 |
| | | Landfill:Recycling | -715.34 | OCTOBER 2022 |
| | | | -1,147.98 | HST Rebate |
| TOTAL | | | -11,541.10 | |
| 14/11/2022 HYDRO ONE NETWORKS INC. | | | | |
| 25/10/2022 | Receiver General | Sewer | -91.26 | AUG 30-SEP 29 CASIMIR |
| | | | -10.08 | HST Rebate |
| 25/10/2022 | Receiver General | Sewer | -49.99 | AUG 30-SEP 29 DUNNET |
| | | | -5.52 | HST Rebate |
| 25/10/2022 | Receiver General | Admin | -307.05 | AUG 30-SEP 29 |
| | | | -33.92 | HST Rebate |
| 25/10/2022 | Receiver General | Public Works:Street Lights | -144.38 | AUG 30-SEP 29 |
| | | | -15.95 | HST Rebate |
| 25/10/2022 | Receiver General | Public Works | -140.08 | AUG 30-SEP 29 |
| | | | -15.47 | HST Rebate |
| 25/10/2022 | Receiver General | Parks & Recreation | -31.96 | AUG 30-SEP 29 |
| | | | -3.53 | HST Rebate |
| 25/10/2022 | Receiver General | Fire Department | -298.85 | AUG 30-SEP 29 |
| | | | -33.01 | HST Rebate |
| 25/10/2022 | Receiver General | Municipal Facilities:Community Centre | -1,255.08 | AUG 30-SEP 29 |
| | | | -163.16 | HST (ON) on purchases (Input Tax Credit) |
| 25/10/2022 | Receiver General | Municipal Facilities:Wellness Centre | -1,270.81 | AUG 30-SEP 29 |
| | | | -165.21 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -4,035.31 | |
| 28/11/2022 HYDRO ONE NETWORKS INC. | | | | |
| 08/11/2022 | Receiver General | Municipal Facilities:Arena | -1,009.59 | SEPTEMBER 2022 |
| | | | -111.51 | HST Rebate |
| TOTAL | | | -1,121.10 | |

Total November 2022 Disbursements - \$553,965.86

Page 3

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|-------------------|-------------------------------------|---|-------------|---|
| 14/11/2022 | Janix Janitorial Supplies | | | |
| 13/10/2022 | | Municipal Facilities: Arena | -204.67 | HAND SANITIZER |
| | Receiver General | | -26.61 | HST (ON) on purchases (Input Tax Credit) |
| 18/10/2022 | | Municipal Facilities: Arena | -336.41 | GARBAGE CANS X 6, PUSH HAND SANITIZER GEL, GARBAGE B... |
| | Receiver General | | -43.73 | HST (ON) on purchases (Input Tax Credit) |
| 26/10/2022 | | Municipal Facilities: Wellness Centre Admin | -111.94 | TOILET PAPER, NEUTRAL CLEANER, GLOVES |
| | Receiver General | | -90.78 | TOILET PAPER, TORK KITCHEN TOWELS, GLOVES |
| | Receiver General | | -14.55 | HST (ON) on purchases (Input Tax Credit) |
| | Receiver General | | -10.03 | HST Rebate |
| 09/11/2022 | | Municipal Facilities: School Rental Admin | -29.49 | TOILET PAPER |
| | Receiver General | | -46.15 | BROWN PAPERTOWELS |
| | | | -8.35 | HST Rebate |
| TOTAL | | | -922.71 | |
| 14/11/2022 | JET ICE | | | |
| 12/10/2022 | | Municipal Facilities: Arena | -7,284.00 | LINE PAINTING |
| | Receiver General | | -946.92 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -8,230.92 | |
| 01/11/2022 | JOHN GROULX | | | |
| 26/10/2022 | | Municipal Facilities: Arena | -3,042.20 | SEP 29 TO OCT 25, 2022 HRS AND MILEAGE |
| TOTAL | | | -3,042.20 | |
| 30/11/2022 | JOHN GROULX | | | |
| 09/11/2022 | | Municipal Facilities: Arena | -372.00 | NOVEMBER 7 & 9, 2022 |
| TOTAL | | | -372.00 | |
| 14/11/2022 | K&K PLUMBING AND SERVICE | | | |
| 08/11/2022 | | Municipal Facilities: Arena | -3,819.47 | 3 sink valves, 6 basin faucets, 5 shower heads & Arm kits |
| | Receiver General | | -496.53 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -4,316.00 | |
| 30/11/2022 | K&K PLUMBING AND SERVICE | | | |
| 25/11/2022 | | Municipal Facilities: Community Centre | -1,433.65 | NEW WASHROOM FOR @ COMMUNITY CENTRE |
| | Receiver General | | -158.35 | HST Rebate |
| 25/11/2022 | | Municipal Facilities: Arena | -554.87 | ARENA MOL ISSUES |
| | Receiver General | | -72.13 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -2,219.00 | |
| 14/11/2022 | K. SMART ASSOCIATES LIMITED | | | |
| 31/10/2022 | | Public Works | -1,068.48 | SEPTEMBER 2022 SERVICES RENDERED |
| | Receiver General | | -118.02 | HST Rebate |
| TOTAL | | | -1,186.50 | |
| 30/11/2022 | KAL TIRE | | | |
| 25/10/2022 | | Public Works: # 2 - 2012 Western Star | -56.64 | TIRE SERVICES |
| | Receiver General | | -6.26 | HST Rebate |
| TOTAL | | | -62.90 | |
| 14/11/2022 | KPMG LLP | | | |
| 02/11/2022 | | Grants | -20,352.00 | 2ND INTERIM BILLING WITH THE SERVICE DELIVERY REVIEW |
| | Receiver General | | -2,248.00 | HST Rebate |
| TOTAL | | | -22,600.00 | |
| 14/11/2022 | LAS AMO BUSINESS SERVICES | | | |
| 14/10/2022 | | Public Works: # 2 - 2012 Western Star | -51.39 | DISMOUNT/MOUNT ON VEHICLE & TUBELESS TRUCK VALVE |
| | Receiver General | | -5.68 | HST Rebate |
| 07/11/2022 | | Public Works: # 2 - 2012 Western Star | -1,199.93 | TIRE CHANGE |
| | Receiver General | | -132.54 | HST Rebate |
| TOTAL | | | -1,389.54 | |

Total November 2022 Disbursements - \$553,965.86

Page 4

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|---|------------------|--------------------------------------|-------------|--|
| 30/11/2022 LBPC | | | | |
| 30/11/2022 | Receiver General | Admin | -288.70 | NOVEMBER 2022 |
| | | | -31.89 | HST Rebate |
| TOTAL | | | -320.59 | |
| 14/11/2022 LEN'S CLEAN AIR | | | | |
| 20/10/2022 | | Public Works:# 1 - 2015 Western Star | -389.23 | Ontario Drive Clean Test |
| | | Public Works:# 2 - 2012 Western Star | -389.23 | Ontario Drive Clean Test |
| | Receiver General | | -85.99 | HST Rebate |
| TOTAL | | | -864.45 | |
| 04/11/2022 LIUNA 493 | | | | |
| 31/10/2022 | | Public Works | -294.83 | Yves |
| | | Public Works | -294.83 | Paul |
| | | Public Works | -294.83 | Eric |
| | | Admin | -294.83 | Joanne |
| | | Service Ontario | -294.83 | Sue |
| | | CBO | -294.83 | Bruno |
| | | | -344.00 | Union Dues |
| | | Public Works | -294.83 | Rick |
| | | Municipal Facilities:Arena | -294.83 | Jim |
| | Receiver General | | -136.73 | HST Rebate |
| TOTAL | | | -2,839.37 | |
| 14/11/2022 MANITOULIN-SUDBURY DISTRICT S... | | | | |
| 01/12/2022 | | Admin | -21,366.17 | LAND AMBULANCE |
| | | Admin | -12,009.50 | SOCIAL HOUSING, OW, CHILD CARE |
| TOTAL | | | -33,375.67 | |
| 14/11/2022 Metal-Air Mechanical Systems Ltd. | | | | |
| 30/09/2022 | | Municipal Facilities:Arena | -885.50 | ARENA START UP AND INSPECT DEHUMIDIFIER |
| | Receiver General | | -115.12 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -1,000.62 | |
| 30/11/2022 MICHEL LAW OFFICE | | | | |
| 14/10/2022 | | Admin | -30.00 | REFUND ON TAX CERT TO LAW FIRM |
| | | CBO | -50.00 | REFUND ON BUILDING SEARCH TO LAW FIRM |
| TOTAL | | | -80.00 | |
| 01/11/2022 Ministry of Finance | | | | |
| 01/11/2022 | | Public Works:# 2 - 2012 Western Star | -1,841.00 | AA54674 2012 WESTERN STAR |
| 01/11/2022 | | Public Works:# 1 - 2015 Western Star | -1,917.50 | 2022 - 2015 WESTERN STAR |
| 01/11/2022 | | Public Works:#11 - Utility Truck | -506.00 | 2022 AN64114 - UTILITY TRUCK |
| TOTAL | | | -4,264.50 | |
| 14/11/2022 Ministry of Finance | | | | |
| 31/10/2022 | | Admin | -22,507.00 | SEPTEMBER 2022 OPP LSR BILLING |
| TOTAL | | | -22,507.00 | |
| 09/11/2022 Ministry of Finance - EHT | | | | |
| | | | -1,907.72 | October 2022 EHT |
| TOTAL | | | -1,907.72 | |
| 30/11/2022 MINISTRY OF THE ATTORNEY GENE... | | | | |
| 30/11/2022 | | Service Ontario | -75.00 | COMMISSIONER OF OATH STAMP |
| TOTAL | | | -75.00 | |

Total November 2022 Disbursements - \$553,965.86

Page 5

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|---|------------------|-----------------------------|-------------|--|
| 14/11/2022 Moore Propane Limited | | | | |
| 26/10/2022 | | Fire Department | -176.49 | Propane |
| | Receiver General | | -19.49 | HST Rebate |
| 31/10/2022 | | Municipal Facilities: Arena | -4.07 | CYLINDER RENTAL |
| | Receiver General | | -0.45 | HST Rebate |
| 31/10/2022 | | Municipal Facilities: Arena | -100.72 | ZAMBONI TANKS |
| | Receiver General | | -11.13 | HST Rebate |
| 07/11/2022 | | Municipal Facilities: Arena | -419.94 | Propane |
| | Receiver General | | -54.59 | HST (ON) on purchases (Input Tax Credit) |
| 07/11/2022 | | Public Works | -1,435.71 | Propane |
| | Receiver General | | -158.58 | HST Rebate |
| 07/11/2022 | | Admin | -641.02 | Propane |
| | Receiver General | | -70.81 | HST Rebate |
| 07/11/2022 | | Municipal Facilities: Arena | -140.29 | Propane |
| | Receiver General | | -18.24 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -3,251.53 | |
| 02/11/2022 NICOLE LAFONTAINE | | | | |
| 02/11/2022 | | ELECTIONS | -100.75 | OCT 24 2022 ELECTIONS |
| TOTAL | | | -100.75 | |
| 30/11/2022 NOELVILLE RENTALS & SALES CORP | | | | |
| 26/09/2022 | | Public Works | -119.05 | REPAIR STIHL CHAINSAW |
| | Receiver General | | -13.15 | HST Rebate |
| 25/10/2022 | | Public Works | -220.97 | SAW BLADES, METAL, BUSHING |
| | Receiver General | | -24.41 | HST Rebate |
| TOTAL | | | -377.58 | |
| 14/11/2022 NORDIC BEARINGS INC. | | | | |
| 17/10/2022 | | Public Works | -80.58 | STACKER REPAIR |
| | Receiver General | | -8.90 | HST Rebate |
| TOTAL | | | -89.48 | |
| 14/11/2022 Office Central | | | | |
| 19/10/2022 | | Admin | -10.17 | TAPE GUN |
| | Receiver General | | -1.12 | HST Rebate |
| 31/10/2022 | | Municipal Facilities: Arena | -26.19 | NUMBERED COIL BOOK |
| | Receiver General | Admin | -47.50 | LAMINATING POUCHES, LEGAL & LETTER |
| | Receiver General | | -3.40 | HST (ON) on purchases (Input Tax Credit) |
| | Receiver General | | -5.25 | HST Rebate |
| TOTAL | | | -93.63 | |
| 04/11/2022 OMERS Pension | | | | |
| | | | -6,421.25 | OMERS Company |
| | | | -6,421.24 | OMERS Employee |
| | | | -2,655.07 | Employee buyback |
| | | | -2,655.07 | Employee buyback company |
| TOTAL | | | -18,152.63 | |
| 14/11/2022 Public Health Sudbury & Districts | | | | |
| 01/11/2022 | | Admin | -5,326.00 | NOVEMBER 2022 MUNICIPAL LEVY |
| TOTAL | | | -5,326.00 | |
| 14/11/2022 Rainbow District School Board | | | | |
| 30/09/2022 | | Levies | -49,622.00 | INSTALLMENT #3 |
| TOTAL | | | -49,622.00 | |
| 09/11/2022 Receiver General | | | | |
| | | | -5,002.92 | CPP Company |
| | | | -5,002.92 | CPP Employee |
| | | | -1,975.88 | EI Company |
| | | | -1,411.34 | EI Employee |
| | | | -15,758.11 | Income Tax |
| TOTAL | | | -29,151.17 | |

Total November 2022 Disbursements - \$553,965.86

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| Date | Name | Class | Paid Amount | Memo |
|--|------------------|---------------------------------------|-------------|---|
| 14/11/2022 REGIONAL SPRING SERVICE & TRU... | | | | |
| 31/10/2022 | Receiver General | Public Works:# 2 - 2012 Western Star | -831.95 | Mechanical Inspection |
| | | | -91.89 | HST Rebate |
| TOTAL | | | -923.84 | |
| 14/11/2022 RENOVATIONS LAGRANDEUR | | | | |
| 07/11/2022 | Receiver General | Municipal Facilities:Arena | -2,640.00 | PROGRESS DRAW OF QUOTE #003916 80% - Arena Hall Doors |
| | | | -343.20 | HST (ON) on purchases (Input Tax Credit) |
| TOTAL | | | -2,983.20 | |
| 30/11/2022 RONALD BAZINET | | | | |
| 30/09/2022 | | Public Works | -75.00 | 1 X BEAVER |
| TOTAL | | | -75.00 | |
| 14/11/2022 SAVARIA SALES, INSTALLATION & S... | | | | |
| 06/10/2022 | | Municipal Facilities:Arena | -449.40 | SINGLE MECHANIC SERVICE CHARGE PER HOUR |
| TOTAL | | | -449.40 | |
| 14/11/2022 SEIGUIN HARDWARE & BUILDING SU... | | | | |
| 24/10/2022 | Receiver General | Municipal Facilities:Community Centre | -1,395.62 | COMMUNITY CENTRE ENTRANCES-HARDWARE |
| | | | -154.15 | HST Rebate |
| TOTAL | | | -1,549.77 | |
| 14/11/2022 SMITH, LISE | | | | |
| 19/10/2022 | | Admin:Hot and Cold Meals | -64.80 | 120 KMS |
| TOTAL | | | -64.80 | |
| 30/11/2022 SMITH, LISE | | | | |
| 02/11/2022 | | Admin:Hot and Cold Meals | -64.80 | 120 KMS |
| 16/11/2022 | | Admin:Hot and Cold Meals | -64.80 | 120 KM |
| TOTAL | | | -129.60 | |
| 14/11/2022 St. Charles Foodmarket | | | | |
| 02/10/2022 | Receiver General | Municipal Facilities:Arena | -22.34 | ANTISKID SAND |
| | | | -2.47 | HST Rebate |
| 03/10/2022 | | Admin:Hot and Cold Meals | -8.00 | FROSTING |
| 04/10/2022 | Receiver General | Municipal Facilities:Arena | -44.95 | WINDSOR SALT |
| | | | -5.84 | HST (ON) on purchases (Input Tax Credit) |
| 05/10/2022 | | Admin:Hot and Cold Meals | -22.74 | DETAILED RECEIPT NOT REC'D |
| 11/10/2022 | Receiver General | Municipal Facilities:Arena | -44.95 | WINDSOR SALT |
| | | | -5.84 | HST (ON) on purchases (Input Tax Credit) |
| 11/10/2022 | Receiver General | Admin | -7.11 | DISH SOAP AND SYMPATHY CARD |
| | | | -0.79 | HST Rebate |
| 11/10/2022 | Receiver General | Admin | -3.76 | DISH SOAP |
| | | | -0.41 | HST Rebate |
| 13/10/2022 | Receiver General | Municipal Facilities:Arena | -56.13 | LOCKING HASPX3, |
| | | | -7.30 | HST (ON) on purchases (Input Tax Credit) |
| 14/10/2022 | | Admin | -8.97 | SUGAR & CREAM |
| 19/10/2022 | | Admin:Hot and Cold Meals | -57.48 | ROMAINE HEARTS & DESSERT SHELLS |
| 22/10/2022 | Receiver General | Landfill | -3.04 | RECEIPT BOOK |
| | | | -0.34 | HST Rebate |
| 24/10/2022 | Receiver General | ELECTIONS | -54.94 | COFFEE CREAM WATER & TARTS |
| | | ELECTIONS | -80.79 | CUTLERY, CRUNCHY BARS..ETC |
| | | | -8.92 | HST Rebate |
| 26/10/2022 | Receiver General | Municipal Facilities:Arena | -30.13 | HARDWARE, CLOTHESLINE AND SCREWS |
| | | | -3.92 | HST (ON) on purchases (Input Tax Credit) |
| 29/10/2022 | Receiver General | Municipal Facilities:Arena | -21.14 | NO BACK UP, EMAILED STORE...NO RESPONSE |
| | | | -2.34 | HST Rebate |
| 31/10/2022 | Receiver General | Municipal Facilities:Community Centre | -14.24 | NYLON MASON LINE YELLOW |
| | | | -1.57 | HST Rebate |
| 31/10/2022 | Receiver General | Fire Department | -110.20 | RECEIPT NOT REC'D |
| | | | -12.17 | HST Rebate |
| 31/10/2022 | Receiver General | Public Works | -298.72 | MISSING RECEIPTS |
| | | Public Works:# 2 - 2012 Western Star | -738.63 | OCTOBER 2022 |
| | | Public Works:#11 - Utility Truck | -263.87 | OCTOBER 2022 |
| | | Public Works | -238.76 | OCTOBER 2022 |

Total November 2022 Disbursements - \$553,965.86

Page 7

1:53 PM
09/12/22

**Municipality of St.-Charles
Cash Disbursements
November 2022**

| Date | Name | Class | Paid Amount | Memo |
|-------------------|---|--------------------------------------|-------------|-------------------------------|
| | Receiver General | Public Works:# 1 - 2015 Western Star | -767.25 | OCTOBER 2022 |
| | | | -254.85 | HST Rebate |
| TOTAL | | | -3,204.90 | |
| 14/11/2022 | Sudbury Catholic District School Board | | | |
| 30/09/2022 | | Levies | -7,207.00 | INSTALLMENT 3 |
| TOTAL | | | -7,207.00 | |
| 14/11/2022 | Sun Life Assurance Company of Can... | | | |
| 01/11/2022 | | Admin | -4.02 | DENIS TURCOT-EAP |
| | | Admin | -4.02 | PAMELA MCCRACKENT- EAP |
| | | Admin | -4.02 | TAMMY GODDEN- EAP |
| | | Public Works | -4.02 | TRAVIS DEBENEDET-EAP |
| | | CBO | -4.02 | ANDREA TARINI-EAP |
| | Receiver General | | -2.22 | HST Rebate |
| TOTAL | | | -22.32 | |
| 01/11/2022 | Sun Life Assurance Company of Can... | | | |
| 01/11/2022 | | Public Works | -634.75 | Travis De Benedet |
| | | Admin | -1,095.47 | Tammy Godden |
| | | Admin | -1,093.87 | Pamela McCracken |
| | | CBO | -1,088.71 | Andria Tarini |
| | | Admin | -1,106.90 | Deni Turcot |
| | Receiver General | | -307.83 | HST Rebate |
| TOTAL | | | -5,327.53 | |
| 14/11/2022 | Sunwire Inc. | | | |
| 31/10/2022 | Receiver General | Admin | -3.73 | OCTOBER 2022 |
| | | | -0.41 | HST Rebate |
| 01/11/2022 | Receiver General | Admin | -396.92 | NOVEMBER 2022 |
| | | | -43.84 | HST Rebate |
| TOTAL | | | -444.90 | |
| 30/11/2022 | Technical Standards and Safety Auth... | | | |
| 25/09/2022 | | Municipal Facilities:School Rental | -250.00 | 22 STE ANNE ST |
| TOTAL | | | -250.00 | |
| 14/11/2022 | Testmark Laboratories Ltd | | | |
| 26/10/2022 | Receiver General | Sewer | -52.22 | LAGOON |
| | | | -5.77 | HST Rebate |
| 31/10/2022 | Receiver General | Sewer | -52.22 | Lagoon |
| | | | -5.77 | HST Rebate |
| 03/11/2022 | Receiver General | Sewer | -52.22 | LAGOON RAW |
| | | | -5.77 | HST Rebate |
| 03/11/2022 | Receiver General | Sewer | -52.22 | LAGOON RAW |
| | | | -5.77 | HST Rebate |
| TOTAL | | | -231.96 | |
| 14/11/2022 | TRANS CANADA SAFETY | | | |
| 21/10/2022 | Receiver General | Municipal Facilities:Arena | -121.54 | FIRE EXTINGUISHER |
| | | | -13.43 | HST Rebate |
| 03/11/2022 | Receiver General | Fire Department | -1,289.18 | Annual Air Compressor Service |
| 07/11/2022 | Receiver General | Public Works | -244.88 | EXTINGUISHER & BRACKET |
| | | | -27.05 | HST Rebate |
| TOTAL | | | -1,696.08 | |
| 01/11/2022 | UNIVI Health Centre | | | |
| 01/11/2022 | UNIVI Health Centre | | -4,059.74 | Refund for rent overpayment |
| TOTAL | | | -4,059.74 | |

Total November 2022 Disbursements - \$553,965.86

Page 8

1:53 PM
09/12/22

Municipality of St.-Charles
Cash Disbursements
November 2022

| <u>Date</u> | <u>Name</u> | <u>Class</u> | <u>Paid Amount</u> | <u>Memo</u> |
|-------------|--------------------|-------------------------|--------------------|--------------|
| 14/11/2022 | Yveroy Enterprises | | | |
| 17/10/2022 | | Landfill:Waste Disposal | -508.80 | OCTOBER 2022 |
| | | Landfill:Recycling | -305.28 | OCTOBER 2022 |
| | Receiver General | | -89.92 | HST Rebate |
| TOTAL | | | -904.00 | |

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: No | Priority: Low |
| Direction Only: No | Type of Meeting: RMC |

Report Title: 2023 Budget Process

Recommendation:

That Council start to think about objectives for 2023 so that the 2023 Budget Process can begin.

Background:

It is that time of year again. Budget 2023 will be started in the New Year. Typically, the budget process would be well underway, but with the election and the potential for a new Council, the budget process was postponed allowing input and direction from new Council.

This is the time that Council would discuss the direction that they would like for 2023 including any projects that they would like staff to investigate and potentially undertake for 2023. Also, any training, conferences or other expenses that are directly related to each individual Council member needs to be brought forward to be included in the budget.

Once all Department Heads give their input on their respective budgets, the Treasury Department will compile them all to determine the dollar value that is required to balance the budget. This will dictate the tax rate increase that will be required to meet this value. This is what will be brought forward to Council for approval. If Council does not agree with this rate, each Department will need to go back and reduce their budget. If a reduction is not possible, discussion and reasons will need to be discussed with Council as to why. If Council has an idea in mind already, it will help with the back and forth and streamline the process.



The Treasury Department is asking Council to start thinking of these points and come back to the next meeting to discuss so that the Treasurer can start the budget process.

Prepared by: Pamela McCracken, Director of Finance / Treasurer



Report to Municipal Council

| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: Yes | Priority: Low |
| Direction Only: No | Type of Meeting: RMC |

Report Title: Tax Adjustments

Recommendation:

That the tax reductions & refunds under Section 357 and 358 of the *Municipal Act* in the amount of \$1,797.77 be approved.

Background:

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

| | 357/358 | Omits | Supplemental | Totals |
|---------------|--------------------|--------------------|---------------------|--------------------|
| 2021 | -\$764.83 | \$2,431.85 | | \$1,667.02 |
| 2022 | -\$1,032.93 | \$13,599.97 | \$5,197.80 | \$17,764.83 |
| Totals | <u>-\$1,797.77</u> | <u>\$16,031.82</u> | <u>\$5,197.80</u> | <u>\$19,431.85</u> |

Property 1 – 5204 00000 123400 - \$538.27 – Demolition / razed by fire

Property 2 – 5204 00000 119400 - \$536.77 – Removal of mobile unit

Property 3 – 5204 00000 321300 - \$722.72 – Demolition / razed by fire

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

As of December 8, 2022, there are no request that the Municipality is aware of that are waiting for MPAC's final decision.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: No | Priority: Low |
| Direction Only: No | Type of Meeting: RMC |

Report Title: 2021 Financial Indicator Review (FIR)

Recommendation:

For informational use only.

Background:

The 2021 FIR (Financial Indicator Review) was submitted by KPMG on September 6, 2022, after the Financial Statements were approved by Council.

The Ministry of Municipal Affairs and Housing (MMAH) analyzes this data and compares it to the Provincial threshold as well as similar size municipalities. These are used to determine the Municipality's financial health.

MMAH has determined that the Municipality of St.-Charles has been assigned Moderate Risk for the following indicator:

1. Closing Amortization Balance as a % of Total Cost of Capital Assets

The remaining six (6) categories we were assessed as Low Risk.

In the previous year, the Municipality of St.-Charles was assigned Moderate Risk in one (1) category (Amortization) and High Risk in one (1) category (Receivables).

As reported in the previous year, the receivable position would be in a worse position in 2020 as a new Treasurer was hired and there was no focus being placed on collections while the new Treasurer was learning their position. Council was aware that the Treasury Department put tax collection as a main priority in 2021. As you can see, this was achieved as the Municipality went



from High Risk of 17.6% to a Low Risk at 8.7% which is well below the Provincial average.

There are only two (2) ways to reduce our risk in amortization.

1. Replace older assets
2. Revise our Amortization Policy to extend the assets life

This is something that the Treasury Department will be looking into in 2023 and will report findings and recommendations to Council.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

FINANCIAL INDICATOR REVIEW

(Based on 2021 Financial Information Return)

St-Charles M

| | | | | | |
|----------------|--------------|------------------|-------|-------------------------------------|-----------|
| Date Prepared: | 30-Nov-22 | 2021 Households: | 997 | Median Household Income: | 57,280 |
| MISO Office: | Northeast | 2021 Population | 1,120 | Taxable Residential Assessment as a | |
| Prepared By: | Bryan Searle | 2022 MFCL Index | 8.2 | % of Total Taxable Assessment: | 89.5% |
| Tier | ST | | | Own Purpose Taxation: | 2,425,919 |

SUSTAINABILITY INDICATORS

| Indicator | Ranges | Actuals | North - Population | | Level of Risk | |
|---|--|---------|--------------------|---------|---------------|----------|
| | | | >1000 | <= 2500 | | |
| | | | Median | Average | | |
| Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied | Low: < 10% Mod: 10% to 15% High: > 15% | 2017 | 9.0% | 11.3% | 12.9% | LOW |
| | | 2018 | 12.7% | 11.9% | 12.5% | MODERATE |
| | | 2019 | 13.7% | 11.8% | 12.6% | MODERATE |
| | | 2020 | 17.6% | 11.1% | 12.5% | HIGH |
| | | 2021 | 8.7% | 9.2% | 11.4% | LOW |
| Net Financial Assets or Net Debt as % of Own Source Revenues | Low: > -50% Mod: -50% to -100% High: < -100% | 2017 | -7.1% | 31.5% | 39.2% | LOW |
| | | 2018 | 7.8% | 44.4% | 42.1% | LOW |
| | | 2019 | 18.9% | 54.3% | 55.0% | LOW |
| | | 2020 | 38.9% | 52.2% | 60.5% | LOW |
| | | 2021 | 57.9% | 56.9% | 60.0% | LOW |
| Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses | Low: > 20% Mod: 10% to 20% High: < 10% | 2017 | 19.3% | 43.7% | 52.3% | MODERATE |
| | | 2018 | 21.4% | 47.0% | 53.5% | LOW |
| | | 2019 | 14.1% | 50.6% | 58.9% | MODERATE |
| | | 2020 | 43.8% | 62.7% | 66.6% | LOW |
| | | 2021 | 55.5% | 58.9% | 64.7% | LOW |
| Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) | Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1 | 2017 | 1.49:1 | 3.96:1 | 5.35:1 | LOW |
| | | 2018 | 2.19:1 | 3.36:1 | 5.14:1 | LOW |
| | | 2019 | 3.66:1 | 5.13:1 | 6.46:1 | LOW |
| | | 2020 | 7.44:1 | 5.2:1 | 7.08:1 | LOW |
| | | 2021 | 11.18:1 | 4.64:1 | 7.9:1 | LOW |

FLEXIBILITY INDICATORS

| | | | | | | |
|---|--|------|-------|-------|-------|----------|
| Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) | Low: < 5% Mod: 5% to 10% High: >10% | 2017 | 3.8% | 2.9% | 3.0% | LOW |
| | | 2018 | 2.9% | 2.7% | 2.7% | LOW |
| | | 2019 | 2.9% | 2.5% | 2.4% | LOW |
| | | 2020 | 2.9% | 2.3% | 3.1% | LOW |
| | | 2021 | 3.3% | 1.9% | 2.1% | LOW |
| Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) | Low: < 50% Mod: 50% to 75% High: > 75% | 2017 | 66.6% | 48.6% | 50.1% | MODERATE |
| | | 2018 | 67.1% | 50.7% | 50.8% | MODERATE |
| | | 2019 | 67.0% | 52.0% | 50.8% | MODERATE |
| | | 2020 | 63.6% | 53.8% | 52.5% | MODERATE |
| | | 2021 | 64.6% | 52.7% | 54.0% | MODERATE |
| Annual Surplus / (Deficit) as a % of Own Source Revenues | Low: > -1% Mod: -1% to -30% High: < -30% | 2017 | 3.8% | 9.7% | 14.1% | LOW |
| | | 2018 | 18.7% | 12.6% | 17.4% | LOW |
| | | 2019 | 13.9% | 20.9% | 27.4% | LOW |
| | | 2020 | 38.1% | 14.1% | 17.3% | LOW |
| | | 2021 | 25.2% | 10.9% | 14.6% | LOW |

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2021 Financial Information Return)

St-Charles M

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCl) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCl is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. (Note: the MFCl index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2021 Financial Information Return)

St-Charles M

CALCULATIONS

| | |
|---|---|
| Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied | SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09) |
| Net Financial Assets or Net Debt as % of Own Source Revenues | SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04) |
| Total Reserves and Reserve Funds as a % of Municipal Expenses | (SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07) |
| Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) | SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01) |
| Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) | (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01) |
| Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) | SLC 51 9910 10 / SLC 51 9910 06 |
| Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues | (SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04) |

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: No | Priority: Low |
| Direction Only: No | Type of Meeting: RMC |

Report Title: Tax Sale Update

Recommendation:

For information only.

Background:

During the 2021 and 2022 year, the Treasury Department has focused on tax receivables.

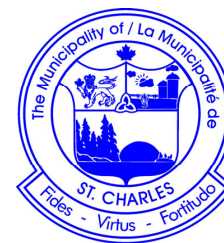
In 2021, thirty-six (36) properties started the tax sale process representing \$276,583.89 in outstanding taxes. In 2022, an additional twenty-two (22) properties representing \$101,107.37 also started the process. As of today's date, there are only three (3) properties remaining outstanding, representing only \$44,919.49.

Two (2) of the above properties will be placed up for sale this week by the tendering process that is scheduled to close on Wednesday, January 18, 2023 at 2:00 p.m.

The properties for sale will be list in the Ontario Gazette, as required by Legislation. They will also be posted on the municipal website as well as www.tri-target.com.

Prepared by: Pamela McCracken, Director of Finance / Treasurer

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: Yes | Priority: High |
| Direction Only: Yes | Type of Meeting: RMC |

Report Title: Requests to Waive Rental Fees

Recommendation

That the fee for the use of the kitchen at the St.-Charles Community Center Kitchen be waived for the recent St.-Charles Minor Hockey Association fundraiser.

Due to timing during the transition to new Council, that The Helping Hands Family Mission be authorized to use the St.-Charles Community Centre on December 16, 2022, at no cost with the understanding that any future requests must be made in advance and are subject to Council approval. *(Note: A full list of events planned for 2023 by the same group of volunteers and the report will be brought to Council in January for consideration of similar requests.)*

That By-Law 2022-26 continue to be in full force and effect for any future event.

That a future report will be brought to Council in order to set a rental rate for the use of the kitchen only.

Background

The Municipality of St.-Charles approved the free use of the St.-Charles Community Centre for the purpose of the annual Christmas / Santa Gift Giving event organized by volunteers.

Council traditionally makes a financial contribution to offset the costs of this event. In order to keep municipal expenditures open and accountable, a financial report on what expenses were paid with the contribution is requested.

In past years, volunteers have sold food at the event to offset the cost of Council approved programs / projects including the Christmas event itself, splash pad, and so on.



Council adopted the By-Law 2022-26 Fees By-Law which states the following:

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

- That a significant portion of the participants are from the Municipality of St.-Charles
 - The event is not for profit
 - The event promotes physical activity or mental health wellbeing
 - Significant majority of participants are under the age of 18 or over the age of 60 or event is geared toward any vulnerable group
 - Event that has a portion of non-residents participating or adults between the age of 18 to 64 could be subject to a nominal fee
 - That all safety equipment required for the specific sport is worn by all participants
 - The event is open to all residents in respective age groups
 - The event is of general interest.
 - That cost to the municipality of maintenance, operation and capital is negligible or not compounding (i.e., lights / hydro use of existing equipment, ...)
 - Not affiliated with any religious or special interest group
 - Any fundraising activity must be for a Council approved purpose
 - That any fee charged is reasonable and for the direct delivery of the program itself
 - Direct cost may include cost of lighting, staff time during event if required, increase in cleaning time and so on
- The Municipality reserves the right to amend or discontinue the rental fee reduction at its discretion*
- That a certificate of insurance with a minimum of \$1 million dollars is provided. Insurance waivers can be accepted in lieu for low risk activities
- All of the above conditions must be met to qualify for a reduction in rental rate Municipal sponsored events and associated municipal groups and committees are exempt from the above conditions”*

1) Issue with Minor Hockey Fundraiser

I received a complaint / concern from a resident that the St.-Charles Minor Hockey Association was having a fundraising activity where the funds would be going to their Association without paying any rent or being approved by Council. As a taxpayer they were upset.

I then followed up with inquires with a resulting letter from Minor Hockey (included in Correspondence #11).

2) Request from Helping Hands Family Missions

I received a request from Helping Hands Family Missions for use of the Community Center to assemble food boxes. The request would have normally been at the next Regular Meeting of Council on December 14th, but the scheduled assembly of the food boxes is to occur on December 16th. I granted permission to the charity for the use of the Community Centre which comprises



unloading supplies from a truck, packing boxes and then distribution of the food boxes, which would be done within a day. No use of the kitchen or table setup would be required. Some cleaning may be required. Helping Hands charity often donate food items to the St.-Charles Foodbank.

The issue comes as above, in that they are requesting a \$10.00 charitable donation to be made when receiving a food box. The event would qualify under By-Law 2022-26 however the donation request is not exempted from the fundraising clause even for a charity.

Point for considerations:

Minor Hockey Association

- As there is no set rental rate for just the kitchen, it would not be fair to consider the entire hall rental rate as the balance of the hall was a Council approved event.
- The very short notice from when staff became aware of the intended use of the proceeds and the notice to the Association was very short. This did not give enough time for the Association to backout or request exemption from Council.
- For future events, I would not recommend waiving fees for third party groups (not-for-profits or associations or similar) as this would open the door for all other associations / groups to request free use of a public facility for group specific use. The Municipality does provide a 10% discount to approved groups.

The Helping Hands Family Missions

- Special consideration should be given to charitable organizations if the intent of the event benefits the community as a whole or is of general interest to the community but I would still recommend Council approval on a case-by-case basis with a possible clause to cover cleaning if excess cleaning is required.

Prepared by: Denis Turcot, CAO

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: Yes | Priority: High |
| Direction Only: Yes | Type of Meeting: RMC |

Report Title: Foodbank Request for Additional Space

Recommendation

That the Foodbank be allowed to use the canteen space if it is not currently being used for its intended purpose.

That the St.-Charles Minor Hockey Association be permitted to sell (for fundraising purposes) limited pre-packaged food items that pose limited risk in the lobby of the arena.

Background

The Municipality of St.-Charles through the dedicated work of volunteers started operating a Foodbank out of the Arena during the last year. They serve over forty (40) households monthly, and thus have become indispensable for a growing number of residents and now need more room.

The previous Council had offered the use of the canteen to the Minor Hockey Association for the purposes fundraising by the selling of food items. The use of the canteen was offered at no cost citing the low number of rental hours of the arena. This cost was to be revisited next year in anticipation of greater rental numbers.

The only condition imposed on the free usage was that the group, as it is with every third-party renter, contractor, individual, was they had to obtain liability insurance.

The Municipality's insurance rates continue to climb at a level higher than inflation and is now a very significant cost of our operations. The only way to limit future increases is to limit our exposure to risk and reducing claims is to routinely request proof of liability insurance from third parties.



As this was a condition of “rental”, the Minor Hockey Association could not afford the \$500+ premium that was quoted to them and have thus resorted to selling pre-packaged items in the lobby of the arena. This still poses a liability exposure to the Municipality but much less than with prepared food items.

Prepared by: Denis Turcot, CAO



UNAPPROVED MINUTES – FIFTH MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
VIRTUAL MEETING
THURSDAY, OCTOBER 20, 2022 – 1:30 P.M.

BOARD MEMBERS PRESENT

Claire Gignac
Jeffery Huska
Robert Kirwan

René Lapierre
Ken Noland
Natalie Tessier

Carolyn Thain
Dean Wenborne

BOARD MEMBERS REGRET

Paul Myre

BOARD MEMBERS ABSENT

Bill Leduc

Mark Signoretti

STAFF MEMBERS PRESENT

Stacey Gilbeau
Sandra Laclé

Stacey Laforest
Rachel Quesnel

France Quirion
Dr. Penny Sutcliffe

MEDIA PRESENT

Media

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

The meeting was called to order at 1:30 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest. Given the risk index for COVID-19 is currently high, today's meeting format was moved to a virtual meeting with the hopes that in person meeting option will be possible soon.

4. DELEGATION/PRESENTATION

- i) **Getting Children Back on Track: School Health Promotion Team**
- Nicole Gauthier, Program Manager, Health Promotion Division
 - Nathalie Thistle, Public Health Nurse Lead, Health Promotion Division

N. Gauthier and N. Thistle were introduced and invited to present on one of the four program priorities identified through the Public Health Sudbury & District's Recovery Plan and provide an update on the School Health Promotion team efforts to "Get Children Back on Track".

Although school closures, virtual learning, and other public health measures were necessary to mitigate the spread of COVID-19, evidence shows there were unintended impacts on children and youth. Preliminary evidence suggests that:

- overall, children's mental health and behaviours have been negatively impacted
- children mental health outcomes were highly correlated to parent's levels of stress and resiliency
- as it relates to substance use, the percentage of users decreased for most substances; however, the frequency of both alcohol and cannabis use increased or remained consistent in subsequent waves

Other child outcomes negatively impacted by the pandemic include:

- increased sedentary behaviour and screen time, increased food insecurity, increased reports of child maltreatment as well as decreased physical activity, and negative educational outcomes.
- access to dental health services and vaccines against preventable diseases.

The redeployment of public health staff to the COVID-19 response has created a growing backlog of services and unmet needs for school communities. The School Health Promotion team re-engaged with school boards this spring to identify key health and well-being priorities for the upcoming academic year and the *Flourishing and Well-Being Framework* was developed. Strategies employed by Public Health include a comprehensive school health approach, provide curriculum supports and resources on a variety of health-related topics as well as school staff training and in-class instruction for students. Intersectoral collaborations also support families and their communities in addressing impacts of COVID-19.

Considerations for this recovery work were outlined. Questions and comments were entertained, and additional information provided regarding the collaborations with various partners, including with the school board mental health leads. It was added that the comprehensive school health approach involves adult influencers, including school

staff and parents, as well as students, and programming aims to reach each of these audiences for greater impact.

Dr. Sutcliffe noted that the recovery work and return to pre-pandemic levels will take time. The recovery priorities focus on those at greater risk in those priority areas. Ongoing considerations for the recovery work includes research and evaluation.

A motion on today's agenda regarding physical literacy and its impact on kids. The co-presenters were thanked.

5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
 - a. Fourth Meeting – September 15, 2022
- ii) **Business Arising From Minutes**
- iii) **Report of Standing Committees**
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, October 2022
- v) **Correspondence**
 - a. Healthy Babies Healthy Children (HBHC) Funding
 - Board of Health for Public Health Sudbury & Districts Motion 19-22*
 - Letter from the Board of Health Chair, Timiskaming Health Unit, to the Minister of Children, Community and Social Services, dated October 7, 2022
 - Letter from the Board of Health Chair, Haliburton, Kawartha, Pine Ridge District Health Unit, to the Minister of Children, Community and Social Services, dated September 15, 2022
 - b. Employer-paid Sick Days
 - Letter from the Board of Health Chair, Peterborough Public Health, to Minister of Health, Minister of Labour, Immigration, Training and Skills Development and the Minister of Economic Development, Job Creation and Trade, dated October 4, 2022
 - c. Association of Municipalities of Ontario (AMO) Submission – Strengthening Public Health in Ontario: Now and for the Future
 - Letter from the Board of Health Chair, Peterborough Public Health, to the Minister of Health, dated October 4, 2022
- vi) **Items of Information**
 - a. alPHa Info Break Newsletter September 16, 2022

28-22 APPROVAL OF CONSENT AGENDA

MOVED BY WENBORNE – GIGNAC: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) Physical Literacy for Healthy Active Children

- Briefing Note from Dr. Sutcliffe, Medical Officer of Health and Chief Executive Officer dated October 13, 2022

Further to today's presentation outlining impacts of the COVID-19 pandemic, the stay-at-home orders and closures of schools have resulted in the reduction of physical activity levels in all age groups. These sedentary behaviours have impacted mental health outcomes and become a pressing issue given the long-term health implications.

The motion raises awareness about the importance of physical literacy for healthy active children and seeks the Board of Health to encourage all area school boards, sport and recreation organizations, and early learning centres to work to improve physical activity levels among children and youth across Sudbury and districts, including through collaboration with Sport for Life Society, Active Sudbury and Public Health Sudbury & Districts, agencies that provide comprehensive physical literacy training to teachers, coaches, recreation providers and early childhood educators.

Board of Health members voiced their support for the motion and were pleased to see this work to improve physical activity levels among children and youth across Sudbury and districts.

29-22 PHYSICAL LITERACY FOR HEALTHY ACTIVE CHILDREN

MOVED BY THAIN – TESSIER: WHEREAS being physically active every day helps children and youth perform better in school, learn new skills, build strong muscles, improve blood pressure and aerobic fitness, strengthen bones and reduce the risk of depression; and

WHEREAS the implementation of stay-at-home orders, closures of schools, and indoor and outdoor spaces to mitigate the spread of COVID-19 is the reduction of physical activity levels in all age groups; the percentage of youth meeting the Canadian physical activity recommendations for children and youth fell from 50.8% in 2018 to 37.2% in 2020, and;

WHEREAS the Government of Canada's national policy document Common Vision for Increasing Physical Activity and Reducing Sedentary Living in Canada: Let's Get

Moving identifies physical literacy as the foundation for an active lifestyle. Studies show that children who have high physical literacy scores are more likely to meet national physical activity or sedentary behaviour guidelines; and

WHEREAS physically literate individuals have been shown to have the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engaging in physical activities for life and these skills help them make healthy, active choices that are both beneficial to and respectful of their whole self, others, and their environment; and

WHEREAS the school community offers one of the best opportunities to improve the quality of sport and physical activity participation for children and youth; and

WHEREAS the Ontario Public Health Standards require that: “community partners have the knowledge of and increased capacity to act on the factors associated with the prevention of chronic diseases and promotion of wellbeing, including healthy living behaviours, healthy public policy, and creating supportive environments.” This includes knowledge of the importance and impact of physical literacy on increasing physical activity participation thereby reducing the risk of chronic disease;

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts encourage all area school boards, sport and recreation organizations, and early learning centres to work to improve physical activity levels among children and youth across Sudbury and districts, including through collaboration with Sport for Life Society, Active Sudbury and Public Health Sudbury & Districts, agencies that provide comprehensive physical literacy training to teachers, coaches, recreation providers and early childhood educators; and

FURTHER THAT a copy of this motion be shared with the Sport for Life Society, Active Sudbury, local members of Provincial Parliament, all Ontario Boards of Health, and area school boards, early learning centres and sport and recreation organizations.

CARRIED

ii) Public Health Sudbury & Districts’ 2021 Annual Report

A link to the 2021 annual report was shared with the Board of Health members via the MS Teams chat. The report titled *2021 Strong and Steady in Uncertain times*, has been posted to phsd.ca and is available in [French](#) and in [English](#). The report will be shared broadly with stakeholders and partners.

7. ADDENDUM

No addendum.

8. ANNOUNCEMENTS

- Board of Health members are asked to complete:
 - o annual 2022 Board of Health self-evaluation questionnaire in BoardEffect by Friday, October 21, 2022
 - o annual emergency preparedness training by October 31, 2022, and are asked to email the Board Secretary once the Power Point training has been reviewed
 - o October Board of Health meeting evaluation following today's meeting
- Next regular Board of Health meeting is November 10, 2022, at 1:30 p.m.

9. ADJOURNMENT

30-22 ADJOURNMENT

MOVED BY NOLAND – HUSKA: THAT we do now adjourn. Time: 2:04 p.m.

CARRIED

(Chair)

(Secretary)



UNAPPROVED MINUTES – SIXTH MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
VIRTUAL
THURSDAY, NOVEMBER 10, 2022 – 1:30 P.M.

BOARD MEMBERS PRESENT

Claire Gignac
René Lapierre
Paul Myre

Ken Noland
Mark Signoretti
Natalie Tessier

Carolyn Thain
Dean Wenborne (till 2:15 pm)

BOARD MEMBERS REGRET

Jeffery Huska
Robert Kirwan

BOARD MEMBERS ABSENT

Bill Leduc

STAFF MEMBERS PRESENT

Dr. Imran Khan
Stacey Gilbeau
Sandra Laclé

Stacey Laforest
Rachel Quesnel
France Quirion

Dr. Penny Sutcliffe

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

The meeting was called to order at 1:30 p.m.

With the pending inauguration of municipal council members post-municipal elections, the Board of Health will be receiving notifications of Board of Health membership by the municipalities/associations.

The Board of Health Chair provided reflections for this week's Treaties Recognition Week, noting it is a time to learn and reflect on our collective responsibilities under the treaties. Partnerships with First Nations and urban Indigenous organizations are vitally important to Public Health and demonstrating commitment to understanding truth and moving toward reconciliation helps us to realize our vision of working together towards

healthy and vibrant Indigenous communities in their pursuit of self-determined health and well-being.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest. Consensus was reached that agenda item 6 iv) 2023 Cost Shared Budget be addressed as the first agenda item, prior to the delegation.

4. DELEGATION/PRESENTATION

i) Private Onsite Sewage System (Part VIII) Program

– Stacey Laforest, Director, Health Protection Division

S. Laforest was invited to provide an overview of the private onsite sewage system (Part VIII) Program.

Public Health Sudbury & Districts has a long history of inspecting private on-site sewage systems that dates back to 1969 in the City of Sudbury and 1974 across our entire service area. In 1998, the private on-site sewage regulations were transferred from the Ministry of the Environment's Environmental Protection Act to the Ministry of Municipal Affairs and Housing Building Code Act. When the private on-site sewage system regulation was transferred to the Ontario Building Code, it was captured under Part 8 of the regulation, and as such is commonly known as the "Part VIII" program.

The Board of Health was informed regarding the purpose of sewage systems, the volume of routine work in the Part VIII program between 2017 and 2022, the application processes and requirements for building and renovation permits as well as severances and processes for file search and copy of record requests.

In the PHSD area, the City of Greater Sudbury is the only municipality in our service area required to have a Source Water Protection Plan. The Source Water Protection Plan outlines many initiatives that prevent contamination of municipal drinking water sources, including Mandatory Maintenance Inspections (MMIs) of sewage systems located within vulnerable municipal drinking water intake areas. An overview of sewage complaints was provided to the Board of Health.

Questions and comments were entertained and S. Laforest was thanked for her presentation.

5. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. Fifth Meeting – October 20, 2022
 - ii) Business Arising from Minutes**
 - iii) Report of Standing Committees**
 - a. Board of Health Executive Committee
 - Unapproved Minutes dated October 22, 2022
 - b. Board of Health Finance Standing Committee
 - Unapproved Minutes dated October 31, 2022
 - iv) Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, November 2022
 - v) Correspondence**
 - a. Inclusion of Language Interpretation and Translation Services to the Healthy Smiles Ontario Fee Guide
 - Letter from the Board of Health Chair, Windsor-Essex County Health Unit, to the Minister of Health and Deputy Premier, dated October 28, 2022
 - vi) Items of Information**
- No discussion.

34-22 APPROVAL OF CONSENT AGENDA

MOVED BY KIRWAN – TESSIER: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) Public Health Sudbury & Districts Medical Officer of Health

Dr. Imran Adrian Khan was introduced and welcomed. Dr. Khan was recruited to Public Health Sudbury & Districts as Associate Medical Officer of Health. Pending Ministerial approval of his appointment, Dr. Khan started his employment at PHSD as Public Health Physician effective October 24, 2022. Dr. Khan is a graduate of the NOSM University Public Health Preventive Medicine (PHPM) program who completed his residency in the North. This demonstrates the benefits of the NOSM University PHPM residency program for which PHSD was an early initiator and ongoing supporter.

Because Dr. Khan is not yet Associate Medical Officer of Health, the following motion adds him to list of physicians eligible to be Acting Medical Officer of Health when the Medical Officer of Health is on leave or unable to act. Board of Health Executive Committee motion 05-14, as amended, is proposed to be amended by this motion which includes Dr. Khan on the list of Acting MOHs.

35-22 SUDBURY & DISTRICT MEDICAL OFFICER OF HEALTH

MOVED BY NOLAND – MYRE: WHEREAS by motion 18-22, the Board of Health for Public Health Sudbury & Districts appointed Dr. Imran Khan as Associate Medical Officer of Health; and

WHEREAS effective October 24, 2022, Dr. Khan has been employed as a Public Health Physician until such time as the Minister of Health approves the Associate Medical Officer of Health appointment; and

WHEREAS motion 05-14 (as amended by motions 41-14 and 19-20) provides for the appointment of individuals as Acting Medical Officers of Health for Public Health Sudbury & Districts;

THEREFORE BE IT RESOLVED that the following paragraph amends motion 05-14 (as amended) by replacing paragraph five with the following paragraph:

BE IT THEREFORE FURTHER RESOLVED THAT for the duration of an absence or inability to act of the Medical Officer of Health and Associate Medical Officer of Health, the following individuals eligible for appointment as Acting Medical Officers of Health for the Sudbury & District Health Unit (operating as Public Health Sudbury & Districts):

- *Medical Officer of Health, Public Health Sudbury & Districts*
- *Public Health Physician, Public Health Sudbury & Districts*
- *Medical Officer of Health, Associate Medical Officer of Health, or Acting Medical Officer of Health for North Bay Parry Sound District Health Unit, Porcupine Health Unit, Timiskaming Health Unit, Algoma Public Health, Thunder Bay District Health Unit, or Northwestern Health Unit*
- *Dr. Marlene Spruyt, Medical Officer of Health (retired)*

CARRIED

ii) Staff Appreciation Day

Dr. Sutcliffe noted that the motion proposes providing a day off with pay in recognition and appreciation for PHSD staff's work and dedication. The motion has been entertained annually by the Board of Health for decades and staff do not take the day off with pay for granted.

36-22 STAFF APPRECIATION DAY

MOVED BY THAIN – TESSIER: THAT this Board of Health approve a Staff Appreciation Day for the staff of Public Health Sudbury & Districts during an extended period encompassing the upcoming holiday season. The Staff Appreciation Day may be taken between the dates of December 1, 2022, to February 28, 2023. Essential services will

be available and provided at all times except for statutory holidays when on-call staff will be available.

UNANIMOUSLY CARRIED

iii) 2022 Board of Health Self-Evaluation Results

- a. Briefing Note from the Board Secretary and Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 3, 2022

The briefing note outlines the annual process that is undertaken for the Board of Health member's individual self-evaluation. It also outlined the outcomes of the 2022 annual survey for the Board of Health's deliberation as part of its ongoing commitment to good governance and continuous quality improvement. The response rate of this year's survey was 81.8%. The Board of Health Chair thanked the Board members for completing the survey and providing feedback.

iv) 2023 Cost-Shared Operating Budget

- a. Briefing Note and Schedules from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 3, 2022
- b. Memorandum from the Deputy Premier and Minister of Health dated September 29, 2022

C. Thain, Board of Health Finance Standing Committee Chair, indicated that the Finance Standing Committee met on October 31, 2022, to carefully review the recommended 2023 cost-shared operating budget.

This year's budget development has been done within the context of refocusing its resources on recovery priorities and the resumptions of public health programs and services while continuing its efforts to address COVID-19.

Budget deliberations began with a projected shortfall of approximately \$640K and Dr. Sutcliffe and team brought forward a responsible and transparent budget to the Finance Standing Committee that requires management to implement budget reductions while ensuring the organization continues to meet the requirements of the Ontario Public Health Standards.

The 2023 budget, recommended by the Board Finance Standing Committee to the Board of Health today, totals \$28,549,210, and represents an increase of 1.43% over the 2022 restated Board of Health approved budget. The recommended 2023 operating budget continues to include the mitigation funding of up to \$1,179,500 from the Ministry of Health as well as includes a municipal increase of \$340,428. This is a 3.75% municipal

increase or \$3.17 per capita increase over 2022. Adjustments to interest revenue are also made to reflect current market returns on investments.

The recommended budget was the result of deliberations requiring reductions and realignment of programs and services. This budget is the minimum required to maintain public health services, including responding to community needs in the context of no provincial funding increases and increased fixed costs. Following a careful review of the details of the 2023 budget and deliberation, the Finance Standing Committee recommends that the Board of Health adopt the 2023 cost shared operating budget, per today's motion.

Dr. Sutcliffe provided further highlights, including the important assumptions that underpin the recommended 2023 budget.

The Ministry of Health has confirmed that the mitigation grants will be available in 2023, providing PHSD with \$1,179,500 in funding to offset costs to municipalities as a result of the funding policy changes announced in 2019. The provincial base cost-shared funding is assumed to remain status quo for 2023. Of interest, the history of Ministry of Health cost-shared funding from 2014 to 2022 shows an average change in base Ministry of Health funding of .29% over a 9-year period.

There are numerous resource implications including the Provincial Workforce support for COVID-19 being sunsetted by March 31, 2023, the toll of the intense COVID-19 response on our workforce and recruitment challenges that will require innovative strategies to complete critical public health programming.

Netting out Board approved funds for the capital project, the 2022 reserve balance is \$11.4M and of this amount, just over \$4.8M could support emergency needs of the organization.

Management began budget deliberations with a projected shortfall of approximately \$639,755 which included the Ministry's mitigation grant of \$1.179M and the full impact of the 1% increase in MOH based funded received in 2022 netted against increased fixed and operating costs of \$681,855. The 2023 recommended budget incorporates cost reduction initiatives totaling \$276K, increases to projected interest income, a municipal funding increase of \$340,428 and budget pressures of approximately \$3K.

A funding letter from the Ministry of Health is included in today's agenda package announcing that the mitigation grant will be available again in 2023 as well as continued opportunities to request reimbursement of COVID-19 extraordinary costs. The Ministry

also confirmed that funding would continue for the School Focused Nurses program to the end of the 2022–23 school year at the same level of FTEs as prior years. The Ministry has not communicated any increases to provincial base funding and there has been advocacy of many Boards of Health and of alPHa in recognition of the resultant erosion to public health capacity.

Dr. Sutcliffe recognized the Director of Corporate Services and her team as well as the senior managers and managers for their work and contributions with the development of a reasonable and accountable budget.

Questions and comments entertained related to lobbying efforts that have taken place by the alPHa Board of Directors, increases for specific expenditures in 2023 such as IT and insurance, and ongoing recruitment effort. The team was congratulated for their work that has resulted in bringing forward a reasonable budget in the context of current fiscal and service deficit climates.

IN CAMERA

37-22 IN CAMERA

MOVED BY WENBORNE – GIGNAC: THAT this Board of Health goes in camera for personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: 1:59 p.m.

CARRIED

RISE AND REPORT

38-22 RISE AND REPORT

MOVED BY NOLAND – KIRWAN: THAT this Board of Health rises and reports. Time: 2:23 p.m.

CARRIED

It was reported that one personal matter involving one or more identifiable individuals, including employees or prospective employees was discussed and the following motions emanated:

39-22 APPROVAL OF BOH INCAMERA MEETING NOTES

MOVED BY KIRWAN – GIGNAC: THAT this Board of Health approve the meeting notes of the February 17, 2022, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

iv) 2023 Cost-Shared Operating Budget (Cont'd)

40-22 2023 OPERATING BUDGET

MOVED BY THAIN – NOLAND: THAT the Board of Health approve the 2023 cost-shared operating budget for Public Health Sudbury & Districts in the amount of \$28,549,210.

CARRIED

7. ADDENDUM

No addendum.

8. ANNOUNCEMENTS

- There are no regular Board of Health meetings in December.
- The next regular Board of Health meeting is scheduled for January 19, 2023, at 1:30 p.m.
 - o If municipal council/association appointments are not all received for the Board of Health membership, there is a possibility that the January 19 Board of Health meeting be deferred to a later date.
- Although an in-person celebration is not possible due to COVID-19, Board of Health members were thanked for their commitment and contributions. Collectively, amongst the 11 Board of Health members, there is a remarkable 78 years of combined years on the Board of Health for Public Health Sudbury & Districts.

9. ADJOURNMENT

41-22 ADJOURNMENT

MOVED BY THAIN – KIRWAN: THAT we do now adjourn. Time: 2:53 p.m.

CARRIED

(Chair)

(Secretary)

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: Yes | Priority: High |
| Direction Only: Yes | Type of Meeting: RMC |

Report Title: Ministry of Labour (MOL) and Electrical Safety Authority (ESA)
Orders & Costs Incurred During Lame Duck Period

Recommendation

That Council review the expenses incurred to correct various orders from Ministry of Labour (MOL) and Electrical Safety Authority (ESA) as authorized by the CAO during the Lame Duck Period. During Council transition where a quorum of Council is not re-elected, the CAO (as designated by Council) retained the power to spend up to \$50,000.00.

That Council confirms the continued expenses to correct know orders.

Background

During a Health and Safety inspection issues were noted at the arena and were brought to the attention of the MOL and ESA.

Both the MOL and ESA attended the arena and subsequently issued Orders. Copies of these Orders are attached.

These orders have deadlines for remediation and as such work has been undertaken to correct and rectify issues.

We have not received all invoices yet, but here is what we have. We are missing invoices from Metal Air, as well as other electrical and plumbing invoices. Also missing is the November Visa statement which has a few things on it such as the shower unit. A final report will be brought to council in Janaury.

□

| | | | |
|------------|-------------|------------------------|------------|
| | | Sep 29 to Oct 25, 2022 | |
| 26/10/2022 | John Groulx | hrs and mileage | \$3,042.20 |
| 09/11/2022 | John Groulx | November 7 & 9, 2022 | \$372.00 |
| 31/10/2022 | Collabria | Arena phone | \$19.05 |



| | | | |
|------------|--------------------------|---|-------------|
| 31/10/2022 | Collabria | Cylinder cabinet & 2x standard self-close | \$5,936.10 |
| 31/10/2022 | Collabria | Uline standard self-close | \$2,985.92 |
| 31/10/2022 | Collabria | Mask for ice plant | \$179.86 |
| 31/10/2022 | Collabria | Steel Cabinet | \$329.00 |
| 08/11/2022 | K&K Plumbing and Service | Sink Valves, showers | \$3,819.47 |
| 25/11/2022 | K&K Plumbing and Service | Arena MOL issues | \$554.87 |
| 31/10/2022 | Collabria | Ladder & helmet | \$174.97 |
| | | | \$17,413.44 |

Prepared by: Denis Turcot, CAO



400 Sheldon Dr, Unit 1, Cambridge, ON , N1T 2H9
For inquiries:
TOLL FREE TEL: 1-877-372-7233 TOLL FREE FAX: 1-800-667-4278

Investigation Inspection Defect Notice

MUNICIPALITY OF ST CHARLES
ST CHARLES ARENA
2 KING ST E
ST CHARLES ON POM 2W0

NOTICE DATE: October 18, 2022
NOTIFICATION #: 70236244
INSPECTOR: Peter Morin
TELEPHONE: (705)507-2651
PRINT DATE: October 18, 2022

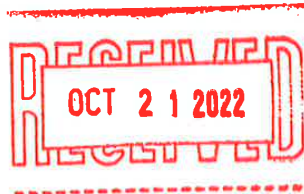
Re:
ST CHARLES ARENA
99 KING ST E
ST CHARLES ON POM 2W0

An Investigation Inspection was performed at the above-mentioned premises and ESA hereby gives notice that the installation (or part of installation) described hereon has been completed. The installation did not meet the requirements of the Ontario Electrical Safety Code. Defects were found as detailed below. Please read the instructions for Correcting Defects.

INSTRUCTIONS FOR CORRECTING DEFECTS:

- a) Engage a Licensed Electrical Contractor to perform the remedial work unless otherwise specified under law.
b) Submit a notification with the appropriate fee to the Electrical Safety Authority Customer Service Centre through the person performing the remedial work.
c) Defects must be corrected within 30 days of the notice date.
d) Advise the Electrical Safety Authority Customer Service Centre following correction of defects.
e) If you have questions or concerns regarding the Defects listed below, please contact the Inspector directly. For all other inquiries, please contact our Customer Service Centre at 1-877-372-7233.
f) In the event a defect is identified as 'Warning', it is still necessary to correct or have the defect corrected.

DEFECT DETAILS:





www.esasafe.com

400 Sheldon Dr, Unit 1, Cambridge, ON , N1T 2H9

For inquiries:

TOLL FREE TEL: 1-877-372-7233

TOLL FREE FAX: 1-800-667-4278

-
- 1 October 18, 2022
OESC 2021 Rule 12-3024 - Panel fillers are required in the unused openings in the breaker panelboard.

Electrical room, at lobby

-
- 2 October 18, 2022
OESC 2021 Rule 12-3024 - Fill all unused openings in cabinets, boxes, panelboards and fittings.

Main electrical room, Verify all openings at electrical equipment are filled.

-
- 3 October 18, 2022
OESC 2021 Rule 02-308 1) - A minimum working space of 1 m (39"), with secure footing, shall be provided and maintained about all electrical equipment.

Main electrical room, Cistern pipe at bottom of disconnects. provide secure footing Electrical rooms throughout not be used for storage.

-
- 4 October 18, 2022
OESC 2021 Rule 12-402 3) a) i) & ii) - Flexible cord and cord sets shall not be run through holes in walls, ceilings or floors, or permanently secured to any structural member.

Main electrical room, cord end at bottom of panel behind door.



www.esasafe.com

400 Sheldon Dr, Unit 1, Cambridge, ON , N1T 2H9

For inquiries:

TOLL FREE TEL: 1-877-372-7233

TOLL FREE FAX: 1-800-667-4278

-
- 5 October 18, 2022
OESC 2021 Rule 02-003 - The owner, owner's agent, or operator shall maintain a record of all electrical installation acceptable to the Electrical Safety Authority in any public building, commercial or industrial establishment, apartment house, or other building in which the public safety may be involved, and shall produce this record to any inspector at any time and from time to time upon request, as specified by the Electrical Safety Authority.

Maintain electrical work log book.

NOTIFICATION #: 70236244

Failing to correct the Defects within the timeframe specified, may result in ESA taking an appropriate action, including deferment, issuance of an ESA order to comply, prosecution and disconnection of electrical power. Fees of up to \$200 for processing an account for deferment or for each step in the ESA order or disconnection process may apply.

Electrical Inspection is important as it assists in a safe installation by identifying fire and shock hazards. It is your legal obligation to ensure that all defects in this report are corrected.

We have received this Defect Notice and have read the Instructions for Correcting Defects. We have carried out such instructions and corrected all defects in accordance with the requirements of the Ontario Electrical Safety Code.

Signature

Pour obtenir une version française du rapport, veuillez appeler 1-877-372-7233.

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 8

OHS Case ID: **04759RSRR632**
 Field Visit no: **04759RSRR633** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Telephone: **(705) 867-2813** JHSC Status: **Inactive** Work Force #: **15** Completed %:

Persons Contacted: **DENIS TURCOT- CHIEF ADMINISTRATIVE OFFICER, JAMES JOURDREY-PARKS & RECREATION COORDINATOR, PAUL PROULX- HEAVY EQUIPMENT OPERATOR- WORKER REP, TRAVIS DEBENEDET- DIRECTOR OF OPERATIONS**

Visit Purpose: **INVESTIGATION**

Visit Location: **SERVICE ROOM #1&2 AND THE ZAMBONI ROOM, ICE PLANT ROOM, COUNCIL CHAMBERS LOCATED AT THE MAIN OFFICE, LUNCHROOM AND OFFICE AREA**

Visit Summary: **ORDERS ISSUED**

Detailed Narrative:

The purpose of today's inspection is a result of a potential work refusal that was reported to the MLTSD on October 19, 2022.

The undersigned inspector was on site and investigated the circumstances that could lead up to a possible work refusal. A worker expressed concerns regarding the lack of policies and procedures to complete various tasks and workers also had access to electrical switch rooms. The employer confirmed that they had limited policies procedures in place but workers had received some training. The employer is required to provide information, instruction and supervision to a worker to protect the health or safety of the worker. In most circumstances the employer does not have written policies and procedures for some of the tasks associated with operations and maintaining the area. The employer is encouraged to work with the health and safety representative, and their workers to identify the hazards, implement corrective actions by prioritizing the safety concerns identified in the workplace.

Administrative inspection:

- A copy of the Occupational Health and Safety Act was not posted in the workplace. (ORDER ISSUED) At the time of inspection the workplace (arena) did not have a copy of the OHS Act posted.
- At the time of inspection, the employer could not provide to the undersigned inspector a copy of their health and safety policy. (ORDER ISSUED) The employer shall develop a health and safety policy for their workplace. The health and safety policy shall be posted in the workplace.
- The employer did not have a violence and harassment policy posted in the workplace. (ORDER ISSUED) The employer shall ensure that both the violence and harassment policies are posted in the workplace. The employer shall ensure that these policies are reviewed annually.
- Monthly workplace safety inspection was not completed for the workplace (arena). (ORDER ISSUED) The employer shall ensure that monthly workplace safety inspections are completed.
- Prevention Starts Here communication poster was not available at the time of inspection. The employer shall ensure that the poster is posted in the workplace. (Refer to resource section)

| Recipient | Inspector Data | Worker Representative |
|---|---|---|
| Name <u>Travis De Benedetto</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Name <u>Pamela McCracken</u> |
| Title <u>Director of Operations</u> | | Title <u>Treasurer</u> |
| Signature  | Signature  | Signature  |

Operations Division Occupational Health and Safety

Field Visit Report

Page 2 of 8

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Field Visit no: **04759RSRR633**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

- Workers are required to exchange propane tanks on the Zamboni and have not received training for the safe handling of propane. (ORDER ISSUED) The employer shall ensure that workers have received training to complete tasks associated with the use and handling of propane in the workplace.

Physical inspection:

- Workers are required to use WHMIS controlled products in the workplace such as MyCold-68 NH3 and had not received WHMIS training. (ORDER ISSUED) The employer shall ensure that workers exposed to hazards or work near a potential hazard are aware of the potentially hazardous conditions.
- A 20 litre pail of MyCold-68 NH3 supplied by MayeKAWA was observed in ice plant room. The employer did not have the SDS information for the WHMIS controlled product available to the workers at the time of inspection. (ORDER ISSUED) The employer shall ensure that workers exposed and/or use controlled products have access to the SDS information.
- A 20 litre pail of MyCold-68 NH3 supplied by MayeKAWA was observed in ice plant room. The emergency measures require 15 minutes of continuous eye flushing. (ORDER ISSUED) At the time of inspection, the employer did not have an eye wash station available to the workers.
- At the time of inspection, workers had no means of locking/tagging out unsafe equipment. The employer shall develop, implement a lockout/tagout program for the workplace and ensure workers have been trained.
- An electrical panel in service room #2 was observed missing a breaker/blank panel slot#39 of a fuse panel exposing workers to an electrical hazard. (ORDER ISSUED) The employer shall ensure that workers are not exposed to electrical hazards in the workplace.
- A black electrical power bar was observed in service room #2 and it was installed and used permanently. (ORDER ISSUED) Electrical extension cords are meant to be used temporarily and not permanently. Similar conditions were observed in service room #1.
- The water filtration system has been installed in the service room #1 and workers reported seeing water splashing on a transformer while the water filtration system was being serviced. (ORDER ISSUED) The employer shall ensure that workers are not exposed to an electrical hazard when the water filtration system is being serviced.
- At the time of inspection, the undersigned inspector observed the guarding used on the drive/driven pulley system to be inadequate as workers were exposed to pinch/entanglement hazards on compressor #1 manufactured by Mycom. (ORDER ISSUED)The employer shall ensure that workers are not exposed to punch/entanglement hazards.
- At the time of inspection, the undersigned inspector observed the guarding used on the drive/driven pulley system to be inadequate as workers were exposed to pinch/entanglement hazards on compressor #2 manufactured by Mycom. (ORDER ISSUED)The employer shall ensure that workers are not exposed to punch/entanglement hazards.

| Recipient | Inspector Data | Worker Representative |
|------------------|---|---|
| Name <u>T.D.</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Name _____ |
| Title _____ | | Title _____ |
| Signature _____ | Signature  | Signature  |

Operations Division Occupational Health and Safety

Field Visit Report

Page 3 of 8

OHS Case ID: **04759RSRR632**

Field Visit no: **04759RSRR633**

Visit Date: **2022-OCT-20**

Field Visit Type: **INITIAL**

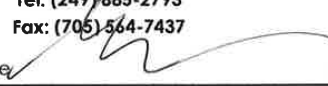
Workplace Identification: **ST CHARLES ARENA**

Notice ID:

P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

- A brine pump was observed in the ice plant room missing a guard, workers were exposed to an entanglement hazard because the main driveshaft was exposed. (ORDER ISSUED) (ORDER ISSUED) The employer shall ensure that workers are not exposed to punch/entanglement hazards.

A secondary inspection shall take place at a later date.

| Recipient | Inspector Data | Worker Representative |
|--------------------|--|---|
| Name <u>T.P.D.</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER | Name _____ |
| Title _____ | 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Title _____ |
| Signature _____ | Signature  | Signature  |

Operations Division Occupational Health and Safety

Field Visit Report

Page 4 of 8

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Field Visit no: **04759RSRR633**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Order(s) /Requirement(s) Issued To:
 To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:
 You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|----------------------|--------|------|--------|----------|--------|--|----------------|
| 1 | Time 04759RSRT634 | OHS A | 1990 | 25 | 2 | j | The employer shall ensure prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy | 2022-NOV-18 |
| 2 | Time 04759RSRT635 | OHS A | 1990 | 25 | 2 | i | The employer shall post, in the workplace, a copy of this act and any explanatory material prepared by the ministry, both in english and the majority language of the workplace, outlining the rights, responsibilities and duties of workers. At the time of inspection, the employer did not have a copy of the OHS A posted in the workplace. | 2022-OCT-28 |
| 3 | Time 04759RSRT636 | OHS A | 1990 | 32.0.1 | 1 | | The employer shall, prepare a policy with respect to workplace violence & harassment and review the policies as often as is necessary, but at least annually. At the time of inspection, the employer had not reviewed their violence and harassment policies since March 2021. | 2022-NOV-30 |
| 4 | Time 04759RSRT637 | OHS A | 1990 | 25 | 2 | a | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. At the time of inspection, workers were required to replace propane tanks on equipment and had not received training. | 2022-NOV-25 |

| | | |
|---|---|---|
| Recipient Name <u>T.P.</u> Title _____ Signature _____ | Inspector Data Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 Signature  | Worker Representative Name _____ Title _____ Signature  |
|---|---|---|

Operations Division Occupational Health and Safety

Field Visit Report

Page 5 of 8

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Field Visit no: **04759RSRR633**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Order(s) /Requirement(s) Issued To:


To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|--------------|-----------|--------|------|------|----------|--------|---|----------------|
| 5 | Time | OHS | 1990 | | | | The employer shall ensure that every worker who works with or who may be exposed in the course of his or her work to the hazardous product is informed about all hazard information of which the employer is or ought to be aware concerning the hazardous product and its use, storage and handling. At the time of inspection, workers were exposed to hazardous products and not received training. | 2022-OCT-28 |
| 04759RSRT638 | | 860 | 1990 | 6 | 2 | | | |
| 6 | Time | OHS | 1990 | | | | The employer who receives a hazardous product from a supplier for use, storage or handling at a workplace shall obtain a supplier safety data sheet for the hazardous product from the supplier unless the supplier is exempted under the Hazardous Products Regulations (Canada) from providing a safety data sheet for the hazardous product. At the time of inspection MyCool hazardous product was observed in the workplace without having the SDS information available to the workers. | 2022-NOV-25 |
| 04759RSRT639 | | 860 | 1990 | 17 | 1 | | | |
| 7 | Time | OHS | 1990 | 25 | 2 | h | The employer shall take every precaution reasonable in the circumstances for the protection of a worker. At the time of inspection, a refrigerant | 2022-NOV-11 |
| 04759RSRT640 | | | | | | | | |

| | | |
|--|--|---|
| Recipient Name <u>T.D</u> Title _____ Signature _____ | Inspector Data Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (709) 544-7437 Signature  | Worker Representative Name _____ Title _____ Signature  |
|--|--|---|

Operations Division Occupational Health and Safety

Field Visit Report

Page 6 of 8

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Field Visit no: **04759RSRR633**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Order(s) /Requirement(s) Issued To:
 To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

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| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|-----------|------------------------------------|-------------|-------------|-----------|----------|----------|---|--------------------|
| | | | | | | | oil "Mycool" was observed in the workplace requiring 15 minutes of continuous eye flushing in case of an eye injury and no eyewash station was available in the workplace. | |
| 8 | Time 04759RSRV641 | OHSA | 1990 | 25 | 1 | b | The employer shall ensure that the equipment, materials and protective devices provided by the employer are maintained in good condition. At the time of inspection, a breaker/switch/blank was missing in a fuse panel located in the service room #2. (Slot #39) exposing workers to an electrical hazard. | 2022-NOV-04 |
| 9 | Time 04759RSRV642 | OHSA | 1990 | 25 | 2 | h | The employer shall take every precaution reasonable in the circumstances for the protection of a worker. At the time of inspection, a black electrical power bar was being used in a permanent way. | 2022-DEC-02 |
| 10 | Time 04759RSRV643 | OHSA | 1990 | 25 | 2 | h | The employer shall take every precaution reasonable in the circumstances for the protection of a worker. At the time of inspection, when the water filtration system in service room #1 was being serviced, the water was being sprayed onto an electrical transformer. | 2022-NOV-30 |

| | | |
|---|---|---|
| Recipient Name <u>T.P.</u> Title _____ Signature _____ | Inspector Data Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 544-7437 Signature  | Worker Representative Name _____ Title _____ Signature  |
|---|---|---|

Operations Division Occupational Health and Safety

Field Visit Report

Page 7 of 8

OHS Case ID: **04759RSRR632**
 Field Visit no: **04759RSRR633** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Order(s) /Requirement(s) Issued To:
 To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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 You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|----------------------|------------|--------------|------|----------|--------|--|----------------|
| 11 | Time 04759RSRV644 | OHS 851 | 1990 1990 | | 24 | | The employer shall ensure where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. At the time of inspection, the drive/driven pulleys for compressor #1 in ice plant room had exposed workers to entanglement hazards. | 2022-DEC-09 |
| 12 | Time 04759RSRV645 | OHS 851 | 1990 1990 | | 24 | | The employer shall ensure where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. At the time of inspection, the drive/driven pulleys for compressor #2 in the ice plant had exposed workers to entanglement hazards. | 2022-DEC-09 |
| 13 | Time 04759RSRV646 | OHS 851 | 1990 1990 | | 24 | | The employer shall ensure where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the | 2022-DEC-09 |

| Recipient | Inspector Data | Worker Representative |
|---------------------|--|--|
| Name: <u>T.P.D.</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Name: _____ |
| Title: _____ | Signature:  | Title: _____ |
| Signature: _____ | | Signature:  |

Operations Division Occupational Health and Safety

Field Visit Report

Page 8 of 8

OHS Case ID: **04759RSRR632**
 Field Visit no: **04759RSRR633** Visit Date: **2022-OCT-20** Field Visit Type: **INITIAL**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Order(s) /Requirement(s) Issued To:
 To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:
 You are required to comply with the order(s) /requirement(s) by the dates listed below.

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|----|-----------|--------|------|------|----------|--------|---------------------------|----------------|
|----|-----------|--------|------|------|----------|--------|---------------------------|----------------|

safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. At the time of inspection, the driveshaft of the brine pump located in the ice plant was not guarded exposing workers to an entanglement hazard.

| Recipient | Inspector Data | Worker Representative |
|------------------|--|---|
| Name <u>J.D.</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Name _____ |
| Title _____ | | Title _____ |
| Signature _____ | Signature  | Signature  |

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
159 Cedar Street , Suite 301 Sudbury P3E 6A5
sudburyindustrial@ontario.ca
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Notice of Compliance

Page 1 of 8

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSRR633**

Visit Date : **2022-OCT-20**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535**

Notice ID:

Take Notice

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:

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| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Date: |
|-----|--------------|--------|------|------|----------|--------|---------------------------|--|-------------|
| 9 | Time | OHSA | 1990 | 25 | 2 | h | | <input type="checkbox"/> Agree | 2022-DEC-02 |
| | 04759RSRV642 | | | | | | | <input type="checkbox"/> Disagree | |

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
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Notice of Compliance

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P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

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|--------------|------|---------|------|------|----------|--------|---------------------------|--|-----------------|
| 11 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-DEC-09 |
| 04759RSRV644 | | 851 | 1990 | 24 | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | | (Signature) |
| 12 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-DEC-09 |
| 04759RSRV645 | | 851 | 1990 | 24 | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | | (Signature) |
| 13 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-DEC-09 |
| 04759RSRV646 | | 851 | 1990 | 24 | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | | (Signature) |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
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Notice of Compliance

Page 3 of 8

OHS Case ID: **04759RSRR632**
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Visit Date : **2022-OCT-20**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

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|--------------|-----------|--------|------|------|----------|--------|---------------------------|--|
| 8 | Time | OHSA | 1990 | 25 | 1 | b | | <input type="checkbox"/> Agree 2022-NOV-04 <input type="checkbox"/> Disagree |
| 04759RSRT641 | | | | | | | | |

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature:

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature:

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSRR633**

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Notice of Compliance

Page 4 of 8

Visit Date : **2022-OCT-20**

Workplace Identification: **ST CHARLES ARENA**
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Notice ID:

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2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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|-----|------|--------|------|------|----------|--------|---------------------------|--|-----------------|
| 7 | Time | OHSA | 1990 | 25 | 2 | h | | <input type="checkbox"/> Agree | 2022-NOV-11 |
| | | | | | | | | <input type="checkbox"/> Disagree | |

04759RSRT640

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
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Notice of Compliance

Page 5 of 8

OHS Case ID: **04759RSRR632**
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P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

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2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Comply by Date: |
|-----|-----------|--------|------|------|----------|--------|---------------------------|--|-----------------|
| 1 | Time | OHSA | 1990 | 25 | 2 | J | | <input type="checkbox"/> Agree | 2022-NOV-18 |
| | | | | | | | | <input type="checkbox"/> Disagree | |

04759RSRT634

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature:

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature:

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
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Notice of Compliance

OHS Case ID: **04759RSRR632**
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2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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|---------------|-----------|--------|------|------|----------|--------|---------------------------|---|-------------|
| 4 | Time | OHSA | 1990 | 25 | 2 | a | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-25 |
| 04759RSRT637 | | | | | | | | | |
| _____ | | | | | | | | | |
| _____ | | | | | | | | | |
| (Signature) | | | | | | | | | |
| 6 | Time | OHSA | 1990 | | | | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-25 |
| 04759RSRT639 | | | | | | | | | |
| 860 1990 17 1 | | | | | | | | | |
| _____ | | | | | | | | | |
| _____ | | | | | | | | | |
| (Signature) | | | | | | | | | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

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Notice of Compliance

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Order(s) / Requirement(s) Issued:

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|-----|--------------|--------|------|--------|----------|--------|---------------------------|--|-----------------|
| 3 | Time | OHSA | 1990 | 32.0.1 | 1 | | | <input type="checkbox"/> Agree | 2022-NOV-30 |
| | 04759RSRT636 | | | | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | | (Signature) |
| 10 | Time | OHSA | 1990 | 25 | 2 | h | | <input type="checkbox"/> Agree | 2022-NOV-30 |
| | 04759RSRV643 | | | | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | | (Signature) |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature:

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature:

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
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sudburyindustrial@ontario.ca
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Notice of Compliance

Visit Date : **2022-OCT-20**

Workplace Identification: **ST CHARLES ARENA**
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Notice ID:

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To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
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Order(s) / Requirement(s) Description:
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|-----|-----------|--------|------|------|----------|--------|---------------------------|---|-------------|
| 2 | Time | OHSA | 1990 | 25 | 2 | i | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-OCT-28 |
| | | | | | | | | (Signature) | |
| 5 | Time | OHSA | 1990 | 860 | 1990 | 6 | 2 | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-OCT-28 |
| | | | | | | | | (Signature) | |

Form completed by: _____
Title: _____
For / on behalf of _____
Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____
Signature: _____

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 6

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-24** Field Visit Type: **CONTINUATION**

Field Visit no: **04759RSWQ649** Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

Telephone: **(705) 867-2813** JHSC Status: **Inactive** Work Force #: **14** Completed %:

Persons Contacted: **DENIS TURCOT, CHIEF ADMINISTRATIVE OFFICER, JAMES JOURDREY- PARKS & RECREATION COORDINATOR, JOANNE MACNEILL- ADMINISTRATIVE FINANCE CLERK**

Visit Purpose: **ON-GOING INVESTIGATION**
Visit Location: **SERVICE ROOM 1, 2, ZAMBONI ROOM, ICE PLANT ROOM, FRONT ENTRANCE TO ARENA, REAR EXTERIOR BUILDING**
Visit Summary: **ORDERS ISSUED**

Detailed Narrative:

The purpose of today's field inspection is in relation to initial complaint submitted to the MLITSD office re-case # 04759RSRR362. Marcia Leigh, Occupational Hygiene Consultant from the MLITSD office assisted with field inspection.

- Zamboni blades were observed leaning freely against the rear wall of the Zamboni parking room. (ORDER ISSUED) The employer shall ensure that materials, article or things shall be secured against tipping or falling.
- A metal drain pipe, measuring approximately 4" in diameter was sticking out of the floor in service room #1, creating a tripping hazard. (ORDER ISSUED) The employer shall ensure that tripping hazards are removed from the workplace.
- Workers reported that they were required to work alone in the workplace. (ORDER ISSUED) The employer shall provide information, training to ensure the safety of the workers while working alone. The employer shall implement interim safety measures until workers have received information training.
- The employer is encouraged to develop incident reporting policy and educate workers of the reporting requirements. The employer shall implement interim safety measures until workers have received information and training.
- Located at the rear exterior of the building, is an evaporator condenser mounted onto steel I-Beams that are embedded into the cement blocks. Some of the cement blocks are damaged, cracked and/or missing. (ORDER ISSUED) The employer shall maintain equipment and ensure that equipment will not tip, collapse or fall. Should the employer decide that the remedy is to remove cement blocks, a structural engineer shall approve the work prior to removing the blocks.
- Drive/driven pulley system of the evaporator condenser located at the rear exterior of the building, has exposed drive belts exposing workers to potential entanglement hazards. (ORDER ISSUED) The employer shall ensure that workers are not exposed to entanglement hazards.
- The ammonia blow-off valve is mounted to the rear exterior wall of the building near the evaporator condenser. The valve is enclosed by a wooden box that appears to be breaking apart. (ORDER ISSUED) The employer shall maintain the equipment to ensure the safety of the workers.
- An exhaust fan located in the ice plant room was observed with inadequate guarding. (ORDER ISSUED) The

| Recipient | Inspector Data | Worker Representative |
|------------------------------|---|----------------------------------|
| Name <u>Denis Turcot</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER | Name <u>Joanne MacNeill</u> |
| Title <u>CAO</u> | 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 964-7437 | Title <u>Assistant Finance</u> |
| Signature <u>[Signature]</u> | Signature <u>[Signature]</u> | Signature <u>Joanne MacNeill</u> |

Operations Division Occupational Health and Safety


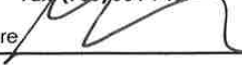

Field Visit Report

Page 2 of 6

OHS Case ID: **04759RSRR632**
 Field Visit no: **04759RSWQ649** Visit Date: **2022-OCT-24** Field Visit Type: **CONTINUATION**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

- employer shall ensure that workers are not exposed to an entanglement hazards.
- A thermostat located in the ice plant room that is used to set the ice temperature, was observed missing a button at the time of inspection. (ORDER ISSUED) The employer shall ensure to maintain equipment in the workplace.
- A blue wire was observed passing through the doorway of service room #1 creating a tripping hazard. (ORDER ISSUED) The employer shall ensure that tripping hazards are removed from the workplace.

Comments from the Occupational Hygiene Consultant shall be provided at a later date.

| Recipient | Inspector Data | Worker Representative |
|---|--|---|
| Name _____ | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER | Name _____ |
| Title _____ | 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Title _____ |
| Signature  | Signature  | Signature  |

Operations Division Occupational Health and Safety

Field Visit Report

Page 3 of 6

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-24** Field Visit Type: **CONTINUATION**
Field Visit no: **04759RSWQ649**

Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

Order(s) /Requirement(s) Issued To:
To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:
You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type | ActReg Code | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|------|-------------|------|------|----------|--------|--|----------------|
| 1 | Time | OHSA 851 | 1990 | 45 | | | The employer shall ensure that materials, articles or things shall be placed or stored so that the material, articles or things, (i) will not tip, collapse or fall, and (ii) can be removed or withdrawn without endangering the safety of any worker. At the time of inspection, blades used for the Zamboni were observed leaning freely against the wall of the parking area of the Zamboni. | 2022-OCT-28 |
| 2 | Time | OHSA 851 | 1990 | 11 | | | The employer shall ensure that a floor, or other surfaces used by any worker shall be kept free of, (i) obstructions, (ii) hazards. At the time of inspection, a 3" to 4" pipe was observed protruding from the floor located in the service room #1 creating a tripping hazard. | 2022-NOV-18 |
| 3 | Time | OHSA | 1990 | 25 | 2 | a | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. At the time of inspection, workers were required to work alone meanwhile being exposed to various hazards in the workplace. The employer did not have a working alone policy at the time of inspection. | 2022-NOV-25 |

| | | |
|---|---|--|
| Recipient Name _____ Title _____ Signature  | Inspector Data Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Worker Representative Name _____ Title _____ Signature  |
|---|---|--|

Operations Division Occupational Health and Safety

Field Visit Report

Page 4 of 6

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-24** Field Visit Type: **CONTINUATION**
 Field Visit no: **04759RSWQ649**

Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O. BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

Order(s) /Requirement(s) Issued To:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|----------------------|-------------|--------------|------|----------|--------|--|----------------|
| 4 | Time 04759RSWS653 | OHSA 851 | 1990 1990 | 24 | | | the employer shall ensure where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. At the time of inspection, the drive pulley system of the evaporator condenser located at the exterior of the building was not guarded and workers were exposed to an entanglement hazard. | 2022-DEC-02 |
| 5 | Time 04759RSWS654 | OHSA | 1990 | 25 | 1 | b | The employer shall ensure that equipment, materials and protective devices provided by the employer are maintained in good condition. At the time of inspection the structure used to support the evaporator condenser at the exterior rear of the building was observed with damaged and missing cement blocks and the metal I-Beams showed signs of deterioration. | 2022-NOV-25 |
| 6 | Time 04759RSWS655 | OHSA | 1990 | 25 | 1 | b | The employer shall ensure that the equipment, materials and protective devices provided by the employer are maintained in good condition. At the time of inspection, the box used to enclose the | 2022-DEC-09 |

| | | |
|---|--|---|
| Recipient Name _____ Title _____ Signature  | Inspector Data Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 Signature  | Worker Representative Name _____ Title _____ Signature  |
|---|--|---|

Operations Division Occupational Health and Safety

Field Visit Report

Page 5 of 6

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-24** Field Visit Type: **CONTINUATION**
Field Visit no: **04759RSWQ649**

Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

Order(s) /Requirement(s) Issued To:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----------|------------------------------------|---------------------------|----------------------------|-----------|----------|----------|---|--------------------|
| | | | | | | | ammonia blow off valve was observed in poor condition. | |
| 7 | Time 04759RSWS656 | OHSA 851 | 1990 1990 | 24 | | | The employer shall ensure where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. At the time of inspection, workers were exposed to an entanglement hazard associated with the exhaust fan located in the ice plant room. | 2022-DEC-09 |
| 8 | Time 04759RSWS657 | OHSA | 1990 | 25 | 1 | b | The employer shall ensure that, the equipment, materials and protective devices provided by the employer are maintained in good condition. At the time of inspection, a button was missing on the thermostat used to control the ice temperatures. | 2022-NOV-04 |
| 9 | Time 04759RSWS658 | OHSA 851 | 1990 1990 | 11 | | | The employer shall ensure that floor or other surface used by any worker shall, be kept free of obstructions, hazards, it that is likely to make the surface slippery. At the time of inspection, a blue wire was observed on the floor and was | 2022-NOV-04 |

| | | |
|---|--|---|
| Recipient | Inspector Data | Worker Representative |
| Name _____ | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Name _____ |
| Title _____ | | Title _____ |
| Signature  | Signature  | Signature  |

Operations Division Occupational Health and Safety

Field Visit Report

Page 6 of 6

OHS Case ID: **04759RSRR632**
Field Visit no: **04759RSWQ649** Visit Date: **2022-OCT-24** Field Visit Type: **CONTINUATION**

Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Order(s) /Requirement(s) Issued To:



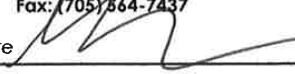
To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:
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| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|-----------|--------|------|------|----------|--------|---------------------------|----------------|
|----|-----------|--------|------|------|----------|--------|---------------------------|----------------|

passing through the doorway of the service room #2.

| | | |
|---|--|---|
| | |  |
| Recipient | Inspector Data | Worker Representative |
| Name _____ | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER | Name _____ |
| Title _____ | 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Title _____ |
| Signature  | Signature  | Signature _____ |

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
159 Cedar Street , Suite 301 Sudbury P3E 6A5
sudburyindustrial@ontario.ca
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Notice of Compliance

Page 1 of 6

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSWQ649**

Visit Date : **2022-OCT-24**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

Notice ID:

Take Notice

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
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| No. | Type Code | Act/Reg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Date: |
|--------------|-----------|---------|------|------|----------|--------|---------------------------|--|-------------|
| 4 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-DEC-02 |
| 04759RSWS653 | 851 | 1990 | 24 | | | | | <input type="checkbox"/> Disagree | |

(Signature)

Form completed by: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Title: _____

For / on behalf of _____

Name: _____

Signature: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

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Health and Safety

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Notice of Compliance

Page 2 of 6

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSWQ649**

Visit Date : **2022-OCT-24**

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| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Comply by Date: |
|-----|-----------|--------|------|------|----------|--------|---------------------------|--|-----------------|
| 6 | Time | OHSA | 1990 | 25 | 1 | b | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-DEC-09 |
| | | | | | | | | (Signature) | |
| 7 | Time | OHSA | 1990 | | | | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-DEC-09 |
| | | | | | | | | (Signature) | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
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sudburyIndustrial@ontario.ca
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Notice of Compliance

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSWQ649**

Visit Date : **2022-OCT-24**

Workplace Identification: **ST CHARLES ARENA**
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|-----|------|-------------|------|------|----------|--------|---------------------------|---|-----------------|
| 8 | Time | OHSA | 1990 | 25 | 1 | b | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-04 |
| | | | | | | | | (Signature) | |
| 9 | Time | OHSA | 1990 | | | | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-04 |
| | | | | | | | | (Signature) | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
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Notice of Compliance

Page 4 of 6

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSWQ649**

Visit Date : **2022-OCT-24**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

Notice ID:

Take Notice

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Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailina Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Date: |
|---------------------|-------------|-------------|-------------|------|----------|--------|---------------------------|--|--------------------|
| 2 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-NOV-18 |
| 04759RSWR651 | 851 | 1990 | 11 | | | | | <input type="checkbox"/> Disagree | |

(Signature)

Form completed by: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Title: _____

For / on behalf of _____

Name: _____

Signature: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
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Notice of Compliance

Page 5 of 6

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSWQ649**

Visit Date : **2022-OCT-24**

Workplace Identification: **ST CHARLES ARENA**
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

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Order(s) / Requirement(s) Issued:

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Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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|---------------------|-------------|-------------|-------------|-----------|----------|----------|---------------------------|---|--------------------|
| 3 | Time | OHSA | 1990 | 25 | 2 | a | _____ | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-25 |
| 04759RSWR652 | | | | | | | _____ | (Signature) | |
| 5 | Time | OHSA | 1990 | 25 | 1 | b | _____ | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-25 |
| 04759RSWS654 | | | | | | | _____ | (Signature) | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
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Notice of Compliance

Page 6 of 6

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSWQ649**

Visit Date : **2022-OCT-24**

Workplace Identification: **ST CHARLES ARENA**
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Notice ID:

Take Notice

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Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

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|--------------|-----------|--------|------|------|----------|--------|---------------------------|--|-------------|
| 1 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-OCT-28 |
| 04759RSWR650 | 851 | 1990 | 45 | | | | | <input type="checkbox"/> Disagree | |

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 9

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-25** Field Visit Type: **CONTINUATION**
 Field Visit no: **04759RSXM659** Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Telephone: **(705) 867-2813** JHSC Status: **Inactive** Work Force #: **14** Completed %:

Persons Contacted: **DENIS TURCOT- CHIEF ADMINISTRATIVE OFFICER, JOANNE MACNEILL- ADMINISTRATIVE FINANCE CLERK-H&S REP**
 Visit Purpose: **ON-GOING INVESTIGATION**
 Visit Location: **MUNICIPALITY MAIN OFFICE**
 Visit Summary: **ORDERS ISSUED**

Detailed Narrative:

The purpose of today's field is a result of the secondary inspection RE-CASE # 04759RSTR632 conducted by the MLITSD Occupational Hygiene Consultant and the undersigned inspector on October 25, 2022.

At the time of inspection, ammonia was observed in the ice plant room of the arena. The ammonia is part of the mechanical refrigeration systems and workers are currently exposed to the chemical agent without having emergency equipment available to the workers. ORDER ISSUED Where a worker is required to work with, or is likely to be exposed to, a hazardous biological or chemical agent that could cause injury to the skin, an employer shall provide an emergency shower. Until compliance has been achieved, the employer shall implement interim safety measures to protect the workers. The employer shall ensure that the new installation meets legislative requirements of Reg. 851 sec. 124.(2).

During the inspection, workers reported that only one of two central exhaust fans for the arena was working. ORDER ISSUED The employer shall ensure to maintain ventilation equipment of the building.

COMMENTS FROM MLITSD OCCUPATIONAL HYGIENE CONSULTANT:

On site Monday, October 24, 2022 to aid inspector in investigation, focusing on potential worker exposure to ammonia gas from the Ammonia Room (Compressor Room) and carbon monoxide (CO) from internal combustion engine equipment that is operated indoors in the arena, such as the propane-powered Zamboni and the gas-powered ice edger.

Comments provided below are based on workplace inspection conducted on Monday, October 24, 2022.

Learned plant operator (in training) has on his person a 4-sensor direct reading instrument that passively and continuously monitors the air for carbon monoxide (CO), percent oxygen (O2), combustible/flammable gases/vapours (percent lower explosive limit), and hydrogen sulphide (H2S). Workplace parties present noted this monitoring device came from the local fire department. The employer provided this device to this worker to assess for the hazard of CO exposure indoors. Workplace parties did not know at what concentrations the

| Recipient | Inspector Data | Worker Representative |
|------------------------------|---|--|
| Name <u>Denis Turcot</u> | Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Name <u>Joanne MacNeill</u> |
| Title <u>CAO</u> | | Title <u>Admin Assistant Finance Clerk</u> |
| Signature <u>[Signature]</u> | Signature <u>[Signature]</u> | Signature <u>[Signature]</u> |

Operations Division Occupational Health and Safety

Field Visit Report

Page 2 of 9

OHS Case ID: **04759RSRR632**
 Field Visit no: **04759RSXM659** Visit Date: **2022-OCT-25** Field Visit Type: **CONTINUATION**
 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

device alarms. The worker noted he has not received training on using this device and that it has not yet alarmed while at work. Discussed the need to train this worker on how to use this device, including how to respond to any alarms. ORDER ISSUED. Current legislated occupational exposure limits can be found online in the Table of Occupational Exposure Limits for Ontario Workplaces.

This device - an MSA Altair 4-sensor instrument - was activated from charging in the plant operator's office after the inspection and a digital startup screen noted the last calibration date was March 26, 2022. The worker confirmed there is no means on site to bump test the device. The employer shall ensure this device is calibrated and bump tested as per manufacturer's instructions - refer to the user manual of this device. Refer to subsection 6(2) of the Control of Exposure to Biological or Chemical Agents Regulation, O.Reg. 833/90. ORDER ISSUED.

Learned the plant operator is currently actively completing online certification training through the Ontario Recreation Facilities Association (ORFA) to become a Certified Arena Refrigeration Plant Technician. Worker was familiar with TSSA and its Operating Engineers Regulation and CSA Standard B52. Workplace parties understood the need to have someone with this type/level of training working in the Ammonia Room. Discussed with workplace parties the importance of having another individual with this training as well, as back-up. Discussed with workplace parties the importance of anyone who might enter the Ammonia Room to at least have some hazard awareness training, such as the ORFA Basic Arena Refrigeration training course.

Currently, there is no mechanical ventilation in the Zamboni Room. Discussed the importance of mechanical ventilation in this room, to help dilute and exhaust any airborne emissions contaminants such as CO and possibly NOx (nitrogen oxides). The employer should assess the risk of a buildup of flammable gases (propane) occurring where the Zamboni is stored - there is a drip pit present. Without the direct reading instrument on the worker, there would be no means currently to monitor for hazardous atmosphere in this room. The Zamboni was not operated on the day of inspection - there was no hazardous level of CO detected inside this workplace at time of inspection. The worker was not overexposed to CO at time of inspection.

There is a calibrated ammonia gas QEL detection system in place for the Ammonia Room. It is interlocked with the mechanical exhaust ventilation for this room. The display in the vestibule outside the room showed 000 ppm (NH3) during the inspection, as did the display on the sensor unit located near the ceiling inside the Ammonia Room near the entrance door. The worker noted he will not enter the room if there is any ammonia detected - he has only seen the sensors read 000 ppm since beginning work here. Workplace parties did not know what the alarm(s) was/were set at, or what the alarm(s) sound like. The worker had no manual or procedure or document to refer to to do his job in the Ammonia Room. There is no established written

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|---|---|-----------------------|
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| Title _____ | 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 | Title _____ |
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Operations Division Occupational Health and Safety

Field Visit Report

Page 3 of 9

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procedure for entry into or for work tasks conducted in the Ammonia Room. ORDER ISSUED. Ensure that training and instruction is provided to affected workers on the written procedure for this Ammonia Room.

Observed labelling on pipes in the Ammonia Room identifying contents and direction of flow, as per section 62 of the Regulation for Industrial Establishments, O.Reg. 851/90. Observed worker filling out Operating Log for Ice Rinks book while in Ammonia Room. Continue with these practices.

The door to the Ammonia Room from the arena area was labelled. The outer door from the Ammonia Room was used during the inspection. There was no signage at this door indicating beyond this door there was a hazardous area, a requirement of section 16 of O.Reg. 851/90. ORDER ISSUED.

Workplace parties present were unable to detail emergency response procedures for this workplace in the event of a gas leak. There was an undated emergency response procedure found in a blue-green binder at the arena entry which noted that the response to an ammonia leak is to evacuate the building and rely on emergency management services (local fire department) for response, noting a municipal employee should turn off arena compressors using the e-stop button outside the compressor room door. Train affected workers in this emergency response procedure. ORDER ISSUED. Advise employer to make sure the local fire department is aware of their role in the event of an ammonia gas leak emergency at this workplace, in order to help ensure successful emergency response should such an event occur.

Learned worker was recently fit tested on a half facepiece elastomeric air purifying respirator ("half mask") equipped with combo cartridges that protect against ammonia gas (half mask shown at time of inspection). An unused full face piece respirator with Scott cartridges was found in a wooden wall locker in the vestibule leading to the Ammonia Room. An older MSA full face respirator with a cartridge dated 1977 was removed from service. Discussed with workplace parties the protection afforded by different types/levels of respirators, including SCBA in an IDLH atmosphere. Discussed the importance of protecting worker's eyes, as well, from airborne irritants such as ammonia. Spoke to not breaking a full face respirator seal with arms of prescription glasses. Discussed the need for a written respiratory protection program (ORDER ISSUED). Refer to pertinent information in sections 9 to 13 of O.Reg. 833/90. Discussed the requirement to train workers on the contents of this program.

Worker has and wears ear muffs while working in the Ammonia Room, as it was noted compressors and exhaust ventilation can activate at any time. There was no signage at either door to this room regarding the hazard of noise exposure. Sound levels in the Ammonia Room were briefly collected with a calibrated Type 2 sound level meter. Sound level at the doorway with only compressor #1 active was 82 dBA. Sound levels above

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Operations Division Occupational Health and Safety

Field Visit Report

Page 4 of 9

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85 dBA were found in the Ammonia Room with only compressor #1 active. When both compressors were active as well as mechanical exhaust ventilation, a maximum sound level of 90 dBA was measured in this room. Sound level at the door with everything active was 87 dBA. Sustained sound levels exceeding 85 dBA were measured at time of inspection. As per subsection 2(7) of the Noise Regulation (O.Reg. 381/15), ensure that there are clearly visible warning signs posted at each door to the Ammonia Room (ORDER ISSUED).

The Ammonia Room is not contained - a wooden panel was shown between this room and the adjoining Zamboni Room, a crack beneath the block wall between this room and the arena was visible showing large white pipes running under wood floor boards, as well as spaces above the block wall of the entry door where conduit was run. Discussed with workplace parties the importance of containment of a hazardous atmosphere, to help limit the chance of overexposure. The intent of such a hazardous room is that it is contained and separated from the rest of the workplace.

Employer frequently noted an industrial ventilation specialist is contracted to address many of the workplace concerns noted during the inspection. Discussed with workplace parties the responsibility the arena employer has over the health and safety of all workers that work at this workplace.

Ensure the eyewash bottle and fluid contents seen on a wall in the main arena foyer are maintained in good working condition and that the fluid is unexpired, to ensure this first aid device is kept safe to use in case of an emergency such as particulate in the eye.

It is understood that the topic of WHMIS in this workplace was previously addressed by the inspector. Working alone and incident reporting were discussed and have been addressed by the inspector. The inspector has already issued an order for an emergency eyewash and deluge shower.

REFERENCES:

Table of Occupational Exposure Limits for Ontario Workplaces:
 <<https://www.ontario.ca/page/current-occupational-exposure-limits-ontario-workplaces-under-regulation-833>>

Control of Exposure to Biological or Chemical Agents Regulation, O.Reg. 833/90:
 <<https://www.ontario.ca/laws/regulation/900833>>

Ontario Recreational Facilities Organization (ORFA): <<https://www.orfa.com/>>

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Operations Division Occupational Health and Safety

Field Visit Report


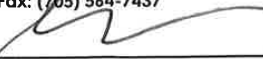
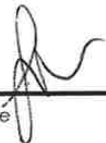
Page 5 of 9

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Regulation for Industrial Establishments, O.Reg. 851/90: <<https://www.ontario.ca/laws/regulation/900851>>

Noise Regulation, O.Reg. 381/15: <<https://www.ontario.ca/laws/regulation/150381>>

- End of Comments from Marcia Leigh, CRSP, CIH-

| | | |
|--|--|--|
| <p>Recipient</p> <p>Name _____</p> <p>Title _____</p> <p>Signature </p> | <p>Inspector Data</p> <p>Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street , Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437</p> <p>Signature </p> | <p>Worker Representative </p> <p>Name _____</p> <p>Title _____</p> <p>Signature _____</p> |
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Operations Division Occupational Health and Safety

Field Visit Report

Page 6 of 9

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 Workplace Identification: **ST CHARLES ARENA** Notice ID:
P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

Order(s) /Requirement(s) Issued To:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) /Requirement(s) Description:
 You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|----------------------|------------|--------------|------|----------|--------|---|----------------|
| 1 | Time 04759RSXN660 | OHS 851 | 1990 1990 | 124 | 1 | | Where a worker is required to work with, or is likely to be exposed to, a hazardous biological or chemical agent that could cause injury to the eye or skin, an employer shall provide an emergency shower. At the time of inspection, the employer did not have an emergency shower in the workplace. | 2022-DEC-16 |
| 2 | Time 04759RSXN661 | OHS 851 | 1990 1990 | 25 | 2 | a | the employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. The worker noted he had not received training on using the MSA Alfair 4-sensor direct reading instrument and did not know at what concentrations it alarms, or what to do if it alarms. The employer shall train and instruct workers on how to use this device, including how to respond to any alarms. | 2022-OCT-31 |
| 3 | Time 04759RSXN662 | OHS 833 | 1990 1990 | 6 | 2 | | The employer shall ensure that a direct-reading instrument is used to determine airborne concentrations of a biological or chemical agent. The employer shall ensure that the instrument is used, calibrated and maintained in accordance with the manufacturer's instructions. The last | 2022-OCT-28 |

| | | |
|---|--|---|
| Recipient Name _____ Title _____ Signature  | Inspector Data Gaetan Desrochers O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 159 Cedar Street, Suite 301 Sudbury P3E 6A5 sudburyindustrial@ontario.ca Tel: (249) 885-2793 Fax: (705) 564-7437 Signature  | Worker Representative Name _____ Title _____ Signature  |
|---|--|---|

Operations Division Occupational Health and Safety

Field Visit Report

Page 7 of 9

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|---------------------|-------------|-------------|-------------|-----------|------------|--|--------------------|
| | Code | | | | Sec. | | |
| | | | | | | calibration date of the MSA Altair 4-sensor direct reading instrument was done March 26, 2022. The worker confirmed there is no means on site to bump test the device. The employer shall ensure this device is calibrated and bump tested as per manufacturer's instructions. | |
| 4 | Time | OHSA | 1990 | 25 | 2 h | The employer shall ensure take every precaution reasonable in the circumstances for the protection of a worker. Workplace parties did not know what the alarm(s) was/were set at of the QEL ammonia gas monitoring system for the Ammonia Room, or what the alarm(s) sound like. The worker had not provided information on how to respond to ammonia concentrations on the display outside the entry door to the Ammonia Room. The worker had no manual or procedure or document to refer to to do his job in the Ammonia Room. Establish written procedures for entry info and for work tasks conducted in the Ammonia Room. | 2022-NOV-11 |
| 04759RSXN663 | | | | | | | |
| 5 | Time | OHSA | 1990 | | | The employer shall ensure that a door located or arranged so that is could be mistaken for an exit door; or leading to a hazardous, restricted or unsafe area, shall be identified by a warning sign | 2022-OCT-28 |
| 04759RSXP664 | | 851 | 1990 | 16 | | | |

| | | |
|---|--|-----------------------|
| Recipient | Inspector Data | Worker Representative |
| Name _____ | Gaetan Desrochers | _____ |
| Title _____ | O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER | _____ |
| | 159 Cedar Street, Suite 301 Sudbury P3E 6A5 | |
| | sudburyindustrial@ontario.ca | |
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Operations Division Occupational Health and Safety

Field Visit Report

Page 8 of 9

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|----|----------------------|---------|------|------|----------|--------|--|----------------|
| | | | | | | | posted on it. At the time of inspection, there was no signage on the outer (Ice Plant /Ammonia Room) door indicating beyond this door there was a hazardous area. Post a warning sign on this door identifying the hazard. | |
| 6 | Time 04759RSXP665 | OHSA | 1990 | 25 | 2 | a | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. Workplace parties present were unable to detail emergency response procedures for this workplace in the event of a gas leak. Train affected workers in the emergency response procedures. | 2022-NOV-16 |
| 7 | Time 04759RSXP666 | OHSA | 1990 | 833 | 9 | 2 | An employer who provides a worker with a respirator shall establish written measures and procedures regarding the selection, care and use of respirators. The employer provided a half mask respirator to the worker and does not have written measures and procedures regarding the selection, limitations, fit testing, inspection, care and use of respirator(s) provided. The employer shall develop a written respiratory protection program for respirators provided to workers. | 2022-DEC-05 |

| Recipient | Inspector Data | Worker Representative |
|---|--|-----------------------|
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Operations Division Occupational Health and Safety

Field Visit Report

Page 9 of 9

OHS Case ID: **04759RSRR632** Visit Date: **2022-OCT-25** Field Visit Type: **CONTINUATION**
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P.O.BOX 70, ST CHARLES, ON, CANADA POM 2W0 HWY 535

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To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Org/Ind Role: **Owner**

Mailing Address:
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Order(s) /Requirement(s) Description:
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| No | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date | |
|--------------|-----------|--------|------|------|----------|--------|---|--|-------------|
| 8 | Time | OHSA | 1990 | 381 | 2015 | 2 | 7 | Where practicable, a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level, regularly exceeds 85 dBA. Sustained sound levels exceeding 85 dBA were measured in the Ammonia Room at time of inspection, and warning signs were not posted at entry doors to Ammonia Room. The employer shall ensure warning signs are clearly visible and posted at each door leading to the Ammonia Room. | 2022-OCT-28 |
| 04759RSXP667 | | | | | | | | | |
| 9 | Time | OHSA | 1990 | 25 | 1 | b | The employer shall ensure that the equipment, materials and protective devices provided by the employer are maintained in good condition. At the time of inspection, workers reported that one of two exhaust fans used to ventilate the building is not operative. | 2022-NOV-25 | |
| 04759RSXP668 | | | | | | | | | |



| Recipient | Inspector Data | Worker Representative |
|---|---|-----------------------|
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| Title _____ | | Title _____ |
| Signature  | Signature  | Signature _____ |

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
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Notice of Compliance

Page 1 of 7

OHS Case ID: **04759RSRR632**
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Visit Date : **2022-OCT-25**

Workplace Identification: **ST CHARLES ARENA**
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535

Notice ID:

Take Notice

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:

You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.

| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Date: |
|--------------|-----------|--------|------|------|----------|--------|---------------------------|--|-------------|
| 7 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-DEC-05 |
| 04759RSXP666 | 833 | 1990 | 9 | 2 | | | | <input type="checkbox"/> Disagree | |

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
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O.H.S.A. & B.O.S.T.A. INSPECTOR
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Notice of Compliance

Page 2 of 7

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Mailing Address:
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| No. | Type | ActReg | Year | Sec. | Sub | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Comply by Date: |
|--------------|------|--------|------|------|-----|--------|---------------------------|--|-----------------|
| 1 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-DEC-16 |
| 04759RSXN660 | | 851 | 1990 | 124 | 1 | | | <input type="checkbox"/> Disagree | |

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
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Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:
You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.

| No. | Type Code | Act/Reg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Date: |
|--------------|-----------|---------|------|------|----------|--------|---------------------------|--|-------------|
| 4 | Time | OHSA | 1990 | 25 | 2 | h | | <input type="checkbox"/> Agree | 2022-NOV-11 |
| 04759RSXN663 | | | | | | | | | |

Disagree

(Signature)

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSXM659**

Return To:
Gaetan Desrochers
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
159 Cedar Street , Suite 301 Sudbury P3E 6A5
sudburyindustrial@ontario.ca
Tel: (249) 885-2793
Fax: (705) 564-7437



Notice of Compliance

Visit Date : **2022-OCT-25**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

Notice ID:

Take Notice

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:
You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.

| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Comply by Date: |
|-----|-----------|--------|------|------|----------|--------|---------------------------|--|-----------------------------------|
| 6 | Time | OHS A | 1990 | 25 | 2 | a | | <input type="checkbox"/> Agree | 2022-NOV-16 |
| | | | | | | | | | <input type="checkbox"/> Disagree |

04759RSXP665

(Signature)

Form completed by: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Title: _____

For / on behalf of _____

Name: _____

Signature: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

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Notice of Compliance

Page 5 of 7

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSXM659**

Visit Date : **2022-OCT-25**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

Notice ID:

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Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:
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| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Worker Representative | Comply by Date: |
|--------------|-----------|--------|------|------|----------|--------|---------------------------|---|-----------------|
| 9 | Time | OHSA | 1990 | 25 | 1 | b | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-NOV-25 |
| 04759RSXP668 | | | | | | | | | |
| | | | | | | | | (Signature) | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
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Notice of Compliance

Page 6 of 7

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSXM659**

Visit Date : **2022-OCT-25**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

Notice ID:

Take Notice

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Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:
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| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Comply by Worker Representative | Date: |
|--------------|-----------|--------|------|------|----------|--------|---------------------------|--|-------------|
| 3 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-OCT-28 |
| 04759RSXN662 | 833 | 1990 | 6 | 2 | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | (Signature) | |
| 5 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-OCT-28 |
| 04759RSXP664 | 851 | 1990 | 16 | | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | (Signature) | |
| 8 | Time | OHS | 1990 | | | | | <input type="checkbox"/> Agree | 2022-OCT-28 |
| 04759RSXP667 | 381 | 2015 | 2 | 7 | | | | <input type="checkbox"/> Disagree | |
| | | | | | | | | (Signature) | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature: _____

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Ministry of Labour, Immigration,
Training and Skills Development

Safe At Work Ontario

Operations Division Occupational
Health and Safety

Return To:
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Notice of Compliance

Page 7 of 7

OHS Case ID: **04759RSRR632**
Field Visit No: **04759RSXM659**

Visit Date : **2022-OCT-25**

Workplace Identification: **ST CHARLES ARENA
P.O.BOX 70, ST CHARLES, ON, CANADA P0M 2W0 HWY 535**

Notice ID:

Take Notice

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Order(s) / Requirement(s) Issued:

To: **CORP OF THE MUNICIPALITY OF ST CHARLES** Role: **Owner**

Mailing Address:
2 KING ST EAST, ST CHARLES, ON, CANADA N0B 1J0

Order(s) / Requirement(s) Description:
You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.

| No. | Type Code | ActReg | Year | Sec. | Sub Sec. | Clause | Compliance Details / Date | JHSC Worker Member / Worker Representative | Comply by Date: |
|---------------------|-------------|-------------|-------------|-----------|----------|----------|---------------------------|---|--------------------|
| 2 | Time | OHSA | 1990 | 25 | 2 | a | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | 2022-OCT-31 |
| 04759RSXN661 | | | | | | | | | |
| | | | | | | | | (Signature) | |

Form completed by: _____

Title: _____

For / on behalf of _____

Signature:

Joint Health and Safety Committee Member representing workers or Worker Representative agrees or disagrees that compliance has been achieved with all the Order(s) as indicated above.

Name: _____

Signature: _____

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 9, 2022 |
| Decision Requested: Yes | Priority: High |
| Direction Only: No | Type of Meeting: RMC |

Report Title: Municipal Drain – Request for Minor Improvement

Recommendation:

That Council approve the Request for Drain Minor Improvement on the Lamoureux Drain received from Ken Herron, provided he follows the recommendations of the Drainage Superintendent regarding the proper culvert sizing.

Background:

During the period while Council was in a Lame Duck position, the Clerk's office received a Notice of Request for Drain Minor Improvement from Mr. Ken Herron to install a new culvert crossing on Lamoureux Drain that was not contained in the original Engineering Report that was adopted by Municipal By-Law. Mr. Herron's property benefits from the Lamoureux Drain with a portion of this Drain running through his property.

The proposed new culvert / crossing would normally require an amendment to the By-Law, however a new amendment to the *Drainage Act* allows for a new culvert to be installed without such amendment as long as the following conditions are met:

- The landowner pays for all costs including the Engineer Report to properly size the culvert.
- The landowner gets Council approval for such minor improvements.

This new crossing will allow the property owner to create an access point to a portion of his property.

From the application, Council can see that the request is minor and the work will all be completed on the requester's own property. There is no need for the requester to access any other landowner's property to complete the



improvement. Further the cost of the improvement is fully being covered by Mr. Herron. There is no request for Municipal contribution or costs to upstream landowners.

Mr. Herron has been working with the Municipality's Drainage Superintendent regarding this and other issues, including beaver control, on the Lamoureux Drain. The Drainage Superintendent does not have any issue with the request.

Prepared by: Tammy Godden, Clerk

**Notice of Request for Drain
Minor Improvement
Drainage Act, R.S.O. 1990,
c. D.17, subs. 78 (5)**

To: The Council of the Corporation of the MUNICIPALITY
CITY of ST. CHARLES

Re: LAMOUREUX DRAIN
(Name of Drain)

In accordance with section 78 (5) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The work being requested is a Minor Improvement Project

I believe that the project being requested meets all the following criteria for a minor improvement project:

- The property owner initiates the improvement on an individual property or two or more adjacent properties that are owned by the same person or the owners are related parties;
- The property owner is paying for costs of the activity, which includes, without limitation engineering construction, contingency costs, incremental future maintenance and eligible municipal administrative costs unless that person and the municipality in which the activity is taking place agree otherwise;
- Carrying out the activity does not require construction access from neighbouring properties or the person initiating the activity has obtained the consent for the construction access from all applicable owners of the neighbouring properties prior to beginning the activity and has provided such proof of consent to the municipality as part of the application to carry out the activity;
- The activity will not result in any changes as to how future repair and maintenance costs are allocated to other property owners in the watershed;
- The activity does not change drainage capacity or erosion potential;
- The activity does not result in the existing drainage works being enclosed; and
- The activity does not take place within any wetlands.

The project can be completed with access from:

- The requestor property
- My neighbour's property and written permission has been granted and attached to this Notice of Request for Minor Drain Improvements form.
- The municipal road right-of-way

a. As owner of land requesting the minor improvement described below, I hereby request pursuant to subsection 78 (5) of the *Drainage Act* that the minor improvement project described immediately below be approved. I acknowledge responsibility for all costs of the minor improvement project, even if the minor improvement project does not proceed.

Provide a more specific description of the proposed drain improvement you are requesting

CRUSHED
CULVERTS REPLACEMENT IN DRAWAGE DITCH
AND ROADWAY

AND TO BE ABLE TO ACCESS PROPERTY TO
NORTH AND SOUTH BY INSTALLING ⁽²⁾ CULVERTS
IN LAMOUREUX DRAIN, AS WE OWN PROPERTY
ON THE NORTH SIDE & SOUTH SIDE AND
HAVE NO ACCESS TO IT

Property Owners

- Requestors of minor improvement projects become financially responsible as soon as they sign a request and it is accepted by council as a minor improvement project.
- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description 3239 HWY 535 ST. CHARLES
POM2W0

Ward or Geographic Township

SEWINGS COP 1 SPT LOT 1 RP 53R6827 PART 2 PCL 10475

Parcel Roll Number

5204-000002-10400-0000

If the property is owned in partnership, all partners must be listed. If the property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

I hereby request approval for the minor improvement project for the land described above and acknowledge my/our financial obligations.

Ownership

Sole Ownership

If you need to provide additional information, please attach along with this form.

Enter the mailing address and primary contact information of property owner below:

| | | |
|----------------------------|--------------------------|-----------------------------|
| Last Name <u>HERRON</u> | First Name <u>KEN</u> | Middle Initial <u>R.</u> |
|----------------------------|--------------------------|-----------------------------|

Mailing Address

| | | | |
|---|------------------------------|---|--------|
| Unit Number | Street Number <u>3239</u> | Street Name <u>HWY 535</u> | PO Box |
| City/Town <u>ST. CHARLES</u> | Province <u>ON</u> | Postal Code <u>POM2W0</u> | |
| Telephone Number <u>705-867-1366</u> | Cell Phone Number (Optional) | Email Address (Optional) <u>HERRONSALES@LIVE.COM</u> | |

To be completed by recipient municipality:

Notice filed this 1st day of November 20 22

Name of Clerk (Last, First Name)

GODDEN, Tammy

Signature of Clerk



Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: No | Priority: Low |
| Direction Only: No | Type of Meeting: RMC |

Report Title: Caisse Alliance Grant

This spring we applied for a grant through the Caisse Alliance for the express purpose of purchasing emergency equipment that we could not purchase through regular operating budgets.

We were successful in our application and were presented with a \$10,000.00 cheque on October 25th.

These funds are being used to purchase a battery-operated ventilation saw, battery-operated cut off saw (replacing a 25-year-old gas saw), and a thermal imaging camera as outlined in our original grant application.

Prepared by: James D. Bertoia, Fire Chief

Report to Municipal Council



| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 8, 2022 |
| Decision Requested: Yes | Priority: High |
| Direction Only: No | Type of Meeting: RMC |

Report Title: Replacement of Pumper 1201

Recommendation:

Proceed with the purchase of a replacement truck from City View Specialty Vehicles (Rosenbauer) in the amount of \$617,460.00.

Background:

An excerpt from the May 2020 Report to Council related to Pumper 1201 highlights the history of this vehicle. Pumper 1201 was scheduled to be replaced in 2020 in accordance with NFPA, Provincial and Underwriters Laboratory of Canada Guidelines. Council at the time determined to extend the life of pumper 1201 until spring of 2024 (placing an order in January / February 2023)

“On May 11th during routine inspection it was noticed that a significant amount of water was on the ground under 1201, with a steady drip coming from the pump compartment (while parked). Our pump technician from KR Fire Pumps attended on May 14th, completed an inspection on the pump and determined that the pump required a complete overhaul and refurbishment if it is to continue service and meet its pump test certification this year.

Maintenance history on the unit is excellent, with annual mechanical and pump fitness testing being completed.

The leak on pumper 1201 poses an increasing risk to the municipalities fire protection services. The current leak will continue to worsen with the potential to affect pump performance in the field under fire conditions. Maintenance of the pump has been good as outlined above; however, it



was noted several years ago that the seals and valves were drying out due to under use. This has been corrected in recent years; however, it is possible that the underuse previously seen may have increased its premature failure. The pump currently has 245hrs registered on the hour meter.

We have 2 options regarding Pumper 1201: Repair or Replacement. Note: the figures below are estimates based on the very early conversations with vendors, with no guarantee of actual costs due to publication timelines. More accurate values will be available for the council meeting on May 20th.

Repair

1201 could be shipped to Southern Ontario for repair. This work cannot be completed in Sudbury. The vendor would pick up the truck and require approximately 1 month to disassemble, source parts, and reassemble prior to returning the vehicle. The cost estimate is \$20000 - \$30000. In addition, we would require a rental vehicle to provide continued fire protection in the municipality. I do not have a rental cost for publication. Additional considerations include the potential for delays at multiple stages due to Covid-19.

Replacement

The municipality could engage with vendors who are able to deliver a new unit within a compressed timeline. The cost of replacement may range from \$420,000.00 to \$500,000.00.

Given that 1201 is a 20-year-old truck and is already being considered for replacement, and repairs could equal ~7% to ~10% of a new unit my recommendation would be to proceed with its replacement a year earlier than planned. Pump repair may look appealing on paper; however, it is important to remember that this is the first of many large repair bills to come for this unit in the coming years. Other items that may require significant service are the transmission and engine. It is possible that upon disassembly of the pump the repair facility may identify problems with the transmission due to their integration. That would require addressing immediately, an additional unplanned expense on the repair bill.

Based on the historical (5 year) call volumes and types of calls specifically Structure Fires (20), Wildland fire (15) maintaining a full-size front-line pumper is warranted. This will ensure that we are able to appropriately respond to all calls for service from member of our community. During the consultation phase we will address with manufactures the specific needs of the Department, shorter wheel-base and turning radius, water capacity,



scene lighting, occupant safety and communication, and storage capacity to name a few. “

Updated figures received marked the repair at ~\$47,000.00, and replacement at \$520,000.00.

One of our engaged vendors has brought forward a demo truck they are looking to phase out. The truck in question is a 2019 Rosenbauer Pumper, with clean cab / cab-over design, 1500gpm pump, and 1000 US Gal tank. Its fire service life starts the day we assume possession, keeping our effective life cycle at 20-years, and warranties begin the same day.

Analysis:

Regardless of the historical decisions made we are in a position where a replacement truck is required by the Municipality. This demo truck offers us an opportunity to get ahead of inflation and supply shortages which have significantly harmed all industries.

This truck is priced at \$617,460.00 + HST and is readily available because of its build date. Additionally, the vendor will include an additional \$7,500.00 of complementary upgrades. If the same truck were built today, it would cost more than \$710,000.00. City View Specialty Vehicles and Rosenbauer are sourced through the LAS Buying Group which guarantees we receive the best price possible.

If we were to build a truck that was inferior to what is being offered, it would still cost us \$600,000.00

I explored the option of a used truck. There are very few available because of the 20 – 30-month lead time for new builds, and they are priced accordingly. A comparable 2017 unit is \$495,000.00 USD. (\$679,000.00 CAD). There are inferior units available such as a 2014 single cab commercial pumper, which would cost more during its lifecycle, comes with no warranty, potential mechanical and pump problems, and reduces the number of firefighters traveling together which reduces on scene efficiency as there is no opportunity to discuss roles pre-arrival.

I do not recommend a mini pumper for our Municipality. Given the new subdivision being started we have a changing fire load dynamic that will dramatically increase the likelihood of a fast burning, multi dwelling involved event. While you can get an adequately sized pump, there is inadequate water carried on board for our response environment. Further, these trucks cannot



carry the hose, suction, or equipment we need to conduct the business of fire suppression efficiently and safely. Additionally, a mini pumper will not meet the minimum requirements for participation in the Sudbury Manitoulin District Mutual Aid Association, by not providing like apparatus for like apparatus.

We would be required to provide 10% down at time of PO issuance, and payment in full at time of delivery. I have included the engagement letter from City View Specialty Vehicles for your review.

The 10% down payment could be drawn from Fire Department Reserve funds, and the balance to be financed internally, or through debenture. Ideally, we would finalize the financial piece ahead of this report, however given the nature of the opportunity presented it is prudent to bring this report forward for immediate consideration. We do know that there is adequate borrowing room available should a debenture be the preferred choice.

Prepared by: James D. Bertoia, Fire Chief

City View Specialty Vehicles

1213 Lorimar Dr. Mississauga, ON L5S 1M9
416-249-4500 www.cityviewvehicles.com



23 November, 2022

ST. CHARLES FIRE DEPARTMENT
11 St. Joseph St.
St. Charles, ON P0M 2W0

Chief Bertoia,

Thank you for the opportunity to provide a formal quote to you for a Rosenbauer pumper.

City View Specialty Vehicles is the Ontario dealer for Rosenbauer America fire trucks. City View is in Mississauga, Ontario, and has a staff of over 80 dedicated employees. We have an experienced sales, parts and service team and include a large staff of licensed mechanics and EVT's for both in-house and on-road repairs. We look forward to speaking with you about this project and other services that we offer.

Please see the attached specifications, drawing and other detailed information related to the offered stock pumper (stock #17735). In addition, the following items will be included, but not listed in the specifications:

- Pick-up in Mississauga
- Cleaning, fuel, and DEF prior to pickup
- Ontario PMCVI inspection
- ProFleet Care undercoating
- \$7,500Cdn for any upgrades or additional equipment
- *(Suggested items include thread adapters, dual scale gauges, heater, heat pan)*

\$617,460.00* Cdn. for stock pumper #17735 as proposed, excluding taxes. 10% payment due net 7 days of purchase order with balance at time of delivery; ownership will be provided once fully paid. Estimated delivery is 60-90 days *(or sooner if possible)*, dependant on requested upgrades.

*Note – the quoted amount above is valid for purchase orders received until 28-November 2022. After this date the vehicle will be available to the full Rosenbauer dealer network, and will likely be sold quickly.

If you require any additional information, please contact me for more information.

Jamie Larner

Jamie Larner, under approval of Joseph D'Urso Vice-President of Sales
Sales Manager – Emergency Vehicles
416-624-2826 jamie.l@cityviewvehicles.com



Report to Municipal Council

| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: October 31, 2022 |
| Decision Requested: | Priority: Low |
| Direction Only: | Type of Meeting: Open |

Canine Control Report for the month of October 2022

| | |
|--|---|
| <p>Canines running after cars on a rural road X 1</p> | <ul style="list-style-type: none"> • One canine found chasing cars on a rural road and I was contacted by OPP to investigate the incident. Nobody home, left card. Sent Denis to try to pick up canine but canine was in the house. Denis left card. • KL – 32 • Telephone conversation with dog owner who said that it was not his dog, but might keep it as it has been there for a month. I gave him some time to discuss with family then travelled there X 2 to get information. Owner decided to keep the canine and informed that he will tie him up and have all their dogs registered with Municipality. • KL - 32 |
| <p>Dogs at large complaint / Impound of 2 canines</p> | <ul style="list-style-type: none"> • Received a call regarding 2 dogs at large on a property. We travelled to the area and we were able to catch the canines. Dogs had no collars, no identification. Denis travelled to Rainbow as we could not keep them at home. • Posted on my site and the community site a picture of the canines. We received information regarding who the dogs belonged to a few hours after posting. Owner found and owner decided to go and pick up the canines. • KL – 167 |
| <p>Vicious Dog attack</p> | <ul style="list-style-type: none"> • I took pictures of a small canine who was attacked with serious injuries. I took the statement and forwarded the information to the Municipality. • Denis and I travelled to the vicious dog owner and we were immediately informed to leave the property. I submitted 2 infraction tickets – Permitting a dog to attack a person or a domestic animal. I submitted the copies to the Municipality. • After viewing the attacked canine’s injuries – after the vet visit and taking pictures to submit to the Municipality, I deemed the two dogs who attacked the little one as vicious and mailed a letter to the dog owner, gave a copy to the Municipality and Denis dropped a copy to the dog owner. I received word that the little canine succumbed to its injuries shortly after. • KL – 32.1 |

| | |
|-----------------------------------|--|
| Telephone Conversations x2 | <ul style="list-style-type: none"> • Following up with dog owners regarding impoundment, decision to keep a canine and gathering further information. |
| Information gathering | <ul style="list-style-type: none"> • |
| Kilometers Incurred | <ul style="list-style-type: none"> • Total kilometers for the month = 263.1 |
| OTHER | <ul style="list-style-type: none"> • Report and invoice for October 2022 was submitted on October 31st, 2022 • Attended one meeting with Miss Andrea and Kevin from French River regarding the new tickets for bylaw infractions and regarding the new process for collecting infractions funds. • Follow-up meeting needed regarding tickets issued this month. |

Sharon Gauthier and Denis Lefebvre



Report to Municipal Council

| | |
|---|---|
| Meeting Date: December 14, 2022 | Report Date: December 4, 2022 |
| Decision Requested: No | Priority: Low |
| Direction Only: No | Type of Meeting: RMC |

Canine Control Report for the month of November 2022

| | |
|---|---|
| Canines Running After Cars on a Rural Road x1 | <ul style="list-style-type: none"> • One (1) canine found chasing cars on a rural road. One (1) infraction ticket issued – Section 4(1) from By-Law 2012-09 • 7 km |
| Dogs at Large Complaints x2 | <ul style="list-style-type: none"> • Received several calls regarding a specific canine running at large in the village. I have spoken to dog owners, and they have been informed that I will start to ticket every instance that the canine is running loose. Dog owners were accepting and understanding and grateful for the help in locating the canine. • 15 km |
| Trespassing Canines Reported | <ul style="list-style-type: none"> • Three (3) pictures of trespassing canines reported. Dog owner has not been vigilant and does not care about securing her canines. Three (3) tickets issued on December 4th for November infractions according to By-Law 2012-09 – Section 4(1). Email sent to Municipality with pictures for reference. |
| Telephone Conversations x3 & Information Gathering Regarding an Incident of Last Month | <ul style="list-style-type: none"> • Following up with dog owners regarding their canines running at large. • Following up and information gathering regarding a dangerous dog incident x3 • 20.3 km |
| Feral Feline Calls x2 | <ul style="list-style-type: none"> • I informed the callers that we did not respond to feline calls and directed to someone who would be able to help the callers. |
| Kilometers Incurred | <ul style="list-style-type: none"> • Total kilometers for the month = 42.3 kl |
| OTHER | <ul style="list-style-type: none"> • Report and invoice for November 2022 was submitted on December 4th, 2022 |

Sharon Gauthier and Denis Lefebvre

BIBLIOTHEQUE PUBLIQUE ST-CHARLES PUBLIC LIBRARY

September 8th 2022

Minutes of the regular Library Board meeting held at 7:00 p.m., September 8th 2022

Present: Sheila Mehes (Chairperson)

Monique Kadlec

Ron Morck

Suzanne Dzimidowicz

Absent: Monica Loftus (Councillor)

Noëlla Lafleur

Jennifer Allan

Staff: Marie Richer

1. Call to order: 6:56 p.m.
2. Approval of the agenda:
22-21 Moved by: Sheila Mehes That the agenda be approved
Seconded by: Suzanne Dzimidowicz as presented.
Carried
3. Pecuniary interests: none
4. Approval of the minutes:
22-22 Moved by: Monique Kadlec That the minutes of the meeting of
Seconded by: Ron Morck June 16th, 2022, be approved
Amended Typo as presented.
5. Delegation: None
6. Standing Business: Policies
22-23 Moved by: Sheila Mehes Community Information Services
Seconded by: Monique Kadlec policy reviewed and accepted as
Carried presented.
- 22-24 Moved by: Ron Morck Collection Development Policy
Seconded by: Suzanne Dzimidowicz Reviewed/Revised and accepted
Carried as presented.
7. Unfinished business: None

8. New Business:

22-25 Moved by: Sheila Mehes \$1.00/Hr raise as per sign on agreement
Seconded by: Ron Morck for CEO Marie Richer to begin on pay
Carried period ending October 1st 2022
accepted.

9. Reports:

Chairperson Report: List of dates for meetings to be finalized.

CEO Report:

10. Budget Variance Report: None Available Presented expense statement in lieu.

22-26 Moved By: Suzanne Dzimidowicz
Seconded By: Monique Kadlec
Carried

11. Trustee Comments:

12. Next meeting is to be held October 13th, 2022 at 7:00 p.m.

13. Adjournment:

22-27 Moved by: Monique Kadlec That the regular Board Meeting of
Seconded by: Sheila Mehes September 8th 2022 be adjourned
Carried at 7:58 pm.

**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 David and Susanne Bushey
to the Sudbury East Planning Board
Part of Lot 1, Concession 3-4
in the Township of Appleby
now in the Municipality of St. Charles
Territorial District of Sudbury
Parcel 13645 and 1212 Sudbury East Section
(Roll No. 5204-000-003-197-00)
(SEPB File No. B/34/22/SC)

THE PURPOSE AND EFFECT of the application is to create one (1) rural lot which is approximately 22.0 hectares in area with a lot frontage of approximately 35.0 metres on Highway 535 in St. Charles. The proposed severed lot is presently vacant. The proposed retained lot is to be approximately 38.0 hectares in area with a lot frontage of approximately 1038.0 metres on Highway 535 and presently contains a stored travel trailer.

TAKE NOTICE THAT the Sudbury East Planning Board will analyze **virtually** and discuss **Application B/34/22/SC** at its meeting on **November 10th, 2022, at 5:30 p.m. at the French River Municipal Office, 44 St. Christophe Street, Suite 1, Noelville, Ontario, P0M 2N0.**

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, P0H 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 26th day of November 2022.

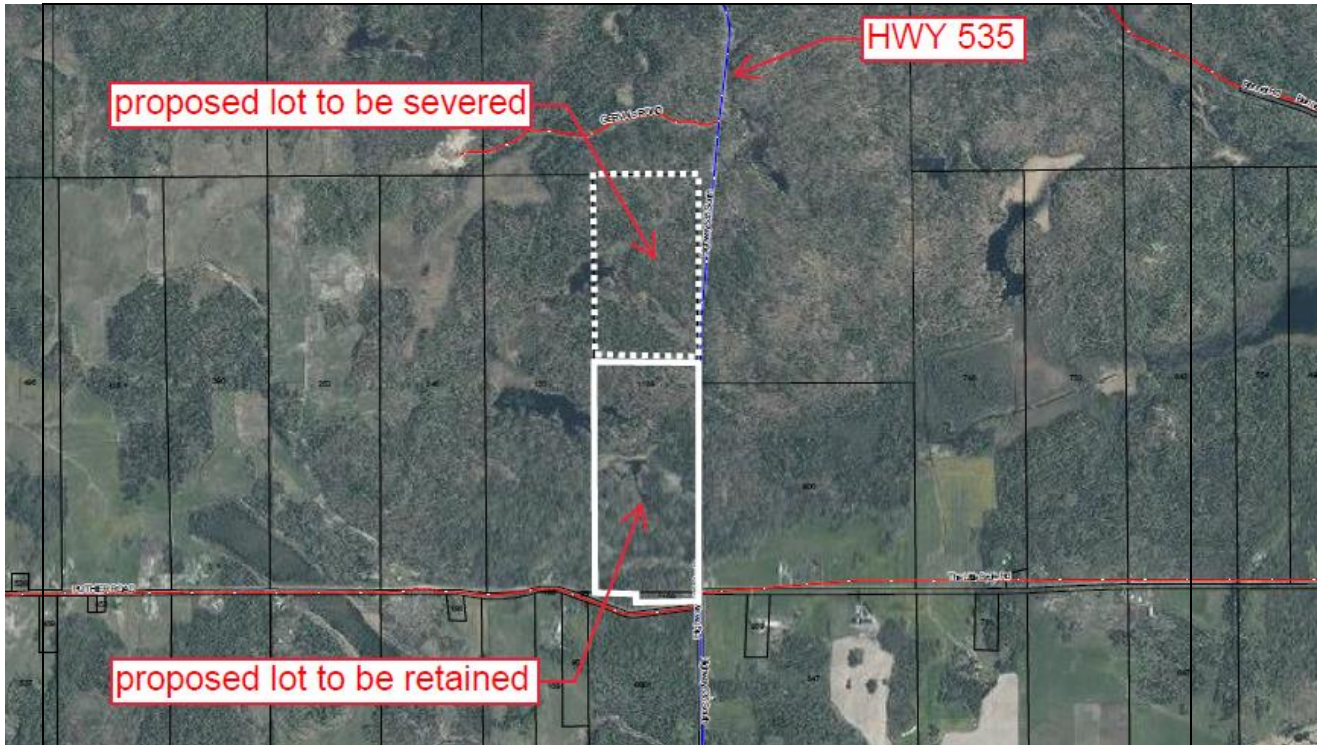
Matthew Dumont, MCIP, RPP
Secretary-Treasurer

39 Lafontaine Street, Unit 4, P.O. Box 250 Warren, Ontario P0H 2N0
Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
www.sepb.org



KEY MAP

Consent Application
 (David & Susanne Bushey)
 Part of Lot 1, Concession 3-4
 in the Township of Appleby
 now in the Municipality of St.-Charles
 Territorial District of Sudbury
 Parcel 1212 & 13645 S.E.S.
 (Roll No. 5204-000-003-197-00)
 (SEPB File No. B/34/22/SC)



AERIAL PHOTOGRAPHY
Consent Application
(David & Susanne Bushey)
Part of Lot 1, Concession 3-4
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now in the Municipality of St.-Charles
Territorial District of Sudbury
Parcel 1212 & 13645 S.E.S.
(Roll No. 5204-000-003-197-00)
(SEPB File No. B/34/22/SC)



Planning Report: APPLICATION FOR CONSENT
Report To: SUDBURY EAST PLANNING BOARD
Meeting Date: November 10th, 2022
Report Date: October 26th, 2022

Applicant(s)/Owners: David and Susanne Bushey
Agent/Solicitor: None
File Number: B/34/22/SC
Property Description: Part of Lot 1, Concession 3-4
in the Township of Appleby
now in the Municipality of St. Charles
Territorial District of Sudbury
Parcel 13645 and 1212 Sudbury East Section
(Roll No. 5204-000-003-197-00)

APPLICATION:

The Sudbury East Planning Board has received an application to create one (1) rural lot which is approximately 22.0 hectares in area with a lot frontage of approximately 35.0 metres on Highway 535 in St. Charles. The proposed severed lot is presently vacant. The proposed retained lot is to be approximately 38.0 hectares in area with a lot frontage of approximately 1038.0 metres on Highway 535 and presently contains a stored travel trailer.

SUBJECT LANDS:

| Lot Dimensions: | <u>Lot Area</u> | <u>Lot Frontage</u> |
|-----------------|-----------------|---------------------|
| Severed Lot | 22.0 hectares | 35.0 m |
| Retained Lot | 38.0 hectares | 1038.0 m |

Access: Publicly maintained (Ministry of Transportation) year-round road (Highway 535).
Servicing: Privately owned and operated individual septic system. Privately owned and operated individual well.
School Busing: Available.
Garbage Collection: Available.
Fire Protection: Available.

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 create one rural lot. Planning staff are of the opinion that the applicant's proposal would appear to be consistent with the Provincial policies regarding residential development, including lot creation, that is locally appropriate.

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)

Rural Policy Areas are intended to protect the natural amenities of the Sudbury East Planning Area as well as to provide opportunities for agriculture and resource-based uses, such as forestry, mining and aggregate operations, as well as limited residential developments, where appropriate.

Service and tourist commercial uses, publicly owned open spaces, and limited residential development in the form of single detached dwellings may be permitted in areas designated "Rural" without requiring an amendment to this Plan, but may be subject to rezoning.

4.5.1 Consent Policies

Consents to sever land for the purposes of creating a new building lot shall only be granted where a plan of subdivision has been determined not to be appropriate, no extension of services is required, adequate access to the severed and retained parcels can be provided from a year-round publicly maintained road, adequate sewage, and water servicing can or will be provided, etc.

Creation of rural residential lots will be evaluated using a number of criteria including:

- The size and dimensions of the severed and retained parcels are adequate to accommodate the proposal
- Adequate access can be provided from a year-round publicly maintained road;
- Access will not create a traffic hazard;
- The severed and retained parcels comply with MDS;
- Adequate sewage and water servicing can or will be provided;
- It is feasible with regard to the other provisions of the Plan, provincial legislation, policies and appropriate guidelines and support studies for uses within or adjacent to any development constraint; and
- The request, if granted, would not pose an undue financial burden on the applicable municipality.

In this case, proposed severed and retained lots meet the requirements of the 'Rural (RU)' Zoning. Adequate access

for the proposed lots to be severed and retained parcel of land are to be accessed from Highway 535 which is maintained year-round by the Ministry of Transportation (MTO). On June 2nd, 2022, MTO confirmed supportability of the proposed severance in principle and states that the best access point for a new entrance would be at: 46.4156960, -80.4162557. Minimum Distance Separation (MDS) is not applicable in this instance, as there are no farming related activities in the area. With respect to Sudbury District Health Unit (site suitability for a septic system), comments were received on July 29th, 2022, stating that it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system. Appropriate documentation with respect to availability of sewage hauling services and probability of potable water have been provided and are supported. No development constraints have been identified that would require support studies and municipal staff have expressed no concern with respect to access or other municipal considerations.

ZONING BY-LAW (2014-26)

Current Zoning: **Rural (RU)**

Proposed Zoning: Same as above.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres. The proposed 'lot' exceeds the minimum requirements for lot area with 22.0 hectares under the RU Zone, however the proposed lot frontage of 35.0 m will no longer meet the minimum lot frontage requirements of 100.0 m. As a condition of provisional consent, a minor variance application is required to recognize relief for the proposed reduced lot frontage under the RU Zone. Lastly, the proposed retained lands will conform to the minimum requirements of the RU Zone.

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

AGENCY REVIEW

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

Clerk/ Treasurer for the Municipality of St. Charles: The property is subject to municipal drains and may require reapportionment. Please advise the applicants to contact the clerks to request Section 65 reapportionment as there are fees associated with this.

Public Works Superintendent: no concerns.

Parks and Recreation Department: no concerns.

Fire Department: no concerns.

No other 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 October 21st, 2022, 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,

'Matthew Dumont'

Matthew Dumont, MCIP, RPP
Director of Planning

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

Planning Board Date of Decision: November 10th, 2022
Date of Notice of Decision: November 14th, 2022
Last Date of Appeal: December 4th, 2022

Applicants: David and Susanne Bushey
Owners: Same as Above
Agent/Solicitor: None
File Number: B/34/22/SC
Property Description: Part of Lot 1, Concession 3-4
in the Township of Appleby
now in the Municipality of St. Charles
Territorial District of Sudbury
Parcel 13645 and 1212 Sudbury East Section
(Roll No. 5204-000-003-197-00)

The Sudbury East Planning Board's conditions to the granting of consent for this transaction, **SEPB File No. B/34/22/SC, which must be fulfilled within two years from the date of this letter**, are set out below. These conditions must be fulfilled prior to the granting of consent.

B 34 - CONDITIONS:

1. This approval applies to the creation of one rural lot of approximately 22.0 hectares in area with approximately 35.0 metres of lot frontage, as applied for on Part of Lot 1, Concession 3-4, in the Township of Appleby, now in the Municipality of St.-Charles, Territorial District of Sudbury, (Parcel 13645 & 1212 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.
4. If required, Drainage Assessment reapportionment be completed to the satisfaction of the Drainage Superintendent for the Municipality of St.-Charles. Please advise the applicants to contact the clerks to request Section 65 reapportionment as there are fees associated with this.

5. A minor variance to Zoning By-law 2014-26 of the Municipality of St. Charles for the severed lands is to be submitted to the Director of Planning (Sudbury East Planning Board) to recognize the reduced lot frontage.

B34 - NOTES:

The following notes are for the applicant's information:

1. The required Transfer/Deed of Landform 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 Landform, 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 two years** 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 **two-year period**.

If the conditions to consent approval are not fulfilled **within two years** 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. 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 2022-44

**BEING A BY-LAW TO APPOINT A DEPUTY MAYOR FOR
THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES**

WHEREAS Section 242 of the *Municipal Act*, S.O. 2001, c.25, as amended, authorizes Council to pass a By-Law appointing a member of Council to act from time to time in the place of the Head of Council when the Head of Council is absent or refuses to act or the office is vacant, and while so acting, such member has and may exercise all the rights, powers, and authority of the Mayor;

AND WHEREAS Article 5.1 of Procedure By-Law 2018-46, as amended, states that at the Regular Meeting of Council in December of an election year, Council shall by By-Law, appoint a member of Council as Deputy Mayor, to hold office for the term of Council;

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it expedient to appoint a Deputy Mayor;

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

1. THAT Julie Laframboise be and is hereby appointed Deputy Mayor for the Corporation of the Municipality of St.-Charles for the 2022 - 2026 Council Term of Office.
2. THAT By-Law 2018-62 and all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.
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 14TH DAY OF DECEMBER
2022.**

MAYOR

DEPUTY CLERK

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

BY-LAW 2022-45

**BEING A BY-LAW TO APPOINT THE COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES**

WHEREAS, under Section 44(1) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, the Council of a municipality may appoint a Committee of Adjustment for the Municipality;

AND WHEREAS the powers of the Committee of Adjustment are set out under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;

AND WHEREAS the composition and terms of office of the members of the Committee of Adjustment are defined under Section 44 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;

AND WHEREAS Section 44(3) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, states that the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS it is deemed expedient to appoint the Committee of Adjustment, as provided for under Section 44(1) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;

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

1. THAT the Committee of Adjustment for the Corporation of the Municipality of St.-Charles shall have all statutory duties listed under Sections 44 and 45 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended;
2. THAT the following persons be appointed to the Committee of Adjustment for the Corporation of the Municipality of St.-Charles for the term of office indicated:

| <u>Name</u> | <u>Term of Office</u> |
|-------------------------------|--------------------------------------|
| Paul Branconnier, Mayor | January 1, 2023 to December 31, 2023 |
| Julie Laframboise, Councillor | January 1, 2023 to December 31, 2023 |
| Monica Loftus, Councillor | January 1, 2023 to December 31, 2023 |
| Mathieu Pothier, Councillor | January 1, 2023 to December 31, 2023 |
| Joshua Lachance, Councillor | January 1, 2023 to December 31, 2023 |

3. THAT the Clerk of the Corporation of the Municipality of St.-Charles be appointed to act as Secretary-Treasurer for the Committee of Adjustment for the Corporation of the Municipality of St.-Charles;
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 14TH DAY OF DECEMBER 2022.

MAYOR

DEPUTY CLERK

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

BY-LAW NUMBER 2022-46

**BEING A BY-LAW TO ADOPT AN ASSET MANAGEMENT PLAN FOR THE
CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES**

WHEREAS O. Reg 588/17 under the Infrastructure and Jobs for Prosperity Act, 2015 requires that every municipality shall prepare an Asset Management Plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023;

AND WHEREAS due to the Global COVID-19 Pandemic the deadlines were extended for core municipal infrastructure assets to July 1, 2022, and for all other municipal infrastructure assets to July 1, 2024;

AND WHEREAS Council for the Corporation of the Municipality of St.-Charles deems it necessary to adopt an Asset Management Plan as it relates to its core municipal infrastructure assets;

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

1. THAT the St.-Charles Asset Management Plan 2021 attached as Appendix "A" to this By-Law be hereby adopted.
2. THAT By-Law 2013-49 and all other By-Laws on the same subject matter which are inconsistent with this By-Law are hereby repealed.
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 14TH DAY OF DECEMBER 2022.**

MAYOR

DEPUTY CLERK

Asset Management Plan

Municipality of St.-Charles

2021

This Asset Management Program was prepared by:



Empowering your organization through advanced
asset management, budgeting & GIS solutions

Key Statistics

Replacement cost of
asset portfolio

\$37.9 million

Replacement cost of
infrastructure per capita

\$28,000

The average condition of
the assets

49%

Percentage of assets with
assessed condition data

78%

The average annual
requirement

\$1.2 million

Recommended timeframe
for eliminating annual
infrastructure deficit

15-20 Years

Target reinvestment
rate

3.2%

Actual reinvestment
rate

1.6%

Table of Contents

| | |
|--------------------------------|-----|
| Key Statistics | i |
| Executive Summary..... | 1 |
| 1 Introduction & Context..... | 4 |
| 2 Scope and Methodology | 13 |
| 3 Portfolio Overview | 18 |
| 4 Road Network..... | 23 |
| 5 Bridges & Culverts..... | 34 |
| 6 Stormwater Network | 45 |
| 7 Buildings & Facilities | 55 |
| 8 Vehicles..... | 62 |
| 9 Machinery & Equipment | 68 |
| 10 Land Improvements..... | 74 |
| 11 Wastewater Network..... | 81 |
| 12 Impacts of Growth | 93 |
| 13 Financial Strategy | 96 |
| 14 Appendices | 110 |

Executive Summary

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

Scope

This AMP identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Municipality can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP include the following asset categories:

Asset Category

| | |
|--|--|
|  Road Network |  Bridges & Culverts |
|  Stormwater Network |  Wastewater Network |
|  Buildings & Facilities |  Vehicles |
|  Machinery & Equipment |  Land Improvements |

With the development of this AMP the Municipality has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2022. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2024 and 2025.

Findings

The overall replacement cost of the asset categories included in this AMP totals \$37.9 million. 77% of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 78% of assets. For the remaining 22% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP. The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

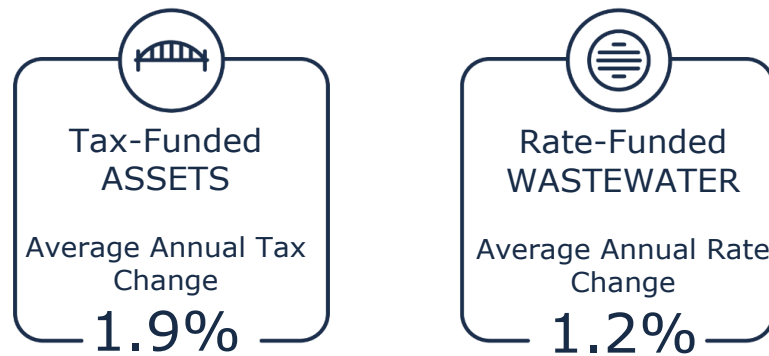
To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Municipality's average annual capital requirement totals \$1.2 million. Based on a historical analysis of sustainable capital funding sources, the Municipality is committing approximately \$624,000 towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$596,000.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Municipality. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.



Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Municipality’s infrastructure deficit based on a 15-year plan for tax-funded assets and a 20-year plan for rate-funded assets:



Recommendations to guide continuous refinement of the Municipality’s asset management program. These include:

- Review data to update and maintain a complete and accurate dataset
- Develop a condition assessment strategy with a regular schedule
- Review and update lifecycle management strategies
- Development and regularly review short- and long-term plans to meet capital requirements
- Measure current levels of service and identify sustainable proposed levels of service

1 Introduction & Context

Key Insights

- The Municipality of St.-Charles is a small municipality in Northern Ontario and has identified the road network as an infrastructure priority
- The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio
- The Municipality's asset management policy provides clear direction to staff on their roles and responsibilities regarding asset management
- An asset management plan is a living document that should be updated regularly to inform long-term planning
- Ontario Regulation 588/17 outlines several key milestone and requirements for asset management plans in Ontario between July 1, 2022 and 2025

1.1 St.-Charles Community Profile

| Census Characteristic | Municipality of St.-Charles | Ontario |
|-----------------------------|-----------------------------|----------------------------|
| Population 2021 | 1,357 | 14,223,942 |
| Population Change 2016-2021 | 6.9 | 5.8 |
| Total Private Dwellings | 788 | 5,929,250 |
| Population Density | 4.3/km ² | 15.9/km ² |
| Land Area | 314.46 km ² | 892,411.76 km ² |

The Municipality of St.-Charles is located 59 kilometres east of Sudbury in Northern Ontario. The Municipality is surrounded by several small lakes and borders on the west arm of Lake Nipissing.

The region was settled in 1890 by newcomers from Quebec and Eastern Ontario. The settlers’ history and traditions are still reflected in the community today with a notable portion of the community being fluent in both French and English.

St.-Charles remains a small farming community, although agriculture is no longer the largest economic sector. The close proximity to Sudbury, North Bay, and Sturgeon Falls allows residents to commute to larger cities for work.

Demand in the region is notably driven by moderate population growth, a budding summer cottage community, and an aging population above the provincial average. Population growth is largely due to urban sprawl and low housing prices. The Municipality generates a total revenue of \$2.6 million from taxes and rates and spends an average of \$624,000 annually on capital projects.

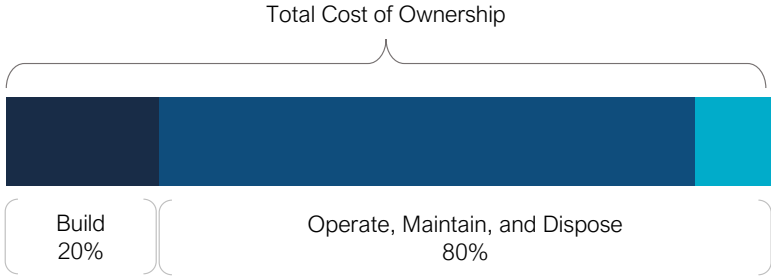
Municipal staff have identified the road network as their primary infrastructure priority. Most paved and gravel roads are in poor or very poor condition as a result of age, poor foundation and drainage, and frequent freeze thaw cycles. Most roads have severe rutting, cracks, and potholes. Staff aim to improve the level of service through a series of rehabilitation and replacement projects.

Secondary infrastructure priorities focus on recreation buildings, including the municipal arena, community center, and a new splash pad. Risk-based project prioritization is essential for capital planning since major infrastructure projects are heavily reliant on the availability of grants. Staff intend to support continuous growth within the Municipality by investing in critical infrastructure and advancing their asset management program.

1.2 An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% derives from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

1.2.1 Asset Management Policy

An asset management policy represents a statement of the principles guiding the Municipality's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Municipality adopted By-law 2019-30 the "Strategic Asset Management Policy" on June 19th, 2019, in accordance with Ontario Regulation 588/17. The guiding principles of the document include the following:

- Forward looking
- Sustainable
- Environmentally Conscious
- Health and safety

1.2.2 Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Municipality plans to achieve asset management objectives through planned activities and decision-making criteria.

The Municipality's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

1.2.3 Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Municipality's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Municipality to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

1.3 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

1.3.1 Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation and replacement. The following table provides a description of each type of activity and the general difference in cost.

| Lifecycle Activity | Description | Example (Roads) | Cost |
|--------------------------------|---|------------------------|-------------|
| Maintenance | Activities that prevent defects or deteriorations from occurring | Crack Seal | \$ |
| Rehabilitation/ Renewal | Activities that rectify defects or deficiencies that are already present and may be affecting asset performance | Mill & Re-surface | \$\$ |
| Replacement/ Reconstruction | Asset end-of-life activities that often involve the complete replacement of assets | Full Reconstruction | \$\$\$ |

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

The Municipality's approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

1.3.2 Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation and replacement strategies for critical assets.

1.3.3 Levels of Service

A level of service (LOS) is a measure of what the Municipality is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Municipality as worth measuring and evaluating. The Municipality measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in

this AMP. For non-core asset categories, the Municipality has determined the qualitative descriptions that will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Municipality's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP.

Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Municipality plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Municipality. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Municipality must identify a lifecycle management and financial strategy which allows these targets to be achieved.

1.4 Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

2019

Strategic Asset Management Policy

2024

Asset Management Plan for Core and Non-Core Assets (same components as 2022) and Asset Management Policy Update

2022

Asset Management Plan for Core Assets with the following components:

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

2025

Asset Management Plan for All Assets with the following additional components:

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial

1.4.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2022. Next to each requirement a page or section reference is included in addition to any necessary commentary.

| Requirement | O. Reg. Section | AMP Section Reference | Status |
|--|------------------------------------|------------------------------|-------------------------------|
| Summary of assets in each category | S.5(2), 3(i) | 4 – 10 | Complete |
| Replacement cost of assets in each category | S.5(2), 3(ii) | 4.1 - 10.1 | Complete |
| Average age of assets in each category | S.5(2), 3(iii) | 4.2 - 10.2 | Complete |
| Condition of core assets in each category | S.5(2), 3(iv) | 4.2 - 10.2 | Complete |
| Description of municipality's approach to assessing the condition of assets in each category | S.5(2), 3(v) | 4.2 - 10.2 | Complete |
| Current levels of service in each category | S.5(2), 1(i-ii) | 4.2.1 – 10.2.1 | Complete for Core Assets Only |
| Current performance measures in each category | S.5(2), 2 | 4.5 – 10.5 | Complete for Core Assets Only |
| Lifecycle activities needed to maintain current levels of service for 10 years | S.5(2), 4 | 4.3 – 10.3 | Complete |
| Costs of providing lifecycle activities for 10 years | S.5(2), 4 | Appendix B | Complete |
| Growth assumptions | S.5(2), 5(i-ii) S.5(2), 6(i-vi) | 6 | Complete |

2 Scope and Methodology

Key Insights

- This asset management plan includes 8 asset categories and is divided between tax-funded and rate-funded categories
- The source and recency of replacement costs impacts the accuracy and reliability of asset portfolio valuation
- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

2.1 Asset Categories Included in this AMP

This asset management plan for the Municipality of St.-Charles is produced in compliance with Ontario Regulation 588/17. The July 2022 deadline under the regulation—the first of three AMPs—requires analysis of only core assets (roads, bridges and culverts, water, wastewater, and stormwater).

The AMP summarizes the state of the infrastructure for the Municipality’s asset portfolio, establishes current levels of service and the associated technical and customer oriented key performance indicators (KPIs), outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

| Asset Category | Source of Funding |
|------------------------|--------------------------|
| Road Network | Tax Levy |
| Bridges & Culverts | |
| Stormwater Network | |
| Buildings & Facilities | |
| Vehicles | |
| Machinery & Equipment | |
| Land Improvements | User Rates |
| Wastewater Network | |

2.2 Asset Data

A key element of a municipality’s asset management program includes the current asset related data, and data management practices and processes—including how staff collect, store, analyze, and link data to their decision processes. Standardized, complete, and accurate information contributes to better decision-making and prioritization and can help organizations implement proactive strategies.

A complete asset inventory should include componentized records for high-value assets. Assets such as bridges and buildings consist of several components. For example, a bridge is can be made up of a deck, abutments, columns, piles, bearings, guide rails, and other elements. Each component has a unique estimated useful life and requires asset-specific lifecycle strategies. Over time, each component will age and deteriorate at different rates, resulting in unique conditions and requiring rehabilitative and replacement activities at different times. Annual capital planning is made easier with a detailed inventory that includes asset components.

In the case of assets that have not been componentized, a single record represents the asset with an average estimated useful life, age, and condition. Pooled asset records reduce the staff’s capability to develop comprehensive asset management strategies.

2.3 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

- **User-Defined Cost and Cost/Unit:** Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience
- **Cost Inflation/CPI Tables:** Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Municipality incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.4 Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Municipality expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Municipality can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Municipality can more accurately forecast when it will require replacement. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

2.5 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Municipality can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

$$\text{Actual Reinvestment Rate} = \frac{\text{Annual Capital Funding}}{\text{Total Replacement Cost}}$$

2.6 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Municipality’s asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

| Condition | Description | Criteria | Service Life Remaining (%) |
|-----------|---|---|----------------------------|
| Very Good | Fit for the future | Well maintained, good condition, new or recently rehabilitated | 80-100 |
| Good | Adequate for now | Acceptable, generally approaching mid-stage of expected service life | 60-80 |
| Fair | Requires attention | Signs of deterioration, some elements exhibit significant deficiencies | 40-60 |
| Poor | Increasing potential of affecting service | Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration | 20-40 |
| Very Poor | Unfit for sustained service | Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable | 0-20 |

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix D includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

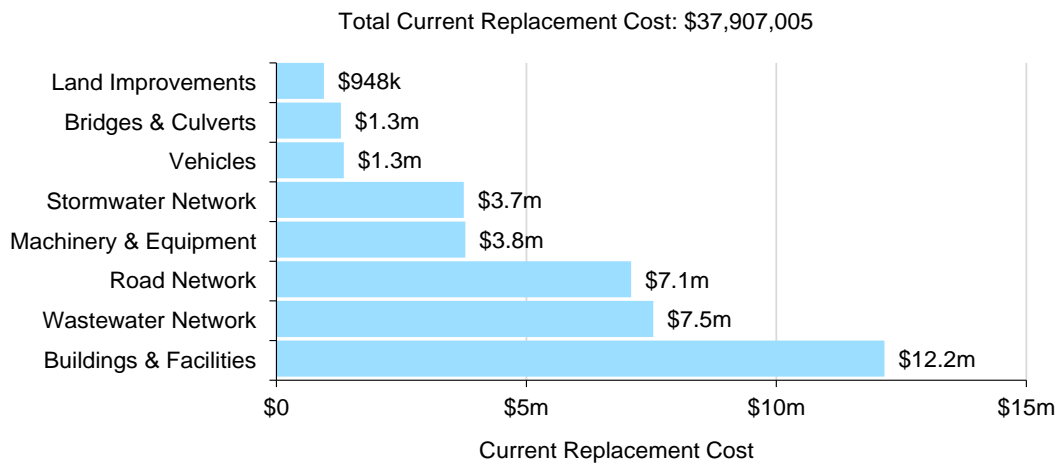
3 Portfolio Overview

Key Insights

- The total replacement cost of the Municipality's asset portfolio is \$37.9 million
- The Municipality's target re-investment rate is 3.2%, and the actual re-investment rate is 1.6%, contributing to an expanding infrastructure deficit
- 77% of all assets are in fair or better condition
- 23% of assets are projected to require replacement in the next 10 years
- Average annual capital requirements total \$1.2 million per year across all assets

3.1 Total Replacement Cost of Asset Portfolio

The asset categories analysed in this AMP have a total replacement cost of \$37.9 million based on inventory data from 2021. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.



The following table identifies the methods employed to determine replacement costs across each asset category:

| Asset Category | Replacement Cost Method | |
|------------------------|-------------------------------|--|
| | User-Defined and/or Unit Cost | Notes |
| Road Network | 99% | Contractor quotes and historical cost |
| Bridges & Culverts | 0% | Historical Cost |
| Stormwater Network | 100% | Insurance appraisal of buildings and cost comparison |
| Buildings & Facilities | 100% | Staff estimates and historical cost |
| Machinery & Equipment | 100% | Staff estimates and historical cost |
| Vehicles | 0% | Historical Cost |
| Land Improvements | 94% | Staff estimates and historical cost |
| Wastewater Network | 99% | Insurance appraisal of buildings and cost comparison |
| Overall | 78% | |

3.2 Target vs. Actual Reinvestment Rate

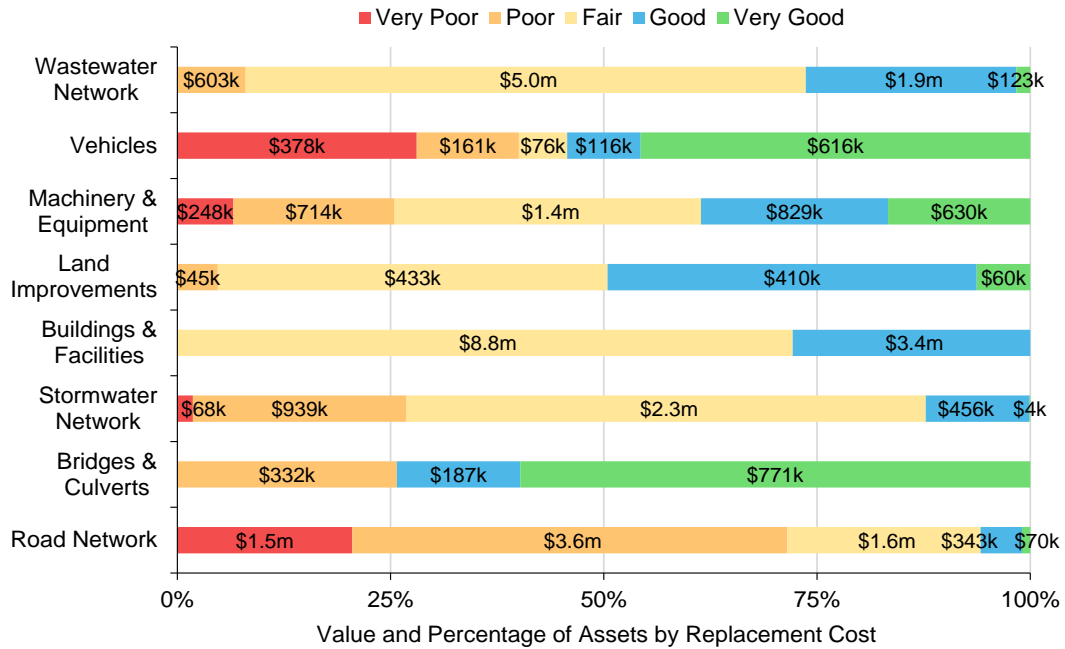
The graph below depicts funding gaps or surpluses by comparing target vs actual reinvestment rate. To meet the long-term replacement needs, the Municipality should be allocating approximately \$1.2 million annually, for a target reinvestment rate of 3.2%. Actual annual spending on infrastructure totals approximately \$624,000, for an actual reinvestment rate of 1.6%.

3.3 Service Life Remaining

Based on asset age, available assessed condition data, and estimated useful life, 23% of the Municipality's assets will require replacement within the next 10 years. Capital requirements over the next 10 years are identified in Appendix B.

3.4 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 77% of assets in St.-Charles are in fair or better condition. This estimate relies on both age-based and field condition data.

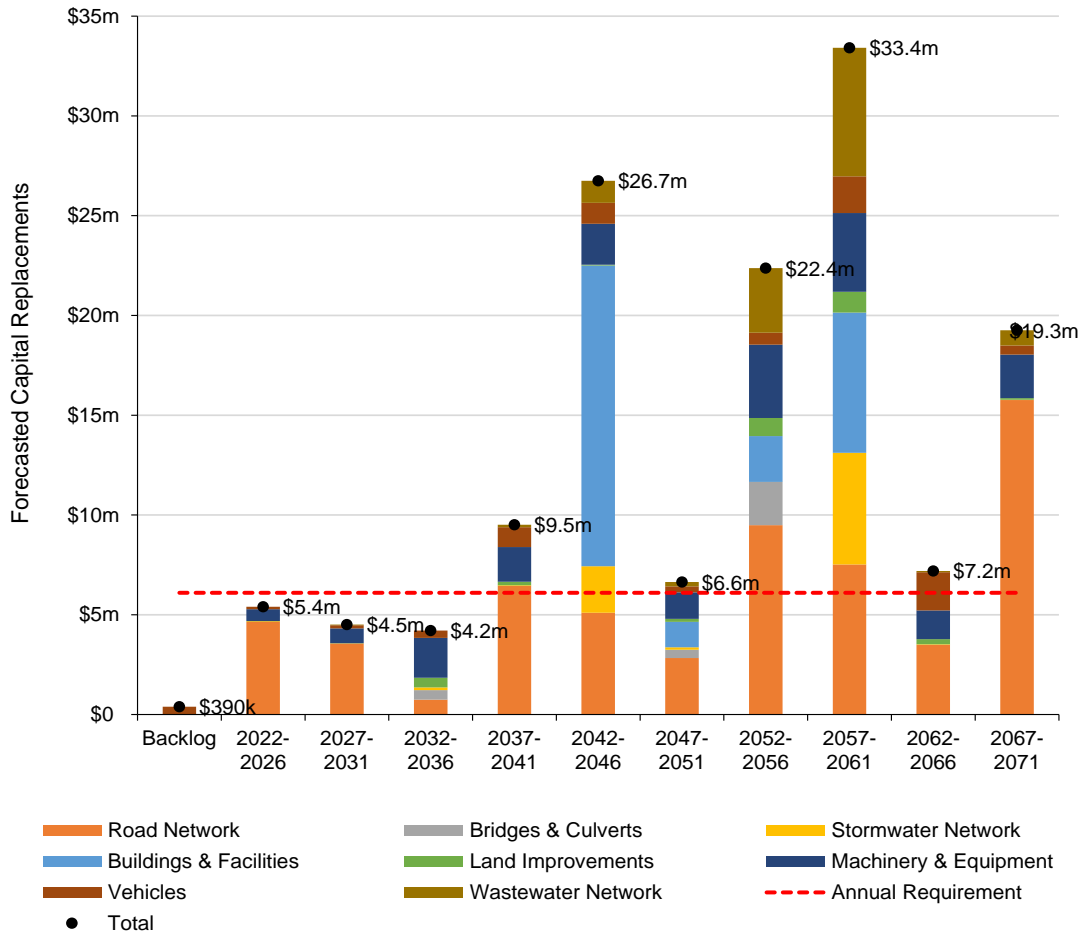


This AMP relies on assessed condition data for 78% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

| Asset Category | % of Assets with Assessed Condition | Source of Condition Data |
|------------------------|-------------------------------------|--------------------------|
| Road Network | 100% | Staff Assessed |
| Bridges & Culverts | 100% | Staff Assessed |
| Stormwater Network | 99% | Staff Assessed |
| Buildings & Facilities | 79% | Staff Assessed |
| Machinery & Equipment | 100% | Staff Assessed |
| Vehicles | 0% | N/A |
| Land Improvements | 94% | Staff Assessed |
| Wastewater Network | 99% | Staff Assessed |

3.5 Forecasted Capital Requirements

The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events, the Municipality can produce an accurate long-term capital forecast. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% annual inflation. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$6.1 million; this amount does not account for inflation.



4 Road Network

The road network is a critical component of the provision of safe and efficient transportation services and represents the highest value asset category in the Municipality’s asset portfolio. It includes all municipally owned and maintained roadways in addition to supporting roadside infrastructure including sidewalks, road culverts and streetlights.

The Municipality’s roads and sidewalks are maintained by municipal staff who are also responsible for winter snow clearing, ice control and snow removal operations.

The state of the infrastructure for the road network is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|------------------|------------|---------------------|-----------|
| \$7.1 million | Poor (31%) | Annual Requirement: | \$491,000 |
| | | Funding Available: | \$328,000 |
| | | Annual Deficit: | \$163,000 |

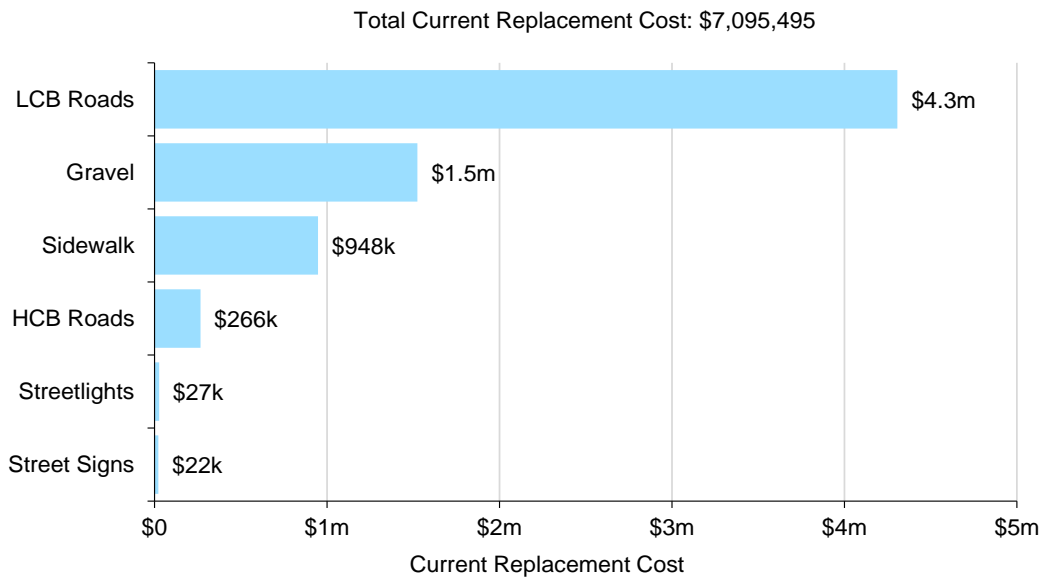
The following core values and level of service statements are a key driving force behind the Municipality’s asset management planning:

| Service Attribute | Level of Service Statement |
|-------------------|--|
| Scope | The road network service is conveniently accessible to the whole community in sufficient capacity (meets traffic demands) and is available under most weather conditions with occasional flooding causing service interruptions. |
| Quality | The road network is in poor condition with minimal unplanned service interruptions and road closures. |

4.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Municipality's road network inventory.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|---------------------------|----------|--------------------|----------------------------|
| Gravel | 77.7 km | \$1,524,445 | \$164,312 |
| HCB Roads | 608 m | \$266,304 | \$13,315 |
| LCB Roads | 18.1 km | \$4,307,331 | \$287,155 |
| Sidewalk | 2.6 km | \$948,096 | \$24,912 |
| Street Signs | 235 | \$22,225 | \$854 |
| Streetlights ¹ | 48 | \$27,096 | \$774 |
| Total | | \$7,095,495 | \$491,323 |



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

¹ The streetlight asset only includes the light fixture. It does not include the light pole or the light bulb.

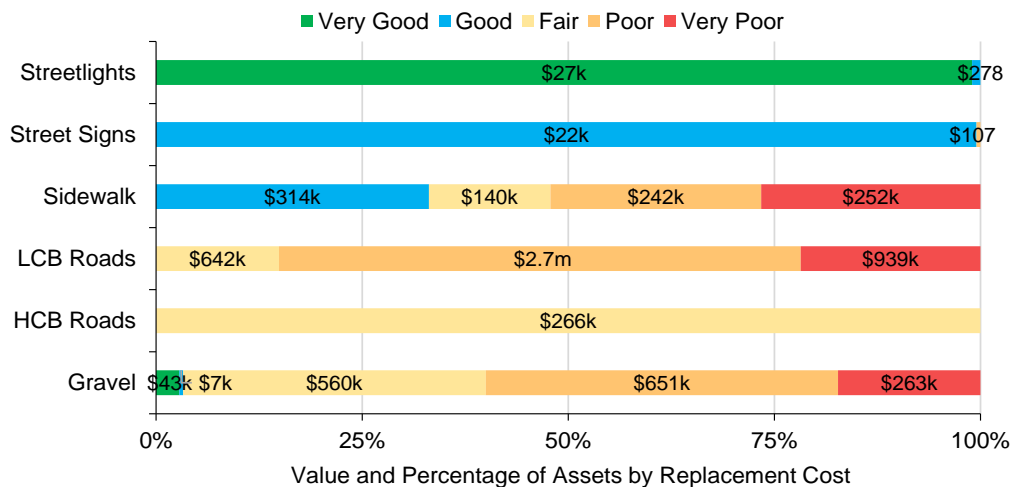
4.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

The estimated useful life provided for roads refers to the surface of the road alone and does not include the estimated useful of life of the road base. The average age of the roads is calculated based on the installation date of the road base, and therefore does not include the date of surface replacements.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|----------------|-------------------------------|---------------------|-------------------|
| Gravel | 11 | 51.6 | 34% (Poor) |
| HCB Roads | 20 | 54.0 | 42% (Fair) |
| LCB Roads | 15 | 48.7 | 27% (Poor) |
| Sidewalk | 38 | 26.3 | 38% (Poor) |
| Street Signs | 29 | 17.8 | 69% (Good) |
| Streetlights | 35 | 7.0 | 89% (Very Good) |
| Average | | | 31% (Poor) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Municipality’s road network continues to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the roads.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Municipality’s current approach:

- A Road Needs Study was completed in 2018 that included a detailed assessment of the condition of each road segment.
- The Road Needs Study is reviewed every year and additional roads are assessed as needed.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

| Condition | Rating |
|-----------|--------|
| Very Good | 80-100 |
| Good | 60-80 |
| Fair | 40-60 |
| Poor | 20-40 |
| Very Poor | 0-20 |

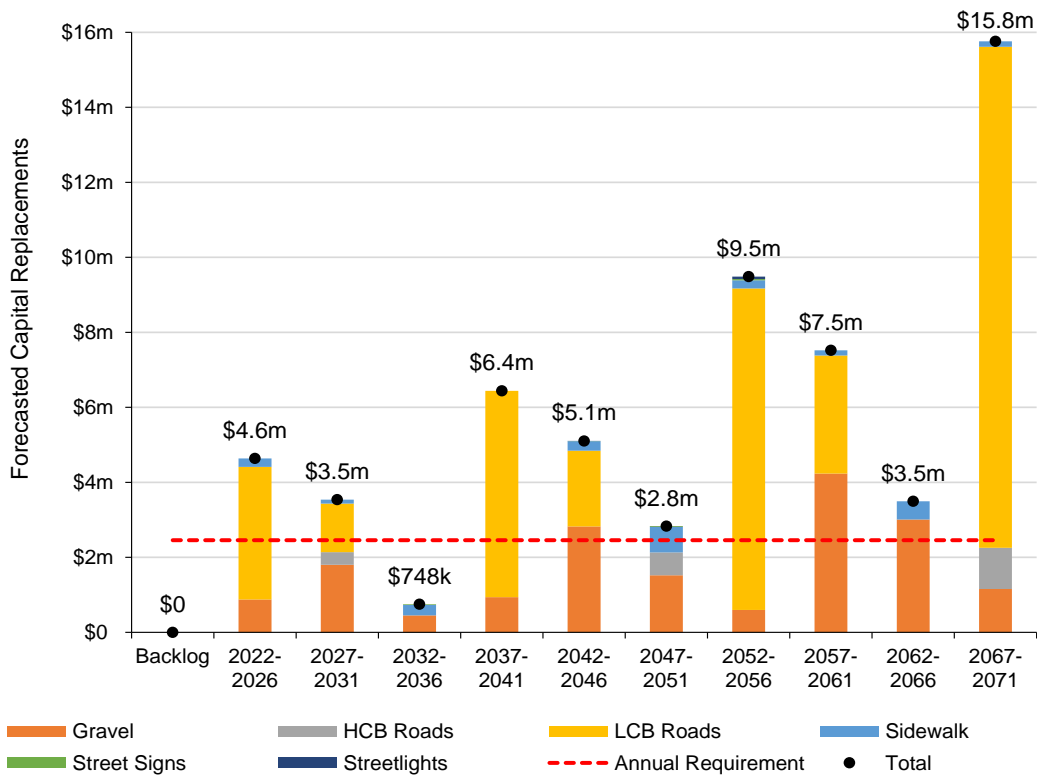
4.3 Lifecycle Management Strategy

The following table outlines the Municipality’s current lifecycle management strategies for the Municipality’s road network.

| Activity Type | Description of Current Strategy |
|----------------|---|
| Maintenance | Maintenance activities for roads and sidewalks include winter maintenance such as snow removal and salt/sand for ice removal as needed. |
| | Gravel roads are treated with calcium chloride on an annual basis and additional is applied as needed. |
| | Crack sealing is conducted for HCB and LCB roads as needed as a preventative maintenance activity. |
| Rehabilitation | Rehabilitation activities are conducted as needed based on a case-by-case basis. These activities are mostly reactive. Gravel roads may be re-graveled with 3 inches of aggregate; LCB roads may be surface treated; and a shave and pave and/or slurry seal may be executed for HCB roads. |
| Replacement | Replacement activities are prioritized based on asset condition and health and safety risks. |

4.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$2.5 million; this amount does not account for inflation.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

4.4 Risk & Criticality

4.4.1 Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2021 inventory data.

| | | | | | | |
|-------------|---|---|--|--|--|--|
| Consequence | 5 | 0 Assets - \$0.00 | 0 Assets - \$0.00 | 0 Assets - \$0.00 | 0 Assets - \$0.00 | 1 Asset 3,580.00 m \$939,392.00 |
| | 4 | 0 Assets - \$0.00 | 0 Assets - \$0.00 | 0 Assets - \$0.00 | 4 Assets 6,460.00 m \$1,443,774.00 | 0 Assets - \$0.00 |
| | 3 | 0 Assets - \$0.00 | 1 Asset 346.00 m \$138,400.00 | 4 Assets 2,692.00 m \$744,481.60 | 8 Assets 17,830.50 m \$1,442,535.40 | 1 Asset 6,500.00 m \$146,250.00 |
| | 2 | 1 Asset 2,210.00 m \$43,095.00 | 4 Assets 426.75 m \$170,700.00 | 22 Assets 26,947.00 m \$820,527.65 | 16 Assets 20,631.00 m \$711,915.10 | 7 Assets 7,186.00 m \$369,460.00 |
| | 1 | 46 Assets 46.00 unit(s) \$26,818.00 | 233 Assets 569.50 m, unit(s) \$33,799.05 | 7 Assets 2,720.00 m \$43,188.00 | 7 Assets 1,193.50 m, unit(s) \$21,159.68 | 0 Assets - \$0.00 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | Probability | | | | |

This is a high-level model developed for the purposes of this AMP and Municipality staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the road network are documented below:

| Probability of Failure (POF) | Consequence of Failure (COF) |
|------------------------------|------------------------------|
| Condition | Replacement Cost (Financial) |

The identification of critical assets allows the Municipality to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

4.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Municipality is currently facing:



Climate Change & Extreme Events

An increase in the frequency and intensity of precipitation events can result in flooding of sections of the road network. The drainage capacity of the road network is not sufficient to withstand heavy water flow, particularly on roads that are located near bodies of water and roads that are impacted by extreme rutting. Further issues can arise as a result of flooding and poor drainage including accelerated deterioration caused by freeze/thaw cycles. To improve asset resiliency, Staff should identify problem areas and improve drainage through enhanced lifecycle strategies.



Infrastructure Installation

A notable portion of the paved roads need total replacement as a result of poor installation and a weak foundation. Many of the paved roads that experience higher levels of traffic have severe longitudinal vertical rutting along the wheel path. The rutting is likely caused by higher traffic levels and heavy-duty vehicles traveling on a road with poor drainage and a weak road base. The Municipality has noted which roads have been affected and are developing a capital funding strategy to enable full replacement of the asset base and surface.

4.5 Levels of Service

The following tables identify the Municipality’s current level of service for the road network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

4.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the road network.

| Service Attribute | Qualitative Description | Current LOS (2021) |
|-------------------|--|---|
| Scope | Description, which may include maps, of the road network in the municipality and its level of connectivity | See Appendix C |
| Quality | Description or images that illustrate the different levels of road class pavement condition | <p>Very Poor: Widespread signs of deterioration. Requires remedial work to bring road up to standard. Service is affected</p> <p>Poor: Large portions of road exhibiting deterioration with rutting, potholes, distortions, longitude and lateral cracking. Road is mostly below standard.</p> <p>Fair: Some sections of road starting to deteriorate. Requires some remedial work and surface upgrade in near future.</p> <p>Good: Road is in overall good condition. Few sections are starting to show signs of minimal deterioration.</p> <p>Very Good: Road is well maintained and in excellent condition. Surface was newly or recently upgraded. No signs of deterioration or remedial work required.</p> |

4.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the road network.

| Service Attribute | Technical Metric | Current LOS (2021) |
|--------------------------|--|---------------------------|
| Scope | Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²) | 0 |
| | Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²) | 0 |
| | Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²) | 0.54 |
| Quality | Average pavement condition index for paved roads in the municipality | Poor (28%) |
| | Average surface condition for unpaved roads in the municipality (e.g. excellent, good, fair, poor) | Poor (34%) |
| Performance | Capital reinvestment rate | 4.6% |

4.6 Recommendations

Asset Inventory

- Review road, sidewalk, and appurtenances inventories to determine whether all municipal assets within these asset segments have been accounted for.

Condition Assessment Strategies

- The last comprehensive assessment of the road network was completed in 2018. Consider completing an updated assessment of all roads on a 5 to 7-year cycle.

Lifecycle Management Strategies

- Consider adopting lifecycle management strategies for HCB and LCB roads that include proactive maintenance and rehabilitation to realize potential cost avoidance and maintain a high quality of road pavement condition.
- Evaluate the efficacy of the Municipality's lifecycle management strategies at regular intervals to determine the impact cost, condition, and risk.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Municipality believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

5 Bridges & Culverts

Bridges and culverts represent a critical portion of the transportation services provided to the community. Municipal staff are responsible for the maintenance of all bridges and culverts located across municipal roads with the goal of keeping structures in an adequate state of repair and minimizing service disruptions.

The state of the infrastructure for bridges and culverts is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|------------------|------------|---------------------|----------|
| \$1.3 million | Good (67%) | Annual Requirement: | \$32,000 |
| | | Funding Available: | \$29,000 |
| | | Annual Deficit: | \$3,000 |

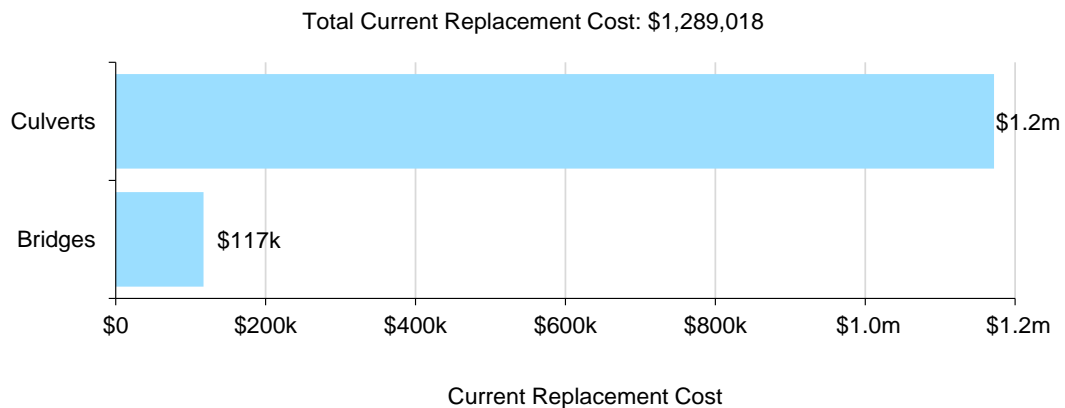
The following core values and level of service statements are a key driving force behind the Municipality's asset management planning:

| Service Attribute | Level of Service Statement |
|-------------------|---|
| Scope | Bridges and culverts are conveniently accessible to the whole community in sufficient capacity (meets traffic demands) and are available under all weather conditions. Only 1 of the bridges and culverts in the Municipality has loading restrictions. |
| Quality | The bridges and culverts are in good condition with minimal unplanned service interruptions and closures. |

5.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Municipality's bridges and culverts inventory.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|---------------|----------|--------------------|----------------------------|
| Bridges | 1 | \$117,108 | \$2,342 |
| Culverts | 11 | \$1,171,910 | \$29,298 |
| Total | | \$1,289,018 | \$31,640 |



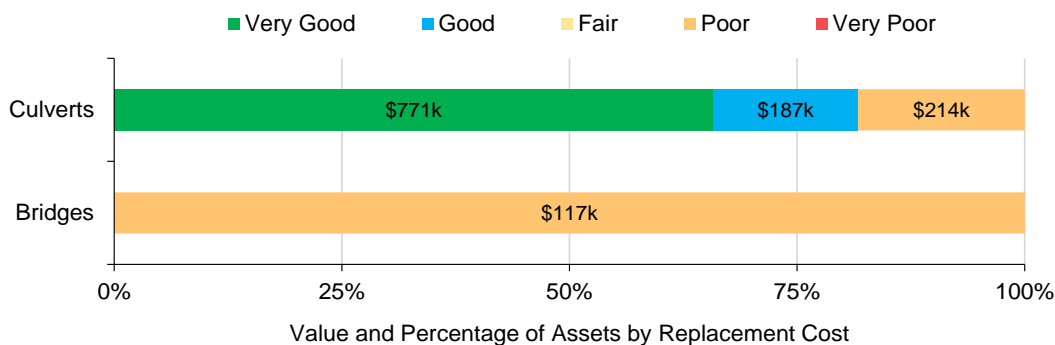
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

5.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|----------------------|-------------------------------|---------------------|-------------------|
| Bridges ² | 50 | 57.0 | 26% (Poor) |
| Culverts | 40 | 18.2 | 71% (Good) |
| Average | | | 67% (Good) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Municipality’s bridges & culverts continue to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the bridges and culverts.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

² A new OSIM report was completed in September of 2022. The new report recommends that the Richer Road bridge will need to be decommissioned in the near future. Municipal staff are exploring options for partial replacement, full replacement, or permanent retirement.

5.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Municipality's current approach:

- Condition assessments of all bridges and culverts with a span greater than or equal to 3 meters are completed every 2 years in accordance with the Ontario Structure Inspection Manual (OSIM).

In this AMP, the following rating criteria is used to determine the current condition of bridges and culverts and forecast future capital requirements:

| Condition | Rating |
|------------------|---------------|
| Very Good | 80-100 |
| Good | 60-80 |
| Fair | 40-60 |
| Poor | 20-40 |
| Very Poor | 0-20 |

5.3 Lifecycle Management Strategy

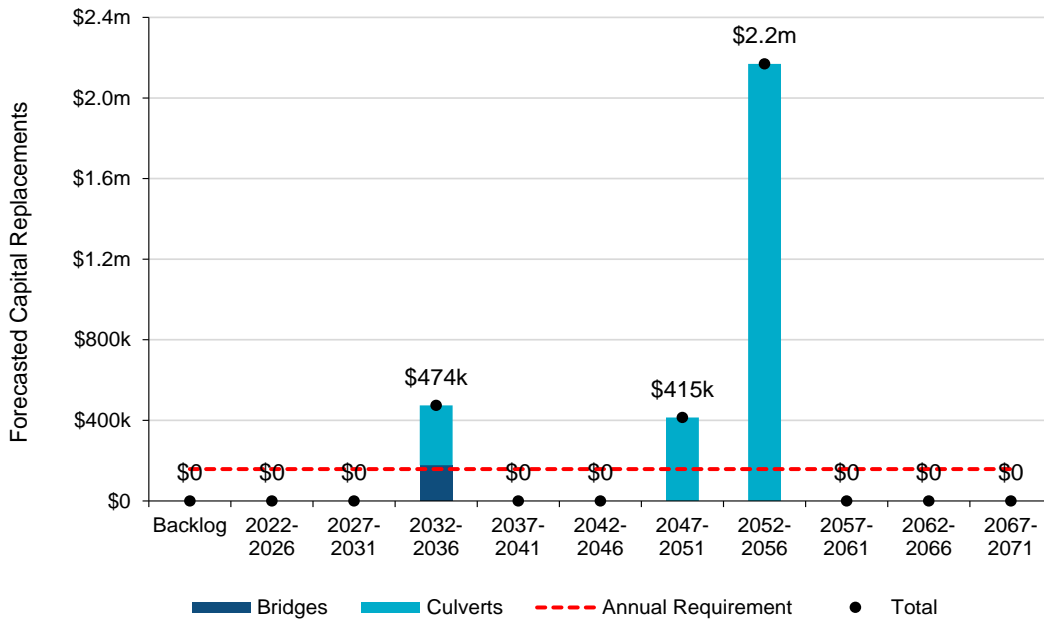
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality's current lifecycle management strategy.

| Activity Type | Description of Current Strategy |
|---|--|
| Maintenance, Rehabilitation and Replacement | All lifecycle activities are driven by the results of mandated structural inspections completed according to the Ontario Structure Inspection Manual (OSIM). |
| Inspection | The most recent inspection report was completed in 2020 and the next report is schedule for the fall of 2022. |

5.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$158,000; this amount does not account for inflation.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B. Although the data shows that there are no capital expenditures expected for the first 10 years, that may not be entirely accurate. The Richer Road bridge is in poor condition and will likely require rehabilitation and renewal activities within the next 10 years. The bridge components are pooled under a single asset, therefore, do not allow for component-level condition assessments and lifecycle activities.

5.4 Risk & Criticality

5.4.1 Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2021 inventory data.



This is a high-level model developed for the purposes of this AMP and Municipality staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of bridges and culverts are documented below:

| Probability of Failure (POF) | Consequence of Failure (COF) |
|------------------------------|------------------------------|
| Condition | Replacement Cost (Financial) |

The identification of critical assets allows the Municipality to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

5.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Municipality is currently facing:



Climate Change & Extreme Events

Flooding and extreme weather causes damage to multiple components of the Municipality's bridges including the deck, superstructure, substructure, and approaches. The rising levels of freshwater and the increased frequency and intensity of precipitation events are likely to increase the water flow which can lead to deterioration of bridge components. Staff should identify and monitor affected bridges and culverts. The Municipality also should prioritize infrastructure maintenance, rehabilitation, and replacement based on susceptibility to climate impacts.



Asset Condition & Loading Restrictions

One bridge owned by the municipality is in poor condition. The 2020 OSIM report applied a 3-tonne loading restriction to the bridge. Due to limited capital funding, rehabilitation activities have not taken place since the last OSIM report, which has likely resulted in the worsening of the bridge's condition. The Municipality is seeking to prioritize bridge repairs to remove the loading restriction.

5.5 Levels of Service

The following tables identify the Municipality’s current level of service for bridges and culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

5.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by bridges and culverts.

| Service Attribute | Qualitative Description | Current LOS (2021) |
|-------------------|--|---|
| Scope | Description of the traffic that is supported by municipal bridges (e.g. heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists) | Bridges and structural culverts are a key component of the municipal transportation network. One bridge has a 3-tonne loading restriction. All other structures do not have loading or dimensional restrictions meaning that most types of vehicles, including heavy transport, emergency vehicles, and cyclists can cross them without restriction. ³ |
| Quality | Description or images of the condition of bridges and culverts and how this would affect use of the bridges and culverts | <p>Very Poor: Widespread signs of deterioration. Requires remedial work to bring the bridge up to standard. Service is affected.</p> <p>Poor: Large portions of the bridge/culvert is exhibiting deterioration of the superstructure, abutments, sub-structure, and/or foundation. The bridge/culvert is mostly below service standards.</p> <p>Fair: Some sections of the bridge/culvert is starting to deteriorate. Requires some remedial work and upgrades in the near future to bring the asset up to service standard.</p> <p>Good: Bridge/culvert is in overall good condition. Few sections are starting to show signs of minimal deterioration, service is not affected.</p> <p>Very Good: Bridge/culvert is well maintained and in excellent condition. The asset was newly</p> |

³ A new OSIM report was completed in September of 2022. The new report recommends that the Richer Road bridge be decommissioned as it will no longer support any traffic in the near future.

or recently upgraded. No signs of deterioration or remedial work required.

5.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by bridges and culverts.

| Service Attribute | Technical Metric | Current LOS (2021) |
|--------------------------|--|---------------------------|
| Scope | % of bridges in the Municipality with loading or dimensional restrictions | 100% |
| Quality | Average bridge condition index value for bridges in the Municipality | 26% |
| | Average bridge condition index value for structural culverts in the Municipality | 71% |
| Performance | Capital re-investment rate | 2.2% |

5.6 Recommendations

Asset Inventory

- Continue to review and validate inventory data, assessed condition data and replacement costs for all bridges and structural culverts upon the completion of OSIM inspections every 2 years.

Replacement Costs

- Gather accurate replacement costs and update costs on a regular basis to ensure the accuracy of capital projections.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Lifecycle Management Strategies

- This AMP only includes capital costs associated with the reconstruction of bridges and culverts. The Municipality should work towards identifying projected capital rehabilitation and renewal costs for bridges and culverts and integrating these costs into long-term planning.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Municipality believe to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

6 Stormwater Network

Municipal staff are responsible for the maintenance and operation of a stormwater network. The stormwater network consists of 2.6 km of stormwater mains, catch basins, storm culverts, and other supporting infrastructure.

The state of the infrastructure for the stormwater network is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|------------------|------------|---------------------|-----------|
| \$3.7 million | Fair (46%) | Annual Requirement: | \$55,000 |
| | | Funding Available: | \$20,000 |
| | | Annual Deficit: | \$ 35,000 |

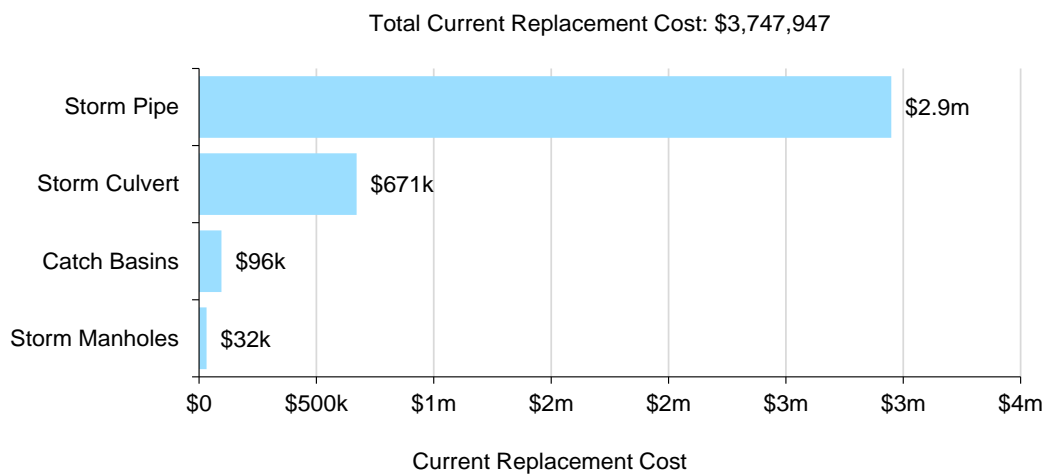
The following core values and level of service statements are a key driving force behind the Municipality's asset management planning:

| Service Attribute | Level of Service Statement |
|-------------------|--|
| Scope | The stormwater network service is conveniently accessible to the whole community in sufficient capacity and is available under all weather conditions. |
| Quality | The stormwater network is in fair condition with minimal unplanned service interruptions. |

6.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Municipality's stormwater network inventory.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|----------------|----------|--------------------|----------------------------|
| Catch Basins | 56 | \$95,654 | \$2,391 |
| Storm Culvert | 603 | \$671,107 | \$12,542 |
| Storm Manholes | 10 | \$32,223 | \$358 |
| Storm Pipe | 2.6 km | \$2,948,964 | \$39,320 |
| Total | | \$3,747,947 | \$54,611 |



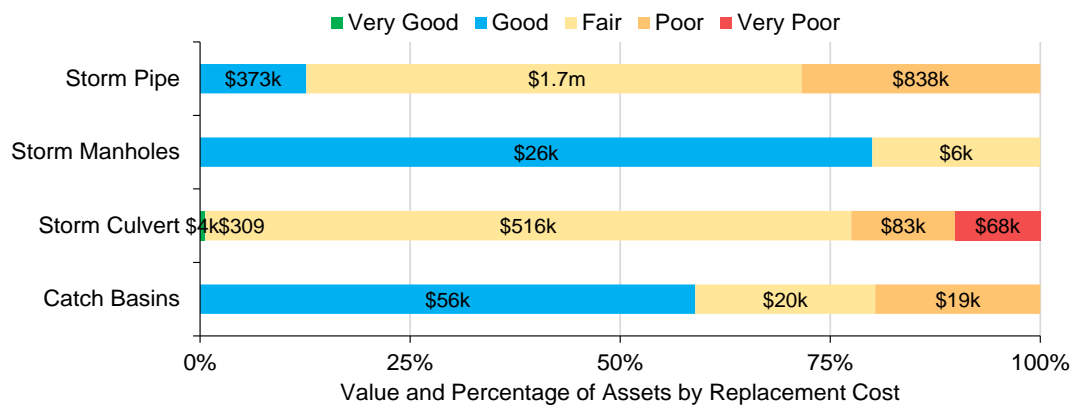
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

6.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|----------------|-------------------------------|---------------------|-------------------|
| Catch Basins | 40 | 28.8 | 57% (Fair) |
| Storm Culvert | 55 | 39.0 | 39% (Poor) |
| Storm Manholes | 90 | 34.0 | 66% (Good) |
| Storm Pipe | 75 | 18.8 | 47% (Fair) |
| Average | | | 46% (Fair) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Municipality's stormwater network continues to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the stormwater network.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

6.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Municipality’s current approach:

- There are no formal condition assessment programs in place for the stormwater network.
- The last CCTV inspection took place in 2010 and the Municipality plans to conduct a system-wide CCTV inspection in 2022.
- Condition data, which is provided as part of the CCTV inspection, is used to inform capital planning.
- Other assets that are part of the network, such as catch basins, storm culverts, and manholes are visually assessed on a regular basis. Defects are noted to inform capital planning.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

| Condition | Rating |
|------------------|---------------|
| Very Good | 80-100 |
| Good | 60-80 |
| Fair | 40-60 |
| Poor | 20-40 |
| Very Poor | 0-20 |

6.3 Lifecycle Management Strategy

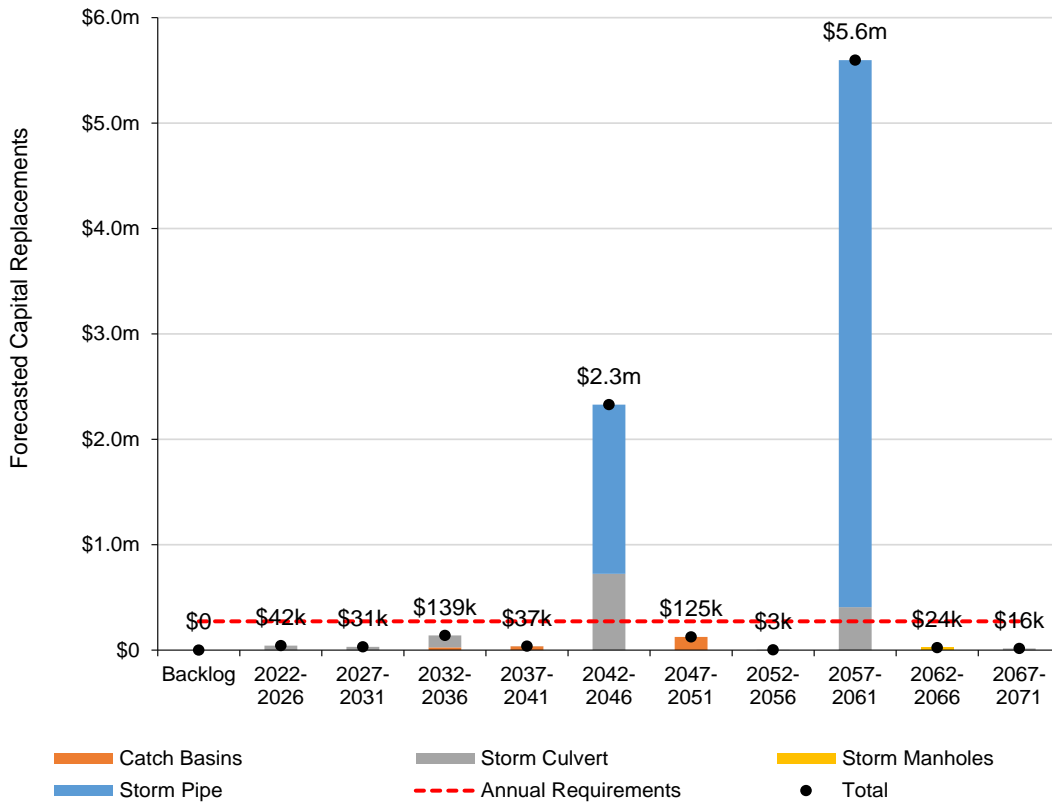
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality's current lifecycle management strategy.

| Activity Type | Description of Current Strategy |
|----------------------|---|
| Maintenance | Primary activities include catch basin cleaning and storm main flushing. 50% of the network is flushed annually. CCTV inspections are completed as budget becomes available and this information will be used to drive forward rehabilitation and replacement plans. |
| Rehabilitation | Trenchless re-lining has the potential to reduce total lifecycle costs but would require a formal condition assessment program to determine viability. |
| Replacement | Replacement activities are based on condition information provided from the most recent CCTV inspection. |

6.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$273,000; this amount does not account for inflation.

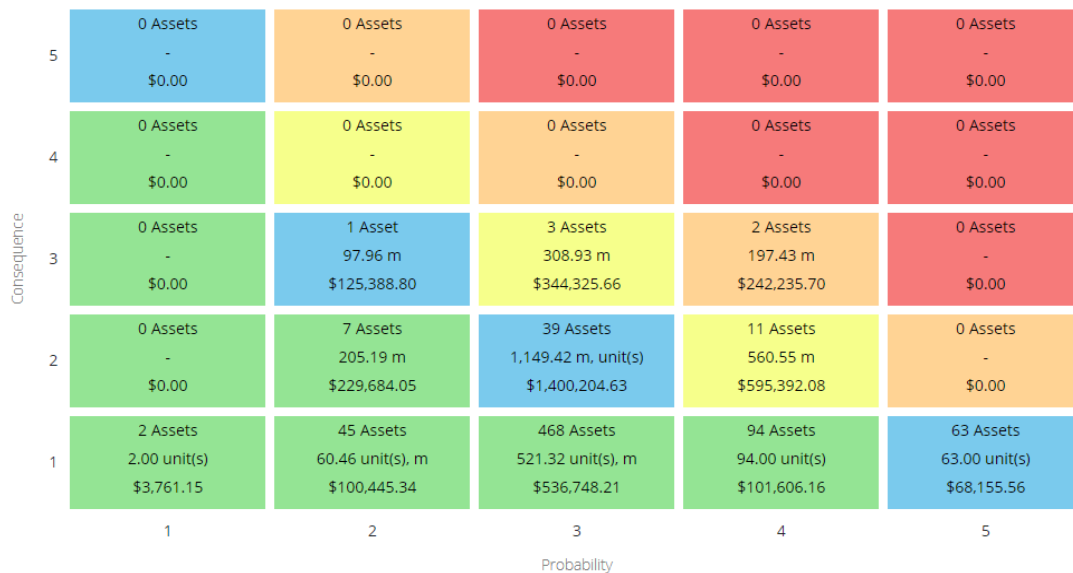


The graph shows relatively low annual requirements for the first two decades since the higher valued items, such as storm pipes and culverts, will not require replacement until 2042. The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

6.4 Risk & Criticality

6.4.1 Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2021 inventory data.



This is a high-level model developed for the purposes of this AMP and Municipality staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the stormwater network are documented below:

| Probability of Failure (POF) | Consequence of Failure (COF) |
|------------------------------|------------------------------|
| Condition | Replacement Cost (Financial) |

The identification of critical assets allows the Municipality to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

6.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Municipality is currently facing:



Climate Change & Extreme Events

Staff need a better sense of the impacts of climate change on the stormwater network to inform retrofitting and replacement planning. Additional data will help address concerns with system capacity and the ability of the stormwater network to handle any potential increase in the intensity, frequency, and duration of rainfall events. Incorporating a monitoring and maintenance program for all stormwater infrastructure into the asset management plan can further support infrastructure resiliency and reduce risk.

6.5 Levels of Service

The following tables identify the Municipality’s current level of service for the stormwater network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

6.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the stormwater network.

| Service Attribute | Qualitative Description | Current LOS (2021) |
|-------------------|--|--------------------|
| Scope | Description, which may include map, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater system | See Appendix C |

6.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the stormwater network.

| Service Attribute | Technical Metric | Current LOS (2021) |
|-------------------|---|--------------------|
| Scope | % of properties in municipality resilient to a 100-year storm | 100% ⁴ |
| | % of the municipal stormwater management system resilient to a 5-year storm | 100% ⁵ |
| Performance | Capital reinvestment rate | 0.5% |

⁴ This is based on the observations of municipal staff.

⁵ This is based on the observations of municipal staff.

6.6 Recommendations

Asset Inventory

- Review the inventory of stormwater mains, culverts, manholes, and catch basins to determine whether all municipal assets within these asset segments have been accounted for.

Condition Assessment Strategies

- Consider completing CCTV inspections on a regular cycle of 5 to 7 years. Utilize CCTV footage and resulting condition ratings to inform lifecycle strategies and replacement activities.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Lifecycle Management Strategies

- Document and review lifecycle management strategies for the stormwater network on a regular basis to achieve the lowest total cost of ownership while maintaining adequate service levels.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Municipality has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

7 Buildings & Facilities

The Municipality of St.-Charles owns and maintains several facilities and recreation centres that provide key services to the community. These include:

- Administrative offices
- A Fire station
- Public works garages and storage sheds
- An Arena and a community centre

The asset inventory for buildings and facilities is currently at a basic level. The inventory contains a single record for each building. Buildings consist of several separate capital components that have unique estimated useful lives and require asset-specific lifecycle strategies. Since the components are pooled under a single record, an average condition for the entire building must be applied, which does not account for distinct condition ratings for different components. Municipal staff are working towards enhancing their data by adopting a comprehensive condition assessment program and by following UNIFORMAT II, a format for classifying building elements.

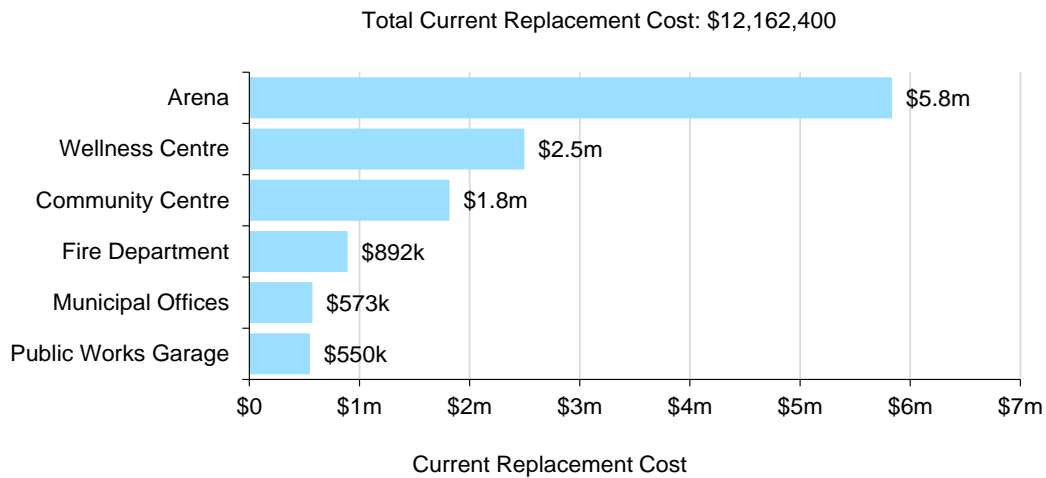
The state of the infrastructure for the buildings and facilities is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|------------------|------------|---------------------|-----------|
| \$12.2 million | Fair (51%) | Annual Requirement: | \$243,000 |
| | | Funding Available: | \$ 87,000 |
| | | Annual Deficit: | \$156,000 |

7.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Municipality's buildings and facilities inventory.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|---------------------|----------|---------------------|----------------------------|
| Arena | 1 | \$5,834,300 | \$116,686 |
| Community Centre | 1 | \$1,817,200 | \$36,344 |
| Fire Department | 1 | \$892,000 | \$17,840 |
| Municipal Offices | 1 | \$572,600 | \$11,452 |
| Public Works Garage | 1 | \$550,000 | \$11,000 |
| Wellness Centre | 1 | \$2,496,300 | \$49,926 |
| Total | | \$12,162,400 | \$243,248 |



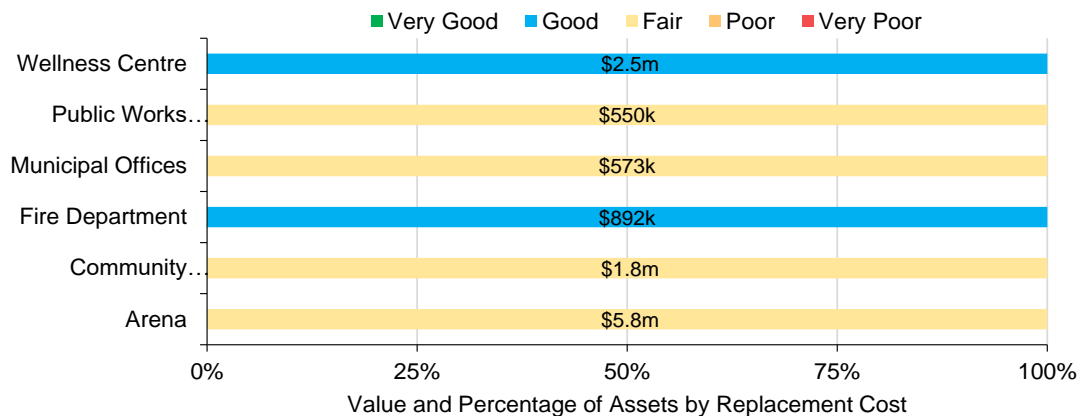
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

7.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment.⁶ The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|---------------------|-------------------------------|---------------------|-------------------|
| Arena | 50 | 46 | 42% (Fair) |
| Community Centre | 50 | 54 | 45% (Fair) |
| Fire Department | 50 | 49 | 65% (Good) |
| Municipal Offices | 50 | 31 | 55% (Fair) |
| Public Works Garage | 50 | 50 | 46% (Fair) |
| Wellness Centre | 50 | 15 | 70% (Good) |
| Average | | | 51% (Fair) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Municipality's buildings and facilities continues to provide an acceptable level of service, the Municipality should monitor the average condition of

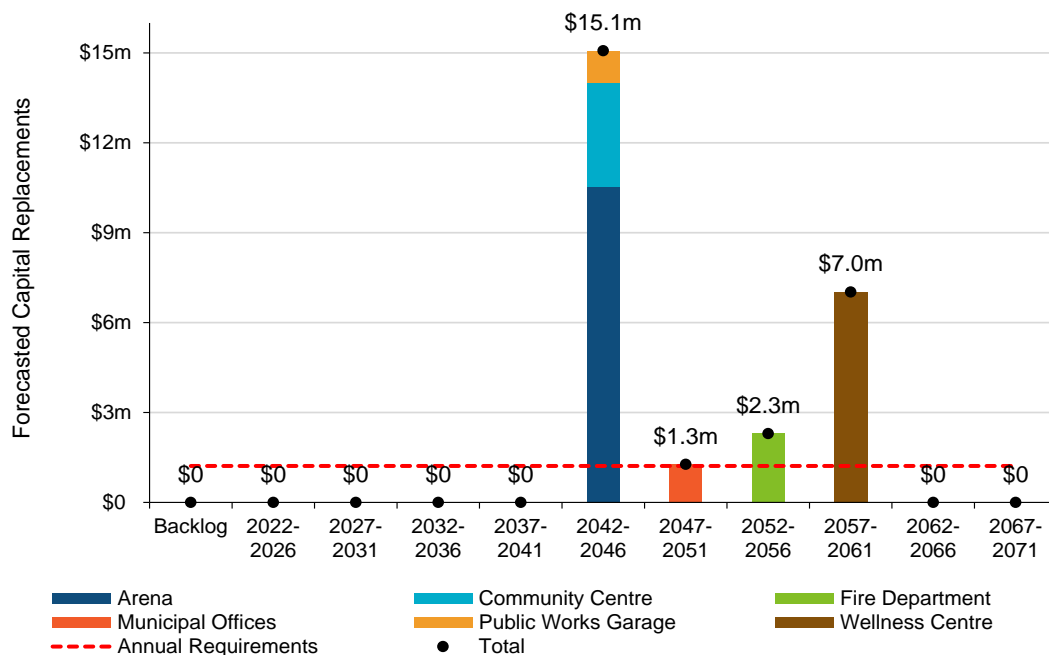
⁶ The data shown in this table does not account for the distinct component conditions, ages, and estimated useful lives because the asset inventory does not include a unique record for each component within a building. Instead, this table shows an estimated rating for the building's structure.

all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the buildings and facilities.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

7.3 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$1.2 million; this amount does not account for inflation.



The asset inventory includes a single pooled asset for each building, therefore, does not account for rehabilitation and replacement activities of the many components that make up a single building. This graph simply shows when the entire building is likely to require renewal or replacement. The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

7.4 Asset Management Strategies

The documentation of lifecycle management strategies, current levels of service, and risk are critical to the development of a comprehensive asset management program. These components of the asset management plan support effective short- and long-term capital planning and contribute to more proactive asset management practices, thus extending the estimated useful life of many assets and providing a higher level of service.

In accordance with O. Reg. 588/17, the Municipality will continue to gather data and information in order to detail and review the lifecycle management strategies, levels of service, and risk of all non-core asset categories by July 1, 2024.

7.5 Recommendations

Asset Inventory

- The Municipality's asset inventory contains a single record for each building. Buildings consist of several separate capital components that have unique estimated useful lives and require asset-specific lifecycle strategies. Staff should work towards a component-based inventory of all facilities to allow for component-based lifecycle planning.

Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

Condition Assessment Strategies

- The Municipality should implement regular condition assessments for all facilities to better inform short- and long-term capital requirements.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Municipality has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

8 Vehicles

Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

- Fire rescue vehicles to provide emergency services
- Dump trucks to support winter maintenance and construction activities
- Pick-up trucks to support the maintenance of the transportation network and address service requests

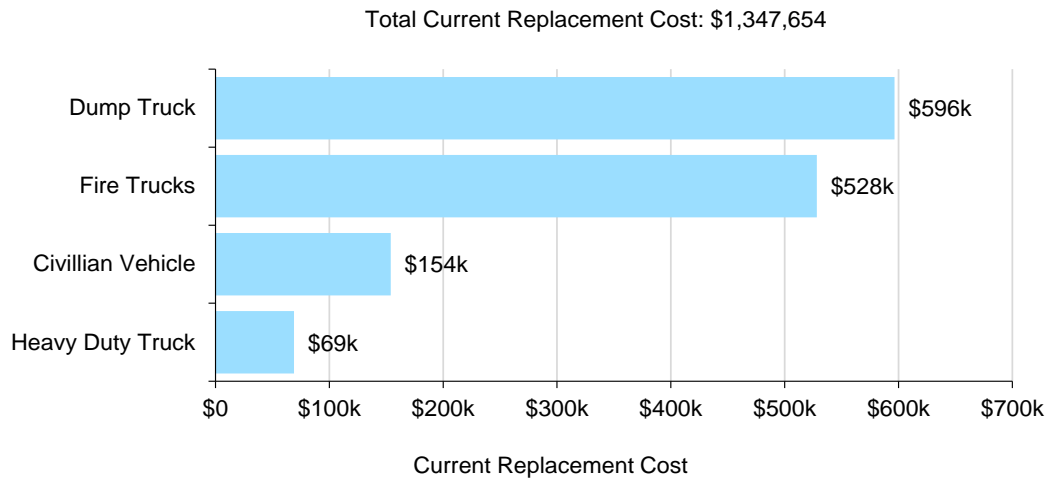
The state of the infrastructure for the vehicles is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|------------------|------------|---------------------|----------|
| \$1.3 million | Fair (49%) | Annual Requirement: | \$73,000 |
| | | Funding Available: | \$26,000 |
| | | Annual Deficit: | \$47,000 |

8.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Municipality's vehicles.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|-------------------|----------|--------------------|----------------------------|
| Civillian Vehicle | 3 | \$153,965 | \$10,264 |
| Dump Truck | 3 | \$596,499 | \$29,825 |
| Fire Trucks | 4 | \$528,257 | \$28,129 |
| Heavy Duty Truck | 1 | \$68,933 | \$4,596 |
| Total | | \$1,347,654 | \$72,814 |



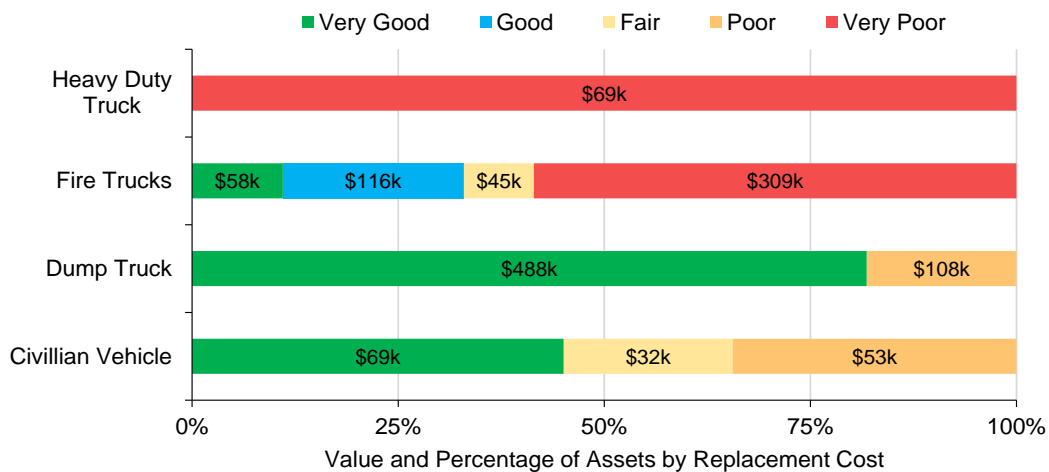
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

8.2 Asset Condition & Age

The table below identifies the current average condition and source of available condition data for each asset segment. The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|-------------------|-------------------------------|---------------------|-------------------|
| Civillian Vehicle | 15 | 6.0 | 62% (Good) |
| Dump Truck | 20 | 6.2 | 70% (Good) |
| Fire Trucks | 19 | 15.6 | 27% (Poor) |
| Heavy Duty Truck | 15 | 18.0 | 0% (Very Poor) |
| Average | | | 49% (Fair) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

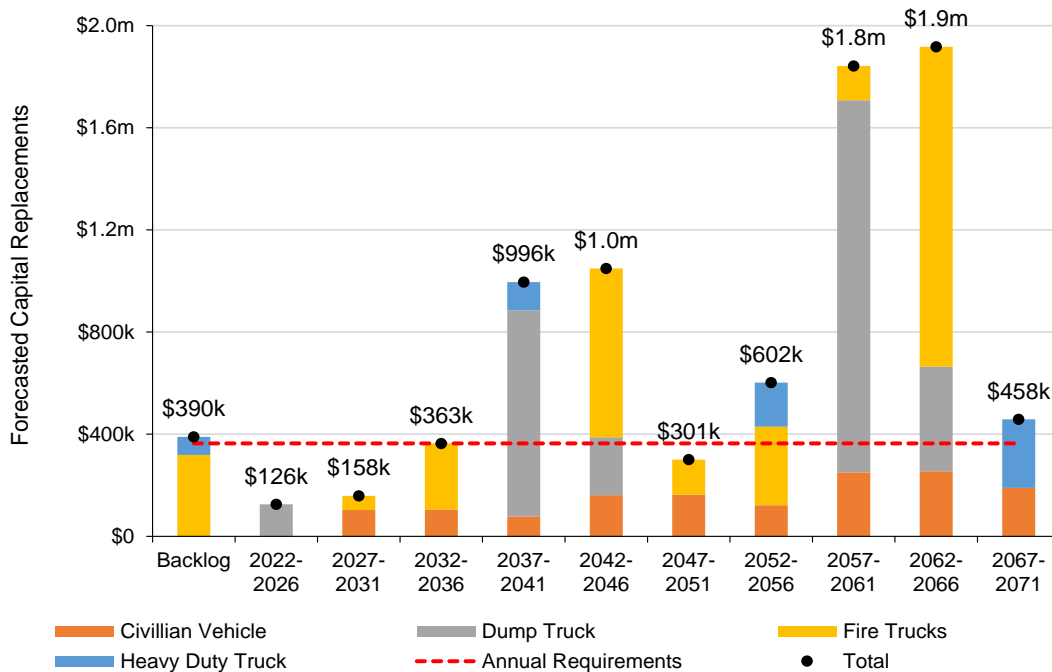


To ensure that the Municipality's vehicles continue to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the vehicles.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

8.3 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$364,000; this amount does not account for inflation.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

8.4 Asset Management Strategies

The documentation of lifecycle management strategies, current levels of service, and risk are critical to the development of a comprehensive asset management program. These components of the asset management plan support effective short- and long-term capital planning and contribute to more proactive asset management practices, thus extending the estimated useful life of many assets and providing a higher level of service.

In accordance with O. Reg. 588/17, the Municipality will continue to gather data and information in order to detail and review the lifecycle management strategies, levels of service, and risk of all non-core asset categories by July 1, 2024.

8.5 Recommendations

Replacement Costs

- Gather accurate replacement costs and update costs on a regular basis to ensure the accuracy of capital projections.

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Municipality has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

9

Machinery & Equipment

In order to maintain the high quality of public infrastructure and support the delivery of core services, Municipality staff own and employ various types of machinery and equipment. This includes:

- Landscaping equipment to maintain public parks
- Fire equipment to support the delivery of emergency services
- Equipment to run the Arena and Community Center

Keeping machinery and equipment in an adequate state of repair is important to maintain a high level of service.

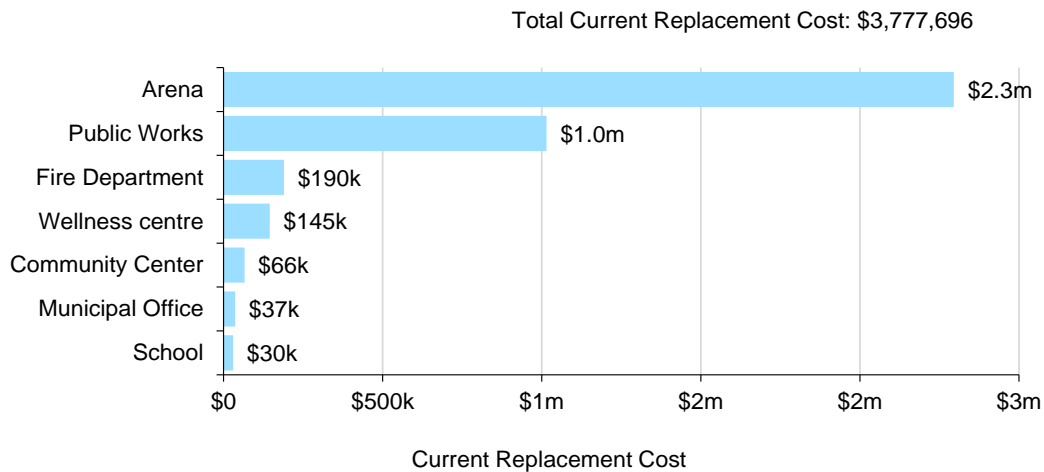
The state of the infrastructure for the machinery and equipment is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|-------------------------|------------------|---------------------------|-----------|
| \$3.8 million | Good (61%) | Annual Requirement: | \$198,000 |
| | | Funding Available: | \$71,000 |
| | | Annual Deficit: | \$127,000 |

9.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Municipality's machinery and equipment inventory.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|------------------|----------|--------------------|----------------------------|
| Arena | 14 | \$2,295,196 | \$125,626 |
| Community Center | 4 | \$66,000 | \$3,358 |
| Fire Department | 42 | \$189,689 | \$11,792 |
| Municipal Office | 3 | \$36,650 | \$3,730 |
| Public Works | 10 | \$1,014,800 | \$45,207 |
| School | 1 | \$30,000 | \$1,500 |
| Wellness centre | 269 | \$145,361 | \$6,750 |
| Total | | \$3,777,696 | \$197,963 |



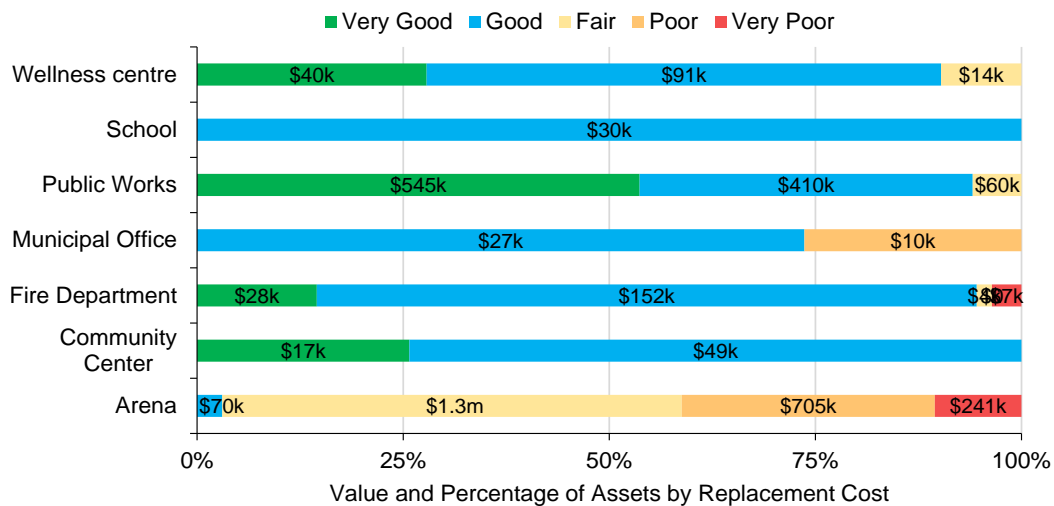
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

9.2 Asset Condition & Age

The table below identifies the current average condition and source of available condition data for each asset segment. The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|------------------|-------------------------------|---------------------|-------------------|
| Arena | 19 | 12.2 | 45% (Fair) |
| Community Center | 24 | 11.3 | 85% (Very Good) |
| Fire Department | 17 | 13.1 | 80% (Very Good) |
| Municipal Office | 15 | 9.8 | 69% (Good) |
| Public Works | 24 | 7.9 | 89% (Very Good) |
| School | 20 | 16.0 | 80% (Very Good) |
| Wellness centre | 24 | 12.4 | 83% (Very Good) |
| Average | | | 61% (Good) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



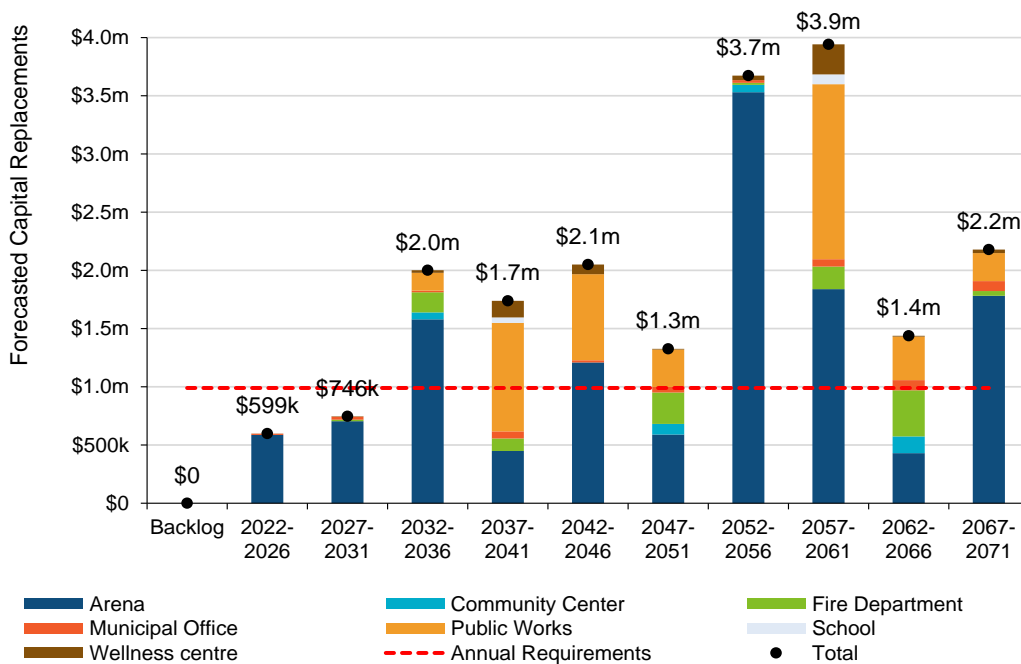
To ensure that the Municipality's machinery and equipment continues to provide an acceptable level of service, the Municipality should monitor the average condition of

all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the machinery and equipment.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

9.3 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$990,000; this amount does not account for inflation.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

9.4 Asset Management Strategies

The documentation of lifecycle management strategies, current levels of service, and risk are critical to the development of a comprehensive asset management program. These components of the asset management plan support effective short- and long-term capital planning and contribute to more proactive asset management practices, thus extending the estimated useful life of many assets and providing a higher level of service.

In accordance with O. Reg. 588/17, the Municipality will continue to gather data and information in order to detail and review the lifecycle management strategies, levels of service, and risk of all non-core asset categories by July 1, 2024.

9.5 Recommendations

Asset Inventory

- Review the inventory for machinery & equipment to determine whether all municipal assets within these asset segments have been accounted for.

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Municipality has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

10 Land Improvements

The Municipality of St.-Charles owns a small number of assets that are considered land improvements. This category includes:

- Park assets such as playgrounds, benches, washrooms, and shelters
- Sport field assets such as fences and bleachers
- Miscellaneous landscaping assets

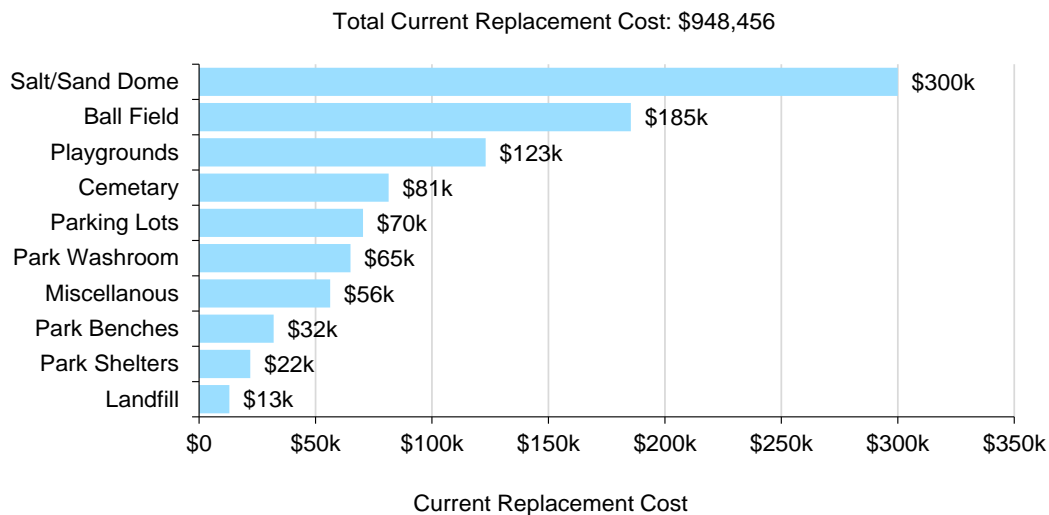
The state of the infrastructure for the land improvements is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|-------------------------|------------------|---------------------------|----------|
| \$0.9 million | Good (70%) | Annual Requirement: | \$28,000 |
| | | Funding Available: | \$10,000 |
| | | Annual Deficit: | \$18,000 |

10.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Municipality's land improvements inventory.

| Asset Segment | Quantity | Replacement Cost | Annual Capital Requirement |
|----------------|----------|------------------|----------------------------|
| Ball Field | 2 | \$185,403 | \$7,416 |
| Cemetary | 10 | \$81,378 | \$1,401 |
| Landfill | 2 | \$13,000 | \$325 |
| Miscellaneous | 18 | \$56,256 | \$2,156 |
| Park Benches | 10 | \$32,000 | \$800 |
| Park Shelters | 1 | \$22,000 | \$550 |
| Park Washroom | 1 | \$65,000 | \$1,300 |
| Parking Lots | 5 | \$70,380 | \$1,760 |
| Playgrounds | 2 | \$123,039 | \$4,922 |
| Salt/Sand Dome | 1 | \$300,000 | \$7,500 |
| Total | | \$948,456 | \$28,129 |



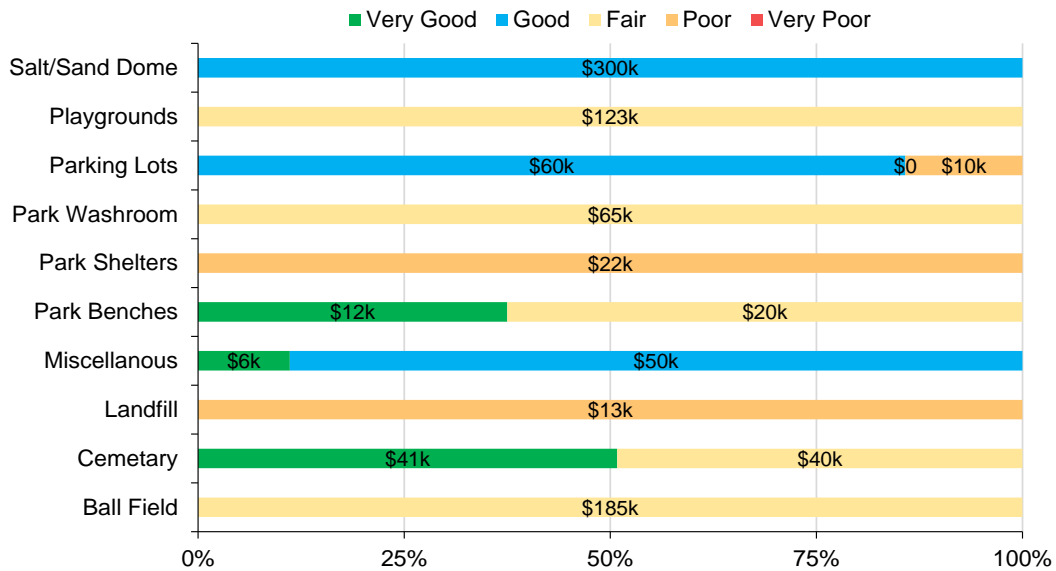
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

10.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age (Years) | Average Condition |
|----------------------|--------------------------------------|----------------------------|--------------------------|
| Ball Field | 25 | 24.4 | 60% (Good) |
| Cemetery | 74 | 14.7 | 80% (Very Good) |
| Landfill | 40 | 44.0 | 40% (Fair) |
| Miscellaneous | 27 | 14.6 | 82% (Very Good) |
| Park Benches | 40 | 8.9 | 75% (Good) |
| Park Shelters | 40 | 45.0 | 40% (Fair) |
| Park Washroom | 50 | 45.0 | 60% (Good) |
| Parking Lots | 40 | 20.7 | 72% (Good) |
| Playgrounds | 25 | 19.6 | 60% (Good) |
| Salt/Sand Dome | 40 | 17.0 | 80% (Very Good) |
| Average | | | 70% (Good) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



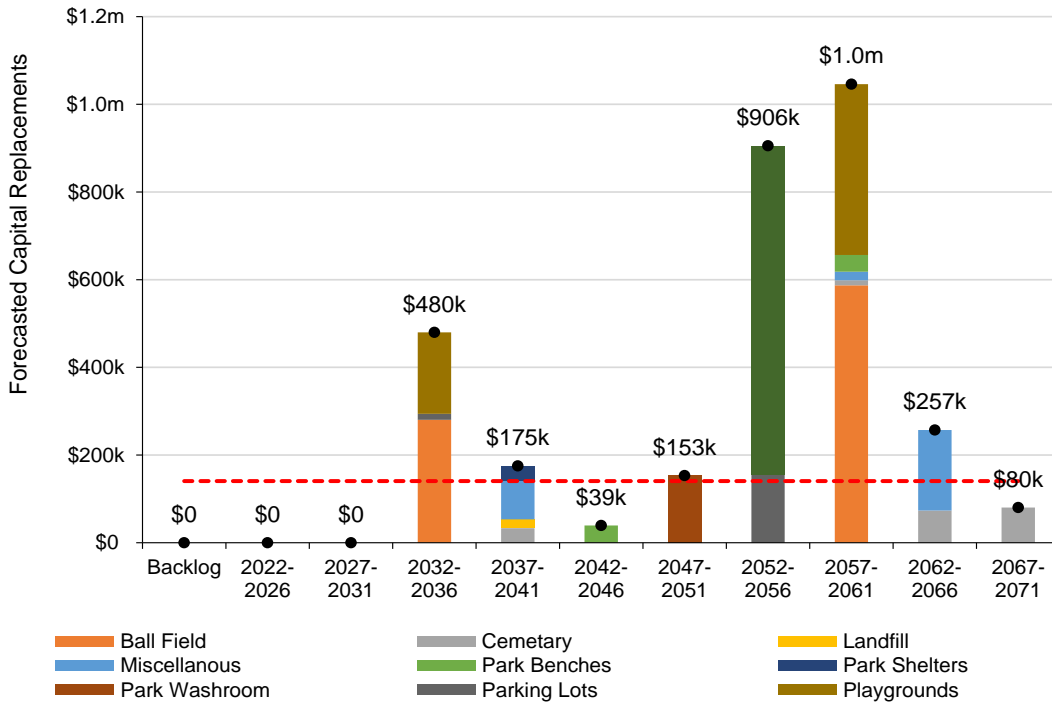
Value and Percentage of Assets by Replacement Cost

To ensure that the Municipality’s land improvements continues to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the land improvements.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

10.3 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year. The trend line represents the average 5-year capital requirement of \$141,000; this amount does not account for inflation.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

10.4 Asset Management Strategies

The documentation of lifecycle management strategies, current levels of service, and risk are critical to the development of a comprehensive asset management program. These components of the asset management plan support effective short- and long-term capital planning and contribute to more proactive asset management practices, thus extending the estimated useful life of many assets and providing a higher level of service.

In accordance with O. Reg. 588/17, the Municipality will continue to gather data and information in order to detail and review the lifecycle management strategies, levels of service, and risk of all non-core asset categories by July 1, 2024.

10.5 Recommendations

Asset Inventory

- Review the land improvements inventory to determine whether all municipal assets within these asset segments have been accounted for.

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Municipality has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service

11 Wastewater Network

The wastewater management services provided by the Municipality are overseen by the municipal staff and funded primarily through rates. The wastewater network is composed of a pump station, a lift station, lagoons, and an underground system of 4.8 km of wastewater mains.

The state of the infrastructure for the wastewater network is summarized in the following table.

| Replacement Cost | Condition | Financial Capacity | |
|------------------|------------|---------------------|-----------|
| \$7.5 million | 53% (Fair) | Annual Requirement: | \$100,000 |
| | | Funding Available: | \$53,000 |
| | | Annual Deficit: | \$47,000 |

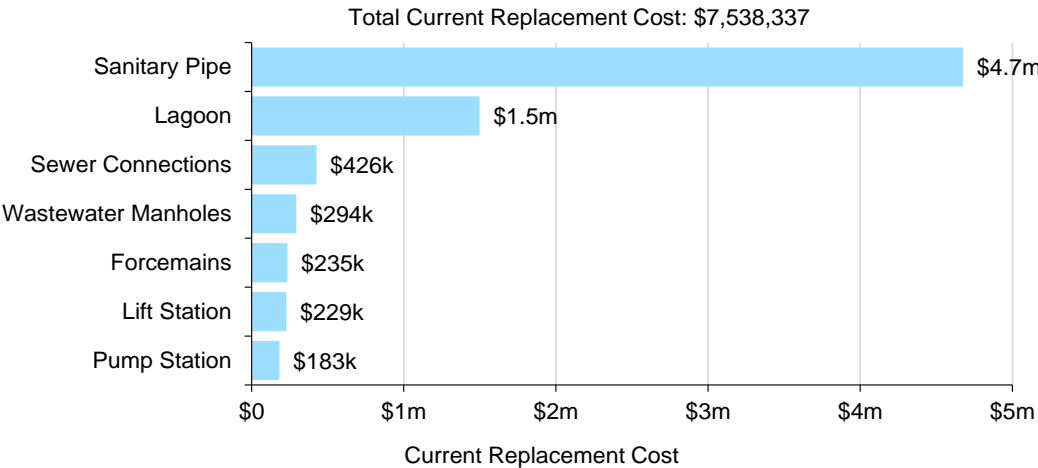
The following core values and level of service statements are a key driving force behind the Municipality's asset management planning.

| Service Attribute | Level of Service Statement |
|---------------------|--|
| Scope | The Municipal sanitary system is accessible to 14% of the community in sufficient capacity (does not exceed maximum capacity). |
| Quality/Reliability | The sewer network is in fair condition with minimal unplanned service interruptions due to backups and effluent violations. |

11.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Municipality’s wastewater network inventory.

| Asset Segment | Quantity (Components) | Replacement Cost | Annual Capital Requirement |
|---------------------|-----------------------|--------------------|----------------------------|
| Forcemains | 434 | \$234,904 | \$3,132 |
| Lagoon | 2(3) | \$1,497,456 | \$15,872 |
| Lift Station | 1(3) | \$228,686 | \$5,001 |
| Pump Station | 1(2) | \$182,746 | \$3,769 |
| Sanitary Pipe | 4.8 km | \$4,675,260 | \$62,337 |
| Sewer Connections | 266 | \$425,600 | \$5,675 |
| Wastewater Manholes | 61 | \$293,685 | \$4,518 |
| Total | | \$7,538,337 | \$100,303 |



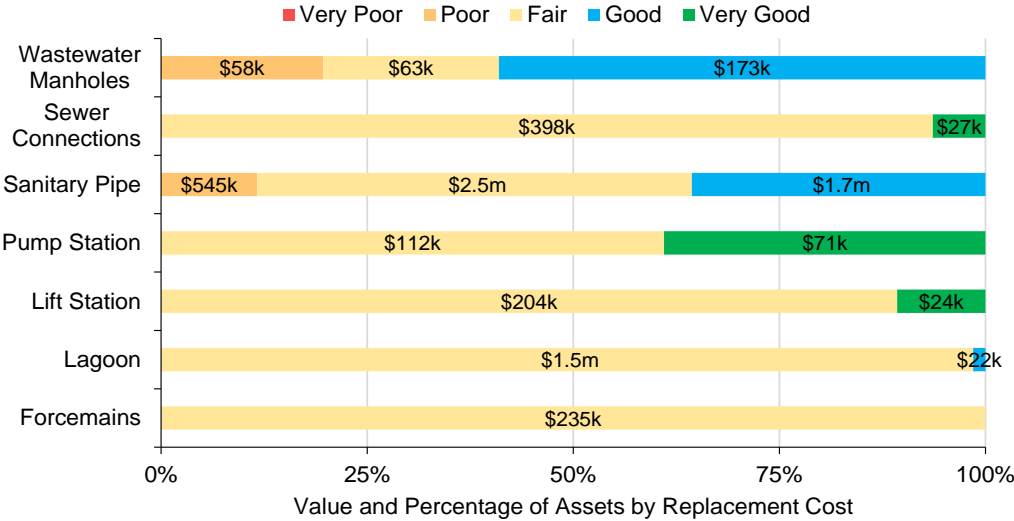
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

11.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

| Asset Segment | Estimated Useful Life (Years) | Average Age | Average Condition (%) |
|---------------------|-------------------------------|-------------|-----------------------|
| Forcemains | 75 | 45.0 | 40% (Fair) |
| Lagoon | 99 | 44.4 | 55% (Fair) |
| Lift Station | 73 | 40.3 | 49% (Fair) |
| Pump Station | 61 | 29.0 | 60% (Good) |
| Sanitary Pipe | 75 | 45.0 | 53% (Fair) |
| Sewer Connections | 75 | 41.9 | 44% (Fair) |
| Wastewater Manholes | 65 | 45.0 | 58% (Fair) |
| Average | | | 53% (Fair) |

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Municipality’s wastewater network continues to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the wastewater network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

11.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Municipality’s current approach:

- There is no formal condition assessment program in place for the wastewater network.
- The last CCTV inspection took place in 2010 and the Municipality plans to conduct a system-wide CCTV inspection in 2022.
- Condition data, which is provided as part of the CCTV inspection, is used to inform capital planning.
- Other assets that are part of the network, such as pump station, lift station, lagoons, and manholes, are visually assessed on a regular basis by municipal staff. Defects are noted to inform capital planning.

In this AMP the following rating criteria is used to determine the current condition of sewer network assets and forecast future capital requirements:

| Condition | Rating |
|-----------|--------|
| Very Good | 80-100 |
| Good | 60-80 |
| Fair | 40-60 |
| Poor | 20-40 |
| Very Poor | 0-20 |

11.3 Lifecycle Management Strategy

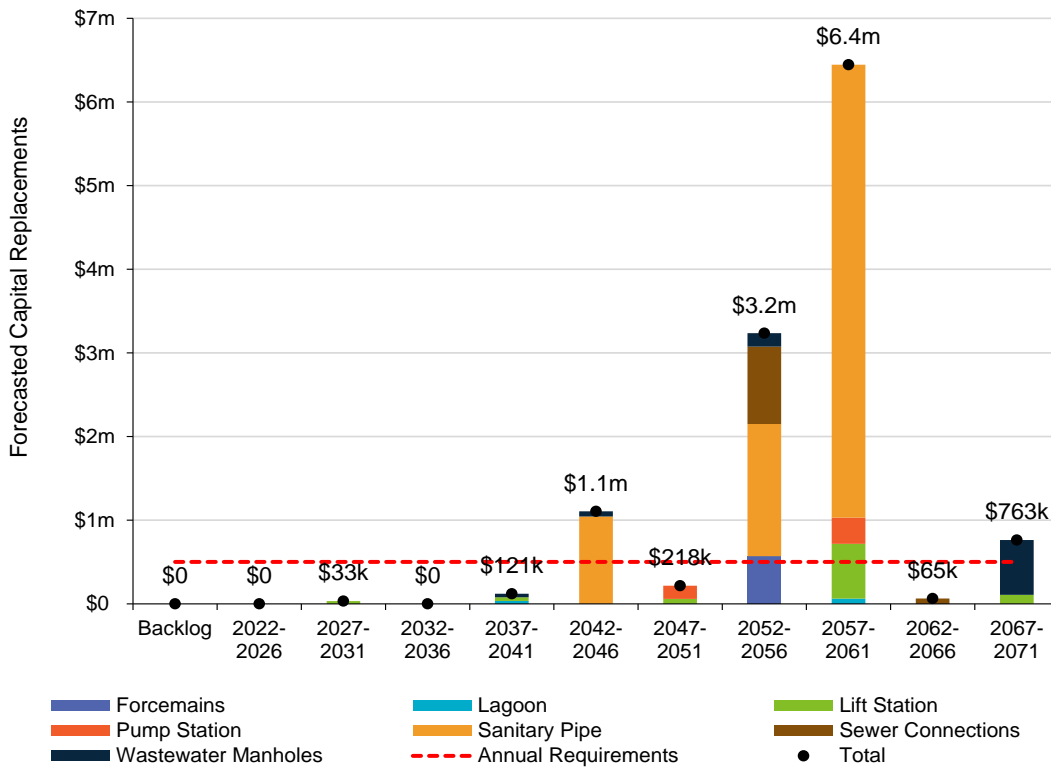
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

| Activity Type | Description of Current Strategy |
|----------------|---|
| Maintenance | Main flushing is completed on 50% of the network annually using in-house resources. Periodic pressure testing may be employed to identify deficiencies and potential leaks. |
| Rehabilitation | Trenchless re-lining of wastewater mains presents significant challenges and is not always a viable option. |
| Replacement | In the absence of mid-lifecycle rehabilitative events, most mains are simply maintained with the goal of full replacement once it reaches its end-of-life. Replacement activities are identified based on an analysis of the main break rate as well as any issues identified during regular maintenance activities. |

11.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Municipality should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. This capital forecast includes an assumption of 3% inflation annually. The forecasted requirements are aggregated into 5-year bins. The trend line represents the average 5-year capital requirement of \$502,000; this amount does not account for inflation.

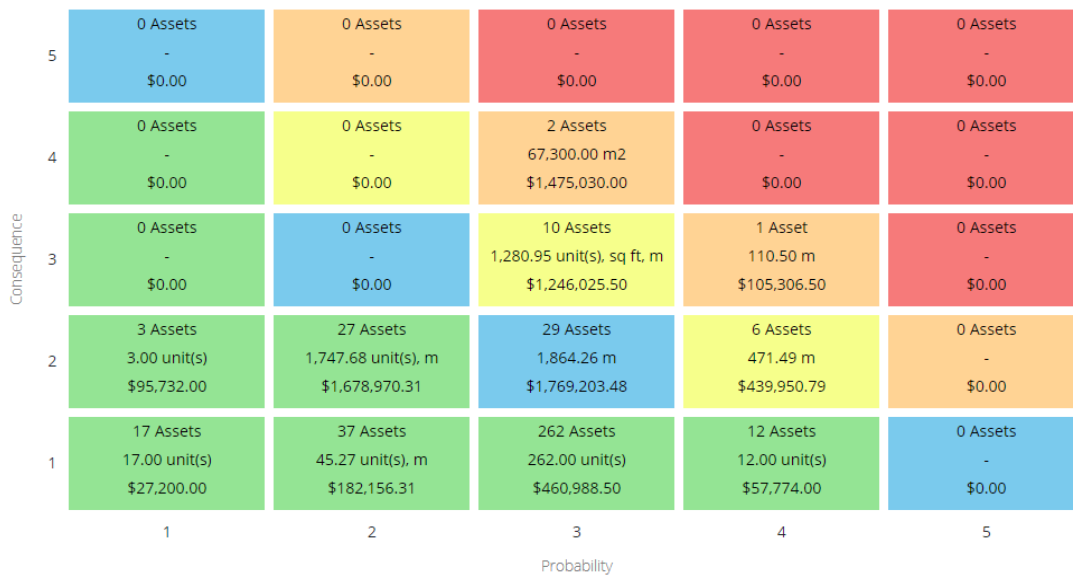


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

11.4 Risk & Criticality

11.4.1 Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2021 inventory data.



This is a high-level model developed for the purposes of this AMP and Municipality staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the wastewater network are documented below:

| Probability of Failure (POF) | Consequence of Failure (COF) |
|------------------------------|------------------------------|
| Condition | Replacement Cost (Financial) |

The identification of critical assets allows the Municipality to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

11.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Municipality is currently facing:



Staff Capacity & Cognizance

Staff cognizance of the wastewater management system is limited. The staff does not have the capacity to conduct formal condition assessments and determine proactive lifecycle strategies for the lagoons, lift station, pump station, and mains. The Municipality will be working with the Ontario Clean Water Association (OCWA) in 2023 to prepare a 10-year upgradation plan.

11.5 Levels of Service

The following tables identify the Municipality’s current level of service for wastewater network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

11.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by wastewater network.

| Service Attribute | Qualitative Description | Current LOS (2021) |
|-------------------|---|--|
| Scope | Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system | See Appendix C |
| | Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes | The Municipality does not own any combined sewers |
| Reliability | Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches | The Municipality does not own any combined sewers |
| | Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to | Stormwater can enter into sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g. weeping tiles). In the case of heavy rainfall events, sanitary sewers may experience a volume of water and |

| Service Attribute | Qualitative Description | Current LOS (2021) |
|-------------------|--|---|
| | <p>overflow into streets or backup into homes</p> | <p>sewage that exceeds its designed capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. the disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of this occurring.</p> |
| | <p>Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to stormwater infiltration</p> | <p>The Municipality follows a series of design standards that integrate servicing requirements and land use considerations when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.</p> |
| | <p>Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system</p> | <p>Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants.</p> |

11.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the wastewater network.

| Service Attribute | Technical Metric | Current LOS (2021) |
|--------------------------|---|---------------------------|
| Scope | % of properties connected to the municipal wastewater system | 14% |
| | # of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system | N/A |
| Reliability | # of connection-days per year having wastewater backups compared to the total number of properties connected to the municipal wastewater system | 0 |
| | # of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system | 2/171 |
| Performance | Capital re-investment rate | 0.7% |

11.6 Recommendations

Asset Inventory

- There are a number of pooled assets in the wastewater inventory including the lift station and pump station. Buildings consist of several separate capital components that have unique estimated useful lives and require asset-specific lifecycle strategies. Staff should work towards a component-based inventory of all facilities to allow for component-based lifecycle planning.

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk wastewater network assets.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Lifecycle Management Strategies

- A trenchless re-lining strategy is expected to extend the service life of sanitary mains at a lower total cost of ownership and should be implemented to extend the life of infrastructure at the lowest total cost of ownership.
- Evaluate the efficacy of the Municipality's lifecycle management strategies at regular intervals to determine the impact cost, condition and risk.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Municipality has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

12 Impacts of Growth

Key Insights

- Understanding the key drivers of growth and demand will allow the Municipality to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure
- Moderate population increases and declines can be expected
- The costs of growth should be considered in long-term funding strategies that are designed to maintain the current level of service

12.1 Description of Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Municipality to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

12.1.1 Sudbury East Planning Area (September 2010)

The Municipality of St.-Charles refers to the Sudbury East Planning Area Official Plan (September 2010) to guide physical development for the next 20-year period.⁷ The Plan provides a policy framework for the location of new development, strengthening urban centres, protecting the natural environment, and planning for municipal services such as roads, watermains, sewers, and parks.

The goal of the plan is to ensure that future growth is accommodated within the most appropriate areas for each type of development while also protecting the character of the Sudbury East Planning Area.

The Plan states that modest employment growth is anticipated, particularly in the tourism and resource sectors and to a lesser degree in the agricultural sector.

To analyze population and housing growth, the following table was developed using census data from 2001 to 2021.

| Historical Figures | 2001 | 2006 | 2011 | 2016 | 2021 |
|------------------------------|-------------|-------------|-------------|-------------|-------------|
| Population | 1,245 | 1159 | 1282 | 1269 | 1357 |
| Population Percentage Change | 1.0% | -6.9% | 10.6% | -1.0% | 6.9% |
| Private Dwellings | 852 | 697 | 759 | 818 | 788 |

Population levels in the Municipality have increased and declined at varying rates in the last two decades. The population has ranged between 1,159 and 1,357 with no discernible growth trend. With notable growth occurring in the last 5 years, between 2016 and 2021, population growth may be anticipated in the near future.

⁷ The Municipality of St.-Charles adopted By-law No. 2014-26, "Zoning By-law", on June 17th, 2014. The By-law was prepared in accordance with the Sudbury East Planning Area Official Plan. The purpose of the By-law is to regulate the use of land.

12.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Municipality’s asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

As the Municipality’s population is expected to remain the same with possible moderate increases and declines in the coming years, demand will evolve, and it is likely that funding will need to be reprioritized. As growth-related assets are constructed, retired, or acquired, they should be integrated into the AMP. Furthermore, the Municipality will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

13 Financial Strategy

Key Insights

- The Municipality is committing approximately \$624,000 towards capital projects per year from sustainable revenue sources
- Given the annual capital requirement of \$1,220,000, there is currently a funding gap of \$596,000 annually
- For tax-funded assets, we recommend increasing tax revenues by 1.2% each year for the next 15 years to achieve a sustainable level of funding
- For the wastewater network, we recommend increasing rate revenues by 1.9% annually for the next 20 years to achieve a sustainable level of funding

13.1 Financial Strategy Overview

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Municipality of St.-Charles to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
 - a. Existing assets
 - b. Existing service levels
 - c. Requirements of contemplated changes in service levels (none identified for this plan)
 - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
 - a. Tax levies
 - b. User fees
 - c. Reserves
 - d. Debt
3. Use of non-traditional sources of municipal funds:
 - a. Reallocated budgets
 - b. Partnerships
 - c. Procurement methods
4. Use of Senior Government Funds:
 - a. Canada Community-Building Fund (CCBF)
 - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Municipality's approach to the following:

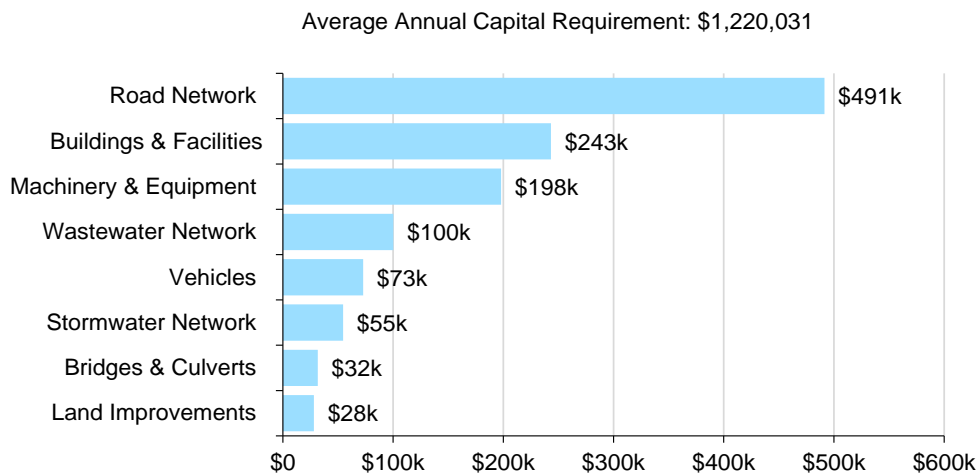
1. In order to reduce financial requirements, consideration has been given to revising service levels downward.

2. All asset management and financial strategies have been considered. For example:
 - a. If a zero-debt policy is in place, is it warranted? If not, the use of debt should be considered.
 - b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

13.1.1 Annual Requirements & Capital Funding

Annual Requirements

The annual requirements represent the amount the Municipality should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Municipality must allocate approximately \$1,220,031 annually to address capital requirements for the assets included in this AMP.



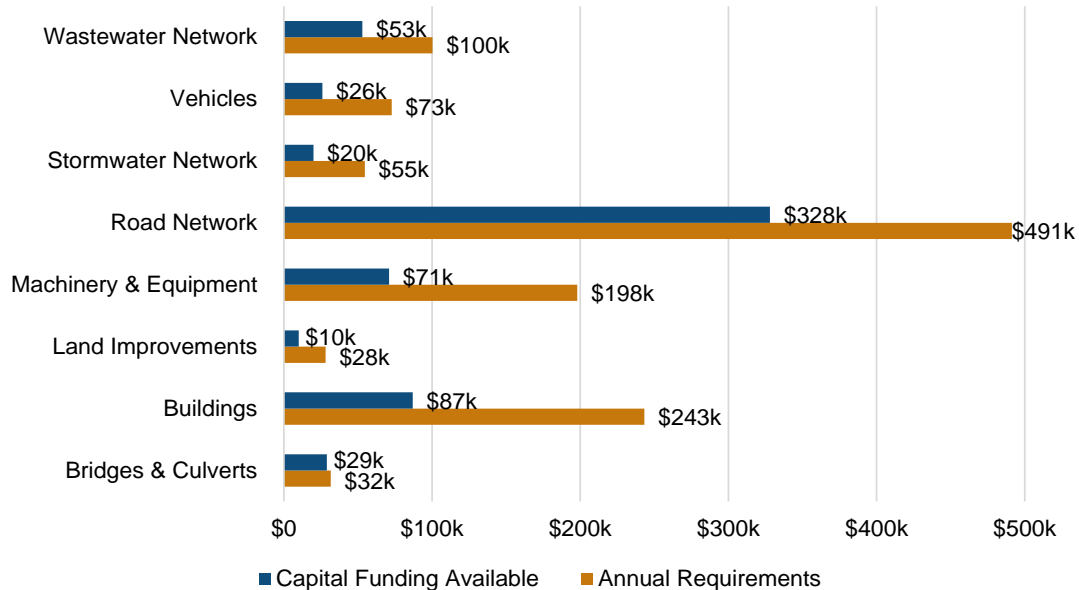
For all asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, lifecycle management strategies can be developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Municipality’s assets. The development of these strategies could allow for a comparison of potential cost avoidance if the strategies were to be implemented.

1. **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
2. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Municipality is committing approximately \$624,000 towards capital projects per year from sustainable revenue sources. Given the annual capital requirement of \$1,220,031, there is currently a funding gap of \$596,031 annually.



13.2 Funding Objective

We have developed a scenario that would enable St.-Charles to achieve full funding within 20 years for the following assets:

1. **Tax Funded Assets:** Road Network, Stormwater Network, Bridges & Culverts, Buildings & Facilities, Machinery & Equipment, Land Improvements Vehicles
2. **Rate-Funded Assets:** Wastewater Network

For the purposes of this AMP, we have excluded gravel roads since they are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly, they can theoretically have a limitless service life. For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

13.3 Financial Profile: Tax Funded Assets

13.3.1 Current Funding Position

The following tables show, by asset category, St.-Charles’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

| Asset Category | Avg. Annual Requirement | Annual Funding Available | | | | Total Available | Annual Deficit |
|------------------------|-------------------------|--------------------------|---------------|----------------|---------------|-----------------|----------------|
| | | Taxes | CCBF | OCIF | NORDS | | |
| Road Network | 491,000 | 90,000 | 80,000 | 100,000 | 58,000 | 328,000 | 163,000 |
| Bridges & Culverts | 32,000 | 1,000 | 0 | 0 | 28,000 | 29,000 | 3,000 |
| Stormwater Network | 55,000 | 20,000 | 0 | 0 | 0 | 20,000 | 35,000 |
| Buildings & Facilities | 243,000 | 87,000 | 0 | 0 | 0 | 87,000 | 156,000 |
| Machinery & Equipment | 198,000 | 71,000 | 0 | 0 | 0 | 71,000 | 127,000 |
| Vehicles | 73,000 | 26,000 | 0 | 0 | 0 | 26,000 | 47,000 |
| Land Improvements | 28,000 | 10,000 | 0 | 0 | 0 | 10,000 | 18,000 |
| Total | 1,120,000 | 305,000 | 80,000 | 100,000 | 86,000 | 571,000 | 549,000 |

The average annual investment requirement for the above categories is \$1,120,000. Annual revenue currently allocated to these assets for capital purposes is \$571,000 leaving an annual deficit of \$549,000. Put differently, these infrastructure categories are currently funded at 51% of their long-term requirements.

13.3.2 Full Funding Requirements

In 2022, Municipality of St.-Charles has budgeted annual tax revenues of \$2,508,000. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

| Asset Category | Tax Change Required for Full Funding |
|------------------------|---|
| Road Network | 6.5% |
| Bridges & Culverts | 0.1% |
| Stormwater Network | 1.4% |
| Buildings & Facilities | 6.2% |
| Machinery & Equipment | 5.1% |
| Vehicles | 1.9% |
| Land Improvements | 0.7% |
| | 21.9% |

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) St.-Charles’s debt payments for these asset categories will be decreasing by \$17,000 over the next 5 years and by \$32,000 over the next 10 years. Although not shown in the table, debt payment decreases will be \$64,000 over the next 15 years.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

| | Without Capturing Changes | | | | With Capturing Changes | | | |
|---|----------------------------------|-----------------|-----------------|-----------------|-------------------------------|-----------------|-----------------|-----------------|
| | 5 Years | 10 Years | 15 Years | 20 Years | 5 Years | 10 Years | 15 Years | 20 Years |
| Infrastructure Deficit | 549,000 | 549,000 | 549,000 | 549,000 | 549,000 | 549,000 | 549,000 | 549,000 |
| Change in Debt Costs | N/A | N/A | N/A | N/A | -17,000 | -32,000 | -64,000 | -64,000 |
| Change in OCIF Grants | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Resulting Infrastructure Deficit | 549,000 | 549,000 | 549,000 | 549,000 | 532,000 | 517,000 | 485,000 | 485,000 |
| Tax Increase Required | 21.9% | 21.9% | 21.9% | 21.9% | 21.2% | 20.6% | 19.3% | 19.3% |
| Annually | 4.1% | 2.0% | 1.4% | 1.0% | 4.0% | 1.9% | 1.2% | 0.9% |

13.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 15-year option. This involves full funding being achieved over 15 years by:

- a) when realized, reallocating the debt cost reductions to the infrastructure deficit as outlined above.
- b) increasing tax revenues by 1.2% each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- c) allocating the current CCBF and OCIF revenue as outlined previously.
- d) should the scheduled OCIF grant increase, the Municipality should reduce the annual tax increase by an amount equal to the grant increase as it occurs.
- e) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- f) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment⁸.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

⁸ The Municipality should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

13.4 Financial Profile: Rate Funded Assets

13.4.1 Current Funding Position

The following tables show, by asset category, St.-Charles’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by rates.

| Asset Category | Avg. Annual Requirement | Annual Funding Available | | | Annual Deficit | |
|--------------------|-------------------------|--------------------------|---------------|------|----------------|--------|
| | | Rates | To Operations | OCIF | | |
| Wastewater Network | 100,000 | 106,000 | -53,000 | 0 | 53,000 | 47,000 |

The average annual investment requirement for the above categories is \$100,000. Annual revenue currently allocated to these assets for capital purposes is \$53,000 leaving an annual deficit of \$47,000. Put differently, these infrastructure categories are currently funded at 53% of their long-term requirements.

13.4.2 Full Funding Requirements

In 2022, St.-Charles has budgeted annual wastewater revenues of \$106,000. As illustrated in the table below, without consideration of any other sources of revenue, full funding would require the following changes over time:

| Asset Category | Tax Change Required for Full Funding |
|--------------------|--------------------------------------|
| Wastewater Network | 44.3% |

In the following tables, we have expanded the above scenario to present multiple options. Due to the significant increases required, we have provided phase-in options of up to 20 years:

| Wastewater Network | | | | |
|----------------------------------|----------------|-----------------|-----------------|-----------------|
| | 5 Years | 10 Years | 15 Years | 20 Years |
| Infrastructure Deficit | 47,000 | 47,000 | 47,000 | 47,000 |
| Change in OCIF Grants | N/A | N/A | N/A | N/A |
| Resulting Infrastructure Deficit | 47,000 | 47,000 | 47,000 | 47,000 |
| Rate Increase Required | 44.3% | 44.3% | 44.3% | 44.3% |
| Annually | 7.7% | 3.8% | 2.5% | 1.9% |

13.4.3 Financial Strategy Recommendations

Considering all of the above information, we recommend the 20-year option that includes debt cost reallocations. This involves full funding being achieved over 20 years by:

- a) increasing rate revenues by 1.9% each year for the next 20 years.
- b) these rate revenue increases are solely for the purpose of phasing in full funding to the respective asset categories covered in this AMP.
- c) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic funding should not be incorporated into an AMP unless there are firm commitments in place.
2. We realize that raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

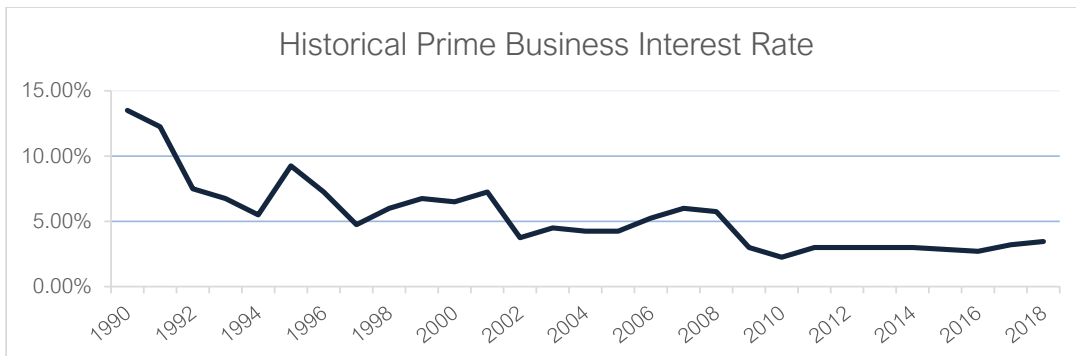
Although this strategy achieves full funding for rate-funded assets over 20 years, the recommendation does require prioritizing capital projects to fit the annual funding available. Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

13.5 Use of Debt

Debt can be strategically utilized as a funding source within the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

- a) the ability to stabilize tax & user rates when dealing with variable and sometimes uncontrollable factors
- b) equitable distribution of the cost/benefits of infrastructure over its useful life
- c) a secure source of funding
- d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:



A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0% over 15 years would result in a 26% premium or \$260 thousand of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

| Interest Rate | Number of Years Financed | | | | | |
|---------------|--------------------------|-----|-----|-----|------|------|
| | 5 | 10 | 15 | 20 | 25 | 30 |
| 7.0% | 22% | 42% | 65% | 89% | 115% | 142% |
| 6.5% | 20% | 39% | 60% | 82% | 105% | 130% |
| 6.0% | 19% | 36% | 54% | 74% | 96% | 118% |
| 5.5% | 17% | 33% | 49% | 67% | 86% | 106% |
| 5.0% | 15% | 30% | 45% | 60% | 77% | 95% |
| 4.5% | 14% | 26% | 40% | 54% | 69% | 84% |
| 4.0% | 12% | 23% | 35% | 47% | 60% | 73% |
| 3.5% | 11% | 20% | 30% | 41% | 52% | 63% |
| 3.0% | 9% | 17% | 26% | 34% | 44% | 53% |
| 2.5% | 8% | 14% | 21% | 28% | 36% | 43% |
| 2.0% | 6% | 11% | 17% | 22% | 28% | 34% |
| 1.5% | 5% | 8% | 12% | 16% | 21% | 25% |
| 1.0% | 3% | 6% | 8% | 11% | 14% | 16% |
| 0.5% | 2% | 3% | 4% | 5% | 7% | 8% |
| 0.0% | 0% | 0% | 0% | 0% | 0% | 0% |

The following tables outline how St.-Charles has historically used debt for investing in the asset categories as listed. There is currently \$521,000 of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$64,000, well within its provincially prescribed maximum of \$568,000.

| Asset Category | Current Debt Outstanding | Use of Debt in the Last Five Years | | | | |
|------------------------|--------------------------|------------------------------------|----------|----------|----------|----------|
| | | 2014 | 2015 | 2016 | 2017 | 2018 |
| Road Network | 0 | 0 | 0 | 0 | 0 | 0 |
| Bridges & Culverts | 146,000 | 0 | 0 | 0 | 0 | 0 |
| Stormwater Network | 0 | 0 | 0 | 0 | 0 | 0 |
| Buildings & Facilities | 0 | 0 | 0 | 0 | 0 | 0 |
| Machinery & Equipment | 375,000 | 0 | 0 | 0 | 411,000 | 0 |
| Vehicles | 0 | 0 | 0 | 0 | 0 | 0 |
| Land Improvements | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Tax Funded | 521,000 | 0 | 0 | 0 | 411,000 | 0 |
| Wastewater Network | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Rate Funded | 0 | 0 | 0 | 0 | 0 | 0 |

| Asset Category | Principal & Interest Payments in the Next Ten Years | | | | | | |
|--------------------------|---|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2032 |
| Road Network | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bridges & Culverts | 32,000 | 32,000 | 32,000 | 32,000 | 24,000 | 15,000 | 0 |
| Stormwater Network | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Buildings & Facilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Machinery & Equipment | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 |
| Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Land Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Tax Funded | 64,000 | 64,000 | 64,000 | 64,000 | 56,000 | 47,000 | 32,000 |
| Wastewater Network | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Rate Funded | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

The revenue options outlined in this plan allow St.-Charles to fully fund its long-term infrastructure requirements without further use of debt.

13.6 Use of Reserves

13.6.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to St.-Charles.

| Asset Category | Balance on December 31, 2021 |
|--------------------------|-------------------------------------|
| Road Network | 657,000 |
| Bridges & Culverts | 657,000 |
| Stormwater Network | 524,000 |
| Buildings & Facilities | 771,000 |
| Machinery & Equipment | 1,020,000 |
| Vehicles | 678,000 |
| Land Improvements | 771,000 |
| Total Tax Funded | 5,078,000 |
| Wastewater Network | 117,000 |
| Total Rate Funded | 117,000 |

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Municipality should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with St.-Charles’s judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

13.6.2 Recommendation

In 2024, Ontario Regulation 588/17 will require St.-Charles to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

14 Appendices

Key Insights

- Appendix A includes a one-page report card with an overview of key data from each asset category
- Appendix B identifies projected 10-year capital requirements for each asset category
- Appendix C includes several maps that have been used to visualize the current level of service
- Appendix D provides additional guidance on the development of a condition assessment program

Appendix A: Infrastructure Report Card

| Asset Category | Replacement Cost (millions) | Asset Condition | Financial Capacity | |
|------------------------|-----------------------------|-----------------|------------------------|-------------------|
| Road Network | \$7.1 | Poor (31%) | Annual Requirement: | \$491,000 |
| | | | Funding Available: | \$328,000 |
| | | | Annual Deficit: | \$163,000 |
| Bridges & Culverts | \$1.3 | Good (67%) | Annual Requirement: | \$32,000 |
| | | | Funding Available: | \$29,000 |
| | | | Annual Deficit: | \$3,000 |
| Stormwater Network | \$3.7 | Fair (46%) | Annual Requirement: | \$55,000 |
| | | | Funding Available: | \$20,000 |
| | | | Annual Deficit: | \$ 35,000 |
| Buildings & Facilities | \$12.2 | Fair (51%) | Annual Requirement: | \$243,000 |
| | | | Funding Available: | \$ 87,000 |
| | | | Annual Deficit: | \$156,000 |
| Vehicles | \$1.3 | Fair (49%) | Annual Requirement: | \$ 73,000 |
| | | | Funding Available: | \$ 26,000 |
| | | | Annual Deficit: | \$ 47,000 |
| Machinery & Equipment | \$3.8 | Good (61%) | Annual Requirement: | \$198,000 |
| | | | Funding Available: | \$ 71,000 |
| | | | Annual Deficit: | \$127,000 |
| Land Improvements | 0.9 | Good (70%) | Annual Requirement: | \$ 28,000 |
| | | | Funding Available: | \$ 10,000 |
| | | | Annual Deficit: | \$ 18,000 |
| Wastewater Network | \$7.5 | 53% (Fair) | Annual Requirement: | \$100,000 |
| | | | Funding Available: | \$ 53,000 |
| | | | Annual Deficit: | \$ 47,000 |
| Overall | \$37.9 | Fair (49%) | Annual Requirement: | \$1,220,000 |
| | | | Funding Available: | \$ 624,000 |
| | | | Annual Deficit: | \$ 596,000 |

Appendix B: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years in order to meet projected capital requirements and maintain the current level of service.

| Road Network | | | | | | | | | | | |
|---------------|------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Gravel | \$0 | \$226k | \$397k | \$170k | \$50k | \$35k | \$113k | \$276k | \$418k | \$776k | \$218k |
| HCB Roads | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$337k | \$0 |
| LCB Roads | \$0 | \$0 | \$0 | \$997k | \$720k | \$1.8m | \$526k | \$631k | \$140k | \$0 | \$0 |
| Sidewalk | \$0 | \$0 | \$139k | \$34k | \$0 | \$54k | \$0 | \$45k | \$58k | \$0 | \$0 |
| Street Signs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Streetlights | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$226k | \$535k | \$1.2m | \$770k | \$1.9m | \$638k | \$951k | \$615k | \$1.1m | \$218k |

| Bridges & Culverts | | | | | | | | | | | |
|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Bridges | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Structural Culverts | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Stormwater Network | | | | | | | | | | | |
|---------------------------|------------|------------|--------------|------------|------------|------------|--------------|-------------|------------|--------------|-------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Catch Basins | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Storm Culvert | \$0 | \$0 | \$42k | \$0 | \$0 | \$0 | \$11k | \$2k | \$0 | \$16k | \$3k |
| Storm Manholes | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Storm Pipe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$42k | \$0 | \$0 | \$0 | \$11k | \$2k | \$0 | \$16k | \$3k |

| Buildings & Facilities | | | | | | | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Arena | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Community Centre | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fire Department | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Municipal Offices | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Public Works Garage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Wellness Centre | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Vehicles | | | | | | | | | | | |
|-------------------|---------------|------------|------------|------------|------------|---------------|--------------|--------------|--------------|------------|------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Civillian Vehicle | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$63k | \$0 | \$40k | \$0 | \$0 |
| Dump Truck | \$0 | \$0 | \$0 | \$0 | \$0 | \$126k | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fire Trucks | \$319k | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$55k | \$0 | \$0 | \$0 |
| Heavy Duty Truck | \$71k | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$390k | \$0 | \$0 | \$0 | \$0 | \$126k | \$63k | \$55k | \$40k | \$0 | \$0 |

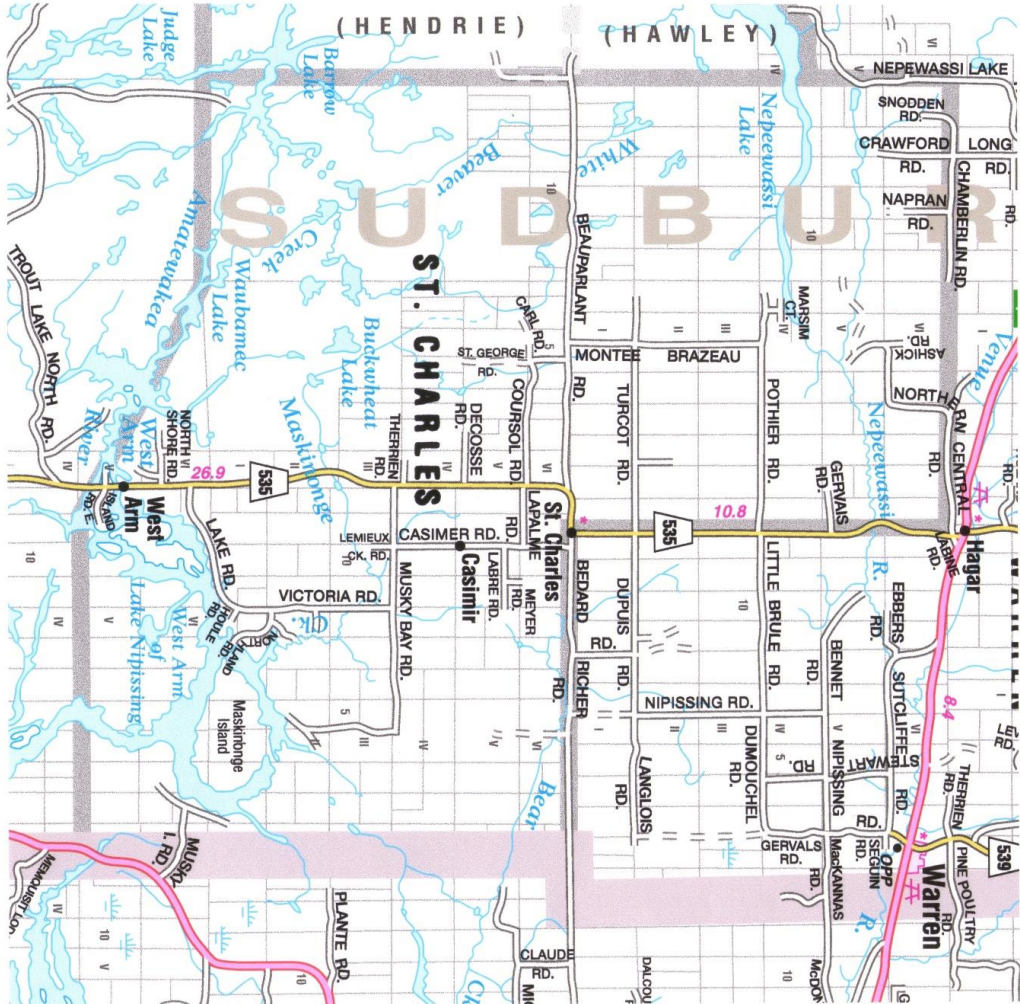
| Machinery & Equipment | | | | | | | | | | | |
|----------------------------------|------------|------------|--------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Arena | \$0 | \$0 | \$31k | \$7k | \$223k | \$325k | \$316k | \$106k | \$76k | \$206k | \$0 |
| Community Center | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fire Department | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9k | \$0 | \$3k |
| Municipal Office | \$0 | \$0 | \$10k | \$0 | \$0 | \$0 | \$0 | \$12k | \$15k | \$0 | \$0 |
| Public Works | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| School | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Wellness centre | \$0 | \$0 | \$21 | \$0 | \$22 | \$2k | \$634 | \$0 | \$25 | \$51 | \$2k |
| Total | \$0 | \$0 | \$41k | \$7k | \$223k | \$327k | \$317k | \$117k | \$100k | \$206k | \$6k |

| Land Improvements | | | | | | | | | | | |
|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Ball Field | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Cemetery | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Landfill | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Miscellaneous | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Park Benches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Park Shelters | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Park Washroom | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Parking Lots | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Playgrounds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Salt/Sand Dome | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Wastewater Network | | | | | | | | | | | |
|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Asset Segment | Backlog | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Forcemains | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Lagoon | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Lift Station | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$33k |
| Pump Station | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sanitary Pipe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sewer Connections | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Wastewater Manholes | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$33k |

Appendix C: Level of Service Maps

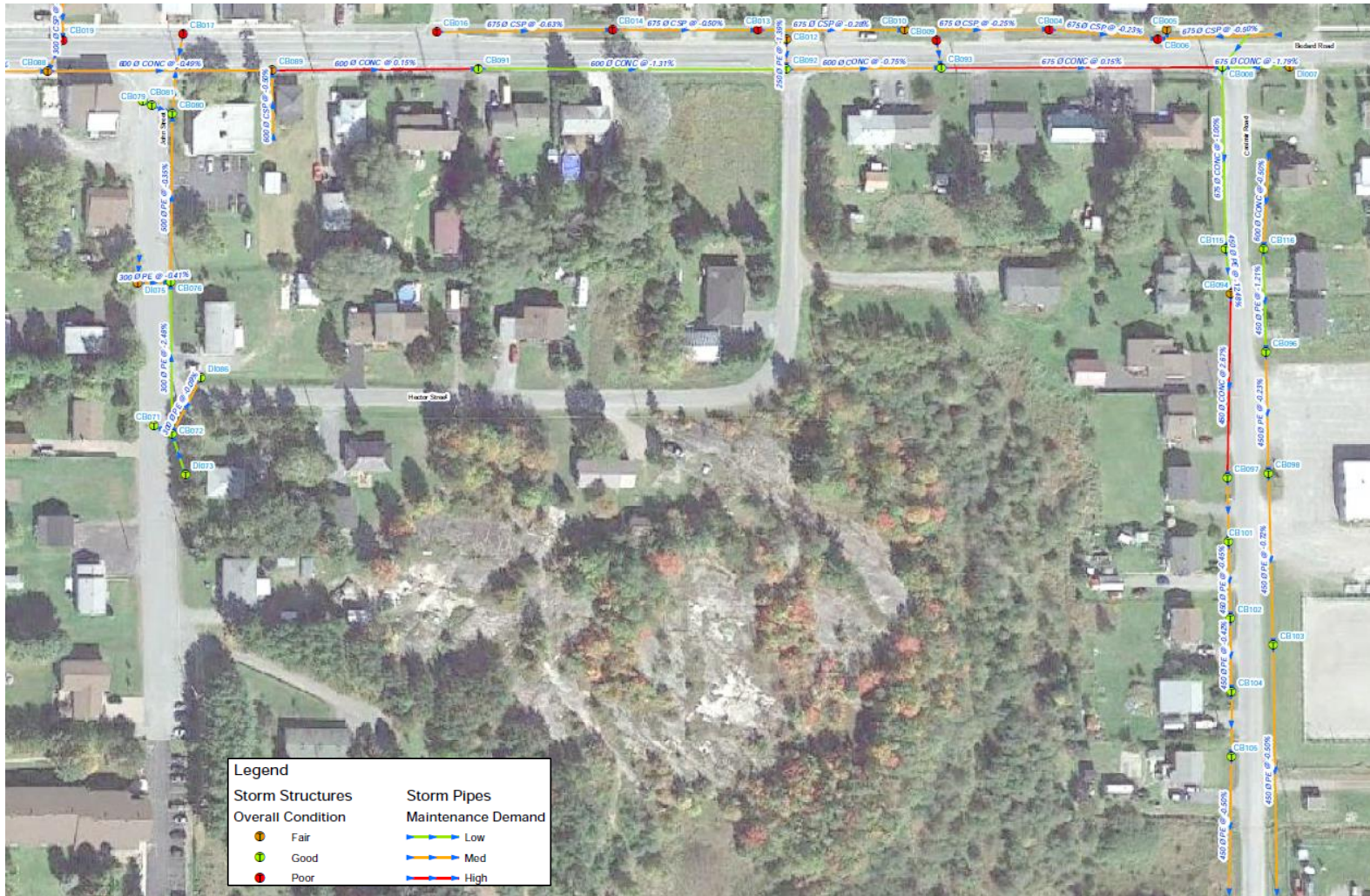
Road Network Map



Stormwater network Map (Part 1)



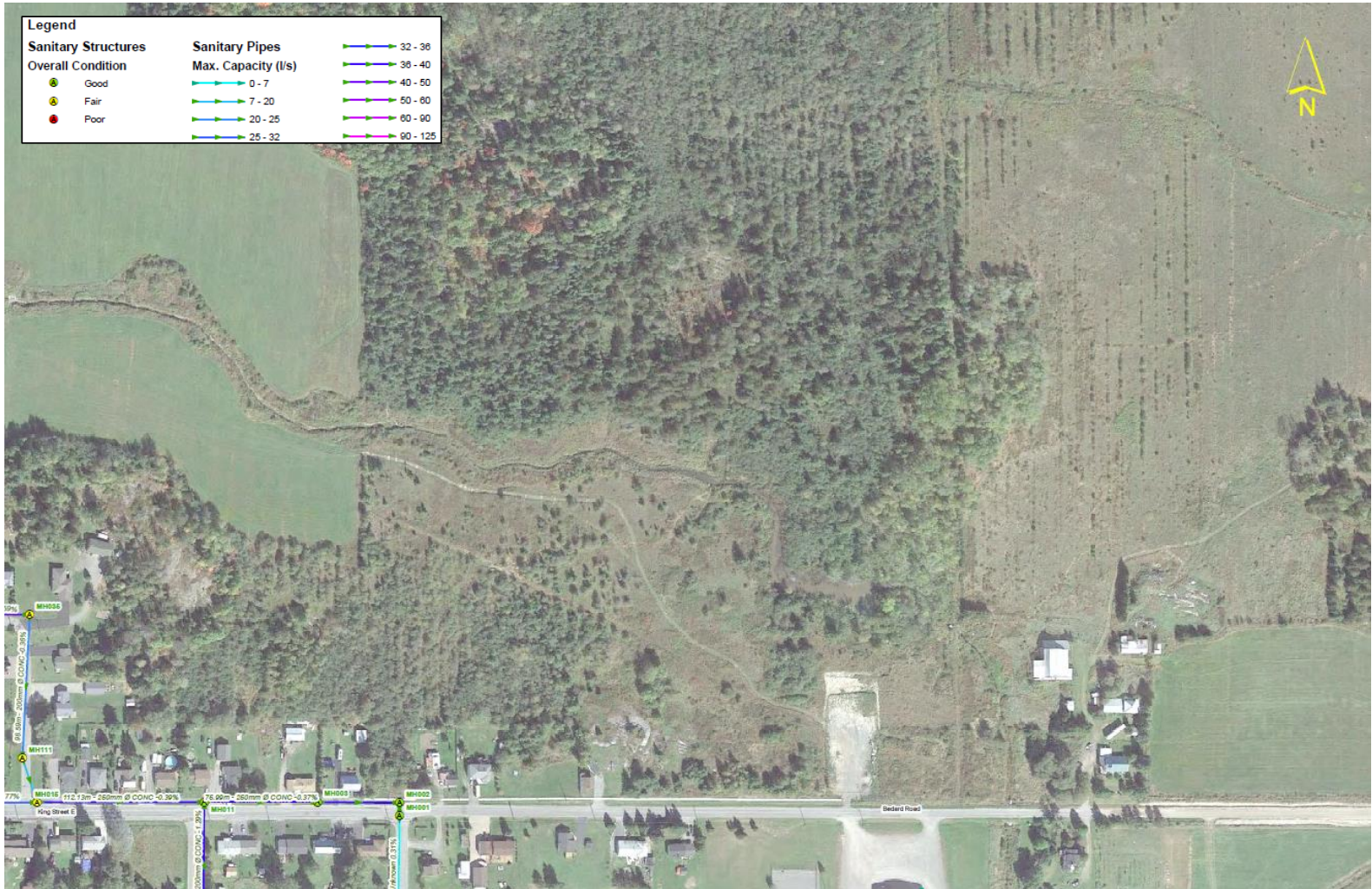
Stormwater network Map (Part 3)



Wastewater network Map (Part 1)



Wastewater network Map (Part 2)



Wastewater network Map (Part 3)



Appendix D: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Municipality's condition assessment strategy should outline several key considerations, including:

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Municipality's risk management and financial strategies. Assessed condition is a key variable in the determination of an asset's probability of failure. With a strong understanding of the probability of failure across the entire asset portfolio, the Municipality can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Municipality can develop long-term financial strategies with higher accuracy and reliability.

Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of

condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project. There are many options available to the Municipality to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Municipality should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

1. **Relevance:** every data item must have a direct influence on the output that is required
2. **Appropriateness:** the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
3. **Reliability:** the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
4. **Affordability:** the data should be affordable to collect and maintain

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

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

BY-LAW 2022-47

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
SPECIAL MEETING OF COUNCIL HELD DECEMBER 7TH, 2022; AND, AT ITS
REGULAR MEETING OF COUNCIL HELD DECEMBER 14TH, 2022**

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

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

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

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

1. THAT each motion, resolution, and other action passed and taken by the Council at its Special Meeting of Council held December 7th, 2022; and, at its Regular Meeting of Council held December 14th, 2022, are, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of St.-Charles are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.
3. THAT this By-Law shall come into force and take effect on the day it is passed.

**READ A FIRST TIME AND CONSIDERED READ A SECOND AND THIRD TIME
AND FINALLY PASSED IN OPEN COUNCIL THIS 14TH, DAY OF DECEMBER 2022.**

MAYOR

DEPUTY CLERK