



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

January 18, 2023 at 6:00 PM

Council Chambers (Municipal Office)

St.-Charles, Ontario

MEMBERS PRESENT:

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

STAFF PRESENT:

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

GUESTS:

KPMG, Executive Director:	Chas Anselmo
KPMG, Partner	Tiffany Cecchetto

PUBLIC PRESENT: 0

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to open the meeting

2023-01

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

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 January 18, 2023.

Carried

1.2 Indigenous Land Acknowledgement

Mayor Branconnier delivered the prepared Indigenous Land Acknowledgement.

2.0 ADOPTION OF AGENDA

2.1 Resolution to adopt the agenda

2023-02

Moved by: Councillor Loftus

Seconded by: Councillor Lachance

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held January 18, 2023 be adopted as presented.

Carried

3.0 DISCLOSURES OF PECUNIARY INTEREST

- Councillor Loftus declared a direct pecuniary interest to Item 10.3.4 – Integrity Commissioner – Code of Conduct Complaint as the matter relates to her

4.0 PRESENTATIONS AND DELEGATIONS

4.1 KPMG - Municipal Core Service and Organizational Review

Presenters: Chas Anselmo, MPA, Executive Director and Tiffany Cecchetto, CPA, CA, Partner

Ms. Cecchetto advised that the presentation will deal with highlights of the report that Council has been provided. Ms. Cecchetto explained that one of the key objectives of the is operating effectiveness and efficiency, meaning are we focussing on the things that matter to the people that you are performing those process for or are we spending time on tasks that don't really add any value to the process we are looking at.

Mr. Anselmo explained that a lot of work was put into building service profiles which are contained in the report. Mr. Anselmo explained that they also looked at the organizational structure and compared to other municipalities. He went on to advised that the community consultation process was well participated in by the residents.

Mr. Anselmo advised that based on the review is that the Municipality is delivering on is what is considered core service. Mr. Anselmo further advised that the Municipality's organizational structure is what is expected to be seen and what other municipalities strive to achieve.

Mr. Anselmo advised that the community consultation indicated a general satisfaction and three (3) common priorities being infrastructure, recreation and accountability / transparency.

In conclusion, Mr. Anselmo reviewed some potential courses of action for operating efficiencies, revenue generation, alternate service delivery and some service level adjustment.

Council thanked the presenters for the presentation and acknowledged a very valuable report and tool to try to action on over time.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

Nil.

8.0 ADOPTION OF MINUTES

Nil.

9.0 CORRESPONDENCE FOR INFORMATION

9.1 Resolution to receive correspondence for information

2023-03

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

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

1. Letter from Public Health Sudbury and Districts dated December 13, 2022;
 2. Letter from Cambridge dated December 21, 2022, regarding Opposition to Bill 23, More Homes Built Faster Act;
 3. Copy of letter from Public Health Sudbury and Districts dated December 30, 2022, regarding Physical Literacy for Healthy Active Children;
 4. Letter from MPP Vanthof dated January 3, 2023; and,
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5. Letter from Ministry of Municipal Affairs and Housing dated January 4, 2023.

Carried

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

5.1 Councillor Laframboise – Request for Basketball Nets

Councillor Laframboise advised that she has received a request from a resident for Council to look into installation of basketball net.

5.2 Councillor Lachance – Snowbank Heights

Councillor Lachance received an inquiry from a citizen regarding the height of snowbanks at the road and have been told there is not policy on the height. Councillor Lachance would like staff to look into developing a Policy regarding the maximum height for snowbanks as a safety issue.

5.3 Councillor Lachance – Excessive Speed in Village

Councillor Lachance advised that while campaigning, there were many concerns raised regarding the excessive speed of vehicles travelling on Highway 535 through the town. Councillor Lachance would like staff to look into the cost of two (2) solar powered speed signs

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 - FoodCycler By: Denis Turcot, CAO

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council provided direction to the Chief Administrative Officer to terminate the program and return the Grant funding.

10.2 FINANCE COMMITTEE

Chair Councillor Julie Laframboise / Council

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

2023-04

Moved by: Councillor Loftus

Seconded by: Councillor Lachance

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

- \$657,702.24

Carried

10.2.2 Report to Council - 2023 Budget Spending

By: Pamela McCracken, Director of Finance / Treasurer

The Director of Finance presented the report as provided in the agenda package. Following discussion, Council supported the recommendation that until the 2023 Budget is approved, to set a limit on expenditures of 50% of last year's budget and no capital purchases to be made without Council approval.

2023-05

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

WHEREAS the Corporation of the Municipality of St.-Charles finalizes the annual budget providing for expenditures from year to year;

AND WHEREAS expenditures will continue prior to the budget being finalized in a fiscal year;

BE IT RESOLVED THAT:

1. Until such time as Council gives final passage to the Corporation of the Municipality of St.-Charles 2023 Budget, municipal departments are hereby authorized to incur up to 50% of the previous year's approved expenditures for operating costs.
2. Capital expenditures sought prior to Council's setting of the 2023 Budget shall be brought forward for Council approval.
3. Municipal Department Heads be advised of this direction from Council.

Carried

10.3 GENERAL GOVERNMENT COMMITTEE

Chair Mayor Paul Branconnier / Council

10.3.1 Report to Council - Modernization Grant - Service Delivery Review

By: Denis Turcot, CAO

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to

receive the report and direct the Chief Administrative Officer to prioritize the recommendations and report back to Council and the seek Grant funding.

2023-06

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council receives the Municipality of St.-Charles Core Service and Organizational Review report dated January 11, 2023 prepared by KPMG;

AND BE IT FURTHER RESOLVED THAT the Chief Administrative Officer is hereby directed to:

- prioritize the recommendations and report back to Council with an action plan; and,
- seek further Grant funding for possible implementation of recommendations and / or further in-depth individual department reviews.

Carried

**10.3.2 Report to Council - Disposition of Tower Located at 40 Casimir Rd (Public Works Yard)
By: Denis Turcot, CAO**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to declare the tower as surplus and negotiate a trade with True 802 Wireless to access to an antenna on their new tower.

**10.3.3 Report to Council - 2023 Renewal of Municipal and Fire Department Insurance Policies
By: Tammy Godden, Clerk**

The Clerk presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to renew both the Municipal and Fire Department Insurance polices through BrokerLink – J.G. Rivet Brokers Limited for 2023.

2023-07

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the renewal of the Municipal Insurance Policy provided through BrokerLink - J.G. Rivet Brokers Limited, for the period of December 31, 2022 to December 31, 2023, in the amount of \$163,815.00 plus all applicable taxes.

Carried

2023-08

Moved by: Councillor Loftus

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby authorizes the renewal of the Municipality of St. Charles Fire Department Insurance Policy provided through BrokerLink - J.G. Rivet Brokers Limited, for the period of December 31, 2022 to December 31, 2023, in the amount of \$2,408.00 plus all applicable taxes.

Carried

10.3.4 Report to Council - Integrity Commissioner - Code of Conduct Complaint

By: Tammy Godden, Clerk

Councillor Loftus removed herself from the Council table and did not participate in discussion

The Clerk presented the report as provided in the agenda package. Following discussion, Council supported the decision to publish the report of the Integrity Commissioner in full to the public but did not support the Integrity Commissioner's recommended penalty of fifteen (15) days and chose to impose no penalty.

2023-09

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the report of the Integrity Commissioner, Tony E. Fleming of Cunningham Swan Lawyers, dated December 21, 2022, regarding Complaint Pursuant to the Code of Conduct – Councillor Monica Loftus.

AND BE IT FURTHER RESOLVED THAT the report shall be published in full as Correspondence on the Agenda of the February 15, 2023 Regular Meeting of Council.

Carried

Councillor Loftus resumed her position at the Council table.

10.4 HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Julie Laframboise

10.4.1 Report to Council - Sharps Kiosk

By: Denis Turcot, CAO

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to allow for the placement of a Sharps Kiosk at the rear of the Wellness Centre by Public Health Sudbury & Districts.

10.5 PARKS & RECREATION SERVICES COMMITTEE

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

**10.5.1 Report to Council - Ontario Trillium Fund - Resilient Communities Fund
By: Denis Turcot, CAO**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council instructed the Chief Administrative Officer to wait to apply for the next intake of this Grant and to put together a proper proposal / project.

10.6 PLANNING & DEVELOPMENT COMMITTEE

Chair Councillor Joshua Lachance / Co-Chair Mayor Paul Branconnier

**10.6.1 Report to Council - Tile Loan Request
By: Denis Turcot, CAO**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to appoint Mr. Linley as Drainage Inspector for 2023 and set a recovery fee for this service with an upset limit of \$600.00.

2023-10

Moved by: Councillor Pothier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints John Linley of K. Smart Associates as Drainage Inspector for the Corporation of the Municipality of St.-Charles for 2023;

AND BE IT FURTHER RESOLVED THAT a cost recovery fee for the services of the Drainage Inspector be set with an upset limit of \$600.00.

Carried

10.7 PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Mathieu Pothier / Co-Chair Councillor Joshua Lachance

10.7.1 Canine Control Report for the month of December 2022

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

**10.7.2 Report to Council - Appoint Reiley Schause-Merrifield as By-Law Officer
By: Andrea Tarini, SEBBS - Chief Building Official / MLEO**

The Chief Building Inspector presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to appoint Reiley Schause-Merrifield as a By-Law Officer for St.-Charles.

**10.7.3 Quarter Report to Council - Fire Department 2022 Q4
By: James Bertoia, Fire Chief**

The Fire Chief presented the 2022 Fourth Quarter report as provided in the agenda package.

**10.7.4 Report to Council - 1201 Replacement Specifications, Budgetary Vender
Quotes
By: James Bertoia, Fire Chief**

The Fire Chief presented the report as provided in the agenda package. Following discussion, Council provided direction to staff to come back to Council with the exact wording on the extendibility of the current pumper; to get a mechanical opinion on the current pumper and to look into financing rates.

10.8 SOCIAL & FAMILY SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Mathieu Pothier

Nil.

10.9 TRANSPORTATION SERVICES COMMITTEE

Chair Councillor Julie Laframboise / Co-Chair Councillor Monica Loftus

**10.9.1 Report to Council - Public Works Employee Hiring
By: Travis De Benedet, Director of Operations**

The Director of Operations presented the report provided in the agenda package. Following discussion, Council agreed with the recommendation to post for and hire a temporary full-time Public Works employee.

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

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

Nil.

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

12.1 St.-Charles Public Library Board minutes of October 13, 2022

Council received the St.-Charles Public Library Board minutes of October 13, 2022.

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Mayor Paul Branconnier / Councillor Joshua Lachance

Nil.

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Branconnier / Councillor Monica Loftus

Nil.

15.0 BY-LAWS

15.1 First and second reading

2023-11

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

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 2023-01 Being a By-Law Borrowing from Time to Time to Meet Current Expenditures During the Fiscal Year Ending December 31, 2023
- By-Law 2023-02 Being a By-Law to Provide for an Interim Tax Levy for the Year 2023
- By-Law 2023-03 Being a By-Law to Appoint a Municipal Law Enforcement Officer as Authorized Under the Provisions of the Police Service Act and a Property Standards Officer for the Corporation of the Municipality of St.-Charles

Carried

15.2 Third and final reading

2023-12

Moved by: Councillor Laframboise

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 2023-01.

Carried

15.3 Third and final reading

2023-13

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2023-02.

Carried

15.4 Third and final reading

2023-14

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 2023-03.

Carried

16.0 ADDENDUM (if required and by resolution)

Nil.

17.0 ADJOURNMENT

17.1 Confirmation By-Law

2023-15

Moved by: Councillor Lachance

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 2023-04 Being A By-Law To Confirm The Proceedings Of Council At Its Regular Meeting Council Held January 18th, 2023

Carried

2023-16

Moved by: Councillor Laframboise

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 2023-04.

Carried

17.2 Resolution to adjourn the meeting

2023-17

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 9:27 p.m. on January 18, 2023.

Carried


PAUL BRANCONNIER, MAYOR


TAMMY GODDEN, CLERK