

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

**PRESENT: MAYOR:** Kevin BURKE  
**COUNCILLORS:** Casimir BURNS; Harold CRABS; Edith FAIRBURN; Merri-Ann HOBBS; Mike MERCIECA  
**CLERK-ADMINISTRATOR:** Anne WHALEN  
**ABSENT:** Cheryl PHILLIPS

Motion No: 2024-191  
 Moved By: M. HOBBS  
 Seconded By: C. BURNS  
 WHEREAS there is a quorum of Council present and the time is 6:30 p.m.;  
 BE IT RESOLVED THAT this Regular Meeting be open for business;  
 AND THAT the minutes of the Regular meeting of May 22, 2024 be approved.  
**CARRIED**

*The Mayor called for the disclosure of pecuniary interest. None declared.*

Open Session Motion No. 2024-192  
 Moved By: E. FAIRBURN  
 Seconded By: H. CRABS  
 BE IT RESOLVED THAT the Council meeting is now adjourned for the purpose of a Public Meeting.  
**CARRIED**

Public Meeting | Motion No. 2024-193  
 Amendment Moved By: H. CRABS  
 OPA24-01 Seconded By: M. MERCIECA  
 ZBA 24-01 BE IT RESOLVED THAT pursuant to Section 22, 34 and 51 of the Planning Act, the Public Meeting is now  
 SUBDIV officially open for the purpose of hearing comments regarding proposed amendments to the Official Plan and  
 24-01 Zoning Bylaw as well as the Plan of Subdivision as follows:  
 File OPA24-01, File ZBA 24-01 and File SUBDIV24-01 as applied for by Chad Sokoloski and Mary Katherine Howe for property in Hallam Township, Concession 5, Lot 1, PIN 73413-0448, at civic address 382 Old Webbwood Road.  
**CARRIED**

Public Motion No. 2024-194  
 Meeting Moved By: M. HOBBS  
 Closed Seconded By: E. FAIRBURN  
 BE IT RESOLVED THAT the Public Meeting is now officially closed, and the Council meeting is reconvened.  
**CARRIED**

*Council took into consideration concerns regarding this development with respect to water quality and environmental impact as brought forward by members of the public that were in attendance. Council has deferred their decision pending additional information from the applicant.*

A1, E1, E2, Motion No. 2024-195  
 G1, G2 & Moved By: H. CRABS  
 G3 Adopted Seconded By: E. FAIRBURN  
 BE IT RESOLVED THAT items A1, E1, E2, G1, G2 & G3 contained on the consent agenda, be adopted.  
**CARRIED**

Cheque Motion No. 2024-196  
 Register Moved By: H. CRABS  
 Seconded By: E. FAIRBURN  
 BE IT RESOLVED THAT the attached Cheque Register for the month of May 2024 totaling \$1,242,178.51 be approved as paid.  
**CARRIED**

Library Motion No. 2024-197  
 Board Moved By: H. CRABS  
 And Seconded By: E. FAIRBURN  
 EDCS BE IT RESOLVED THAT the following minutes be accepted:  
 Minutes - Library Board – March 25, 2024.  
 - EDCS Minutes – May 21, 2024.  
**CARRIED**

Bylaw Motion No. 2024-198  
 2024-29 Moved By: H. CRABS  
 2024-30 Seconded By: E. FAIRBURN  
 2024-31 BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council;  
 - Bylaw 2024-29 – being a bylaw to purchase land for road purposes in May Township;  
 - Bylaw 2024-30 – being a bylaw to repeal a bylaw appointing a Public Information Officer;  
 - Bylaw 2024-31 – being a bylaw to repeal a bylaw appointing an Assistant Fire Chief.  
**CARRIED**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Section 357 Motion No. 2024-199  
Property Moved By: M. HOBBS  
Taxes Seconded By: E. FAIRBURN  
Adjustment BE IT RESOLVED THAT pursuant to Section 357 of the Municipal Act, 2001, property taxes shall be adjusted as per the attached schedule.  
**CARRIED**

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Lacloche Motion No. 2024-200  
Foothills Moved By: M. MERCIECA  
Meeting Seconded By: M. HOBBS  
Report BE IT RESOLVED THAT the Lacloche Foothills Municipal Association meeting report of April 23, 2024 be accepted.  
**CARRIED**

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Cancelled Motion No. 2024-201  
Meetings Moved By: E. FAIRBURN  
Seconded By: C. BURNS  
BE IT RESOLVED THAT the following regular council meetings be cancelled:  
- July 10, 2024  
- July 24, 2024  
- August 14, 2024  
**CARRIED**

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Canada Motion No. 2024-202  
Day Moved By: E. FAIRBURN  
Legion Seconded By: M. MERCIECA  
Donation BE IT RESOLVED THAT Council approve a donation to the Royal Canadian Legion, Br. 432 towards their Canada Day events in the amount of \$200.00.  
**CARRIED**

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Neighbor- Motion No. 2024-203  
Hood Moved By: E. FAIRBURN  
Watch Seconded By: H. CRABS  
Use of BE IT RESOLVED THAT the River Road Neighbourhood Watch be granted the use of the Sadowski Room  
Sadowski for their kick-off meeting at no charge;  
Room AND THAT this be allocated to the Council Donation Budget.  
**CARRIED**

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Fire Motion No. 2024-204  
Department Moved By: E. FAIRBURN  
Monthly Seconded By: M. MERCIECA  
Meeting BE IT RESOLVED THAT the Fire Department Report for the month of May, 2024 be accepted.  
Report **CARRIED**

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PW Motion No. 2024-205  
Monthly Moved By: H. CRABS  
Meeting Seconded By: C. BURNS  
Report BE IT RESOLVED THAT the Public Works committee meeting report of June 5, 2024 be accepted.  
**CARRIED**

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Public Motion No. 2024-206  
Health Moved By: E. FAIRBURN  
Board Seconded By: M. HOBBS  
Meeting BE IT RESOLVED THAT the Public Health Board minutes of May 16, 2024 be accepted.  
Minutes **CARRIED**

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Manitoulin- Motion No. 2024-207  
Sudbury Moved By: M. HOBBS  
Social Seconded By: E. FAIRBURN  
Services BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Board's 1<sup>st</sup> Quarterly Report for  
First 2024 be accepted;  
Quarterly AND THAT the 2023 Financial Statements be noted as being received.  
Report **CARRIED**

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Planning Motion No. 2024-208  
Applications Moved By: E. FAIRBURN  
Fee Seconded By: M. HOBBS  
Increase BE IT RESOLVED THAT the fees for Planning Applications be increased as per staff recommendation;  
AND THAT a bylaw adopting these fees be considered at the June 26, 2024 Council meeting.  
**CARRIED**

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THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Closed  
Session

Motion No. 2024-209  
Moved By: H. CRABS  
Seconded By: E. FAIRBURN

BE IT RESOLVED THAT we move into closed session at 8:28 p.m., pursuant to Section 239(2) of the Municipal Act: to consider the following;

- personal matter about identifiable individuals, including municipal or local board employees
- a proposed or pending acquisition or disposition of land by the municipality or local board

**CARRIED**

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*Resolution 2024-210 was dealt with in closed session and is in a sealed envelope and filed in the office of the Clerk.*

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Open  
Session

Motion No. 2024-211  
Moved By: E. FAIRBURN  
Seconded By: M. MERCIECA

BE IT RESOLVED THAT this closed session be adjourned at 9:20 p.m. and the regular meeting resumed.

**CARRIED**

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Confirmatory  
Bylaw

Motion No. 2024-212  
Moved By: E. FAIRBURN  
Seconded By: C. BURNS

BE IT RESOLVED THAT Bylaw 2024-34 being a bylaw to confirm the proceedings of the regular council meeting of June 12, 2024 be read a first, second, third and final time and passed in open council.

**CARRIED**

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Motion No. 2024-213  
Moved By: H. CRABS  
Seconded By: M. HOBBS

BE IT RESOLVED THAT the time is 9:25p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.

**CARRIED**

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MAYOR –K. BURKE

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CLERK-ADMINISTRATOR – A. WHALEN

## Accounts Payable Cheque Register Report - Payroll &amp; AP-1009588

For The Date Range From 5/01/24 To 5/31/24

For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26518	C	5/07/24	35	Massey Home Hardware	\$732.10	O
26519	C	5/07/24	38	Minister of Finance - Policing	\$61,930.00	O
26520	C	5/07/24	713	Ontario Water Works Association	\$1,406.85	O
26521	C	5/07/24	84	Public Health Sudbury & Districts	\$15,286.55	O
26522	C	5/07/24	762	State Chemical Ltd.	\$344.65	O
26523	C	5/13/24	872	Commercial Truck Equipment Corp. - Pumper	\$710,835.20	O
26524	C	5/13/24	199	Minister of Finance	\$200.00	O
26525	C	5/21/24	744	Kennedy Insurance Brokers	\$3,682.80	O
26526	C	5/21/24	315	Staples Business Advantage	\$87.14	O
26527	C	5/30/24	174	Rainbow District School Board	\$500.00	O
5646	E	5/07/24	305	Around & About	\$676.42	O
5647	E	5/07/24	730	Brandt Tractor Ltd.	\$3,357.51	O
5648	E	5/07/24	786	Connor St. Michel - OGRA Toronto - meals/accommodations	\$2,188.75	O
5649	E	5/07/24	85	Manitoulin-Sudbury DSSAB	\$61,082.33	O
5650	E	5/07/24	516	E. Grigg & Associates ROT Propane Training	\$1,627.20	O
5651	E	5/07/24	22	Espanola Regional Hydro - 7 PPI	\$18,292.45	O
5652	E	5/07/24	247	North Bay Hydro	\$1,804.25	O
5653	E	5/07/24	49	GFL Environmental Inc.	\$33,839.10	O
5654	E	5/07/24	80	Espanola Home Hardware	\$28.24	O
5655	E	5/07/24	26	Huron Central Railway M2142	\$1,097.00	O
5656	E	5/07/24	29	Janeway PharmaChoice	\$26.30	O
5657	E	5/07/24	557	K. Smart Associates Limited	\$649.75	O
5658	E	5/07/24	74	Sables-Spanish Rivers Public Library Board	\$137,507.13	O
5659	E	5/07/24	36	Massey Wholesale	\$332.48	O
5660	E	5/07/24	37	McDougall Energy	\$3,071.69	O
5661	E	5/07/24	65	NAPA Espanola	\$533.41	O
5662	E	5/07/24	79	Northern Communications	\$915.81	O
5663	E	5/07/24	42	Northern Uniform Service	\$103.23	O
5664	E	5/07/24	544	N-two Medical Inc.	\$28.19	O
5665	E	5/07/24	619	Phoenix Emergency Management Logic	\$3,390.00	O
5666	E	5/07/24	171	PSD Citywide Inc.	\$4,666.27	O
5667	E	5/07/24	705	RICOH	\$239.58	O
5668	E	5/07/24	489	Trevor Stack - OGRA Toronto - meals	\$77.09	O
5669	E	5/07/24	703	Susie Gross	\$300.00	O
5670	E	5/07/24	66	USTI Canada Inc.	\$14.69	O



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For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5671	E	5/07/24	124	Wat Supplies	\$288.32	O
5672	E	5/21/24	765	Amanda St.Michel AMCTO - Unit 3 - reimburse	\$457.65	O
5673	E	5/21/24	730	Brandt Tractor Ltd.	\$845.59	O
5674	E	5/21/24	30	J. Breen Coffee Service Ltd	\$107.63	O
5675	E	5/21/24	24	Garnet's Rental	\$282.50	O
5676	E	5/21/24	879	John R. Hamalainen Engineering Ltd	\$2,147.00	O
5677	E	5/21/24	74	Sables-Spanish Rivers Public Library Board	\$200.00	O
5678	E	5/21/24	37	McDougall Energy	\$4,853.18	O
5679	E	5/21/24	140	Medline Canada, Corporation	\$648.50	O
5680	E	5/21/24	757	Melanie Veilleux PAP training Whitby - mileage needs/accommodation	\$732.66	O
5681	E	5/21/24	176	Morris Sanftenberg Construction	\$13,037.64	O
5682	E	5/21/24	193	Ontario Clean Water Agency	\$2,410.23	O
5683	E	5/21/24	171	PSD Citywide Inc.	\$3,616.00	O
5684	E	5/21/24	47	Purolator Courier	\$20.36	O
5685	E	5/21/24	587	TELUS Health Solutions	\$1,661.10	O
5686	E	5/21/24	753	Tenaquip	\$172.66	O
5687	E	5/21/24	105	Weaver Simmons LLP	\$3,440.86	O
5688	E	5/30/24	86	Sun Life Assurance Company	\$11,393.53	O
5689	E	5/30/24	251	Massey Area Museum 2024 Interim Charitable rebate	\$6,152.22	O
5690	E	5/30/24	555	Lynda Goodchild	\$723.20	O
5691	E	5/30/24	704	John Van Norman	\$800.00	O
5692	E	5/30/24	780	Anne Size - training Lab Tech / Lab Tech	\$740.00	O
5693	E	5/30/24	846	Jeff Lapierre	\$100.00	O
5694	E	5/30/24	870	Lacey Hobbs	\$750.00	O
Baker Tilly SNT LLP	E	5/30/24	735	Baker Tilly SNT LLP	\$4,520.00	O
Bell Canada	E	5/07/24	10	Bell Canada	\$908.47	O
Bell Canada	E	5/21/24	10	Bell Canada	\$85.88	O
Bell Canada	E	5/30/24	10	Bell Canada	\$85.88	O
Bell Mobility	E	5/07/24	11	Bell Mobility	\$126.96	O
Brandt Tractor Ltd.	E	5/15/24	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	5/07/24	520	EASTLINK	\$45.35	O
EASTLINK	E	5/21/24	520	EASTLINK	\$732.38	O
Hydro One	E	5/07/24	71	Hydro One	\$367.58	O
Hydro One	E	5/21/24	71	Hydro One	\$2,756.92	O

Accounts Payable Cheque Register Report - Payroll & AP-1009588

For The Date Range From 5/01/24 To 5/31/24

For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
Minister of Finance - EHT	E	5/06/24	6	Minister of Finance - EHT	\$2,288.73	O
OMERS	E	5/06/24	552	OMERS	\$21,498.02	O
Ontario Clean Water Agency	E	5/21/24	193	Ontario Clean Water Agency	\$18,132.42	O
Receiver General	E	5/06/24	4	Receiver General	\$17,622.94	O
Receiver General	E	5/26/24	4	Receiver General	\$26,773.69	O
Reliance Home Comfort	E	5/30/24	154	Reliance Home Comfort	\$67.52	O
Royal Bank - GFS Service Centre	E	5/06/24	52	Royal Bank - GFS Service Centre	\$320.40	O
Shell Canada	E	5/03/24	103	Shell Canada	\$3,179.79	O
Shell Canada	E	5/30/24	103	Shell Canada	\$3,694.53	O
VISA - Anne Whalen	E	5/03/24	829	VISA - Anne Whalen - CVOR renewal / AMO meeting conf.	\$1,426.21	O
VISA - Jeff Lapierre	E	5/03/24	852	VISA - Jeff Lapierre - fuel AMCTO zone 7 accommodations	\$52.00	O
VISA - Marla Toulouse	E	5/03/24	732	VISA - Marla Toulouse - office chair	\$282.87	O
Visa - Ruth Clare	E	5/03/24	774	Visa - Ruth Clare - recurring Amazon supplies / laptop for NP	\$1,496.55	O
WSIB	E	5/06/24	551	WSIB	\$6,477.57	O
<b>Cleared</b>					<b>\$0.00</b>	
<b>Outstanding</b>					<b>\$1,242,178.51</b>	
<b>Void</b>					<b>\$0.00</b>	



**Sables-Spanish Rivers Public Library**  
**Meeting Minutes**  
**April 29<sup>th</sup>, 2024**  
**In Person at Webbwood Branch**

**Meeting to be Called to Order at 6:25pm**

**In Attendance:** Rachel Maville, Ursula Robinson, Sue Christiansen, Kevin Burke, Kathy Moore, and SSRPL CEO Tracey VanDerGulik

**Regrets:** Marie-Ann Hobbs, Stacey Wagler, Jolie Bianchin

**2. Statement of Indigenous Respect & Acknowledgement:**

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Sagamok Anishinaabe People. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect. May we respectfully honour the voices of the Anishinaabe and ensure they are represented in our collections, programmes, and services.

**3. Additions to Agenda.**

13.1 Monthly Financial

**4. Disclosure of Conflict of Interest.**

None

**5. Approval of Minutes & Agenda.**

**Moved** by Kevin Burke to approve amended minutes and agenda (with additions). Seconded by Kathy Moore **CARRIED. 2024:16**

**6. Business Arising from the Minutes.**

Sue has not heard back from Co-Operators, about donation for Breakout EDU kit.

## **7. Correspondence.**

### **7.1. Cambrian College Job Placement**

A candidate was suggested. Noah Clitheroe will be considered for a placement at both Libraries. 10 weeks will be paid by Cambrian College. Vulnerable sector Criminal check and interview will be needed.

## **8. Health & Safety Review.**

None

## **9. New Business:**

### **9.1 Fundraising**

Sale of Solar glasses brought in \$817.75.

There was a discussion about using fundraising monies to purchase a 3D printer. Tracey will contact Rachel's son Andrew for some ideas on what to purchase.

Discussion on moving the paint night to a facility where we can serve alcohol. Tracey will contact Eagles and/or Legion.

### **9.2. Outdoor Lighting Replacement**

Webbwood has 6 outdoor lights only 2 are working, Massey has 1 not working. Waiting on a quote for bulbs with lifetime warranty.

### **9.2. Personnel Policy Report & Updated Personnel Policy Review**

**Moved** by Kevin Burke that Permanent Fulltime Employees, working 35 hours per week, shall be entitled to 7 paid sick days per year. Permanent Part-time Employees, working 21 hours per week shall be entitled to 3 sick days per year. Seconded by Rachel Maville.

**CARRIED 2024-17**

**Moved** by Sue Christiansen that the Personal Policy be amended. Seconded by Rachel Maville

**CARRIED 2024-18**

## **10. CEO Monthly Report:**

### **10.1. SSRPL Asset Management Plan – Building Condition Assessment of Massey & Webbwood Library.**

Tracey to get quotes and we will vote for approval by email if needed.

10.2. SaveonEnergy for Small Business Incentive Program Update.

**Moved** by Kevin Burke that we approve the expenditure of \$642.97 to Save on Energy. Seconded by Kathy Moore. **CARRIED 2024-19**

### **10.3. Chair Purchase Update.**

**Moved** by Sue Christiansen to purchase the four chairs for Massey from Structube as soon as possible in the amount of \$900.00. Seconded by Kevin Burke. **CARRIED 2024-20**

### **10.4. Program/Events Update.**

May Calendar of Events was sent to Board members.  
Breakout EDU kit has arrived.

### **10.5. Audit Update.**

All is going well, Tracey will ask Baker/Tilley for an extension.

### **10.6. Quickbooks Bookkeeping Update.**

Tracey will use Baker/Tilly to set up Quick Books when the Audit is completed.

## **11. Policy Review.**

Covered in 9.3

### **11.1. Policy Review Schedule.**

Covered in 9.2

## **12. Monthly Financials:**

**12.1. Moved** by Kevin Burke that March Expenditures of \$19480.46 be approved. Seconded by Kathy Moore **CARRIED 2024-21**

### **12.2 Monthly Budget Tracking: March 2024.**

Was reviewed.

## **13. Council Report.**

Kevin talked about the Public Health request for a site at the library to distribute harm reduction material. He reiterated that the library was not an appropriate site. Kevin suggested that the Pharmacy in Massey would be a better place.

There was some discussion that we could give access to the Harold Maze Room in Webbwood when the library was not open to Public Health if they could run it. The consensus was that we were not willing to put our employees at risk.

The Massey Museum is in dire need of Funds. There was a discussion that the Library could contribute a percentage from our fundraising.

There has been an increase of Police presence in our area.

Lacloche Foothills Medical Caravan is coming soon.

Forming a Youth Committee.

Tracey reached out to Amanda St. Michel from the Economic Development Committee.

Council has had a good meeting with Sagamok to work together.

**15. Strategic Planning & Marketing.**

None

**16. Next Meeting.**

Monday May 27<sup>th</sup> in person in Massey 6:00pm

**17. Motion to Adjourn.**

**Moved** by Kevin Burke seconded by Rachel. **CARRIED 2024-22**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS  
**Economic Development & Community Services Committee Meeting Minutes**

**REGULAR MEETING**

**MAY 21, 2024**

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<b>PRESENT:</b>	<b>CHAIR:</b>	Merri-Ann HOBBS
	<b>MEMBERS:</b>	Harold CRABS; Edie FAIRBURN; John MOONEY; Brent ST. DENIS
	<b>ABSENT:</b>	Thoma CRABS; Cathy HICKEY; Rodney JUNKALA;
	<b>STAFF:</b>	Amanda ST. MICHEL

**Opening**

**Delegation(s)**- None.

**Economic Development**

**A REGIONAL EDO INITIATIVES**- No update.

**B GRANTS AND FUNDING OPPORTUNITIES**

- **B1- 2024-2025 Inclusive Community Grant**- an application for an Age-Friendly/Accessibility Action Plan has been applied for. The grant requests \$34,000 to obtain a consultant to create the plan. Five letters of support were received for the application (Michale Mantha MPP, Sudbury Public Health, Canadian Mental Health Association, Espanola Health Team, Manitoulin-Sudbury DSAB).

**C TSSR BUSINESS COMMUNITY UPDATES/OPPORTUNITIES**

- **C1 Local business Support Discussion**- discussion regarding the various closing businesses within the community and how the municipality can assist with business expansion/retention. There are no formal recommendations at this time, however aspects of discussion included:
  - o Concerns regarding the availability of workers and living wages.
  - o Inflation and increased overhead costs, including various federal/provincial taxes.
  - o Discovering the “parallel economy” within the municipality.
  - o Increasing/promoting the agricultural initiatives/business opportunities available.
  - o How can the municipality provide opportunities- education series, partnerships, how to reduce “red tape” for small businesses etc.
  - o How can the municipality revive the “downtown” corridors within Massey and Webbwood.

**D DONATIONS/COMMUNITY SPONSORSHIPS**- No update.

**E TSSR STRATEGIC PLAN**

- **E1 Public Circulation of the Draft Plan**- the committee will continue to promote the draft plan through social media/website postings, and physical postings in the Around and About. A mail out was not pursued.

**Community Services**

**F COMMUNITY AESTHETICS**- No update.

**G AGE-FRIENDLY PROGRAMING**

- **G1 Age-Friendly Sub-Committee Terms of Reference Review**- the committee reviewed sample terms of reference.
  - o The Elliot Lake example was most liked- especially for its goals/objectives and its “all ages” approach. The committee would like representation from all age groups, rather than only seniors, to promote inclusivity and involvement of all generations. The Deputy

Clerk is to contact Elliot Lake to inquire about their process and experience with their committee.

- There was discussion whether it should be a sub-committee or a separate committee on its own.
- The committee would entertain the idea of changing the name from “Age-Friendly” to “All Ages” Committee as the emphasis would be on improving accessibility and empowerment of all people.

**H MUNICIPAL EVENTS/INITIATIVES & COMMUNITY ENGAGEMENT-** No update.

### **Recommendations to Council**

- None.

The discussion ended at 7:50 p.m. The next meeting will be held on June 18<sup>th</sup>, 2024, in Council Chambers, at 6:30 p.m. or at the call of the chair.



THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-29

Being a Bylaw to Authorize the Purchase of Land  
For Municipal Road Purposes

WHEREAS Section 10(1) of the Municipal Act 2001 as amended allows for a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Section 11 of the Municipal Act 2001 as amended, provides authority for bylaws respecting matters within the sphere of jurisdiction of highways;

AND WHEREAS it is deemed expedient to purchase land for municipal road purposes (Cofell Court);

THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

THAT the lands as shown on the sketch attached hereto as Schedule 'A' and described as follows, be purchased for municipal road purposes from Edward Leslie Lehoczky:

P.I.N. 73416-0353  
Block 9, Plan 53M1379  
Part 3 of Plan 53R-22012  
Township of May

AND THAT the lands described are laid out, constituted, established and assumed as public highway as part of Cofell Court;

AND THAT the Transfer/Deed of Land document be attached hereto as Schedule 'B'.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 12<sup>th</sup> DAY OF JUNE, 2024

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MAYOR – K. BURKE

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CLERK – A. WHALEN



**INTEGRATION COORDINATE TABLE**

COORDINATES ARE DERIVED FROM REAL TIME KINEMATIC (RTK) GNSS OBSERVATIONS, USING SPECIFIED CONTROL POINTS AND ARE REFERRED TO UTM ZONE 17 (81°00' WEST LONGITUDE), NAD83 (CSRS) (2010).

COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O. REG 216/10.

SCP	NORTHING	EASTING
0011930531	5118383.358	418211.357
0101930924	5118733.015	419373.427

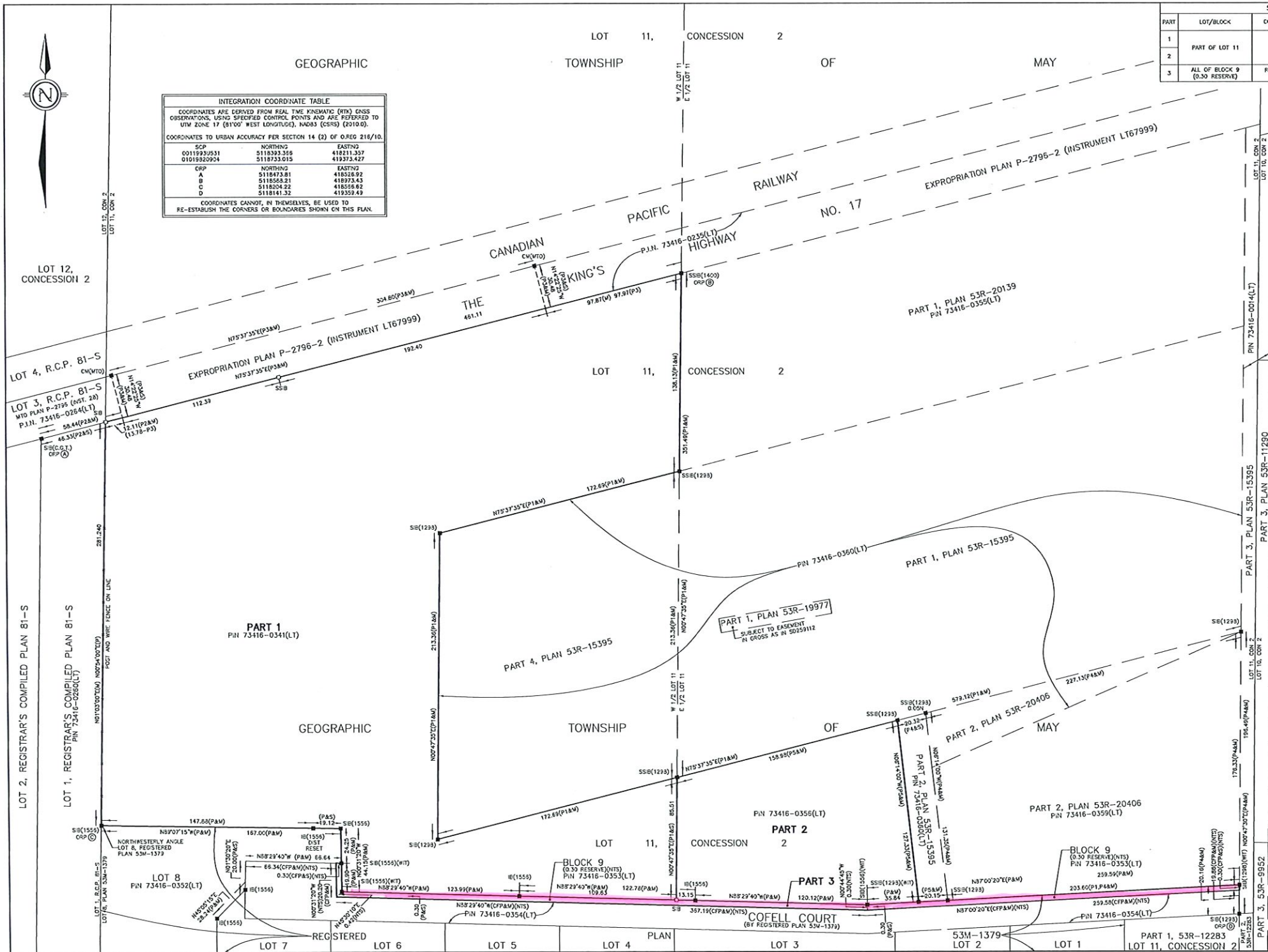
CRP	NORTHING	EASTING
A	5118473.81	418526.92
B	5118563.21	418973.63
C	5118204.22	418558.82
D	5118141.32	419352.49

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SCHEDULE				
PART	LOT/BLOCK	CONCESSION/PLAN	PIN	AREA (HECTARES)
1	PART OF LOT 11	2	ALL OF PIN 73416-0341(LT)	10.956
2			ALL OF PIN 73416-0352(LT)	1.744
3	ALL OF BLOCK 9 (0.30 RESERVE)	REGISTERED PLAN 53M-1379	ALL OF PIN 73416-0353(LT)	0.019

**PLAN 53R-22012**  
 Received and deposited  
 May 9<sup>th</sup>, 2024  
 Mary Beth Ouellette  
 Representative for the  
 Land Registrar for the  
 Land Titles Division of  
 Sudbury (No.53)

By Law 2024-29  
 Schedule "A"



**PLAN OF SURVEY OF PART OF LOT 11, CONCESSION 2 GEOGRAPHIC TOWNSHIP OF MAY AND ALL OF BLOCK 9 (0.30 RESERVE) REGISTERED PLAN 53M-1379 TOWNSHIP OF SABLES-SPANISH RIVERS DISTRICT OF SUDBURY TULLOCH GEOMATICS INC. 2024**

SCALE 1:1250  
 12.5m 0 12.5m 62.5m

THE INTENDED PLOT SIZE OF THIS PLAN IS 914m IN WIDTH BY 559m IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1250.

**METRIC:**  
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**DISTANCE NOTE:**  
 GROUND DISTANCES SHOWN HEREON CAN BE CONVERTED TO UTM GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999553.

**BEARING NOTE:**  
 BEARINGS ARE UTM GRID DERIVED FROM REAL TIME KINEMATIC (RTK) GNSS OBSERVATIONS USING SPECIFIED CONTROL POINTS 0011930531 AND 0101930924 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81°00' WEST LONGITUDE) NAD83 (CSRS) (2010).

**ROTATION NOTE:**  
 A ROTATION OF 0°43'35" CLOCKWISE HAS BEEN APPLIED TO THE ASTROMERIC BEARINGS OF UNDERLYING PLANS PLAN 53R-11117 (P2), MTD PLAN P-2795-2 (P3) AND PLAN 53R-15395 (P5) TO ACCOUNT FOR DIFFERENT REFERENCE MERIDIANS.  
 NO ROTATION HAS BEEN APPLIED TO THE GRID BEARINGS OF UNDERLYING REGISTERED PLAN 53M-1379 (P), PLAN 53R-20139 (P1) AND PLAN 53R-20406 (P4).

- LEGEND:**
- EVIDENCES FOUND MONUMENT
  - EVIDENCES PLANTED MONUMENT
  - SB EVIDENCES STANDARD IRON BAR
  - SB9 EVIDENCES SHORT STANDARD IRON BAR
  - 9 EVIDENCES IRON BAR
  - CM EVIDENCES CONCRETE MONUMENT
  - MT EVIDENCES METAL MONUMENT
  - DI EVIDENCES DISTURBED
  - 1238 EVIDENCES W.J. KEATLEY, O.L.S.
  - 1400 EVIDENCES D.S. DORLAND, O.L.S.
  - 1556 EVIDENCES WILMAY SURVEYING INC., O.L.S.
  - C.G.T. EVIDENCES C.G. TRADERS LIMITED
  - MTD EVIDENCES MINISTRY OF TRANSPORTATION OF ONTARIO
  - CRP EVIDENCES OBSERVED REFERENCE POINT
  - SCP EVIDENCES SPECIFIED CONTROL POINT
  - PIN EVIDENCES PROPERTY IDENTIFICATION NUMBER
  - R.C.P. EVIDENCES REGISTRAR'S COMPILED PLAN
  - INT. EVIDENCES INSTRUMENT
  - M EVIDENCES MEASURED
  - S EVIDENCES SET
  - CF EVIDENCES CALCULATED FROM
  - NTS EVIDENCES NOT TO SCALE
  - 53M-1379 EVIDENCES REGISTERED PLAN 53M-1379
  - P1 EVIDENCES PLAN 53R-20139
  - P2 EVIDENCES PLAN 53R-11117
  - P3 EVIDENCES MTD PLAN P-2795-2
  - P4 EVIDENCES PLAN 53R-20406
  - P5 EVIDENCES PLAN 53R-15395

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

- (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- (2) THE SURVEY WAS COMPLETED ON THE 18TH DAY OF JANUARY, 2024.

MAY 8, 2024  
 DATE  
 NICHOLAS J. McFADZEN  
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO A/LS PLAN SUBMISSION FILE NUMBER V-85014.

**TULLOCH** GEOMATICS INC.  
 449 SECOND AVE. E. | 705 859 5792  
 SUDBURY, ON | F. 705 859 6198  
 PSE 1L2 | TF. 855 215 2245

CRANN B/E: DD FILE: 233105

LOT 12, CONCESSION 2

LOT 2, REGISTRAR'S COMPILED PLAN 81-S  
 LOT 1, REGISTRAR'S COMPILED PLAN 81-S  
 PIN 73416-0360(LT)

PART 1  
 PIN 73416-0341(LT)

PART 2  
 PIN 73416-0356(LT)

PART 3  
 PIN 73416-0354(LT)

PART 2,  
 53R-9952

PART 1,  
 53R-9952

PART 3,  
 53R-9952



**Properties**

PIN 73416 - 0353 LT Interest/Estate Fee Simple  
 Description BLOCK 9, PLAN 53M1379; TOWNSHIP OF SABLES-SPANISH RIVERS  
 Address MASSEY

**Consideration**

Consideration \$0.00

**Transferor(s)**

The transferor(s) hereby transfers the land to the transferee(s).

Name LEHOCZKY, EDWARD LESLIE  
 Address for Service 6 Cofell Avenue, Massey ON, POP1P0  
 I am at least 18 years of age.  
 I am not a spouse  
 This document is not authorized under Power of Attorney by this party.

<b>Transferee(s)</b>	<b>Capacity</b>	<b>Share</b>
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Name THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS	Registered Owner	
Address for Service 11 Birch Lake Rd, Massey ON, P0P 1P0		

**Statements**

Schedule: The land is being acquired or disposed of by the Crown in Right of Ontario or the Crown in Right of Canada, including any Crown corporation, or any agency, board or commission of the Crown; or a municipal corporation.

STATEMENT OF THE TRANSFEROR (S): The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the Planning Act.

STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S): I have explained the effect of the Planning Act to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.

STATEMENT OF THE SOLICITOR FOR THE TRANSFEREE (S): I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

**Signed By**

Andrew Ernest Drury	945 3rd Ave. East, Suite 12 Owen Sound N4K 2K8	acting for Transferor(s)	Signed	2024 05 28
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Tel 519-372-1850  
 Fax 519-372-1602

I am the solicitor for the transferor(s) and I am not one and the same as the solicitor for the transferee(s).  
 I have the authority to sign and register the document on behalf of the Transferor(s).

Barry James Poulson	125 Durham St. Sudbury P3E 3M9	acting for Transferee(s)	Signed	2024 05 28
---------------------	--------------------------------------	-----------------------------	--------	------------

Tel 705-674-6497  
 Fax 705-674-8331

I am the solicitor for the transferee(s) and I am not one and the same as the solicitor for the transferor(s).  
 I have the authority to sign and register the document on behalf of the Transferee(s).

**Submitted By**

POULSON LAW	125 Durham St. Sudbury P3E 3M9		2024 05 28
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Tel 705-674-6497  
 Fax 705-674-8331



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**LAND TRANSFER TAX STATEMENTS**

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In the matter of the conveyance of: 73416 - 0353 BLOCK 9, PLAN 53M1379; TOWNSHIP OF SABLES-SPANISH RIVERS

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BY: LEHOCZKY, EDWARD LESLIE

TO: THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS Registered Owner

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## 1. BARRY JAMES POULSON, THE SOLICITOR FOR THE TOWNSHIP

I am

- (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- (c) A transferee named in the above-described conveyance;
- (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS described in paragraph(s) (c) above.
- (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for \_\_\_\_\_ described in paragraph(s) ( ) above.
- (f) A transferee described in paragraph ( ) and am making these statements on my own behalf and on behalf of \_\_\_\_\_ who is my spouse described in paragraph ( ) and as such, I have personal knowledge of the facts herein deposed to.
- 

## 3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	\$0.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$0.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$0.00

---

## 4.

Explanation for nominal considerations:

g) Transfer to a municipality pursuant to subdivision or development agreement, condominium approval or other municipal purposes: The transfer herein is pursuant to a Subdivision Agreement dated November 26, 2008, and the corresponding Conditions of the Draft Plan Approval thereto, between the Township of Sables-Spanish Rivers and Kevin and Michelle Cofell - and for no other or improper purpose.

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5. The land is not subject to an encumbrance

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## 6. Other remarks and explanations, if necessary.

- The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
  - The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "Greater Golden Horseshoe Region", "specified region", "spouse" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act and O. Reg 182/17. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
  - (c) The transferee(s) is not a "foreign entity" or a "taxable trustee".
  - The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
  - The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.
  - I acknowledge that the personal information collected in the provincial land transfer tax statements provided in this conveyance is being collected by the Ministry of Finance under the authority of the Land Transfer Tax Act, R.S.O. 1990, c. L.6, as amended ("the Act"), and that the personal information may be used for purposes of the administration or enforcement of the Act, other tax statutes, and for purposes of compiling statistical information and of developing and evaluating economic, tax and fiscal policy. (Note: Personal information collected under section 5.0.1 of the Act that accompanies this conveyance can be used only to administer and enforce the Act. De-identified data collected under section 5.0.1 can be used to compile statistical information and develop and evaluate economic, tax and fiscal policy.)
- 

**PROPERTY Information Record**

A. Nature of Instrument: Transfer  
LRO 53 Registration No. SD497449 Date: 2024/05/28

B. Property(s): PIN 73416 - 0353 Address MASSEY Assessment -  
Roll No

C. Address for Service: 11 Birch Lake Rd, Massey ON, P0P 1P0

D. (i) Last Conveyance(s): PIN 73416 - 0353 Registration No. SD493252  
(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes  No  Not known

E. Tax Statements Prepared By: Barry James Poulson

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-30

Being a Bylaw for the Purpose of Repealing a Bylaw to  
Appoint a Public Information Officer for the Fire Department

WHEREAS Section 10 of the Municipal Act, 2001 provides the authority to pass a bylaw for the protection of persons and property and for the health, safety and well-being of persons;

AND WHEREAS Bylaw 2018-04, as amended, provides that the Fire Chief may recommend to Council the appointment or removal of any officers to the Fire Department as may be deemed necessary;

THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT Bylaw 2019-06 is hereby repealed;
2. THAT this Bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 12<sup>th</sup> DAY OF JUNE, 2024.

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MAYOR – K. BURKE

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CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-31

Being a Bylaw for the Purpose of Repealing a Bylaw to  
Appoint an Assistant Fire Chief

WHEREAS Section 10 of the Municipal Act, 2001 provides the authority to pass a bylaw for the protection of persons and property and for the health, safety and well-being of persons;

AND WHEREAS Bylaw 2018-04, as amended, provides that the Fire Chief may recommend to Council the appointment or removal of any officers to the Fire Department as may be deemed necessary;

THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT Bylaw 2022-16 is hereby repealed;
2. THAT this Bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL  
THIS 12<sup>th</sup> DAY OF JUNE, 2024.

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MAYOR – K. BURKE

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CLERK – A. WHALEN

May 28, 2024

COUNCIL MEETING: June 12, 2024 AGENDA GROUP: A

SUBJECT:

**Applications under Section 357/358 of the Municipal Act, 2001 for reduction in property taxes**

BACKGROUND:

Sections 357 and 358 of the Municipal Act provides the direction, guidance and procedures to be followed regarding the write-off (cancellation, reduction or refunding) of all or a part of taxes levied on land. Owners (or their representatives) are required to complete an application requesting consideration for a reduction. Applications are due before February 28 of the year following the year in question. Applications submitted under section 357 can be for the current tax year plus the previous tax year and section 358 allows for the current tax year plus the two previous tax years.

The Act advises that Council shall hold a meeting at which applicants (usually the owner of the land) may make representations to Council. Notice of this meeting was provided to the applicants, satisfying the need to provide a minimum of 14 days notice of the meeting. If an applicant is not satisfied with the decision of Council, an appeal can be filed with the Assessment Review Board (ARB).

Applications under Section 357 for 2024 were received. The reason for each application is noted in the attached schedule. MPAC has provided the necessary assessment adjustments for these applications.

RECOMMENDATION:

**BE IT RESOLVED THAT** pursuant to Section 357 of the Municipal Act, 2001, property taxes shall be adjusted as per the attached schedule.

ATTACHMENTS:

Schedule - Section 357 Adjustments  
Section 357 application TSSR-2024-01; 52-18-000-007-05300-0000 (2023)  
Section 357 application TSSR-2024-02; 52-18-000-007-05300-0000 (2024)  
Section 357 application TSSR-2024-03; 52-18-000-005-02100-0000 (2023)

Schedule - Section 357 Adjustments  
For 2024

Roll #	Year	Tax Adjustment	Reason
007-05300	2023	\$131.02	Classification change
007-05300	2024	\$230.49	Classification change
005-02100	2023	\$678.61	Residence razed by fire



# LACLOCHE FOOTHILLS MUNICIPAL ASSOCIATION

## MEETING REPORT

**Espanola Public Library  
Main Level Meeting Room**

**April 23, 2024  
10:00 a.m.**

### **Present:**

Chair - Kevin Burke, Mayor, Township Sables-Spanish Rivers,;  
Doug Gervais, Mayor, Town of Espanola;  
Vern Gorham, Mayor, Township of Baldwin;  
Joseph Burke, CAO/Clerk, Town of Espanola;  
Holly Zahorodny Clerk Administrator/Treasurer, Township of Baldwin;  
Anne Whalen, Clerk-Administrator, Township of Sables-Spanish Rivers;  
Amy Mazey, Mayor, Township of Nairn-Hyman;  
Belinda Ketchabaw, CAO / Clerk-Treasurer, Township of Nairn-Hyman;  
Rob Walsh, OPP

### **Also Present:**

Nancy Lacasse, Health Systems Innovation Lead  
Louisa Orford, Regional EDO  
Guy Despatie, Councillor, Township of Nairn & Hyman  
Mike Baker, OPP Acting Staff Sergeant

**Regrets:** Arnelda Bennett, Sagamok Anishnawbek

1. **Approval of Minutes** – December 5, 2023  
Moved by V. Gorham /Seconded by D. Gervais – That the minutes of December 5, 2023 be approved. **Carried**
2. **Election of Officers** – President, Vice-President, Secretary-Treasurer  
Mayor Vern Gorham put his name forward as President; Holly Zahorodny, Secretary – all members were in favour. **Carried**
3. **Community Safety & Well-Being Plan** –Update by Nancy Lacasse, Health Systems Innovation Lead (presentation attached).  
Moved by V. Gorham/Seconded by D. Gervais Be it resolved that we accept the recommendations from the CSWB as presented. **Carried.**
4. **Regional EDO Update** – Louisa Orford, Regional EDO to provide update on recent projects/initiatives.  
The next Job Fair will be held May 7<sup>th</sup>, 2024 from 10am – 2pm at the Espanola Recreation Complex.  
Transit Van is in production – will advertise for a driver mid-June. A draft schedule was presented to the committee.
5. **Bike Rodeos** – Request from Twp Nairn & Hyman – for discussion

Espanola will take the lead and put one on. Anyone can join. More information will be forthcoming as this develops.

6. **OPP Calls for Service Report** – Future reports to come from Lacloche OPP Board – for discussion

The new Billing Summary Report will be released to each municipality soon.

A presentation on the “CamSafe Program” was given by Officer Baker. Information flyer is attached.

7. **Public Health Board** – discussion/update from Lacloche Foothills Rep (to follow)

Councillor Despatie was in attendance and advised the Committee that the proposed merger of the Algoma and Sudbury Boards of Health will not be taking place as Algoma Public Health was not in favour of the merger.

8. **Other Business**

9. **Next Meeting**

Next Meeting will be June 18, 2024 – 1:00 pm at the Baldwin Recreation Centre “Snoopy’s Landing” in McKerrow.

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Kevin Burke, Chair



## LaCloche Foothills Community Safety & Well-Being Plan Update

April 2024

By leveraging existing relationships, creating new partnerships, and aligning support in the LaCloche Foothills area the Community and Safety Well-Being Plan (CSWB) is well positioned to move forward with continued implementation. Together, with our communities we will make a difference in the lives of the residents of the LaCloche Foothills area.

### Executive Summary

Key highlights specific to plan priorities:

#### Mental Health

- Community Health Contact List inclusive of quick reference and contact information on local mental health supports shared broadly and posted on Espanola hospital website
- Canadian Mental Health Association and OPP continue to collaborate on the “Transition from Incarceration to Community” program for the LaCloche Foothills area
- Hosted “Bell Let’s Talk Day” – January 24, 2024 – inclusive of flag raising and service fair for all residents of LaCloche
- Memorandum of Understanding signed by Espanola Hospital, OPP, and Anishinabek Police Services – Sagamok regarding Police Hospital Transitions – training if OPP and ED staff regarding safe transitions is ongoing
- Education regarding Espanola Area Situation Table (EAST) provided to area service providers
- Participated in Center for Addiction and Mental Health (CAMH) strategic planning process – provided formal request for additional outpatient psychiatric consultations
- Mobile Crisis Rapid Response Team onboarded a Transitional Support Worker – program working well across all LaCloche communities
- Espanola Hospital addition of Mental Health Crisis Worker in Emergency Department
- Rapid Access Addiction Medicine (RAAM) continues to receive referrals from across the LaCloche Are

#### Access to Services

- Actively involved in planning and implementation of navigation services being initiated and supported by Equipe Sante Sudbury/Manitoulin/Espanola/Elliot Lake Ontario Health Team (OHT)
- LaCloche Care Van implementation underway
- Participating in ongoing planning for service providers, front line staff and first responders regarding local service and referral process – full day Fall event
- Supported the planning and implementation of services in LaCloche Communities – Examples: Webbwood/Massey
- Communication Plan in preliminary stages – to develop a comprehensive public awareness campaign related to available services



## Seniors

- Participated in the consultation for Espanola's Age Friendly plan development
- Membership and active participation on the CCPN Palliative Care subcommittee
- Focus Group consultation planned with Espanola Seniors Club – May 2024
- Supported Espanola Recreation Center in the application of a Seniors Community Grant

## Affordable Housing

- Strong leadership and partnership with Sudbury-Manitoulin District Services Board
- Representative participation in relevant initiatives that support the advancement of affordable housing in the LaCloche Area
- Established partnerships to offer on-site programming and services

## Recommendations

1. An ad hoc advisory board/oversight committee be established to support ongoing leadership and communication of the plan. Membership should include representation from sectors identified by Ministry requirements; Health and Mental Health Service Providers, Educational Services, Community and Social Services, Childrens Services, Municipal and Police Services.
2. The Community of Care Planning Network (CCPN) continues to be the planning structure to support the development and implementation of health and social services initiatives that will support the overall CSWB Plan. Where appropriate working groups will be established.
3. That all LaCloche municipalities consider the use of social media platforms to promote awareness of the CSWB plan. Consider the development of a CSWB dashboard to highlight plan initiatives. Current CSWB staff will support this development.
4. That a communication and engagement strategy be developed to support promotion of the CSWB Plan and further information gathering from the public. Furthermore, this engagement will include neighboring First Nation communities. Information gathered will support the updating of the CSWB plan beyond 2025.
5. That the revised CSWB Plan be a living document, inclusive of performance measures and that data is reviewed at regular intervals. As the plan matures, there is opportunity to expand goals and activities to include identified risk areas not previously captured.

**LaCloche Foothills Municipal  
Association Update**

**April 2024**

**Nancy Lacasse**

**Health Systems Innovation Lead**

**Espanola Regional Hospital and Health  
Center**





# Priorities

# Goals

# Focus on Community

## The Pillars

- Social Development
- Prevention
- Risk Intervention
- Incident response

### Mental Health & Addictions

1. Establish community outreach
2. Service inventory and mapping
3. Community Programming
4. Mobile Crisis Response
5. Rapid Response situation table

### Affordable Housing

1. Rapid Response situation table
2. Shelter and transitional housing
3. On-site programming
4. Local housing listings

### Access to Services

1. Service mapping
2. Community mobilization
3. Collaborative programming
4. Community leadership committee

### Seniors

1. Age friendly community plan
2. Community mobilization
3. Community Paramedicine
4. Accessible program delivery and supports

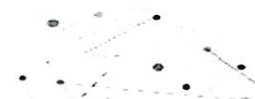
Engagement

Awareness

Partners

Outreach

Our  
Collective  
Impact Project



# KEY HIGHLIGHTS

January 24, 2024



## Mental Health

- Bell Let's Talk Day
- Community Mental Health Contact List
- Espanola Hospital Mental Health Crisis Worker
- Mobile Crisis Response Team – new team member
- Police-Hospital Transitions
- RAAM (Rapid Access Addiction Medicine) expansion

# KEY HIGHLIGHTS

## Access to Services

- Ontario Health Team Navigation Services
- Communication strategy development
- Service delivery in all LaCloche communities
- Education awareness to service providers
- LaCloche Care Van

## Seniors

- Age Friendly Planning
- CCPN Palliative Care Sub Committee – workshops
- Senior’s Community Grant application
- Community Paramedicine Program
- Espanola Senior’s Club – Focus Group

## Affordable Housing

- Strong leadership and partnership with Sudbury-Manitoulin District Services Board
- Strong municipal support
- Established partnerships to offer on-site programming and services



# OPPORTUNITIES

811  
Access to  
Services

## Planning

- Utilize local and expertise related to population health approach including consideration of the social and environmental determinants of health

### Consider Best Practices:

1. Community Safety and Well-Being plans should apply an equity lens recognizing the importance of ensuring that all residents, regardless of their race, gender, or other intersecting identities have equal opportunity to enjoy a sense of safety and well-being.
2. Equally, in refreshing the plan anti-racism consideration/planning is paramount. Anti-racism is rooted in action. It is about taking steps to eliminate racism at the individual, institutional, and structural levels.

5

## Municipal Leadership

### Community Engagement

**Community engagement** increases **community** cohesion and allows **community** members to have ownership over the outcomes that will ultimately impact them.

Gauthier / Gervais

## RECOMMENDATIONS

1. That a ad hoc advisory board/oversight committee be established to support ongoing leadership and communication of the plan. Membership should include representation from sectors identified by Ministry requirements; Health and Mental Health Service Providers, Educational Services, Community and Social Services, Childrens Services, Municipal and Police Services.
2. The Community of Care Planning Network (CCPN) continues to be the planning structure to support the development and implementation of health and social services initiatives that will support the overall CSWB Plan. Where appropriate working groups will be established.
3. That all LaCloche municipalities consider the use of social media platforms to promote awareness of the CSWB plan. Consider the development of a CSWB dashboard to highlight plan initiatives. Current CSWB staff will support this development.
4. That a communication and engagement strategy be developed to support promotion of the CSWB Plan and further information gathering from the public. Furthermore, this engagement will include neighboring First Nation communities. Information gathered will support the updating of the CSWB plan beyond 2025.
5. That the revised CSWB Plan be a living document, inclusive of performance measures and that data is reviewed at regular intervals. As the plan matures, there is opportunity to expand goals and activities to include identified risk areas not previously captured.



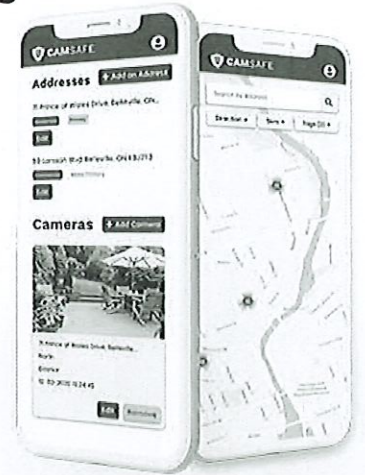


# CAMSAFE

## Join us in creating a safer community

**CAMSafe is a CCTV and security video registry aimed at keeping our community safe and assisting police solve crime.**

- Volunteer registry of security cameras, CCTV systems & doorbell cameras
- Delete your information or account at any time
- CAMSafe does not have access to footage or cameras
- Only basic contact information & address required to sign up
- Only police have access to the registry information



### Register



### Add

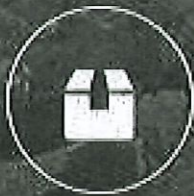


### Protect



**We all play a part in keeping our community safe in this age of connected technology.**

**Your participation helps to provide a stronger defence against:**



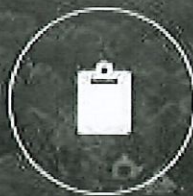
Theft



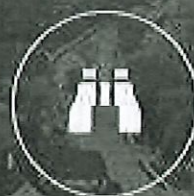
Arson



Vandalism



Fraud



Stalking



Kidnapping

For more information, visit [camsafe.ca](http://camsafe.ca)

# Memo

**To:** Council  
**From:** Anne Whalen, Clerk-Administrator  
**Date:** June 4, 2024

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## Committee Meetings:

It is evident in the member turnout for meetings, that there is either a lack of interest in the topics on the agenda, or the frequency of the meetings is deterring members from attending.

The Procedural Bylaw sets out the various committees but does not set out the frequency of these meetings. Council could consider reducing the committee meeting schedule to quarterly with additional meetings as required. This may assist in members being more engaged and boost attendance.

This is also an opportunity to review the purpose of each committee and ensure that meetings are being productive, not just the coordinator giving an update on what they've done from month to month. The mandate of each committee is as follows:

**Public Works Committee** *provides guidance in planning and overseeing the projects and schedules of regular maintenance procedures and provides recommendations and policies to Council concerning the Township's public works services, including streets and roads, municipal water supply and distribution system and waste management.*

**The Parks & Recreation Committee** *plans and oversees the operation and management of the Arena complex as well as other recreational facilities and parks and provides recommendations and policies to Council. They shall review recommendations from the Recreation Coordinator in developing programs that provide safe and clean conditions for the general public and meet the needs and interests of the community.*

*The Committee is responsible for ensuring consistency with Council's policies regarding the following:*

1. *recreation facilities including*

- *Massey & District Community Centre and Arena*
- *Webbwood outdoor skating rink*
- *parks, ball fields, playgrounds, Sauble River Park beach area*

2. *special events, programming and activities within the recreation department*

**The Economic Development & Community Services Committee** *will develop, conduct, encourage and assist programs and initiatives to enhance the factors of productivity social development of the community; and shall provide advice and recommendations to Council.*

*The Committee is responsible for ensuring consistency with Council’s policies regarding the following:*

1. *establishing a Strategic Plan for the municipality, and regular update reviews thereof*
2. *identify, promote, and advise Council on community and economic development initiatives for the Township*

In a previous memo to Council, I suggested that Parks & Recreation be paired with the “Community Services” part of the Economic Development committee. To facilitate this shift, it may be beneficial for the two committees to have a joint meeting to review projects and coordinate the transfer of information. I would suggest September as an appropriate time to have this meeting.

As for the Economic Development Committee and adding a Planning Committee of Adjustment, I will be seeking information from our Planning Consultant on what is required. I would like to target year-end for this committee to be able to be up and running in the new year (2025). This will give time for recruitment of members as well as training on the Planning aspect of the committee.

These changes require an amendment to the Procedural Bylaw as does the addition of the Fire & Emergency Services Committee. If Council wishes to proceed with these changes, then the amendment could be ready for the August 28, 2024 Regular Council meeting.

**Council Meetings – July & August:**

In a previous memo to Council, it was proposed that the regular Council meetings for the months of July be cancelled, and August be reduced to one meeting for the month.

Most of the business conducted over the summer months is in the nature of routine endorsements by Council. With the exception of planning applications, there is not usually anything urgent that needs to be dealt with. Departmental committees typically break over the summer as well.

If Council is in agreement, I suggest the following schedule be implemented on a trial basis for the summer of 2024:

- July 10, 2024 & July 24, 2024 – cancel both meetings for the month of July. Unless Council has something they need to discuss or make a decision on, I do not have anything for the agenda that can't wait until August.
- August 14, 2024 – cancel
- August 28, 2024 – regular meeting

***Special meetings can always be called should the need arise.***

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With permission, I share with you an email from Councillor Fairburn:

*Hello Anne,*

*I've been thinking/brainstorming about the administration staff for the township. My belief is that it is not well understood the amount of work, time and effort that is required from all staff members. I'm not sure if all other councillors will agree with me, however I have listed my thoughts below:*

*Council Meetings - July & August ; I am unable to attend any meetings during these months; I'm not sure that there will be anything pressing that NEEDS to have any meetings in this specific time frame. The quantity of council meetings, is it possible to have ONE meeting per month, then a "special" meeting could be called if there is anything that can't wait?*

*Team Building Activities: I'm not sure what the office does to improve staff moral and bonding - crafts, soap making, etc. I strongly believe this is a highly neglected area in most work environments and can result in employee turn-over, burn-out, and toxic environments.*

*Fridays - Administration day; devoted to the uninterrupted work day ; this could also be an opportunity to do team meetings (to share what each ones work load has been like for the past week and plan the upcoming week in a casual/comfortable environment)*

*I appreciate that the staff at township is devoted and hardworking - I can see it evidenced regularly, however I think the world of the work environment has changed - it's recognized that burn out is real (and causing severe medical issues), however, what are employers actively doing to protect their employees from it? I would like to see the township do better for their employees than in the past....*



The Royal Canadian Legion  
Massey Branch 432

320 Imperial Street South  
Box 117  
Massey, Ontario  
POP 1P0

Tel: 705-865-2522  
Email: legionmassey432@eastlink.ca

May 22, 2024

Township of Sables-Spanish Rivers,  
11 Birch Lake Rd.,  
Massey, Ont.  
POP 1P0

Dear Council;

The Legion would like to host the annual July 1<sup>st</sup> celebration at the Mouth Park again this year.

We need access into the park at 8am on July 1<sup>st</sup> to bring everything for the day's festivities down and set up. It would be greatly appreciated if we could get a key which we would happily drop back at the Township office after the event. In the past I remember getting a key for other access which I needed for meetings.

We would also like to request a donation of \$200.00 from the Township to put toward the food which we will provide to the public for the celebration. We will be serving hamburgs, hotdogs, chili dogs, sausages, pop, and cake.

We look forward to the Township's attendance.

Sincerely,

Thoma Crabs,  
Secretary/Treasurer,  
Royal Canadian Legion Branch 432

## Anne Whalen

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**From:** Bill McKenna <suebilliards8@gmail.com>  
**Sent:** May 25, 2024 8:25 PM  
**To:** stacie minten; Leo Mountney; lindayaw37@gmail.com; Jolie & Rob Bianchin; presseau@gmail.com; Anne Whalen  
**Subject:** Fwd: River Road Neighbourhood Watch meeting and media event

Dear River Road Neighbourhood Watch Team,

I sent the attached email to Constable Jessica Gilbertson to arrange for us all to meet at our Township office and complete the renewal of our River Road Neighbourhood Watch.

She emailed me back that she will be back in her office from May 27, 2024 after which we can arrange a suitable time for our meeting. I will inform you when that has been arranged.

Thank you for your cooperation and support.

Bill McKenna  
Coordinator

P.S. We have lots of rhubarb if you would like some and the price is right...free!

----- Forwarded message -----

**From:** Bill McKenna <suebilliards8@gmail.com>  
**Date:** Tue, 21 May 2024 at 12:45  
**Subject:** River Road Neighbourhood Watch meeting and media event  
**To:** Gilbertson, Jessica (OPP) <Jessica.Gilbertson@opp.ca>

Hi Jessica,

I mailed our initial letter on May 1, 2024 so all of our residents have received it, (on the same day, small community). We are now ready for the next step in revitalizing our RRNW.

I suggest that you and I meet with our Block Captains, (those who can attend) and perhaps a Township representative in our Township boardroom to discuss how our renewed RRNW will work. I will brief you before the meeting plus I have Neighbourhood Watch material and RRNW history that I can use to round out the meeting content.

We should then go to our Neighbourhood Watch road sign near the East end of River Road for a photo opp with our 'Team' that we can build into a Press Release.

I also suggest that we drive West on River Road stopping at each Block Captain's home for you to get better acquainted with them as well as our River Road community.



Could you email me a time that you would be able to meet with us. I will confirm the availability of our Board Room and ask our Block Captains to attend. I suggest mid morning to give us time to go through our agenda and tour of River Road.

The main features for us to embrace are A: Once on River Road, one can not get off it until the other end 20 kilometres away. Couple that with our Block Captains and other 'Spotters' spread out all along our road and it becomes a major deterrent to crime. B: Our whole community can instantly be reached by 'Text' for truly seamless communications with the added benefit of being constantly up to date!

Thank you.

Bill McKenna  
River Road Neighbourhood Watch Coordinator

# Township of Sables-Spanish Rivers

## Memo

To: Clerk, Council  
From: Blair Ramsay, Fire Chief  
Date: June 2nd, 2024  
Re: Monthly Fire Department Committee Report – May 2024

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### 2024 Monthly Fire Call Out Summary:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm	-		-	-	1	-	-	-	-	-	-	-
Smoke/CO/Haz Mat	1	3	-	-	-	-	-	-	-	-	-	-
EMS Assist/Rescue	2	3	1	1	2	-	-	-	-	-	-	-
Structure/Vehicle	1	-	-	-	-	-	-	-	-	-	-	-
Fires												
Chimney Fires	-	-	-	1	-	-	-	-	-	-	-	-
Brush Fires	-	-	-	2	2	-	-	-	-	-	-	-
MVA / MVC	1	2	-	-	-	-	-	-	-	-	-	-
Hydro Line / Pole	-	-	-	3	-	-	-	-	-	-	-	-
Burn Complaints	-	-	1	2	3	-	-	-	-			-
Inspections	-	-	-	-	-	-	-	-	-	-	-	-
Mutual Aid	-	-	-	-	2	-	-	-	-	-	-	-
Aid Spanish FD	-	-	-	-	-	-	-	-	-			-
<b>Total</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Calls for Service:

- SSRFD attended 10 calls for service in May 2024. The two main calls were bush fires on the same day. The fire on Lee Valley Road which was one hectare started by a tree on the hydro line. The second was the same type of call with a tree down on a hydro line. This fire was small and quickly was extinguished. The two medicals in May along with the other nine medical calls this year involved

assisting EMS with providing CPR on patients. This service is a valuable response to provide to the community. The team should be commended for their professional response to medical calls.

**Training:**

- Weekly training sessions focussed on completing the hoses section of yearly signoffs, Fire Cause/Fire Loss sign off, and training sessions for drivers on the new Fire Truck.
- I attended a session on Electric Vehicle (EV) auto extrication hosted by the Spanish Fire Dept. It was an excellent session. The trainer is an expert in Tesla and brought a Tesla vehicle for the training. EVs and lithium-ion batteries pose a serious concern for the highway as well as our homes if not properly stored. There will be public education posts on lithium-ion battery safety in the coming months.
- I had a meeting with Resource One who will be assisting SSRFD in the educational portion of Firefighter 1. Members will start the educational component online of Firefighter 1. Members will be given to the end of the year to complete the online component.

**Pub Ed/Public Education, Recruiting and Fundraising Committee (PERF)**

- The first Mothers Day Spaghetti supper held at the Walford Community Center was well attended. Approximately \$160.00 was raised.
- Elementary School visits are planned for June.

**Station Report:**

- Station 1 – Tanker 420 and Pumper Tanker 450 continues to be assigned to Station 1.
- Station 2 – #410 has had the annual inspection completed.
- Station 4 – #440 had a coolant leak that was repaired. The new truck is temporarily at Station 4 while #445 is repaired. The ladder rack was damaged during a training night.
- Station 5 – Using Station 5 for Storage.

**Administration:**

- Capital Projects: Station 4 exhaust installation has started and partially installed. The contractor will be completing the job in June.

- I attended a webinar on training on keeping the department “Combat Ready” as well as training on thermal imaging cameras.
- Managing the training program has been most of my Admin duties for now until the Training Manger position gets approved.

#### **Human Resources:**

- Currently there are 33 active firefighters including officers.
- Steve Mailloux has officially retired, 3 other members have left. Two from Station 4 and one from Station 2 because they cannot commit to the Fire Dept any longer.
- There are two people that have applied. One in Webbwood, one in Massey. Interviews are scheduled in the coming weeks.

#### **Fire Inspection/Complaints**

- Inspection orders were completed at the Water Treatment plant.
- Future inspections are planned in June at both schools.

#### **REQUEST FOR COUNCIL:**

- On behalf of the Fire Department, I would like to thank council for their support for the new fire truck. This truck has given a morale boost to the Dept. We have put approximately a hundred hours on the truck so far training the drivers and Firefighters.

*Township of Sables-Spanish Rivers*

**PUBLIC WORKS COMMITTEE**  
*Roads/Water/Waste Management*

**Report**

Wednesday, June 5<sup>th</sup>, 2024 at 6:30 p.m. in Council Chambers

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Chair: Harold Crabs; Co-Chair: Casimir Burns  
Committee Members: Kevin Burke; Thoma Crabs, Cameron Hobden  
Staff: Connor St.Michel; Trevor Stack, Anne Whalen, Ruth Clare

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**DELEGATION**

1. John Linley – Drainage Discussion

*The committee had questions for Mr. Linley regarding maintenance of drains. Mr. Linley expressed that every scenario varies slightly, and if maintenance is required then the best course of action is to send him an email stating any questions you may have pertaining to the maintenance and he will ensure an adequate response.*

*If an individual is looking for information about drains, he invites people to ask him and he will work towards finding them the information they require.*

**A. ROADS**

1. Manitoulin North Shore Tender Results

*The Committee reviewed the tender results of the Manitoulin North Shore Amalgamated Tender, and recommends council endorse the use of the Amalgamated Tenders to ensure best pricing.*

*The tender results for surface treatment and calcium are as follows (successful tender in **bold**):*

Calcium

**Pollard Highway Products - \$0.37/L**

**Da-Lee Dust Control Products - \$0.512/L**

Surface Treatment

**Beamish**

**Emulsion - \$1.88/Kg**

**Aggregate supply - \$35.55/M<sup>3</sup>**

**Total tendered amount for Manitoulin North Shore - \$757,729.92**

**MSO**

**Emulsion - \$2.17/Kg**

**Aggregate supply - \$31.65/M<sup>3</sup>**

**Total tendered amount for Manitoulin North Shore - \$819,267.26**

## 2. Road Gravel – Update

*The Committee was informed that the schedule for roads receiving fresh granular was required to be altered due to the distance from the source material to project location. Approximately 5km of road surface was moved in the five-year plan from 2025 -2026 and replaced with approximately 5km from 2026 planned roads. To date approximately 6km of the granular placement remains to be completed.*

## **B. EQUIPMENT**

## **C. WATER/WASTEWATER**

## **D. WASTE MANAGEMENT**

### 1. User Fees Schedule – Draft

*The committee reviewed Bylaw 2021-19 Schedule ‘C’ in conjunction with the draft copy. The committee recommends the draft copy be submitted to the Treasurer for review, with a recommendation to Council for acceptance.*

*The committee did discuss further research into alternative waste management techniques such as recycling mattresses, and ensure the cost outlined in the user fee schedule is adequate to cover the cost of any programs that may become available.*

## **E. CEMETERIES**

## **F. BUILDING MAINTENANCE**

### 1. Building Condition Assessments – Review

*The committee review the condition assessment of each of the public works’ buildings. The Public Works Supervisor will be working with the Coordinator of Infrastructure and the Chief Building Official to develop a plan to address any concerns found during the review.*

Next Meeting:

*At the call of the Chair*



**UNAPPROVED MINUTES – FOURTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, SECOND FLOOR**  
**THURSDAY, MAY 16, 2024 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Robert Barclay  
Renée Carrier  
Guy Despatie  
Pauline Fortin

René Lapierre  
Abdullah Masood  
Ken Noland  
Mike Parent

Mark Signoretti  
Natalie Tessier

**BOARD MEMBERS REGRET**

Ryan Anderson

Al Sizer

**STAFF MEMBERS PRESENT**

Kathy Dokis  
Stacey Gilbeau  
M. Mustafa Hirji

Stacey Laforest  
Rachel Quesnel  
France Quirion

Renée St Onge

**R. LAPIERRE PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT**

The meeting was called to order at 1:30 p.m. The Chair noted the Moose hide campaign was being observed that day in respect of violence against Indigenous and non-Indigenous women and girls.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

The agenda package was pre-circulated. There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **Forward Momentum: Keeping Children Safe from Outbreaks in School using the *Immunization of School Pupils Act***

- Stacey Gilbeau, Director, Health Promotion Division and Vaccine Preventable Diseases Division and Chief Nursing Officer
- Stephanie Hastie, Program Specialist, Vaccine Preventable Diseases Program

S. Gilbeau and S. Hastie were invited to provide an overview of the *Immunization of School Pupils Act* (ISPA) which protects children against nine designated diseases; requires Boards of Health to collect, maintain, assess, and enforce immunization requirements for these diseases; and improves health and health equity.

Vaccine preventable diseases are re-emerging across the country, including in Ontario. There is a risk to children and schools for cases and outbreaks to occur and the important work undertaken as part of the ISPA ensures that children are protected from outbreaks and of these very serious vaccine preventable diseases through publicly funded vaccines. Board members were reminded who administers publicly funded vaccines and of the reporting requirements and responsibilities.

As part of post-pandemic recovery efforts, Public Health Sudbury & Districts staff have been working to ensure that students received any missed vaccines and that all immunization information reported to PHSD during and after the pandemic was properly entered in the provincial database. S. Gilbeau was pleased to share that PHSD has no pandemic backlog of entries and the ISPA implementation for the 2023/24 school year is well underway after a successful 2022/23 resumption. The 8 phases of the ISPA process were reviewed and it was noted that not every student will need to go through all the steps. The phases may involve collecting information, evaluating immunization records, informing parents/guardians of overdue vaccines, offering immunizations services, and issuing suspension notice if necessary.

It was noted that Public Health Sudbury & Districts staff worked to find opportunities to streamline data submission from the school boards, uploading and reporting processes internally. S. Hastie shared highlights from the 2022/23 ISPA work describing the engagement process as well as communication and enforcement/suspensions relating to elementary and secondary school student immunizations. The efforts last year helped get students up-to-date on vaccination and ensure community immunity against outbreaks in schools. The 2023/24 effort will maintain momentum in keeping schools safe and helping the few students who remain not fully up-to-date, to get there.

Questions and comments were entertained regarding the ISPA enforcement, suspension rates, suspension periods and extensions, lost vaccination records and exemption rates and immunization status for suspension. It was noted that advocacy for a national centralized vaccination repository for children and adult continues at many levels including the Council of Ontario Medical Officers of Health (COMOH) as well as the public health community.



Both presenters were thanked.

## 5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
  - a. Third Board of Health Meeting – April 18, 2024
- 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, May 2024
- v) **Correspondence**
  - a. Recommendation for Federal Restrictions on Nicotine Pouches
    - Letter from Peterborough Public Health Board of Health Chair to the Minister of Health, dated April 30, 2024
  - b. Household Food Insecurity  
*Public Health Sudbury & Districts [Motion #06-24](#)*
    - Email and resolution from Municipality of Dutton Dunwich in supporting the Municipality of St. Charles and Public Health Sudbury & Districts resolutions, dated April 29, 2024
  - c. 2023 Annual Chief Medical Officer of Health Report *Balancing Act – An All-of-Society Approach to Substance Use and Harms*
    - Letter from Haliburton, Kawartha, Pine Ridge District Health Unit to the Premier of Ontario and Minister of Health dated May 6, 2024
    - Letter from Peterborough Public Health Board of Health Chair to the Ontario Chief Medical Officer of Health and Deputy Premier and Minister of Health, dated April 23, 2024
  - d. Ministry of Health Base and One-Time Funding for Board of Health, Public Health Sudbury & Districts
    - Letter to Board of Health Chair, Public Health Sudbury & Districts from the Deputy Premier and Minister of Health dated March 28, 2024
- vi) **Items of Information**
  - None

The Board of Health Chair advised that Dr. Hirji had an item for the Board's discussion. Dr. Hirji sought the Board's feedback on the current format, length, and content of the MOH/CEO report to the Board. He noted the report is one of the lengthiest agenda attachments; however, does not concern any discussion. The report is detailed and varies in its format to include stats and some narrative detail. It was noted that the Board meeting evaluation results relating to the MOH/CEO report is positive. The Board was asked whether the report is helpful and useful for their governing role or whether it is more information than needed. Is there anything the Board would want changed or preserved.

It was shared that, in the past, discussion was held regarding the topics within the reports which were operational in nature and when the consent agenda was introduced, the MOH report was included as a consent agenda item.

Board members shared their feedback and overall, felt that the report was helpful and informative, including for newer board members. Although the content is mainly operational in nature, the updates are found to provide a pulse regarding the work and priorities of the organizational. There was openness to explore a report that includes priorities and strategic updates through a high-level, plain language, summary upfront of the report.

M. Parent reference a City of Greater Sudbury motion in regards to used needles in public spaces and on the streets which directed the Mayor to meet with the Medical Officer of Health to see how collectively, there could be improvements. Dr. Hirji's input was sought regarding the CGS's needle waste motion. Dr. Hirji responded he would be pleased to meet with City of Greater Sudbury on this matter. It was noted that waste management is within the City of Greater Sudbury's responsibility. Public Health Sudbury & Districts does education with every client, has contributed to public kiosks for needle disposal and is working with partners for pick up. He noted that PHSD is always ready to meet and collaborate with partners to ensure *healthier communities for all*.

### **33-24 APPROVAL OF CONSENT AGENDA**

**MOVED BY BARCLAY – MASOOD: THAT the Board of Health approve the consent agenda as distributed.**

**CARRIED**

## **6. NEW BUSINESS**

- i) Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM) and Conference, June 5 to 7, Toronto**
  - Preliminary Program for AGM, Conference and Section meetings
  - Summary of Resolutions for consideration at alPHA Resolutions Session
  - Allocation of Votes by Health Unit
  - Agenda for the alPHA Board of Health Section Meeting – June 7, 2024

The Board Chair invited Board members to consider attending the Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM), resolution session and conference. This is a great learning opportunity to further learn about public health and to network with provincial peers. Given no names were put forward, the motion was not voted upon.

If any Board member would like to attend, they are asked to contact the Board Secretary before the May 27 registration deadline.

## 2024 ALPHA AGM/CONFERENCE

**WHEREAS the Public Health Sudbury & Districts is allocated five votes\* at the alpha Annual General Meeting;**

**THAT in addition to the Acting Medical Officer of Health and the Board of Health Chair, the following Board of Health members are appointed as voting delegates for the Board of Health:**

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***\*Voting delegates are permitted one proxy vote per person, as required.***

**MOTION WAS NOT ENTERTAINED**

**ii) Physical Literacy for Communities: A Public Health Approach**

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024
- *Physical Literacy for Communities: A Public Health Approach*, May 2024

Dr. Hirji reminded the Board that in October 2022, the Board of Health for Public Health Sudbury & Districts approved motion #29-22 outlining the importance of Physical Literacy for Healthy Active Children and expressing the need for local quality physical literacy enriched programs for children and youth.

According to ParticipACTION's (2022) Report Card on Physical Activity, only 17.5% of Canadian children were getting the recommended at least 60 minutes of moderate to vigorous physical activity every day and a Statistics Canada health report published in 2022 revealed a decrease in physical activity participation among Canadian youth. In Ontario, an estimated \$2.6 billion of the total annual economic burden of chronic disease risk factors can be attributed to physical inactivity.

Individuals who are developing physical literacy have the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engaging in physical activities for life. These skills help them make healthy, active choices. A longitudinal study had also revealed that higher levels of certain physical literacy attributes in childhood were associated with increased physical activity levels in later years or during adulthood.

There is some evidence speculating that resilience plays a mediating role in linking physical literacy to positive mental health; however, this needs more study.

The *Physical Literacy for Communities: A Public Health Approach* included in today's agenda package serves as an exemplary guide for public health professionals to work collaboratively and efficiently within a multi-sector, community-based partnership to address physical literacy. The document provides ways in which public health can work with other sectors towards building a physically literate community and was developed based on Public Health Sudbury & Districts' experience implementing the Physical Literacy for

Communities strategy in partnership with Active Sudbury under the guidance of Sport for Life. The motion seeks the Board of Health’s endorsement of the guide for other public health professionals’ use to address physical literacy.

### **34-24 PHYSICAL LITERACY FOR COMMUNITIES: A PUBLIC HEALTH APPROACH**

**MOVED BY DESPATIE – FORTIN: WHEREAS** according to ParticipACTION’s Report Card on Physical Activity for adults: only 49% of Canadian adults ages 18-79 years get at least 150 minutes of moderate to vigorous physical activity (MVPA) per week. Only 17.5% of children were getting at least 60 minutes of moderate to vigorous physical activity every day<sup>1</sup>; and

**WHEREAS** higher levels of certain physical literacy attributes in childhood—specifically physical competence, motivation, and knowledge—were associated with increased physical activity levels in later years or during adulthood<sup>2</sup>; and

**WHEREAS** the Board of Health for Public Health Sudbury & Districts approved the Physical Literacy for Healthy Active Children ([motion #29-22](#)) which recognized that physical literacy sets the foundation for physical activity participation throughout life; and encouraged all area school boards, sport and recreation organizations, and early learning centres to work collaboratively to improve physical activity levels among children and youth across Sudbury and districts.

**THEREFORE BE IT RESOLVED THAT** the Board of Health for Public Health Sudbury & Districts endorses the *Physical Literacy for Communities: A Public Health Approach* as an exemplary guide for public health professionals to work collaboratively and efficiently within a multi-sector, community-based partnership to address physical literacy.

**CARRIED**

**iii) Early Childhood Food Insecurity: An Emerging Public Health Problem Requiring Urgent Action**

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024

Dr. Hirji shared that food insecurity relates to not having the means to access to sufficient amounts of food or food of an adequate quality to be healthy. This could relate to cost or geographic challenges. Food insecurity, inadequate or insecure access to food due to household financial constraints, continues to be a serious and pervasive public health

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<sup>1</sup> ParticipACTION (2022), Pandemic-Related Challenges & Opportunities for Physical Activity. Retrieved from: <https://www.participaction.com/wp-content/uploads/2022/10/Report-Card-Key-Findings.pdf>

<sup>2</sup> Lloyd, M., Saunders, T. J., Bremer, E., & Tremblay, M. S. (2014). Long-term importance of fundamental motor skills: A 20-year follow-up study. Adapted physical activity quarterly, 31(1), 67-78. <https://doi.org/10.1123/apaq.2013-0048>

problem for individuals of all ages. While the prevalence of infant-specific food insecurity has not been formally investigated, as no provincial surveillance system exists, it is likely significant considering that nearly 1 in 4 children under the age of six live in a household experiencing food insecurity.

The price of food has increased by 10.6% since last year, rising at a rate not seen since the early 1980. Prices of certain foods have risen even higher, for example the price of infant formula increased 35.5% in Ontario. Rates for Ontario Works recipients have been frozen since 2018 and recent a increase of 6.5% to the Ontario Disability Support Program rates in 2023 continue to be inadequate to support the cost of living.

Today's motions seeks Board of Health endorsement to amplify the efforts of the Ontario Dietitians in Public Health and Food Allergy Canada by asking the Provincial government to raise food allowance in provincial income support programs so that these programs can safeguard healthy growth and development among families most impacted by food insecurity and health inequities.

In response to a question, it was clarified that this motion relates to children aged 0-24 months.

**35-24 EARLY CHILDHOOD FOOD INSECURITY: AN EMERGING PUBLIC HEALTH PROBLEM REQUIRING URGENT ACTION**

**MOVED BY TESSIER – NOLAND: WHEREAS THE SEVERITY OF FOOD INSECURITY ACROSS ONTARIO IS WORSENING<sup>3</sup>; AND**

**WHEREAS Provincial action is urgently needed to protect young children 0-24 months of age from the harmful effects of household food insecurity; and**

**WHEREAS Public Health Sudbury & Districts advocacy efforts have long underscored the need for income-based solutions to food insecurity and has recently resolved on [06-24 Household Food Insecurity](#); and**

**WHEREAS when food insecurity results in early childhood malnutrition, infants and young children may experience growth faltering, and compromised health<sup>4</sup>; and**

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<sup>3</sup> Food Insecurity Policy Research (PROOF). *New Data on Household Food Insecurity in 2023* [webpage online]. Accessed May 2, 2024, from: <https://proof.utoronto.ca/2024/new-data-on-household-food-insecurity-in-2023/>

<sup>4</sup> Martins, V. J. B., Toledo Florêncio, T. M. M., Grillo, L. P., Do Carmo P. Franco, M., Martins, P. A., Clemente, A. P. G., Santos, C. D. L., Vieira, M. de F. A., & Sawaya, A. L. (2011). *Long-Lasting Effects of Undernutrition*. International Journal of Environmental Research and Public Health, 8(6), 1817–1846. <https://doi.org/10.3390/ijerph8061817>

**WHEREAS food prices including the price of infant formula have increased over the past year<sup>5,6</sup>; and**

**THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts amplify the efforts of the Ontario Dietitians in Public Health and Food Allergy Canada by asking the Provincial government to safeguard healthy growth and development among families most impacted by food insecurity and health inequities, by:**

- i) Assessing the adequacy of the Pregnancy and Breastfeeding Nutritional Allowance and the Special Diet Allowance to ensure families reliant on Ontario Works or the Ontario Disability Support Program can afford the products they need to adequately nourish their infants.**
- ii) Expanding the Ontario Drug Benefit to include specialized infant formulas for families whose children (0-24 months) have a medical diagnosis\* requiring strict avoidance of standard soy and milk proteins.**

**\* Medical diagnosis can include an IgE mediated food allergy and/or a non-IgE mediated food allergy, such as food protein-induced enterocolitis syndrome (FPIES), food protein-induced enteropathy (FPE), allergic proctocolitis (AP), eosinophilic esophagitis (EoE) and several others. Due to the variability in clinical presentation and lack of validated diagnostic tests, a diagnosis relies on a detailed medical history, physical examination, and a trial elimination of the suspected food allergen.**

**AND FURTHER THAT the Board of Health for Public Health Sudbury & Districts continues to advocate for income-related policies to reduce household food insecurity, especially for households with children where prevalence of food insecurity is highest.**

**CARRIED**

**iv) Support for Bill C-322: National Framework for a School Food Program Act**

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024

Dr. Hirji noted that it was estimated in 2019 that 35% of Canadian schools offered a school food program, serving approximately 20% of Kindergarten to Grade 12 students. Also in 2019, the Ontario Student Nutrition Program reached roughly 40% of students and 71% of publicly funded schools, while 67% of band-operated and federally funded schools were covered by the First Nations Student Nutrition Program

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<sup>5</sup> Statistics Canada. Consumer Price Index, February 2023. Retrieved 13 April 2023 from <https://www150.statcan.gc.ca/n1/daily-quotidien/230321/dq230321a-eng.pdf>

<sup>6</sup> Statistics Canada. Monthly Average Retail Prices for Selected Products. Retrieved March 19 2024 from <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810024501&pickMembers%5B0%5D=1.6&cubeTimeFrame.startMonth=01&cubeTimeFrame.startYear=2022&cubeTimeFrame.endMonth=12&cubeTimeFrame.endYear=2023&referencePeriods=20220101%2C20231201>



Some schools are not able to implement a healthy school food program due to the inconsistent patchwork of funding from public and private contributions and charitable donations. Many of these programs rely on volunteers to administer the program as the funds are prioritized for covering rising costs of food and maintaining program infrastructure to deliver school meals or snacks.

A fully-funded universal national school food program is recognized as a population health approach for fostering student nourishment, healthy growth and development, positive learning outcomes, and academic achievement. The universality element is key: with a universal program, no child will be left out of the program, regardless of their families' ability to pay, fundraise or volunteer with the program providing equal opportunities and reducing stigma.

PHSD and this board supported the implementation of a federal school food program, and one was subsequently announced in Federal Budget 2024 with 1 billion dollars announced towards this. However, concerns have arisen that the program isn't specified to be universal, and so could carry some of the harms discussed above.

Private member's bill C-322 seeks to enshrine principles of universality, stigma reduction, cultural diversity, and ensuring sufficient program infrastructure in the National School Food Program.

The Board of Health for Haliburton, Kawartha, Pine Ridge has endorsed Bill C-322. Today's motion seeks this Board's endorsement as well.

### **36-24 SUPPORT FOR BILL C-322 NATIONAL FRAMEWORK FOR A SCHOOL FOOD PROGRAM ACT**

**MOVED BY PARENT - CARRIER: WHEREAS** the current Ontario student nutrition program only reaches 40% of students and 71% of publicly funded Kindergarten to Grade 12 schools due to insufficient funding, rising food costs, inadequate infrastructure and human resources, and an increase in student need for proper nourishment<sup>7</sup>; and

**WHEREAS** the Board of Health for Public Health Sudbury & Districts passed motion [02-20](#) supporting a universal fully funded healthy school food program, and motion [61-23](#) supporting a funded national school food program in the 2024 Federal Budget; and

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<sup>7</sup> Ruetz, A. T., & McKenna, M. L. (2021). *Characteristics of Canadian school food programs funded by provinces and territories*. *Canadian Food Studies*, 8(3), 70-106. <https://doi.org/10.15353/cfs-rcea.v8i3.483>

WHEREAS although the Government of Canada recently announced [an investment of \\$1 billion over 5 years for the national school food program](#) in the 2024 Budget to help enhance and broaden existing programs throughout Canada, more support is required to ensure a universal fully-funded school food program for all students; and

WHEREAS Private Member's [Bill C-322](#) calls for a national framework to establish a school food program that is universal, sustainable and effective, where no child is left out or stigmatized in the program due to their families' ability to pay, fundraise, and volunteer with the program; and

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & District commend the Government of Canada for prioritizing healthy school food in Budget 2024 and for working in partnership with provinces, territories and Indigenous communities throughout Canada; and

FURTHER THAT the Board of Health urges local Members of Parliament and other key partners to endorse Bill C-322, National Framework for a School Food Program Act and continue to uphold the commitment to the health and wellbeing of children and youth in Canada.

CARRIED

## 7. ADDENDUM

None.

## 8. IN CAMERA

None.

## 9. RISE AND REPORT

None.

## 10. ANNOUNCEMENTS

Board members are reminded to reach out to the Board Secretary if they are interested in attending the annual ALPHA AGM and Conference.

The next regular Board of Health meeting will be held on Thursday, June 20, 2024, at 1:30 p.m. in the Boardroom.

Board members were asked to complete the meeting evaluation for today's Board of Health meeting in BoardEffect.

## 11. ADJOURNMENT



**37-24 ADJOURNMENT**

**MOVED BY LAPIERRE: THAT we do now adjourn. Time: 2:31 p.m.**

**CARRIED**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Secretary)

Unapproved



## **2024 First Quarter Activity Report May 16, 2024**

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

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

### **CAO Overview**

The DSB 2024 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$326,908**. Ontario Works is forecasted to be \$2,631 over budget. Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$172,382. Paramedic Services is forecasted to be over budget by \$480,688. Interest revenue on non-reserve accounts is forecasted to be \$635,348 more than budgeted.

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

### **Paramedic Services**

The posting for external recruitment of Regular Part-time Primary Care Paramedics has remained in place through the first quarter of 2024. Over the three-month period, the Manitoulin-Sudbury DSB received three applications for employment in one of these positions. The hiring process remains rigorous to ensure high quality paramedics within our agency. One paramedic was hired and begins orientation in May, while one candidate was not able to successfully navigate the hiring process and the third rescinded their application during the process. The current recruitment strategy will remain in place through 2024. Meetings with our partners at Cambrian College, College Borel and CTS-Sudbury have been set to collaborate on recruitment strategies moving forward.

Paramedic Services went live with the PreHos Patient Records solution on March 1, 2024, effectively shelving the ESO I-Medic platform. Installation of key components such as RAM mounts and gateway devices was completed in the first quarter of 2024. Since the activation date, senior staff have been working to resolve outstanding issues related to system performance. The vendor has committed to resolving all outstanding issues and staff have set recurring meetings on a biweekly basis to work through the process in a project management manner.

## **Community Paramedicine**

The service's Community Paramedicine (CP) program has successfully recruited two Full time qualified CP staff from other services. Both of these team members have completed their orientation and are operational. The CP team is now fully staffed and one team member who has been off is completing their return to work process.

Staff are exploring the system design for district-wide CP capture and will be advancing a plan that decentralizes some of our resources to better manage clients.

Manitoulin-Sudbury District Services Board received base funding from Ontario Health from two separate envelopes for [\\$250,000](#) and [\\$369,806](#). These amounts for fiscal year 2023-24 were to support the Community Paramedicine Program. These dollars, in addition to the ongoing Ministry of Long-Term Care funding will provide for significant capacity to operate the CP program across the districts.

The CP program has received funding for a pilot program that will engage a patient navigator to assist with wrap-around patient services across the service area. The project is being developed in collaboration with the Espanola General Hospital and Manitoulin Health Centre. The navigators will work collaboratively with the CPs and other agencies. The first of these two positions will be onboarded in late May, with the second coming online shortly thereafter.

Finally, the CP program is advancing the patient care scope to include wound care and phlebotomy as identified priority items. This service has been identified as a significant opportunity and will become a standard for the entire team over time.

## **Non-Urgent Patient Transportation Service (PTS)**

The PTS system continues to operate on a 7 day per week basis with two units operating Monday to Friday on ten-hour shifts and a single crew operating on a 12-hour shift over the weekend.

The deployment model of Personal Support Workers and Patient Transfer Attendants is proving successful, and the service has been able to fully staff the program. The collaborative funding model will continue in 2024 and will permit continued service into the future.

The PTS service has rolled out a new booking process through PreHos solutions. The system went live on March 1, 2024, and staff continue to work with PreHos to address some ongoing issues.

## **Management Team**

In this first quarter of 2024, Paramedic Services has brought a fourth full-time Superintendent on board to replace Deputy Chief Travis Dewar. Travis was promoted to deputy Chief to replace DC Beadman following his retirement in late 2023. While we wish Tim Beadman the warmest wishes as he enjoys his well-deserved retirement following a 42-year career, we look forward to the future that Travis will offer the DSB. Paramedic Zach Tremblay has been successfully recruited to the permanent Superintendent position and brings forward extensive experience, joining Lyssa Seguin, Curtis Watson and Darren Simond. Congratulations to each of these team members.

## **Children's Services**

In the Manitoulin-Sudbury District, there are currently 22 licensed child care locations, with 14 centre-based sites in schools, 1 centre based community location and 7 licensed home child care sites. During the first quarter, a total of 611 children were enrolled in child care services, with 507 paying full fees and 104 receiving subsidies. This reflects an 11% increase from last quarter and a 9% increase from the corresponding quarter last year. During the first quarter, Special Needs Resourcing supported an average of 57 children, ranging from infants to school-age. This marks a notable increase of 27% compared to the same quarter last year.

In the first quarter, EarlyON programs welcomed 3,223 visits from parents/caregivers and children. These services are provided through various means including mobile, virtual, and outdoor programs. This represents an 11% increase from the same quarter last year.

## **Emerging Issues**

In the first quarter, the Manitoulin-Sudbury DSB implemented an Emerging Issues Funding Process aligning with the [2024 CWELCC Guidelines](#) to assist programs facing non-discretionary cost pressures, including the increasing cost of food.

## **2023 Licensed Child Care Data Profiles**

Staff received a [memo](#) from the Ministry of Education regarding [Ontario's 2023 Early Years and Child Care Annual Report](#), and the [2023 Licensed Child care Data Profiles](#). The data will be reviewed, and an issue report presented to the board in April.

## **Updates to Ontario's Child Care Workforce Strategy and the Canada-Wide Early Learning and Child Care System**

The Ministry of Education communicated updates on [Ontario's Workforce Strategy](#) and the 2024 CWELCC Guidelines on March 28th. Following the November [memo](#), wage increases for eligible staff were implemented beginning January 1, 2024. Staff will provide an overview to the Board in April outlining the funding updates.

## **Organizational Reviews**

Gallagher Group Inc. has been retained by the Manitoulin-Sudbury DSB to conduct organizational reviews for each of our Early Years Service Providers. After the review, a comprehensive report of findings will be submitted to the DSB and the Board Chair of each organization. This report will identify areas of potential risk and offer recommendations for improvement. These assessments will be conducted throughout 2024.

## **Ontario Works**

In the first quarter of 2024, the Ontario Works/Temporary Care Caseload average was 479. Compared to last year at this time, the caseload has decreased by 8.06%.

### **Centralized Intake**

160 applications were received by the Manitoulin-Sudbury DSB in the first quarter of 2024. Of the 160 applications received, 51 were auto granted by the Intake and Benefits Administration Unit (IBAU), 55 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 18 were transfers from another Ontario Works (OW) office. The remaining 36 applications were processed at the local office rather than being referred to Centralized Intake as certain applications are not yet being processed by the IBAU, or there were extenuating circumstances that warranted an expedited approach to granting assistance.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the first quarter of 2024, 32% of applications were completed by the IBAU.

### **Employment Ontario Allocations for Fiscal Year 2024-2025**

The Ministry of Labour, Immigration, Training and Skills Development shared a [memorandum](#) about funding decisions for Employment Ontario programs.

Funding remains unchanged for Employment Services (ES), Youth Job Connection (YJC), Youth Job Connection Summer (YJCS) which will help ensure continuity in services. The ministry is preparing to roll out the final phase of Employment Services Transformation which will impact the North-East, North-West and Toronto catchment areas.

### **Employment Ontario**

The Employment Services, Youth Job Connect and Youth Job Connect Summer programs continue to be advertised and delivered from the Chapleau office.

From January to March 2024:

- There were eight new registrations for Employment Services and nine files were closed.
- There were no new registrations for the YJC program, and one file was closed.
- There are no new registrations for the Youth Job Connection Summer program yet and one file was closed.
- 388 individuals were assisted by Employment Services
- 15 individuals participated in First Aid and/or Working at Heights Training with Alpha en Partage

## **Quality Assurance**

During the first quarter of 2024, the Quality Assurance (QA) Coordinator for the Child Care and Ontario Works programs focused on enhancing organizational effectiveness, improving service quality, and fostering community engagement.

In collaboration with an external advisor, the QA Coordinator finalized and shared the Manitoulin-Sudbury Network for Children and Families 2024-28 strategic plan, actively participating in Local Service Provider Network meetings to ensure its dissemination and to address any questions.

The QA Coordinator also supported Local Service Provider Network screening days, the planning and hosting of an in-person child care provider meeting, successfully revitalized the Manitoulin-Sudbury Child Care Supervisor's Network, and maintained ongoing collaboration for the Infant & Early Years Mental Health Deep Dive Day scheduled for June 2025. In collaboration with the district's Pedagogical Leads, the QA Coordinator developed a presentation outlining the group's history, status, and future goals, with plans to present it to the Executive Directors and Supervisors of each of the district's licenced child care agencies in the second quarter.

Additionally, the QA Coordinator focused on internal capacity building by supporting cross-training and facilitating community partner presentations at internal Integrated Human Services meetings. Their engagement extended to providing feedback on Social Assistance Management System issues and informing staff of upcoming updates in collaboration with the Ministry of Children, Community and Social Services Business Innovation & Implementation Branch.

Looking ahead, the QA Coordinator initiated planning for an All-Staff and Community Partner professional development event scheduled for May of 2024 in Espanola and an Early Childhood Educator professional development event dated for the fall of 2024. They also contributed to the planning of the Northern Ontario Service Deliverers Association Annual General Meeting to take place in June of 2024.

During this last quarter, the Quality Assurance Coordinator for housing and homelessness has been participating in the Provincial Human Services and Justice Coordinating Committee and the Transition from Incarceration to Community Initiative. The QA

coordinator recently completed a supportive housing course through the Ontario Non-Profit Housing Association.

Support of the foodbanks continues throughout the district which included, a review of demographic data and local usage including items provided to foodbank users. Part of the review involved meeting with Feed Ontario and Sudbury Foodbank to determine what items are provided to foodbank users in other areas. The analysis resulted in changes to the budget for each foodbank, as well as changes to the items that the Sudbury Foodbank provides to the local food banks. These changes were made to ensure we could increase the amount of food reaching foodbank users while working within the budget.

The QA Coordinator has been facilitating a partnership between Public Health and the Foodbanks. Public Health has provided *The Basic Shelf Cookbook* to the food banks in anticipation of increasing the capacity of foodbank users to best utilize the food they receive; the partnership is in the preliminary stages of development.

The QA continues to take part in regular discussions around community emergency food response plans and food insecurity with stakeholders in Manitoulin.

In addition to supporting partners in their efforts to address food security, the QA Coordinator continues to develop partnerships to support individuals without permanent housing.

Presentations regarding the By Name List are ongoing, as well as requests for participation from our community partners to help identify individuals without permanent housing in our communities. There are ongoing efforts to recruit front-line community partners to participate in biweekly Case Conferencing calls with the goal of moving individuals through the housing process while supporting their immediate needs.

The QA has been focusing on ensuring participation from all the communities within our catchment area. As of March 31, 2024, there were a total of 52 households/69 individuals on the By Name List, 17 of whom identified as Indigenous, 26 individuals are in the LaCloche area, 25 on Manitoulin Island, 12 in Sudbury North and 6 were from Sudbury East.

The QA coordinator attended the Coming into Circle gathering on Manitoulin Island where service providers, community members and individuals with lived experience gathered to discuss and develop an action plan to address the opioid crisis, more work will be required to finalize the action plan.



## Community Housing

There were 558 applications at the end of the 1<sup>st</sup> quarter. The applicant breakdown is as follows:

1 Bedroom	414	2 Bedroom	62
3 Bedroom	48	4 bedroom	34

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 236 active Direct Shelter Subsidy recipients. At the end of Q4 of last year there were 203 recipients and at this time last year there were 196.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of March 31, 2024, we have successfully housed 28 market rent tenants and 127 affordable rent tenants. This represents 9.5% and 43% of our portfolio respectively and shows an increase of 5 Market rent and 5 affordable rents from last quarter (5% increase). Comparably, at this time last year, we reported 11 market rent tenants (4%) and 104 affordable (38%)

As of the end of the 1<sup>st</sup> quarter of 2024, 226/295 of the portfolio's units are designated as Smoke-free. This represents 77% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

### Projects Underway

#### Capital Projects with Housing Services Corporation

Currently, 3 of the Island Community Housing Buildings are in the process of replacement Make-Up Air units (Little Current, Manitowaning, and Gore Bay). The project is well underway with only 1 change order thus far resulting from an incompatible fire panel in Little Current that will require a replacement. These projects are using some COCHI dollars from the 2023-2024 funding year to assist with the cost.

It should be noted that with the [announcement](#) regarding funding under the National Housing Strategy, we have taken a proactive approach. An issue report will be going to the board in April 2024. Any projects that were not already contracted, have been placed on hold pending further information.

We have contracted design specifications for projects in Chapleau and Espanola that we will be continuing. Work on these specifications will occur once any funding has been released. The Capital plan for 2024 will be evaluated and projects that are more priority may be moved forward for planning and completion within the budgeted allocations.

## **Work Orders**

During the quarter (January – March 2024) a total of 287 Work Orders were generated: 229 for Community Housing; 9 for Administration Offices, and 49 for Paramedic Services. There was a total of 173 Work Orders closed or resolved during that time. There were 7 work orders for unit turnovers: 1 for family units and 6 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

It should be noted that from the same quarter of 2023, we have a 28% increase in the number of work orders logged.

### **Donna Stewart**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: [donna.stewart@msdsb.net](mailto:donna.stewart@msdsb.net)

Website: [www.msdsb.net](http://www.msdsb.net)

				Manitoulin-Sudbury DSB				
				1st Quarter Report (Unaudited)				
				AS AT 3/31/2024				
<u>Total Gross Budget</u>				<u>Municipal Share Budget</u>				
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						FORECAST	BUDGET	Forecast
Ontario Works	\$ 456,299	\$ 527,317	\$ (71,018)	\$ 2,457,231	\$ 182,736	\$ 1,045,662	\$ 1,043,031	\$ 2,631
100% Funded	\$ 1,527,630	\$ 1,993,704	\$ (466,074)	\$ 7,974,820				
Child Care	\$ 2,764,490	\$ 3,114,794	\$ (350,304)	\$ 12,563,632	\$ 167,010	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 490,089	\$ 694,079	\$ (203,990)	\$ 2,783,694	\$ 474,026	\$ 2,338,789	\$ 2,511,170	\$ (172,382)
100% Funded	\$ 143,349	\$ 120,562	\$ 22,787	\$ 474,953				
Paramedic Services	\$ 4,882,223	\$ 4,528,910	\$ 353,313	\$ 17,243,571	\$ 2,389,846	\$ 7,855,335	\$ 7,374,647	\$ 480,688
Wiikwemikong, PTS, CP	\$ 1,823,634	\$ 1,202,938	\$ 620,696	\$ 5,276,116	\$ 31,680	\$ 124,848	\$ 127,345	\$ (2,497)
<b>TOTAL EXPENSES</b>	<b>\$ 12,087,713</b>	<b>\$ 12,182,304</b>	<b>\$ (94,590)</b>	<b>\$ 48,774,017</b>	<b>\$ 3,245,297</b>	<b>\$ 12,032,672</b>	<b>\$ 11,724,231</b>	<b>\$ 308,440</b>
Interest Revenue	\$ (221,128)	\$ (24,791)	\$ (196,337)	\$ (99,163)	\$ (221,128)	\$ (734,511)	\$ (99,163)	\$ (635,348)
<b>TOTAL EXPENSES</b>	<b>\$ 11,866,585</b>	<b>\$ 12,157,513</b>	<b>\$ (290,927)</b>	<b>\$ 48,674,854</b>	<b>\$ 3,024,169</b>	<b>\$ 11,298,160</b>	<b>\$ 11,625,068</b>	<b>\$ (326,908)</b>

	NET Municipal Variance	Explanation of Unaudited Municipal Share-AS OF March 31, 2024
<b>Ontario Works</b>	\$ 2,631	Municipal share of administration expenses is forecasted to be \$2,631 over budget.
<b>Child Care</b>	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
<b>Community Housing</b>	\$ (172,382)	<p><b>(0) + (\$179,609) + (\$0) + \$7,227 = (\$172,382) surplus</b></p> <p>Federal Funding is forecasted to be on budget.</p> <p>Direct operated rev &amp; exp and program support allocation is forecasted to be <b>(\$179,609)</b> under budget</p> <ul style="list-style-type: none"> <li>- Rental Revenues are forecasted to be (\$55,413) more than budgeted.</li> <li>- Direct operating expenses are forecasted to be (\$30,397) under budget due to: utilities (\$41,562) under budget, salaries &amp; benefits \$23,780 over budget, maintenance expenses over budget \$5,169, other admin expenses under budget (\$3,784); bad debt expense under budget by (\$14,000)</li> <li>- Program Support Allocation is forecasted to be (\$93,798) under budget.</li> </ul> <p>Rent Supplement program is forecasted to be on budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be <b>\$7,227</b> over budget.</p>
<b>Paramedic Services</b>	\$ 480,688	<p>Paramedic Services municipal share is forecasted to be <b>\$480,688</b> over budget.</p> <p>The MOHLTC funding is forecasted to be under budget by <b>\$341,038</b> due to MOH funding allocation for 2024 not announced to date.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by <b>\$225,565</b>.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by <b>(\$89,111)</b></p> <p>Non Wages are forecasted to be over budget by <b>\$4,396</b></p> <ul style="list-style-type: none"> <li>- Other Transportation &amp; Communication is forecasted to be (\$2,657) under budget</li> <li>- Operational Staffing Travel and meals are forecasted to be over budget by \$81,000</li> <li>- Software costs are forecasted to be over budget by \$3,640</li> <li>- Legal and Arbitration Costs are forecasted to be over budget by \$29,621</li> <li>- Program Support is forecasted to be (\$155,579) under budget</li> <li>- Vehicle repairs and maintenance are forecasted to be over budget by \$21,325.</li> <li>- Building repairs and maintenance, grounds and utilities are forecasted to be \$8,393 over budget</li> <li>- Mal Practice Liability Insurance is forecasted to be \$7,815 over budget</li> <li>- Supplies are forecasted to be \$10,838 over budget.</li> </ul>
<b>Patient Transfer Service</b>	\$ (2,497)	Patient Transfer Service is forecasted to be (\$2,497) under budget
<b>Interest Revenue</b>	\$ (635,348)	Interest Revenue is forecasted to be (\$635,348) more than budgeted which results in a municipal surplus.
	<b>\$ (326,908)</b>	

**MANITOULIN-SUDBURY  
DISTRICT SERVICES BOARD**

**Financial Statements**

**Year Ended December 31, 2023**


## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of Manitoulin-Sudbury District Services Board ("Board") are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to these financial statements. The preparation of the financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.


The Board members meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Freelandt Caldwell Reilly LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.



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Chief Administrator Officer



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Director of Finance

May 16, 2024

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Date



## INDEPENDENT AUDITORS' REPORT

### **To the Members of Manitoulin-Sudbury District Services Board and Members of Councils, Inhabitants and Ratepayers of Municipalities listed in Note 3**

#### *Opinion*

We have audited the financial statements of Manitoulin-Sudbury District Services Board, which comprise the statement of financial position as at December 31, 2023, and the statements of operations and changes in accumulated surplus, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Manitoulin-Sudbury District Services Board as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Other Matter*

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in Schedules 1 through 7 is presented for purposes of management analysis, budgeting and funding provider analysis and is not a required part of the basic financial statements. The supplementary schedules have not been and are not intended to be prepared in accordance with Canadian public sector accounting standards. The supplementary schedules have been subjected to the auditing procedures applied in the examination of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

## INDEPENDENT AUDITORS' REPORT (continued)

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**FREELANDT CALDWELL REILLY LLP**

The logo for Freelandt Caldwell Reilly LLP is written in a stylized, cursive script. The letters are black and have a slightly irregular, handwritten appearance. The 'F' and 'R' are particularly prominent and large.

Chartered Professional Accountants  
Licensed Public Accountants

Espanola, Ontario  
May 16, 2024

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Statement of Financial Position****Year ended December 31, 2023 with comparative figures for 2022**

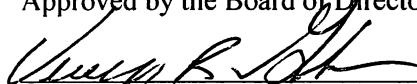
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	2023	2022
	\$	\$
		(Restated - note 19)
<b>Financial Assets</b>		
Cash and cash equivalents	16,596,541	18,006,558
Accounts receivable	865,276	2,282,874
Mortgage receivable (note 6)	213,416	284,331
	17,675,233	20,573,763
<b>Liabilities</b>		
Accounts payable and accrued liabilities	6,567,009	10,338,256
Post-employment benefit obligation (note 7)	1,279,500	1,327,700
Deferred contributions (note 8)	2,702,958	2,160,068
Capital lease obligation (note 10)	336,491	458,850
Mortgages payable (note 11)	2,687,962	-
Asset retirement obligation (note 12)	264,329	-
	13,838,249	14,284,874
<b>Net assets (note 13)</b>	3,836,984	6,288,889
<b>Non-financial Assets (note 14)</b>		
Tangible capital assets (note 15)	20,046,523	17,015,564
Prepaid expenses	587,895	552,597
Prepaid assistance	339,736	356,490
	20,974,154	17,924,651
<b>Accumulated Surplus</b>	24,811,138	24,213,540

Contingent liabilities (note 16)

Commitments (note 9)

Approved by the Board of Directors:



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The accompanying notes are an integral part of the financial statements

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**Statement of Operations and Changes in Accumulated Surplus**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
			<b>(Restated - note 19)</b>
<b>Revenue</b>			
Ontario Works Administration Programs	8,148,327	7,124,758	7,455,030
Paramedic Services	21,329,227	21,026,069	19,947,303
Community Housing	5,437,234	5,139,432	5,286,739
Child Care Programs	11,055,146	11,959,450	11,302,248
Homelessness Programs	838,600	1,016,407	2,879,337
Other revenue	240,708	1,077,615	601,402
<b>Total revenue</b>	<b>47,049,242</b>	<b>47,343,731</b>	<b>47,472,059</b>
<b>Expenditures</b>			
Ontario Works Administration Programs	8,138,327	7,146,900	7,435,283
Paramedic Services	20,353,691	21,214,548	19,678,241
Community Housing	4,742,572	5,357,028	5,058,329
Child Care Programs	11,055,146	11,959,450	11,302,248
Homelessness Programs	838,600	764,043	1,248,637
Other expenditures	351,714	304,164	231,987
<b>Total expenditures (note 18)</b>	<b>45,480,050</b>	<b>46,746,133</b>	<b>44,954,725</b>
<b>Annual surplus before undernoted item</b>	<b>1,569,192</b>	<b>597,598</b>	<b>2,517,334</b>
Refund of prior years' Municipal Apportionment	-	-	-
<b>Annual surplus</b>	<b>1,569,192</b>	<b>597,598</b>	<b>2,517,334</b>
<b>Accumulated surplus, beginning of year, as originally stated</b>	<b>24,213,540</b>	<b>24,213,540</b>	<b>21,212,362</b>
Prior period adjustment (note 19)	-	-	483,844
<b>Accumulated surplus, beginning of year, as restated</b>	<b>24,213,540</b>	<b>24,213,540</b>	<b>21,696,206</b>
<b>Accumulated surplus, end of year</b>	<b>25,782,732</b>	<b>24,811,138</b>	<b>24,213,540</b>

The accompanying notes are an integral part of the financial statements

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Statement of Changes in Net Assets****Year ended December 31, 2023 with comparative figures for 2022**

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	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
			<b>(Restated - note 19)</b>
<b>Annual surplus</b>	1,569,192	597,598	2,517,334
Acquisition of tangible capital assets	-	(4,557,818)	(4,080,551)
Amortization of tangible capital assets	-	1,551,124	1,721,202
Change in accounting policy (note 3)	-	(252,874)	-
Write-off of tangible capital asset	-	53,794	-
Gain on disposal of tangible capital assets	-	(51,788)	(66,520)
Proceeds on disposal of tangible capital assets	-	226,603	100,000
Change in prepaid expenses	-	(35,298)	(107,489)
Change in prepaid assistance	-	16,754	23,134
Change in net assets	1,569,192	(2,451,905)	107,110
<b>Net assets, beginning of year</b>	6,288,889	6,288,889	6,181,779
<b>Net assets, end of year</b>	7,858,081	3,836,984	6,288,889

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The accompanying notes are an integral part of the financial statements

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Statement of Cash Flows****Year ended December 31, 2023 with comparative figures for 2022**

	2023	2022
	\$	\$
		<b>(Restated - note 19)</b>
<b>Cash flows from operations</b>		
<b>Annual surplus</b>	597,598	2,517,334
<b>Non-cash items including amortization</b>		
Amortization of tangible capital assets	1,551,124	1,721,202
Write off of tangible capital asset	53,794	-
Gain on disposal of tangible capital assets	(51,788)	(66,520)
Accretion of asset retirement obligation	11,455	-
	2,162,183	4,172,016
<b>Changes in non-cash assets and liabilities</b>		
Accounts receivable	1,417,598	(1,164,587)
Mortgage receivable	70,915	(284,331)
Accounts payable and accrued liabilities	(3,771,247)	2,257,957
Post-employment benefit obligation	(48,200)	164,300
Deferred contributions	542,890	857,376
Prepaid expenses	(35,298)	(107,489)
Prepaid assistance	16,754	23,134
	355,595	5,918,376
<b>Capital transactions</b>		
Proceeds on disposal of tangible capital assets	226,603	100,000
Acquisition of tangible capital assets	(4,557,818)	(4,080,551)
	(4,331,215)	(3,980,551)
<b>Financing transactions</b>		
Repayment of capital lease obligation	(122,359)	(262,414)
Mortgage proceeds received	2,700,000	-
Repayment of mortgages payable	(12,038)	-
	2,565,603	(262,414)
Increase (decrease) in cash and cash equivalents	(1,410,017)	1,675,411
<b>Cash and cash equivalents, beginning of year</b>	18,006,558	16,331,147
<b>Cash and cash equivalents, end of year</b>	16,596,541	18,006,558

The accompanying notes are an integral part of the financial statements



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# MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

## Notes to the Financial Statements

Year ended December 31, 2023

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### 1. NATURE OF ORGANIZATION

The Manitoulin-Sudbury District Service Board (The Board) is located in Espanola, Ontario and is a municipal service management organization created by the provincial government to oversee the local planning, coordination and delivery of a range of services and programs divested to the municipal order of government.

### 2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Board are the representation of management. The financial statements are prepared using Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Professional Accountants of Canada.

#### a) Basis of accounting

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

#### b) Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and balances held by major financial institutions and short-term investments which are readily convertible into a known amount of cash and are subject to an insignificant risk to changes in fair value.

#### c) Leases

Leases are classified as either capital or operating leases. Leases that transfer substantially all of the benefits and inherent risks of ownership of capital assets to the Board are accounted for as capital leases. At the time a capital lease is entered into, a capital asset is recorded together with its related long-term obligation to reflect the acquisition and financing. Capital assets recorded under capital leases are amortized on the same basis as described below. Payments under operating leases are expensed as incurred.

#### d) Tangible capital assets

Tangible capital assets are recorded at cost. The Board provides for the amortization using the straight-line method designed to amortize the cost, less any residual value, of the tangible capital asset over the estimated useful life of the asset. The annual amortization rates are follows:

<b>Assets</b>	<b>Basis</b>	<b>Rate %</b>
Buildings	Straight-line	4
Computer equipment	Straight-line	30
Vehicles, machinery and equipment	Straight-line	30
Furniture, fixtures, and other equipment	Straight-line	20
Software	Straight-line	100

Additions are amortized at the full annual rate in the year of acquisition. No amortization is recorded in the year of disposal.

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## MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

### Notes to the Financial Statements

Year ended December 31, 2023

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## 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

### e) Revenue recognition and deferred contributions

Revenue from government grants and contributions are recognized in the period that the events giving rise to the government transfer have occurred as long as: the transfer is authorized; the eligibility criteria, if any, have been met; and the amount can reasonably be estimated. Government contributions received before these criteria have been met are recorded in the accounts as deferred contributions in the year of receipt and are recognized as revenue in the period in which all the recognition criteria have been met.

Other revenues including certain user fees, rents and interest are recorded on the accrual basis, when earned, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Provincial Ministries subsidize the operations of the Manitoulin-Sudbury District Services Board. Since the operations are reviewed by the Ministries in the subsequent fiscal period, subsidy adjustments, if any, are recorded in the year in which the adjustments are determined.

### f) Forgivable loans

Forgivable loans issued under the Investment in Affordable Housing (IAH) program are treated initially as a grant and expensed when issued. If the recipient meets all the conditions under the IAH program this loan is forgiven and no amount is recovered. If they fail to meet the conditions, the loan is recovered and recorded as a gain which is offset against expense in the year of recovery.

### g) Retirement and Post-Employment Benefits

The Board provides retirement and post-employment benefits to Land Ambulance employees. These benefits are payable at death, termination, lay-off or retirement. The Board has adopted the following policies with respect to accounting for these employee benefits:

- i) The costs of post-employment benefits are determined using management's best estimate of health care costs, employee turnover rates and discount rates. Adjustments to these costs arising from plan amendments and changes in estimates are accounted for in the period of the amendment or change.
- ii) The expense related to the defined benefit pension plan are the employer's contributions to the plan in the year.
- iii) The discount rate used in the determination of post-employment benefits is 2.40%.

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## MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

### Notes to the Financial Statements

Year ended December 31, 2023

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## 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

### h) Financial instruments

#### *Measurement of financial instruments*

The Board initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Board subsequently measures its financial assets and financial liabilities at amortized cost, except for investments in equity securities that are quoted in an active market, which are subsequently measured at fair value. Changes in fair value are recognized in annual surplus in the period they occur.

Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable and mortgage receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, capital lease obligation and mortgage payable.

#### *Impairment*

Financial assets measured at other than fair value are tested for impairment when there are indicators of possible impairments. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the annual surplus.

When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the annual surplus, in the period it is identified and measurable up to the amount of the previously recognized impairment.

### i) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of certain assets and liabilities at the date of the financial statements and reported amounts of certain revenues and expenditures during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Estimates used in the preparation of the accompanying financial statements include certain accounts receivable, allowances for doubtful accounts receivable, certain deferred contributions, amounts repayable to certain funders and the estimated useful lives of tangible capital assets.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**2. SIGNIFICANT ACCOUNT POLICIES (continued)****j) Asset retirement obligation (ARO)**

A liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage time and for any revisions to the timing, amount required to settle the obligation, the inflation rate or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

**3. CHANGE IN ACCOUNTING POLICY**

Effective January 1, 2023, the Board adopted the new Canadian public sector accounting standard PS 3280 – Asset Retirement Obligations.

This new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets by public sector entities. This change in accounting policy was adopted using the prospective basis and reflects the following adjustments at the date of adoption:

- a) At January 1, 2023, a \$252,874 increase in the asset retirement obligation liability and a corresponding increase in tangible capital assets (building) of \$252,874.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**4. MUNICIPAL APPORTIONMENT**

Municipal apportionment is allocated to programs as follows:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Paramedic Services	7,234,541	6,957,538
Community Housing	2,342,413	2,298,776
Ontario Works	1,043,031	1,043,031
Child Care	668,038	668,038
Administration	(99,163)	(99,163)
	<b>11,188,860</b>	<b>10,868,220</b>

	<b>2023</b>	<b>2022</b>
	<b>%</b>	<b>%</b>
<b>Municipal Percentage Share</b>		
Municipality of French River	11.200	11.160
Town of Espanola	11.070	11.150
Town of Northeastern Manitoulin and the Islands	10.070	10.080
Municipality of Central Manitoulin	7.540	7.520
Township of Sables-Spanish Rivers	6.340	6.330
Municipality of Killarney	6.180	6.180
Municipality of Markstay - Warren	5.450	5.450
Municipality of St. Charles	3.710	3.690
Township of Assiginack	3.560	3.560
Township of Billings	3.370	3.370
Township of Gordon and Barrie Island	2.730	2.740
Town of Chapleau	1.850	1.850
Township of Tehkummah	1.470	1.470
Township of Burpee and Mills	1.430	1.420
Township of Nairn and Hyman	1.410	1.440
Town of Gore Bay	1.340	1.330
Township of Baldwin	1.160	1.160
Township of Cockburn Island	0.230	0.210
Other unorganized areas within the Manitoulin-Sudbury Districts	<b>19.900</b>	<b>19.900</b>

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## **MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**

### **Notes to the Financial Statements**

**Year ended December 31, 2023**

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#### **5. PENSION AGREEMENTS**

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of the members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2023 was \$1,200,011 (2022 - \$1,072,534) for current service and is included on the statement of operations and changes in accumulated surplus.

At December 31, 2023, the OMERS pension plan had total assets of \$152.5 billion (2022 - \$155.8 billion) and an accumulated deficit of \$4.202 billion (2022 - \$6.678 billion deficit).

#### **6. MORTGAGE RECEIVABLE**

Receivable from Little Current Place Non-Profit Housing and Elderly Citizens Centre Corporation, monthly payments of \$6,536 bearing interest of 3% per annum compounded semi-annually, not in advance, maturing November 2026, secured by the property located at 48 Meredith Street West, Little Current, Ontario.



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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**7. LIABILITY FOR POST-EMPLOYMENT BENEFIT PLANS**

The Board provides a severance benefit plan for the Land Ambulance employees. The plan includes one week of pay per year of service to a maximum of 26 weeks. The benefit is payable at death, termination, lay-off or retirement. To be eligible, the employee must have completed five years of service. In addition, eligibility for retirement is at age 55, and eligibility for termination is if age plus service is greater than 80.

The Board measures its accrued obligations and the fair value of plan assets for accounting purposes as of December 31, each year. The most recent actuarial valuation of the benefit plan for funding purposes was as of December 31, 2022. Information about the Board's severance benefit plan is as follows:

	<b>2023</b>	<b>2022</b>
Current service cost	73,500	103,200
Interest on obligation	59,400	38,900
Amortize (gains)/losses	(600)	26,400
<b>Benefit Expense</b>	<b>\$ 132,300</b>	<b>\$ 168,500</b>
Financial position - December 31		
Benefit obligation	1,207,500	1,255,100
Fair value of plan assets	-	-
<b>Funded status - surplus (deficit)</b>	<b>(1,207,500)</b>	<b>(1,255,100)</b>
Unamortized amounts - December 31		
Unamortized actuarial gains/(losses)	72,000	72,600
Prior service costs	-	-
<b>Accrued Benefit Liability</b>	<b>\$ (1,279,500)</b>	<b>\$ (1,327,700)</b>

Included in accounts payable and accrued liabilities is an additional \$156,915 that was accrued to reflect anticipated post-employment benefits to be incurred by The Board.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**7. LIABILITY FOR POST-EMPLOYMENT BENEFIT PLANS (continued)**

Similar to most post-employment benefit plans in Canada, the Board's plan is not pre-funded, resulting in a plan deficit equal to the accrued benefit obligation offset by any actuarial gains/losses.

The main assumptions employed for the valuations are as follows:

Interest (discount) rate	2.40%
Salary increase rate	2.00%
Retirement age – later of age 62 and the valuation date	
Mortality – Canadian Pensioners' Mortality Table Public Sector Projected on a generational basis use CPM Improvement Scale B	

**8. DEFERRED CONTRIBUTIONS**

Deferred contributions consist of unspent provincial subsidies for the following programs:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Paramedic Services	1,900,587	1,383,826
Community Housing	688,836	560,166
Ontario Works	104,889	21,318
Homelessness	8,646	4,850
Child Care	-	189,908
	<b>2,702,958</b>	<b>2,160,068</b>

**9. COMMITMENTS**

The Board rents office and Paramedic Services space under leases with terms as follows:

	<b>Annual Rent</b>	<b>Expiry date</b>
	<b>\$</b>	
Noelville - OW	3,501	2026
Noelville - Paramedic Services	46,319	2029
Killarney - Paramedic Services	39,901	2029

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**

**Notes to the Financial Statements**

**Year ended December 31, 2023**

**10. CAPITAL LEASE OBLIGATION**

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Stryker Canada LP		
Repayable in blended monthly instalments \$11,323 including imputed interest at 3.6% per annum, secured by specified equipment with a carrying value of \$244,720 maturing April 2026	336,491	458,850
	<b>336,491</b>	<b>458,850</b>

The capital lease obligation is recorded at an amount equal to the present value of lease payments discounted using the lower of the Board's incremental borrowing rate and the interest rate implicit in the lease. The interest rate on this obligations is 3.6% per annum. The following is a schedule of the principal payments required under the capital lease:

	<b>\$</b>
2024	122,358
2025	122,358
2026	91,776
	<b>336,492</b>

Interest charges to the accounts of the organization on the lease during the year amounted to \$14,795 (2022 - \$21,159) and are included in the statement of operations.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**11. MORTGAGES PAYABLE**

	2023	2022
	\$	\$
TD Canada Trust		
Repayable in blended monthly intallments of \$7,456 including interest at 4.88% per annum considering the effect of the interest rate swap described in note 10(ii), secured as described in note 10(i), renewing on a monthly basis and is being repaid over a 35 year amortization, maturing April 2058	1,488,997	-
TD Canada Trust		
Repayable in blended monthly installments of \$6,128 including interest at 5.09% per annum considering the effect of the interest rate swap described in note 10(ii), secured as described in note 10(i), renewing on a monthly basis and is being repaid over a 35 year amortization, maturing November 2058	1,198,965	-
	<u>2,687,962</u>	<u>-</u>
Estimated principal repayments are as follows:		
2024	29,952	
2025	31,476	
2026	33,075	
2027	34,759	
2028	36,526	
2029+	2,522,174	
	<u>2,687,962</u>	

## i) Toronto-Dominion (TD) bank mortgages

The mortgages with TD are secured by the following:

- First charge on all present and future acquired personal property
- First charge on real property located at 5 Park Street, Little Current, Ontario
- First charge on real property at 33 & 35 Draper Street, Little Current, Ontario
- Assignment of fire insurance in the amount of \$1,500,000 on property located at 5 Park Street, Little Current, Ontario
- Assignment of fire insurance in the amount of \$1,200,000 on properties located at 33 and 35 Draper Street, Little Current, Ontario

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## MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

### Notes to the Financial Statements

Year ended December 31, 2023

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#### 11. MORTGAGES PAYABLE (continued)

ii) Interest rate swap contract

In October 2023, the Board entered into a five year interest rate swap contract with TD Derivative Products and TD Canada Trust whereby the counterparties agreed to exchange floating rate interest payments for fixed interest rate payments. Under the interest rate swap contract, the Board has borrowed from the TD a loan that bears interest at the bankers' acceptance rate plus 0.95% per annum (the "hedged item"). The Board has then hedged the floating rate interest component of the loans by entering into an interest rate swap with TD Derivative Products whereby it swaps the bankers' acceptance rate in exchange for 5.09% per annum fixed interest payments (the "related hedging item"). The swap settlement amount is the difference between the floating and fixed interest rates based on the notional amount which corresponds to the principal outstanding on the loan with the TD Canada Trust.

The Board accounts for the interest rate swap using hedge accounting, whereby interest on the hedged item is recorded at the hedged item's stated interest rate plus net amounts receivable or payable on the related hedging item. The fair value of the swap derivative fluctuates relative to changes in the floating interest rate compared to the fixed interest rate under the swap contract. Under hedge accounting, the fair value of the swap contract is not recognized on the balance sheet with a corresponding adjustment to interest expense. At year-end, the fair value of the swap contract amounted to \$208,445 which, if recognized on the balance sheet, would decrease the mortgage payable and interest on mortgage payable by \$208,445.

In June 2022, the Board entered into a five year interest rate swap contract with TD Derivative Products and TD Canada Trust whereby the counterparties agreed to exchange floating rate interest payments for fixed interest rate payments. Under the interest rate swap contract, the Board has borrowed from TD Canada Trust a loan that bears interest at the bankers' acceptance rate plus 0.95% per annum (the "hedged item"). The Board has then hedged the floating rate interest component of the loans by entering into an interest rate swap with TD Derivative Products whereby it swaps the bankers' acceptance rate in exchange for 4.88% per annum fixed interest payments (the "related hedging item"). The swap settlement amount is the difference between the floating and fixed interest rates based on the notional amount which corresponds to the principal outstanding on the loan with the TD Canada Trust.

The Board accounts for the interest rate swap using hedge accounting, whereby interest on the hedged item is recorded at the hedged item's stated interest rate plus net amounts receivable or payable on the related hedging item. The fair value of the swap derivative fluctuates relative to changes in the floating interest rate compared to the fixed interest rate under the swap contract. Under hedge accounting, the fair value of the swap contract is not recognized on the balance sheet with a corresponding adjustment to interest expense. At year-end, the fair value of the swap contract amounted to \$208,445 which, if recognized on the balance sheet, would decrease mortgage payable and interest on mortgage payable by \$208,445.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**12. ASSET RETIREMENT OBLIGATION**

The asset retirement obligation represents management's best estimate of the present value of costs that are expected to be incurred for asbestos remediation in the building located at 6 Henry Street, Gogama, Ontario. At December 31, 2023, the estimated discounted asset retirement obligation is \$264,329. There was accretion of \$11,455 for 6 Henry Street in fiscal 2023.

The asset retirement obligation for the building located at 6 Henry Street, Gogama, Ontario was estimated by using the cost awarded by tender to remove the asbestos from the building.

The estimated future value is \$513,758 at December 31, 2038, using a discount rate of 4.53% over the estimated remaining useful life of the building. The asset relating to this obligation is being amortized over the estimated remaining useful life of the building. Amortization of \$15,805 was expensed in operations in 2023.

It is management's intention to remove the asbestos located in the building at 6 Henry Street, Gogama, Ontario in the 2024 fiscal year.

**13. NET ASSETS**

The balance on the statement of financial position of net assets at the end of the year is comprised of the following:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
To be used:		
for the general increase in (reduction of) annual operations	(3,678,061)	(1,557,833)
for reserves and reserve funds	7,515,045	7,846,722
<b>Total net assets</b>	<b>3,836,984</b>	<b>6,288,889</b>

**14. NON-FINANCIAL ASSETS**

Tangible capital assets, prepaid expenses and prepaid assistance are accounted for as assets by the Board, because they can be used to provide services in future periods. These assets do not normally provide resources to discharge liabilities of the Board unless they are sold.



**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**

**Notes to the Financial Statements**

**Year ended December 31, 2023**

**15. TANGIBLE CAPITAL ASSETS**

<b>2023</b>	<b>Capital Work in Progress \$</b>	<b>Land \$</b>	<b>Buildings \$</b>	<b>Furniture, fixtures, and other equipment \$</b>	<b>Computer Equipment \$</b>	<b>Vehicles, Machinery &amp; Equipment \$</b>	<b>2023 Total \$</b>
<b>Cost</b>							
Balance, beginning of year, as originally stated	3,600,253	4,444,726	22,109,287	2,500,083	334,728	4,489,859	37,478,936
Change in accounting policy (note 3)	-	-	252,874	-	-	-	252,874
Balance, beginning of year, as restated	3,600,253	4,444,726	22,362,161	2,500,083	334,728	4,489,859	37,731,810
Transfer to capital assets	(7,555,619)	365,637	7,189,982	-	-	-	-
Additions	4,207,733	207,001	-	-	-	143,084	4,557,818
Disposals	-	-	-	(53,794)	-	(802,042)	(855,836)
Balance, end of year	252,367	5,017,364	29,552,143	2,446,289	334,728	3,830,901	41,433,792
<b>Accumulated Amortization</b>							
Balance, beginning of year	-	-	15,238,272	2,039,483	334,728	2,850,889	20,463,372
Disposals	-	-	-	-	-	(627,227)	(627,227)
Amortization expense	-	-	1,012,112	127,392	-	411,620	1,551,124
Balance, end of year	-	-	16,250,384	2,166,875	334,728	2,635,282	21,387,269
Net book value	252,367	5,017,364	13,301,759	279,414	-	1,195,619	20,046,523
<b>2022</b>							
	<b>Capital Work in Progress \$</b>	<b>Land \$</b>	<b>Buildings \$</b>	<b>Furniture, fixtures, and other equipment \$</b>	<b>Computer Equipment \$</b>	<b>Vehicles, Machinery &amp; Equipment \$</b>	<b>2022 Total \$</b>
<b>(Restated - note 19)</b>							
<b>Cost</b>							
Balance, beginning of year	483,844	4,444,726	22,145,853	3,193,339	334,728	3,902,235	34,504,725
Additions	3,116,409	-	-	111,618	-	852,524	4,080,551
Disposals	-	-	(36,566)	(804,874)	-	(264,900)	(1,106,340)
Balance, end of year	3,600,253	4,444,726	22,109,287	2,500,083	334,728	4,489,859	37,478,936
<b>Accumulated Amortization</b>							
Balance, beginning of year	-	-	14,518,197	2,462,893	320,678	2,513,262	19,815,030
Disposals	-	-	(36,566)	(804,874)	-	(231,420)	(1,072,860)
Amortization expense	-	-	756,641	381,464	14,050	569,047	1,721,202
Balance, end of year	-	-	15,238,272	2,039,483	334,728	2,850,889	20,463,372
Net book value	3,600,253	4,444,726	6,871,015	460,600	-	1,638,970	17,015,564

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**15. TANGIBLE CAPITAL ASSETS (continued)**

Included in furniture, fixtures and other equipment are assets under capital lease with cost and accumulated amortization of \$ 611,800 (2022 - \$611,800) and \$367,080 (2022 - \$244,720), respectively.

During the year, amortization of assets financed by capital lease amounted to \$122,360 (2022 - \$122,360).

**16. CONTINGENT LIABILITIES**

The Board is contingently liable for accumulated sick leave in the amount of \$172,980 (2022 - \$194,364) for Paramedic Services employees. Accumulated sick leave is only payable to cover illness related absences and there is no liability to pay any amounts to employees on change or termination of employment. No liability is reflected in these financial statements for the accumulated sick leave to Paramedic Services employees.

Provincial Ministries subsidize the operations of the Manitoulin-Sudbury District Services Board. Since the operations are reviewed by the Ministries in the subsequent fiscal period, subsidy adjustments, if any, are recorded in the year in which the adjustments are determined.

The Board is a defendant in a paramedic negligence claim. The claimant is claiming damages of \$2,500,000. At the present time, neither the outcome nor the possible settlement, if any, can be determined. Therefore, no provision regarding any payable with respect to this matter has been recorded in the accompanying financial statements.

**17. FORGIVABLE LOANS**

Included in the Community Housing Program expenditures is \$NIL (2022 - \$NIL) in grants with forgivable conditions. These grants are issued to low income home owners as forgivable loans. The loans are to be written off over 10 years. However, if the house is sold before the 10-year forgiveness period, the home owner must repay a pro-rated amount back to the Board. If the Board receives funds because of a homeowner selling their property, the amount is used by the Board to grant a new loan to another low income home owner.

During the year, funds received back from homeowners under this program amounted to \$50,114 (2022 - \$54,226) which have been included in operations.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**18. EXPENDITURES BY OBJECT**

As required by Section 1201.086 of the Public Sector Accounting Board reporting requirements, these financial statements report on the Board's expenditures by function. The Board's expenditures by object are as follows:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Salaries, wages and benefits	19,437,959	17,596,307
Contracted services	15,316,913	12,716,677
External transfers	6,408,285	8,489,890
Materials	3,755,218	4,138,075
Amortization of tangible capital assets	1,535,320	1,721,202
Rents and financial items	209,372	273,507
Interest on mortgages payable	68,271	-
Interest on capital lease obligation	14,795	19,067
	<b>46,746,133</b>	<b>44,954,725</b>

**19. PRIOR PERIOD ADJUSTMENT**

Certain comparative figures have been retroactively restated to correct for an accounting error relating to the accounting for tangible capital asset additions. As a result of this correction, the tangible capital asset balance at January 1, 2022, has been increased by \$483,844 with a corresponding increase in accumulated surplus of \$483,844. During the year 2022, tangible capital asset additions increased by \$2,011,258 and expenditures decreased by \$2,011,258 resulting in a \$2,011,258 increase in the amounts reported as annual surplus for the year ended December 31, 2022, and accumulated surplus as at December 31, 2022.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**20. BUDGET AND OPERATING RESULTS**

The Budget adopted by the Board was not prepared on a basis consistent with Canadian public sector accounting standards. The budget was prepared on a modified accrual basis while public sector accounting standards require the full accrual basis. The budget figures expense all tangible capital acquisitions and do not include a provision for amortization expense and include transfers to/from reserves as revenues and expenses. As a result, the budget figures presented in the statement of operations and changes in net assets represent the budget adopted by the Board adjusted as follows:

	<b>2023</b>
	<b>\$</b>
Budget surplus approved by the Board	1,569,192
Add: Net budgeted transfers (to)/from reserves and reserve funds	(1,569,192)
	-

Similarly, the actual operating results for the year are presented using Canadian public sector accounting standards which require the full accrual basis. Thus, the actual operating results presented in the statements of operations and changes in net assets represent actual results adjusted as follows:

	<b>2023</b>
	<b>\$</b>
Excess (deficiency) of revenue over expenditures before undernoted items per schedules/programs:	
Ontario Works Administration Programs	(345,969)
Paramedic Services	(535,701)
Community Housing Programs	(385,843)
Child Care Programs	-
Homelessness Programs	-
Other Revenue and Expenditures	795,966
	(471,547)
Add: Net transfers (to)/from reserves and reserve funds - prior	1,018,228
<b>Municipal surplus before adjustments below</b>	<b>546,681</b>
Adjustment to Canadian Public Sector Accounting Standards:	
Add: Net transfers (to)/from reserves and reserve funds - current	(244,742)
Less: Net tangible capital acquisitions, disposition proceeds, gains, and losses, amortization, and capital lease transactions	2,900,444
Add: Proceeds from long-term debt	(2,616,208)
Less: Repayment of long-term debt	11,423
<b>Annual surplus before refund of prior year Municipal Apportionment</b>	<b>597,598</b>

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## MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

### Notes to the Financial Statements

Year ended December 31, 2023

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#### 21. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring financial risks to or from another party. The Board is exposed to the following risks associated with financial instruments and transactions it is a party to:

(a) Credit risk

Credit risk is the risk that one party to a financial transaction will fail to discharge a financial obligation and cause the other party to incur a financial loss. The Board is exposed to this risk relating to its cash and cash equivalents, accounts receivable and mortgage receivable.

The Board minimizes risk associated with cash and cash equivalents by ensuring these financial assets are placed with large reputable financial institutions with high credit ratings.

The Board incurs receivable transactions, in the normal course of operations, and is exposed to credit risk associated with its accounts receivable balances of \$865,276 (2022 - \$2,282,874). The Board minimizes this risk through management's on-going monitoring of amounts due to the organization and collections. Valuations of amounts due to the organization, including the mortgage receivable, are performed on a regular basis and adjustments for amounts determined to be uncollectable are recorded when applicable. Also, refer to note 2(h), regarding the organizations policies for assessing impairment of amounts due to the organization.

(b) Concentration risk

Concentration risk is the risk that an entity's balance due to the Board has a value of more than ten percent of the total accounts receivable and thus there is a higher risk to the Board in the event of a default by one of these entities. At December 31, 2023 receivables from two organization comprised approximately 56% (2022 – 79%) of the total outstanding receivables. The Board reduces this risk by regularly assessing the credit risk associated with these accounts and closely monitors any overdue balances.

(c) Liquidity risk

Liquidity risk is the risk that an organization cannot repay its obligations when they become due to its creditors. The Board is exposed to this risk associated with its accounts payable and accrued liabilities balances, capital lease obligation and mortgage payable. The Board reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due, and maintains adequate cash resources to repay creditors, mortgage interest and principal and capital lease obligation principal and interest as those liabilities become due.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**21. FINANCIAL INSTRUMENTS (continued)****(d) Interest rate risk**

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. The Board is exposed to this risk through mortgage payable balances. The Board has used interest rate swap contracts to fix the interest rate payments on the mortgages for a five year period to reduce its exposure to interest rate risk. The Board remains exposed to interest rate risk based on interest rates prevailing at the maturity date of the interest rate swap contracts.



**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**ONTARIO WORKS ADMINISTRATION PROGRAMS**  
**Schedule of Revenue and Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Provincial Subsidy			
OW General	5,323,072	4,420,582	4,680,077
OW Administration and Employment programs	1,414,200	1,414,200	1,414,200
Employment Ontario	191,124	166,620	190,492
Youth Job Connection	176,900	77,361	113,285
Canada Ontario Job Grant	-	-	-
Other subsidy	-	2,964	13,945
Municipal apportionment	1,043,031	1,043,031	1,043,031
<b>Total revenue</b>	<b>8,148,327</b>	<b>7,124,758</b>	<b>7,455,030</b>
<b>Expenditures</b>			
OW General	5,323,072	4,420,581	4,680,075
Administration and Employment Expenses (Schedule 1A)	2,326,830	2,323,764	2,323,700
Employment Ontario	191,125	166,620	190,492
National Child Benefit	120,400	120,400	78,512
Youth Job Connection	176,900	77,361	113,285
Canada Ontario Job Grant expense	-	-	-
Other subsidy expense	-	2,900	13,945
<b>Total expenditures</b>	<b>8,138,327</b>	<b>7,111,626</b>	<b>7,400,009</b>
<b>Excess of revenue over expenditures before net transfers from (to) reserves</b>	<b>10,000</b>	<b>13,132</b>	<b>55,021</b>
Transfer to reserves - current	(10,000)	(25,891)	(41,002)
Transfer to reserves - prior	-	(333,210)	25,673
Net transfer from (to) reserves	(10,000)	(359,101)	(15,329)
<b>Excess (deficiency) of revenue over expenditures before undernoted items</b>	<b>-</b>	<b>(345,969)</b>	<b>39,692</b>
Capital assets included in expenditures	-	-	-
Proceeds on disposition included in expenditures	-	-	-
Gain on disposition of capital assets	-	-	-
Amortization of capital assets	-	(35,274)	(35,274)
<b>Excess (deficiency) of revenue over expenditures</b>	<b>-</b>	<b>(381,243)</b>	<b>4,418</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**Analysis of Ontario Works Administration Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Administration and Employment Expenses</b>			
Salaries and benefits	1,540,384	1,564,959	1,329,371
Employment funded expenses - CPE and ERE training	494,700	494,843	668,932
Travel and training	54,759	45,106	67,443
Accommodation costs	81,779	71,999	85,357
Computer software and hardware	64,094	58,406	79,423
Office supplies and postage	27,465	29,018	27,756
Insurance	21,274	22,481	16,577
Board travel, meetings	20,052	13,957	16,004
Telephone and communications	12,676	13,650	19,263
Audit and accounting fee	7,250	8,624	8,518
Advertising	944	642	616
Legal and consulting fee	1,453	79	4,440
Purchased services	-	-	-
	<b>2,326,830</b>	<b>2,323,764</b>	<b>2,323,700</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**PARAMEDIC SERVICES**  
**Schedule of Revenue and Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenue</b>			
Provincial Subsidy			
Operating	9,570,375	9,048,631	8,923,724
Wikwemikong (Schedule 2A)	3,184,311	2,851,596	2,425,021
Municipal apportionment	7,114,541	7,234,541	6,957,538
Community Paramedicine	1,000,000	1,299,791	954,178
Patient Transfer Service	460,000	538,402	484,298
Other	-	1,320	432
COVID-19 subsidy	-	-	135,592
<b>Total revenue</b>	<b>21,329,227</b>	<b>20,974,281</b>	<b>19,880,783</b>
<b>Expenditures</b>			
Salaries and benefits	13,399,349	13,256,483	12,233,560
Wikwemikong expenses (Schedule 2A)	3,184,311	2,851,596	2,425,021
Community Paramedicine expenses	1,000,000	1,299,791	954,178
Vehicle expenses	673,544	748,920	747,835
Building expenses	494,084	668,827	465,348
Transportation and communication	542,900	606,722	380,087
Patient transfer services	460,000	596,107	504,298
Administrative expenses	332,633	315,115	332,702
Medical supplies and equipment	162,149	186,387	263,935
Other supplies and equipment	28,817	89,277	94,334
Capital expenditures	-	50,977	1,068,732
Mal practice insurance	34,962	46,667	35,018
Interest expense	40,942	40,942	44,131
Accretion of asset retirement obligation	-	11,455	-
COVID-19 expense	-	-	135,592
<b>Total expenditures</b>	<b>20,353,691</b>	<b>20,769,266</b>	<b>19,684,771</b>
<b>Excess (deficiency) of revenue over expenditures before net transfers (to) from reserves, proceeds from long term debt, and repayment of long term debt.</b>			
	975,536	205,015	196,012
Transfer from reserves - current		120,022	1,141,454
Transfer to reserves - current	(975,536)	(1,130,965)	(1,402,211)
Transfer from reserves - prior	-	64,744	(149,503)
Proceeds from long-term debt	-	207,001	-
Repayment of long-term debt	-	(1,518)	-
Net transfer to reserves	(975,536)	(740,716)	(410,260)
<b>Deficiency of revenue over expenditures before undernoted items</b>			
Capital assets included in expenditures	-	(535,701)	(214,248)
Capital lease expenditures	-	350,085	864,141
Proceeds on disposition included in expenditures	-	68,565	262,414
Proceeds on disposition included in expenditures	-	(226,603)	(100,000)
Gain on disposition of capital assets	-	51,788	66,520
Amortization of capital assets	-	(637,329)	(1,020,025)
Proceeds from long-term debt	-	(207,001)	-
Repayment of long-term debt	-	1,518	-
<b>Deficiency of revenue over expenditures</b>	<b>-</b>	<b>(1,134,678)</b>	<b>(141,198)</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**Analysis of Wikwemikong Paramedic Services Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023 Budget</b>	<b>January to March (3 months)</b>	<b>April to December (9 months)</b>	<b>2023 Total</b>	<b>2022 Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenue</b>					
Provincial subsidy	2,643,018	753,003	1,725,005	2,478,008	2,425,021
COVID-19 subsidy	-	-	-	-	-
Pandemic subsidy	-	-	-	-	-
One-time subsidy	541,293	294,396	79,192	373,588	-
<b>Total revenue</b>	<b>3,184,311</b>	<b>1,047,399</b>	<b>1,725,005</b>	<b>2,851,596</b>	<b>2,425,021</b>
<b>Expenditures</b>					
Salaries and benefits	2,149,858	671,972	1,400,752	2,072,724	1,901,993
One time expenses	541,293	228,609	-	228,609	3,597
Administration costs	140,681	34,650	106,030	140,680	138,363
Vehicle expenses	171,389	38,351	98,360	136,711	169,102
COVID-19 expense	-	76,777	-	76,777	(4,538)
Building expenses	42,720	(27,494)	96,329	68,835	80,578
Transportation and communication	45,346	10,512	53,923	64,435	51,587
Medical supplies and equipment	46,564	7,685	24,108	31,793	57,032
Other services	24,940	6,041	18,194	24,235	36,471
Other supplies	21,520	296	6,501	6,797	(9,164)
Pandemic pay expense	-	-	-	-	-
<b>Total expenditures</b>	<b>3,184,311</b>	<b>1,047,399</b>	<b>1,804,197</b>	<b>2,851,596</b>	<b>2,425,021</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**COMMUNITY HOUSING PROGRAMS**  
**Statement of Revenue and Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	2023 Budget \$	2023 Actual \$	2022 Actual \$  (Restated - note 19)
<b>Revenue</b>			
Rental income	1,797,938	1,853,667	1,682,699
Federal subsidy	501,698	531,104	656,169
Provincial Subsidy			
COCHI Subsidy	-	261,407	194,364
SIF program	-	126,233	126,233
OPHI Subsidy	-	71,357	380,556
IAH program	795,185	(46,749)	(52,058)
Municipal apportionment	2,342,413	2,342,413	2,298,776
<b>Total revenue</b>	<b>5,437,234</b>	<b>5,139,432</b>	<b>5,286,739</b>
<b>Expenditures</b>			
Capital expenditures	-	4,210,910	1,876,600
Wages and benefits	1,030,641	806,385	689,585
Maintenance materials and services	570,110	663,788	655,538
Utilities	672,548	657,106	621,759
Rent allowance agreement	588,171	315,943	182,833
Transfer to Non-Profit Housing	56,008	314,921	215,145
Urban native rent supplement	297,145	299,453	322,378
COCHI Subsidy	-	261,407	194,364
Municipal taxes	247,553	208,557	210,913
Housing mortgage costs	162,858	153,543	155,636
SIF expenses	-	126,234	126,234
Insurance	108,447	118,370	99,577
Administration	98,937	116,788	86,036
Bad debts - rental and maintenance	-	82,011	73,914
OPHI Subsidy	-	71,357	380,555
Transportation and equipment	54,811	69,095	42,286
Office rent	27,055	25,294	17,495
Housing rent supplement	23,400	15,812	20,120
Professional fees	9,703	9,390	19,014
IAH program	795,185	(46,749)	(52,058)
<b>Total expenditures</b>	<b>4,742,572</b>	<b>8,479,615</b>	<b>5,937,924</b>
<b>Excess (deficiency) of revenue over expenditures before net transfers (to) from reserves, proceeds from long term debt, and repayment of long term debt.</b>	<b>694,662</b>	<b>(3,340,183)</b>	<b>(651,185)</b>
Transfer from reserves - current	-	1,801,704	1,876,600
Transfer to reserves - current	-	(496,904)	(475,653)
Transfer to reserves - prior	-	(749,762)	(723,941)
Proceeds from long-term debt	-	2,409,207	-
Repayment of long-term debt	-	(9,905)	-
Net transfer to reserves	-	2,954,340	677,006
<b>Excess (deficiency) of revenue over expenditures before undernoted items</b>	<b>694,662</b>	<b>(385,843)</b>	<b>25,821</b>
Capital assets included in expenditures	-	3,955,369	1,485,709
Amortization of capital assets	-	(832,782)	(606,114)
Proceeds from long-term debt	-	(2,409,207)	-
Repayment of long-term debt	-	9,905	-
<b>Excess of revenue over expenditures</b>	<b>694,662</b>	<b>337,442</b>	<b>905,416</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**CHILD CARE PROGRAMS**  
**Statement of Revenue and Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	2023 Budget \$	2023 Actual \$	2022 Actual \$
<b>Revenue</b>			
Provincial Subsidy			
MEDU Operating Subsidy	7,388,082	7,696,490	7,761,544
Early On	1,475,326	1,571,858	1,475,326
Canada Wide Early Learning	834,798	1,134,635	436,665
Workforce Cap & Innovation	-	334,031	386,583
Indigenous Led Child and Family Programs	320,650	320,650	320,650
Administration	254,449	114,741	114,741
Data Analysis Coordinator	83,703	88,907	83,703
Planning Subsidy	30,100	30,100	30,100
Emergency Child Care	-	-	24,898
Provincial Reinvestment	-	-	-
Safe Restart	-	-	-
Municipal apportionment	668,038	668,038	668,038
<b>Total revenue</b>	<b>11,055,146</b>	<b>11,959,450</b>	<b>11,302,248</b>
<b>Expenditures</b>			
<b>Child care</b>			
Operating grant expenses	3,449,660	3,173,562	3,553,599
Expansion expenses	2,404,218	1,979,226	2,128,267
Canada Wide Early Learning	834,798	1,134,635	436,665
Special needs resources	665,000	617,873	591,245
ELCC expenses	-	602,616	530,028
Wage enhancement	408,148	497,492	404,085
Salaries and benefits	495,375	434,795	418,765
Capacity building	382,250	377,251	376,077
Workforce Cap & Innovation	-	334,031	386,583
Indigenous Led Child and Family Programs	320,650	320,650	320,650
Expansion admin expenses	-	212,827	-
Repairs and maintenance	127,500	127,500	85,000
Play based materials and equipment	127,500	127,500	84,999
Administration costs	109,397	109,715	96,089
Purchase of service	50,453	100,244	127,145
Ontario works	91,068	91,068	121,424
Home child care expenses	-	27,600	27,600
Emergency Child Care	-	-	24,898
	9,466,017	10,268,585	9,713,119
<b>Family support program</b>			
Early On	1,475,326	1,571,858	1,475,326
Data analysis coordinator	83,703	88,907	83,703
Planning expenses	30,100	30,100	30,100
	1,589,129	1,690,865	1,589,129
<b>Total expenditures</b>	<b>11,055,146</b>	<b>11,959,450</b>	<b>11,302,248</b>
<b>Excess (deficiency) of revenue over expenditures before net transfers to reserves</b>			
	-	-	-
Transfer to reserves - current	-	-	-
Transfer to reserves - prior	-	-	-
Net transfer to reserves	-	-	-
<b>Excess (deficiency) of revenue over expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**HOMELESSNESS PROGRAMS**  
**Schedule of Revenue and Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	2023 Budget \$	January to March (3 months) \$	April to December (9 months) \$	2023 Total \$	2022 Total \$
					<b>(Restated - note 19)</b>
<b>Revenue</b>					
Provincial subsidy - SSRF	-	2,500	38,669	41,169	2,061,527
Provincial subsidy - HPP	838,600	276,090	699,148	975,238	817,650
Provincial subsidy - OESP	-	-	-	-	160
CMHC subsidy	-	-	-	-	-
	<b>838,600</b>	<b>278,590</b>	<b>737,817</b>	<b>1,016,407</b>	<b>2,879,337</b>
<b>Expenditures</b>					
Program expense					
- Emergency Shelter Solutions	454,000	168,307	285,438	453,745	314,062
Program expense					
- Supportive Housing	-	97,550	154,814	252,364	-
Program expense					
- Homelessness Prevention	-	-	210,872	210,872	320,927
Program expense					
- Social Services Relief	-	16,051	25,118	41,169	2,061,527
Program expense					
- Housing with Related Supports	310,000	10,232	19,614	29,846	110,574
Program expense					
- HPP Administration Expenses	-	-	17,568	17,568	62,724
Program expense					
- Other Services and Support	74,600	-	10,843	10,843	9,363
Program expense					
- OESP Expenses	-	-	-	-	160
<b>Total expenditures</b>	<b>838,600</b>	<b>292,140</b>	<b>724,267</b>	<b>1,016,407</b>	<b>2,879,337</b>
<b>Excess (deficiency) revenue over expenditures before undernoted items</b>	<b>-</b>	<b>(13,550)</b>	<b>13,550</b>	<b>-</b>	<b>-</b>
Capital assets included in expenditures	-	97,550	154,814	252,364	1,630,700
<b>Excess of revenue over expenditures</b>	<b>-</b>	<b>84,000</b>	<b>168,364</b>	<b>252,364</b>	<b>1,630,700</b>



**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**OTHER REVENUE AND EXPENDITURES**  
**Schedule of Revenue and Expenditures**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenue</b>			
Interest income	99,163	936,070	463,656
Other	141,545	141,545	123,532
TWOMO subsidy	-	-	14,214
<b>Total revenue</b>	<b>240,708</b>	<b>1,077,615</b>	<b>601,402</b>
<b>Expenditures</b>			
IT expenses	252,551	159,262	57,653
Municipal apportionment	99,163	99,163	99,163
TWOMO expense	-	-	14,214
NOSDA expenses	-	-	1,170
<b>Total expenditures</b>	<b>351,714</b>	<b>258,425</b>	<b>172,200</b>
<b>Excess (deficiency) of revenue over expenditures before net transfers (to) from reserves</b>			
	(111,006)	819,190	429,202
Transfer from reserves - current	252,551	159,263	57,653
Transfer to reserves - current	(141,545)	(182,487)	(167,663)
Net transfer (to) from reserves	111,006	(23,224)	(110,010)
<b>Excess of revenue over expenditures before undernoted item</b>			
	-	795,966	319,192
Amortization of capital assets	-	(45,739)	(59,787)
<b>Excess of revenue over expenditures</b>	<b>-</b>	<b>750,227</b>	<b>259,405</b>

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**OTHER REVENUE AND EXPENDITURES**  
**Schedule of Continuity of Reserves**  
**Year ended December 31, 2023**

**SCHEDULE 7**

	<b>Working Funds \$</b>	<b>Tech Refresh \$</b>	<b>Benefits Reserve \$</b>	<b>Vehicle and Equipment Replacement Reserve \$</b>	<b>Building Capital Funds \$</b>	<b>Total \$</b>
<b>RESERVES</b>						
Balance, beginning of year	1,681,474	366,955	1,164,014	309,362	4,324,917	7,846,722
Prior period adjustment	-	-	-	-	(1,105,151)	(1,105,151)
Transfers from (to) operations	48,053	(22,731)	-	760,814	(12,662)	773,474
Balance, end of year	1,729,527	344,224	1,164,014	1,070,176	3,207,104	7,515,045

<b>Manitoulin-Sudbury DSB</b>						
<b>4th Quarter Report (Audited)</b>						
<b>AS AT 12/31/2023</b>						
	<b><u>Total Gross Budget</u></b>			<b><u>Municipal Share Budget</u></b>		
	<b>YTD ACTUAL</b>	<b>OVER(UNDER) BUDGET</b>	<b>ANNUAL BUDGET</b>	<b>YTD MUNICIPAL</b>	<b>MUNICIPAL SHARE BUDGET</b>	<b>Over(Under) Budget Forecast</b>
<b>Ontario Works</b>	\$ 2,461,274	\$ 4,044	\$ 2,457,230	\$ 1,055,791	\$ 1,043,031	\$ 12,760
<b>100% Funded</b>	\$ 5,683,870	\$ (1,022,727)	\$ 6,706,597			
<b>Child Care</b>	\$ 11,959,451	\$ 904,305	\$ 11,055,146	\$ 668,038	\$ 668,038	\$ -
<b>Community Housing</b>	\$ 2,534,240	\$ (309,371)	\$ 2,843,611	\$ 2,479,693	\$ 2,843,611	\$ (363,918)
<b>100% Funded</b>	\$ 420,405	\$ (382,073)	\$ 802,478			
<b>Paramedic Services</b>	\$ 16,748,843	\$ 540,926	\$ 16,684,916	\$ 7,711,350	\$ 7,114,541	\$ 596,809
<b>Wiikwemikong, PTS, CP</b>	\$ 5,881,999	\$ 1,070,249	\$ 4,811,750	\$ 123,636	\$ 120,000	\$ 3,636
<b>TOTAL EXPENSES</b>	\$ 45,690,081	\$ 805,352	\$ 45,361,728	\$ 12,038,508	\$ 11,789,221	\$ 249,287
<b>Interest Revenue</b>	\$ (895,128)	\$ (795,965)	\$ (99,163)	\$ (895,128)	\$ (99,163)	\$ (795,965)
<b>TOTAL EXPENSES</b>	\$ 44,794,954	\$ 9,388	\$ 45,262,565	\$ 11,143,380	\$ 11,690,058	\$ (546,678)

	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF December 31, 2023
<b>Ontario Works</b>	\$ 12,760	Municipal share of administration expenses are \$12,760 over budget.
<b>Child Care</b>	\$ -	Municipal share of Child Care expenses are on budget.
<b>Community Housing</b>	\$ (363,918)	<p><b>(29,406) + (\$115,917) + (\$272,228) + \$53,633 = (\$363,918) surplus</b></p> <p>Federal Funding is <b>(\$29,406)</b> more than budgeted, resulting in a surplus.</p> <p>Direct operated rev &amp; exp and program support allocation is <b>(\$115,917)</b> under budget</p> <ul style="list-style-type: none"> <li>- Rental Revenues are (\$4,683) more than budgeted.</li> <li>- Direct operating expenses are forecasted to be \$142,151 over budget due to: <ul style="list-style-type: none"> <li>utilities (\$54,439) under budget, salaries &amp; benefits \$51,350 over budget, maintenance expenses over budget \$93,678, other admin expenses over budget \$20,597; bad debt expense is over budget by \$30,965</li> <li>- Program Support Allocation is (\$253,385) under budget.</li> </ul> </li> </ul> <p>Rent Supplement program is <b>(\$272,228)</b> under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are <b>\$53,633</b> over budget.</p>
<b>Paramedic Services</b>	\$ 596,809	<p>Paramedic Services municipal share is <b>\$596,809</b> over budget.</p> <p>The MOHLTC funding is under budget by <b>\$44,744</b>.</p> <p>Medic Staffing and Benefits is over budget by <b>\$597,356</b>.</p> <p>Admin Staffing and Benefits is under budget by <b>(\$286,907)</b></p> <p>Non Wages are over budget by <b>\$241,616</b></p> <ul style="list-style-type: none"> <li>- Other Transportation &amp; Communication is (\$30,857) under budget</li> <li>- Operational Staffing Travel and meals are over budget by \$80,165</li> <li>- Software costs are over budget by \$42,979</li> <li>- Legal and Arbitration Costs are over budget by \$31,875</li> <li>- Program Support is (\$42,995) under budget</li> <li>- Vehicle repairs and maintenance are over budget by \$23,225.</li> <li>- Building repairs and maintenance, grounds and utilities are \$125,328 over budget</li> <li>- Mal Practice Liability Insurance is \$11,705 over budget</li> <li>- Supplies are \$191 over budget.</li> </ul>
<b>Patient Transfer Service</b>	\$ 3,636	Patient Transfer Service annual increase not budgeted in 2023. Overbudget by \$3,636
<b>Interest Revenue</b>	\$ (795,965)	Interest Revenue is (\$795,965) more than budgeted which results in a municipal surplus.
	<b>\$ (546,678)</b>	



**Agenda Number:** 9.3.  
**Resolution 24-**  
**Title:** Annual Report on Reserves  
**Date:** Thursday, May 16, 2024

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**Moved by:** \_\_\_\_\_  
**Seconded by:** \_\_\_\_\_

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the 2024 Annual Report on Reserves.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the 2024 Annual Report on Reserves and directs staff to action the recommendations contained within the report.

**CARRIED**

**TIED**

**DEFEATED**

\_\_\_\_\_  
Board Chair

June 7, 2024

COUNCIL MEETING: June 12, 2024

AGENDA GROUP: F

SUBJECT: Planning Application Fees

BACKGROUND:

User fees, in general, have not been reviewed for some time. Planning Application fees have not been increased since 2006 with the exception of a slight increase for Official Plan and Zoning Bylaw amendments (\$100 each in 2012).

Due to the increase in applications received and the complexity of many of these applications, a review of the fees is warranted. We are reaching out to our planning consultants more and more and not recovering these costs with the current fee structure.

A review of what area municipalities are charging was conducted and the attached results are a snapshot of that review. The fees identified are the common applications that we process. Many of these municipalities identify additional costs to be recovered as part of the fee schedule.

Currently, the Planning Application fees are part of the User Fee bylaw 2021-19. It is recommended to remove that section from the bylaw and have a stand-alone bylaw for planning applications. This will capture scenarios that are outside of the standard applications and allow flexibility and guidance in determining fees.

RECOMMENDATION:

*BE IT RESOLVED THAT the fees for Planning Applications be increased as per staff recommendation;  
AND THAT a bylaw adopting these fees be considered at the June 26, 2024 Council meeting.*

ENCLOSURES:

Planning fee comparison – various municipalities  
Draft Bylaw for processing planning applications  
Draft Schedule to bylaw for Planning applications

Planning Fee Review:

Municipality	Consent	Plan of Subdivision	Official Plan Amendment	Zoning Bylaw Amendment	Other
Sables-Spanish Rivers	\$500 + \$350 per additional lot	\$2,000 up to 20 lots \$4,000 – 21 to 50 lots \$6,000 – 51 or more	\$500	\$500	OP & Zoning Combined \$700
Seguin	\$1,400	\$4,000 up to 10 lots Additional \$100 per lot over 10	\$2,000 (minor) \$3,200 (major)	\$1,500 (minor) \$1,800 (major)	
Huron Shores	\$700 + \$350 per additional lot	\$3,500 up to 10 lots Additional \$350 per lot over	\$2,500	\$900	OP & Zoning combined \$3,000
Baldwin	\$1,800	Hourly Rate as set out in bylaw	\$2,500	\$2,000	
Espanola	\$500.70	\$1,875.70	\$1,875.70	\$1,126.70	
Nairn & Hyman	\$1,800	Hourly Rate as set out in bylaw	\$2,500	\$2,000	
Blind River	\$568 plus costs	\$1,700 plus costs	\$1,700 plus costs	\$900 plus costs	
Tarbutt & Tarbutt	\$1,200 + \$600 per additional lot				
North Shore	\$510 plus costs		\$1,000	\$500	



THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-xx

Being a Bylaw to Provide for Fees and Charges for  
The Processing of Applications Made in Respect of  
Planning Matters within the Township of Sables-Spanish Rivers

WHEREAS Section 69(1) of the *Planning Act, R. S. O. 1990, Chapter P.13* provides that the Council of a municipality, by by-law, establish fees and charges for the processing of applications made in respect of planning matters, which fees and charges shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the Council of the municipality in respect of the processing of each type of application provided for in the fees and charges;

AND WHEREAS Section 391 of the *Municipal Act 2001, S.O. 2001*, as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control.

AND WHEREAS the cost to the municipality may include both internal administrative costs and disbursements paid to external agencies and service suppliers;

AND WHEREAS the cost to the municipality may also include costs in connection with proceedings before the Ontario Land Tribunal;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers deems it expedient to enact a by-law to establish a schedule of fees and charges for the processing of planning applications.

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

In this By-law:

- a) “Applicant” means a person who submits a planning application, and in the case of an application submitted by the authorized agent of the property owner, it shall include both the property owner and the authorized agent;
- b) “Application Fee” means a fee payable for a planning application in accordance with the Schedule of Fees;
- c) “Council” shall mean the Council of the Corporation of the Township of Sables-Spanish Rivers;
- d) “External Costs” shall mean all costs and expenses paid by or on behalf of the Municipality to an external agency or service provider, including but not limited to legal, engineering, planning, surveying, advertising, and consulting costs and expenses, in connection with a planning application or its related Tribunal appeal;
- e) “Municipality” shall mean the Township of Sables-Spanish Rivers;
- f) “Planning Application” means any application for approval made pursuant to the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended;
- g) “Related Local Planning Appeal” means an appeal to the Ontario Land Tribunal in circumstances where the Municipality is required to appear before the Tribunal in support of a decision by Council to approve a planning application for the benefit of the applicant; and
- h) “Schedule of Fees” means the fees to be charged by the Municipality in respect of planning applications as set out in Schedule “A” to this by-law.

2. SCHEDULE OF FEES & CHARGES

The Municipality shall charge a non-refundable application fee in accordance with the Schedule of Fees and Charges for processing planning applications.

3. FEE PAYABLE UPON APPLICATION

The applicant shall pay the required application fee in full to the Municipality at the time of submitting the planning application and the Municipality shall not be required to process or otherwise consider or review the application until the fee has been paid.

4. EXTERNAL COSTS

In addition to the application fee, the applicant shall pay all external costs incurred by the Municipality in respect of the planning application.

5. DEPOSIT ON ACCOUNT OF EXTERNAL COSTS

a) Despite Section 4, if the Municipality determines at any time or times that it will be required to incur external costs in respect of a planning application, the Municipality may require as a condition of it processing or continuing to process the planning application that the applicant deposit with the Municipality such amount or amounts on account of the anticipated external costs as estimated by the external sources.

b) If an applicant fails or refuses to comply with a request by the Municipality to deposit funds as security for external costs as required by Section 5 a) of this by-law, the Municipality shall be entitled to cease all work in connection with the processing of the planning application until the required deposit has been paid.

6. PARTICIPATION IN LOCAL PLANNING APPEAL TRIBUNAL PROCEEDINGS

If a decision of Council approving a planning application is appealed to the Ontario Land Tribunal and the Municipality is required, or requested by the applicant, to appear as a party at the hearing of the appeal in support of its decision, the applicant shall pay any external costs incurred in connection with the hearing and the provisions of Sections 5a) and 5b) shall apply with necessary modifications.

7. SEVERABILITY

If any Section, clause, sub-clause, provision, or part of this By-law should be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole, nor any part thereof, other than the part declared invalid.

8. Schedule "A" hereto and forming part of this by-law is enacted as a Schedule of Fees and Charges payable for the processing of applications made in respect of Planning Matters by the Corporation of the Township of Sables-Spanish Rivers.

9. THAT all other bylaws, resolutions or parts thereof contrary hereto or inconsistent herewith are hereby repealed.

10. THAT this Bylaw shall come into force and take effect upon third and final reading.

READ A FIRST AND SECOND TIME THIS 26<sup>th</sup> DAY OF JUNE, 2024.

\_\_\_\_\_  
MAYOR – K. BURKE

\_\_\_\_\_  
CLERK – A.WHALEN

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 26<sup>th</sup> DAY OF JUNE, 2024\_

\_\_\_\_\_  
MAYOR – K. BURKE

\_\_\_\_\_  
CLERK – A.WHALEN

SCHEDULE "A"  
TO  
BY-LAW NUMBER 2024-xx

SCHEDULE OF FEES & CHARGES FOR  
PLANNING MATTERS

**FEES PAYABLE**

1. The fees shall be paid on the following types of applications in the following amounts:

	Current	Proposed
a) Consent (includes lot addition/easement/etc.)	\$500.00	1,500.00
- each additional consent where multiple applications have been made for the same parcel of land	\$350.00	350.00
- Administration levy per lot created by consent	\$100.00	200.00
b) Validation / Power of Sale	\$500.00	1,000.00
c) Official Plan Amendment (no amendment to Zoning Bylaw)	\$500.00	2,500.00
d) Official Plan Amendment (accompanied by amendment to Zoning Bylaw)	\$700.00	3,000.00
e) Zoning Bylaw Amendment	\$500.00	1,500.00 - minor 1,800.00 - major
f) Plan of Subdivision or Condominiums		
- up to 20 development lots/blocks	\$2,000.00	4,000.00 (up to 10 lots)
- 21 to 50 development lots/blocks	\$4,000.00	+350.00 per
- more than 50 development lots/blocks	\$6,000.00	additional lot, PLUS costs
- Execution of Proposed Subdivision Agreement	\$300.00	
g) pre-consultation (new)	deposit \$500 + actual fees	

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-34

Being a Bylaw to confirm the proceedings of the regular  
Council Meeting held on June 12, 2024.

WHEREAS Section 5(3) of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that a municipal council shall exercise its powers by by-law, except where otherwise provided; and

WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw or resolution of Council;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT the actions of the Council of The Township of Sables-Spanish Rivers, at its meeting of Wednesday, June 12, 2024 with respect to each motion, resolution, direction and other action passed and taken by the Council at its said meeting is, except where such resolutions or directions were passed in Closed Session, is hereby adopted, ratified and confirmed.
2. THAT the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed, and to affix the Corporate Seal to all such documents as required.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL  
THIS 12<sup>th</sup> DAY OF JUNE, 2024.

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MAYOR – K. BURKE

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CLERK – A. WHALEN