

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

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

Motion No: 2024-156  
 Moved By: M. HOBBS  
 Seconded By: C. PHILLIPS

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 April 24, 2024 and the Special Meeting of April 30, 2024 be approved.

**CARRIED**

\*\*\*\*\*  
*The Mayor called for the disclosure of pecuniary interest. None declared.*  
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Cheque Register Motion No. 2024-157  
 Moved By: H. CRABS  
 Seconded By: M. HOBBS

BE IT RESOLVED THAT the attached Cheque Register for the month of April 2024 totaling \$447,704.98 be approved as paid.

**CARRIED**

Bob Conroy Litter Walk Donation Motion No. 2024-158  
 Moved By: C. BURNS  
 Seconded By: H. CRABS

BE IT RESOLVED THAT Council approve a donation to the Bob Conroy Litter Walk scheduled for May 26, 2024 in the amount of \$200.00.

**CARRIED**

Fire & Emergency Services Committee Motion No. 2024-159  
 Moved By: C. PHILLIPS  
 Seconded By: M. MERCIECA

BE IT RESOLVED THAT the Clerk be directed to prepare an amendment to the Procedural Bylaw to establish a Fire & Emergency Services Committee consisting of two members of Council, the Fire Chief, Clerk and four members of the Fire Department.

**CARRIED**

Advance Care Planning Session Motion No. 2024-160  
 Moved By: M. MERCIECA  
 Seconded By: C. BURNS

WHEREAS the Espanola Hospital Complex & Palliative Support Team has been invited to hold an "Advance Care Planning" information session on May 24, 2024 at the Massey & District Community Centre;  
 THEREFORE BE IT RESOLVED THAT the rental fees for the Sadowski Room be waived for this event;  
 AND THAT the rental fee be transferred from the Council Donation budget.

**CARRIED**

Public Works Meeting Report Motion No. 2024-161  
 Moved By: H. CRABS  
 Seconded By: C. BURNS

BE IT RESOLVED THAT the Public Works Committee Meeting Report of May 1, 2024 be accepted;  
 AND THAT any recommendations to Council to be dealt with separately.

**CARRIED**

Roadside Cutting Tender 2024-2026 Motion No. 2024-162  
 Moved By: C. BURNS  
 Seconded By: H. CRABS

BE IT RESOLVED THAT the roadside grass cutting tender be awarded to TMI at the following bid prices:  
 2024 - \$16,000 + Hst  
 2025 - \$16,320 + Hst  
 2026 - \$16,640 + Hst  
 Additional Hourly if Required - \$145 + Hst

**CARRIED**

Public Works Garage Door Replacement Motion No. 2024-163  
 Moved By: C. BURNS  
 Seconded By: M. MERCIECA

BE IT RESOLVED THAT Patrick-Sprack Limited's quote in the amount of \$25,978.59 plus Hst for the replacement of two garage doors on the Public Works building be accepted.

**CARRIED**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

Manitoulin-  
Sudbury  
DSSB  
4<sup>th</sup> Quarter  
Report      Motion No.      2024-164  
                 Moved By:      H. CRABS  
                 Seconded By:      C. PHILLIPS  
                 BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Board's 4<sup>th</sup> Quarterly Report for 2023 be accepted.  
                 **CARRIED**

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Draft  
Strategic  
Plan      Motion No.      2024-165  
                 Moved By:      M. HOBBS  
                 Seconded By:      C. PHILLIPS  
                 BE IT RESOLVED THAT the 2024-2028 Draft Strategic Plan be accepted as presented;  
                 AND THAT comments be received from the public from May 10<sup>th</sup> to May 31<sup>st</sup>, 2024, prior to its final adoption in June.  
                 **CARRIED**

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SSRPL  
Meeting  
Minutes      Motion No.      2024-166  
                 Moved By:      M. HOBBS  
                 Seconded By:      H. CRABS  
                 BE IT RESOLVED THAT the Library Board Minutes of March 5, 2024 be accepted.  
                 **CARRIED**

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Inclusive  
Community  
Grant      Motion No.      2024-167  
                 Moved By:      M. HOBBS  
                 Seconded By:      C. PHILLIPS  
                 BE IT RESOLVED THAT the Deputy Clerk be authorized to submit an application for funding to the Ministry of Seniors and Accessibility under the 2024-25 Inclusive Community Grant Program.  
                 **CARRIED**

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Confirming  
Bylaw  
2024-26      Motion No.      2024-168  
                 Moved By:      C. PHILLIPS  
                 Seconded By:      M. HOBBS  
                 BE IT RESOLVED THAT Bylaw 2024-26 being a bylaw to confirm the proceedings of the regular council meeting of May 8, 2024 be read a first, second, third and final time and passed in open council.  
                 **CARRIED**

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Adjourn      Motion No.      2024-169  
                 Moved By:      C. PHILLIPS  
                 Seconded By:      H. CRABS  
                 BE IT RESOLVED THAT the time is 7:54 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.  
                 **CARRIED**

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MAYOR – K. BURKE

\_\_\_\_\_  
CLERK-ADMINISTRATOR – A. WHALEN

**Township of Sables-Spanish Rivers**  
**Accounts Payable Cheque Register Report - Payroll & AP-1009588**  
 For The Date Range From 4/01/24 To 4/30/24

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26509	C	4/09/24	84	Public Health Sudbury & Districts	\$15,286.55	O
26510	C	4/09/24	315	Staples Business Advantage	\$594.65	O
26511	C	4/09/24	683	STINSON EQUIPMENT LIMITED	\$3,068.03	O
26512	C	4/23/24	1	D's Floral Expressions - floral arrangement for meeting @ Saganak	\$113.00	O
26513	C	4/23/24	770	Foothill Industries	\$107.84	O
26514	C	4/23/24	1	Gowling WLG - reimburse cheq rec'd for Town of Spanish	\$50.00	O
26515	C	4/23/24	35	Massey Home Hardware	\$535.02	O
26516	C	4/23/24	376	Northern Ford Sales Limited	\$19.44	O
26517	C	4/23/24	315	Staples Business Advantage	\$251.03	O
5582	E	4/09/24	102	A.J. Stone Company Ltd	\$1,178.59	O
5583	E	4/09/24	30	J. Breen Coffee Service Ltd	\$107.63	O
5584	E	4/09/24	630	CIMCO Refrigeration	\$3,672.50	O
5585	E	4/09/24	117	Desmarais, Keenan	\$365.61	O
5586	E	4/09/24	85	Manitoulin-Sudbury DSSAB	\$61,082.33	O
5587	E	4/09/24	22	Espanola Regional Hydro	\$18,873.95	O
5588	E	4/09/24	49	GFL Environmental Inc.	\$27,363.71	O
5589	E	4/09/24	26	Huron Central Railway M2142	\$1,097.00	O
5590	E	4/09/24	867	I.C.E Marketing and Consulting Ltd	\$2,063.82	O
5591	E	4/09/24	29	Janeway PharmaChoice	\$52.60	O
5592	E	4/09/24	704	John Van Norman	\$600.00	O
5593	E	4/09/24	557	K. Smart Associates Limited	\$692.13	O
5594	E	4/09/24	169	Kresin Engineering	\$5,650.26	O
5595	E	4/09/24	840	Larissa Toulouse - bartender	\$82.75	O
5596	E	4/09/24	398	Linde Canada	\$178.37	O
5597	E	4/09/24	858	Lori Johnston - reimburse - bandaids	\$21.46	O
5598	E	4/09/24	636	Massey Food Bank - donations	\$250.00	O
5599	E	4/09/24	37	McDougall Energy	\$7,187.80	O
5600	E	4/09/24	253	McQuarrie Motors	\$296.31	O
5601	E	4/09/24	176	Morris Sanftenberg Construction	\$12,161.82	O
5602	E	4/09/24	73	Municipal Property Assessment Corp	\$17,004.41	O
5603	E	4/09/24	65	NAPA Espanola	\$970.86	O
5604	E	4/09/24	79	Northern Communications	\$915.81	O
5605	E	4/09/24	42	Northern Uniform Service	\$104.14	O
5606	E	4/09/24	81	O.J. Graphix Inc.	\$653.14	O
5607	E	4/09/24	620	PINCHIN Ltd.	\$8,023.00	O

**Township of Sables-Spanish Rivers**  
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**For The Date Range From 4/01/24 To 4/30/24**

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5608	E	4/09/24	47	Purolator Courier	\$111.30	O
5609	E	4/09/24	705	RICOH	\$241.72	O
5610	E	4/09/24	703	Susie Gross	\$225.00	O
5611	E	4/09/24	587	TELUS Health Solutions	\$282.50	O
5612	E	4/09/24	753	Tenaquip	\$173.66	O
5613	E	4/23/24	30	J. Breen Coffee Service Ltd	\$56.64	O
5614	E	4/23/24	37	McDougall Energy	\$10,508.86	O
5615	E	4/23/24	42	Northern Uniform Service	\$104.14	O
5616	E	4/23/24	65	NAPA Espanola	\$818.95	O
5617	E	4/23/24	88	Federation of Northern Ontario Municipalities	\$231.52	O
5618	E	4/23/24	113	Culligan	\$56.22	O
5619	E	4/23/24	171	PSD Citywide Inc.	\$3,616.00	O
5620	E	4/23/24	193	Ontario Clean Water Agency	\$8,052.07	O
5621	E	4/23/24	432	Testmark Laboratories Ltd.	\$90.40	O
5622	E	4/23/24	489	Trevor Stack - work boot allowance	\$120.00	O
5623	E	4/23/24	544	N-two Medical Inc.	\$28.19	O
5624	E	4/23/24	576	Dan's Towing & Recovery	\$282.50	O
5625	E	4/23/24	587	TELUS Health Solutions	\$1,661.10	O
5626	E	4/23/24	620	PINCHIN Ltd.	\$14,916.00	O
5627	E	4/23/24	667	881683 Ontario Inc.	\$56.50	O
5628	E	4/23/24	698	Kevin Burke - wage comp/travel/parking	\$582.28	O
5629	E	4/23/24	730	Brandt Tractor Ltd. - municipal drain/dr recruitment/Indigenous Community	\$703.86	O
5630	E	4/23/24	752	J.L. Richards & Associates Limited	\$3,352.61	O
5631	E	4/23/24	843	Casimir Burns - Municipal drain - wage comp/travel	\$150.98	O
5632	E	4/23/24	844	Merri-Ann Hobbs - Indigenous Community/Municipal drain wage comp/travel	\$250.98	O
5633	E	4/23/24	846	Jeff Lapierre	\$100.00	O
5634	E	4/23/24	847	Edith Fairburn - Indigenous Community Course + wage comp	\$473.75	O
5635	E	4/23/24	853	James Lathem Excavating Ltd	\$13,899.00	O
5636	E	4/23/24	877	Meaghan Folz - reimburse - glasses	\$199.98	O
5637	E	4/23/24	878	7Bells Welding & Mechanical Services Ltd	\$1,245.83	O
5638	E	4/30/24	853	James Lathem Excavating Ltd	\$69,027.25	O
5639	E	4/30/24	704	John Van Norman	\$480.00	O
5640	E	4/30/24	870	Lacey Hobbs	\$715.91	O
5641	E	4/30/24	555	Lynda Goodchild	\$723.20	O
5642	E	4/30/24	673	Marla Toulouse	\$34.09	O

**Township of Sables-Spanish Rivers**  
**Accounts Payable Cheque Register Report - Payroll & AP-1009588**  
 For The Date Range From 4/01/24 To 4/30/24

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

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5643	E	4/30/24	251	Massey Area Museum - <i>annual donation</i>	\$7,500.00	O
5644	E	4/30/24	544	N-two Medical Inc.	\$28.19	O
5645	E	4/30/24	86	Sun Life Assurance Company	\$11,326.54	O
Bell Canada	E	4/09/24	10	Bell Canada	\$826.97	O
Bell Canada	E	4/23/24	10	Bell Canada	\$85.88	O
Bell Mobility	E	4/09/24	11	Bell Mobility	\$126.18	O
Brandt Tractor Ltd.	E	4/15/24	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	4/09/24	520	EASTLINK	\$45.35	O
EASTLINK	E	4/23/24	520	EASTLINK	\$731.66	O
Hydro One	E	4/09/24	71	Hydro One	\$1,243.11	O
Hydro One	E	4/23/24	71	Hydro One	\$3,191.07	O
Minister of Finance - EHT	E	4/04/24	6	Minister of Finance - EHT	\$2,643.03	O
OMERS	E	4/04/24	552	OMERS	\$21,298.60	O
Ontario Clean Water Agency	E	4/10/24	193	Ontario Clean Water Agency	\$18,132.42	O
Receiver General	E	4/04/24	4	Receiver General	\$19,939.61	O
Receiver General	E	4/18/24	4	Receiver General	\$18,014.95	O
Royal Bank - GFS Service Centre	E	4/04/24	52	Royal Bank - GFS Service Centre	\$320.41	O
Shell Canada	E	4/03/24	103	Shell Canada	\$3,675.74	O
VISA - Anne Whalen	E	4/03/24	829	VISA - Anne Whalen <i>Cortina - dr recruitment x 2</i>	\$2,840.07	O
VISA - Lori Johnston	E	4/03/24	876	VISA - Lori Johnston <i>AMCTO fee - AGRA</i>	\$85.26	O
VISA - Marla Toulouse	E	4/03/24	732	VISA - Marla Toulouse <i>- LCBO</i>	\$175.77	O
Visa - Ruth Clare	E	4/03/24	774	Visa - Ruth Clare <i>Amazon - office &amp; justice filters</i>	\$1,837.21	O
WSIB	E	4/04/24	551	WSIB <i>Recurring Charge / Amazon / OACFP / BTO</i>	\$6,587.55	O
<b>Cleared</b>					<b>\$0.00</b>	
<b>Outstanding</b>					<b>\$447,704.98</b>	
<b>Void</b>					<b>\$0.00</b>	



May 1st, 2024

**To: Sables-Spanish Rivers Town Council**

**RE: Visi-Vest Purchase Request**

Dear Council Members,

We are excited to announce that the planning for the 13th Annual Bob Conroy Litter Walk, scheduled for Sunday May 26th, 2024 at the Webbwood Public Library has begun.

As you know, Mr. Conroy was a well known and valuable citizen of Webbwood and took great pride in caring for his community. Twelve years ago our former Branch Librarian, Linda Lendrum started this community clean up event in honour of Mr. Conroy and it continues to be a huge success over the years, bringing out many people of all ages looking to beautify our community.

We have greatly appreciated your support and generous monetary donations over the years, it has helped cover the costs of many things such as, the free luncheon, cold beverages and treats, as well as prizes for each participant.

After putting much thought into the safety of the volunteers and to follow standard safety protocols, we have looked into the idea of providing the volunteers with a **visi-vest** for this event. In order to provide these needed vests, we are reaching out to town council to purchase approximately 40 of these vests.

Thank you in advance for your consideration.

Sincerely,

Tracey VanDerGulik, CEO/Chief Executive Officer

Sables-Spanish Rivers Public Library

185 Grove St. P.O. Box 40

Massey, ON P0P 1P0

705-865-2641 email: [infomasseylibrary@gmail.com](mailto:infomasseylibrary@gmail.com)

# Letter of Request and Support

April 19, 2024

**Township of Sables-Spanish Rivers**

**Town Council**

11 Birch Lake Rd  
Massey, ON P0P 1P0



## **Town Council:**

The Sables-Spanish Rivers Libraries, Webbwood Branch is planning our 13th annual “Bob Conroy Litter Walk” on Sunday, May 26, 2024 from 10am-2pm.

Mr. Conroy was a valuable citizen of Webbwood who could often be found walking through the town streets with a garbage bag in hand, picking up litter as he went. He was a founding member of the Webbwood Historical Society and played a big part in the many town events. Mr. Conroy took great pride in caring for his community and we would like to host the event in honour of his memory. Ontario is also gearing up for the fifth annual Provincial Day of Action on Litter, taking place on Tuesday, May 14, 2024. This is a day for everyone across the province – citizens, municipalities and businesses – to unite under the common cause of creating a greener, cleaner and more sustainable environment for ourselves and for future generations. We have contacted them and are pairing the “Bob Conroy Litter Walk” with this environmental initiative to help with a healthier future.

The Sables-Spanish Rivers Library, Webbwood Branch is happy to offer space for the event and agrees to organize and plan the event.

We are currently seeking a monetary donation so we are able to offer those who participate in the litter walk refreshments and a light lunch after clean up.

Anything you are able to offer us help make this event a success would be greatly appreciated.

Thank you in advance for the consideration.

Best regards,

*Stacie Minten*

**Stacie Minten**

**Webbwood Branch Librarian**

✉ [webbwoodlibrary@hotmail.com](mailto:webbwoodlibrary@hotmail.com)

☎ 705-869-4147

📍 16 Main Street., Webbwood ON  
P0P 2G0



# ADVANCE CARE PLANNING

**THINK ABOUT IT.  
TALK ABOUT IT.  
SHARE IT.**

**Join us for a  
presentation on  
May 24, 2024  
from  
1:00-3:00 at the  
Massey Arena**

**It's never too  
early or too late  
to talk about  
your health care  
goals?**

**Who would  
speak for you,  
if you couldn't  
speak for  
yourself?**



**espanola  
regional hospital  
and health center**

**Espanola and Area  
Family Health Team**

**Complex and Palliative  
Support Team**



*Township of Sables-Spanish Rivers*

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

**AGENDA/REPORT**

Wednesday, May 1<sup>st</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  
Absent:

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**A. ROADS**

1. Reduced Loading Period- Discussion

*The Committee discussed the current condition of the roads and were informed that the Crew Supervisor is looking at removing half loading early. Based on current conditions, the reduced load period is expected to be removed from the roadways on May 17<sup>th</sup> 2024.*

2. RFP – Roadside Grass cutting

*The Committee recommends accepting TMIs quote in the amount of \$16,000, \$16,320, \$16,640 plus Hst for 2024, 2025, 2026 respectively for roadside grass cutting. The Committee discussed TMI being the lowest price and has performed the service in the past to an acceptable level of service.*

3. Bridges And Culverts Inspections – Update

*The Committee was informed that Kresin Engineering is anticipated to begin the inspections mid-May, and be complete in early June.*

**B. EQUIPMENT**

1. Equipment Rental Rates – Updates

*The Committee was informed that four companies have provided rental rates for heavy equipment that may be required by the municipality throughout the 2024 calendar year.*

**C. WATER/WASTEWATER**

1. Housing Enabling Fund Opportunity – Update

*The Committee was informed that the application has been submitted and that engineering services are expected to begin in the coming days.*

**D. WASTE MANAGEMENT**

1. Landfill Closure Report – Discussion

*The Committee discussed the change in life expectancy of the Tennyson landfill as well as the cost associated with the reduction in life expectancy. The Committee discussed required*

*changes to Bylaw 2021-19 Schedule 'C'. The Coordinator of Infrastructure will provide the committee with a draft copy for the June 5<sup>th</sup>, 2024 meeting.*

*The Committee also discussed exploring vertical expansion of the Tennyson landfill, new site locations and reviewing free clean up days.*

*The Committee recognizes the need for a landfill site and maintaining cost at a level that prevents individuals from depositing waste in ditches and trails throughout the municipality while ensuring adequate funding levels for landfill operations.*

#### **E. CEMETERIES**

*The Committee requested an update on the spring maintenance of the cemeteries, and was informed that all cemeteries have or will be addressed prior to May 10<sup>th</sup> 2024. Spring maintenance includes but is not limited to, cleaning debris that accumulated during the winter months and addressing ground movement such as sunken plots with topsoil and grass seed.*

#### **F. BUILDING MAINTENANCE**

##### **1. Garage Door Quotes – Discussion**

*The Committee recommends Patrick-Sparck Limited's (PSL) quote for the replacement of two garage doors in the amount of \$25,978.59 plus Hst be accepted.*

*The Committee reviewed PSL and Nordoors quotes and was informed that no other quotes were received.*

#### **G. OTHER:**

*The Committee requested that Public Works move the radar sign from the Government Road to Brophy street and the second sign be installed on Bell Street due to resident concerns.*

Next Meeting:

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

May 2, 2024

Council: May 8, 2024

AGENDA GROUP:   C  

SUBJECT:    RFQ – Roadside Grass Cutting

BACKGROUND:

On April 9<sup>th</sup>, 2024 quotes were requested from several local contractors and posted publicly on the municipal website, with a closing date of April 26<sup>th</sup>, 2024 at 12:00 p.m.

The quotes were for approximately 750Km, single lane grass cutting to a width of 2m at a lump sum price, with documentation to be provided on the date each road is completed, as well as a price per hour for additional brushing.

At the time of closing two contractors have submitted quotes and pricing is outlined below.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT the roadside grass cutting tender be awarded to TMI at the following bid prices:

2024 - \$16,000 + Hst

2025 - \$16,320 + Hst

2026 - \$16,640 + Hst

Additional Hourly if Required - \$145 + Hst

ATTACHMENTS:

Contractor	2024	2025	2026	Additional \$/Hr
TMI	\$16,000+Hst \$18,080.00	\$16,320+Hst \$18,441.60	\$16,640+Hst \$18,803.20	\$145.00
Shea LTD	\$28,500+Hst \$32,205	\$30,500+Hst \$34,465	\$32500+Hst \$36,750	\$150.00



## **Request for Quotation** **Roadside Grass Cutting 2024-2026**

The Township of Sables-Spanish Rivers is requesting quotes for roadside grass cutting services to municipal roads on a three-year term.

- Schedule 'A' sets out the year round maintained roads that shall receive roadside grass cutting on both sides each year. Confirmation of the distance of year-round sections will be confirmed with the contractor by the Township.
- Cutting width shall be 2 metres (6.5 ft), where conditions permit, from the graded edge of the shoulder of the travelled portion of the road.
- The contractor shall be responsible for ensuring safe access by travelling vehicles and shall provide traffic control where necessary.
- All work shall start no earlier than June 15<sup>th</sup> and must be completed by August 15<sup>th</sup> of each year. Condition of performance will be evaluated and if deemed not satisfactory, the Township reserves the right to terminate the contract for the remaining year(s).
- All work shall be documented in a manner that ensures accurate records are kept with respect to locations completed each day.

A secondary quote is being requested to provide roadside brush cutting services, when required, as requested by the Township.

- All brushing shall be performed in a manner that prevents damage to the driven portion of the road.
- All work shall be completed to a minimum width of 4 meters, where conditions permit, from the graded edge of the shoulder of the travelled portion of the road.
- All work shall be approved by the Superintendent of Public Works or designate.

The successful contractor shall provide the Township of Sables-Spanish Rivers with the following prior to commencement of work in each year of this contract:

- proof of a minimum liability insurance coverage of Five (\$5) Million Dollars
- Workplace Safety and Insurance Board (WSIB) Clearance Certificate
- applicable Occupational Health and Safety supervisor/worker training certifications.

All quotations will be completed on Schedule 'B' and will be accepted at the municipal office until 12:00 p.m. on Friday, April 26, 2024, and shall be submitted in a sealed envelope marked "RFQ-Roadside Grass Cutting" or by email to [inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)

Trevor Stack, Public Works Supervisor  
Township of Sables-Spanish Rivers  
11 Birch Lake Rd.  
Massey, ON POP 1P0  
Tel. 705-865-2646  
Email: [Tstack@sables-spanish.ca](mailto:Tstack@sables-spanish.ca)



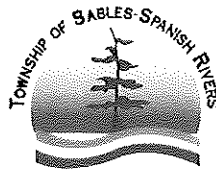
**Township of Sables-Spanish Rivers**  
**Request for Quotation - Roadside Grass Cutting**

**Schedule 'A'**

Agnew Lake Road	Gannon Road	Old Webbwood Road
Bass Point Road	Goltz Road	Paradis Road
Beach Road	Government Road	Pine Drive
Beauchamp Drive	Graham Road	Pleasant Valley Road
Beaudoin Road	Hammond Road	Powell Drive
Birch Lake Road	Hannah Road	Ritchie Road
Bolton Street South	Heaton Road	River Road
Brilling Road	Hill Crescent	Root Road
Brohart Road	Hoogeveen Road	Salter Backline
Brouse Road	Hunt Road	Seldom Seen Road
Buckmiller Road	Janice Drive	Shaw Road
Burns Crossover Road	Jeppeson Road	Slack Road
Caddel Road	Kring Road	Sugar Lake Road
Campbell Drive	Lacloche Lake Road	Sunset Bay Drive
Cloughney Road	Lee Valley Road	Temperance Valley Road
Coburn Road	Lees Road	Thaxter Road
Cofell Court	Maahs Road	Tracy Road
Cold Spring Road	Mailloux Road	Victoria Backline
Concession Road	Malbeuf Drive	Waterfalls Road
Cutler Lake Road	Massicotte Road	Watson Road
Declerk Road	McLary Road	West Lake Road
Dixon Road	Melcher Road	Whalen Road
Duff Road	Menard Crescent	Wither Road
Emiry Road	Miller Road	Woodcock Road
Firehall Road	Mooney Road	Woolsey Road
Fisher Side Road	Moose Lake Road	Wuorinen Road
Gagan Road	Mountain View Road	

Total: approximately 750 kilometres each year





**Township of Sables-Spanish Rivers**  
**Request for Quotation - Roadside Grass Cutting**

**Schedule 'B'**

	2024	2025	2026
Lump Sum Quote	16000 <sup>00</sup>	16320	16640
HST	2080 <sup>00</sup>	2121,60	2163,20
<b>Total Annual Price</b>	<b>18080<sup>00</sup></b>	<b>18441,60</b>	<b>18803,20</b>

**Secondary Quote:**

**Roadside Brush Cutting**

\$ 145<sup>00</sup> / Hr 2024

(when required, as requested by the Township)

**Offered on Behalf of the Contractor:**

<b>Name</b> TODD FREMLIN	<b>Address</b> 3800 Hwy 17 McKERRAW
<b>Email</b> TMI.BRUSHING@GMAIL.COM	<b>Telephone</b> 705 869 8191
<b>Date</b> APRIL 20TH 2024	<b>Signature</b> 

\*\*\*\*\*

**ACCEPTANCE BY OWNER**

We the undersigned, sworn officials of The Corporation of the Township of Sables-Spanish Rivers, accept the above quotations, subject to the terms and conditions of the contract herein. Once signed by the contractor and the Township, this shall constitute a formal contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor – K. Burke

\_\_\_\_\_  
Clerk – A. Whalen



**Township of Sables-Spanish Rivers**  
**Request for Quotation - Roadside Grass Cutting**

**Schedule 'B'**

	<b>2024</b>	<b>2025</b>	<b>2026</b>
Lump Sum Quote	28'500.00	30'500.00	32'500.00
HST	3705.00	3965.00	4225.00
<b>Total Annual Price</b>	<b>32'205.00</b>	<b>34'465.00</b>	<b>36'725.00</b>

**Secondary Quote:**  
**Roadside Brush Cutting** \$ 150.00 / Hr  
 (when required, as requested by the Township)

**Offered on Behalf of the Contractor:**

<b>Name</b> Shea LTD	<b>Address</b> 20 Main St, Webbwood
<b>Email</b> alex.shea@SheaLTD.ca	<b>Telephone</b> 1(705)936-7432
<b>Date</b> Aptil 20th 2024	<b>Signature</b> <i>Alex Shea</i>

\*\*\*\*\*

**ACCEPTANCE BY OWNER**

We the undersigned, sworn officials of The Corporation of the Township of Sables-Spanish Rivers, accept the above quotations, subject to the terms and conditions of the contract herein. Once signed by the contractor and the Township, this shall constitute a formal contract.

\_\_\_\_\_

Date

\_\_\_\_\_

Mayor – K. Burke

\_\_\_\_\_

Clerk – A. Whalen

May 2, 2024

Council: May 8, 2024

AGENDA GROUP:     C    

SUBJECT:    RFP – Public Works Garage Door Replacement

BACKGROUND:

On February 22, 2024 quotes were requested from three garage door installation companies, Norddoors, Provincial doors and Patrick-Sprack Limited (PSL), for the replacement of two garage doors on the main public works building.

The request for proposal stated a preference would be placed to proposals with automatic openers, with a contingency for power outages. Two quotes were received that meet or exceed the requirement.

PSL quoted two jackshaft openers which include a manual release in the event of a power failure.

Norddoors quoted open jackshaft opener and on trolley style opener with a battery backup as they felt the head space above the door was inadequate for a jackshaft opener to function correctly.

PSL quoted \$25,978.59, while Norddoors quoted \$28,427.00. Both prices are subject to applicable taxes.

The Budgeted amount for the project is \$30,000.

RECOMMENDATION(S)/OPTIONS:

BE IT RESOLVED THAT Patrick-Sprack Limited's quote in the amount of \$25,978.59 plus Hst for the replacement of two garage doors on the Public Works building be accepted.

ATTACHMENTS:

RFP:

-Patrick-Sprack Limited

- Norddoors



119 Magill Ave.,  
Lively, ON P3Y 1K6  
Tel: 705 692-1604  
Fax: 705 692-7111

Date: 2024/04/09  
Valid for: 15 Days

To: Town Of Sables-Spanish River  
Attn: Connor St.Michel

**John Tymchuk Manager OH Doors**

PSL – Patrick Sprack Ltd.  
705-692-1604 x246  
jtymchuk@psltd.ca

PSL is pleased to provide a **quote of \$25,978.59 plus applicable taxes** to remove existing doors, supply and install 2 new garage doors with operators for Bay 3 and 6 (includes electrical).

**Pricing Includes:**

Removal of existing doors and associated components

- Supply 2; standard lift doors (14'2" x 14'0" with four windows and 16'2" x 14'0" with two windows) with exhaust ports
- Supply and install all necessary hardware required to install doors
- Supply 2; Jackshaft operators, 3/4HP 208/230/460V 3PH 1" Shaft ¼" Key
- Supply and install electrical runs from panel to operators
- All labour, freight, truck, lift, and consumable charges included

**Price does not Include:**

- Engineering
- Any additional repairs/replacement
- Downtime due to site operations (to be charged at standby rates)
- Anything not explicitly listed within inclusions



HVAC-RE SERVICES | ELECTRICAL | FUELS | PETROLEUM & NATURAL GAS |  
CONSTRUCTION | RENTAL EQUIPMENT | OVERHEADS DOORS | POWER GENERATION |  
FACILITY MANAGEMENT | SPECIALTY SERVICES



Price is based on work being completed during PSL Regular Hours of Operation (Monday-Friday 7:30am-4:30pm).

Pricing herein is based on standard working conditions. If there are any specific site requirements that require additional PPE, resource and/or methodology.

If you have any questions or need additional details, please don't hesitate to contact us at any time.

## John Tymchuk

Division Manager Overhead Doors



PSL Patrick Sprack Ltd.  
119 Magill St.  
Lively, ON P3Y 1K6  
C: 705-929-6518  
W: 705-692-1604  
[jtymchuk@psltd.ca](mailto:jtymchuk@psltd.ca)  
[www.psltd.ca](http://www.psltd.ca)

*Established in 2006, Patrick Sprack Limited (PSL) has grown into one of the most reputable mechanical and electrical contractors in Ontario, providing a broad range of service and installation solutions to customers locally and globally. We've built our reputation on guaranteed performance schedules, proven results, and customer satisfaction, and we continue to expand on that successful reputation every day.*



HVAC-RE SERVICES | ELECTRICAL | FUELS | PETROLEUM & NATURAL GAS |  
CONSTRUCTION | RENTAL EQUIPMENT | OVERHEADS DOORS | POWER GENERATION |  
FACILITY MANAGEMENT | SPECIALTY SERVICES



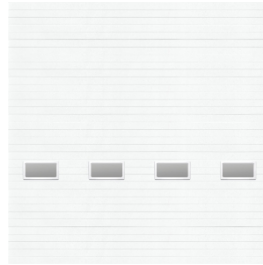


**Quote**

**Date:** 04/09/2024 02:42 PM (CST Time)  
**Quote Number:** QCD2676478  
**Job Name:** K5350/Sables-Spanish  
**P.O.:**

**Door Details**

**Commercial Collection, Insulated Sandwich Family, Micro-grooved, Model : 3216**  
**Size** 14 ft. x 2 In. wide, 14 ft. high  
**Color** White  
**Construction** 2-Sided Steel Sandwich, 2-Sided Steel Sandwich, Polyurethane Insulation, R-17.54



**Specifications:**

**Track Radius** 15 IN.  
**Track** 3 IN.  
**Track Configuration** --  
**Additional Selections**  
**Jamb Mount** Reverse Full Angle  
**Jamb Material** Steel  
**Track Appearance** --

**Window Placement**

Section 7		
Section 6		
Section 5		
Section 4		
Section 3	Clear Ins-24x12	Plain/No Inserts
Section 2		
Section 1		

**Spring** Torsion  
**Locks** Omit Lock  
**Ext. Hardware**  
**Additional Customization** Double End Stiles, Heavy Hardware, .75 Horizontal Tracks, 1" Solid Shafts, arctic grade weather seals

**Cycles** Minimum 10,000 Cycles  
**Wind Load Drawing #**

**Price Details:**

Item	Description	Quantity
Door Price, Installed	Door Price, Installed Sables-Spanish	1

**PRICE INCLUDES:**  
- Removal and disposal of existing door.  
- Liftmaster model JHDC7S1BMC jackshaft style electric operator with built in emergency chain hoist and safety photo eye system.  
- Electrical permit and all electrical from panel to door.

**OPTIONS:**  
- Battery back up system add \$120.00  
- Three button remote control add \$49.99 each.

**NOTES:** Prepared By Kevin Burke

Unless otherwise stated herein, this quotation does not include the following: Necessary back frame and or frame extensions, line voltage to electric operators. Openings must be ready for installation. Openings must be square, jamps plumb, floor level.

This quotation is submitted according to Nordoors standards and its products. A measurement and evaluation of the premises by one of our professionals is highly recommended and will let you know for sure the cost of your project. To serve you better, please specify the quotation number with your order.

QUOTATION VALID FOR 30 DAYS.

Customer Signature: \_\_\_\_\_

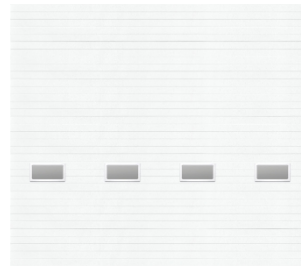
Date:

**Quote**

**Date:** 04/09/2024 02:47 PM (CST Time)  
**Quote Number:** QCD2676506  
**Job Name:** K5350 Sables-Spanish  
**P.O.:**

**Door Details**

**Commercial Collection, Insulated Sandwich Family, Micro-grooved, Model : 3216**  
**Size** 16 ft. x 2 In. wide, 14 ft. high  
**Color** White  
**Construction** 2-Sided Steel Sandwich, 2-Sided Steel Sandwich, Polyurethane Insulation, R-17.54



**Specifications:**

**Track Radius** 15" LHR  
**Track** 3 IN.  
**Track Configuration** --  
**Additional Selections** Front Mount, Outside Hookup  
**Jamb Mount** Reverse Full Angle  
**Jamb Material** Steel  
**Track Appearance** --

**Window Placement**

Section 7		
Section 6		
Section 5		
Section 4		
Section 3	Clear Ins-24x12	Plain/No Inserts
Section 2		
Section 1		

**Spring** Torsion  
**Locks** Omit Lock  
**Ext. Hardware**  
**Additional Customization** Double End Stiles, Heavy Hardware, .75 Horizontal Tracks, 1" Solid Shafts, arctic grade weather seals

**Cycles** Minimum 10,000 Cycles  
**Wind Load Drawing #**

**Price Details:**

Item	Description	Quantity	
Door Price, Installed	Door Price, Installed Sables-Spanish	1	<b>PRICE INCLUDES:</b> - Removal and disposal of existing door. - Liftmaster model TDC7S1BMC trolley style electric operator with safety photo eye system. - Electrical permit and all electrical from panel to door.  <b>OPTIONS:</b> - Battery Backup system add \$120.00. - Three button remote control add \$49.99 each.

**NOTES:** Prepared By Kevin Burke

Unless otherwise stated herein, this quotation does not include the following: Necessary back frame and or frame extensions, line voltage to electric operators. Openings must be ready for installation. Openings must be square, jamps plumb, floor level.

This quotation is submitted according to Nordoors standards and its products. A measurement and evaluation of the premises by one of our professionals is highly recommended and will let you know for sure the cost of your project. To serve you better, please specify the quotation number with your order.

QUOTATION VALID FOR 30 DAYS.

Customer Signature: \_\_\_\_\_

Date:



Nordoors Sudbury  
 111 St. George Street, Sudbury, Ontario, Canada,  
 P3C2W7  
 www.nordoors.com  
 705 675 3005



## Quote

### Total Price :

#### Price Details

Item	Description	Quantity		
Door Package 1	14 ft. x 2 In. wide, 14 ft. high , Commercial Collection, Insulated Sandwich Family, Micro-grooved, Model : 3216	1		
Door Package 2	16 ft. x 2 In. wide, 14 ft. high , Commercial Collection, Insulated Sandwich Family, Micro-grooved, Model : 3216	1		
			SUB TOTAL	\$28,427.00
			HST	\$3,695.51
			TOTAL	\$35,122.51

**NOTES:** Prepared By Kevin Burke

Unless otherwise stated herein, this quotation does not include the following: Necessary back frame and or frame extensions, line voltage to electric operators. Openings must be ready for installation. Openings must be square, jambs plumb, floor level.

This quotation is submitted according to Nordoors standards and its products. A measurement and evaluation of the premises by one of our professionals is highly recommended and will let you know for sure the cost of your project. To serve you better, please specify the quotation number with your order.

QUOTATION VALID FOR 30 DAYS.

Customer Signature: \_\_\_\_\_

Date:



## **2023 Fourth Quarter Activity Report April 18, 2024**

The following is the most recent consolidated Quarterly Report that the Manitoulin-Sudbury District Services Board (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 2023 Fourth Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$557,518**. Ontario Works is forecasted to be over budget by \$3,980; Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$354,841. Paramedic Services is forecasted to be over budget by \$585,672. Interest revenue on non-reserve accounts is forecasted to be \$795,965 more than budgeted.

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

The following provides some insight into the Manitoulin-Sudbury District Services Board Programs during October, November and December of 2023.

### **Paramedic Services**

Our open posting for Regular Part-Time Paramedics while not plentiful is proving successful in attracting applicants. We are hoping to hold a recruitment process in late January with the hopes of onboarding 3 to 4 new Paramedics. These 3 or 4 potential employees would go a long way in helping ease our critical staffing pressures. On an operational note, due to continued challenges and disruptions with Interdev/ESO, Paramedic Services, and Non-Urgent Patient Transfer Service (NUPTS) have purchased a new software platform that will hopefully improve our staff's work experience while giving us more agility in our data collecting, housing, and reporting. Prehos has been working closely with our team to make the transition as seamless as possible. Installation

of key components such as RAM mounts and gateway devices will commence on January 9<sup>th</sup> for the entire fleet and we anticipate to soft launch of Prehos, while running parallel systems, by mid-February with the official go-live date from ESO to Prehos occurring on February 29<sup>th</sup>, 2024.

### **Community Paramedicine**

Our Community Paramedic (CP) Program has unfortunately had some unanticipated departures. We have posted for 2 Full-Time CPs and will be interviewing candidates in the second week of January. The team is managing to balance the workloads and our response time from referral to first visit remains steady at 48 hrs or less. CP will also be preparing to launch our new EPOC blood analysis system expected to arrive in late January. The EPOC device is a handheld solution that provides “laboratory-accurate” blood gas, electrolyte, and metabolite results at the patient’s side in less than 1 minute. This important adjunct to our CP’s arsenal will provide important information in real-time to Primary Health Care Providers to help inform care plans all while keeping patients in the comfort of their homes.

### **Non-Urgent Patient Transportation Service**

We have been successful in recruiting a Full-Time Personal Support Worker and adding another 4 Regular Part-Time Patient Transfer Attendants. We have also received the good news of added base funding by the Ministry of Health which will allow us to lay a solid, long-term foundation for this important service. This added funding will now permit for scheduling, coordination, and dispatching to be taken “in-house” leveraging our Prehos technologies which should produce efficiency, consistency, and cost savings in our service delivery.

## **Integrated Human Services**

### **Children’s Services**

In the 4th quarter, the average enrollment in licensed child care was 549 children, 446 full fee, and 103 subsidized. Compared to last quarter there has been a 4% increase and compared to last year at this time, enrollment has decreased by 7%. The waitlist for licensed childcare at the end of the 4<sup>th</sup> quarter is 537 children.

The number of total visits to EarlyON Child & Family Centres by parents/caregivers and children was 3264, and the total activity kits provided was 63. Compared to last quarter the number of visits decreased by 25%, due to reduced hours of operation over the holiday break. Compared to last year at this time, the number of visits increased by 37%.



## **Child Care Safe Arrival and Dismissal Policy – Implementation of Regulatory Changes under the Child Care and Early Years Act, 2014**

Staff were copied on a [memo](#) to licensees from the Ministry of Education on November 16, 2023. The memo announced that effective January 1, 2024, all licensed child care programs must have a safe arrival and dismissal policy in place.

## **Ontario’s Child Care Workforce Strategy**

A [memo](#) was sent to licensees from the Ministry of Education, on November 16th, 2023, regarding Ontario’s Child Care Workforce Strategy.

The strategy aims to support the recruitment and retention of qualified professionals, help achieve system growth, and ensure increased access to high-quality licensed child care in the province.

## **Importance of the Duty to Report Children in Need of Protection**

Staff were copied on a [memo](#) to licensees on November 23, 2023, regarding the importance of the duty to report children in need of protection to the Children’s Aid Society.

## **2024 Child Care, EarlyON Child and Family Centres, and CWELCC Funding**

Staff received a [memo](#) confirming the funding allocation and [guidelines](#) for 2024. The funding approach will continue to remain unchanged from 2023 while the Ministry develops a new Child Care Funding Formula (CCFF), which aims to integrate the current approach for allocating child care funds with the new [Canada-Wide Early Learning and Child Care](#) (CWELCC) program.

Although the funding approach remains unchanged the Manitoulin-Sudbury District Services Board did experience line by line changes resulting in an overall net reduction in funding of \$180,654 from 2023 to 2024, there will not be a notable change to service delivery because of these changes.

## **Implementation of Regulatory changes under the Child Care and Early Years Act, 2014**

In a [memo](#) dated December 11, 2023, to support Ontario’s Child Care Workforce strategy, regulatory changes were made to O. Reg 137/15 under the Child Care and Early Years Act, 2014 (CCEYA) which are intended to support licensees in recruiting and retaining staff.

## Ontario Works

In the fourth quarter of 2023, the Ontario Works/Temporary Care Caseload average was 458. Compared to last year at this time, the caseload has decreased by 5.95%.

### Centralized Intake

149 applications were received by the Manitoulin-Sudbury District Services Board (DSB) in the fourth quarter of 2023. Of the 149 applications received, 48 were granted by the Intake and Benefits Administration Unit (IBAU), 56 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 13 were transfers from another Ontario Works (OW) office. The remaining 31 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 fourth quarter of 2023, 38% of applications were completed by the IBAU.

### Proposed Ontario Works Regulation Changes

On October 25, 2023, a [memo](#) and a question and answer [document](#) was shared with Ontario Works Administrators, Municipalities and DSSAB's outlining the steps the government is taking to expand its role in Centralized Intake for Ontario Works.

### Employment Services Transformation Update

On December 13, 2023, the Ministry of Labour, Immigration, Training and Skills Development shared a [memo](#) regarding updates relating to Employment Services Transformation.

Employment Services Transformation is a three phased approach. Phase one was implemented as of October 1, 2023, phase two was implemented as of January 2024. Phase three will impact the Northeast, Northwest and Toronto and is currently in the final stages of completing the two-stage competitive process to choose the successful Service System Manager. The successful candidates for phase three will be announced in early 2024.

### Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC) and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office. During the 4<sup>th</sup> quarter there were 12 new registrations for Employment Services and 5 files were closed including 3 for employment. There was 1 added registration for the YJC program. Nineteen students registered for the Youth Job Connection Summer program this year and 2 students were carried over from last year. Employment services assisted 228 individuals and 2 employers during the 4<sup>th</sup> quarter.

## Quality Assurance

The Quality Assurance (QA) Coordinator working primarily with the Child Care and Ontario Works programs visited Child Care Centres, Early Years programs, and Integrated Human Services offices throughout the district with the goal to build relationships, share program information, and support front line staff.

During the fourth quarter, the QA Coordinator supported the planning and facilitation of the final 3 strategic planning sessions for the Manitoulin-Sudbury Network for Children and Families. The in-person meeting portion of Strategic Planning process is now complete, and a finalized strategic plan is slated to be released in February 2024.

In October of 2023 the Manitoulin-Sudbury DSB, with the support of the QA coordinator and a team of colleagues from early years community partner agencies, hosted a Child Care Worker and Early Childhood Educator Appreciation and Professional Development event in Espanola. Over 125 individuals working in the district's child care and early years programs attended this event. Planning has already begun for the 2024 event.

In collaboration with College Boreal, the QA Coordinator supported the district in participating in an Early Learning Pedagogical Study Group, 11 individuals including pedagogical leads, ECE's, and home child care supervisors registered for the sessions which are scheduled to begin in January of 2024.

Finally, the QA coordinator connected with the Northern Program Quality Coordinators from the City of Greater Sudbury to plan and host a collaborative meeting between all pedagogical leads for both districts where information and best practices were shared. The QA invited an Indigenous Support Worker with the Catholic District School Board, who shared a history of our land, the peoples, and how educators can implement truth and reconciliation into their everyday practices.

During this last quarter, the QA Coordinator supporting Housing and Homelessness has been working with community partners to review and make recommendations to improve the release process within the justice systems.

The QA Coordinator has continued to support local foodbanks and has been able to visit all locations to date. The QA Coordinator is analyzing foodbank usage, funding across the district, and working collaboratively with the foodbanks to design an equitable program that meets the needs of the foodbanks across the district.

Staff continue to build partnerships throughout the communities we serve and are presenting information regarding the By Name List and seeking participation from our community partners.

The QA Coordinator has partnered with the Royal Canadian Legion to promote the [Operation Leave the Streets Behind Program](#) for Homeless Veterans Assistance.

The QA Coordinator is reviewing internal application processes to ensure processes are efficient, while capturing the data needed to support planning across the district. The QA Coordinator has organized and facilitated tenant meetings within our housing buildings to ensure the reasonable enjoyment of all tenants is being met.

## Community Housing

There were 522 applications at the end of the 4<sup>th</sup> quarter. The applicant breakdown is as follows:

1 Bedroom	371	2 Bedroom	64
3 Bedroom	52	4 bedroom	35

Staff continue to identify and complete the application process with eligible applicants for the Direct Shelter Subsidy (DSS) program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 203 active DSS recipients. At the end of Q3 of this year there were 212 recipients and at this time last year there were 220.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of the end of this quarter we have successfully secured 23 market rent tenants and 122 affordable rent tenants. This represents 8% and 41% of our portfolio. This represents an increase of 8 market rent tenant and 4 affordable from last quarter. Last year at this time we had 10 market rent tenants (3.6%) and 79 affordable (28%)

As of the end of the 4th quarter of 2023, 229/295 of the portfolio's units are designated as Smoke-free. This represents 77% of the full portfolio currently. Units are designated as turnover occurs.

### National Housing Accord

The Canadian Alliance to End Homelessness (CAEH), Real Property Association of Canada (REALPAC) and the Smart Property Institute have partnered to create the [National Housing Accord: A Multi-Sector Approach to Ending Canada's Rental Housing Crisis](#).

The National Housing Accord has outlined plan to restore affordability, protect Canada's most vulnerable and build at least two million new affordable and market rental units by 2030.

The National Housing Accord has outlined 10 recommendations to address housing affordability, meet the needs of the increasing population, create jobs, and play a critical role in ending homelessness.

## **Canadian Mental Health Association Housing Case Management Year End Report**

Staff presented the [CMHA Year End Report](#) to the board in October 2023. CMHA reported that 2022-2023 was an exciting year of change, with the resumption of many much-needed services while remaining cautious due to the continued Covid-19 pandemic.

All common rooms were able to reopen with social-distancing and other infection prevention and control processes in place. The tenants enjoyed various social gatherings and information sessions throughout the year.

Food insecurity continued to be a major challenge for many tenants and has only increased over the past year due to rising food costs.

During the year the Housing Case Managers provided support in the following areas:

- 6 Hoarding
- 47 Instrumental Activities of Daily Living (cleaning, laundry, meal prep and planning, groceries and shopping, budget and financial concerns, communication skills and medication assistance)
- 17 Mental health
- 5 Substance use
- 7 Other health issues
- 4 Legal concerns
- 1 Vocational
- 11 Annual paperwork
- 5 Neighbour conflict
- 9 Social connections
- 4 Eviction notices

Positive Outcomes from the Housing Case Management program include, 33 individuals were supported, 93% of the “at risk” tenancies, who accepted services, were preserved, or are working towards a resolution, and 757 brief services were offered.

Quarterly meetings continue between the Coordinator, Housing Case Management, and Housing Case Managers to collect statistics and ensure accurate, consistent collection, reflect on trends, and document quarterly summaries.

### **Capital Projects**

The Mindemoya balcony replacement project was finalized at the end of November.

Make Up Air Unit replacements began in Manitowaning, Gore Bay, & Little Current, with a break over the holidays all units are scheduled for completion in early Spring.

Four new windows were installed at the Gore Bay Base, supporting the need for emergency exit points as the previous windows did not open. The Espanola Base is next on the list to replace all windows.



## **Work Orders**

During the 4<sup>th</sup> quarter, a total of 304 Work Orders were generated: 245 for Community Housing; 13 for Administration Offices, and 46 for Paramedic Services. There was a total of 165 Work Orders closed or resolved during that time. There were 10 work orders for unit turnovers: 2 family units and 8 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

## **New Acquisition**

On December 1<sup>st</sup>, 2023, the Manitoulin-Sudbury DSB officially acquired 33 - 35 Draper Street in Little Current, which has 8 2-bedroom units. Staff met with tenants upon acquisition to ensure a smooth transition.

## **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						
4th Quarter Report (Unaudited)						
AS AT 12/31/2023						
	<u>Total Gross Budget</u>			<u>Municipal Share Budget</u>		
	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	MUNICIPAL	SHARE	Budget
					BUDGET	Forecast
<b>Ontario Works</b>	\$ 2,461,274	\$ 4,044	\$ 2,457,230	\$ 1,047,011	\$ 1,043,031	\$ 3,980
<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	\$ 2,488,770	\$ 2,843,611	\$ (354,841)
<b>100% Funded</b>	\$ 420,405	\$ (382,073)	\$ 802,478			
<b>Paramedic Services</b>	\$ 16,748,843	\$ 540,926	\$ 16,684,916	\$ 7,700,213	\$ 7,114,541	\$ 585,672
<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	\$ 12,027,667	\$ 11,789,221	\$ 238,447
<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	\$ 11,132,540	\$ 11,690,058	\$ (557,518)

	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF December 31, 2023
<b>Ontario Works</b>	\$ 3,980	Municipal share of administration expenses are \$3,980 over budget.
<b>Child Care</b>	\$ -	Municipal share of Child Care expenses are on budget.
<b>Community Housing</b>	\$ (354,841)	<p><b>(29,406) + (\$106,840) + (\$272,228) + \$53,633 = (\$354,841) 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>(\$106,840)</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 \$151,228 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 \$29,674; bad debt expense is over budget by \$30,965</li> </ul> </li> <li>- Program Support Allocation is (\$253,385) under budget.</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>	\$ 585,672	<p>Paramedic Services municipal share is <b>\$585,672</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>\$82,071</b></p> <ul style="list-style-type: none"> <li>- Other Transportation &amp; Communication is (\$47,602) 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 \$32,259 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>\$ (557,518)</b>	

April 30, 2024

COUNCIL MEETING: May 8, 2024 AGENDA GROUP: E

SUBJECT: Draft Strategic Plan

BACKGROUND:

As you are aware a review of the of the 2018-2021 Strategic Plan was conducted by the Strategic Plan Steering Committee (EDCS Committee), staff and Council to adopt a new Strategic Plan for 2024-2028. A detailed review of this process can be viewed in the [Phase 1 and 2 Summary Report](#).

Public consultation was sought through a comprehensive survey and in person sessions to determine the strategic directions and specific initiatives to support the outlined goals. Full results from the public consultations can be viewed in the [Phase 3-Public Consultation Results Report](#).

The results of the initial review, information from the public survey/sessions, and municipal department 5-year plans form the content found within the draft strategic plan and action item table. Aspects of the plan include:

1. Strategic Goals- these are broad objectives established by Council to focus on.
2. Strategic Directions- more specific areas of interest within the established strategic goals.
3. Action Items- specific initiatives and projects to support the established directions under the broad goals (found in Appendix A).

It is noted to keep in mind that although the action items are more concise initiatives under the identified strategic goals and directions, they are intended to be "broad" also to provide staff flexibility to pursue different projects under those items, should specific projects end up not being feasible.

*E.g. In Appendix A under Goal 1- Quality of Life, Strategic Direction No. 6 is "Allocate resources to parks, trails, and green space development". The action item reads "Explore further development of Mouth, Teasdale, and Heritage Park." Instead of, for example, "install trails at Teasdale Park". Although trail development is desired at Teasdale Park, stating it as such pigeonholes staff to that one initiative. Where the broader statement can encompass any type of development at the parks such as parking lot expansion, trails, picnic tables etc. The flexibility of the action allows staff a wider range of projects to relate the strategic plan to, without having to list them all in the plan, and is especially helpful when applying to grants.*

Senior Staff/Department heads were given the opportunity to view and comment on a preliminary draft plan prior to committee review. Their comments are noted below and have been taken into consideration and incorporated into the new draft plan.

- Finance-spelling, minor changes relating to Goal 3.5 cemetery management.
- Fire- no comments.
- Building- comment noting user fees should be reviewed. It is accounted for under Goal 5.4.
- Public Works- spelling, minor formatting of verbiage of water/sewer systems noted in Goal 3.4.
- Parks & Recreation- no comments.
- Medical Clinic- no comments.
- Administration- no comments (drafted the plan).

The Strategic Plan Steering Committee (EDCS Committee) reviewed the draft plan at their April 16<sup>th</sup> meeting; however, a quorum was not present to make any formal recommendation to council. Committee members in attendance reviewed the preliminary draft plan and provided feedback to the Deputy Clerk. Recommended actions included adding a disclaimer that the identified goals and initiatives are not listed/ranked in any order of priority; they are simply listed and that the actions table be included as an appendix to the plan. Committee members who were not present were contacted via email after the meeting to provide their comments back to the Deputy Clerk by April 24<sup>th</sup>-no comments were received.

Currently the implementation timeline for the strategic plan is relatively on schedule, and the goal of adoption in June 2024 is attainable. The website "[2024-2028 Strategic Plan](#)" page has been updated to include the proposed timeline, and phase reports to promote transparency with the public.

RECOMMENDATION(S)/OPTIONS

That the draft plan be approved by Council, and it be posted for public input from May 10<sup>th</sup> – May 31<sup>st</sup>, 2024. The committee would review any comments received from the public regarding the plan at their June 18<sup>th</sup> meeting and a final draft would be presented for final adoption at the June 26<sup>th</sup> regular meeting of Council. Once final approval is proposed in June, the implementation plan will include internal documents to track progress of the plan and how to assign the various tasks within it.

BE IT RESOLVED THAT the 2024-2028 Draft Strategic Plan be accepted as presented;  
AND THAT comments be received from the public from May 10<sup>th</sup> to May 31<sup>st</sup>, 2024, prior to its final adoption in June.

ATTACHMENTS:

- 2024-2028 Draft Strategic Plan
- Draft Appendix A- 2024-2028 Strategic Plan Identified Action Items

-Amanda St. Michel, Deputy Clerk




**2024-2028**

**DRAFT  
STRATEGIC  
PLAN**

**PREPARED BY**

**TOWNSHIP OF SABLES-SPANISH RIVERS**

 705-865-2646

 [inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)

 [www.sables-spanish.ca](http://www.sables-spanish.ca)



# TOWNSHIP OF SABLES-SPANISH RIVERS

## 2024-2028 Strategic Plan

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## INTRODUCTION

The Township of Sables-Spanish Rivers is in the District of Sudbury, approximately 70 kilometers west of the Greater City of Sudbury. The Township was established in 1998 when the towns of Massey and Webbwood amalgamated with the Township of the Spanish River and unorganized townships of Shakespeare, Gough, McKinnon, and Tennyson. Today the Township of Sables-Spanish Rivers consists of three main communities that are each situated along Highway 17; Massey, Webbwood and Walford. The Township population totals approximately 3,000 residents.

The Township of Sables-Spanish Rivers strives to be an inclusive, safe, and progressive community built on the natural surrounding beauty of tall pines and sparkling waters. The implementation of the 2024-2028 Strategic Plan is essential to guiding the decision making of the municipality, while ensuring an understanding of goals with staff, and promoting transparency with residents when fulfilling them.

## OUR MISSION

The Township of Sables-Spanish Rivers will provide cost effective and responsive local government through, exceptional levels of communication between residents, staff, and community leaders; by promoting healthy lifestyles and encouraging economic growth initiatives through beautification efforts; while respecting the environmental, social, and cultural diversity of the community.



## OUR STRATEGIC GOALS

### ***Quality of Life***

Providing a positive experience across various aspects of everyday life to all community members.

### ***Community Aesthetics***

Creating a space visitors seek to visit, and residents are proud to call home.

### ***Infrastructure***

Infrastructure that can evolve with community needs and future development.

### ***Development and Tourism***

*Maintaining a prosperous economy and exploring opportunities for diversification.*

### ***Township Services***

Provide effective municipal governance and operations.



## **GOAL 1: QUALITY OF LIFE**

1. Ensure services at the Massey Medical Clinic meet the needs of the community.
2. Continue to support initiatives outlined in the LaCloche Foothills Community Safety Well-Being Plan, such as alternative housing opportunities and services for seniors, pedestrian safety, mental health and addictions education etc.
3. Continue to ensure emergency management services are prioritized and meet call needs.
4. Explore prospects for increased transportation opportunities.
5. Promote initiatives to sustain an accessible and inclusive community.
6. Allocate resources to parks, trails, and green space development.
7. Seek opportunities to increase the year-round use of the Massey and District Community Centre and Arena.





## ***GOAL 2: COMMUNITY AESTHETICS***

1. Seek a proactive approach to property standards and bylaw enforcement.
2. Determine the feasibility of a Community Beautification/Improvement Plan and its recommended implementation.
3. Support alternative waste management opportunities in all communities.



### **GOAL 3: INFRASTRUCTURE**

1. Strive to maintain roads, sidewalks, culverts, and bridges in good condition.
2. Ensure recreation equipment is updated as required.
3. Review the accessibility and safety standards of all municipal facilities.
4. Pursue the upgrading and maintenance of municipal sewer and water systems in Webbwood and Massey.
5. Conduct a review of cemetery maintenance plans and administrative processes related to cemeteries.
6. Replacement schedules for all municipal vehicles/equipment be determined to ensure efficiency.





## ***GOAL 4: DEVELOPMENT AND TOURISM***

1. Pursue opportunities to engage the agricultural community, such as the Massey Agricultural Society, 4H Club, local farmers, etc.
2. Explore increased opportunities to promote heritage, arts, and culture within the community.
3. Continue to research and apply to applicable grants and funding incentives.
4. Continue to embrace partnerships with other municipalities, first nations communities, and other levels of government within the region.
5. Explore ways to help publicize community driven events that draw visitors from the broader region and beyond.
6. Pursue innovative initiatives to support development and planning.
7. Explore opportunities for business retention and expansion.



## ***GOAL 5: TOWNSHIP SERVICES-EFFECTIVE MUNICIPAL GOVERNANCE AND OPERATIONS***

1. Focus on enhanced communication with residents and promote transparency of municipal operations.
2. Continue to implement the Human Resources (HR) review and recommendations to ensure compliance with provincial legislation and pay equity.
3. Support and encourage ongoing professional development through applicable courses and education opportunities.
4. Begin a comprehensive review of existing policies and bylaws to ensure efficiency of department operations.
5. Investigate alternative IT strategies to ensure a sufficient level of service and record keeping.





## MONITORING OF THE PLAN

There are several ways we will ensure the Strategic Plan is implemented and monitored after adoption.

### ***Administrative Implementation and Monitoring***

- Staff will refer to this plan when making relevant recommendations to Council and include its relevance in staff reports.
- Every annual budget will itemize how it supports initiatives within the plan.
- Council will refer to the plan when making decisions throughout the term.
  - The Clerk-Administrator, or designate, will provide semi-annual and annual reports to Council that outline the status of the plan and the progress achieved toward priorities, noting any new opportunities and barriers.
- Preparation of the 2029-2033 plan will commence in January 2027 to ensure that there is adequate time for the newly appointed Council (2026) to review the prior plan and adopt a new one.

### ***Community Awareness/Involvement***

- The plan and annual progress reports will be posted on the Township website.
- Copies of the plan will be provided to organizations and community groups.
- The Municipality will encourage feedback on plan initiatives.

## Appendix A- 2024-2028 STRATEGIC PLAN IDENTIFIED ACTION ITEMS

STRATEGIC GOAL	STRATEGIC DIRECTIONS	ACTION ITEMS
<b>GOAL 1: QUALITY OF LIFE</b>	1. Ensure services at the Massey Medical Clinic meet the needs of the community.	<p style="text-align: center;">*Note some actions are subject to budget approvals*</p> <ul style="list-style-type: none"> <li>• Continue the active recruitment of doctors and nurses.</li> <li>• Continue to work with the Espanola Family Health Team and the Manitoulin-Sudbury District Services Board (DSAB) to provide new services.</li> <li>• Review available services and information available at the Massey Medical Clinic.</li> </ul>
	2. Continue to support initiatives outlined in the LaCloche Foothills Community Safety Well-Being Plan.	<ul style="list-style-type: none"> <li>• Explore alternative housing opportunities and services for seniors.</li> <li>• Promote road and pedestrian safety through participation in the Vulnerable Road Users Campaign.</li> <li>• Promote resources available to residents regarding mental health &amp; addictions.</li> </ul>
	3. Continue to ensure emergency management services are prioritized and meet call needs.	<ul style="list-style-type: none"> <li>• Liaise with various agencies to promote community safety initiatives, with a focus on drug control.</li> <li>• Continue sharded services for emergency management operations.</li> <li>• Support training opportunities for the Sables-Spanish Rivers Fire Department to meet provincial legislation.</li> <li>• Request enhanced OPP presence within all communities.</li> <li>• Review fleet longevity/communication infrastructure and plan/budget for replacement needs as required.</li> <li>• Ensure all personal protective equipment is in working order, especially Bunker Gear, and a replacement schedule established.</li> <li>• Ensure the Community Risk Assessment Plan is established and updated as necessary.</li> </ul>
	4. Explore prospects for increased transportation opportunities.	<ul style="list-style-type: none"> <li>• Contribute to a shared bus for medical appointments/seniors' transit in partnership with the LaCloche communities.</li> <li>• Explore programs for inter-township transportation to events happening within different communities.</li> <li>• Approach Ontario Northland regarding enhanced routes.</li> </ul>
	5. Promote initiatives to sustain an accessible and inclusive community.	<ul style="list-style-type: none"> <li>• Develop an Age-Friendly/Accessibility Action Plan.</li> <li>• Determine the feasibility of an Age-Friendly Committee.</li> <li>• Engage with community groups, businesses, residents, and local associations regarding their accessibility needs.</li> <li>• Create partnerships with community organizations to build resident participation in events.</li> </ul>
	6. Allocate resources to parks, trails, and green space development.	<ul style="list-style-type: none"> <li>• Establish a Recreation Master Plan, that includes shade structures at various municipal parks.</li> <li>• Explore further development of Mouth, Teasdale, and Heritage Park.</li> </ul>
	7. Seek opportunities to increase the year-round use of the Massey and District Community Centre and Arena.	<ul style="list-style-type: none"> <li>• Task the Parks &amp; Recreation committee to review existing social and sport programming available to all ages to identify service gaps.</li> <li>• Support youth programming organizations.</li> <li>• Conduct a business plan/feasibility study for a community gym.</li> </ul>

STRATEGIC GOAL	STRATEGIC DIRECTIONS	ACTION ITEMS <small>*Note some actions are subject to budget approvals*</small>
<p><b>GOAL 2: COMMUNITY AESTHETICS</b></p>	<p>1. Seek a proactive approach to property standards and bylaw enforcement.</p>	<ul style="list-style-type: none"> <li>• Ensure current bylaws and services available to residents with regards to waste management and property standards are easily accessible.</li> <li>• Continue to provide opportunities to residents to dispose of waste at no cost/reduced rates.</li> <li>• Review the current Property Standards and Bylaw Enforcement contracted services agreement to ensure resources allocated to our community meet call needs.</li> <li>• Ensure passed bylaws are being adhered to.</li> </ul>
	<p>2. Determine the feasibility of a Community Beautification/ Improvement Plan and its recommended implementation.</p>	<ul style="list-style-type: none"> <li>• Determine possible beautification efforts for Main St, Sable St, and areas along the Highway 17 corridor.</li> <li>• Create a clean up campaign with potential incentives for maintaining your property.</li> <li>• Explore ways to create unique outdoor attractions to build character within our community (murals, art sculptures, signage etc.)</li> </ul>
	<p>3. Support alternative waste management opportunities in all communities.</p>	<ul style="list-style-type: none"> <li>• Explore the feasibility of more accessible household hazardous and electronic waste collections.</li> <li>• Blue Box Transition.</li> </ul>

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STRATEGIC GOAL	STRATEGIC DIRECTIONS	ACTION ITEMS <small>*Note some actions are subject to budget approvals*</small>
<b>GOAL 3: INFRASTRUCTURE</b>	1. Strive to maintain roads, sidewalks, culverts, and bridges in good condition.	<ul style="list-style-type: none"> <li>• Increase communication with the public regarding infrastructure maintenance schedules.</li> <li>• Maintain an inventory of all road signage, including the locations of erected signs.</li> <li>• Work with the Ministry of Transportation regarding the maintenance of and along Highway 17.</li> <li>• Take inventory of the sidewalks and determine an appropriate replacement/maintenance timeline.</li> <li>• Conduct maintenance of bridges, culverts, guide rails and hazard signage as prioritized by the Biennial Bridge Inspection Program in accordance with Ontario's Public Transportation and Highway Improvement Act and regulation 104/97 "Standards for Bridges".</li> <li>• Pursue prime and chip, paving and continuous gravel upgrades where appropriate as noted in the Public Works Department five (5) year plan.</li> <li>• Create awareness and preparation plans for environmental impacts to municipal infrastructure e.g. erosion of riverbanks.</li> </ul>
	2. Ensure recreation equipment is updated as required.	<ul style="list-style-type: none"> <li>• Record and inventory all public parks and general recreation equipment to identify replacement needs.</li> <li>• Research and establish a Recreation Master Plan.</li> </ul>
	3. Review the accessibility and safety standards of all municipal facilities.	<ul style="list-style-type: none"> <li>• Review all municipal facilities and their status of compliance with Accessibility for Ontarians with Disabilities Act, 2005 (ADDA) standards.</li> <li>• Continue to develop and maintain municipal assets in accordance with the Townships Asset Management Plan.</li> </ul>
	4. Pursue the upgrading and maintenance of municipal sewer and water systems in Webbwood and Massey.	<ul style="list-style-type: none"> <li>• Research shelf ready projects for watermain and sewer upgrades that support expanded housing opportunities.</li> <li>• Ensure the Water treatment Plant receives upgrades and maintenance as required in accordance with the Ontario Safe Drinking Water Act, 2002.</li> <li>• Pursue sonar sludge reporting for the Webbwood Lagoon.</li> </ul>
	5. Conduct a review of cemetery maintenance plans and administrative processes related to cemeteries.	<ul style="list-style-type: none"> <li>• Digitize existing cemetery files for future review and verification.</li> <li>• Update mapping of plots and streamline burial location recording.</li> <li>• Explore the possibilities of an enhanced cemetery records management system.</li> </ul>
	6. Replacement schedules for all municipal vehicles/equipment be determined to ensure efficiency.	<ul style="list-style-type: none"> <li>• Snow removal and road maintenance equipment.</li> <li>• Recreation equipment including playground equipment.</li> <li>• Updating of department fleets.</li> <li>• Explore lease buyout reviews and options.</li> </ul>

STRATEGIC GOAL	STRATEGIC DIRECTIONS	ACTION ITEMS <small>*Note some actions are subject to budget approvals*</small>
<b>GOAL 4: DEVELOPMENT AND TOURISM</b>	1. Pursue opportunities to engage the agricultural community, such as the Massey Agricultural Society, 4H Club, local farmers, etc.	<ul style="list-style-type: none"> <li>• Engage the agricultural community on how the Township can support their projects.</li> <li>• Produce an education campaign on agricultural resources within the community.</li> </ul>
	2. Explore increased opportunities to promote heritage, arts, and culture within the community.	<ul style="list-style-type: none"> <li>• Review snowmobile routes and potential retrofits to improve accessibility within Webbwood, Massey and Walford.</li> <li>• Determine annual events the Township can hold.</li> <li>• Liaise with community groups to build on existing programs.</li> <li>• Historical Marker Plaque Restoration Project.</li> <li>• Determine wayfinding signage needs.</li> </ul>
	3. Continue to research and apply to applicable grants and funding incentives.	<ul style="list-style-type: none"> <li>• Provide staff with a comprehensive list of reoccurring grants each year to ensure shelf ready projects are planned accordingly.</li> <li>• Increase collaboration between staff to complete more cohesive grant applications.</li> </ul>
	4. Continue to embrace partnerships with other municipalities, first nations communities, and other levels of government within the region.	<ul style="list-style-type: none"> <li>• Continue work with the LaCloche communities for shared services.</li> <li>• Seek potential partnerships with Sagamok Anishnawbek.</li> </ul>
	5. Explore ways to help publicize community driven events that draw visitors from the broader region and beyond.	<ul style="list-style-type: none"> <li>• Explore a comprehensive marketing and events communication plan.</li> </ul>
	6. Pursue innovative initiatives to support development and planning.	<ul style="list-style-type: none"> <li>• Investigate alternative avenues to generate revenue.</li> <li>• Provide information guides relating to planning and development processes/applications.</li> <li>• Continue to research opportunities to enhance broadband service.</li> <li>• Determine the feasibility of a tax phase in program for new development.</li> <li>• Investigate opportunities to utilize the Spanish River to increase tourism.</li> </ul>
	7. Explore opportunities for business retention and expansion.	<ul style="list-style-type: none"> <li>• Host information/learning sessions for entrepreneurs through third party partners.</li> <li>• Provide forums for local business owners to become familiar with each other and the resources they may share.</li> <li>• Determine the feasibility of an incentive program for local businesses.</li> <li>• Determine initiatives to support small businesses within the Township and secure their longevity e.g. shop local campaigns.</li> </ul>

STRATEGIC GOAL	STRATEGIC DIRECTIONS	ACTION ITEMS
	1. Focus on enhanced communication with residents and promote transparency of municipal operations.	<p style="text-align: center;">*Note some actions are subject to budget approvals*</p> <ul style="list-style-type: none"> <li>• New residents' program and new homeowners' information packages.</li> <li>• Education of website content.</li> <li>• Publication of bylaw index.</li> </ul>
GOAL 5: EFFECTIVE MUNICIPAL GOVERNANCE AND OPERATIONS	2. Continue to implement the Human Resources (HR) review and recommendations to ensure compliance with provincial legislation and pay equity.	<ul style="list-style-type: none"> <li>• Review the responsibilities and performance of departments to determine staffing needs.</li> <li>• Continue to implement and review the Salary Administration Policy as required.</li> </ul>
	3. Support and encourage ongoing professional development through applicable courses and education opportunities.	<ul style="list-style-type: none"> <li>• Department specific training and courses.</li> <li>• Budget for education and conference opportunities.</li> </ul>
	4. Begin a comprehensive review of existing policies and bylaws to ensure efficiency of department operations.	<ul style="list-style-type: none"> <li>• Review user fees.</li> <li>• Determine a review program for all departments and their applicable bylaws/policies.</li> </ul>
	5. Investigate alternative IT strategies to ensure a sufficient level of service and record keeping.	<ul style="list-style-type: none"> <li>• Investigate the feasibility of obtaining/developing a GIS system.</li> <li>• Review current IT support and securities in place.</li> <li>• Investigate new methods to provide efficient and effective service to the public.</li> </ul>



**Sables-Spanish Rivers Public Library**  
**MEETING MINUTES**  
**March 5th, 2024 - Via Zoom**

Present: Board Chair: Ursula Robinson  
Board Secretary: Jolie Bianchin  
Board Member: Merri-Ann Hobbs  
Board Member: Kathy Moore  
Board Member: Kevin Burke  
Board Member: Stacey Wagler  
Board Member: Sue Christiansen  
Board Member: Rachel Maville  
Library CEO: Tracey VanDerGulik

1. Meeting to be Called to Order at 6:05 pm.

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.

NONE

4. Disclosure of Conflict of Interest.

NONE

5. Approval of Minutes & Agenda.

MOVED by Kevin Burke to approve minutes and agenda. SECONDED by Kathy Moore.

**CARRIED: 2024.05**

6. Business Arising from the Minutes.

Ursula seeking clarification on the doors. CEO communicated that they may not need to be replaced and will get back to us on status.



7. Correspondence.  
NONE

8. Programming Events Update.

March Calendars sent out.

Lot going on. Heavy, busy week with March break. Stacy/Ruth have fun things planned. Solar Eclipse and escape rooms.

8.1. Easter Weekend Closure.

CEO communicated that last year the libraries were closed for the entirety of the Easter Weekend (Good Friday, Saturday, Sunday, and Easter Monday). CEO is asking if the closure will be done on a continuous basis.

MOTION by Sue Christiansen to grant that the library be closed between good Friday and easter Monday (the Saturday between Good Friday and Easter Monday being unpaid). SECONDED by Rachel Maville.

**CARRIED. 2024.06**

8.2. QuickBooks Update.

Training is continuing. Suggested to see an accountant to set it up. Rachel/Stacey/Jolie gave names (for affordable costing). CEO to communicate with Board on quote submittals.

9. Health & Safety Review.

First Aid Training. Updating. Still waiting on the Fire Department.

AED Machine and 2 Narcan Kits (A nasal administration kit typically includes a zippered bag, two doses of naloxone, two nasal misters, directions on appropriate use, and, in some instances, latex gloves). CEO communicated that training had not been provided so she will reach out to MSDSB (Manitoulin Sudbury District Services Board) to get more information on training and make sure units are not expired. Looking to get same for Webbwood as well.

The Harm Reduction Program ran by the health unit is suggesting that the two boxes (needle drop box and book return) are too close together and could potentially pose a risk of people dropping needles into book drop box by mistake. Even with one box being Yellow and one box being Blue – CEO will send a letter to the clerk to address moving the boxes from each other. Stacey suggests making sure box is situated in a well-lit area – not hidden. Safety in it being visible. Safety trumps people being embarrassed.

CEO suggesting bringing in harm reduction training made available to the public. The committee feels that it is a service to our community and would support such training.

## 10. New Business:

10.1. Library Page Recruitment – new volunteer at the Massey branch is interested in paid position. Will continue to investigate volunteer/coop student. Waiting for confirmation on budget. If co-op student does not come to fruition, then board agrees to go ahead and hire volunteer.

10.2. Postponing of Employee/CEO evaluations.

Ursula communicated that we are supposed to be doing 6-month review with CEO. However, Tracy is the person that should be filling out these evaluations – she has a lot on her plate right now. Ursula is asking if we can we wait until the summer? Council agrees that it is acceptable to hold off.

10.3. Honorarium for a new telescope in Webbwood. Plaque will be made to honor the recipient. Fantastic news and heartwarming.

10.4. Waiting to hear if Liability insurance will cover painters for painting in Webbwood. Still .pending

10.5. Former donation of \$500 was never followed through on (Former CEO's). This donation was intended to go towards building a Lego Wall. Council agrees that the lego wall must be completed as this money was specifically designated for this specific purpose. CEO will contact donor with update that there will be a Lego wall purchase.

## 11. Policy Review.

None

### 11.1. Policy Review Schedule.

None

## 12. Monthly Reports.

None

### 12.1. Circulation & Revenue January 2024.

Circulation Reports – should be done Quarterly (every 3 months).

### 12.2. January Financials

- Notes and more explanation have been added.
- Credit Card Payment is now descriptive (from Payment).
- PLOGG came in.
- SOLS Grant is still pending (assists in paying internet services).
- Bank Deposit Please include description as (Monthly Revenues).

MOVED by Jolie Bianchin to accept January Financials. SECONDED by Kevin Burke.

**CARRIED 2024.07**

### 12.3. Monthly Budget Tracking: January 2024.

Kevin Burke reiterated that personal names must remain off the budget. It is confidential information and staff has right to their privacy.

#### Budget 2024 Draft

#### Changes to the budget:

- Wages were able to change in the budget with a formula that was more in line with the hours staff work. Therefore, resulting in lower wage costs.
- Took out update on lighting upgrade. It is not necessary.
- Furniture upgrade – Comfy Chairs are falling apart (\$2,500 is now the estimate from \$5,000). Looking for used furniture for replacement or perhaps Ursula will be able to sew some covers.
- Omer's – miscalculation. Last year June to December – with this new calculation it will be for entire year with 3 people.
- \$30,000 has been dropped.
- Arts and Crafts – all under the scope of programming. Arts and Crafts has always gone over budget.
- Surplus from 2023. Auditor says because bills were not paid, purchasing was not done, wages changed up and down – auditor said it will balance out and to ignore it. However, it is showing a \$44,000 surplus – why is it there? It should be at zero. CEO is going to clarify exactly why for better clarification and transparency.
- Moving forward we should not have surplus. We need to be careful moving forward. If we are not spending the money/using the money, then library cannot get more.

CEO to take changes back to Ruth. If Ruth feels it is acceptable it can be submitted. Questions will arise with the \$44,000 – but it can be explained. We are waiting on the explanation. Budget tracking for next meeting will be updated.

MOVED by Kevin Burke to approve the 2024 budget (as revised). SECONDED by Rachel Maville.  
**CARRIED. 2024.08**

#### 13. Council Report.

NONE

#### 14. Strategic Planning & Marketing.

NONE

#### 15. Next Meeting - **March 25<sup>th</sup> at 6:00 p.m. ZOOM**

#### 16. Motion to Adjourn.

MOVED to Adjourn by Kathy Moore. SECONDED by Stacey Wagler.

**CARRIED. 2024.09**

May 2, 2024

COUNCIL MEETING: May 8, 2024

AGENDA GROUP: E

SUBJECT: Inclusive Community Grant 2024-2025

BACKGROUND:

The Inclusive Community Grant for 2024-2025 is now open with a deadline of May 22, 2024.

*“The Inclusive Community Grants (ICG) Program increases awareness of age-friendly community planning principles including accessibility planning by funding projects that help local governments, not-for-profit organizations and Indigenous communities develop local age-friendly community plans that consider Ontarians of all ages and abilities.*

*ICG projects that follow age-friendly community planning principles help communities become more inclusive and have sustainable outcomes that address the needs of Ontarians throughout their lives. The ICG Program supports the creation of new plans to increase inclusiveness and accessibility in communities, the implementation of those plans, evaluation of their progress, and also helps to promote greater awareness of existing age-friendly community plans to ensure that they are impactful over time.*

*The 2024-25 ICG Program will provide up to a maximum of \$60,000 per successful applicant for projects that take place between August 2024 and March 31, 2025.”*

The program priorities include:

1. Increase the accessibility of outdoor spaces through projects that make improvements to the built environment so seniors and people with disabilities can enjoy equitable access to community resources.
2. Promote accessible housing for seniors and people with disabilities through projects that result in tangible products.
3. Increase accessible housing, outdoor spaces, and buildings, as well as meeting transportation needs through projects that will lead to practical, timely improvements.

Budget Implication- This grant provides for up to \$60,000 per project and will support 100% of the total eligible project costs.

RECOMMENDATION(S)/OPTIONS

That the Township apply to the Inclusive Community Grant to obtain a consultant to create an Age-Friendly/Accessibility Plan for the municipality. The need for this plan has been identified through the draft 2024-2028 Strategic Plan and would highlight ways to address all the established grant priorities. The establishment of this plan would also provide the proposed Age-Friendly Committee with specific tasks to work towards.

BE IT RESOLVED THAT the Deputy Clerk be authorized to submit an application for funding to the Ministry of Seniors and Accessibility under the 2024-25 Inclusive Community Grant Program.

ATTACHMENTS:

None

-Amanda St. Michel, Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-26

Being a Bylaw to confirm the proceedings of the regular  
Council Meeting held on May 8, 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, May 8, 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 8<sup>th</sup> DAY OF MAY, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL  
THIS 8<sup>th</sup> DAY OF MAY, 2024.

  
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MAYOR – K. BURKE

  
\_\_\_\_\_  
CLERK – A. WHALEN