



## REVISED AGENDA

REGULAR MEETING OF COUNCIL  
**Monday, April 15<sup>th</sup>, 2024 at 6:30 PM**  
IN THE CIVIC CENTRE COUNCIL CHAMBERS

**Members of Council and the public may access the meeting, electronically, as follows:**

Dial: 1-800-974-5902  
Conference ID: 9076440

**KINDLY TURN OFF ALL CELL PHONES FOR THE DURATION OF THE MEETING**

**1. CALL MEETING TO ORDER** 6:30 p.m.

### INDIGENOUS LAND ACKNOWLEDGEMENT

*The Municipality of Chapleau is situated on the ancestral treaty and title lands of the Anishinabe and Cree peoples in the Treaty 9 area, and recognizes the neighbouring First Nations of Brunswick House, Chapleau Cree, Chapleau Ojibwe, Michipicoten and Missanabi Cree.*

*We acknowledge the long history of First Nations and Metis People in Ontario and show respect to them today.*

**2. APPROVAL OF AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. DELEGATIONS**

4.1 Voluntary Public Health Mergers – Natalie Tessier

### **PUBLIC MEETING**

Pam Morin – Various Topics  
Gretchen Theakson – Various Topics

**5. COMMITTEE OF ADJUSTMENT – None**

**6. CONSENT AGENDA**

*Items listed under the Consent Agenda are considered routine and will be enacted in one motion. A member of Council may request one or more items to be removed from the Consent Agenda for separate discussion and/or Action.*

- 6.1 Council and Committee Meeting Minutes
  - 6.1.1 Regular Council Meeting Minutes for Monday, March 18, 2024
  - 6.1.2 Regular Committee of Adjustment Minutes - Monday, March 18, 2024
  - 6.1.3 Regular Library Board Minutes for Wednesday, December 13, 2023
  - 6.1.4 Regular Library Board Minutes for Wednesday, February 14, 2024

**7. BUSINESS**

- 7.1 OCWA's Review of the 2024 Capital Budget
- 7.2 Street Signage – Cherry and Grey Streets
- 7.3 Street Signage – Corner KwikMart
- 7.4 Canada Day Budget Revision due to additional funding
- 7.5 The Royal Canadian Legion request for Temporary Extension to Outdoor Patio Bar
- 7.6 École Secondaire Catholique Trillium – Grade 8 & 12 Bursary Request
- 7.7 2023 OCWA Annual Report – Chapleau Lagoon
- 7.8 Aged Accounts Payable Update – document to follow

**8. ACCOUNTS PAYABLE**

**9. RESOLUTIONS**

- 9.1 By-law No. 2024-11, being a by-law to authorize the Mayor and CAO to execute a Provincial Gas Tax Transit Funding Agreement with respect to the Dedicated Gas Tax Funds for Public Transportation Program.
- 9.2 By-law No. 2024-12, being a by-law to adopt a policy for procurement of goods and services for the Township of Chapleau.
- 9.3 By-law No. 2024-13 being a by-law to authorize the Mayor and CAO to execute a lease agreement between the Corporation and Hydro One.

**10. CORRESPONDENCE**

- A. Inspection of the 2024-2025 Annual Work Schedule for Pineland Forest
- B. Inspection of the 2024-2025 Annual Work Schedule for Spanish Forest
- C. Inspection of the 2024-2025 Annual Work Schedule for White River, Nagagami and Missinaibi Forests
- D. City of St. Catharines resolution regarding increased funding for Museums and Libraries dated April 3, 2024.
- E. Town of Shelburne resolution to eradicate all forms of racism especially Islamophobia and antisemitism dated March 25, 2024.
- F. Township of Terrace Bay resolution regarding development of a Municipal Equipment Operator Training Course dated April 2, 2024.
- G. Township of Terrace Bay resolution supporting the Township of Amaranth to treat all municipalities fairly regarding operational budget funding dated April 2, 2024.

- H. Town of Lincoln resolution regarding the extension of Bill 23 Timelines regarding Heritage Registry Lists dated April 3, 2024.
- I. Town of Goderich resolution regarding improving Code of Conduct dated April 8, 2024.
- J. Town of Goderich resolution regarding review of Ontario Works and Ontario Disability Support Program dated April 10, 2024.
- K. Treasury Board Secretariat letter regarding the Provincial Emergency Management Strategy and Action Plan.

**11. IN CAMERA**

- 11.1 In Camera Session Meeting Minutes for the Regular Council Meeting of March 18, 2024.
- 11.2 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board pursuant to *Ontario Municipal Act, Section 239(2)(k)*
  - 1 Item

**12. CONFIRMATORY BY-LAW**

**13. ADJOURNMENT**

# PUBLIC MEETING

Correspondence

## CAO

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**From:** Pam Morin <pam.mrn@gmail.com>  
**Sent:** Monday, April 8, 2024 10:50 AM  
**To:** CAO  
**Subject:** Public Meeting April 15 2024

Hi Judy,

Here are some randoms for the next meeting:)

Open Forum April 15, 2024.

1. Follow up on the pedestrian cross walk.
2. Follow up on the security cameras.
3. Is there a follow up process to questions that are asked during an open forum? For the person who has inquired?
4. Has there been any progress with regards to speed reduction to allow for safety for walkers on the trestle bridge? I think there had been talk about declaring it a school zone?
5. Sound system and score board; will it be ready for the new season?
6. Just an idea. But I am aware of other towns/cities that have established an "Safe area" that is visible to exchange items bought on virtual sites (Ex: Chapleau Virtual). Could/Should that be established? Not sure if it should be a municipal responsibility?
7. I have not checked, but is there now a visible sign/bright coloured sign that clearly states parking and none parking times near the French Day care and the Michael Levesque Trail?
8. Not sure if this is any of my business, but I am and have been curious with what is going on with Rolly Aubé's "house/bed and breakfast". By The Beer store.
9. With "fire in your backyard" season upon us, I noticed that we are prohibited to burn from 6am-6pm daily. Is there anyway to modify/change this? Our nice weather is precious and short lived, what if we are doing yard

work during the day and want to burn? Or just want to enjoy a lovely day sitting around a fire? Not to mention 6PM onwards is prime BUG (lol) time. I would love for this to be reviewed.

Thank you:)

--

Pam Morin 

"Be the Energy you want to attract".

## CAO

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**From:** Pam Morin <pam.mrn@gmail.com>  
**Sent:** Wednesday, April 10, 2024 9:40 AM  
**To:** CAO  
**Subject:** Public forum

Hi JudI :)

The questions keep coming so I will just keep sending. HEHEHE.

1. What is the council's stand on the "Northern Ontario Civilian Audits"? ( I personally have not researched this but am curious.
2. Housing plan. Is there a housing plan in place? Or a plan to create one? Just wondering because there are people (and have been people) who have wanted to or want to move here to work or start a business, but the reality is that it is challenging to find accommodation.

Thank you and have a great day:)

--

Pam Morin 

"Be the Energy you want to attract".

Questions for Chapleau Town Council

April 15,2024

- 1) Is there a plan in place to revitalize the town  
le: Bring in needed services and grow the population
- 2) Is there a plan in place to improve the towns infrastructure
- 3) Please explain how you determine if a property is considered a waterfront property.  
From my understanding a property must have direct and unimpeded access to the body of water to be classified as a waterfront property and taxed accordingly.
- 4) Do we have a Bylaw Officer  
If not, will we and if we do who would that be
- 5) Do we have an Animal Control Officer  
If not, will we and if we do who would that be
- 6) We have all heard about the \$750 thousand (approximately) for the new generators at the Town Hall and Community Centre  
Can you please give us a breakdown of the cost and share what company was awarded the contract
- 7) We will be having a city wide cleanup and free dump day this coming May.  
Can we expect to see the Mayor and our councillors assisting with the cleanup

Thank you  
Gretchen Theakston



# CONSENT AGENDA



REGULAR MEETING OF COUNCIL  
**MONDAY, March 18<sup>th</sup>, 2024 at 6:30 PM**  
 IN THE CIVIC CENTRE COUNCIL CHAMBERS

**Attendance:**

**Council:** Mayor Ryan Bignucolo  
 Deputy Mayor Lisi Bernier  
 Councillor Cathy Ansara  
 Councillor Paul Bernier  
 Councillor Alex Lambruschini

**Staff:** Judith Meyntz, CAO  
 Réjean Raymond, Operations Director  
 Les Jones, Treasurer

**Guests:** None

**Attendees:** 6

**1. CALL MEETING TO ORDER**

**THAT** the Council of the Corporation of the Township of Chapleau does hereby call the Regular Council Meeting of Monday, March 18<sup>th</sup>, 2024 to order at 6:30 p.m.

**INDIGENOUS LAND ACKNOWLEDGEMENT**

*The Municipality of Chapleau is situated on the ancestral treaty and title lands of the Anishinabe and Cree peoples in the Treaty 9 area, and recognizes the neighbouring First Nations of Brunswick House, Chapleau Cree, Chapleau Ojibwe, Michipicoten and Missanabi Cree.*

*We acknowledge the long history of First Nations and Metis People in Ontario and show respect to them today.*

**2. APPROVAL OF AGENDA**

**RESOLUTION 04-49:**

**C. ANSARA – A. LAMBRUSCHINI**

**WHEREAS** the Members of Council have been presented with an Agenda for the Regular Council Meeting of Monday, March 18<sup>th</sup>, 2024;

**BE IT RESOLVED THAT** the Agenda be accepted as amended.

Add: Item 7.9      New Road – Sudbury to White River (the Hwy 400/69 extension)

- Item 7.10 Sweeper Purchase – Temporary fix to purchase a used sweeper  
Item 7.11 Update on the De-icing Equipment

**Carried.**

**3. DISCLOSURE OF PECUNIARY INTEREST**

Mayor Bignucolo requested that any pecuniary interest be declared for the record.

Declared: Deputy Mayor L. Bernier and Councillor P. Bernier – Item 5.1 with  
Committee of Adjustment  
Mayor Bignucolo – Item 7.7 Chapleau Backup Power  
Councillor P. Bernier – In Camera Item 11.3

**4. DELEGATIONS: None**

**5. COMMITTEE OF ADJUSTMENT**

**RESOLUTION 04-50:**

**L. BERNIER – A, LAMBRUSCHINI**

**MOVE INTO COMMITTEE OF THE WHOLE**

**THAT** the Corporation of the Council of the Township of Chapleau move into Committee of the Whole to discuss a Committee of Adjustment item on Monday, March 18, 2024 at 6:32 p.m. for the following matter:

- 5.1** Abutting Land Issue  
Pcl 19398 SEC SWS; PT AGRICULTURAL LOCATION E.S.20  
PANET PT 5 SR807; CHAPLEAU, Roll Number 5292 000 004 06900  
Civic Address: 181 Demers Street, Chapleau, Ontario P0M 1K0

**Carried.**

**RECONVENE INTO REGULAR MEETING**

**RESOLUTION 04-51:**

**P. BERNIER – L. BERNIER**

**THAT** the Corporation of the Council of the Township of Chapleau reconvenes into Regular Meeting on Monday, March 18, 2024 at 6:37 p.m.

**Carried.**

**RESOLUTION 04-52:**

**C. ANSARA – A. LAMBRUSCHINI**

- 5.1** Abutting Land Issue

**THAT** the Corporation of the Council of the Township of Chapleau does hereby approve the Certificate of Validation for the following parcel of land:

Pc1 19398 SEC SWS; PT AGRICULTURAL LOCATION E.S.20  
PANET PT 5 SR807; CHAPLEAU,  
Roll Number 5292 000 004 06900

**AND THAT** Council does hereby direct Mayor Bignucolo to sign the Certificate of Validation on their behalf.

**Carried.**

**Recorded Vote:**

Mayor R. Bignucolo **Yes**  
Councillor A. Lambruschini **Yes**  
Councillor C. Ansara **Yes**

**Note: Deputy Mayor L. Bernier and Councillor P. Bernier declared Conflict of Interest.**

**6. CONSENT AGENDA  
RESOLUTION 04-53:  
A. LAMBRUSCHINI – P. BERNIER**

**WHEREAS** the Council of the Township of Chapleau has reviewed the Consent Agenda consisting of:

- 6.1 Council and Committee Meeting Minutes
  - 6.1.1 Regular Council Meeting Minutes for Monday, February 12, 2024

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Chapleau does hereby approve the Regular Council Meeting Minutes for Monday, February 12, 2024.

**Carried.**

**7. BUSINESS  
RESOLUTION 04-54:  
L. BERNIER – P. BERNIER**

- 7.1 2022 Condition Assessment and Tank Rehabilitation Strategy Report, Water Treatment Plant, Chapleau, Ontario presented by Rick Talvitie of AECOM

**THAT** the Council of the Corporation of the Township of Chapleau does accept the 2022 Condition Assessment and Tank Rehabilitation Strategy Report, Water Treatment Plant for information;

**AND WHEREAS**, the Council approves the CAO to apply for the Housing Enabling Water/Wastewater Services Funding (HEWSF) to cover 73% of the cost of this work;

**AND FURTHERMORE, THAT** the Council does approve the amount of \$1,395,000 for the rehabilitation of Clarifier Tanks No. 1 and 2, Pre-Contact Tank, and Filter Tanks No. 1 and 2 to be added in the 2024 budget contingent upon obtaining funding to support the project.

**Carried.**

**RESOLUTION 04-55:**

**A. LAMBRUSCHINI – L. BERNIER**

- 7.2 Chapleau Water Treatment Plant – Assessment of Electrical Infrastructure presented by Rick Talvitie of AECOM

**THAT** the Council of the Corporation of the Township of Chapleau does accept the Chapleau Water Treatment Plant – Assessment of Electrical Infrastructure for information;

**AND THAT** the Council does support adding the Electrical Upgrades for the Chapleau Water Treatment Plan as noted in the report in the amount of \$1,645,000 for the rehabilitation the Capital Electrical Infrastructure to be added into the Asset Management Plan in the next 2-5 years.

**Carried.**

**RESOLUTION 04-56:**

**C. ANSARA – P. BERNIER**

- 7.3 OCWA 4<sup>th</sup> Quarter Report from 2023

**THAT** the Township of Chapleau does hereby accept the OCWA Water and Wastewater Operational Report – October 1 to December 31, 2023 for information.

**Carried.**

**RESOLUTION 04-57:**

**L. BERNIER – C. ANSARA**

- 7.4 2023 Statement of Council and Board Member Remuneration and Expenses

**THAT** the Corporation of the Township of Chapleau does hereby accept the 2023 Statement of Council and Board Member Remuneration and Expenses for information.

**Carried.**

**RESOLUTION 04-58:**

**L. BERNIER – P. BERNIER**

- 7.5 2021 and 2022 Financial Statements

**THAT** the Corporation of the Township of Chapleau does hereby approve the 2021 and 2022 Financial Statements as prepared by KPMG.

**Carried.**

**RESOLUTION 04-59:**

**P. BERNIER - C. ANSARA**

- 7.6 Spring Clean-up Day Declaration

**THAT** the Corporation of the Township of Chapleau does hereby support Ontario's 5<sup>th</sup> Annual Provincial Day of Action on Litter by having a free Waste Day on Saturday, May 18, 2024.

**AND THAT** the Township Staff will advertise the event on Facebook, our Quarterly Newsletter and on our Website.

**Carried.**

**RESOLUTION 04-60:**

**P. BERNIER – A. LAMBRUSCHINI**

7.7 Chapleau Emergency Backup Power Modifications Projects – Tender Awarding

**THAT** the Corporation of the Township of Chapleau does hereby approve the recommendation from AECOM in the Chapleau Emergency Backup Power Modifications Projects Report for the following two projects in 2024:

Civic Centre Emergency Backup Generator in the amount of \$352,670.00

Arena Emergency Backup Generator in the amount of \$405,670.00

**AND THAT** Council does approve the lowest bid on the two projects of \$758,340.00 from Maki Construction Ltd.

**Carried.**

**RESOLUTION 04-61:**

**L. BERNIER – A. LAMBRUSCHINI**

7.8 OPP Detachment Board Community Members

**WHEREAS** the Province of Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68), establishing the Community Safety and Policing Act, 2019, which is in effect on April 1, 2024; and

**WHEREAS** the Solicitor General recently approved the creation of a new Superior East Regional O.P.P. Detachment Board governing the municipalities of Wawa, White River, Hornepayne, Dubreuilville and Chapleau which included the requirement for all municipalities to appoint two (2) community members from the participating municipalities to sit on the Board; and

**WHEREAS** the opportunity to sit on the Superior East O.P.P Detachment Board as a community representative was advertised in all five municipalities and four (4) applications of interest were received and subsequently evaluated by a team consisting of all five (5) Municipal CAOs from the Region on March 13, 2024, and based on applicant experience and diversity of community representation, the Municipal CAOs unanimously recommend the following two candidates be appointed to the Superior East Regional O.P.P. Detachment Board:

- a) Chris Buckell, Wawa
- b) Irene Hughes, Chapleau

**NOW THEREFORE** Council of the Township of Chapleau hereby approves the appointment of Chris Buckell and Irene Hughes to the Superior East Regional O.P.P. Detachment Board affective April 1, 2024, for a term of office ending on November 14, 2026, and until a successor is appointed.

**FURTHER**, that Council direct that the Confidential Attachments to this Resolution be and remain confidential, as they relate to personal matters about identifiable individuals being considered for appointment to the Superior East O.P.P. Detachment Board.

**Carried.**

**RESOLUTION 04-62:**

**P. BERNIER – C. ANSARA**

7.9 New Road – Sudbury to White River (the Hwy 400/69 extension)

**THAT** the Council of the Township of Chapleau does hereby support the letter from Gilbert Boland in support of the new Highway 400/69 extension from Sudbury to Chapleau to White River, which would shorten the route to Thunder Bay, Winnipeg, and Western Canada by hundreds of kilometres and hours of travel time.

**AND THAT** this Highway 400/69 extension would improve economic development throughout Northern Ontario as 700 trucks per day who previously took the route from Windsor going south through Chicago and North to Winnipeg, they will now be travelling the shorter route through Northern Ontario to Thunder Bay, Winnipeg or Western Canada;

**AND WHEREAS**, northern communities in Ontario are forced to travel treacherous roadways such as Sultan Industrial Road and Highways 129 and 101 to get to medical appointments in Sudbury, these sick or senior persons will now have a safer road to travel for access to health services;

**AND FURTHERMORE, THAT** the new Canadian route will provide business opportunities in Northern Ontario for motels, stores, gas stations, restaurants while providing a revitalization to northern communities along this route.

**Carried.**

**RESOLUTION 04-63:**

**P. BERNIER – A. LAMBRUSCHINI**

7.10 Sweeper Purchase – Temporary fix to purchase a used sweeper

**AND THAT** the Council of the Township of Chapleau recognizes that there is a need for a sweeper within the community; however, the delivery time for a new unit is several months and we need a sweeper before the spring season starts;

**AND WHEREAS** there may be an opportunity to purchase a used model for a cost of no more than \$45,000.00;

**AND WHEREAS** this used model is the same model as our current broken sweeper so that we will have parts to scavenge for repair, until such time that the Township has the funding to purchase a new sweeper;

**AND FURTHERMORE, THAT** the Township can use this refurbished sweeper as a trade in for the purchase of a new Sweeper giving the Township consistent coverage while we are awaiting the delivery.

**Carried.**

7.11 Update on the De-icing Equipment

Note: Operations Director, R. Raymond provided a verbal update regarding this matter.

**8. ACCOUNTS PAYABLE**

**RESOLUTION 04-64:**

**L. BERNIER – A. LAMBRUSCHINI**

**THAT** the Council of the Corporation of the Township of Chapleau does hereby receive for information the Accounts Payable listing in the amount of **\$609,492.14** for the period ending March 13, 2024.

**Carried.**

**9. RESOLUTIONS**

**RESOLUTION 04-65:**

**P. BERNIER – C. ANSARA**

9.1 By-law 2024-08, being a by-law to authorize the Mayor and CAO to execute fire protection agreements

**THAT** By-law Number 2024-08, being a by-law to authorize the Mayor and CAO to execute fire protection agreements for the term of 2024 to 2027 be Read a First and Second time this 18th day of March, 2024;

**AND FURTHER** be Read a third time, passed and properly signed and sealed this 18<sup>th</sup> day of March, 2024.

**Carried.**

**10. CORRESPONDENCE**

**RESOLUTION 04-66:**

**L. BERNIER – A. LAMBRUSCHINI**

A. Merger of the Sudbury & District Board of Health and the Algoma Board of



- Health announcement dated February 20, 2024.
- B. Township of McMurrich / Monteith resolution regarding expanding the life of Fire Apparatus dated February 16, 2024.
  - C. Township of Perry resolution regarding Amending Blue Box Regulation for “Ineligible” sources dated February 26, 2024.
  - D. Municipality of St. Charles resolution regarding Bill 21 – Fixing Long Term Care Amendment Act (Till Death Do Us Part), 2022 dated February 21, 2024.
  - E. Town of Lincoln resolution regarding need for increased funding to libraries and museums in Ontario dated February 28, 2024.
  - F. Municipality of St. Charles resolution regarding unnecessary Noise – Engine Brakes dated February 21, 2024.
  - G. Municipality of St. Charles resolution regarding amendments to the Residential Tenancies Act dated February 21, 2024.
  - H. Municipality of St. Charles resolution regarding support for transfer of ownership for inactive cemeteries dated February 21, 2024.
  - I. County of Lambton resolution regarding uploading of costs for Gardiner Expressway and the Don Valley Parkway from the City of Toronto to the Province of Ontario dated February 23, 2024.
  - J. Public Health Sudbury & Districts announcement regarding the cancellation of the merger with Algoma Board of Health dated March 1, 2024.
  - K. Town of Grimsby resolution regarding support for amendment Health and Safety Act to Clarify the Definition of Employer dated March 7, 2024.
  - L. Town of Grimsby resolution regarding support for a review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates dated March 7, 2024.
  - M. Municipality of Markstay-Warren resolution regarding support for provincial cemetery management dated March 7, 2024.
  - N. Letter – Aurora Resolution – Legislative Amendments – Improve Municipal Codes of Conduct Enforcement.
  - O. Letter – Aurora Council Committee – Meeting Structure Under Strong Mayor Powers.
  - P. 2024-02-36 Town of Goderich – Return to Combined ROMA OGRA Conferences.
  - Q. Notice of Motion – Councillor Stedall – Housing Funding.
  - R. Via Rail – Letter of Support.
  - S. Town of Cobourg Council Resolution – Affordability of Water and Wastewater Systems
  - T. Municipality of Central Manitoulin resolution regarding National Housing Accord dated March 1, 2024.

**THAT** the Council of the Township of Chapleau receives the Correspondence from the March 18<sup>th</sup>, 2024 Council Agenda with the following extracted for discussion:

Item K -           Town of Grimsby resolution regarding support for amendment Health and Safety Act to Clarify the Definition of Employer dated March 7, 2024.

**Note: CAO to send Letter of Support for this Item**

**Carried.**

11. **IN CAMERA**

**RESOLUTION 04-67:**

**C. ANSARA – P. BERNIER**

**Adjourn to In Camera Session**

**THAT** the Corporation of the Council of the Township of Chapleau move into In Camera Session on Monday, March 18, 2024 at 7:01 p.m. for the following matters:

- 11.1 In Camera Session Meeting Minutes for the Regular Council Meeting of February 12, 2024.
- 11.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to *Ontario Municipal Act, Section 239(2)(b)*
  - Human Resources (3 Items)
- 11.3 A proposed or pending acquisition or disposition of land by the municipality or local board, pursuant to *Ontario Municipal Act, Section 239(2)(c)*
  - Crown Land
- 11.4 Labour relations or employee negotiations, pursuant to *Ontario Municipal Act, Section 239(2)(d)*.
  - 1 Item

**Carried.**

**Reconvene to Regular Meeting**

**RESOLUTION 04-68:**

**P. BERNIER – A. LAMBRUSCHINI**

**THAT** this meeting be reconvened to a Regular Meeting at 8:04 p.m.

**Carried.**

**Matters Arising from In Camera Session**

**RESOLUTION 04-69:**

**C. ANSARA – L. BERNIER**

- 11.1 In Camera Session Meeting Minutes for the Regular Council Meeting of February 12, 2024.

**THAT** the Council of the Township of Chapleau does hereby approve the In-Camera Minutes for February 12, 2024 as presented.

**Carried.**

**RESOLUTION 04-70:**

11.2.1 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to *Ontario Municipal Act, Section 239(2)(b)*

- Change to Council Meetings for 2024

**THAT** the Council of the Township of Chapleau does hereby approve the Changes to the start times for Council Meetings for 2024.

- For the summer months of July and August, Regular Meetings of Council will commence at 5:30 pm,
- Effective September 1, 2024, Regular Meetings of Council will commence at 6:00 pm.

**AND THAT** these times will be advertised on our Webpage, in our Quarterly Newsletter, and on Facebook.

**Carried.**

**RESOLUTION 04-71:**

**P. BERNIER – C. ANSARA**

11.2.2 CPUC - Shareholder Resolution based on *Business Corporations Act*, R.S.O. 1990, c. B.16;

**WHEREAS** the Corporation came into existence by Articles of Amalgamation registered January 1, 2018, which Articles were amended by Articles of Amendment registered January 29, 2018, pursuant to the relevant provisions of the *Business Corporations Act*, R.S.O. 1990, c. B.16;

**AND WHEREAS** by reason of inadvertence or otherwise, minutes of annual general meetings of the directors and of the shareholders or resolutions in lieu of such meetings, for the fiscal years ended December 31, 2018 through to December 31, 2023, and resolutions effecting changes in the board of directors and corporate officers during the same period, were not prepared or filed and recorded in the corporate records of the Corporation or with the Ministry of Public and Business Service Delivery or its predecessor;

**Approval, Ratification and Confirmation of Acts**

**BE IT RESOLVED THAT** notwithstanding any defects or irregularities in the records of the Corporation by reason of the failure to hold meetings or to prepare resolutions in lieu of such meetings and the failure to file notices and annual returns with the appropriate Ministries, all acts and proceedings taken or purported to have been taken to date hereof by the shareholders, and by the directors of the Corporation, be and the same are hereby approved, ratified, confirmed and adopted for all purposes;

**Restatement of Share Capital**

**BE IT RESOLVED THAT** effective this date, the following represents the current shareholders and issued and outstanding shareholdings of the Corporation:

Shareholder

Number and Class of Shares

Corporation of the Township of Chapleau 1,442,442 Common voting  
Corporation of the Township of Chapleau 1,442,442 Class B Special non-voting

**Restatement of Board of Directors**

**BE IT RESOLVED THAT** the board of directors of the Corporation is currently fixed within the range set out in the Articles at five (5) directors and the following are the current directors elected by the Corporation of the Township of Chapleau to hold office until the next annual general meeting or until replaced by the said Township:

Directors

Alan Morin  
Lisi Bernier  
Paul Bernier  
Robert Jean  
Jason Rioux

**Restatement of Officers**

**BE IT RESOLVED THAT** the following are the current corporate officers appointed by the board of directors to hold office until the next annual general meeting or until replaced by the board:

Officers

Alan Morin  
Paul Bernier  
Alan Morin  
Robert Jean  
Jason Rioux  
Robert Jean

Corporate Office Held

Chairman  
Vice-Chairman  
President  
Vice-President  
Secretary  
Treasurer

Any one proper officer of the Corporation be and is hereby authorized and directed to take all such steps and to execute all such documents and to complete all such Ministry filings, as may be necessary or desirable for the purpose of effecting the above corporate updates.

**THE FOREGOING SPECIAL RESOLUTIONS** are hereby passed by the sole shareholder of Chapleau Public Utilities Corporation, pursuant to the relevant provisions of the *Business Corporations Act*, R.S.O. 2990, c. B.16.

**Carried.**

**RESOLUTION 04-72:**

**L. BERNIER – A. LAMBRUSCHINI**

11.4 By-law 2024-09, being a by-law to Being a By-Law to authorize the Mayor and CAO to execute a Collective Agreement between the Corporation and the Canadian Union of Public Employees and its Local 887, C.L.C.

**THAT** By-law Number 2024-09, Being a By-Law to authorize the Mayor and CAO to execute a five (5) year Collective Agreement between the Corporation and the Canadian Union of Public Employees and its Local 887, C.L.C. be Read a First and Second time this 18th day of March, 2024;

**AND FURTHER** be Read a third time, passed and properly signed and sealed this 18<sup>th</sup> day of March, 2024.

**Carried.**

**12. CONFIRMATORY BY-LAW**

**RESOLUTION 04-73:  
L. BERNIER – P. BERNIER**

**THAT** By-law No. 2024-10, being a confirmatory by-law for the Regular Council Meeting of March 18, 2024, be given a First, Second, Third and final reading and is passed as of this date.

**Carried.**

**13. ADJOURNMENT  
RESOLUTION 04-74:  
C. ANSARA – P. BERNIER**

**WHEREAS** the business of the Meeting has concluded:

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 8:08 p.m. until the Regular Council meeting of Monday, March 18, 2024 at 6:30 p.m. or the call of the Chair.

**Carried.**

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Ryan Bignucolo                      Mayor

---

Judith Meyntz                      CAO

MINUTES OF THE REGULAR MEETING OF THE COMMITTEE OF ADJUSTMENT  
HELD IN COUNCIL CHAMBERS ON MONDAY, MARCH 18<sup>TH</sup>, 2024 AT 6:32 PM

---

PRESENT: CHAIRPERSON: R. BIGNUCOLO  
MEMBERS: L. BERNIER  
C. ANSARA  
A. LAMBRUSCHINI  
P. BERNIER  
SECRETARY: J. MEYNTZ

EXCUSED ABSENCE: MEMBER:

GUESTS/DELEGATIONS: 6 in attendance

DECLARATION OF PECUNIARY INTEREST(S): Deputy Mayor L. Bernier and Councillor P. Bernier declared Conflict of Interest.

**RESOLUTION 01-01:**

**L. BERNIER – A. LAMBRUSCHINI**

That Council move into Committee of Adjustment at 6:32 p.m.

**Carried.**

**RESOLUTION 01-02:**

**C. ANSARA – A. LAMBRUSCHINI**

That the Committee approve the issuance of the Certificate of Validation, in accordance with Section 57 of the *Planning Act*, R.S.O. 1990, as amended, Abutting Land Issue with respect to: PCL 19398 SEC SWS; PT AGRICULTURAL LOCATION E.S. 20 PANET PT 5 SR807; S/T LT509871; CHAPLEAU, Roll # 5292 000 004 06900 Civic Address: 181 Demers Street, Chapleau, ON P0M 1K0

Recorded Vote		
	For	Against
R. Bignucolo	X	
L. Bernier	Conflict	
C. Ansara	X	
A. Lambruschini	X	
P. Bernier	Conflict	

**Carried.**

**RESOLUTION 01-03:**

**P. BERNIER – L. BERNIER**

That the Committee adjourn at 6:37 p.m.

**Carried.**

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Chairperson

---

Secretary

MINUTES OF THE REGULAR MEETING OF THE CHAPLEAU PUBLIC LIBRARY BOARD  
 HELD WEDNESDAY DECEMBER 13, 2023 AT 4:30 PM  
 TOWNSHIP OF CHAPLEAU - BOARDROOM

---

Present:

Board Chair: Alex Lambruschini

Board Members: Isabelle Perreault

Padraic Taafe (called in)

CEO: Judith Meyntz

Interim CEO: Kim Jean

Absence/Excused Absence:

Michael Levesque

Cathy Ansara

Conflicts of Interest: None

Meeting called to order at 4:30 p.m.

Resolution 07-17:

**I. Perreault – P. Taafe**

That the Minutes of the Regular Board Meeting of November 15, 2023 be approved as prepared.

**Carried.**

Resolution 07-18:

**P. Taafe – I. Perreault**

That the Board approve the CEO's Report dated December 13, 2023.

**Carried.**

Resolution 07-19:

**P. Taafe – I. Perreault**

That the Board adjourn at 4:40 p.m.

**Carried.**

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Board Chair

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Interim CEO

MINUTES OF THE REGULAR MEETING OF THE CHAPLEAU PUBLIC LIBRARY BOARD  
HELD WEDNESDAY FEBRUARY 14, 2024 AT 4:30 PM  
TOWNSHIP OF CHAPLEAU - BOARDROOM

---

Present: Board Chair: Alex Lambruschini  
Board Members: Isabelle Perreault  
Cathy Ansara  
CEO: Judith Meyntz  
Interim CEO: Kim Jean

Excused Absence: Padraic Taaffe

Absence: Michael Levesque

Conflicts of Interest: None

Meeting called to order at 4:30 p.m.

Resolution 01-01:

**I. Perreault – C. Ansara**

That the Minutes of the Regular Board Meeting of December 13, 2023 be approved as prepared.

**Carried.**

Resolution 01-02:

**C. Ansara – I. Perreault**

That the Board approve the adaptation of “Terms of Reference” with respect to Board Member attendance and that follow up with existing members to ensure interest of remaining on the board.

**Carried.**

Resolution 01-03:

**I. Perreault – C. Ansara**

That the Board approve the CEO’s Report dated February 14, 2024.

**Carried.**

Resolution 01-04:

**C. Ansara – I. Perreault**

That the Board approves the change of next meeting date from March 13, 2024 to March 20, 2024..

**Carried.**

Resolution 01-05:

**C. Ansara – I. Perreault**

That the Board adjourn at 4:45 p.m.

**Carried.**

---

Board Chair

---

Interim CEO



# **BUSINESS**



Submission No2: February 14 2024

**Township of Chapleau**

20 Pine Street West,  
Box 129 Chapleau,  
On POM 1K0

**RE: Township of Chapleau 2024 Capital Proposal**

**Attn: Judith Meyntz, AOMC - Chief Administrative Officer**  
**Les Jones- Treasurer**

On behalf of the Ontario Clean Water Agency (OCWA), we have enclosed a rolling six-year list of major maintenance recommendations as per our Services Agreement. OCWA proposes the following improvements/ upgrades to ensure the long-term health and operation of your facilities. Please note that as per the requirements of the Drinking Water Quality Management Standard (DWQMS) version 2.0, the outcomes of the risk assessment conducted for your water facility/facilities were considered and any related items have been included in the recommendations.

At a time amenable to both parties, OCWA's Senior Operations Manager will meet with the Township's Administrative staff and/or Council to discuss the recommendations, projected expenses, and to decide on a course of action. Dialogue with and approvals from the Township are key components of the process. Please find a summary of the report in the chart below.

FACILITY	2024	2025	2026	2027	2028	2029
Chapleau Water Treatment	\$45,550	\$31,600	\$20,400	\$32,300	\$30,250	\$30,500
Chapleau Water Distribution	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
Chapleau Lagoon and Pump Stations	\$34,500	\$20,850	\$22,100	\$26,850	\$13,300	\$16,250
<b>Total</b>	<b>\$82,250</b>	<b>\$54,650</b>	<b>\$44,700</b>	<b>\$61,350</b>	<b>\$45,750</b>	<b>\$48,950</b>

As your service provider, OCWA has a comprehensive understanding of the strengths, unique issues and challenges associated with operating your water and wastewater facilities. It is OCWA's intention to work with the Township to determine the scope and budget to complete any approved work. We look forward to continuing to work with you as a trusted partner and advisor in the years to come.

Best Regards,

A handwritten signature in black ink, appearing to read "C. Ciarrocca".

**Christopher D Ciarrocca C.E.T, CMM III**  
Senior Operations Manager  
Northeast Ontario Regional Hub

**Township of Chapleau**

6-Year Recommended Capital/Major Maintenance from 2024 to 2029

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.



Ref. No.	Scope of Work	2024	2025	2026	2027	2028	2029	Compliance	DWQMS RA Outcome*	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
<b>Chapleau Water Treatment Plant</b>																
1	MCC panel and electrical system upgrades	\$1,000	TBD	TBD	TBD	TBD	TBD									Project in coordination with Aecom, Township, and Ocwa (financial for field verifications, meetings, and
2	Surge protection Installation	\$1,000	TBD	TBD	TBD	TBD	TBD									Project in coordination with Aecom, Township, and Ocwa (financial for field verifications, meetings, and
3	Electrical starters: clarifiers, mixers and scrapers	\$1,000	TBD	TBD	TBD	TBD	TBD									Project in coordination with Aecom, Township, and Ocwa (financial for field verifications, meetings, and
4	Yearly Security system services	\$600	\$600	\$600	\$600	\$600	\$600				X					Yearly service fees for monitoring and technical support
5	Backflow Preventor calibrations (2 units)	\$1800	\$1800	\$1800	\$1800	\$1800	\$1800			X	X					Annual Servicing and required calibrations
6	Lifting device inspection	\$1700	\$1600	\$1600	\$1600	\$1700	\$1700			X	X					Annual testing and certification requirement
7	Generator servicing	\$1400	\$1400	\$1400	\$1400	\$1400	\$1400		X		X					Emergency Generator annual servicing
8	Drinking water quality audits, desktop and onsite as required under DWQMS (2022)	\$2,300	\$1,300	\$1,300	\$2,300	\$1,300	\$1,300	X	X	X						On-site audits take place every 3rd year which reflect the higher cost.
9	Sludge Mixing Pump Purchase and Install	\$18,750									X	X	X			Replacement of non-functional sludge mixing pump: this pump circulates and thins the sludge within the sludge pit for to aid in processing and sludge build up
10	Caustic Wash for Filters	\$6,000				\$8,000					X		X			Sodium Hydroxide injection to both Filter 1 and 2 , chemical scours and is agitated via filtration process and backwashing,the chemical releases and loosens debris from filters
11	Singer valve rebuild kits & installation (3 units)	\$8,000		\$4,700		\$4,700					X		X			Rebuild to ensure proper pressures in Distribution system, one main singer valve is currently stuck open, OCWA will seek pre-approval to conduct the works
12	Replace genset battery (2 Batteries)	\$2,000		\$2,200							X	X				Generator battery replacements
13	Free and total chlorine analyser probes purchase and installation				\$6,000				X		X	X				Replacement of probes, in accordance with lifecycle replacement
14	Roof repairs at the water treatment plant. Vegetation has taken root and may pose a threat to the roof membrane.		Client			Client					X	X	X			Client to continue on-going maintenance to ensure life span of roofing structure and system
15	Eyewash station yearly maintenance(change solution)			\$50				X		X						Replace solution every Quarter
16	Safety harnesses and lanyards for water			\$2,000				X		X	X	X				Replacement of Fall Arrest harnesses and lanyards for Water system
17	Security system upgrades				\$1,700						X	X	X			Possible upgrades to security sytem; current system arms the building when staff are not present
18	Waste pit cleaning		\$10,000		\$10,000		\$10,000				X		X			Sludge pit industrial cleaning
19	Chlorine analyser membranes and caps		\$1,500		\$1,500		\$1,700				X	X	X	X		Running inventory and part usage
20	Calibration standards for Cl, Turbidity, pH, handheld &		\$2,000		\$2,000		\$2,000	X			X	X	X			Standards to calibrate all analyzers
21	Chemical pump rebuild kits		\$5,000			5000					X	X		X		Rebuild kits for chemical injection pumps: Chlorine, Alum, Soda
22	Total chlorine sensor & pH sensor - complete unit			4750			\$5,000	X			X	X		X		lifecycle replacement: if required
23	pH probe for the distribution pH meter (treated PH meter)						\$3,500				X	X	X			replace pH monitor prob at the distribution outlet
24	Process pH probe					4000					X	X	X			Replace pH monitor prob within the treatment process
25	Chlorinator rebuild kits		\$1,500		\$1,500		\$1,500	X			X	X		X		Replacement following manufactures recommendations
26	Municipal Drinking Water Licence renewal – due date September 2025		\$1,500					X	X							Application must include council resolution approving an updated 6 year financial plan
27	PVC piping, fittings replacement and repairs.			\$1,500	1750						X	X	X	X		Spare parts inventory for typical pvc pipe works
28	Purchase lab glassware, beakers, pipettes, cylinders,		\$400		\$400						X	X	X	X		Replace lab glassware , sample cells etc

29	Investigate the use of caustic soda for pH adjustment Vs. existing soda ash for pH adjustment at distribution point		\$3,000										X						Begin investigations on caustic soda for pH adjustment at the distribution point, in relation to process efficiencies.
30	Municipal financial plan for six year period. Resolution from council that the financial plan has been accepted and must be submitted to the MECP as part of the MDWL renewal package. (Client 2022)						Client		X	X									The Township is required to conduct an internal audit under the DWQMS. Historically that has been contracted to OCWA but, can also be done internally.
31	Generator load testing	TBD	TBD	TBD	TBD	TBD	TBD					X							To be discussed with Client: contractor concern with load testing older generators can result in unforeseen damage to the units
32	New chlorinators which would be controlled from the SDACA system.	TBD	TBD	TBD	TBD	TBD	TBD						X	X					To be discussed with Client for possible improvement
33	Consider sending all water plant sludge to the waste water system.	TBD	TBD	TBD	TBD	TBD	TBD			X		X			X				Eliminate bagger maintenance and repair, electricity costs and disposal costs. OCWA's process optimization team contacted to look at potential positive and/or negative impacts of routing the sludge to the lagoon. Any additional information collected to be forwarded to the town to help with decision.
34	Possible sampling for harmful algae blooms (blue/green Algae)	TBD	TBD	TBD	TBD	TBD	TBD	X	X										On-going MECP discussions. Possible sampling requirements in the future
<b>Total Estimate -Water Treatment</b>		<b>\$45,550</b>	<b>\$31,600</b>	<b>\$20,400</b>	<b>\$32,300</b>	<b>\$30,250</b>	<b>\$30,500</b>												
<b>Chapleau Water Distribution System</b>		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>												
1	The Township is required to conduct an internal audit under the DWQMS. Historically that has been contracted to OCWA but can also be done internally	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	X	X										The Township is required to conduct an internal audit under the DWQMS. Historically that has been contracted to OCWA but can also be done internally
<b>Total Estimate - Water Distribution</b>		<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>												
<b>Chapleau Lagoon and Pumping Stations</b>		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>												
1	SCBA inspection	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	X		X	X								To be performed by an outside contractor to ensure safety of SCBA units
2	Chlorination and Dechlorination System Maintenance	\$11,500			\$6,000					X		X							Inlet valve repair kit, seal replacements, probe maintenance, membranes and electrolyte
3	ORP Probe (Oxidation Reduction Probe)	\$2,800										X		X					Replacement in accordance with life cycle, current unit is beginning to show signs of malfunction- will continue to utilize current probe until failure
4	Total Chlorine Probe	\$1,700										X		X					Replacement in accordance with life cycle, current unit is beginning to show signs of malfunction- will continue to utilize current probe until failure
5	Generator inspections and maintenance (lagoon and pump stations)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000				X									Annual servicing for generators and emerg. Backup (4 Units)
6	Lifting device inspection for all sites	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600				X	X								Requirements for lifting device certifications
7	Lisgar Pump Station Mechanical Louver Repairs	\$6,200									X								Repair mechanical louver that is not functional: damper actuator, thermostat, motor transformer, and misc. electrical
8	Chlorine analyser probes replacement and spare (total chlor on other list)	\$2,000		\$2,000		\$2,000		X			X	X		X					Replacement and spare chlorine probes for online analyzers
9	Batteries for all generators.	\$2,200		\$2,200		\$2,200					X	X							Battery replacement for generators
10	Safety Harnesses and lanyards for Wastewater			\$1,000		\$1,000		X		X	X	X							Replacement of Fall Arrest harnesses and lanyards for Wastewater system
11	Dufferin Pump Station Mechanical Louver Repairs			\$5,500							X								Repair mechanical louver that is not functional: thermostat and louver motor replacement
12	Riverside Pump Station Mechanical Louver Repairs			\$3,300							X								Repair mechanical louver that is not functional: louver motor replacement
13	Chlorine Contact Chamber Clean out		\$10,000		\$10,000		\$10,000				X								Completed 2023, continue to monitor and set funds every second year
14	Chlorinator rebuild kits		\$1,500		\$1,500		\$1,500	X		X	X	X		X					Chlorinator rebuild kits replace yearly as per operations
15	Chlorine analyser membranes and caps		\$1,200		\$1,200		\$1,200	X			X	X		X					Yearly replacement membranes, caps and electrolyte
16	Eyewash station yearly maintenance (change solution)		\$50		\$50		\$50	X		X									Replace solution every Quarter
17	Fire extinguisher inspection and maintenance	Client	Client	Client	Client	Client	Client				X	X							Client works

18	Grit channel and pumping station cleaning throughout the	Client	Client	Client	Client	Client	Client						X				Client works		
19	Brushing and ground maintenance for the lagoon	Client	Client	Client	Client	Client	Client	X					X				Client works		
20	Transfer switch at the Lisgar lift station. This unit is old but still functional; reviewed with field staff	TBD	TBD	TBD	TBD	TBD	TBD						X				Field review with staff in 2023 on transfer switch performance		
21	Lagoon liner replacements (Consideration)	TBD	TBD	TBD	TBD	TBD	TBD							X			Cracking and degradation of the UV exposes portion of the membrane has been observed. Further examination is required by a membrane vendor/expert to determine if there is a risk of membrane failure and if so how best to proceed. This would likely require dropping the level of the lagoon enabling a piece of the membrane to be harvested to analysis and patching prior to resuming normal operation.		
Total Estimate- Lagoon and Pump Stations		\$34,500	\$20,850	\$22,100	\$26,850	\$13,300	\$16,250												
TOTAL CAPITAL ESTIMATE		\$82,250	\$54,650	\$44,700	\$61,350	\$45,750	\$48,950												
Legend:												2024 Recommended Capital Presented by: Christopher D Ciarrocca C.E.T, CMM III							
H	High priority recommended to be completed in upcoming year													2024 Recommended Capital Approved by:					
M	Medium priority recommended to be completed in 1 to 3 years																		
L	Low priority recommended to be completed in years 4 to 5																		

**SEEKING COUNCILS APPROVAL.****APR. 15.2024**

SIGN PROPOSALS FOR MUNICIPAL STREETS THAT ARE CAUSING CONCERN.

**PROPOSAL 1. GREY ST & CHERRY INTERSECTION.**

I HAVE BEEN INFORMED ON NUMEROUS OCCASIONS OF THE CONCERN WHEN GREY ST N TURNS INTO CHERRY ST. THAT TRAFFIC TRAVELING NORTH ON GREY ST. N ENTERING THE MOTEL PARKING AREA HAVE CROSSED THE ROAD AND THE PATH OF VEHICLES TRAVELING ON CHERRY ST.

IN REVIEW I HAVE NOTED THERE IS A LACK OF DIRECTION BY WAY OF SIGNS DIRECTING THE FLOW OF TRAFFIC. (PAGE 1 & 1A )

**MY PROPOSAL IS AS FOLLOWS.**

A YIELD SIGN WITH THE WORDING" YIELD TO ON COMING TRAFFIC" AS WELL AS A RIGHT HAND BEND IN ROAD SIGN. ( PAGE 2 & 2A ) & ( 3 – 3A )

I WOULD LIKE TO INCLUDE A STREET NAME SIGN SHOWING THE CHANGING OF STREET OCCURS AT THIS INTERSECTION OF THE ROAD.

①

EXISTING SIGNAGE ON GREY ST. N &  
CHERRY ST.

2A





Esri Community Maps Contributors, Province of Ontario, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, NRCAN, Parks Canada

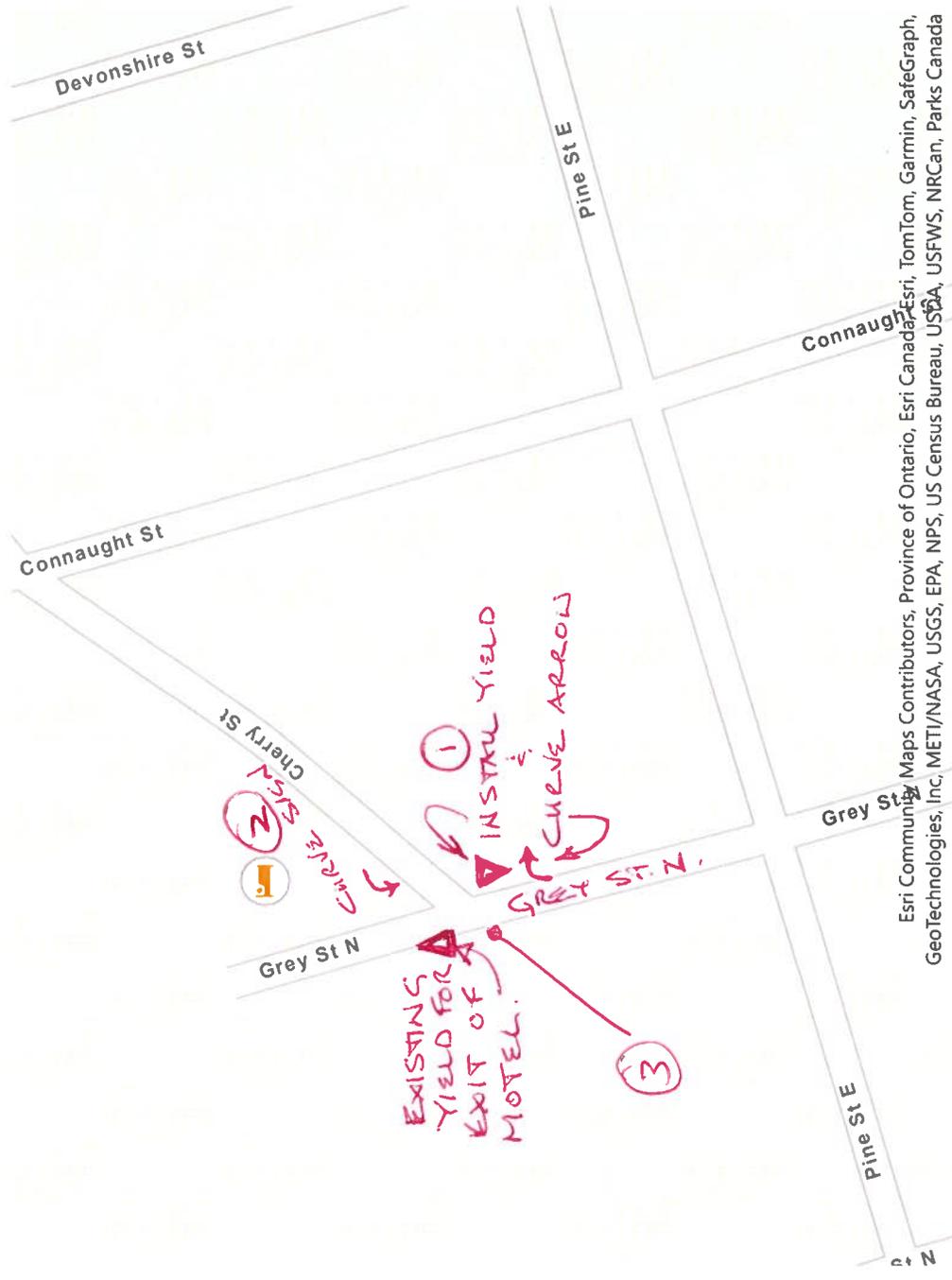
1A





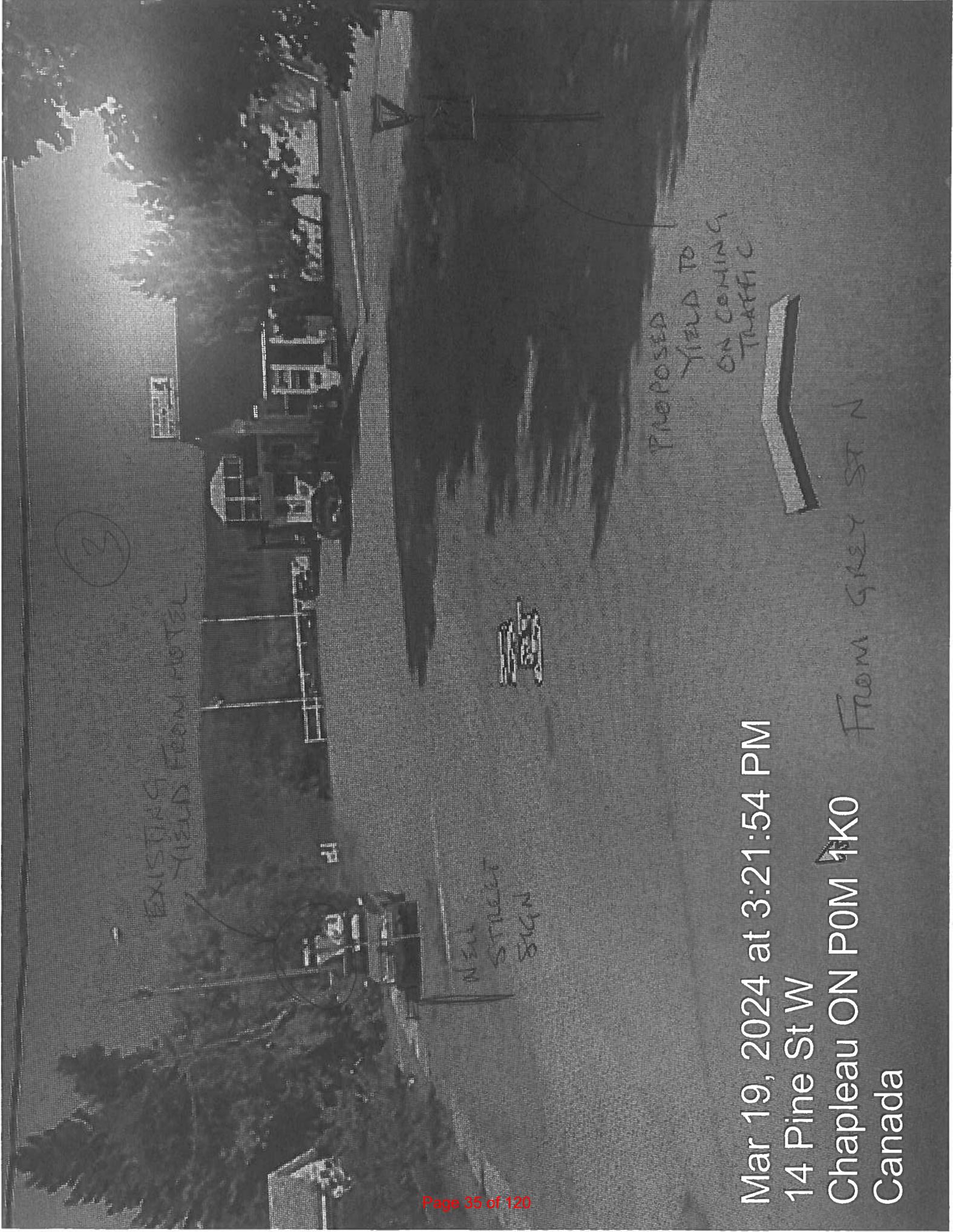
2

PROPOSED SIGNAGE TO BE ADDED TO INTERSECTION OF GREY ST. N & CHERRY ST.



2A

- 1 ADD CURVE SIGN THAT ROAD BENDS TO THE RIGHT AS WELL AS A YIELD SIGN AND DIRECTION TO "YIELD TO ONCOMING TRAFFIC". THIS IS TO PREVENT TRAFFIC CROSSING HWY TO ENTER MOTEL PARKING LOT.
- 2 ADD CURVE SIGN ON CHERRY THAT ROAD BEND TO LEFT.
- 3 ADD ST. SIGN THAT ROAD NAMES CHANGE AT THIS POINT.



Mar 19, 2024 at 3:21:54 PM  
14 Pine St W  
Chapleau ON P0M 1K0  
Canada

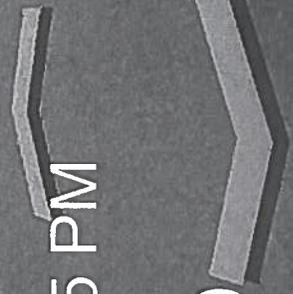
(3A)

EXISTING  
FIELD  
MATERIAL

CHERRY  
STREET

BEND  
IN  
ROAD

FROM CHERRY



Mar 19, 2024 at 3:21:25 PM

14 Pine St W

Chapleau ON P0M 1K0

Canada

**SEEKING COUNCILS APPROVAL.****APR. 15.2024**

SIGN PROPOSALS FOR MUNICIPAL STREETS THAT ARE CAUSING CONCERN.

**PROPOSAL 2. LORNE ST. S /KWIK WAY PARKING**

PARKING ON LORNE ST S. IS AN ISSUE FOR DELIVERY TRUCKS DURING THEIR WEEKLY DELIVERIES. THE PARKING IN FRONT OF THE ACCESSIBLE PARKING SPOT IS DESIGNATED 2 HOUR PARKING AND DOES NOT ALLOW DELIVERY TRUCKS TO PARK OUTSIDE OF THE RESTRICTED ACCESSIBLE SPOT WHILE THESE SPOTS ARE IN CONTINUOUS USE.

( ATTACHED PIC 1.)

THE PARKING IN FRONT OF THE ACCESSIBLE SPOT IS DESIGNATED AS 2 HR MAX. PARKING LIMIT HAS CAUSED DELIVERY TRUCKS TO PARK IN THE HANDICAP PARKING SPACE RESTRICTING ITS USE, AND ON OCCATION THE TRUCK WILL PARK IN THE CENTER OF THE ROAD RESTRICTING FURTHER TRAFFIC AND SAFETY CONCERNS TO USE OF ROADWAY. I HAVE GIVEN MANY TICKETS FOR VEHICLES PARKED OVER THE 2 HR LIMIT IN THIS AREA.

MY PROPOSAL IS TO TURN THE 2 HR LIMITED PARKING IN FRONT OF THE ACCESIBLE SPOT TO MAX. OF 15 MIN. PARKING.

THIS MAY KEEP TRAFFIC MOVING, ALLOW ACCESS FOR DELIVERY VEHICLES, THE CONTINUED USE OF THE ACCESSIBLE PARKING DESIGNATED SPOT AND PROVIDE FURTHER PUBLIC SAFETY IN USE OF THE LORNE ST S ROAD..

(SEE MAPS 4 FOR PROPOSAL.)

BYLAW ENFORCEMENT.

Alvin Brown

④

MAKE THIS SECTION  
MAX PARKING  
15 MIN

ACCESSIBLE  
PARKING  
SPOT

Mar 19, 2024 at 11:55:29 AM  
39-49 Birch St E  
Chapleau ON P0M 1K0  
Canada

Aug 10, 2023 at 8:51:46 AM  
1-17 Lorne St S  
Chapleau ON P0M 1K0  
Canada

4





4

TRUCK PARKED IN  
ACCESSIBLE PARKING.

**BASSETT**  
WHOLESALE  
LTD.  
654-911-1125  
776-863-2523

**KWIK-WAY**  
LAUNDRY

800-461-0135  
705-865-2051







OFFICE OF THE MANAGER OF LEISURE  
AND CULTURAL SERVICES

April 5, 2024

**Memorandum**

**To:** Mayor Bignucolo and Members of Council  
**From:** Carole Ouellette, Leisure & Cultural Services Manager  
**Re:** 2024 Canada Day Budget

Dear Mayor Bignucolo and Members of Council:

This memo is to provide an updated budget for the upcoming Canada Day. Attached you will find the original budget that was approved by resolutions 01-11 during the municipal council meeting of January 15, 2024, and the revised budget.

A new funding stream is available to fund a better option for the security fencing. This funding will cover hundred percent of the fencing cost and the projected municipal share estimated at \$7,325.00 in the approved budget is now reduced to \$6,825.00

Sincerely,

*Carole Ouellette*

Carole Ouellette

cc: Réjean Raymond, CIT, CGT







The Royal Canadian Legion  
Harry Searle Branch No. 5  
P.O. Box 370  
Chapleau, Ontario  
P0M1K0

March 24 2024

Chapleau Municipal Office  
CAO Judith Meyntz  
20 Pine St  
Chapleau, ON P0M 1K0

Re: Legion Patio Bar – Temporary Extension

As per our conversation last week concerning a patio liquor license for the Royal Canadian Legion Harry Searle Branch # 5. Please consider this as our formal written request to have a patio liquor license between May 1<sup>st</sup> 2024 and October 31<sup>st</sup> 2024. All rules and regulations regarding the serving of alcohol will be strictly adhered to as set out by the AGCO. If you have any questions or concerns, please reach out to me at any time.

Respectfully

Alex Lambruschini  
705-864-0260  
alex.lambruschini@gmail.com  
President RCL Branch # 5

**CAO**

---

**From:** Renée Weber <renee.weber@nouvelon.ca>  
**Sent:** Thursday, March 28, 2024 10:47 AM  
**To:** CAO  
**Subject:** TR: Bursary program - programme de bourses  
**Attachments:** lettre\_bourses\_français\_anglais\_2024.docx

Cher partenaire communautaire,

Nous vous écrivons encore cette année afin de solliciter votre appui à notre programme de bourses. Chaque année, nos finissantes et finissants de 12<sup>e</sup> année sont récompensés pour leur travail assidu tout au long de leur séjour au secondaire lors de la cérémonie de la remise des diplômes. De même, lors de la graduation de 8<sup>e</sup>, les élèves reçoivent des prix afin de reconnaître leurs forces dans différents domaines et différentes matières. Notre programme de bourses continue à valoriser les efforts et les réussites de nos élèves grâce à la générosité des gens et des entreprises communautaires. Nous vous serions très reconnaissants de remplir et nous faire parvenir le formulaire ci-joint par le 19 avril.

Un grand merci de votre appui continu!

Dear community partner,

We are writing to you again this year to solicit your support for our school's bursary program. During our yearly celebration, our grade 12 graduates are rewarded for their hard work throughout their high school journey. Likewise, during our grade 8 graduation, students receive awards that recognize their strengths in different subjects and specific fields. Thanks to the generosity of individuals and community businesses, our bursary program continues to recognize our students' efforts and achievements. It would be greatly appreciated if you would fill out the attached form and return it to the school by April 19th.

Thank you for your continued support!

Renée Weber  
Conseillère en orientation  
École secondaire catholique Trillium





# REMISE DES DIPLÔMES DES FINISSANTES ET FINISSANTS DE LA 8<sup>E</sup> ET LA 12<sup>E</sup> ANNÉE

Date : 12<sup>e</sup> année - le 6 juin 2024 à compter de 19h  
8<sup>e</sup> année - le 13 juin 2024 à compter de 19h

Lieu : cafétorium de l'École secondaire catholique Trillium

Veillez compléter et envoyer les renseignements suivants à l'École secondaire catholique Trillium :

Nom de l'organisation \_\_\_\_\_

Nous voulons remettre une bourse/prix au montant de \_\_\_\_\_ \$  
Directives (par exemple : si le montant doit être divisé ou seulement pour la 12<sup>e</sup> ou la 8<sup>e</sup> année)

\_\_\_\_\_  
\_\_\_\_\_

Un(e) représentant(e) sera présent(e) pour remettre le prix  
Nom : \_\_\_\_\_

ou

Nous demandons qu'un(e) représentant(e) de l'école remette  
le prix.

Nous sommes dans l'impossibilité de fournir un don cette année.

Nom de la personne responsable \_\_\_\_\_

Signature \_\_\_\_\_

Adresse de l'organisation \_\_\_\_\_

Faites parvenir ce formulaire par courriel (claudia.jaworski@nouvelon.ca), par télécopieur (705-864-1006), ou par la poste (9 chemin Broomhead, Boîte postale 220, Chapleau (ON) P0M 1K0), au plus tard vendredi le 19 avril, 2024. Veuillez libeller votre chèque au nom de **l'École secondaire catholique Trillium**.

**Un grand merci pour le soutien continu que vous accordez à notre programme de bourses !**



# GRADUATION CEREMONY FOR GRADE 8 AND GRADE 12 STUDENTS

Date : Grade 12 - June 6<sup>th</sup>, 2024 beginning at 7pm  
Grade 8 - June 13<sup>th</sup>, 2024 beginning at 7pm

Location : École secondaire catholique Trillium, cafetorium

---

Please complete and return to École secondaire catholique Trillium:

Name of organization \_\_\_\_\_

We would like to donate the amount of \$ \_\_\_\_\_ for a bursary/prize  
Instructions ( e.g., if the amount is to be divided between grade 12 and grade 8 )  
\_\_\_\_\_  
\_\_\_\_\_

A representative will attend the ceremony to present the bursary.

Name: \_\_\_\_\_

or

We would like a school representative to present the bursary.

We are unable to donate this year.

Name of the contact person \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Please return this form by email ([claudia.jaworski@nouvelon.ca](mailto:claudia.jaworski@nouvelon.ca)), by fax (705-864-1006), or by mail (9 Broomhead Rd, P.O. Box 220, Chapleau (ON) P0M 1K0), by Friday, April 19th, 2024.

Please make cheque payable to **École secondaire catholique Trillium.**

**Thank you so much for your continued support to our bursary program!**



# Chapleau Sewage Treatment Lagoon

## Annual Performance Report

Prepared by Ontario Clean Water Agency, Northeastern Ontario Hub  
January 1 to December 31, 2023

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**ANNUAL SEWAGE PERFORMANCE REPORT**

<b>Reporting Period</b>	January 1 to December 31, 2023
<b>Sewage System Name</b>	Chapleau Sewage Treatment Lagoon
<b>Sewage System Address</b>	300 Strathcona Street, Chapleau, ON P0M 1K0
<b>Sewage System Owner</b>	Corporation of the Township of Chapleau
<b>Sewage System Number</b>	110002149
<b>Environmental Compliance Approval No.</b>	2816-BYCK2Y, issued April 14, 2021

**FACILITY DESCRIPTION**

<b>Capacity of Works</b>	4,550 m <sup>3</sup> /day
<b>Service Area</b>	Township of Chapleau, District of Sudbury
<b>Service Population</b>	2300
<b>Effluent Receiver</b>	Nebskwashi River
<b>Major Process</b>	Two Cell Aerated Lagoon

The Chapleau sewage treatment lagoon consists of a grit removal channel where heavier inorganic wastes are settled and manually removed before entering a two cell aerated lagoon. There are two blowers supplying air to a fine bubble tubular aeration system with separate distribution grids located in each cell. Cell 1 is 96 m x 72 m and Cell 2 is 112 m x 65 m, with a combined storage capacity of approximately 28,000 m<sup>3</sup>/day. The lagoons service the Township of Chapleau and are continuously discharged into the Nebskwashi River. The system is designed to operate at a rated capacity of 4,550 m<sup>3</sup>/day.

The sewage effluent is disinfected on a seasonal basis from May 1 to October 31 with gaseous chlorine. An open channel flow meter to measure the treated chlorinated effluent is located in the chlorine contact chamber.

**ACRONYMS**

BOD <sub>5</sub> = Five-day biochemical oxygen demand measured in an unfiltered sample
<i>E. coli</i> = <i>Escherichia coli</i>
TCR = Total Chlorine Residual
TKN = Total Kjeldahl Nitrogen
TP = Total Phosphorus
TSS = Total Suspended Solids

**INFLUENT DATA**
***Influent Monitoring Program as Outlined in the Environmental Compliance Approval***

<b>Parameter</b>	<b>Type of Sample</b>	<b>Minimum Frequency</b>
BOD <sub>5</sub>	composite*	monthly
TKN	composite*	monthly
Total Phosphorous	composite*	monthly
Total Suspended Solids	composite*	monthly

***Influent Characteristic Data – Current Year***

<b>Parameter (mg/L)</b>	<b>Average</b>	<b>Maximum</b>
BOD <sub>5</sub>	41.4	98
TKN	12.9	42.3
Total Phosphorous	1.14	1.8
Total Suspended Solids	107	380

Refer to Appendix A for summary of effluent monitoring and sampling analysis conducted at the facility

***Influent Characteristic Data – Historical Trends***

The characteristics of the raw wastewater influence the design and efficacy of the wastewater treatment. It is important to review the characteristics for any changes and the past 6 years data is below.

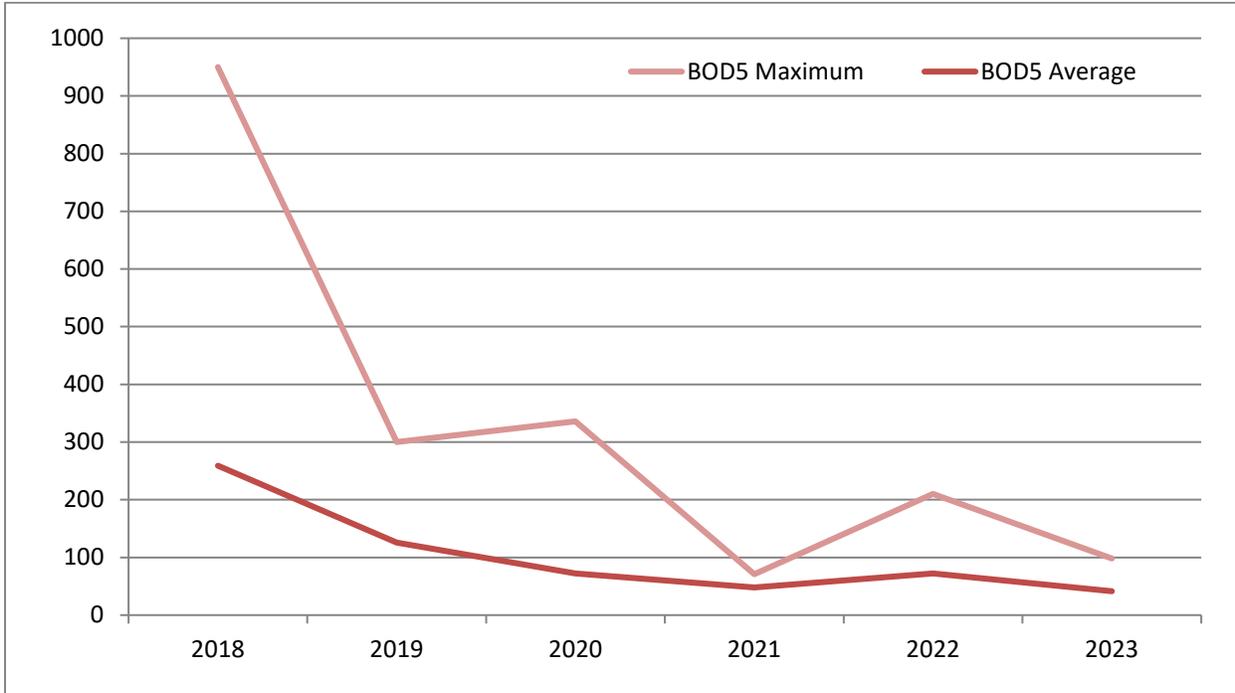


Figure 1: Biochemical Oxygen Demand (BOD<sub>5</sub>) annual average and annual maximum values for the past 6 years. The BOD<sub>5</sub> annual average has ranged from 48 (2021) to 259 (2018) mg/L. The highest annual maximum was 950 mg/L (2018).

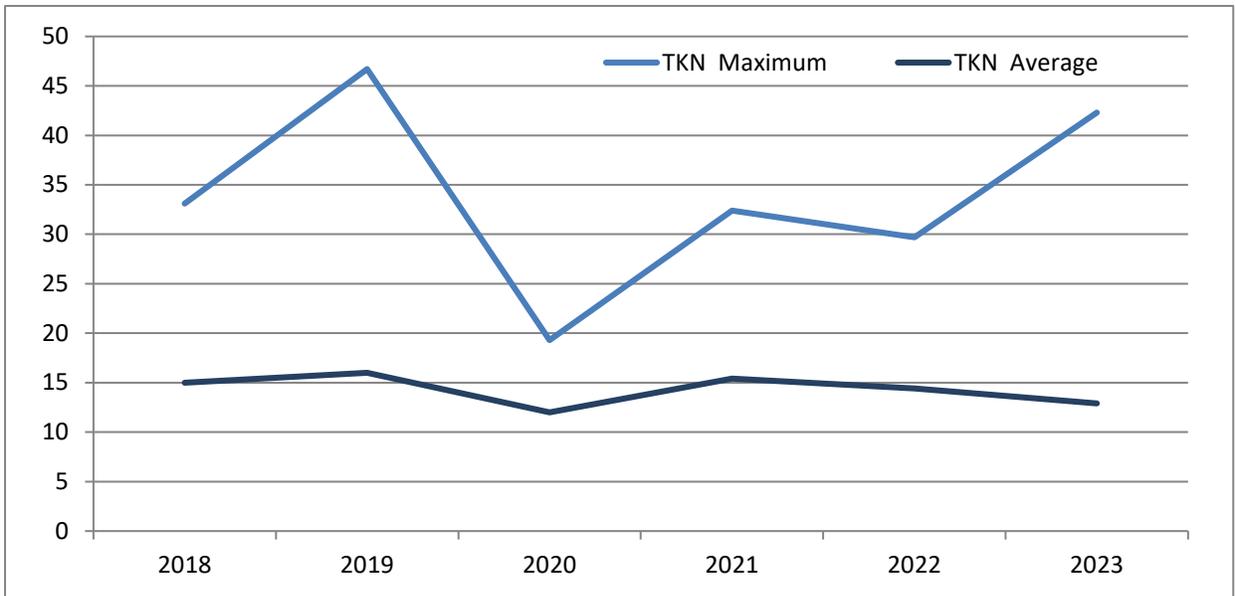


Figure 2: Total Kjeldahl Nitrogen (TKN) annual average and annual maximum values for the past 6 years.

The annual averages for TKN have remained fairly consistent, ranging from 12 (2020) to 16 (2019) mg/L. The highest annual maximum was 46.7 mg/L in 2019.

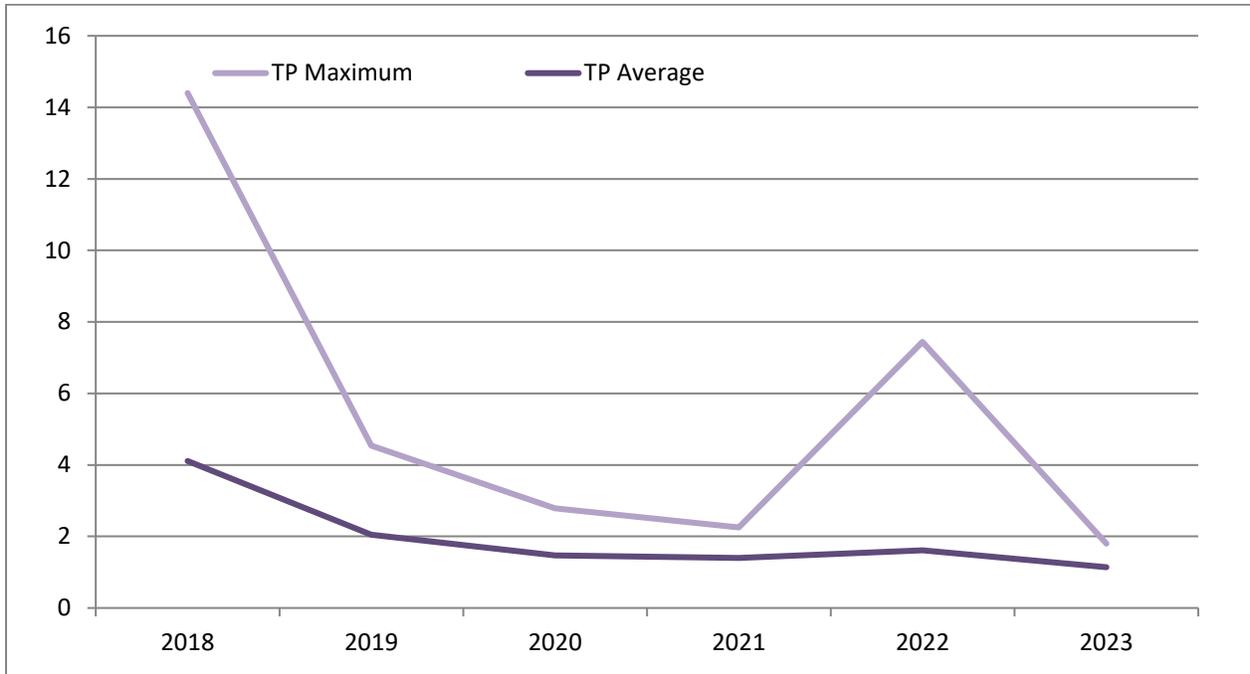


Figure 3: Total Phosphorous (TP) annual average and annual maximum values for the past 6 years.

The total phosphorous annual averages have ranged from 1.1 (2023) mg/L to 4.1 (2018) mg/L. The highest annual maximum was 14.4 mg/L in 2018.

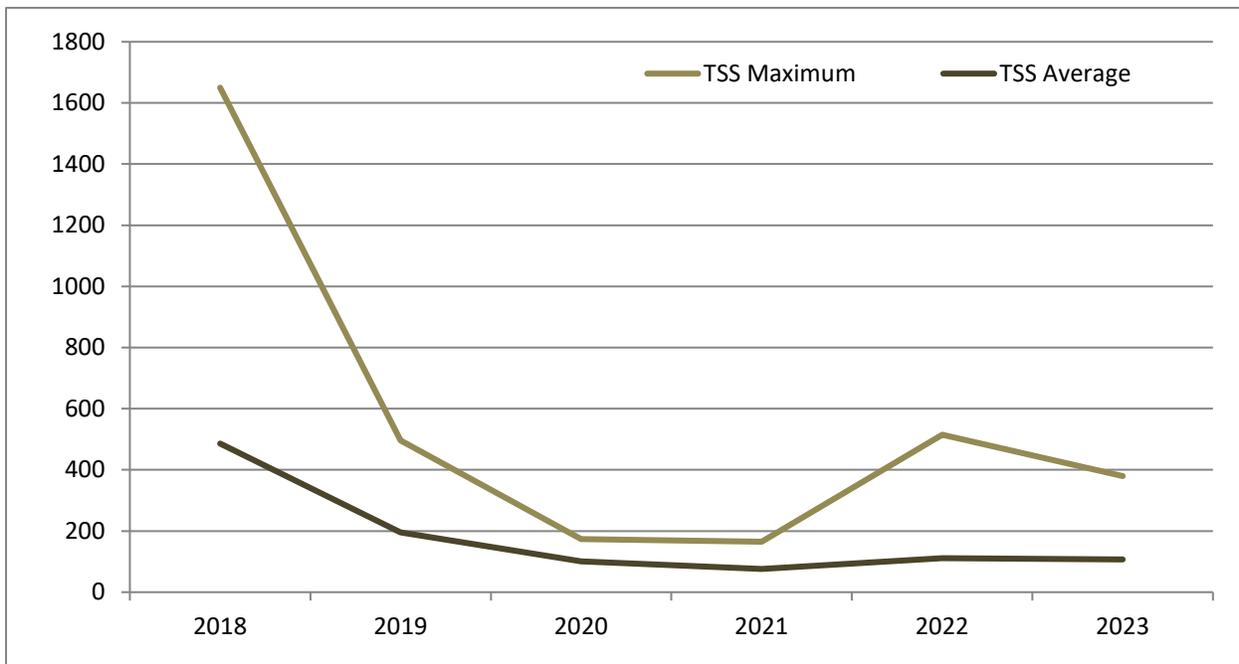


Figure 4: Total Suspended Solids (TSS) annual average and annual maximum values for the past 6 years.

The TSS annual averages ranged from 75.9 (2021) mg/L to 486 (2018) mg/L. The highest maximum was 1,650 mg/L in 2018.

*Note: the sample in August of 2018 was much higher than normal for most parameters but the cause is unknown.*

### ***Influent/Effluent Flow Data – Current Year***

The lagoon system only has one flow meter located in the chlorine contact chamber, measuring effluent. Therefore it is assumed that the influent values are equal to the effluent.

<b>Month</b>	<b>Average Flow (m<sup>3</sup>/day)</b>	<b>Maximum Flow (m<sup>3</sup>/day)</b>	<b>Total Volume (m<sup>3</sup>)</b>
January	1,352	1,581	41,916
February	1,244	1,447	34,835
March	1,200	1,571	37,213
April	2,271	4,020	68,144
May	2,668	4,780	82,709
June	1,777	5,660	53,318
July	1,168	1,539	36,198
August	985	1,492	30,540
September	1,117	1,399	33,520
October	1,271	1,708	39,410
November	1,243	1,563	37,279
December	1,283	1,478	39,775

### ***Summary of Influent/Effluent Flow***

The rated capacity is 4,550 m<sup>3</sup>/day (average daily flow). The average daily flow is defined as the cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the works that year.

<b>Maximum Flow (m<sup>3</sup>/day)</b>	<b>Average Flow (m<sup>3</sup>/day)</b>	<b>Rated Capacity (m<sup>3</sup>/day)</b>	<b>% Capacity</b>	<b>Exceedance</b>
5,660	1,465	4,550	32	No

Compliance is achieved when the average daily flow does not exceed 4,550 m<sup>3</sup>/day. The average daily flow for 2023 was 1,465 m<sup>3</sup>/day, which represents 32% of the rated capacity. The peak flow was 5,660 m<sup>3</sup>/day.

***Influent/Effluent Flow Data – Historical Trends***

The trends of flow rate and volume are critical to assessing the adequacy of size of the treatment system.

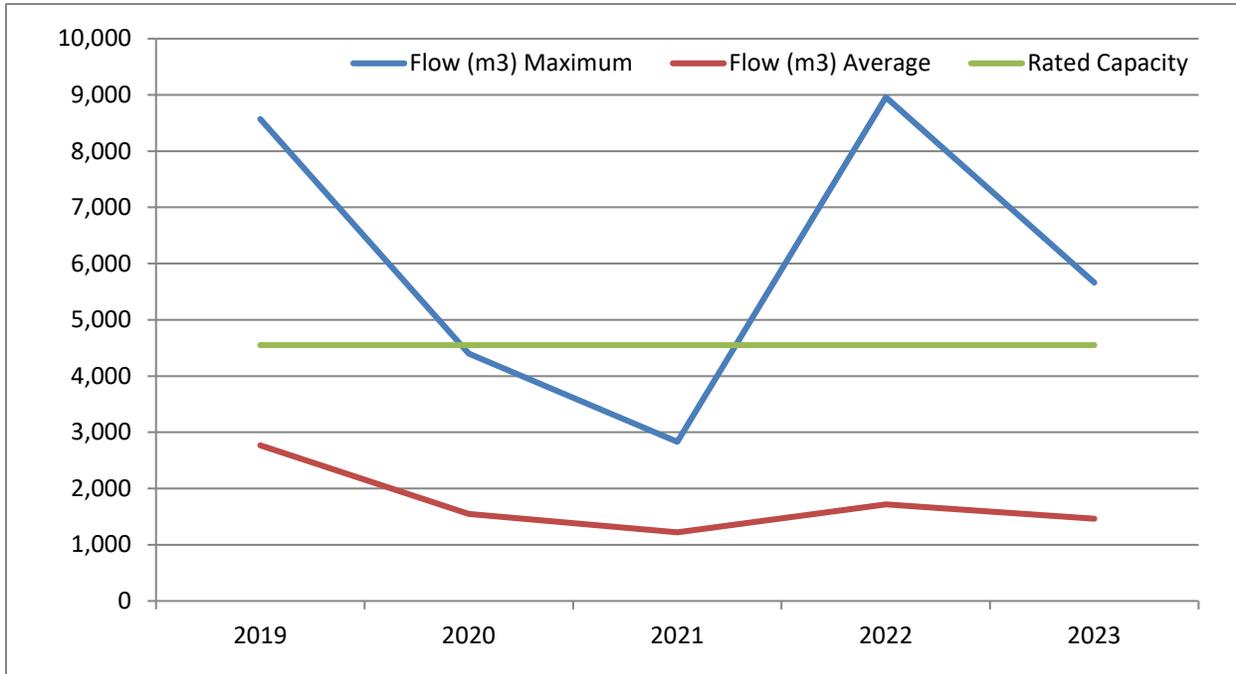


Figure 5: Flow rates, both the annual average and annual maximum values, for the past 6 years plotted against the rated capacity of the wastewater system.

The annual average flow rates have ranged from 1,221 (2021) m<sup>3</sup>/day to 2,768 (2019) m<sup>3</sup>/day. The highest maximum value was 9,269 m<sup>3</sup>/day in 2018.



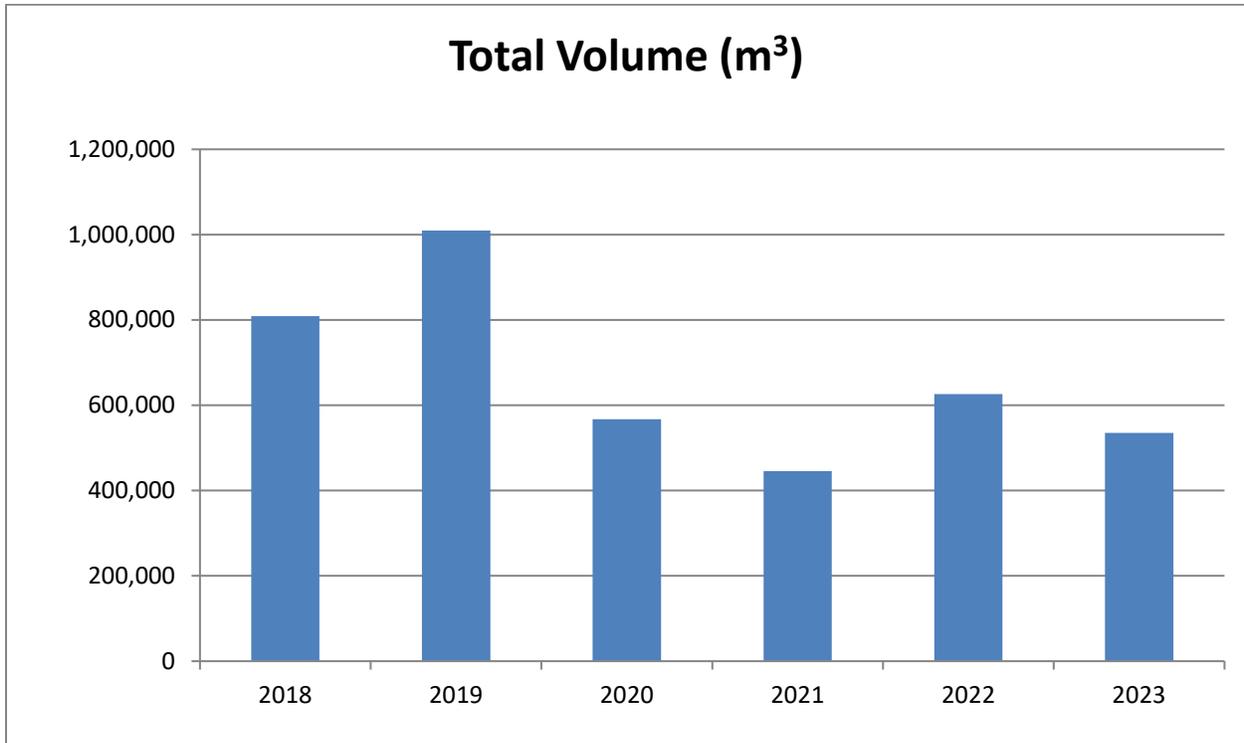


Figure 6: Total volumes of wastewater for the past 6 years.

The total volume of wastewater have ranged from 1,009,513 (2019) m<sup>3</sup>/year to 445,938 (2021) m<sup>3</sup>/day.

## 1.0 EFFLUENT DATA

### *Effluent Monitoring Program as Outlined in the Environmental Compliance Approval*

Parameter	Type of Sample	Minimum Frequency
cBOD <sub>5</sub>	composite	monthly
Total Phosphorous	composite	monthly
Total Suspended Solids	composite	monthly
<i>E. coli</i>	grab	monthly
pH	grab	weekly
Temperature	grab	weekly

Note: *E. coli* samples are collected May 1 to October 31.

### ***Effluent Data***

<b>Parameter (mg/L)</b>	<b>Annual Average</b>	<b>Range of Results (min – max)</b>	<b>Compliance Limit</b>
cBOD <sub>5</sub>	14.5	<3 – 58	Limit - annual average 30 Objective - maximum 25
Total Phosphorous	0.486	0.046 – 0.920	N/A
Total Suspended Solids	16.1	2.5 – 27	Limit - annual average 40 Objective - maximum 30
<i>E. coli</i> (cfu/100 mL)	409	5 – 2,600	monthly geometric mean 200
pH (units)	7.62	7.19 – 7.98	Limit - 6.0 – 9.5
Temperature (°C)	6.7	0.5 - 19	N/A
Total Chlorine Residual (mg/L)	0.0	0.0 – 0.1	Limit - maximum 0.02 Objective – non-detectable

Note: *E. coli* results are from the disinfection period (May 1 – October 31).  
 Monthly geometric mean (MGM) is used rather than an arithmetic mean

### **Interpretation of Effluent Monitoring and Analytical Data**

The effluent quality is based on the sampling results for biochemical oxygen demand or carbonaceous biochemical oxygen demand, total suspended solids, *E. coli*, pH and total residual chlorine levels compared to the limits in the ECA.

Biochemical Oxygen Demand (BOD<sub>5</sub>) is the amount of oxygen used by micro-organisms as they decompose organic matter in the effluent sample for five days. The carbonaceous biochemical oxygen demand (cBOD<sub>5</sub>) is a five day test which represents the oxygen demand from organic compounds and the oxidation of inorganic compounds such as ferrous iron and sulphide. High BOD<sub>5</sub> or cBOD<sub>5</sub> in effluent indicates that a large quantity of oxygen was needed to break down the organic and inorganic matter in the effluent indicating inadequate treatment.

In 2023, the average cBOD<sub>5</sub> of 14.5 mg/L complied with the limit of 30 mg/L. The maximum cBOD<sub>5</sub> result of 58 mg/L (July) exceeded the effluent objective of 25 mg/L.

Total Suspended Solids (TSS) in effluent are composed of settleable solids and non-settleable solids depending on the size, shape and weight of the solid particles. Settable solids are large sized particles that tend to settle more rapidly in a given period of time. In 2023, the average TSS of 16.1 mg/L complied with the limit of 40 mg/L. The effluent objective of 30 mg/L was not exceeded.

*Escherichia coli* (*E. coli*) are a common bacterium that lives in human and animal intestines, where it is present in large numbers. There are hundreds of *E. coli* strains and most are relatively harmless, however a notorious exception is *E. coli* strain O157:H7, an emerging pathogen that produces a powerful toxin and can cause severe illness. *E. coli* is used as the most widely adopted indicator of fecal pollution in water and wastewater. The compliance limit for *E. coli* is a monthly geometric mean limit of 200 cfu/100 mL during the disinfection period (May 1-October 31). In 2023, the *E. coli* monthly geometric mean was exceeded in October and was reported as required.

The pH of a solution is an indication of its acidic and basic properties and measured on a scale ranging between 0 and 14. Very high or very low pH levels can be corrosive to pipes, screening equipment and pumps, can damage biological processes and form undesirable toxic gases or heavy metals. The ECA outlines the compliance criteria for effluent pH to be maintained within the limits of 6.0 and 9.5, inclusive, at all times. In 2023, the pH ranged from 7.19 – 7.98.

Wastewater disinfection is widely used to reduce pathogenic bacteria in effluents. Total residual chlorine (TRC) is the remaining chlorine content after the chlorine has been in contact with the sewage for given amount of time, if the disinfectant used is chlorine. The efficiency of the dechlorinating agent is also assessed. The grab samples for effluent TRC concentrations never exceeded the compliance limit of 0.02 mg/L; however, the objective of ‘not detectable’ was exceeded once in September, with a result of 0.01 mg/L. The on-line Oxidation Reduction Potential (ORP) readings did exceed the limit for approximately 17 hours on June 19 and 20 due to equipment malfunction as described in section 3.0 Operating Problems and Corrective Actions.

Refer to Appendix B for summary of effluent monitoring and sampling analysis conducted at the facility.

***Sewage Treatment Program Success and Adequacy***

The table below details results and efficiency of the lagoon’s performance demonstrating pollutant removal rates from raw sewage concentrations through to final effluent for BOD<sub>5</sub>, suspended solids and total phosphorus.

<b>Parameter (mg/L)</b>	<b>Influent</b>	<b>Effluent</b>	<b>% Removal</b>
Total Phosphorous	1.14	0.486	57.4
BOD <sub>5</sub> / cBOD <sub>5</sub>	41.4	14.5	65.0
Total Suspended Solids	107	16.1	85.0

Note: calculations are based on the annual averages

### 3.0 OPERATING PROBLEMS AND CORRECTIVE ACTIONS

There were no significant operating problems or corrective actions during the reporting period.

The following non-compliances were reported:

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Q1 (01-03)	<p>Total Suspended Solids Exceedance for Q1 of 2023</p> <p>The average TSS for the first quarter of 2023 was 25.3 mg/L, which is barely over the Federal limit of 25.0 mg/L. This was reported under the wastewater system effluent regulation (WSER).</p>
<hr/>	
JUNE 19 & 20	<p>Total chlorine residual of the effluent exceeded the 2 hour rolling average concentration limit (0.02 mg/L) and the objective limit (non-detectable) for approximately 17 hours due to equipment malfunction.</p> <p>Oxidation Reduction Potential (ORP) analyzer was not getting a proper signal from the flow meter which caused the bisulfite dose to be too low to adequately dechlorinate the effluent after disinfection. There was also an issue with the ORP analyzer alarm so operators did not receive notification that the ORP/chlorine residual level was too high. The ORP reading was above 240 mv (greater than 0 mg/L of TCR) from June 19 at 1634 hrs to June 20 at 0930 hrs (approximately 17 hours). During this time the ORP ranged from 241 to 440 mv (approx. 0 to 0.1 mg/L). The two hour rolling average was exceeded from about 1030 hrs on June 19 to 1130 hrs on June 20</p> <p>Operator noticed that the ORP level rose above 240 mv when completing the data review on the morning of June 20, 2023 and went directly to the lagoon and put the system in manual at approximately 0900 hrs and increased the bisulfite dosage. By 0930 hrs the ORP level was below 240 mv (chlorine residual of 0 mg/L). The Instrumentation Tech needs to do some more work in order to fix issue with flow signal and ORP alarm. The system is running in manual for the time being. MECP notified</p>
<hr/>	
OCTOBER	<p>E. coli Exceedance - October</p> <p><u>Details:</u> Monthly Geometric Mean Density Limit for <i>E. coli</i> exceeded. Monthly GMD for October 2023 = 440 cfu/100 mL, which exceeds the limit of 200 cfu/100 mL. Oct 5, 2023 = 2600 cfu/100 mL, Oct 24 = 105 cfu/100 mL &amp; Oct 30 = 312 cfu/100 mL.</p> <p>Note: Chlorine chemical pump is set to manual - not pace to flow so when flows are higher the same amount of disinfectant is added as when flows are normal.</p> <p><u>Resolution:</u> Additional samples collected during the month. Monitoring will be re-evaluated when disinfection resumes May 1, 2024. MOE SAC &amp; local inspector notified - Reported Nov 9, 2023, Ref# 1-4DZK14</p>

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Possible Solutions: Look into getting pumps set up for automated pace to flow injection

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#### **4.0 MAINTENANCE PROCEDURES PERFORMED ON THE WORKS**

Routine maintenance is done as per OCWA’s Work Management System software program. This is a comprehensive maintenance program that is based on a pro-active, preventive approach. This program includes but not limited to running checks weekly, monthly, and annually as required or as recommended by manufacturer’s instructions.

Major maintenance and upgrades that took place during 2023 include:

<b>Scope of Work</b>	<b>Status</b>
SCBA inspection	Completed
Chlorine analyzer membranes and caps	Completed
Generator inspections and maintenance (lagoon & pump stations)	Completed
Lifting device inspection for all sites	Completed
Chlorine Contact Chamber Clean out	Completed
Chlorine analyzer probes replacement and spare	Completed

#### **5.0 EFFLUENT QUALITY ASSURANCE AND CONTROL MEASURES UNDERTAKEN**

The facilities mechanical elements are in good repair. Each member of the operational staff possesses a high level of process knowledge and regulatory competence.

Samples are collected as required and analyzed by Testmark Laboratories Limited. Licensed operators conduct in-house tests for monitoring purposes using Standard Methods of Water and Wastewater procedures.

Any bypass or upset events that occur are tested, monitored and reported to the Spills Action Center (SAC).

#### **6.0 CALIBRATION AND MAINTENANCE OF ALL MONITORING EQUIPMENT**

The flow-monitoring program, maintained in the Work Management System (WMS) incorporates a calibration of all flow monitoring devices once a year. This helps ensure their accuracy within plus or minus 15 % of actual rate of flow.

All monitoring equipment is calibrated based on the manufacturer’s recommendations and conducted by a qualified Instrumentation Technician. Refer to the table below for a summary of calibrations conducted in 2023.

**Calibration Summary**

<b>Instrument</b>	<b>Date</b>	<b>Status</b>
Influent/Effluent Flow Meter	May 16, 2023	Pass
pH meter	May 16, 2023	Pass
Pocket colorimeter	May 16, 2023	Verified

**7.0 EFFORTS TO MEET DESIGN OBJECTIVES IN APPROVAL**

The Effluent Design Objectives are those levels of performance which can be achieved by treatment processes treating normal strength municipal sewage under optimum conditions. A sewage treatment facility should be able to produce annual average effluent quality approximately equal to the Effluent Design Objectives, but should not exceed the Effluent Compliance Limits. The objectives are used to promote continuous improvement in the operations of the works and to trigger corrective action before environmental impairment occurs.

OCWA uses a number of best efforts to achieve the *Effluent Objectives*.

Operational staff has current and appropriate level of certification for the operation of the facility and continue to learn and achieve knowledge of the process and equipment. New staff receives on-going training to achieve a high level of process knowledge and regulatory competence.

The mechanical elements in the facility are regularly inspected, well maintained and kept in good repair. OCWA uses a computerized maintenance management program which generates works orders to ensure maintenance of equipment is proactively performed.

Raw wastewater and effluent samples are collected as required and analyzed by Testmark Laboratories, an accredited laboratory. OCWA reviews these results on a regular basis to ensure compliance with ECA objective and limits. Process adjustments can be made if results begin to increase.

In-house sampling and testing for operational parameters provides real time results which are used to enhance process and operational performance.

Operations, maintenance and emergency procedures are available to ensure facilities are operated in compliance with applicable legal instruments. Facility staff has access to a network of operational compliance and support experts at the region and corporate levels.

OCWA provides regular status reports to the Owner which discusses operational data, maintenance activities and capital improvements.

## **8.0 SLUDGE SUMMARY**

As this is a new ECA, tabulation of the sludge in the lagoon is not available at this time. This requirement will be on the capital expenditures request for 2024/2025.

Sludge was not removed from the lagoon in 2023. In 2017, sludge was removed from the lagoon and pumped into geotubes. It is estimated that the dry quantity sludge volume dredged in 2017 into the geotubes is 99 BDT (bone dry tonnes) or 99 m<sup>3</sup>.

## **9.0 COMPLAINTS**

The following complaints were received during the reporting period:

- |            |                                                                                                                                                                                                                                                                                                                               |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JANUARY 4  | Collection system complaint at 90 Monk St. Resident complained of wastewater coming up out of the hole where the toilet was to be installed. Township inspected the manhole at the intersection of Monk St and Elm St and no issues were discovered. The owner of 90 Monk St is responsible for the plumbing on the premises. |
| FEBRUARY 9 | During regular manhole inspections by the Twp, the manhole in front of 144 Monk St was found to have a high level of wastewater. A blockage was suspected and then cleared from the line.                                                                                                                                     |
| AUGUST 30  | Collection system service problems 105 Cedar Street due to the sewer line leaking. The service line was made from shingles and a tar like material and needed to be replaced. The service line for water also need to be repaired. Issue resolved by public works                                                             |

## **10.0 BYPASS, SPILL, AND ABNORMAL DISCHARGE EVENTS**

The following abnormal discharge events were recorded for 2023.

- |             |                                                                                                                                                                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DECEMBER 20 | Details: Manhole outside of the water plant overflowed because there was too much wastewater coming from the plant at the same time (part of the plant/collection system design). The clarifier de-sludge valve is no working properly so there is excess wastewater going out to the collection |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Corrective Actions: Spill ended. Township confirmed there is no blockage in the sewer system causing the manhole to overflow. De-sludge valve replacement in WTP should prevent this issue from reoccurring. Unable to sample and spill volume undetermined due to winter conditions. Reported to Spills Action Center - Ref# 1-4KDNFG.

**11.0 NOTICES OF MODIFICATIONS TO SEWAGE WORKS**

There were no Notices of Modifications to Sewage Works completed for 2023.

**12.0 CONFORMANCE WITH PROCEDURE F-5-1**

There have not been any projects undertaken and/or completed in the sanitary sewer system to reduce or eliminate Bypass/Overflows during the reporting period. Historically, there are neither bypasses nor overflows that occur within the system.

**13.0 PROPOSED WORKS**

The engineering firm and/or constructors hired by the Township of Chapleau have indicated that the proposed works outlined in the ECA has been installed.

**14.0 MONITORING SCHEDULE**

In 2023, sampling was conducted on Thursdays, near the beginning of the month. In 2023, sampling will be conducted on Tuesdays.

Deviations from the scheduled sampling in 2023 are as follows:

Scheduled Date	Sample Date	Reason
August 10	August 17	Operators were short staffed and tending to operational issues of greater priority so sampling was pushed a week
September 7	September 14	Operators were short staffed and tending to operational issues of greater priority so sampling was pushed a week

The monitoring schedule for 2023 and 2024 are included in Appendix C.



**APPENDIX A: INFLUENT DATA**

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023
Raw Sewage / Flow - m <sup>3</sup> /d												
Count IH	31	28	31	30	31	30	31	31	30	31	30	31
Max IH	1,581	1,447	1,571	4,020	4,780	5,660	1,539	1,492	1,399	1,708	1,563	1,478
Mean IH	1,352	1,244	1,200	2,271	2,668	1,777	1,168	985	1,117	1,271	1,243	1,283
Min IH	1,213	1,087	1,036	661	1,637	1,222	920	575	937	1,010	868	1,116
Total IH	41,916	34,835	37,213	68,144	82,709	53,318	36,198	30,540	33,520	39,410	37,279	39,775
Raw Sewage / Biochemical Oxygen Demand: BOD5 - mg/L												
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1
Max Lab	46	65.3	98	60	26	40	< 30	30	< 6	35	27	34
Mean Lab	46	65.3	98	60	26	40	< 30	30	< 6	35	27	34
Min Lab	46	65.3	98	60	26	40	< 30	30	< 6	35	27	34
Raw Sewage / Total Kjeldahl Nitrogen: TKN - mg/L												
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1
Max Lab	11.7	42.3	14.9	12.3	6.3	10.9	12.1	7.4	7	8.5	9	11.8
Mean Lab	11.7	42.3	14.9	12.3	6.3	10.9	12.1	7.4	7	8.5	9	11.8
Min Lab	11.7	42.3	14.9	12.3	6.3	10.9	12.1	7.4	7	8.5	9	11.8
Raw Sewage / Total Phosphorus: TP - mg/L												
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1
Max Lab	0.955	1.21	1.73	0.889	0.479	1.06	1.09	1.8	0.723	1.16	1.41	1.18
Mean Lab	0.955	1.21	1.73	0.889	0.479	1.06	1.09	1.8	0.723	1.16	1.41	1.18
Min Lab	0.955	1.21	1.73	0.889	0.479	1.06	1.09	1.8	0.723	1.16	1.41	1.18
Raw Sewage / Total Suspended Solids: TSS - mg/L												
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1
Max Lab	89	111	180	151	35	72	82.5	380	23	32.7	48	74
Mean Lab	89	111	180	151	35	72	82.5	380	23	32.7	48	74
Min Lab	89	111	180	151	35	72	82.5	380	23	32.7	48	74

**APPENDIX B: EFFLUENT DATA**

CHAPLEAU WASTEWATER TREATMENT LAGOON													
	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	
Effluent / Total Phosphorus: TP - mg/L													
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	1
Max Lab	0.534	0.046	0.92	0.771	0.274	0.159	0.377	0.394	0.348	0.754	0.495	0.758	
Mean Lab	0.534	0.046	0.92	0.771	0.274	0.159	0.377	0.394	0.348	0.754	0.495	0.758	
Min Lab	0.534	0.046	0.92	0.771	0.274	0.159	0.377	0.394	0.348	0.754	0.495	0.758	
Effluent / Total Suspended Solids: TSS - mg/L													
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	1
Max Lab	26	27	23	13	5	2.5	26.7	17	7	20.5	11	14	
Mean Lab	26	27	23	13	5	2.5	26.7	17	7	20.5	11	14	
Min Lab	26	27	23	13	5	2.5	26.7	17	7	20.5	11	14	
Effluent / pH - ---													
Count IH	4	5	5	4	6	4	4	4	5	5	4	7	
Max IH	7.85	7.62	7.71	7.61	7.78	7.81	7.98	7.7	7.63	7.98	7.8	7.77	
Mean IH	7.648	7.47	7.574	7.518	7.42	7.618	7.82	7.663	7.542	7.854	7.715		
Min IH	7.27	7.37	7.43	7.41	7.19	7.3	7.65	7.63	7.44	7.77	7.63	7.54	
Manhole (Dechlorination) / Cl Residual: Total - mg/L													
Count IH	0	0	0	0	6	4	4	4	4	5	0	0	
Max IH					0	0	0	0	0.1	0			
Mean IH					0	0	0	0	0.025	0			
Min IH					0	0	0	0	0	0			
Total IH					0	0	0	0	0.1	0			

CHAPLEAU WASTEWATER TREATMENT LAGOON													
	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	
Effluent / Flow (ADV 4,550) - m <sup>3</sup> /d													
Count OL	31	28	31	30	31	30	31	31	30	31	30	31	
Max OL	1,581	1,447	1,571	4,020	4,780	5,660	1,539	1,492	1,399	1,708	1,563	1,478	
Mean OL	1,352	1,244	1,200	2,271	2,668	1,777	1,168	985	1,117	1,271	1,243	1,283	
Min OL	1,213	1,087	1,036	661	1,637	1,222	920	575	937	1,010	868	1,116	
Total OL	41,916	34,835	37,213	68,144	82,709	53,318	36,198	30,540	33,520	39,410	37,279	39,775	
Effluent / Carbonaceous Biochemical Oxygen Demand: CBOD5 - mg/L													
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	
Max Lab	15	18	20	23	7.1	7	58	5.1	< 3	8.7	2.9	5.9	
Mean Lab	15	18	20	23	7.1	7	58	5.1	< 3	8.7	2.9	5.9	
Min Lab	15	18	20	23	7.1	7	58	5.1	< 3	8.7	2.9	5.9	
Effluent / E. Coli: EC - cfu/100mL													
Count Lab	0	0	0	0	1	1	1	2	1	3	0	0	
Max Lab					180	5	20	424	6	2600			
GMD					180	5	20	103	6	440			
Mean Lab					180	5	20	225	6	1006			
Min Lab					180	5	20	25	6	105			
Effluent / Temperature - °C													
Count IH	4	5	5	3	6	4	4	3	4	4	5	7	
Max IH	5	2	1.7	6	19	19	15	14	18	2.9	4.9	4.9	
Mean IH	2.8	1.5	0.9	3.9	12.9	11.8	12.8	11.0	14.0	2.3	2.0	3.2	
Min IH	2	0.5	0.6	0.5	5	7	11	7	12	2	1	2	

**APPENDIX C: SAMPLING SCHEDULE**

**2023:**

Chapleau Sewage - Raw and Effluent (monthly)	Thu-Jan-12	Thu-Feb-09	Thu-Mar-09	Thu-Apr-13	Thu-May-11	Thu-Jun-08	Thu-Jul-06	Thu-Aug-10	Thu-Sep-07	Thu-Oct-05	Thu-Nov-09	Thu-Dec-07
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**2024:**

Chapleau Sewage - Raw and Effluent	Tue-Jan-09	Tue-Feb-06	Tue-Mar-05	Tue-Apr-09	Tue-May-07	Tue-Jun-04	Tue-Jul-09	Tue-Aug-13	Tue-Sep-10	Tue-Oct-08	Tue-Nov-05	Tue-Dec-03
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# **ACCOUNTS PAYABLE**

**TOWNSHIP OF CHAPLEAU**

**COUNCIL CHEQUE REGISTER**

Ck No.	Ck Date	Vendor Name	Invoice Description	Amount
<b>CHEQUE 12398-12422 VOID PRINTING ERROR</b>				
12423	20-Mar-24	BELL CONFERENCING INC.	BELL CONFERENCE CALL FEBRUARY	\$ 90.40
12424	20-Mar-24	CANADA'S BIG TRUCK RENTAL	REFUSE TRUCK RENTAL MARCH	\$ 12,995.00
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY FLASHING LIGHTS HIGH SCHOOL	\$ 19.38
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY FLASHING LIGHTS - SKI HILL	\$ 20.68
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY FLASHING LIGHTS PED. OVERPASS	\$ 24.30
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY CEMETERY VAULT	\$ 35.02
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY MUSEUM	\$ 35.02
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY FLAHSING LIGHTS BIRCH & LORNE	\$ 38.81
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY WATERFRONT & PAVILION	\$ 106.78
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY LISGAR PUMPHOUSE	\$ 486.93
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY DUFFERIN PUMPHOUSE	\$ 849.18
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY RIVERSIDE PUMPHOUSE	\$ 1,544.31
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY LAGOON STATION	\$ 1,637.81
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY STREET LIGHTS	\$ 1,801.30
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY CIVIC CENTRE	\$ 6,716.86
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY WATER PLANT	\$ 7,279.05
12425	20-Mar-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	HYDRO FEBRUARY ARENA	\$ 20,514.90
12426	20-Mar-24	CIMCO REFRIGERATION	CIMCO NET ZERO EMISSIONS PROJECT	\$ 76,244.76
12427	20-Mar-24	ENCOMPASSIT.CA	HST PORTION - 2023 MANAGE BACKUP SERVERS	\$ 112.40
12427	20-Mar-24	ENCOMPASSIT.CA	2023 MANAGE SERVER BACKUPS	\$ 1,017.60
12428	20-Mar-24	HYDRO ONE NETWORKS INC	HYDRO FEBRUARY LANDFILL GARAGE	\$ 98.27
12428	20-Mar-24	HYDRO ONE NETWORKS INC	HYDRO FEBRUARY LANDFILL OFFICE	\$ 148.92
12428	20-Mar-24	HYDRO ONE NETWORKS INC	HYDRO FEBRUARY PW GARAGE	\$ 853.23
12428	20-Mar-24	HYDRO ONE NETWORKS INC	HYDRO FEBRUARY AIRPORT	\$ 1,241.10
12429	20-Mar-24	JEAN, KIMBERLY	VISON CARE - JEAN	\$ 900.00
12430	20-Mar-24	JEAN, ROBERT	VISON CARE - JEAN	\$ 804.95
12431	20-Mar-24	JONES, LESLIE	VISION - JONES SPOUSE	\$ 450.00
12432	20-Mar-24	MCDOUGALL ENERGY INC.	2,050L GAS PW @ \$1.3501	\$ 3,150.11
12433	20-Mar-24	MEYNTZ, JUDITH	VISION - MEYNTZ	\$ 450.00
12434	20-Mar-24	NASCO PROPANE	1,992L PROPANE WATER PLANT @ \$0.749	\$ 1,687.33
12434	20-Mar-24	NASCO PROPANE	2,213.5L PROPANE AIRPORT @ \$0.749	\$ 1,874.94
12435	20-Mar-24	SMARTECH INSTALLATIONS LTD	50% DEPOSIT AIRPORT ALARM SYSTEM	\$ 1,505.16
12435	20-Mar-24	SMARTECH INSTALLATIONS LTD	50% DEPOSIT KEYPAD & FOBS DOORS CIVIC CENTRE	\$ 2,755.22
12435	20-Mar-24	SMARTECH INSTALLATIONS LTD	50% DEPOSIT LANDFILL CAMERA SYSTEM & WIFI EXTENDER	\$ 3,400.74
12435	20-Mar-24	SMARTECH INSTALLATIONS LTD	50% DEPOSIT AIRPORT CAMERA SYSTEM	\$ 3,470.23
12436	20-Mar-24	SOUICIE-SALO SAFETY INC	WORK BOOTS - NEIL	\$ 245.83
12437	20-Mar-24	WHITEHOTS INC.	BOOKS LIBRARY	\$ 72.44
12438	20-Mar-24	WURTH CANADA LIMITED	MISCELLANEOUS PARTS	\$ 450.70
12439	21-Mar-24	ALGOMA DISTRICT SCHOOL BOARD	1ST QTR 2024 LEVY	\$ 37,968.67
12440	21-Mar-24	CONSEIL SCOLAIRE CATHOLIQUE DU NOUVEL O	1ST QTR 2024 LEVY	\$ 7,818.14
12441	21-Mar-24	CONSEIL SCOLAIRE DU DISTRICT GRAND NORD I	1ST QTR 2024 LEVY	\$ 787.63
12442	21-Mar-24	HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL	1ST QTR 2024 LEVY	\$ 10,340.46
12443	25-Mar-24	TRUCKZ & BINZZ	2024 REFUSE TRUCK AUTOMATED CONTAINER	\$ 58,844.75
12443	25-Mar-24	TRUCKZ & BINZZ	2024 MACK REFUSE TRUCK	\$ 452,892.70
12444	4-Apr-24	RECEIVER GENERAL - PAYROLL	REMITTANCE MARCH 16-31	\$ 25,206.32
12445	4-Apr-24	RECEIVER GENERAL - PAYROLL	REMITTANCE MARCH LIBRARY	\$ 643.18
12446	4-Apr-24	BELL CANADA	PHONE APRIL PAGING SYSTEM	\$ 42.86
12446	4-Apr-24	BELL CANADA	PHONE APRIL FIRE HALL	\$ 42.86
12446	4-Apr-24	BELL CANADA	PHONE APRIL LIBRARY	\$ 55.29
12446	4-Apr-24	BELL CANADA	PHONE APRIL AIRPORT	\$ 55.29
12446	4-Apr-24	BELL CANADA	PHONE APRIL PW GARAGE	\$ 58.71
12446	4-Apr-24	BELL CANADA	PHONE APRIL ARENA	\$ 58.91
12446	4-Apr-24	BELL CANADA	PHONE APRIL CIVIC CENTRE	\$ 298.61
12446	4-Apr-24	BELL CANADA	PHONE APRIL EMERGENCY NO.	\$ 393.38
12447	4-Apr-24	BERRYS FREIGHT SERVICES	SHIPPING FROM TOROMONT	\$ 32.55
12448	4-Apr-24	BIDOUS MECHANICALSERVICES	EQUIPMENT REPAIRS	\$ 1,977.50
12449	4-Apr-24	BROWN, ALVIN	GAS TRAVEL TIMMINS DROP OF UNCLAIMED DOG	\$ 83.90
12450	4-Apr-24	CANADA LIFE	CANADA LIFE BENEFITS MARCH	\$ 300.00
12451	4-Apr-24	CANADIAN UNION OF PUBLIC EMPLOYEES	UNION DUES MARCH	\$ 972.57

**TOWNSHIP OF CHAPLEAU**

**COUNCIL CHEQUE REGISTER**

Ck No.	Ck Date	Vendor Name	Invoice Description	Amount
12452	4-Apr-24	CHAPLEAU AUTO PARTS	1 - WATER BOTTLE REFILL EXCHANGE	\$ (0.05)
12452	4-Apr-24	CHAPLEAU AUTO PARTS	ARENA LOCKS	\$ 5.14
12452	4-Apr-24	CHAPLEAU AUTO PARTS	1 - WATER BOTTLE REFILL	\$ 9.95
12452	4-Apr-24	CHAPLEAU AUTO PARTS	PARTS LOADER	\$ 19.71
12452	4-Apr-24	CHAPLEAU AUTO PARTS	1 - WATER BOTTLE REFILL	\$ 19.95
12452	4-Apr-24	CHAPLEAU AUTO PARTS	WORKHORSE	\$ 24.80
12452	4-Apr-24	CHAPLEAU AUTO PARTS	3 - WATER BOTTLE REFILLS	\$ 29.85
12452	4-Apr-24	CHAPLEAU AUTO PARTS	PROPANE HOSE FOR TIGER TORCH	\$ 33.84
12452	4-Apr-24	CHAPLEAU AUTO PARTS	PIN PUNCH - FIRE HYDRANT REPAIRS	\$ 36.93
12452	4-Apr-24	CHAPLEAU AUTO PARTS	WASHER FLUID	\$ 36.97
12452	4-Apr-24	CHAPLEAU AUTO PARTS	WELDING HOSE	\$ 44.01
12452	4-Apr-24	CHAPLEAU AUTO PARTS	WHEEL CHECK	\$ 93.56
12452	4-Apr-24	CHAPLEAU AUTO PARTS	TRAILER BRAKE - TRACKLESS	\$ 99.43
12452	4-Apr-24	CHAPLEAU AUTO PARTS	PREMIX FUEL	\$ 141.19
12452	4-Apr-24	CHAPLEAU AUTO PARTS	ROTELLA OIL - PLOW TRUCK	\$ 148.03
12452	4-Apr-24	CHAPLEAU AUTO PARTS	SPIRAX OIL	\$ 177.29
12452	4-Apr-24	CHAPLEAU AUTO PARTS	SAFETY PARKA	\$ 240.63
12452	4-Apr-24	CHAPLEAU AUTO PARTS	LUBE FILTERS - BOMAG	\$ 319.95
12452	4-Apr-24	CHAPLEAU AUTO PARTS	LUBE FILTERS LOADER	\$ 319.95
12453	4-Apr-24	CHAPLEAU EXPRESS	INSERT NOTICE TO TAX PAYER	\$ 33.90
12454	4-Apr-24	CHAPLEAU PUBLIC UTILITIES CORPORATION	CHANGE CHRISTMAS BANNERS	\$ 406.80
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	PAINTERS TAPE	\$ 10.33
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	ICE MELT	\$ 14.23
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	VACUUM FILTER BAGS	\$ 20.33
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	BATTERIES	\$ 23.38
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	DOG LEASH	\$ 30.50
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	RATCHET/WIRE ROPE	\$ 36.06
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	GARBAGE BAGS	\$ 41.86
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	RAKE	\$ 50.84
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	PAINT/BRUSH	\$ 60.49
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	PINESOL CLEANER/PAPER TOWELS	\$ 89.08
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	VENTING MATERIALS FIRE HALL	\$ 115.92
12455	4-Apr-24	CHARLES W COLLINS STORES LIMITED	HAND SOAP/CLEANER/ DEORIZER	\$ 156.15
12456	4-Apr-24	KPMG	2ND INTERIM 2020 AUDIT	\$ 8,475.00
12456	4-Apr-24	KPMG	FINAL 2020 AUDIT/FIR PREP.	\$ 8,843.38
12456	4-Apr-24	KPMG	INTERIM AUDIT 2021	\$ 11,300.00
12456	4-Apr-24	KPMG	FINAL 2021 AUDIT/FIR PREPARATION	\$ 28,024.00
12456	4-Apr-24	KPMG	2022 AUDIT/FIR PREPARATION	\$ 41,810.00
12457	4-Apr-24	LAIRD SIGNS	BUSINESS CARDS	\$ 96.65
12457	4-Apr-24	LAIRD SIGNS	BUSINESS CARDS	\$ 464.88
12458	4-Apr-24	MANITOULIN SUDBURY DSSAB	DSSAB & LAND AMBULANCE APRIL	\$ 17,874.51
12459	4-Apr-24	MEYNTZ, JUDITH	TRAVEL WAWA MAYOR'S GROUP & OPP	\$ 224.40
12460	4-Apr-24	MINISTER OF FINANCE	MNRF BEACH MANAGEMENT AGREEMENT	\$ 276.00
12461	4-Apr-24	MINISTER OF FINANCE EHT	EHT REMITTANCE MARCH	\$ 2,701.31
12462	4-Apr-24	MINISTRY OF FINANCE	CREDIT 2023 LSR OPP DETACHMENT OCT-DEC	\$ (919.70)
12462	4-Apr-24	MINISTRY OF FINANCE	OPP SERVICES FEBRUARY	\$ 42,123.00
12463	4-Apr-24	MUNICIPAL PROPERTY ASSESSMENT CORP.	MPAC - 2ND QTR 2024	\$ 6,515.80
12464	4-Apr-24	NASCO PROPANE	1,084L PROPANE WATER PLANT @ \$0.749/L	\$ 918.20
12464	4-Apr-24	NASCO PROPANE	2,864.9L PROPANE WATER PLANT @ \$0.749/L	\$ 2,426.71
12465	4-Apr-24	NESER INVESTMENTS INC.	ZAMBONI PROPANE REFILLS (13)	\$ 680.44
12465	4-Apr-24	NESER INVESTMENTS INC.	ZAMBONI PROPANE JANUARY (12) & FEBRUARY (14)	\$ 1,170.04
12466	4-Apr-24	NORTHERN COMMUNICATION SERVICE	FIRE DISPATCH APRIL	\$ 449.68
12467	4-Apr-24	O'HEARN, DAVID	NEWMONT WATER DELIVERY MARCH 21	\$ 127.21
12468	4-Apr-24	O.M.E.R.S.	OMERS MARCH	\$ 25,517.10
12469	4-Apr-24	PEPCO	GARBAGE BAGS/PAPER TOWELS/BOWL CLEANER	\$ 438.77
12470	4-Apr-24	PETTY CASH	WATER/LUNCH/DRIVERS ABTRACT/CARNIVAL	\$ 94.65
12471	4-Apr-24	PUBLIC HEALTH SUDBURY & DISTRICTS	PHONE APRIL MUNICIPAL LEVY	\$ 10,656.41
12472	4-Apr-24	PUROLATOR INC	SHIPPING FROM TROPHY SHOPPE	\$ 5.90
12473	4-Apr-24	SAFETYCARE INC.	SAFETYHUB RENEWAL	\$ 1,073.50
12474	4-Apr-24	SPECTRUM TELECOM GROUP LTD.	PW RADIO PHONE MARCH	\$ 49.72

**TOWNSHIP OF CHAPLEAU****COUNCIL CHEQUE REGISTER**

<b>Ck No.</b>	<b>Ck Date</b>	<b>Vendor Name</b>	<b>Invoice Description</b>	<b>Amount</b>
12474	4-Apr-24	SPECTRUM TELECOM GROUP LTD.	PW RADIO APRIL	\$ 49.72
12474	4-Apr-24	SPECTRUM TELECOM GROUP LTD.	GPS TRACKING MARCH	\$ 107.35
12474	4-Apr-24	SPECTRUM TELECOM GROUP LTD.	GPS TRACKING APRIL	\$ 107.35
12475	4-Apr-24	TBAYTEL	CELL PHONE	\$ 74.63
12475	4-Apr-24	TBAYTEL	CELL PHONES APRIL	\$ 245.49
12476	4-Apr-24	WALLGREN, WALTER	NEWMONT WATER HAUL	\$ 127.21
12477	4-Apr-24	WEAVER SIMMONS LLP	LEGAL FEES BY-LAW WW	\$ 837.33
12478	4-Apr-24	WORKPLACE SAFETY AND INSURANCE BOARD	LIBRARY JAN-MAR WSIB	\$ 31.66
12479	4-Apr-24	WORKPLACE SAFETY AND INSURANCE BOARD	WSIB MARCH	\$ 4,274.38
				<b>\$ 974,167.62</b>



# RESOLUTIONS

**THE CORPORATION OF THE TOWNSHIP OF**

**CHAPLEAU By-Law No. 2024-11**

**Being a By-Law to authorize the Mayor and CAO  
to execute a Provincial Gas Tax Transit Funding  
Agreement with respect to the Dedicated Gas Tax Funds  
for Public Transportation Program.**

**WHEREAS** the Council of the Corporation of the Township of wishes to take advantage of the Dedicated Gas Tax Funds;

**AND WHEREAS** the Council of the Corporation of the Township of Chapleau wishes to execute an agreement with The Ministry of Transportation for this purpose;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Chapleau enacts as follows:

1. That the Mayor and CAO be and they are hereby authorized to execute a letter of agreement between The Corporation and The Ministry of Transportation of Ontario with respect to the Dedicated Gas Tax Funds for Public Transportation Program as set out in Schedule "A" attached hereto and forming part of this By-Law.
2. That the Mayor and CAO be and they are hereby authorized and directed on behalf of the Corporation to execute all documents as may be required to give effect to these presence.
3. That By-Law 2024-11 and all other by-laws related to Provincial Gas Tax Transit Funding Agreement with respect to the Dedicated Gas Tax Funds for Public Transportation Program be and are hereby repealed in their entirety.
4. That this By-Law shall come into force and take effect on the 15<sup>th</sup> day of April, 2024.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



Ministry of  
Transportation

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200

[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

Ministère des  
Transports

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200

[www.ontario.ca/transports](http://www.ontario.ca/transports)



March 15, 2024

Mayor Ryan Bignucolo  
Township of Chapleau  
20 Pine Street, PO Box 129  
Chapleau ON P0M 1K0

Dear Mayor Bignucolo:

**RE: Dedicated Gas Tax Funds for Public Transportation Program**

---

This Letter of Agreement between the **Township of Chapleau** (the "Municipality") and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2023-24 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$19,208** ("the "Maximum Funds") in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$14,406**; and any remaining payment(s) will be provided thereafter.

.../3

3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2023-24 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the return of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:

[MTO-PGT@ontario.ca](mailto:MTO-PGT@ontario.ca)

Sincerely,



Prabmeet Singh Sarkaria  
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

**Municipality**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print):  
Title (head of council or  
authorized delegate):

I have authority to bind the Municipality.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name (print):  
Title (clerk or authorized delegate):

I have authority to bind the Municipality.

**THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU**

**BY-LAW NO. 2024-12**

**Being a By-Law to adopt a policy for procurement of goods and services  
for the Township of Chapleau**

**WHEREAS** Section 8 of the Municipal Act, S.O. 2001, Chapter 25, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001, Chapter 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**WHEREAS** Section 10 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

**NOW THEREFORE** the Council of the Township of Chapleau **ENACTS AS FOLLOWS:**

1. That the Mayor and CAO is hereby authorized on behalf of the municipality, to execute, affix the Corporate Seal of the municipality, as per Schedule "A" only attached to and forming part of this By-Law.
2. That this By-Law shall come into force and take effect on the 15<sup>th</sup> day of April, 2024.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15<sup>th</sup> day of April, 2024.

---

Ryan Bignucolo

Mayor

---

Judith Meyntz

CAO

**Schedule “A” to  
By-law No. 2024-12**

**SECTION A**

**Preamble**

1. The Council of the Township of Chapleau has ascertained that a procurement policy is required:
  - To encourage competition among bidders;
  - To obtain the highest quality of goods and services for the best possible price;
  - To ensure that the procurement process is conducted in an efficient and effective manner;
  - To ensure fairness among bidders;
  - To ensure openness, accountability and transparency while protecting the financial interests of the municipality.

**SECTION B**

**Policy Statement**

2. The Treasurer shall be responsible for the execution of this policy.
3. Directors of the Corporation shall be responsible for the purchase of goods or services.
4. It shall be the policy of the Corporation to ensure a fair purchasing policy which is, administratively, easy to manage.

**SECTION C**

**Definitions**

5. **“Best Value”** shall not be limited to the lowest price but shall be a combination of price and quality. Such determination shall be left up to the discretion of the Department Head.
6. **“Capital Project”** shall refer to a project that has been budgeted within the annual Capital Budget or if not budgeted, shall refer to projects that would normally appear within the Capital expenditures of the municipality.
7. **“Clerk”** shall refer to the Chief Administrative Officer/Clerk of the Corporation or deemed alternate.
8. **“Corporation”** shall mean the Corporation of the Township of Chapleau or its successors.
9. **“Council”** shall mean the Council of the Corporation of the Township of Chapleau.
10. **“Director”** shall refer to anyone who has responsibility for an annual budget including Treasurer, CAO, and Operations Director.
11. **“Immediate Family Member”** shall mean a spouse, common law spouse, same-sex partner, child or stepchild.
12. **“Municipality”** shall mean the Corporation of the Township of Chapleau.
13. **“Treasurer”** shall refer to the Treasurer of the Corporation or deemed alternate.



## **SECTION D**

### **Procurement Process**

14. Refer to Schedule “B” attached hereto and forming part of this by-law for types of procurement.

## **SECTION E**

### **Regulations**

#### **15. Restrictions**

- 15.1 No other forms of procurement shall be permitted, unless prior approval is obtained by Council resolution.
- 15.2 Notwithstanding the above, adherence to this purchasing policy is not required with respect to those items listed below:
- Utilities, including postage, hydro, propane, telephone, etc.
  - Payroll and payments to Government agencies, carriers or unions
  - Boards and Committees Levies
  - Vehicle Licenses
  - Council Honorarium
  - Courier and other shipping charges.
  - Licences, certificates and other approvals required
  - Petty cash vouchers
  - Subscriptions and memberships
  - Petty Cash
  - Training & Education
  - Refundable Employee Expenses
  - Ongoing maintenance for existing computer hardware and software
  - Professional and skilled services provided by individuals as part of approved programs within Corporate or Community Services
  - Engineering Consulting Services
  - Other Professional and Special Services, including additional non-recurring Accounting and Auditing Services, Insurance Services, Legal Services, if made in accordance with the delegation of authority to municipal solicitor, banking services where covered by agreements, group benefits, realty services regarding the lease, acquisition, demolition, sale of land and appraisal of land
  - Reciprocal or shared agreements
- 15.3 No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this by-law.
- 15.4 No contract for services shall be awarded where the services would result in the establishment of an employee-employer relationship.
- 15.6 Only those individuals authorized to purchase on behalf of the municipality in accordance with this policy shall be permitted to contact bidders in writing as soon as practicable during the procurement process in instances where clarification about the procurement is necessary. No one involved in the procurement process is permitted to contact bidders during the evaluation process.
16. No one associated with the municipality, including members of Council and employees shall accept any gifts from any suppliers participating in or who have participated in procurement processes with the municipality.
17. If a Director considers purchasing a good or service from a Council Member, Employee or immediate family member of an Employee or Council Member and the purchase is more than \$100.00, then two written quotations must be obtained

and filed for future reference or the process outlined in paragraph 2.0.2 below will be followed.

18. The municipality shall not consider In-House bids as an acceptable procurement process.

**19. Conflict of Interest**

19.1 Where an employee involved in the award of any contract, either on his or her own behalf or while acting for, by with or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee

- Shall immediately upon becoming aware of the conflict disclose the interest and the general nature thereof to Clerk (or on the case of the Clerk, to the Mayor or Council)
- Shall not take part in the award of the contract; and
- Shall not attempt in any way to influence the award of the contract;

An employee has an indirect pecuniary interest in any contract in which the municipality is concerned, if the employee or his immediate family member

- Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,
- Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
- Is a member of an incorporated association or partnership, that has a pecuniary interest in the matter, or
- Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

19.2 When an employee involved in the award of any contract does not have a pecuniary interest, but is aware that someone to whom the employee reports, directly or indirectly, has a pecuniary interest in the contract that an individual has, could or may be perceived to have exerted personal influence over the decision, the employee:

- Shall disclose the concern to the Clerk
- Shall not proceed to award the contract unless and until an individual with equal or greater authority than the individual with the pecuniary interest has approved the decision (if the decision involves the Clerk, the Mayor may approve).
- If the decision is time sensitive, the amount involved is under \$500.00 or such ratification is not reasonably possible to obtain, the contract will be awarded in a manner that, in the employee's judgement, is in the best interests of the municipality.

19.3 Where a member of Council, either on his/her own behalf or while acting for, by with or through another person, has any pecuniary interest, direct or indirect, in the contract, that Council Member

- Shall disclose his/her pecuniary interest
- Shall not take part in the award of the contract; and
- Shall not attempt in any way to influence the award of the contract.

19.4 A member of Council has an indirect pecuniary interest in any contract in which the municipality is concerned, if he or she or his or her immediate family member

- Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,
- Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
- Is a member of an incorporated association or partnership, that has a pecuniary interest in the matter, or
- Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

**20. Petty Cash**

20.1 Petty Cash funds are intended for special one-time purchases under **\$50.00** from local suppliers. Petty cash shall be replenished through a request to the Treasurer, which contains all receipts, account charges and a proper reconciliation of the fund. Petty Cash reconciliation is to be completed on a regular basis and filed with the Treasurer.

**21. Co-Operative Purchasing**

21.1 The municipality may participate with other government agencies and/or local boards in co-operative purchasing where it is in the best interests of the municipality to do so. The policies of the government agency or local board calling the co-operative tender are to be the governing policy for that particular tender.

**22. Non-Competitive Purchases**

22.1 Sole Source Purchases:

Exemption from this policy is granted in circumstances where there is only one supplier available and no alternative or substitute exists and/or where there is a statutory monopoly on the product or service. A memo/report must accompany the procurement documentation that supports the rationale for sole sourcing.

22.2 Single Source Purchases:

Exemption from this policy is granted in circumstances where the municipality deems it desirable to award a non-competitive contract for follow-on goods or services after the completion of a competitive contract provided that the possibility of a follow-on contract is identified in the original bid solicitation.

**23. Purchasing Procedures**

23.1 Purchasing Responsibilities

The Council has the responsibility for procurement activities, and has ultimate authority for all expenditures. All contracts are subject to Council approval. The Council may delegate, by resolution, staff members who shall have the authority to purchase goods and/or services within the boundaries of this policy. The Treasurer cannot pay for any items that have not been authorized by the Council through budget approvals or specific resolution. The purchasing policy provides guidelines outlining how spending authority is to be used.

If a purchase is required prior to the passing of the annual budget, and is not a normal operating item, then the item must be presented to Council for their approval prior to the purchase taking place.

23.2 Cancellation of Bid Solicitation

The Council may cancel a bid solicitation at any time up to the contract award.

- 23.3 Access to Information  
The disclosure of information requests made in writing to the Clerk, or other person designated by Council, relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall be in accordance with the provisions of the *Municipal Freedom and Protection of Privacy Act, as amended*.
- 23.4 Contract Without Budgetary Approval  
Where a requirement exists to initiate a project for goods, services or construction and funds are not contained within the approved budget, the Department Head requesting the goods/services shall, prior to commencement of the purchasing process, submit a report to the Clerk containing:
- Information surrounding the requirement to contract;
  - The terms of reference to be provided in the contract;
  - Information on the availability of the funds within existing estimates that were originally approved by Council for other purposes, or on the requirement of additional funds.
- 23.5 Purchases – General  
A purchase order is required for all purchases made by Department Heads. Only the Public Works Department Head and the Leisure and Cultural Services Department Head are permitted to make purchases without first obtaining a purchase order for local items of immediate need; however, a purchase order is still required after the immediate need has been filled.
- 23.6 Purchases – Blanket/Open  
When items are purchased the Department Head shall sign for the goods and indicate the appropriate account number for payment by the Treasurer.
- 23.7 Purchase – Emergency  
This procedure recognizes that there may occur circumstances where the health, safety, life or convenience of the citizens of the municipality may be in jeopardy. Under these conditions, an emergency purchase shall be permitted.
- The Clerk or Treasurer may, under these circumstances, permit the Department Head to circumvent the policy to effect an emergency purchase. A purchase may be made to obtain the required supplies or services regardless of the amount.
- The Department Head shall be responsible to file a complete report on the circumstances with the Clerk, the Treasurer and the Council as soon as possible thereafter.
- 23.8 Re-Allocation of Costs  
If through an analysis of accounts, a Department Head identifies that a misallocation of funds has occurred, remedial action may be requested. Under these circumstances, the Department Head must advise the Treasurer of the amounts and accounts affected.
- 23.9 Annual Review  
Year to date department expenditures will be reviewed at each Finance Committee meeting throughout the year.

## **SECTION F**

### **24. Tender and Proposal Procedures**

- 24.1 Tenders may be called either by public advertising or invitation only.

- 24.2 Tenders will be called for all capital work, equipment and materials by way of public advertising, as outlined in this section.
- 24.3 Advertisements must include the following information:
- Site meeting (if applicable) – time, date and location
  - Contact names for technical and purchasing inquiries
  - Document fee (if applicable)
  - Location for picking up tender packages
  - Location for dropping off tender packages
  - Deadline for submission of tender packages
  - The privilege clause: “Lowest or any bid may not necessarily be accepted”
- 24.4 The closing date shall be a minimum of 10 calendar days after the date of advertising. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) tendered.
- 24.5 The tender advertisement shall be as per municipal notice requirements.
- 24.6 Depending on the complexity of the item(s) being purchased, Council may obtain professional assistance from qualified individuals to assist with the preparation and competition of the tender specifications.
- 24.7 All tender submissions must be addressed to the Clerk or consulting firm and returned in the envelope provided with the tender package. Upon receipt of a tender, the Clerk or consulting firm shall:
- Date and time recorded on the sealed envelope
  - Assign a tender number to the tender package and record the submission on the “Tender Log”
  - Deposit the sealed tender in a tender envelope or box
- 24.8 The Clerk or consulting firm shall refuse to accept any tender submission that is:
- Not sealed
  - Received after the closing deadline. Clerk or designate is to record on late tender received, the date and time received and make a copy of the sealed envelope to retain on file. Envelope to be returned to the bidder
  - Submitted after a tender has been cancelled
- 24.9 Requests for withdrawal of a tender shall be allowed if the request is made by the bidder in writing before the closing time for the contract to which it applies. A senior official of the company must direct requests to the Clerk or consulting firm by letter or in person, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify the bidder from submitting another tender on the same contract.
- 24.10 Tenders close at 4:30pm on the appointed day, and are opened publicly at 7:30pm (unless otherwise specified in the tender documents) at a regular or special meeting of Council. The amount of each bid shall be recorded in the minutes of Council meeting and on the “Tender Log”, (Appendix “I”) attached to and forming part of this By-Law.
- 24.11 The Clerk or consulting firm shall review each tender to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity. For List of bid irregularities, (See Appendix “II”) attached to and forming part of this By-Law)

24.12 The Clerk or consulting firm shall submit a report for consideration by Council and approval by resolution. Such report shall include:

- List of rejected bids and reasons for the rejection
- A recommendation in support of one of the bids
- The rationale for this recommendation

**25. Bid Irregularities**

25.1 For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor irregularities”. See Appendix “II” attached to and forming part of this by-law for types of irregularities and their classification.

25.2 Major irregularity is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The municipality must reject any bid, which contains a major irregularity.

25.3 Minor irregularity is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The municipality may permit the bidder to correct a minor irregularity.

25.4 The Clerk or consulting firm will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- Major irregularity – automatic rejection
- Minor irregularity – bidder may rectify
- Errors in calculations (including errors in taxes) – may be corrected and the unit prices will govern

25.5 In the event that the successful bidder withdraws its bid due to the identification of a major irregularity before Council enters into a written contract with that bidder, Council, by resolution, may disqualify such vendor from participating in further quotations and tenders for a period of up to one year.

**26. Procurement Documentation**

26.1 Procurement documentation for bid requests shall void use of specific products or brand names.

26.2 The use of standards in procurement that have been certified, evaluated, qualified, registered or verified by independent and nationally recognized and industry-supported organizations such as the Standards Council of Canada shall be preferred.

26.3 Notwithstanding Clause 5, Council may specify a specific product or brand name for essential functionality purposes to avoid unacceptable risk or for some other valid purpose. In such instances, Council shall manage the procurement in order to achieve a competitive situation if possible.

26.4 Awards shall typically be made to the lowest bidder who has complied with the terms and conditions in the Request for Quotation or Request for Tender, all other factors being equal. In addition to price, consider of factors as set out below may result in the acceptance of a bid other than the lowest bid.

- Ability and experience to perform in accordance with the Terms of the invitation
- Record of past performance with Council
- Past performance with other municipalities or boards
- Financial and technical resources
- Knowledge of the municipality's operations, systems and services
- Compatibility with other goods and services of the municipality
- The percentage of local content, including supplies, materials and sub-contractors from within the municipal boundaries
- Any other factors, including a scoring system which may be used by Council in evaluating bids received
- All bid requests shall include the privilege clause "The lowest or any bid may not necessarily be accepted". When using such privilege clause the specific reasons for not accepting the bids shall be disclosed to all bidders

## **27. Guarantee of Contract Execution and Performance**

27.1 Council may require that a bid bond or other similar security to guarantee entry into a contract shall be submitted with all bids. Unless otherwise specified, in circumstances where a bid bond or other security is required, the refundable deposit requirements for Request for Tenders shall be a minimum of 10%.

27.2 Prior to commencement of the work, the successful bidder may be required to provide the following security in addition to the security provided to in Clause 24.3.

- A performance bond, percentage to be pre-determined in original tender documents, to guarantee the performance of a contract, and
- A payment bond, percentage to be pre-determined in original tender documents, to guarantee the payment for labour and materials supplied in connection with a contract

27.3 Council shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money-order and, where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable by Council.

27.4 Prior to the commencement of work, evidence of Health & Safety Policy, Safety Orientation, Liability and Workplace Safety Insurance coverage satisfactory to the municipality must be obtained, ensuring indemnification of the municipality from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the contract and from any risk determined by the municipality as requiring coverage.

27.5 Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety Insurance Board shall be obtained ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

## **28. Evaluation of Bids Received and Award**

28.1 The Clerk and Department Head requesting the goods/services, shall review all bids against the established criteria and reach consensus on the final rating results and the Clerk shall ensure that the final rating results are kept with the procurement file.

- 28.2 The Clerk shall submit a summary of the procurement and provide a recommendation to Council respecting award of contract to the bidder whose bid meets all mandatory requirements as specified in the bid solicitation and provides best value to the municipality based on the evaluation criteria specified in the bid solicitation.
- 28.3 In the event that more than one bidder has submitted a tender in the same amount, Council shall make its decision based on the merit of the bid (i.e. including such factors as time for completion and previous performance of the bidder). If the merit for each bid is equal, then the bid to be accepted shall be decided by means of a draw. The names of the tied bidders shall be placed in a container and the bid to be awarded shall be drawn by a member of Council. The Clerk shall set the time and location of the draw and notify all bidders in order that they may be present.

**29. Bids in Excess of Project Estimates**

- 29.1 Where bids are received in response to a bid solicitation but exceed the project estimates, the Clerk, with the authority of Council, may enter into negotiations with the Lowest Responsive Bidder to attempt to achieve an acceptable bid within the project estimate.
- 29.2 Council may cancel a competition or call a new competition when an original bid cannot be negotiated that falls within budget limits.

**30. Contractual Agreements**

- 30.1 The award of a contract shall be made by way of an agreement.
- 30.2 A more formal agreement shall be used when the contract is complex and will contain terms and conditions other than Council's standard terms and conditions.
- 30.3 Council shall approve any and all changes in a contract that affect price or terms of the original contract.
- 30.4 All contracts shall specify conditions under which the contract may be terminated by either Council or the bidder.

**SECTION G**

**31. Supplier Performance**

- All staff participating in a procurement process shall document evidence where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety Violations. The Department Head shall maintain such documentation on file for the respective vendors.
- The Department Head requesting the goods/services shall complete a performance evaluation to rate the performance of the contractor, supplier or consultant on criteria determined by Council. Such criteria shall be appropriate in determining if the municipality has obtained a satisfactory level of performance by the successful bidder. The performance evaluation and criteria adopted from time to time shall be provided to the successful bidder in advance of the contract, and shall remain constant for the duration of the contract. The same evaluation criteria shall apply to all procurement activities.
- The Department Head shall provide the bidder with the written results of the performance evaluation and the bidder shall have 20 days following delivery of the evaluation to request an appeal.
- Council shall hear from both parties at a time and place appointed in writing by the Clerk. The decision of Council shall be in writing, a copy of which shall be provided to the contractor, supplier or consultant, and the decision of a majority of Council present and voting shall be final.



**SECTION H            Contract Options**

**32.    Exercise of Contract Renewal Options**

- 32.1**    Where a contract contains an option for renewal, Council may exercise such option provided that:
- The supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract, and
  - Council agrees that the exercise of the option is in the best interest of the municipality, and
  - Funds are available in appropriate accounts within the municipality's approved estimates including authorized revisions to meet the proposed expenditure.
- 32.2**    The authorization from Council shall include a written explanation as to why the renewal is in the best interest of the municipality and include comment on the market situation and trend.

**33.    Execution and Custody of Documents**

- 33.1**    The Head of Council and Clerk are authorized to execute formal agreements in the name of the municipality that have been approved by by-law.
- 33.2**    The Department Head requesting the goods/services shall have the authority to purchase items in accordance with this by-law.
- 33.3**    The Clerk shall be responsible for the safeguarding of original purchasing and contract documentation for the contracting of all goods, services or construction awards.

**SECTION I**

**34.    Review and Evaluation**

- 34.1**    The municipality shall review this policy every three years commencing from the date of adoption. Such review shall include the evaluation of the effectiveness and efficiency of all policies.

**SCHEDULE “B”**

<b>Amount of Purchase</b>	<b>Procurement Process to be Used</b>	<b>Conditions/Explanation</b>
\$0 to \$2,500.00	Direct Acquisition	<b>Managers</b> are permitted to purchase goods and/or services with a Directors or CAO’s approval by a PO
\$2,501.00 to \$20,000.00	Informal Quotations	<b>Directors</b> are permitted to purchase goods and/or services provided that: <ul style="list-style-type: none"> <li>• The goods and/or services have been included in the annual budget estimates approved by Council.</li> <li>• Director obtains a minimum of 2 written quotations, where possible and practicable</li> <li>• Where only one supplier is available, the Director will file that supplier’s quote plus details of refusals.</li> </ul>
\$20,001 to \$50,000.00	Quotations (Request for Quotations-RFQ)	<b>CAO’s</b> are permitted to purchase goods and/or services provided that: <ul style="list-style-type: none"> <li>• a minimum of 3 quotations, where possible and practicable.</li> <li>• Expenditures must be made so as to obtain the best value for the Corporation</li> <li>• Where only one supplier is available, the Director/Treasurer/CAO will file that supplier’s quote plus details of refusals.</li> <li>•</li> </ul>
\$50,001 and up	Tendering (Request for Tenders –RFT)	<ul style="list-style-type: none"> <li>• Copies of quotations are provided to <b>Council</b> with a recommendation</li> <li>• Council shall make the final decision, by resolution, based on the quotations provided.</li> <li>• The tender process outlined in Section “F” of this policy shall be followed</li> <li>• With Council’s approval by a PO above \$50,000.00</li> </ul>
No \$ Limit	Proposal (Request for Proposal-RFP)	<ul style="list-style-type: none"> <li>• Used when a unique proposal designed to meet a broad outcome to a complex problem or need for which there is no clear or single solution</li> </ul>

**APPENDIX I**

**TENDER LOG**  
**The Corporation of the Township of Chapleau**

<b>Project Name:</b>	
<b>Tender Deadline:</b>	

<b>Name of Bidder</b>	<b>Envelope No.</b>	<b>Date Submitted</b>	<b>Time Submitted</b>	<b>Tender Amount**</b>

\*\* To be completed only after tenders are opened in accordance with Tender Document.

**APPENDIX II**

<b>Description of Irregularity</b>	<b>Major</b>	<b>Minor</b>	<b>Action to be Taken</b>
Late bid (by any amount of time)	X		Automatic rejection
Bids completed in pencil	X		Automatic rejection
Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		Automatic rejection
Execution of Agreement to bond: a) bond company corporate seal or equivalent proof of authority to bind company or signature missing b) surety company not licensed to do business in Ontario	X		Automatic rejection
Execution of Bid Bonds: a) corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b) corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		Automatic rejection
Other Bid Security: Cheque has not been certified	X		Automatic rejection
Bidders not attending mandatory site meeting	X		Automatic rejection
Unsealed tender envelopes	X		Automatic rejection
Proper response envelope or label not used		X	Acceptable if officially received on time
Pricing or signature pages missing	X		Automatic rejection
Insufficient financial security (i.e. <b>no</b> deposit or bid bond or insufficient deposit)	X		Automatic rejection
Bid received on documents other than those provided in request	X		Not acceptable unless specified otherwise in the request
Execution of bid document — proof of authority to bind corporation is missing	X		Automatic rejection
Part bids (all items not bid)	X or	X	Acceptable unless complete bid has been specified in the request
Bids containing minor clerical errors		X	2 Working days to correct errors and initial changes. Township of Chapleau reserves the right to waive initialing and accept bid
Other mathematical errors which are not consistent with the unit prices		X	2 Working days to correct errors and initial changes. Unit prices will prevail
Pages requiring completion of information by vendor are missing	X		Automatic Rejection
Bid documents which suggest that the bidder has made a major mistake			Consultation with a solicitor on a case-by-case basis and referenced within the staff report if applicable.

NOTE: The above list of irregularities should not be considered all-inclusive. The Clerk in consultation with Council will review minor irregularities not listed. The Clerk may then accept the bid, or request that the bidder rectify the deviation.

**THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU**

**BY-LAW NO. 2024-13**

**Being a by-law to authorize the Mayor and CAO  
to execute a lease agreement between the  
Corporation and Hydro One**

**WHEREAS** the Council of the Corporation of the Township of Chapleau deems it advisable to enter into a lease agreement with Hydro One Inc. for the use of certain lands at the Chapleau Municipal Airport;

**THEREFORE** the Council of the Corporation of the Township of Chapleau **ENACTS AS FOLLOWS:**

1. That the Mayor and CAO of the Corporation of the Township of Chapleau be and they are hereby authorized to execute a lease agreement between the Corporation and Hydro One Inc. as set out in Schedule "A" attached hereto and forming part of this by-law.
2. That the Mayor and CAO be and they are hereby authorized and directed on behalf of the Corporation to execute all documents as may be required to give effect to these presence.
3. That this By-law shall come into force and take effect on the 15th day of April, 2024.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15<sup>th</sup> day of April, 2024.

---

Mayor

---

CAO

# **CORRESPONDENCE**

# INSPECTION

## Inspection of the 2024 – 2025 Annual Work Schedule for Pineland Forest



The April 1, 2024 – March 31, 2025 Annual Work Schedule (AWS) for the Pineland Forest is available for public viewing by contacting the **EACOM Timber Corporation office (subsidiary of Interfor East Ltd.)** during normal business hours and on the Natural Resources Information Portal at <https://nrp.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2024** and for the one-year duration of the AWS.

### Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

### Tree Planting and Fuelwood

EACOM Timber Corporation office (subsidiary of Interfor East Ltd.) is responsible for tree planting on the Pineland Forest. Please contact the Forest Company listed below for information regarding tree planting job opportunities.

For information on the rules for obtaining fuelwood for personal use, please visit: [ontario.ca/CrownLandWood](http://ontario.ca/CrownLandWood). For commercial fuelwood opportunities, please contact the Forest Company listed below.

### More Information

For more information on the AWS, to arrange a virtual or in-person meeting with MNR staff to discuss the AWS or to request AWS summary information, please contact the MNR staff listed below:

#### Dawson Meecham, R.P.F. in Training

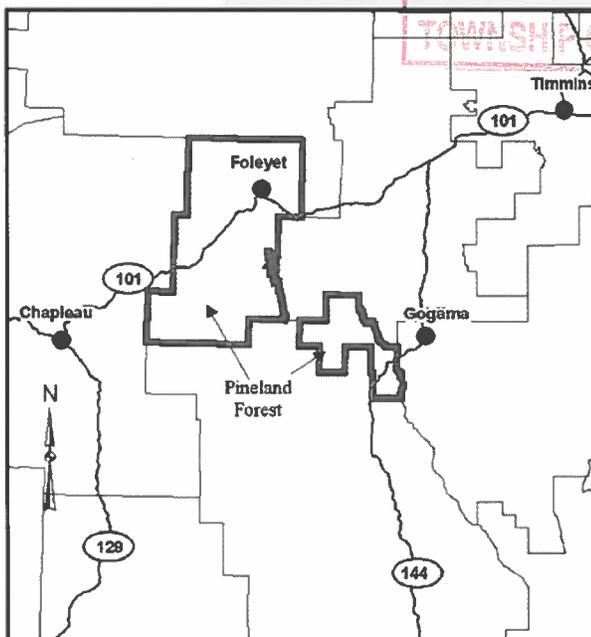
Assistant Management Forester  
Ministry of Natural Resources and Forestry  
Chapleau-Wawa District  
190 Cherry Street  
P.O. Box 460  
Chapleau, ON P0M 1K0  
tel: 705-465-0793  
e-mail: dawson.meecham@ontario.ca

#### Robin Timms, R.P.F.

Management Forester  
Ministry of Natural Resources and Forestry  
Timmins-Kirkland Lake District  
5520 Hwy 101 East  
P.O. Bag 3090  
South Porcupine, ON P0N 1H0  
tel: 705-465-6274  
e-mail: robin.timms@ontario.ca

#### Julia Ieropoli, R.P.F.

Management Forester  
Interfor East Ltd.  
Timmins Division  
267 McChesney Road  
P.O. Box 150  
Timmins, ON P4N 7C9  
tel: 705-267-3339 ext. 505  
e-mail: julia.ieropoli@interfor.com



### Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

[ontario.ca/forestmanagement](http://ontario.ca/forestmanagement)

Renseignements en français : Lynne Lafreniere au 705 465-0937 ou lynne.lafreniere@ontario.ca

# INSPECTION

## Inspection du calendrier de travail annuel 2024-2025 pour la forêt Pineland

Le calendrier de travail annuel du 1<sup>er</sup> avril 2024 au 31 mars 2025 pour la forêt Pineland est accessible au grand public en communiquant avec le bureau d'EACOM Timber Corporation (filiale d'East Ltd.), pendant les heures normales d'ouverture et sur le Portail d'information sur les richesses naturelles à l'adresse <https://nrp.mnr.gov.on.ca/s/fmp-online?language=fr> à partir du 15 mars 2024 et pour la durée d'un an du calendrier de travail annuel.

### Travaux d'aménagement forestier prévus

Le calendrier de travail annuel décrit les travaux d'aménagement forestier tels que la construction, l'entretien et la mise hors service de routes, les carrières d'agrégats pour routes forestières, le prélèvement d'arbres, la préparation de terrains, la plantation d'arbres et les soins sylvicoles, qui sont prévus dans la forêt durant la période de 12 mois.

### Plantation d'arbres et bois de chauffage

Le bureau d'EACOM Timber Corporation (filiale d'Interfor East Ltd.) est responsable de la plantation d'arbres dans la forêt Pineland. Veuillez communiquer avec l'entreprise forestière (inscrite plus bas) pour connaître les possibilités d'emploi comme planteur d'arbres.

Pour obtenir des renseignements sur les règles de collecte de bois de chauffage à des fins personnelles, veuillez consulter la page Web du ministère : [ontario.ca/boisdesterresdelacouronne](http://ontario.ca/boisdesterresdelacouronne). Les personnes qui désirent ramasser du bois pour ensuite le vendre peuvent communiquer avec l'entreprise forestière ci-dessous.

### Renseignements supplémentaires

Pour de plus amples renseignements sur le calendrier de travail annuel, pour demander à rencontrer un employé du MRNF en personne ou de manière virtuelle ou pour demander un sommaire du calendrier, veuillez communiquer avec l'employé du MRNF ci-dessous :

#### Dawson Meecham, F.P.I. en formation

Aménagiste forestier adjoint  
Ministère des Richesses naturelles et des Forêts  
District de Chapleau-Wawa  
190, rue Cherry  
C.P. 460  
Chapleau (Ontario) P0M 1K0  
tél. : 705 465-0793  
courriel : dawson.meecham@ontario.ca

#### Robin Timms, F.P.I.

Aménagiste forestier  
Ministère des Richesses naturelles et des Forêts  
District de Timmins-Kirkland Lake  
5520 Highway 101 East  
C.P. 3090  
South Porcupine (Ontario) P0N 1H0  
tél. : 705 465-6274  
courriel : robin.timms@ontario.ca

#### Julia Ieropoli, F.P.I.

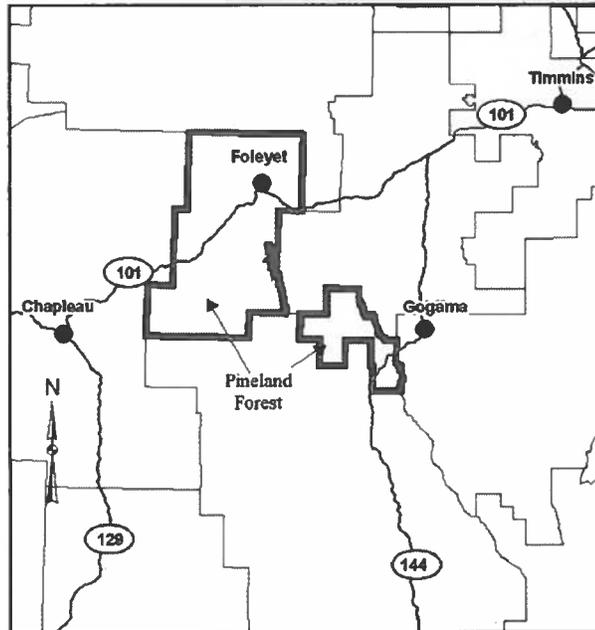
Aménagiste forestier  
Interfor East Ltd.  
Division Timmins  
267 McChesney Road  
C.P. 150  
Timmins (Ontario) P4N 7C9  
tél. : 705 267-3339, poste 505  
courriel : julia.ieropoli@interfor.com

### D'autres occasions de participer

Pour obtenir plus de renseignements sur la façon de participer à la planification de la gestion forestière et pour mieux comprendre les étapes de la consultation publique, veuillez consulter le lien suivant :

[ontario.ca/gestionforestiere](http://ontario.ca/gestionforestiere)

Information in English : Dawson Meecham at 705-465-0793 or dawson.meecham@ontario.ca.

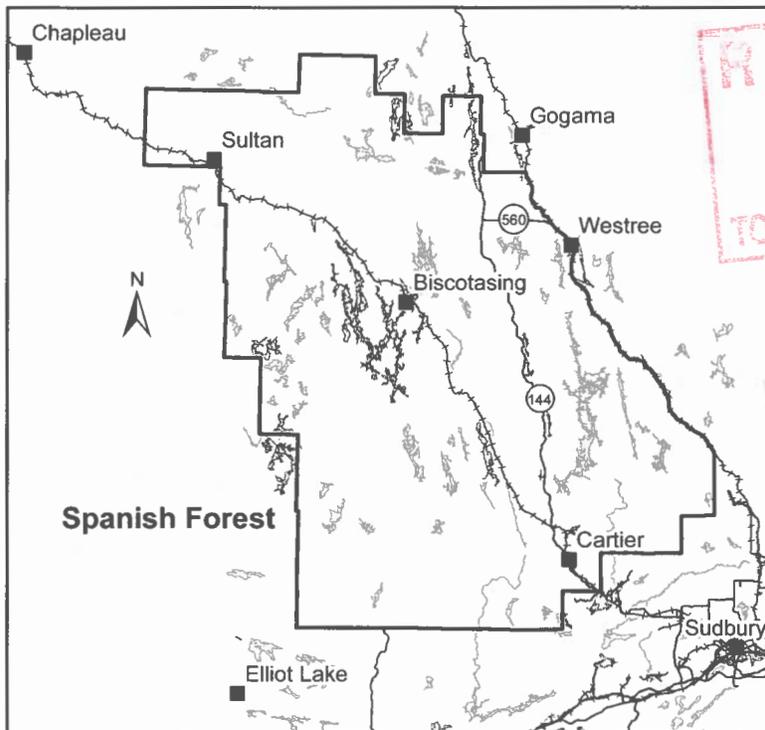




# INSPECTION

## Inspection of 2024 – 2025 Annual Work Schedule for Spanish Forest

The April 1, 2024 – March 31, 2025 Annual Work Schedule (AWS) for the **Spanish Forest** is available for public viewing by contacting the **Interfor** office during normal business hours and on the Natural Resources Information Portal at <https://nrp.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2024** and for the one-year duration of the AWS.



### Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

### Tree Planting and Fuelwood

Interfor is responsible for tree planting on the Spanish Forest. Please contact the Forest Company listed below for information regarding tree planting job opportunities.

For information on the rules for obtaining fuelwood for personal use, please visit: [ontario.ca/CrownLandWood](http://ontario.ca/CrownLandWood). For commercial fuelwood opportunities, please contact the Forest Company listed below.

### More Information

For more information on the AWS, to arrange an in-person meeting with MNR staff to discuss the AWS or to request AWS summary information, please contact the MNR staff listed below:

**Bob Robinson, R.P.F.**  
 Management Forester  
 Ministry of Natural Resources and Forestry  
 3767 Hwy 69 South, Suite 5  
 Sudbury, ON P3G 1E7  
 tel: 705-618-4832  
 e-mail: [Bob.l.robinson@ontario.ca](mailto:Bob.l.robinson@ontario.ca)

**Julia Ieropoli, R.P.F.**  
 Management Forester  
 Interfor  
 267 McChesney Road  
 P.O. Box 150  
 Timmins, ON P4N 7C9  
 tel: 705-267-3339 ext. 505  
 e-mail: [Julia.ieropoli@interfor.com](mailto:Julia.ieropoli@interfor.com)

### Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

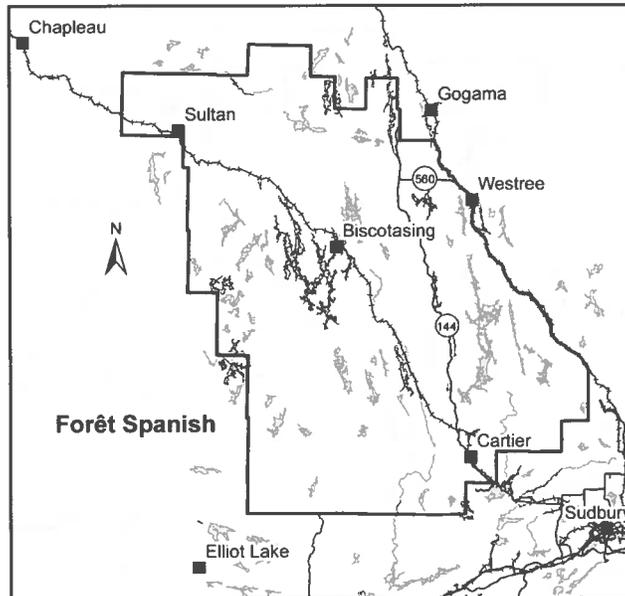
[ontario.ca/forestmanagement](http://ontario.ca/forestmanagement)

Renseignements en français : Melissa Ringrose au 705 280-8908.

# INSPECTION

## Inspection du calendrier de travail annuel 2024-2025 pour la Forêt Spanish

Le calendrier de travail annuel du 1<sup>er</sup> avril 2024 au 31 mars 2025 pour la forêt Spanish est accessible au grand public en communiquant avec **Interfor**, pendant les heures normales d'ouverture et sur le Portail d'information sur les richesses naturelles à l'adresse <https://nrjp.mnr.gov.on.ca/s/fmp-online?language=fr> à partir du **15 mars 2024** et pour la durée d'un an du calendrier de travail annuel.



### Travaux d'aménagement forestier prévus

Le calendrier de travail annuel décrit les travaux d'aménagement forestier tels que la construction, l'entretien et la mise hors service de routes, les carrières d'agrégats pour routes forestières, le prélèvement d'arbres, la préparation de terrains, la plantation d'arbres et les soins sylvicoles, qui sont prévus dans la forêt durant la période de 12 mois.

### Plantation d'arbres et bois de chauffage

Interfor est responsable de la plantation d'arbres dans la forêt Spanish. Veuillez communiquer avec l'entreprise forestière (inscrite plus bas) pour connaître les possibilités d'emploi comme planteur d'arbres.

Pour obtenir des renseignements sur les règles de collecte de bois de chauffage à des fins personnelles, veuillez consulter la page Web du ministère : [ontario.ca/boisdesterrresdelaCouronne](http://ontario.ca/boisdesterrresdelaCouronne). Les personnes qui désirent ramasser du bois pour ensuite le vendre peuvent communiquer avec l'entreprise forestière ci-dessous.

### Renseignements supplémentaires

Pour de plus amples renseignements sur le calendrier de travail annuel, pour demander à rencontrer un employé du MRNF en personne ou pour demander un sommaire du calendrier, veuillez communiquer avec l'employé du MRNF ci-dessous :

**Bob Robinson, F.P.I.**  
Aménagiste forestier  
Ministère des Richesses naturelles  
et des Forêts  
3767, route 69 Sud, bureau 5  
Sudbury (Ontario) P3G 1E7  
tél. : 705 618-4832  
courriel : bob.l.robinson@ontario.ca

**Julia Ieropoli, F.P.I.**  
Aménagiste forestier  
Interfor  
267 McChesney Road  
CP 150  
Timmins (Ontario) P4N 7C3  
tél. : 705 267-3339, poste 505  
courriel : Julia.ieropoli@interfor.com

### D'autres occasions de participer

Pour obtenir plus de renseignements sur la façon de participer à la planification de la gestion forestière et pour mieux comprendre les étapes de la consultation publique, veuillez consulter le lien suivant :

[ontario.ca/gestionforestiere](http://ontario.ca/gestionforestiere)

Information in English : Bob Robinson at 705-618-4832

# INSPECTION

## Inspection of the 2024 – 2025 Annual Work Schedules for White River, Nagagami and Missinaibi Forests

The April 1, 2024 – March 31, 2025 Annual Work Schedules (AWS) for the **White River, Nagagami and Missinaibi Forests** are available electronically for public viewing by contacting the offices of the **Forest Companies listed below**, during normal business hours and on the Natural Resources Information Portal at <https://nrp.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2024** and for the one-year duration of the AWS.

### Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

### Tree Planting and Fuelwood

The Forest Companies are responsible for tree planting on these Forests. Please contact the Forest Companies listed below for information regarding tree planting job opportunities.

For information on the rules for obtaining fuelwood for personal use, please visit: [ontario.ca/CrownLandWood](https://ontario.ca/CrownLandWood). For commercial fuelwood opportunities, please contact the Forest Companies listed below.

### More Information

For more information on the AWS, to arrange a remote meeting with MNR staff to discuss the AWS or to request AWS summary information, please contact the MNR contact below:

### Missinaibi and Nagagami Forests

#### Waurner Adema, R.P.F.

Ministry of Natural Resources and Forestry  
Chapleau-Wawa District  
48 Mission Road  
P.O. Box 1160  
Wawa, ON P0S 1K0  
tel: 705-992-5603  
e-mail: [waurner.adema@ontario.ca](mailto:waurner.adema@ontario.ca)

#### Missinaibi Forest

#### Krista Mayrand, R.P.F.

GreenFirst Forest Products (Agent for Missinaibi Forest Management Inc.)  
175 Planer Road  
Chapleau, ON P0M 1K0  
tel: 705-360-7564  
e-mail: [krista.mayrand@greenfirst.ca](mailto:krista.mayrand@greenfirst.ca)

#### White River Forest

#### Brianna Dumas, R.P.F.

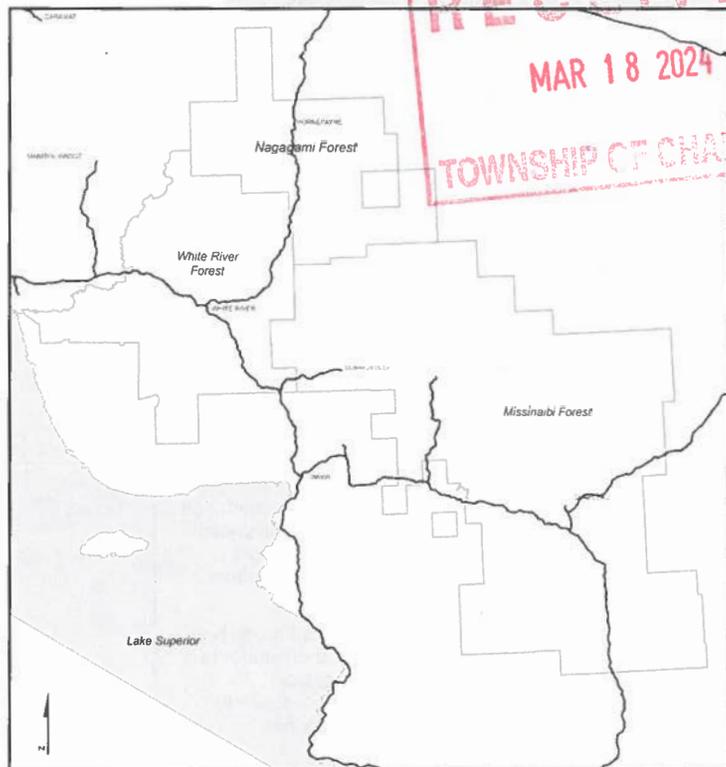
Ministry of Natural Resources and Forestry  
North Bay District  
875 Gormanville Road  
North Bay, ON P1B 8G3  
tel: 705-491-5875  
e-mail: [brianna.dumas@ontario.ca](mailto:brianna.dumas@ontario.ca)

### Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

[ontario.ca/forestmanagement](https://ontario.ca/forestmanagement)

Renseignements en français: Lynne Lafreniere au 705 465-0937 ou [lynne.lafreniere@ontario.ca](mailto:lynne.lafreniere@ontario.ca)



### Nagagami Forest

#### Taylor Hall, R.P.F.

First Resource Management Group (Agent for Hornepayne Lumber Limited Partnership)  
78 Front Street  
Hornepayne, ON P0M 1Z0  
tel: 807-358-1819  
e-mail: [taylor.hall@frmg.ca](mailto:taylor.hall@frmg.ca)

#### Alaina Vandervoort, R.P.F.

Nawiinginokiima Forest Management Corporation  
14 Hemlo Drive  
P.O. Box 1479  
Marathon, ON P0T 2E0  
tel: 807-229-8118 ext. 19  
e-mail: [alaina.vandervoort@nfmforestry.ca](mailto:alaina.vandervoort@nfmforestry.ca)

# INSPECTION

## Inspection des calendriers de travail annuels 2024-2025 pour les Forêts White River, Nagagami et Missinaibi

Les calendriers de travail annuels du 1<sup>er</sup> avril 2024 au 31 mars 2025 pour les forêts White River, Nagagami et Missinaibi sont accessibles par voie électronique au public. Si vous souhaitez les consulter, veuillez communiquer avec les bureaux des **entreprises forestières mentionnées ci-dessous** pendant les heures normales d'ouverture. Vous pouvez aussi les consulter sur le Portail d'information sur les richesses naturelles, au [nrip.mnr.gov.on.ca/s/fmp-online?language=fr](http://nrip.mnr.gov.on.ca/s/fmp-online?language=fr), à partir du **15 mars 2024** et pendant toute la durée du plan annuel des travaux forestiers, c'est-à-dire douze mois.

### Travaux d'aménagement forestier prévus

Le plan annuel des travaux forestiers décrit les travaux d'aménagement forestier tels que la construction, l'entretien et la mise hors service de routes, les carrières d'agrégats pour routes forestières, le prélèvement d'arbres, la préparation de terrains, la plantation d'arbres et les soins sylvicoles, qui sont prévus dans la forêt durant la période de 12 mois.

### Plantation d'arbres et bois de chauffage

Les entreprises forestières sont responsables de la plantation d'arbres dans les forêts White River, Nagagami et Missinaibi. Veuillez communiquer avec les entreprises forestières (mentionnées ci-dessous) pour connaître les possibilités d'emploi comme planteur d'arbres.

Pour en savoir davantage sur les règles d'obtention de bois de chauffage à des fins personnelles, veuillez consulter la page [ontario.ca/boisdesterresdeLaCouronne](http://ontario.ca/boisdesterresdeLaCouronne). Les personnes qui désirent ramasser du bois pour ensuite le vendre peuvent communiquer avec les entreprises forestières ci-dessous.

### Renseignements supplémentaires

Pour de plus amples renseignements sur le calendrier de travail annuel, pour demander à rencontrer un employé du MRNF en ligne/en personne ou pour demander un sommaire du calendrier, veuillez communiquer avec l'employé du MRNF ci-dessous :

#### Forêts Missinaibi et Nagagami

**Waurner Adema, F.P.I.**  
Ministère des Richesses naturelles et des Forêts  
District de Chapleau-Wawa  
48, chemin Mission  
C.P. 1160  
Wawa (Ontario) P0S 1K0  
tél. : 705 992-5603  
courriel : [waurner.adema@ontario.ca](mailto:waurner.adema@ontario.ca)

#### Forêt Missinaibi

**Krista Mayrand, F.P.I.**  
Produits forestiers GreenFirst (agent de Missinaibi Forest Management Inc.)  
175, chemin Planer  
Chapleau (Ontario) P0M 1K0  
tél. : 705 360-7564  
courriel : [krista.mayrand@greenfirst.ca](mailto:krista.mayrand@greenfirst.ca)

#### Forêt White River

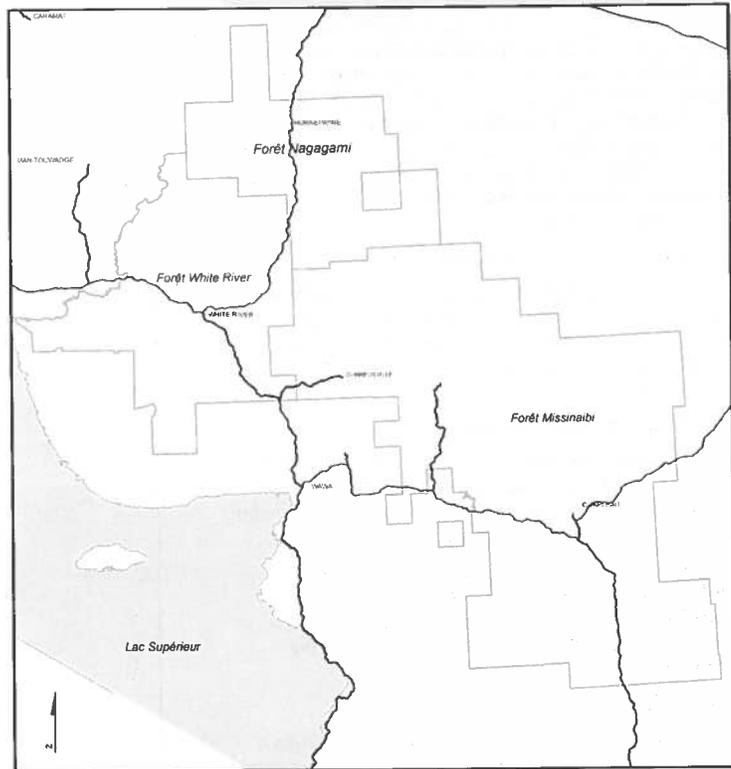
**Brianna Dumas, F.P.I.**  
Ministère des Richesses naturelles et des Forêts  
District de North Bay  
875, chemin Gormanville  
North Bay (Ontario) P1B 8G3  
tél. : 705 491-5875  
courriel : [brianna.dumas@ontario.ca](mailto:brianna.dumas@ontario.ca)

#### D'autres occasions de participer

Pour obtenir plus de renseignements sur la façon de participer à la planification de la gestion forestière et pour mieux comprendre les étapes de la consultation publique, veuillez consulter le lien suivant :

[ontario.ca/gestionforestiere](http://ontario.ca/gestionforestiere)

Information in English: Waurner Adema at 705-992-5603 or [waurner.adema@ontario.ca](mailto:waurner.adema@ontario.ca)



#### Forêt Nagagami

**Taylor Hall, F.P.I.**  
First Resource Management Group  
(agent de Hornepayne Lumber Limited Partnership)  
78, rue Front  
Hornepayne (Ontario) P0M 1Z0  
tél. : 807 358-1819  
courriel : [taylor.hall@frmg.ca](mailto:taylor.hall@frmg.ca)

#### Alaina Vandervoort, F.P.I.

Société de gestion forestière Nawiinginokiima  
14, promenade Hemlo  
C.P. 1479  
Marathon (Ontario) P0T 2E0  
tél. : 807 229-8118, poste 19  
courriel : [alaina.vandervoort@nfmforestry.ca](mailto:alaina.vandervoort@nfmforestry.ca)

April 3, 2024

Julie Kirkelos  
Town Clerk  
Town of Lincoln  
4800 South Service Rd.  
Beamsville, ON L0R 1B1

Sent via email: [jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

**Re: Urgent Need for Increased Funding for Museums and Libraries  
Our File 35.11.2**

Dear Ms. Kirkelos,

At its meeting held on March 18, 2024, St. Catharines City Council approved the following motion:

That Council endorse Sub-Item 2, Resolution from the Town of Lincoln regarding Urgent Need for Increased Funding for Libraries and Museums

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Kristen Sullivan, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:sm

Encl. Resolution from the Town of Lincoln regarding Urgent Need for Increased Funding for Libraries and Museums



4800 SOUTH SERVICE RD  
BEAMSVILLE, ON L0R 1B1

905-563-8205

February 28, 2024

SENT VIA EMAIL: [Premier@ontario.ca](mailto:Premier@ontario.ca)

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

Dear Honourable Doug Ford:

**RE: Town of Lincoln Council Resolution – Urgent Need for Increased Funding to Libraries and Museums in Ontario**

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 26, 2024, passed the following motion regarding an Urgent Need for Increased Funding to Libraries and Museums in Ontario:

Resolution No: RC-2024-23

Moved by Mayor Easton; Seconded by Councillor Mike Mikolic

**WHEREAS** the provincial funding for public libraries is currently based on population levels from 25 years ago, which fails to reflect the substantial growth and changing needs of our communities. The Town of Lincoln Council wishes to draw your attention to the "Overdue" report of 2023 from the Canadian Urban Council, which emphasizes the pivotal role libraries play in various aspects of community life, including knowledge distribution, culture, health, reconciliation, belonging, and our democracy; and

**WHEREAS** libraries, situated at the heart of our communities, serve as multifaceted institutions catering to diverse needs. They provide essential services such as access to culture and information, refuge for those experiencing domestic violence, election information centers, job search facilities, health clinics, language learning centers for newcomers, and spaces for educational and community events. Despite their vital role, public libraries in Ontario have not seen an increase in provincial funding for over 25 years, leading to a decrease in the value of the province's investment by over 60%; and

**WHEREAS** the Town of Lincoln Council urges the Provincial Government to

consider increasing provincial funding for Ontario's public libraries to address critical shared priorities and community needs. While over 90% of library funding comes from local municipal governments, provincial operating funding is crucial for providing stability to library budgets, especially in times of inflation, technological changes, and increasing demands on libraries as community hubs; and

**WHEREAS** the Town of Lincoln Council would like to bring to the Provincial Government's attention the pressing need to increase the funding envelope for the Community Museum Operating Grant (CMOG). The Town of Lincoln currently receives \$25,000 annually, the maximum amount through this grant, but the funding envelope has remained stagnant for over 15 years. This limitation hampers the ability of community museums to offset increasing operational expenses, impacting their role in preserving and promoting local stories, attracting cultural tourists, supplementing school curriculum, and contributing to vibrant and vital communities; and

**WHEREAS** the Lincoln Museum and Cultural Centre is a community hub critical to the health and vibrancy of our community. An increase in CMOG funding will enable our museum to continue its valuable service to the community, creating a sense of place, attracting cultural tourists, and preserving local stories that define our unique identity; and

**WHEREAS** Cultural institutions, particularly museums, play a vital role in shaping and preserving our community's identity. They contribute to tourism, social participation, senior well-being, skill-building, and learning. As the largest government funder for most of Ontario's smaller museums, municipalities create value in their communities through the work of these institutions.

**THEREFORE, BE IT RESOLVED THAT** the Town of Lincoln Council urges the Provincial Government to support increasing funding to both public libraries and community museums. Recognizing these institutions as national assets and strategically investing in their potential will contribute significantly to renewing post-pandemic social cohesion, economic well-being, and community resilience; and

**BE IT FURTHER RESOLVED THAT** this resolution be circulated to the Province, the Minister of Tourism, Culture and Sport, Association of Municipalities of Ontario (AMO), the Niagara Region, the 12 Local Area Municipalities in Niagara and all municipalities of Ontario for endorsement.

**CARRIED**

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,



Julie Kirkelos

Town Clerk

[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

Cc: Premier of Ontario  
Minister of Tourism, Culture and Sport  
Association of Municipalities of Ontario (AMO)  
Ann-Marie Norio, Clerk, Niagara Region  
Local Area Municipalities  
All Ontario Municipalities



TOWN OF SHELBURNE

COUNCIL RESOLUTION



No. 08

Date: 3/25/24

Moved: Councillor Benotto

Seconded by: Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne encourages all levels of government to eradicate all forms of racism especially Islamophobia and antisemitism, and that this motion be sent to our MP and MPP and all municipalities.

CARRIED, W. Mills

Requested Vote to be Recorded  Yes  No

	Yea	Nay
Mayor Mills	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Hall	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Benotto	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Fegan	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Guchardi	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Sample	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wegener	<input type="checkbox"/>	<input type="checkbox"/>

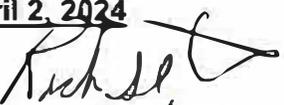
# Terrace Bay

## Regular Council - 02 Apr 2024

Item a)

CR91-2024

Date: April 2, 2024

Moved by   
Seconded by 

WHEREAS municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortages, which will only be exasperated over the next three (3) to five (5) years, which will cause the levels of service that municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment;

BE IT THEREFORE RESOLVED THAT the Corporation of the Township of Terrace Bay supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND BE IT FURTHER RESOLVED THAT Council for the Corporation of the Township of Terrace Bay calls on the Province of Ontario's Ministry of Minister of Labour, Immigration, Training and Skills Development to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND BE IT FURTHER RESOLVED THAT, a copy of this Resolution be forwarded to the Minister of Labour, Training, Immigration and Skilled Trades, David Piccinni; our local Member of Provincial Parliament; the Association of Municipalities of Ontario (AMO); the Association of Ontario Road Supervisors (AORS); and all Ontario Municipalities.

Carried       Defeated       Recorded Vote

**Recorded Vote:**

	Yes	No
Mayor Paul Malashewski		
Councillor Gary Adduono		
Councillor Chris Dube		
Councillor Bert Johnson		

Councillor Rick St. Louis		

  
\_\_\_\_\_  
Mayor

**Terrace Bay**  
**Regular Council - 02 Apr 2024**

Item c)

Date: April 2, 2024

CR93-2024

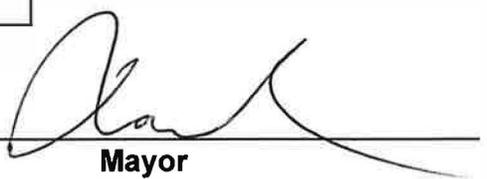
Moved by   
Seconded by 

RESOLVED THAT the Council of the Township of Terrace Bay supports the request of the Township of Amaranth in calling upon the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

Carried       Defeated       Recorded Vote

**Recorded Vote:**

	Yes	No
Mayor Paul Malashewski		
Councillor Gary Adduono		
Councillor Chris Dube		
Councillor Bert Johnson		
Councillor Rick St. Louis		

  
\_\_\_\_\_  
**Mayor**



4800 SOUTH SERVICE RD  
BEAMSVILLE, ON L0R 1B1

905-563-8205

April 3, 2024

SENT VIA EMAIL: [Premier@ontario.ca](mailto:Premier@ontario.ca)

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

Dear Honourable Doug Ford:

**RE: Town of Lincoln Council Resolution – Extension of Bill 23 Timelines regarding Heritage Registry Lists**

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on March 25, 2024, passed the following motion regarding the Extension of Bill 23 Timelines regarding Heritage Registry Lists:

Resolution No: RC-2024-33

Moved by Mayor Easton; Seconded by Councillor Lynn Timmers

**WHEREAS** subsection 27(16) of the *Ontario Heritage Act* stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the *Ontario Heritage Act* on or before January 1, 2025; and

**WHEREAS** since January 1, 2023, municipal staff and members of the Heritage Advisory Committee have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the *Ontario Heritage Act*; and take all required steps to designate such properties; and

**WHEREAS** the above-noted work involving 247 listed properties in the Town of Lincoln is extremely time-consuming and cannot be completed by December 31, 2024, with the limited municipal resources available.

**WHEREAS** the Heritage Advisory Committee on March 14, 2024 provided support to extend the January 1, 2025 deadline for five years to January 1, 2030 to continue efforts required to designate properties.

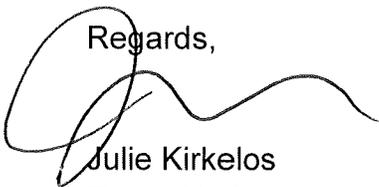
**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of Lincoln authorize the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the *Ontario Heritage Act* be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and

**FURTHER THAT** Council direct staff to forward this resolution to all municipalities in Ontario seeking support of the ACO correspondence.

**CARRIED**

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,



Julie Kirkelos  
Town Clerk  
[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

Cc: Premier of Ontario  
Minister of Citizenship and Multiculturalism  
All Ontario Municipalities

Monday, April 8, 2024

Michael de Rond  
Clerk  
Town of Aurora  
100 John West, Box 1000  
Aurora, Ontario  
L4G 6J1

SENT VIA EMAIL: [mderond@aurora.ca](mailto:mderond@aurora.ca)

RE: Town of Goderich Resolution – Legislative Amendments to Improve Municipal Code of Conduct

---

Dear M. Rond,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Thompson

Seconded By: Councillor Kelly

**WHEREAS** all Ontarians deserve and expect a safe and respectful workplace;  
and

**WHEREAS** municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and Whereas several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst municipal members of councils across Ontario; and

**WHEREAS** these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

**WHEREAS** municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

**WHEREAS** municipal governments have limited abilities in their toolkit to adequately enforce compliance with municipal Codes of Conduct; and

**WHEREAS** the most severe penalty that can be imposed on a municipal member of council is the suspension of pay for 90 days, even when egregious acts are committed and substantiated; and

**WHEREAS** AMO has called on the government to table and pass legislation that reflects the following recommendations:

- Updating municipal Codes of Conduct to account for workplace safety and harassment.
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario.
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province.
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner.
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office;

**NOW THEREFORE BE IT HEREBY RESOLVED THAT:**

1. The Town of Goderich supports the call of action the Association of Municipalities of Ontario (AMO) has submitted to the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them, in consultation with municipal governments; and
2. Be It Further Resolved That the legislation encompasses the Association of Municipalities of Ontario's letter of recommendations which includes options for enforcing compliance by council members with municipal Codes of Conduct such as;
  - Updating municipal Codes of Conduct to account for workplace safety and harassment.
  - Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario.
  - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the Province.
  - Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner o Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office; and
3. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Lisa Thompson, MPP Huron-Bruce, and the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, and Ontario municipalities.



**CARRIED**

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or [afisher@goderich.ca](mailto:afisher@goderich.ca).

Yours truly,



Andrea Fisher  
Director of Legislative Services/Clerk  
/ar

cc. Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)  
Hon. Paul Calandra [Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)  
MPP Lisa Thompson, Huron–Bruce [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
Ontario Municipalities

Wednesday, April 10, 2024

Catalina Blumenberg  
Clerk  
Prince Edward County  
332 Picton Main Street  
Picton, Ontario  
K0K 2T0

SENT VIA EMAIL: [clerks@pecounty.on.ca](mailto:clerks@pecounty.on.ca)

RE: Town of Goderich Resolution – Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates

---

Dear C. Blumenberg,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren

Seconded By: Councillor Kelly

**WHEREAS** poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

**WHEREAS** the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

**WHEREAS** people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

**WHEREAS** Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

**WHEREAS** Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 percent as of July 2023 to keep up with inflation, however even with the increase, ODSP rates still fall below their value in 2018 (\$1,376 when adjusted for inflation) and significantly below the disability-adjusted poverty line (\$3,091 per month);

**WHEREAS** OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

**WHEREAS** designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health-related supports to people experiencing poverty; and

**WHEREAS** leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

**THEREFORE BE IT RESOLVED THAT** the Town of Goderich requests the Provincial Government to urgently:

1. At least double Ontario Works and ODSP rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;
2. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;
3. Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;

**AND FURTHER THAT** a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, Huron County Social and Property Services, the Western Ontario Wardens Caucus, and all Ontario Municipalities.

**CARRIED**

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or [afisher@goderich.ca](mailto:afisher@goderich.ca).

Yours truly,



Andrea Fisher

Director of Legislative Services/Clerk  
/ar

cc. Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)  
Hon. Paul Calandra [Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)  
MPP Lisa Thompson, Huron–Bruce [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
Hon. Sylvia Jones [Sylvia.Jones@pc.ola.org](mailto:Sylvia.Jones@pc.ola.org)  
Association of Municipalities of Ontario [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
Ontario Municipal Social Services Association [dball@omssa.com](mailto:dball@omssa.com)  
Huron County Social and Property Services  
Western Ontario Wardens Caucus  
Ontario Municipalities

**Treasury Board Secretariat      Secrétariat du Conseil du Trésor**

Office of the President      Bureau de la présidente

Whitney Block, Room 4320      Édifice Whitney, bureau 4320  
 99 Wellesley Street West      99, rue Wellesley Ouest  
 Toronto ON M7A 1W3      Toronto ON M7A 1W3  
**Tel.:** 416 327-2333      **Tél. :** 416 327-2333



Dear Head of Council:

Today I am proud to release Ontario's [first annual report on the \*Provincial Emergency Management Strategy and Action Plan\*](#), reporting on progress made to move emergency management forward in collaboration with our partners.

The report highlights key actions the province is taking in collaboration with partners to ensure that communities across Ontario are as safe and prepared as possible before, during and after emergencies. It also sets out future priorities that will guide our work moving forward to keep Ontarians safe.

We have made substantial investments, created new grant programs and expanded training opportunities to ensure that emergency management partners across Ontario have the resources and tools necessary to prepare for, and respond to, emergencies such as floods, wildland fires and cyber attacks.

The province collaborated with municipal and Indigenous partners to highlight the progress we have made since releasing our plan in 2023. Those accomplishments include:

- Launching the [Community Emergency Preparedness Grant](#) to help communities and organizations purchase critical emergency equipment and supplies.
- Leading and participating in 85 emergency exercises and drills with government and non-governmental partners to strengthen emergency practice and preparedness.
- Launching the Provincial Exercise Program, a multi-year plan to exercise, test and strengthen multi-sector emergency plans and whole-of-government emergency response.
- Providing municipalities and provincial partners with resources to help them plan, set up and coordinate emergency exercises on their own.

The report demonstrates Ontario's leadership as the first jurisdiction in Canada to require annual and public reporting on progress made towards emergency management goals.

We are grateful for your valued partnership and look forward to continuing to work together to move emergency management forward.

Sincerely,

A handwritten signature in black ink that reads "Caroline Mulroney". The signature is written in a cursive, flowing style.

The Honourable Caroline Mulroney  
President of the Treasury Board  
Minister responsible for Emergency Management

c: Bernie Derible, Deputy Minister and Commissioner of Emergency Management,  
Treasury Board Secretariat

**Treasury Board Secretariat      Secrétariat du Conseil du Trésor**

Office of the President      Bureau de la présidente

Whitney Block, Room 4320      Édifice Whitney, bureau 4320  
99 Wellesley Street West      99, rue Wellesley Ouest  
Toronto ON M7A 1W3      Toronto ON M7A 1W3  
**Tel.:** 416 327-2333      **Tél. :** 416 327-2333



Madame la Présidente du Conseil,  
Monsieur le Président du Conseil,

Aujourd'hui, je suis fière de diffuser le [premier rapport annuel de la Stratégie et plan d'action de l'Ontario pour la gestion des situations d'urgence](#), qui donne un compte rendu des progrès accomplis pour faire avancer la gestion des situations d'urgence en collaboration avec nos partenaires.

Le rapport souligne les mesures clés que prend la province, en collaboration avec ses partenaires, pour faire en sorte que les collectivités des quatre coins de l'Ontario soient le plus en sécurité et préparées possible avant, pendant et après des situations d'urgence. Il présente également les priorités futures qui guideront nos efforts pour garder la population ontarienne en sécurité.

Nous avons fait des investissements considérables, créé de nouveaux programmes de subventions et multiplié les possibilités de formation afin que les partenaires de la gestion des situations d'urgence des quatre coins de l'Ontario disposent des ressources et des outils nécessaires pour se préparer et répondre aux situations d'urgence telles que les inondations, les feux de forêt et les cyberattaques.

La province a collaboré avec des partenaires municipaux et autochtones pour souligner les progrès que nous avons réalisés depuis la publication de notre plan en 2023. Au nombre des réalisations, mentionnons :

- Nous avons lancé la [Subvention pour les projets communautaires de protection civile](#) afin d'aider les collectivités et les organisations à se procurer les fournitures et l'équipement d'urgence essentiels.
- Nous avons dirigé et facilité 85 exercices et séances d'entraînement d'urgence auxquels ont participé des partenaires gouvernementaux et non gouvernementaux afin de renforcer l'entraînement et la préparation en cas d'urgence.
- Nous avons lancé le programme provincial d'exercices, un plan pluriannuel pour mettre en pratique, tester et renforcer les plans d'urgence mutisectoriels et les interventions d'urgence pangouvernementales.

- Nous avons fourni aux municipalités et aux partenaires provinciaux des ressources en vue de les aider à planifier, à mettre en place et à coordonner eux-mêmes des exercices d'urgence.

Le rapport souligne le leadership de l'Ontario à titre de première administration au Canada à exiger des rapports annuels et publics sur les progrès réalisés vers l'atteinte des objectifs de gestion des situations d'urgence.

Nous sommes reconnaissants de vous être associés à nous et nous sommes impatients de continuer de travailler ensemble afin de faire évoluer la gestion des situations d'urgence.

Veillez agréer, Madame la Présidente du Conseil, Monsieur le Président du Conseil, l'expression de mes salutations distinguées.



L'honorable Caroline Mulroney  
Présidente du Conseil du Trésor  
Ministre responsable de la gestion des situations d'urgence

c.c. Bernie Derville, sous-ministre et commissaire à la gestion des situations d'urgence  
Secrétariat du Conseil du Trésor