



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, April 10, 2018
Council Chambers
Municipal Building

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, April 10, 2018** at 7:30 p.m.
In The Council Chambers, Municipal Building*

7:30 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be live streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F3** inclusive contained in the Consent Agenda

- CA-006-18 Be It Resolved That: Items A1 to F3 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of March 27, 2018

A2 Special Meeting of Council of March 27, 2018

- 18-052 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of March 27, 2018; Special Meeting of Council of March 27, 2018.

Board and Committee Reports

B1 Committee of the Whole Meeting Minutes of March 27, 2018

B2 Corporate Services Committee Meeting Minutes of April 2, 2018

- 18-053 Be It Resolved That: The following board and committee reports are hereby received: Committee of the Whole Meeting Minutes of March 27, 2018; Corporate Services Committee Meeting Minutes of April 2, 2018.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Committee of the Whole Meeting of March 27, 2018

D1 Recommendation regarding RFP for Pumper/Tanker

- 18-054 Be It Resolved That: As Recommended by the Committee of the Whole That: The Fire Chief proceeds to complete the specifications and prepare a request for proposal for a new pumper/tanker.

D2 Recommendation regarding Fire Hall Layout

- 18-055 Be It Resolved That: As Recommended by the Committee of the Whole That: Staff to look at a layout for approx 8000 sq ft with no drive through bays and no second floor. Building to be pre-engineered. Identify the compromises in space that may be required.

Corporate Services Committee Meeting of April 9, 2018

D3 Recommendation regarding Amendment to Procedure Bylaw

- 18-056 Be It Resolved That: As Recommended by the Corporate Services Committee That: Bylaw No 2835/18 be adopted, being an amendment to the Procedure Bylaw to include the Terms of Reference for the Espanola Recreation & Cultural Advisory Committee.

D4 Recommendation regarding Temporary Borrowing Bylaw

- 18-057 Be It Resolved That: As Recommended by the Corporate Services Committee That: Council approve the Temporary Borrowing Bylaw as presented.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2837/18

- 18-058 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of March 27, 2018.

Reports

F1 Manitoulin – Sudbury District Services Board Meeting Minutes of March 22, 2018

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F2 Joint Health and Safety Meeting Minutes of January 4, 2018

F3 Rainbow District Animal Services Annual Report 2017

- 18-059 Be It Resolved That: The following reports are hereby received; Manitoulin – Sudbury District Services Board Meeting Minutes of March 22, 2018; Joint Health and Safety Meeting Minutes of January 4, 2018; Rainbow District Animal Services Annual Report 2017.

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Recommendation Regarding Commuter Cycling Plan

- 18-060 Be It Resolved That: Liem Strategic Integration be awarded the project for the Commuter Cycling Plan in the amount of \$25,000 plus HST.

Correspondence For Information Only

None

Information

This information was previously circulated to Council. If required a copy of the information is available at the Municipal Office.

Cheque Register

FONOM correspondence re: 2018 Ontario Budget

MOF correspondence re: Marijuana Tax Revenues

Media Release re: Espanola Fibre Arts Festival

Sudbury & Manitoulin Workforce Planning correspondence re: Local Labour Plan Market

Stewardship Ontario correspondence re: Industry Funding

Conference and Conventions

None

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Community Services Committee Meeting of April 17, 2018 @ 3:00 pm
Policing Options Public Consultation April 19, 2018 @ 7:00 pm – Espanola Legion Hall
Regular Meeting of Council of April 24, 2018 @ 7:30 pm

Adjournment

Closed Meeting (if required)



**THE PUBLIC MEETING OF COUNCIL
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Office**

**March 27, 2018
7:30pm**

His Worship Mayor Piche presided over the meeting.

Present:

Councillors: R. Dufour, K. Duplessis; R. Duplessis, B. Foster,
H. Malott

Absent:

B. Yocom

Staff: P. Roque, Clerk; C. Townsend, CAO/Treasurer; D.
Parker, Assistant Manager of Public Works; T. Denault-
Roque, Recording Secretary

The Mayor stated that this meeting will be live streamed.

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing

None

Delegations/Petitions

None

Question Period

None

CONSENT AGENDA

CA-005-18 R. Duplessis – R. Dufour

Be It Resolved That: Items A1 to F11, exclusive of D1,
contained in Part 1 Consent Agenda be adopted.

Carried

**Items A1-A5
Council Minutes**

18-037 R. Duplessis – R. Dufour

Be It Resolved That: The following Minutes are hereby
accepted; The following Minutes are hereby accepted; Special
Meeting of Council of February 27, 2018; Public Meeting of
Council of February 27, 2018; Special Meeting of Council of
February 27, 2018; Special Meeting of Council of March 12,
2018; Special Meeting of Council of March 20, 2018.

Carried

Board and Committee Reports

**Item B1-B3
Community Services
Committee Meeting
Minutes**

18-038 R. Duplessis – R. Dufour

The following board and committee reports are hereby received:
Corporate Services Committee Meeting Minutes of March 6,
2018; Committee of the Whole Meeting Minutes of March 9,

2018; Community Services Committee Meeting Minutes of March 20, 2018.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee of February 27, 2018

Item D1
Garbage Bylaw

Item Severed. See Regular Agenda

Item D2
Uncollectable Fines

18-040 K. Duplessis – R. Duplessis
Be It Resolved That: As Recommended by the Corporate Services Committee That: The write off code of CW (Council write-off) be added to the out of province and out of country files dated up to 2005.

Carried

Committee of the Whole Meeting of March 9, 2018

Item D3
Facility Condition
Assessment Report

18-041 R. Duplessis – K. Duplessis
Be It Resolved That: As Recommended by the Committee of the Whole That: The Facility Condition Assessment Report for the Firehall, prepared by McIntosh Perry, be accepted as presented

Carried

Community Services Committee Meeting of March 20, 2018

Item D4
Playground
Enhancement
Opportunity

18-042 K. Duplessis – R. Duplessis
Be It Resolved That: As Recommended by the Community Services Committee That: The Town of Espanola enter into a partnership with United Way for a playground enhancement opportunity.

Carried

Item D5
Plowing Request

18-043 R. Dufour – R. Duplessis
Be It Resolved That: As Recommended by the Community Services Committee That: Council deny the request to add the North side of Park St to the sidewalk plow routes.

Bylaws and Resolutions

Item E1

Confirmatory Bylaw

18-044 K. Duplessis – B. Foster

Be It Resolved That: Bylaw No 2832/18 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of January 27, 2018.

Carried

Reports

Items F1-F11

18-045 H. Malott – K. Duplessis

Be It Resolved That: The following reports are hereby received; Building Department Departmental Report for February 2018; Fire Department Departmental Report for February 2018; Public Works Department Departmental Report for February 2018; Leisure Services Department Departmental Report for February 2018; Public Heath Sudbury & Districts Meeting Minutes of February 15, 2018; Espanola Police Services Board Meeting Minutes of February 7 & March 1, 2018; Espanola Police Services Board Report for February 2018; Treasurer's Statement of Remuneration – 2017; Espanola Water Pollution Control Plant Annual Operating Report 2017 Annual Report for Espanola Court Service Area; 2017 Annual Report for Elliot Lake & Blind River Court Service Area.

Carried

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item D1

Garbage Bylaw

18-039 R. Dufour – R. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: Bylaw 2807/17 be adopted.

Councillor K. Duplessis stated that during the Corporate Services Committee a list of comparators were asked to be brought forward. He further advised that he wanted to see that information prior to voting on this item. Councillor K. Duplessis then suggested that this item be tabled until those comparators are received.

It was the consensus of Council to defer this motion.

Item G1

**Community Living
5km Walk/Run Event**

18-046 H. Malott – K. Duplessis

Be It Resolved That: Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 12th, 2018 providing that:

1. NSSAR Marshalls are at the following main locations:
 - Intersection of Mead/Queensway for start and finish
 - Mead/Vanier Road Intersection (for 1 km turn around)
 - Bottom of tank hill (base of ski hill)
 - Top of tank hill
 - Corner areas of hill

- Top of Water Treatment plant

The organizers contact PWD to obtain a Facility Agreement and to proceed with the booking procedures to use the pavilion, canteen and washrooms.

Carried

Item G2
Vacant Part-Time
Customer Service
Position

18-047 B. Foster – K. Duplessis

Be It Resolved That: Leisure Services proceed in hiring to fill the current vacant part-time Customer Service Position.

Carried

Item G3
Temporary Employee
Replacement

18-048 H. Malott – B. Foster

Be It Resolved That: The Public Works Department replace the permanent employee temporarily off work due to sickness with a temporary employee.

Carried

Councillor R. Duplessis asked for clarification on the location of this position as well as confirmed that this is a replacement position.

Councillor K. Duplessis advised that as per the staff report there was a statement that staffing issues are still a constant struggle at Leisure Services and asked if the Manager can offer more details on that. The Manager was not in attendance, but the Clerk acknowledged that information can be obtained.

Councillor K. Duplessis also suggested that exit interviews should be done.

Defeated

A discussion ensued.

Councillor R. Duplessis spoke about the timeline of getting a temporary employee in place and suggested that extra students be hired and not replace this employee. Mayor Piche advised that he wasn't sure if this employee was an operator and if he was they could not put a student in that position. Mr. Parker stated that he supported the Mayor's statement and further commented students do not operate equipment other than the riding lawnmower or whipper snipper. He further confirmed that this employee is an operator.

Councillor K. Duplessis stated that the Town does have a flexible workforce and a line of progression. He further stated that he was taken back by the comment that if Council does not fill the vacancy, then the Department requests direction on where they would like to reduce the service levels. Councillor He also stated he didn't believe that was the responsibility of Council. He stated that there was a very experienced and knowledgeable management at Public Works that can do this job, if they cannot; they have a very intelligent and competent CAO who can guide them on this.

Councillor Foster stated that if they aren't going to move ahead with this then the Department should provide information on what services they cannot provide because it may make a difference. He further advised that they need to make their best judgement, but Council should know at least what the risk is. Mayor Piche asked for clarification on the risk. Councillor Foster then stated they should at least know what the compromise is.

Councillor R. Duplessis said that the people running that Department are going to make decisions based on priorities and necessities and if they run into trouble they are going to come back to Council and advise them.

Item G4
**Recreation and
Culture Advisory
Committee**

18-049 B. Foster – H. Malott

Be It Resolved That: Council appoints Councillor Ron Duplessis to the Espanola Recreation and Cultural Advisory Committee.

Carried

The Mayor asked Council if there was anyone interested in sitting on the Committee. There was no interest.

Councillor R. Duplessis stated that if there was none, he would sit on the Committee because there should be some representation. There were no other comments from Council.

Item G5
**Notice of Motion
Council
Remuneration**

Be It Resolved That: **Schedule "A" Remuneration of Council Members** Item 4 and 5 to read as follows:

A member of Council being absent from a Regular Council meeting without advising administration, **or Mayor and/or Council** shall be deducted from their remuneration payable under this bylaw, the sum of \$150.00 for each absence from regular meetings of Council. The CAO is required to facilitate the deduction through the normal payroll.

In item 5 the same **or Mayor and/or Council** shown in that paragraph as well.

4. A member of Council being absent from a Regular Council meeting without advising administration, shall have deducted from their remuneration payable under this bylaw, the sum of \$150.00 for each absence from regular meetings of Council. The CAO is required to facilitate the deduction through the normal payroll process.
5. Members of Council absent from Committees as appointed to by Council without advising administration, shall have deducted from their remuneration payable under this bylaw the sum of \$60.00 for each absence from the scheduled committee meeting.

Councillor R. Duplessis suggested that additional wording be

added to include "due to no fault of their own", or "was unable to contact administration, but could provide a reasonable reason why" should be acceptable as a reason to be absent from a meeting.

The Clerk explained that the Bylaw would need to be amended for correct wording, that it can be brought to Corporate Services and then brought to Council.

Councillor Dufour added that he would like it to read Mayor or Council member, and not just Council.

Councillor Foster asked if this has been a problem, the CAO advised that it hasn't been an issue recently, however stated that if Administration is not notified then there is no one keeping track of whether or not there is a quorum or not.

Councillor Dufour stated that the reason he brought this item forward was because he was unable to attend a meeting and lost out on \$60, he had notified the Committee but not Administration.

Item G6
Proposed
Amendments to the
Endangered Species
Act

18-051 B. Foster – H. Malott

Be It Resolved That: Council for the Town of Espanola supports the resolution adopted by the County of Renfrew, passed on February 28, 2018 regarding the proposed amendments to the Endangered Species Act.

Carried

Item G7
Espanola Public
Library
Correspondence

For Information

Correspondence For Information Only

H1 Year End Statistical Report for the Information and Privacy Commissioner of Ontario

Information

This information was previously circulated to Council. If required a copy of the information is available at the Municipal Office.

Cheque Register
Office of the Prime Minister Correspondence
MTO Correspondence
MMA Correspondence
Sylvia Jones, MPP Correspondence
North East LHIN Correspondence

Conference and Conventions

None

Mayor and Councillors Reports and Announcements

**Fire Department
Billing Insurance
Companies**

Chief Pichor confirmed there are provisions in insurance policies that allows for fire calls to be billed back through insurance. It was the consensus of Council to have additional information on this item brought forward.

Ontario Northland

There is now a depot at the Dynamic Restaurant.

Condolences

Condolences were offered to family members who have recently lost loved ones that were long time community residents.

Future Council Meetings

Corporate Services Committee Meeting of April 3, 2018 @ 3:00 pm

Regular Meeting of Council of April 10, 2018 @ 7:30 pm

Community Services Committee Meeting of April 17, 2018 @ 3:00 pm

Policing Options Public Consultation April 19, 2018 @ 7:00 pm – Espanola Legion Hall

Adjournment

H. Malott – K. Duplessis

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:01 pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

**SPECIAL MEETING OF COUNCIL
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Office**

**April 3, 2018
7:58 pm**

Mayor Piche presided over the meeting.

Present: Councillors: R. Dufour, K. Duplessis; R. Duplessis, B. Foster, H. Malott
Staff: P. Roque, Clerk; C. Townsend, CAO/Treasurer; T. Denault-Roque, Recording Secretary

Absent: B. Yocom

In Camera

1. K. Duplessis – B. Foster

Under authority of Section 26.1.3 of Bylaw No. 2062/08, Committee goes into an "in camera" session for the purpose stated in Section 239.2 of the Municipal Act.

- a proposed or pending acquisition or disposition of land by the municipality or local board.

Time: 7:58 pm

Carried

Resume Special Meeting

2. R. Dufour – R. Duplessis

Be It Resolved That: The Special Meeting of Council hereby resumes. Time: 8:01 pm

Carried

Council went in to a closed session to discuss an opportunity to purchase property. Staff received direction.

Adjournment

3. R. Duplessis – R. Dufour

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 8:02pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

**COMMITTEE OF THE WHOLE
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Building**

**March 27, 2018
6:30 pm**

Mayor Piche presided over the meeting.

Present: Councillor R. Dufour; K. Duplessis; R. Duplessis; B. Foster; H. Malott
Staff: P. Roque, Clerk; C. Townsend, CAO/ Treasurer; M. Pichor, Fire Chief; T. Denault-Roque, Recording Secretary

Absent: Councillor B. Yocom

**Pumper/Tanker
Combination Vehicle**

1. R. Duplessis – R. Dufour

Be It Resolved That: As Recommended by the Committee of the Whole
That: The Fire Chief proceeds to complete the specifications and prepare a request for proposal for a new pumper/tanker.

Carried

A discussion ensued regarding the amount of time it would take to complete the specs. The Fire Chief explained that there are approximately 2000 items for specification and would likely take another month.

Councillor R. Duplessis asked if once the specs were completed, would the truck be ordered. Chief Pichor advised it would not as it would need to go to tender first. There were no further questions. The Clerk clarified and reminded Council that any item that goes out for tender comes back to be awarded by Council.

**Other Fire Hall
Construction**

For Information Only

There was no discussion on this item.

**Fire Hall Space
Requirements**

2. K. Duplessis – B. Foster

Be It Resolved That: As Recommended by the Committee of the Whole
That: The space requirement listing is adopted.

Councillor Foster asked for clarification on the space requirement listing. He wanted to know if this means that Council would be approving a 9600 sq ft building right now. The Mayor responded no, it did not. Councillor Foster further advised that the two story building that has been listed has a lot of wasted space for example the elevator and two stair wells. He further commented that the wasted space works out to be approx 2000 sq ft. He then stated he was not opposed to approve the space requirements for training areas, storage or offices, but was not in favour of approving a 9600 sq ft building. He suggested that if something was built with one level as opposed to two and around 7500 or 8000 sq ft would give them all the functional area that has been identified in the 9600 sq ft story building.

Councillor Dufour then commented that he read Chief Pichor's comments and thought that a pre engineered building sounded good, it cut the time in half and they came with their own prints. He further

advised that the one in Mindemoya is a little small but he would like to rearrange that to somewhere in the neighbourhood of 6048 sq ft. Mayor Piche advised that a pre engineered building would probably be the way they would go, however he felt that more than 6000 sq ft would be required.

Councillor K. Duplessis asked what the size of the useable space is now at the hall. The CAO advised that the engineers report states the footprint was 2976 sq ft and the gross floor area is 3850 sq ft.

Councillor R. Duplessis agreed with Councillor Foster with respect to a pre engineered building approximately 7000 sq ft. If the width was 70 feet and 100 ft in length they could have two trucks back to back, although it would be tight it would still be 50% larger than Mindemoya. Chief Pichor advised that they have looked into the one story and it is the preferable method, however the issue becomes parking, as there wouldn't be enough room. Councillor Foster advised that if you went out 15 or 20 feet and you don't have a drive through bay, so you have the same width with a 15 or 20 ft longer building. The fact that you have a drive through bay wastes somewhere around 600 sq ft because at the end of each bay the apparatus does not fill both sides of the bays for 100 feet and if you extended it out a bit longer you could then use the bay space required for the apparatus and then put the storage for the firefighters and other things at that extension. He further advised there may be issues with building it this way, but felt it was worth looking into.

The Mayor asked if they were still looking into space for the Public Works employees, Councillor Foster stated that they were and the discussion of wasted space continued.

The Fire Chief explained one of the reasons they looked into a two story building was for efficiencies in delivering their services, Councillor Foster acknowledged that Council realizes that.

Councillor R. Duplessis stated that when they were taking measurements back last fall there was space that could be used behind the hall that would allow an increase of 15-20 ft to a new hall. He further stated that rough estimates could be done to determine parking and once the old hall was torn down, providing they were moving forward with a new one that space could become parking as well.

Mayor Piche asked if they were looking at the future as well, if there is an expansion required in the future will they be looking into that as well. Councillor R. Duplessis stated that he thought the future in this Town might be that it is shrinking and not growing. Councillor K. Duplessis stated that in 1970 when the hall was built, apparently it was built for the future and now that building cannot be used. He further stated who knows what the building codes and whatever other changes, we shouldn't worry about tomorrow, to a degree we should but not at a cost.

Councillor Foster stated that if in the future an aerial truck would be purchased it wouldn't fit into the 100 ft bays therefore a new bay would need to be built somewhere. Councillor Foster suggested that what they could do with a 7000 and 8000 sq ft building and what would need to compromise, if anything at all, for functional space, lay it out with the pros and cons.

Councillor Malott asked if Councillor Foster was suggesting a 3 bay, Councillor Foster clarified it was a two bay and explained that the drive through bay is wasting 25 ft, where it could be utilized for bunker storage. Further discussion took place on the area that should be looked at. It was the consensus of Council that 8000 sq ft would be looked at. Chief Pichor advised that they were more than willing to

look into that, however cautioned that there will be costs associated with redrafting, engineering cost as well as delays to the project and if not started soon there will not a contractor available. Councillor Foster acknowledged that he understood and was just looking for the layout of it and what it would look like and could be done in a very short time. He further advised that they were all on a wavelength that they would like to go with a pre engineered building which is 20% cheaper and quicker to build. If a decision was made in June, they could be ready for construction in 4 months. Councillor Foster also stated that he was talking to an engineer about prefab buildings and whether or not it affected the life of the building, whether or not money is saved up front vs not and they say the pre engineered buildings are typically more sturdy and last longer because of their design.

Councillor R. Duplessis asked if the Chief could get his little Committee together to get working on this that could draw them up a sketch.

Chief Pichor advised he could.

Mayor Piche asked if they could just shorten up the plans that Perry and Perry had provided, it was explained to the Mayor that the footprint would need to be expanded because they would need to accommodate for the removal of the second story. The Mayor questioned if Perry and Perry could do this for a smaller cost.

Councillor Foster thought that it could be done very quickly with grid paper, laying out various dimensions and decide where it might make sense to put storage, bunker and lockers.

Councillor Dufour wondered if they got in touch with the pre engineering people if they couldn't send us something, if we identified something for them, once an identification was received from the Fire Chief, they could provide suggestions on what may work. Councillor K. Duplessis suggested that they could.

Mayor Piche asked the Fire Chief if he was able to do that, to which the Chief advised he could. He further stated that they would go back to the drawing table and put together a new floor plan with their functional requirements and start back at ground 0, he further commented he was worried about the delay.

Councillor K. Duplessis advised that they have been delaying this for 2.5 years so they cannot be pressured into it. Chief Pichor did state that he was at a conference over the weekend and shared that as early as May there will be mandatory certification required for all Firefighters as well as the Firefighters in the Sudbury District, which opens up the door to host and provide a training facility. Clarification was provided to Council that this would be both physical and written training.

Mayor Piche asked the Chief if he was estimating the costs at \$40,000 to re engineer the building, the Chief could not confirm that amount.

Mayor Piche then asked if the CAO had a figure to which she replied that she did not; however she did say that the discussion has been great but wanted to clarify that the Committee did jump ahead of a motion. The resolution that was on the table was just to adopt the space requirements, and she believed there to be consensus that Public Works would be moving other there. Councillor Foster asked if she wanted them to define the square footage of each space, the CAO advised she was not looking at defining square footage but looking at what was going to be going in there first, to be used as a starting point. The resolution on the size of the building would have been the next motion, however there was another option as well to go to tender for a whole design build option, saying they want one story to fit on the lot and see what they get. Councillor Foster asked what was needed from them. Councillor Foster then advised that there was common

spaces and washrooms that has been defined and he does not disagree with that. He did have questions regarding the size of the kitchen. The CAO stated there was no size identified in the staff report and further she would like to clarify that what she has identified came from the architect and they were common areas that are found in fire halls and that has not been driven by her.

Mayor Piche reminded Council of the extra costs, he stated that there is already \$60,000 in this and that has to stop or they are going to end up paying engineers the equivalent to the building. Councillor Foster stated that a pre engineered building will save about \$400 - \$500,000 on this project and the building they have in front of them is not pre-engineered. He further stated that he was prepared to take a little time to save money if they can.

Councillor R. Duplessis acknowledged that they did skip some motions but because they were looking at a 8000 sq ft building and asking the Fire Chief and the Committee to look at items they actually need in the building and that is regardless of what was on the staff report.

Councillor Foster read off some of the items with their sq footage that has already been identified. He then suggested that the Committee use those measurements and see if they fit into a 8000 sq ft building, if they do not then they will have to see what they will have to compromise on. The Fire Chief clarified that they didn't go with what they wanted, but rather what best suits the Fire Department.

Councillor Foster acknowledged he understood that.

The Clerk advised that she was preparing a motion, she then asked Councillor Foster to review the motion to make sure everyone was clear on what was being asked.

The Clerk then read the following motion:

3. H. Malott – K. Duplessis

Be It Resolved That: As Recommended by the Committee of the Whole That: Staff to look at a layout for approx 8000 sq ft with no drive through bays and no second floor. Building to be pre-engineered. Identify the compromises in space that may be required.

Carried

Fire Dept Needs

Due to the previous motion adopted by the Committee, this motion was not moved and seconded.

Be It Resolved That: As Recommended by the Committee of the Whole That: Construction/tender documents be prepared for the firehall based upon the detailed design documents previously prepared.

Adjournment

R. Dufour – R. Duplessis

Be It Resolved That: The Committee of the Whole is hereby adjourned.

Time: 7:02 pm

Ron Piche
Mayor

Paula Roque
Clerk

CORPORATE SERVICES COMMITTEE MEETING**Tuesday, April 3, 2018****3:00 pm****Main Level Boardroom****Municipal Building****Chair K. Duplessis presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.****Present:**

Councillor B. Foster; Councillor R. Duplessis
Municipal Officials, P. Roque, Clerk/Manager of Planning Services;
C. Townsend, CAO/Treasurer; T. Denault-Roque, Recording
Secretary

Absent:

Mayor Piche; C. Tessier, Manager of Financial Services

**Temporary Borrowing
Bylaw****1. R. Duplessis – B. Foster**

Be It Resolved That: As Recommended by the Corporate Services
Committee That: Council approve the Temporary Borrowing Bylaw
as presented

Carried

Councillor Foster suggested that the amount be increased, due to
the Hwy 6 project, the possible switch to OPP and a new fire hall.
The CAO stated that she felt the municipality was in good shape,
however if more was needed it wouldn't be an issue to increase
that amount at that time.

**Amendment to
Procedural Bylaw****2. B. Foster – R. Duplessis**

Be It Resolved That: As Recommended by the Corporate Services
Committee That: Bylaw No 2835/17 be adopted, being an
amendment to the Procedure Bylaw to include the Terms of
Reference for the Espanola Recreation & Cultural Advisory
Committee.

Carried**Garbage Bylaw**

A discussion ensued.

Councillor Foster would like to have wording in the Bylaw to
address the location of storing garbage on property between pick
up days. He would like to ensure it is kept away from the property
line and not visible from the street. A discussion ensued regarding
enforcing this requirement. It was stated that it would be difficult
to enforce the Bylaw without set fines.

The Clerk explained to the Committee that the Municipality does
not automatically resort to issuing fines, but rather tries to work
with any resident that is not conforming to a Bylaw. The fines are
in place and may only be used in the event that an ongoing issue
continues where a resident refuses to comply.

Staff was directed to research wording to incorporate how to store

garbage between pick up days and bring that information back to the next Committee meeting.

**Bill 68 Changes –
Electronic Participation**

A discussion ensued.

The Committee would like to have stricter penalties regarding honorariums and missed meetings and directed Staff to research other municipalities and bring that back to the next meeting for discussion.

The Committee also discussed amending the travel policy to ensure there is no quorum when Councillors are travelling together.

It was the consensus of the Committee that electronic participation not be included in the Procedural Bylaw at this time.

Further discussion ensued regarding the changes to the Integrity Commissioners duties and how the Municipality will be responsible to cover the costs for all inquiries and investigations as well as changes to the taxable portion of Council remuneration.

Adjournment

R. Duplessis –B. Foster

Be It Resolved That: The Corporate Services Committee Meeting is hereby adjourned.

Time:3:35 pm

K. Duplessis
Chair

P. Roque
Clerk

COMMITTEE OF THE WHOLE

Moved By: *R. Duplessis*

Date: March 27, 2018

Seconded By: *Ray Dufour*

Motion No.: 1

Be It Resolved That: As Recommended by the Committee of the Whole That:

The Fire Chief proceeds to complete the specifications and prepare a request for proposal for a new pumper/tanker.

CARRIED ✓ DEFEATED

R. Piche
Chair

	For	Against
Mayor R. Piche	<u> </u>	<u> </u>
R. Dufour	<u> </u>	<u> </u>
K. Duplessis	<u> </u>	<u> </u>
R. Duplessis	<u> </u>	<u> </u>
B. Foster	<u> </u>	<u> </u>
H. Malott	<u> </u>	<u> </u>
B. Yocom	<u> </u>	<u> </u>

Mayor R. Piche	<u> </u>
R. Dufour	<u> </u>
K. Duplessis	<u> </u>
R. Duplessis	<u> </u>
B. Foster	<u> </u>
H. Malott	<u> </u>
B. Yocom	<u> </u>

COMMITTEE OF THE WHOLE

Moved By: Heather Malott
 Seconded By: Ken Duplessis (K. Duplessis)

Date: March 27, 2018

Motion No.: 3

Be It Resolved That: As Recommended by the Committee of the Whole That:

~~Construction/tender documents be prepared for the fire hall based upon the detailed design documents previously prepared.~~

Staff to look at a layout for approx. ^{WT} ~~7000~~ 8000 sq. ft with no drive through bays and no second floor. Building to be pre-engineered. Identify the compromises in space that may be required. ^{WT} KD

CARRIED DEFEATED

Ron Piche
 Chair

	For	Against
Mayor R. Piche	<u> </u>	<u> </u>
R. Dufour	<u> </u>	<u> </u>
K. Duplessis	<u> </u>	<u> </u>
R. Duplessis	<u> </u>	<u> </u>
B. Foster	<u> </u>	<u> </u>
H. Malott	<u> </u>	<u> </u>
B. Yocom	<u> </u>	<u> </u>

Mayor R. Piche	<u> </u>
R. Dufour	<u> </u>
K. Duplessis	<u> </u>
R. Duplessis	<u> </u>
B. Foster	<u> </u>
H. Malott	<u> </u>
B. Yocom	<u> </u>

CORPORATE SERVICES COMMITTEE

Moved By: Bill Foster

Date: April 3, 2018

Seconded By: [Signature]

Motion No.: 2

Be It Resolved That: As Recommended by the Corporate Services Committee That:

Bylaw 2835/18 be adopted, being an amendment to the Procedure Bylaw to include the Terms of Reference for the Espanola Recreation & Cultural Advisory Committee.

CARRIED ✓ DEFEATED

[Signature]
Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	_____	_____
B. Foster	_____	_____
K. Duplessis	_____	_____
R. Duplessis	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
K. Duplessis	_____
R. Duplessis	_____

AGENDA#2

Department: General Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 06/05/17
Policy No:	Revision Date: 13/05/29
Bylaw No:	Version #: 2

STAFF REPORT

DEPARTMENT: Administration

DATE: March 28, 2018

ITEM: Rec Committee

RECOMMENDATION: Be It Resolved That: As Recommended by the Corporate Services Committee That: Bylaw 2835/18 be adopted, being an amendment to the Procedure Bylaw to include the Terms of Reference for the Espanola Recreation & Cultural Advisory Committee.

BACKGROUND: See attached Council resolution

ANALYSIS:

EXISTING POLICY: Amendment to Procedure Bylaw

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA

Yes

No

IMPLEMENTATION: Leisure Services

Prepared By:

Traci Denault-Roque

Department Manager:

Paula Roque

CAO / Treasurer:

Approval of Recommendation:

Yes

No

Comments:



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW No. 2835/18

BEING AN AMENDMENT TO BYLAW 2062/08
A BYLAW TO PROVIDE FOR THE
ADOPTION OF RULES OF PROCEDURE
FOR THE MUNICIPAL COUNCIL
OF THE CORPORATION OF THE TOWN OF ESPANOLA

That the Council of the Corporation of the Town of Espanola amends the Special Purpose Body Advisory Committees as follows:

Special Purpose Body Advisory Committee:

ESPANOLA RECREATION & CULTURAL ADVISORY COMMITTEE

A. Purpose

The Town of Espanola Recreation & Culture Advisory Committee ("the Rec Committee") will serve to strengthen and increase recreation and cultural opportunities and strive to improve the quality of life and experience for all residents and visitors. Recreation and culture is broadly defined to include sport, arts and culture, indoor & outdoor leisure, festivals and community events.

B. Principles

- Enhance the quality of life for all residents
- Ensure accessibility of indoor & outdoor recreation, events and culture
- Collaborate and partner to achieve common objectives

C. Mandate

- Support & assist with the goals, objectives and strategic directions as set out by the current Recreation Master Plan and the Active Community Charter.
- Serve as a liaison and advise Council on matters pertaining to the effective and efficient delivery of recreation services, facilities, programs and special events.
- Identify issues, trends and gaps in service and advise on how to address these in service planning
- Advise Council on policy to support the vision of an active, healthy community
- Ensure broad consultation with community stakeholder groups on recreational issues and opportunities
- Support and enhance communications with the residents of the Town of Espanola on matters relating to recreational opportunities

D. Reporting Relationship

The Rec Committee is to serve as an advisory body to Council. The Rec Committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff action must be first considered by staff and/or Council.

E. Committee Composition

The Committee shall be comprised of 7-10 voting members who must reside in the Town of Espanola or be the owner or tenant of land. To the greatest extent possible, public representation will be multi-sectored and include representation from the following stakeholder groups;

- Youth (13-18 yrs)
- Health Promotion (i.e. FHT, Health Unit, Mental Health)
- Minor Sports (i.e. hockey, soccer, minor ball, skating)
- Special Events (Car show, Fibre Arts Festival)
- Culture (Theatre, Choir, Music)
- Seniors (55+)
- First Nations
- Not for profit Recreational Service (Golf Club, Ski Club, Curling)
- Private sector (i.e. personal trainers, class instructors, bowling alley)
- Library volunteer (board member or Friends of the Library)

Appointments, by Council resolution, shall be annual for a period of up to three years. Appointments can be revoked at any time at the discretion of staff and /or Council. The Rec Committee shall also include one member of Council who shall have full voting privileges. A staff representative of Leisure Services will attend the meetings as a resource. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

F. Chairperson/Vice Chair & Secretary

A Chairperson, Vice Chair & Secretary shall be elected by majority vote on an annual basis. Members of Council and Staff are not allowed to serve as Chair or Vice Chair. The Chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting chair to serve in the same capacity for the duration of that meeting.

G. Subcommittees

Subcommittees may be formed to complete specific tasks related to the committee's mandate but must report through the committee.

H. Decision Making & Voting

Any recommendation to Council must be voted on. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted.

I. Quorum

Quorum is considered 50% of committee members plus one. A meeting may proceed without quorum; however substantive recommendations are not to be ratified until supported by the majority of members.

J. Meeting Structure & Format

Rec Committee meetings to be held monthly (same day & time to be determined) and scheduled at the Rec Complex. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The staff representative will include any recommendations from the Rec Committee in their monthly staff report to Council.

K. Accountability

Committee members are expected to attend meetings regularly. If a member is absent for three consecutive regularly scheduled meetings, unless the absence is due to illness or a similar accepted reasoning, the member is deemed to be removed from the committee and Council may proceed to replace that member. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Committee and copied to the secretary.

L. Conflict of Interest

Members will declare any conflict of interest and state the general nature of their conflict at the beginning of the meeting. A declaration of conflict will be recorded in the minutes. The member will be required to leave the meeting space for the item in discussion.

M. Public Relations

Members must not compromise the integrity of the Town's service to the public. Members must not use the Committee as a platform to undertake and/or lobby for a special interest. Members do not have the authority to speak on behalf of the Town and committee to the media.

N. Amendments

Amendments to the terms of reference can only be made by Council.

Staff Resources:

Leisure Services Staff
Other Staff as required

CORPORATE SERVICES COMMITTEE

Moved By:

R. S. Duplessis

Date: April 3, 2018

Seconded By:

Bill Foster

Motion No.: **1**

Be It Resolved That: As Recommended by the Corporate Services Committee That:
Council approve the Temporary Borrowing Bylaw as presented.

CARRIED ✓ DEFEATED

K. Duplessis

Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	<u> </u>	<u> </u>
B. Foster	<u> </u>	<u> </u>
K. Duplessis	<u> </u>	<u> </u>
R. Duplessis	<u> </u>	<u> </u>

DECLARATION OF PECUNIARY

Mayor R. Piche	<u> </u>
B. Foster	<u> </u>
K. Duplessis	<u> </u>
R. Duplessis	<u> </u>

AGENDA #1

Department: General Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date:
Policy No:	Revision Date: 06/05/17
Bylaw No:	Version #: 1

STAFF REPORT

DEPARTMENT: Administration

DATE: March 23, 2018

ITEM: Temporary Borrowing Bylaw

RECOMMENDATION: Be It Resolved That: As Recommended by Corporate Services Committee That: Council approve the Temporary Borrowing Bylaw as presented.

BACKGROUND: This bylaw is passed annually to authorize temporary borrowing for the current year, should the need arise. Currently there is no expectation that this debt provision will be utilized in 2018.

ANALYSIS: This bylaw allows the bank and the municipality to react quickly to short term cash shortfalls occurring as a result of emergency situations or unforeseen events. The maximum level of this borrowing provision is capped at \$2,000,000.00.

EXISTING POLICY: Borrowing provisions are established by bylaw.

FINANCIAL COMMITMENT: none at this time.

IMPLEMENTATION: To be forwarded to RBC for their records.

Prepared By:

Cathy Tessier

Department Manager:

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:

ONTARIO
MUNICIPAL CORPORATIONS
TEMPORARY BORROWING BY-LAW

E-Form 348 (1996/03)

(FOR BANK USE ONLY)

SRF Account No.

The Corporation of the Town of Espanola (the "Municipality") By-law No 2833/18 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2018.

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESPANOLA ENACTS AS FOLLOWS:

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.

2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of council.

3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$2,000,000.00, whichever is less.

4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the *Municipal Act* that have not been repaid.

5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law, shall be temporarily calculated until such budget is adopted using the estimated revenues of the Municipality as set forth in the budget adopted for the next previous year.

b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.

7. The treasurer be and is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.

8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.

9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.

9. This by-law shall taken effect on the final day of passing.

Enacted and passed this _____ day of _____, _____.

Head of Council

Clerk



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2837/18

**Being a bylaw of the Town of Espanola to Adopt
the Minutes of Council for the Term Commencing
December 1st, 2014, and Authorizing
Taking of any Action Authorized Therein and Thereby**

WHEREAS Section 101 of the Municipal Act, R.S.O. 1990, C. M45, as amended, requires a municipal council to exercise its powers by bylaw, except where otherwise provided;

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

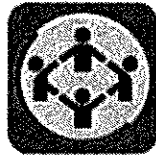
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESPANOLA ENACTS AS FOLLOWS:

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: March 27, 2018 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 10th day of April 2018.

Ron Piche
Mayor

Paula Roque
Clerk



Conseil des Services du District de
Manitoulin-Sudbury
District Services Board

Draft Minutes
of the March 22, 2018
MANITOULIN-SUDBURY DSB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSB Boardroom

Present: Bill Baker, Vern Gorham, Les Gamble, Bruce Killah, David Leonard, Al MacNevin, Ray Dufour, Ken Duplessis, Eric Russell, Jim Rook, Dean Wenborne, Paul Schoppmann, Michael Levesque

Regrets : Ted Lovelace

Staff : Fern Dominelli, Donna Stewart, Connie Morphet, Kristin McFarlane, Robert Smith, Ehren Baldauf

Media: Michael Erskine – Manitoulin Expositor

1.0 Call to Order

Chair, Les Gamble, called the meeting to order at 10:00 a.m.

2.0 Adoption of Agenda

Resolution No. 18-23

Moved by: Al MacNevin

Seconded by: Ray Dufour

BE IT RESOLVED THAT the agenda be adopted.

Carried

3.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4.0 Closed Session

Resolution 18-24

Moved by: Michael Levesque

Seconded by: David Leonard

BE IT RESOLVED THAT the Board move into closed session at 10:03 a.m.

Carried

Resolution 18-25

Moved by: Bill Baker

Seconded by: Ray Dufour

BE IT RESOLVED THAT the Board adjourn this closed session at 10:50 a.m.

Carried

5.0 Business Arising from Closed Session

During its Closed Session, the Board discussed Property and Human Resources Issues.

6.0 Adoption of Minutes

Resolution No. 18-26

Moved by: Bruce Killah

Seconded by: Bill Baker

BE IT RESOLVED THAT the Minutes of the February 22, 2018 Board meeting be approved.

Carried

7.0 Committee Meetings

Strategic Planning Committee

7.1 Review Strategic Planning

Meeting postponed until April 2018.

Program Planning Committee

Program Planning Committee Chair, David Leonard, gave the Board a brief update on the items discussed at the March 21, 2018 meeting, which included review of Board Governance Policies, Child Care Quality Assurance Report, Homeless Enumeration, Social Infrastructure Fund, GreenON, Paramedic Services Fleet Maintenance and Paramedic Response Time Standard.

7.2 Policy Revisions

The Program Planning Committee reviewed the following Board governance policies and Human Resources policy; Board Procedural By-Law, Honoraria By-Law and Roles of Board Members. There were no recommended changes to these policies.

General Administration Policy B.2.04 Travel By-Law Section 10 reads:

"A maximum of two Board members shall habitually be expected to attend conferences and seminars where elected Board member attendance is normally expected. The paid attendance

of more than two Board members shall require the prior approval of the Board. The Board's prior approval will also be required in those instances where the CAO seeks to have more than two DSB employees (including himself/herself) also in attendance."

The Program Planning Committee is recommending removal of section 10 as this is not required. There has never been an issue with Board members attending conferences or seminars. In addition, the CAO should have the flexibility to determine how many staff are required to attend meetings, seminars and/or conferences based on items being discussed and approved travel budgets. In addition, the committee is recommending a change to the first paragraph in this policy requiring Board members to remit expenses with 30 days instead of the 7 days currently listed in the policy.

The Program Planning Committee is also recommending that the Human Resources Policy C.2.09 Travel Expenditures, under Accommodation Expense "Employees will be reimbursed for \$35 per night for private accommodations" be increased to \$75 effective January 1, 2019.

The Committee felt that General Administration Policies B.2.03.C Annual Evaluation Tool and B.2.03.D Committee Meetings Evaluation Tool be revoked. The tools were developed back in 2010 and are no longer relevant.

Resolution No. 18-27

Moved by: David Leonard

Seconded by: Jim Rook

WHEREAS the Program Planning Committee has reviewed the revisions to General Administration Policy B.2.04 Travel By-Law and Human Resources Policy C.2.09 Travel Expenditures and is recommending approval to the Board.

WHEREAS the Program Planning Committee has reviewed the General Administration Policy 2.03.C Annual Performance Evaluation Tool and 2.03.D Committee Meetings Evaluation Tool and is recommending these policies be revoked.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the revisions to policy B.2.04 Travel By-Law contained within the General Administration Policy Manual and C.2.09 Travel Expenditures contained within the Human Resources Policy Manual **effective January 1, 2019** and;

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and revokes policy B.2.03.C Annual Performance Evaluation Tool and policy B.2.03.D Committee Meetings Evaluation Tool contained in the General Administration Policy Manual.

Carried

7.3 Child Care Quality Assurance Report

Donna Stewart, Director of Integrated Social Services, walked the Board through the Child Care Quality Assurance Report.

The Manitoulin-Sudbury DSB provides funding and program support to 9 agencies who deliver 17 Child Care programs and 4 EarlyON centres, with extensive outreach, throughout the Manitoulin-Sudbury DSB jurisdiction.

The Manitoulin-Sudbury District Services Board is committed to quality programs for all children. High quality programs respect diversity, equity, and inclusion and should value the language and cultural needs of our communities. Child care programs should be inclusive of and accessible to children with a range of abilities.

Over the last two years the Manitoulin-Sudbury DSB has been assessing program quality in the child care programs across our district. Program reviews were done in 2015/16 and again in 2016/17.

The reviews have confirmed that in most cases the children were found to be safe, nutritious snacks and meals were provided to the children, the minimum Ministry of Education guidelines appeared to be met, the children appear to be happy and content and all programs have an abundance of high quality equipment and furnishings.

After each site visit, the programs received a summary of the visit along with recommendations to support continued growth. Follow up visits are needed to ensure programs are supported in their efforts to grow.

A fulsome Quality Assurance Program would include regular site visits, ideally once per month per site and ongoing mentorship and professional learning opportunities.

Resolution 18-28

Moved by: David Leonard

Seconded by: Ken Duplessis

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Child Care Quality Assurance Report and the Quality Assurance - Issue Report and is recommending approval of these reports to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation to approve the Child Care Quality Assurance Report and the Child Care Quality Assurance - Issue Report and directs staff to action the recommendations contained within the report.

Carried

7.4 Homeless Enumeration

Donna Stewart, Director of Integrated Social Services, walked the Board through the Homeless Enumeration – Issue Report.

As part of the Province's efforts to end chronic homelessness by 2025 and the long-term goal to end homelessness, Service Managers are required to conduct local enumeration of people experiencing homelessness.

In May 2017, the Board approved an Issue Report to issue a Request for Proposals to seek eligible proponents to complete the Homelessness Enumeration. Carol Kauppi who is a Director, Centre for Research in Social Justice and Policy and for the Poverty, Homelessness and Migration from Laurentian University was the successful proponent of the RFP process.

The Manitoulin-Sudbury DSB staff and Ms. Kauppi have determined that the method used to conduct the enumeration will be a Period Prevalence Count Method. Period Prevalence Count involves a coordinated, multi-day count of homeless persons and accesses them through a variety of service organizations that are likely to be used by persons experiencing homelessness.

The area enumerated was based on the vastness of the catchment to ensure that the area was well represented. Particular interest was paid to areas containing a shelter, hospital and/or foodbank to assist in provision of wholesome data.

The municipalities chosen to represent 47% of the catchment population. (13,821 of the 29,581). This is over the 30% recommended but does capture each of the 4 Regions of the catchment area.

The communities enumerated are as follows: Espanola, Little Current, Chapleau, Noëlville, Mindemoya, Markstay and Foleyet. A list of enumeration locations, dates and times are available in the Issue Report.

Data will be collected from people experiencing forms of homelessness and hidden homelessness using a structured questionnaire to gather information from them regarding forms of homelessness. The survey will be conducted over 7 consecutive days in each study community beginning in the week of April 16 to 22, 2018. Some agencies have agreed to conduct the survey on days other than that week as there is an event going on that would be beneficial for the project.

The results of the enumeration will be carefully analyzed to determine the impact on the current Housing and Homeless Plan. Once the results are analyzed, the Plan will be weighed on the potential impact on ending chronic homelessness, and determinations made on where effective changes could better impact results. Upon completion of the Enumeration, the Plan will need to be reviewed to determine if and where any priorities should be shifted.

The Manitoulin Sudbury DSB staff are asking that Mayors in the communities being enumerated assist by encouraging their community partners to participate. A letter from the DSB Chair will go out to the Mayors asking for their support to ensure the success of the project. For the community of Foleyet, staff are recommending that David Leonard DSB Board member from Foleyet be asked to assist with this effort.

Resolution 18-29**Moved by:** David Leonard**Seconded by:** Vern Gorham

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Homeless Enumeration - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation to approve the Homeless Enumeration - Issue Report and directs staff to action the recommendations contained within the report.

Carried**7.5 Social Infrastructure Fund**

Donna Stewart, Director of Integrated Social Services, walked the Board through the Social Infrastructure Fund – Issue Report.

The Social Infrastructure Fund program will be delivered under the Social Housing program and is a joint initiative between the provincial and federal government that will provide over \$640 million for housing over three years ending March 31, 2019.

The Manitoulin-Sudbury District Services Board has been administering the Investment in Affordable Housing (IAH) program through the following three components: Direct Shelter Subsidy, Ontario Renovates and Home Ownership since its inception in 2011. The cumulative IAH expenditures on these components within the Manitoulin-Sudbury DSB since 2011 is just over \$2.5M.

The Manitoulin-Sudbury DSB will invest the additional \$191,000 into the Direct Shelter Subsidy Program to help more families achieve affordable housing in the district. As of March 1, 2018, there are 181 families receiving the Direct Shelter Subsidy across the Manitoulin-Sudbury District.

The additional funding of \$191,900 will create an additional 10 Direct Shelter Subsidies for seven years through to March 31, 2025. This effectively creates an additional 10 affordable housing units that allow tenants to remain in their existing rental accommodations.

Resolution 18-30**Moved by:** David Leonard**Seconded by:** Paul Schoppmann

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the SIF Program Delivery Funding Plan – Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Social Infrastructure Fund - Issue Report and is recommending and directs staff to action the recommendations contained within the report.

Carried**7.6 GreenON Business Case**

Connie Morphet, Director of Finance and Administration walked the Board through the GreenON Social Housing Business Case – Issue Report.

The Green Ontario Fund is a not-for-profit provincial agency funded through proceeds from Ontario's carbon market. The GreenON enlisted the Housing Services Corporation to provide administrative support for the GreenON Social Housing program.

Single social housing apartment buildings (low or high-rise) with less than 100 units are eligible. The buildings eligible for GreenON Social Housing Program funding within the service area have a high need for energy retrofit funding.

The funding being requested by the Manitoulin-Sudbury DSB for 19 buildings is estimated at \$4,163,701. The magnitude of funding required to reduce a significant amount of Greenhouse Gas emissions is such that these projects cannot be accomplished without assistance from programs such as the GreenON fund.

Service Managers are required to submit a business case to the Housing Services Corporation, who will evaluate submissions and determine which Consolidated Municipal Service Managers and District Social Services Administration Boards will receive funding allocations. Consolidated Municipal Service Managers and District Social Services Administration Boards that receive a funding allocation will then hold local competitive selection processes for their local housing providers. Based on any allocations approved, the DSB will determine which of the projects will proceed under the GreenON program funding.

Applicants will be informed the week of April 16, 2018 as to whether they will receive a funding allocation. Funding allocations will be provided after June 30, 2018 and disbursed in stages. All eligible work must be completed no later than March 31, 2021.

Resolution 18-31**Moved by:** David Leonard**Seconded by:** Eric Russell

WHEREAS the Manitoulin-Sudbury DSB has Program Planning Committee has reviewed the GreenON Business Case – Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the GreenON Social Housing Business Case – Issue Report and is recommending and directs staff to action the recommendations contained within the report.

Carried**7.7 Paramedic Services Fleet Maintenance**

Robert Smith, Chief of Paramedic Services, walked the Board through the Fleet Maintenance – Issue Report.

Manitoulin Sudbury DSB Paramedic Service, has a Regulatory responsibility for development and adherence to a fulsome fleet maintenance program, something that the Ministry of Health and Long-Term Care, as our regulator, focuses on.

Manitoulin Sudbury DSB Paramedic Services has historically contracted fleet maintenance to a number private garages, but since 2016, Paramedic Services has been exploring strategies to manage increasing fleet maintenance costs and diminishing vendor capacity.

To this end, Paramedic Services initiated discussion with the City of Greater Sudbury's Fleet Services focusing on the potential for a service agreement capturing both Preventative Maintenance and repairs of Paramedic Services fleet.

Discussions have been successful, and the City of Greater Sudbury staff will take the plan forward to their council in April 2018. We believe that a successful agreement would be implemented by the end of second quarter.

The benefit of a contracted services agreement with the City of Greater Sudbury relates to efficient service delivery by an organization with emergency fleet expertise. Their certified staff have been maintaining a similarly sized fleet for more than 17 years.

Resolution 18-32**Moved by:** David Leonard**Seconded by:** Al MacNevin

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Fleet Maintenance - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Fleet Maintenance - Issue Report and directs staff to enter into a legal agreement with the City of Greater Sudbury for Paramedic vehicle fleet maintenance as set out in the report.

Carried**7.8 Paramedic Response Time Standard**

Robert Smith, Chief of Paramedic Services, walked the Board through the Paramedic Response Time Standard – Issue Report.

In March of every year all ambulance services in Ontario are expected to submit their Response Time Standard performance results for the previous year.

The standard details responses with targets for patients in 6 distinct categories; Sudden Cardiac Arrest (SCA), and patients presenting on the Canadian Triage and Acuity Scale (CTAS) 1,2,3,4 & 5.

CTAS 1 refers to the severely ill, requires resuscitation, CTAS 2 requires emergent care and rapid medical intervention, CTAS 3 requires urgent care, CTAS 4 requires less-urgent care and CTAS 5 requires non-urgent care.

Response Time Standards were set by the Ministry of Health in very specific manners. The system requires the Direct Delivery Agents (DDA) to report target arrival to Sudden Cardiac Arrests events using a target time of 6 minutes from the time the Paramedics are notified of the call. For 2017, Manitoulin Sudbury DSB set the target at an 8-minute arrival, 30% of the time.

For the remaining call acuities (CTAS 2 through 5) the RTS allows for the DDA to set both the response target and the compliance target. The targets for these metrics were set as follows.

- CTAS 2 response target of 15 minutes 65% of the time
- CTAS 3 response target of 20 minutes 75% of the time
- CTAS 4 and 5 response target of 25 minutes 85% of the time

The targets for 2017 were met or exceeded in all categories.

Resolution 18-33**Moved by:** David Leonard**Seconded by:** Dean Wenborne

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Paramedic Response Time Standard – Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the Paramedic Response Time Standard – Issue Report and is recommending and directs staff to action the recommendations contained within the report.

Carried**8.0 New Business****8.1 Ministry of Education – Early Years and Child Care Division**

On February 20, 2018, the Manitoulin-Sudbury DSB staff received a letter from the Director of Programs and Service Integration Branch from the Early Years and Child Care Division, Julia Danos. The letter was in response to concerns that increasing operating pressures may lead to increases in parental fees in licensed child care. To address these concerns the ministry will provide an additional \$37.5 Million from April to December 2018 to Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) for Fee Stabilization Support Funding to support improving wages for the licensed child care workforce, affordability for families and to address potential fee increases. This is a continuation of the \$12.5 million in funding that was allocated for January-March 2018.

The Manitoulin-Sudbury DSB's allocation for Fee Stabilization is \$65,577 for April to December 2018.

Fee Stabilization Support Funding is made available to increase hourly wages of staff in licensed centres and licensed home child care agencies earning less than \$14 per hour (excluding wage enhancement), as of December 31, 2017. The new investment does not require service system manager cost sharing and includes administration funding to support implementation.

8.2 Ministry of Education – Early Years and Child Care Division

In November 2017, the Ministry of Education announced a Call for Proposals for Centres of Excellence for Early Years and Child Care.

Centres of Excellence are funded as part of Ontario's action plan under the Canada-Ontario Early Learning and Child Care Agreement and will connect practitioners, education institutions and service providers through innovative professional learning networks across Ontario.

The Ministry received proposals from a broad range of partners across the province for the Provincial, Indigenous and Francophone Centres of Excellence.

On March 16, 2018, the province announced the selection of the organizations that will lead the Provincial, Indigenous and Francophone Centres of Excellence:

- Provincial Centre of Excellence - Western University and Ontario Reggio Association;
- Indigenous Centre of Excellence - Ontario Aboriginal Head Start Association and **Kenjgewin Teg Education Institute (KTEI)**; and
- Francophone Centre of Excellence - Collège Boréal and Association francophone à l'éducation des services à l'enfance de l'Ontario.

The development of the Centre of Excellence approach was informed through engagement with a range of early years and child care partners in Fall 2017. Centres of Excellence will evolve with time and work across the province to make connections and engage with partners in 2018.

The Manitoulin-Sudbury DSB congratulates Kenjgewin Teg Education Institute (KTEI) for being selected as an Indigenous Centre of Excellence

8.3 Ministry of Housing

On February 27, 2018, the Board Chair received a letter from the Ministry of Housing outlining the ministries commitment to improving social housing service levels.

The ministry will be gathering information on how Service Managers are administering their waitlists across the province. The data that we will provide will be crucial to help inform ways we can better work together to improve social housing waitlist systems.

The Manitoulin-Sudbury DSB is participating in this survey and it will be submitted to the Ministry of Housing by its due date.

8.4 Ministry of Advanced Education and Skills Development

Donna Stewart, Director of Integrated Social Services, walked the Board through the Canada-Ontario Job Grant (COJG) Program Changes.

In a letter dated March 5, 2018, the Ministry of Advanced Education and Skills Development, reported the feedback received from service delivery partners and employers who have accessed the COJG.

Because of the feedback the definition of “small employers” will be expanded to include firms with 1-99 employees, which aligns with other federal and provincial definitions.

Access will be expanded by providing higher levels of support for small employers by decreasing the contribution requirement from 1/3 to 1/6, and eliminating the “in-kind” contribution requirement. This will also reduce the administrative burden of accessing the program.

Contribution requirements will increase for large employers (100 or more employees) from 1/3 to 1/2, to offer a more balanced approach to cost-sharing between government and employers who have greater capacity to invest in their workforces.

Administrative support funding will be introduced for organizations who act as intermediaries of consortium-based training, coordinating and managing training agreements with the ministry

8.5 Ministry of Labour

On March 14, 2018, the DSB Chair received a follow up letter from the Minister of Labour in relation to the DSB delegation at ROMA.

Minister Flynn acknowledged the potential increase to WSIB-related costs for employers of first responders. However, he notes that the WSIB has been working to improve its financial stability and as a result, is well ahead of its prescribed funding targets. As the WSIB continues to improve its financial stability, it is anticipated that additional reductions to average premium rates will occur.

Further, Minister Flynn discussed the Fair Workplaces, Better Jobs Act, 2017, specifically the new rules requiring employers to pay wages to an employee for three hours of work if the employee is scheduled to be on call, but despite being available to work, is either not called in to work or works less than three hours, that comes into effect January 1, 2019. An exception to the on call pay requirements applies if the employee is on call, or if their employer is asking them to work or be on call, in order to ensure the continued delivery of essential public services. This exception would apply to paramedics.

8.6 Minister of Seniors Affairs

On March 15, 2018, the Municipality of St. Charles received a letter from the Minister of Seniors Affairs announcing that the Municipality of St. Charles was recognized under the Office of the Minister of Senior Affairs with a Community Recognition Award – Ontario Age Friendly Community.

With formal recognition of the Community of St.-Charles by the Province of Ontario, it will further enable access to streamlined eligibility for national recognition through the Pan-Canadian AFC Recognition Framework. This endorsement, then triggers the World Health Organization to invite the Community to join its Global Network of Age-Friendly Cities and Communities, which is something that the Committee has been working towards.

The Municipality of St.-Charles has sent their thanks to DSB Staff for their assistance in the Nomination for this award.

In addition, Mayor Al MacNevin advised the Board that the Municipality of Northeastern Manitoulin and the Islands also received recognition as an Ontario Age Friendly Community from the Minister of Senior Affairs.

Please join us in congratulating the Municipality of St. Charles and the Municipality of Northeastern Manitoulin and the Islands for being honoured with recognition for their work in making their community age-friendly!

8.7 Ministry of Infrastructure

Under the \$180 billion Investing in Canada Infrastructure Plan, the Government of Canada is signing new bilateral agreements with all provinces and territories, which will see more than \$33 billion in federal investment towards significant infrastructure projects across the country. The goal is to create long-term economic growth, build inclusive communities and support a low carbon, green economy.

The objective of these investments is to transform the way Canadians live, move and work in four priority areas, public transit, green infrastructure, community, culture and recreation infrastructure, and rural and northern communities.

Ontario will match new federal funding in part through its provincial infrastructure plan, which is investing more than \$190 billion over 13 years.

9.0 Other Business

10.0 Next Meeting – April 26, 2018

11.0 Adjournment

Resolution 18-34

Moved by: Jim Rook

Seconded by: Bruce Killah

BE IT RESOLVED THAT we do now adjourn at 12:00 p.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on April 26, 2018.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)

APR 05 2018

JOINT HEALTH & SAFETY MEETING MINUTES**Thursday, January 4th, 2018****9:00 a.m.****Upstairs – Fire Hall****Present:**

D. Parker	Manager Rep.
D. Massicotte	Manager Rep.
B. Stewart	Worker Rep.
D. Sokoloski	Worker Rep.
A. Kelly	Worker Rep.

Recording Secretary: A. Duguay**Co-Chair D. Parker presided over the meeting. The meeting was called to order at 9:09 A.M.****Acceptance of Minutes:****1. A. Kelly – B. Stewart****THAT:** The Joint Health & Safety Committee hereby approves the minutes of the December 7th, 2017 meeting. Motion carried.**Inspections:**

December inspections were completed by the Public Works Department for the Recreation Department.

Department	Date Inspected	# of Hazards	Date Repaired
Fire	20-Dec-17	0	N/A
Admin.	19-Dec-17	0	N/A
Recreation	20-Dec-17	1	02-Jan-18
Library	20-Dec-17	0	N/A
PWD	19-Dec-17	0	N/A

January inspections are to be completed by the Non-Union/Fire department with the assistance of Public Works.

Other Reports:**Investigation Report – Recreation:** Reviewed report.

Drug & Alcohol Policy#H04-01868: Reviewed policy and suggested a few minor changes that will be forwarded to the Clerk.

2. D. Massicotte – D. Sokoloski

Be It Resolved That: As recommended by the Joint Health and Safety Committee that: Policy H04-01868, being a Drug and Alcohol Policy be adopted as amended. Motion carried.

Outstanding Issues:

Any Other Business:

Recognition Sub-Committee:

New Business:

Next Meeting: Thursday February 1st, 2018 @ 9:00 A.M. – Fire Hall

Adjournment: **3. D. Sokoloski**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:44 A.M. Motion carried.



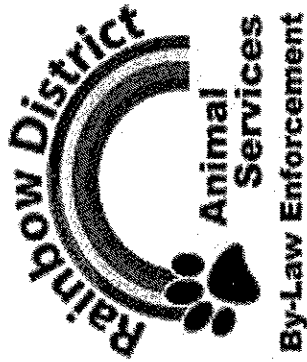
D. Parker, Co-Chair



D. Sokoloski, Co-Chair

APR 04 2018

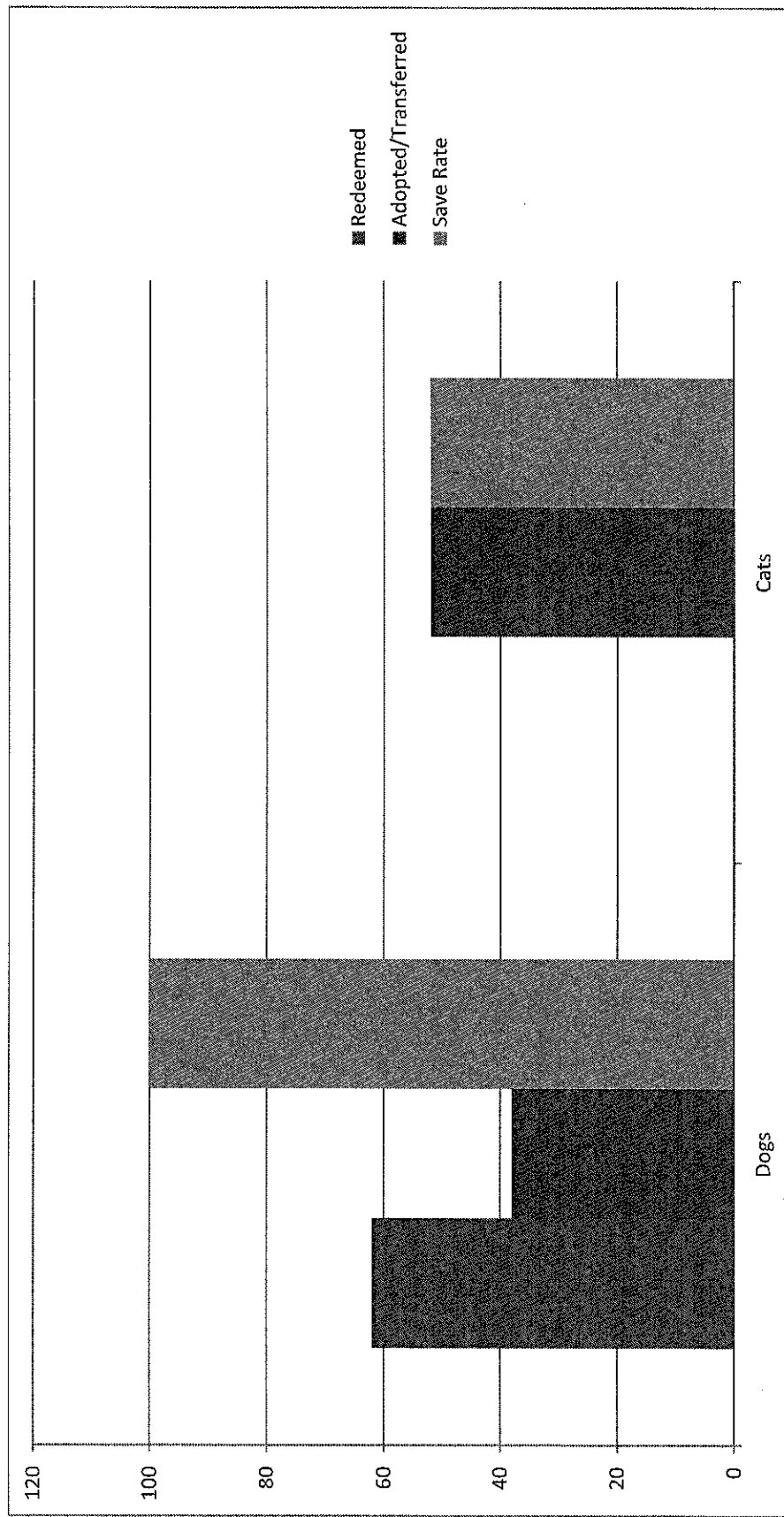
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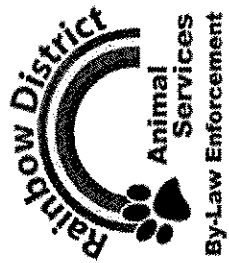


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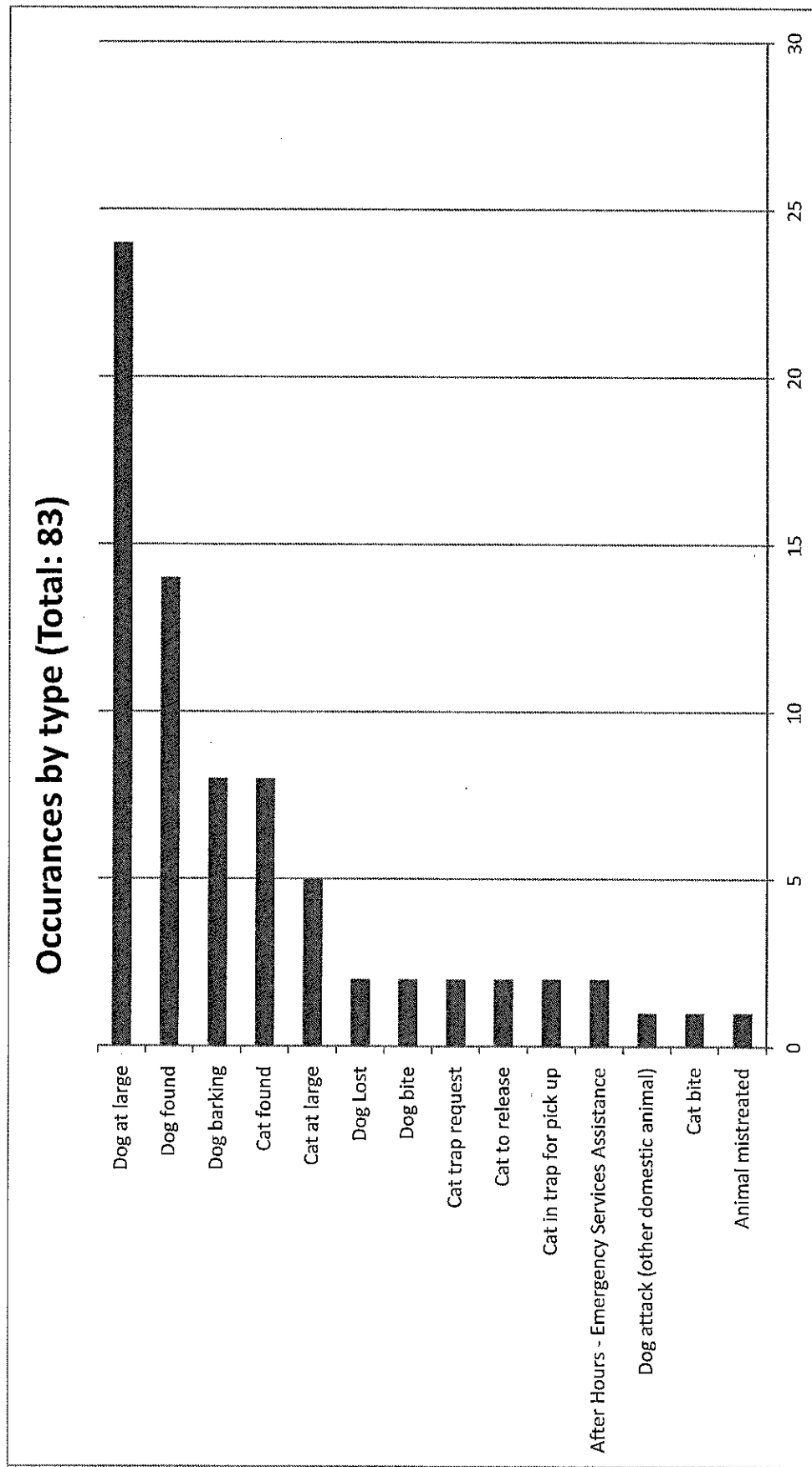
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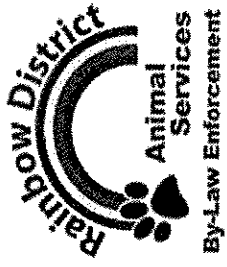
Animal Save Rates - 2017



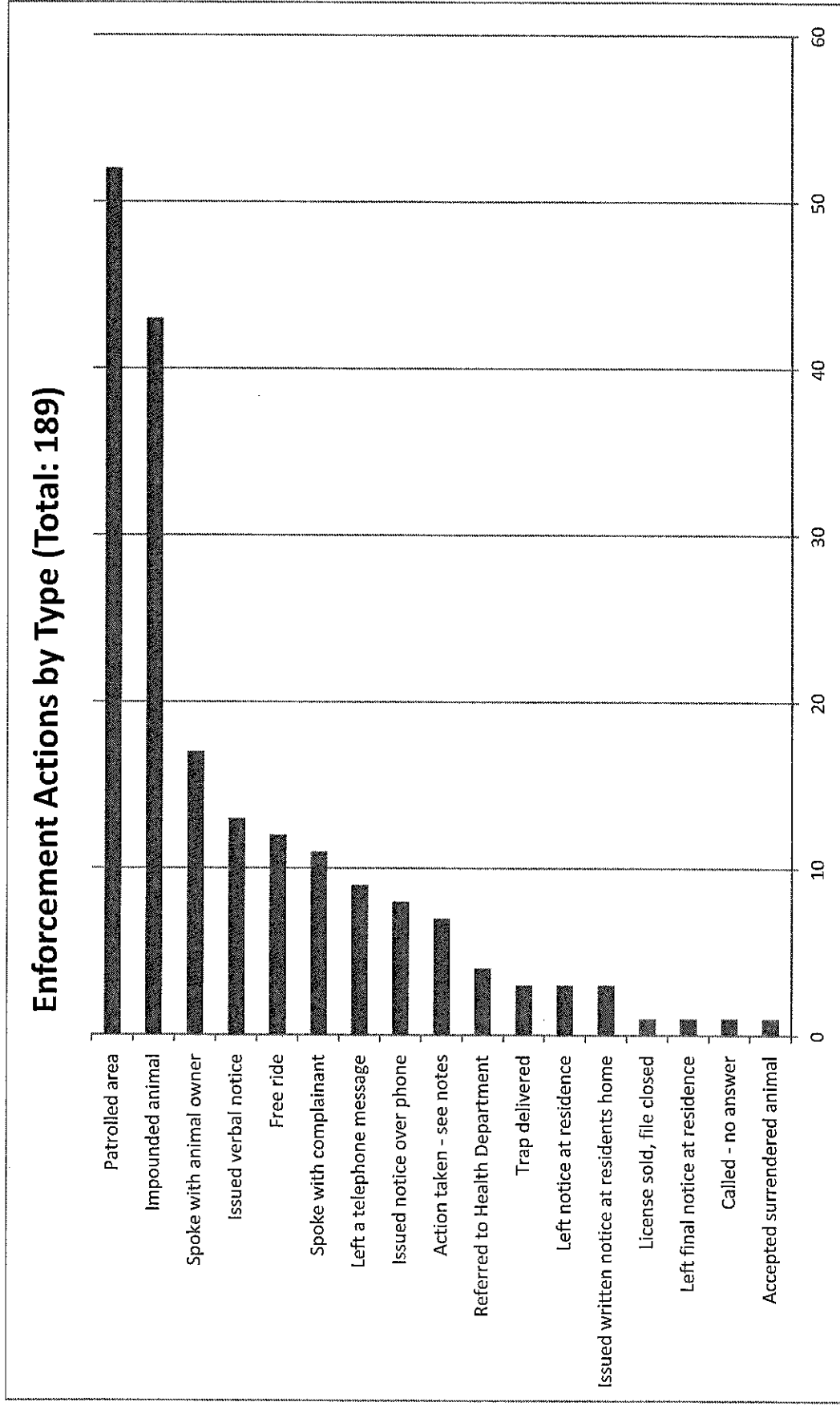


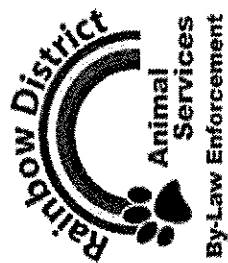
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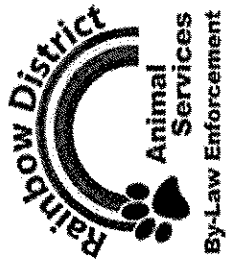




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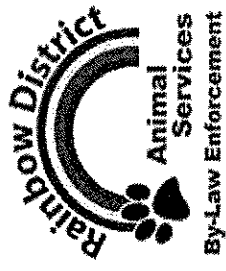
Animals

01/01/2017 - 12/31/2017		43
Report Totals		
Species		
Cat	Outcomes: Adoption: 17 Euthanasia: 17 Transfer to another organization: 1	35 Save Rate - 52%
Dog	Outcomes: Adoption: 3 Redemption: 5	8 Save Rate - 100%



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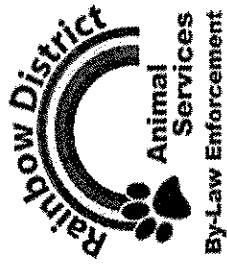
Occurrences by Type		01/01/2017 - 12/31/2017
Report Totals		83
After Hours - Emergency Services Assistance		2
Animal mistreated		1
Cat at large		5
Cat bite		1
Cat found		8
Cat in trap for pick up		2
Cat to release		2
Cat trap request		2
Dog at large		24
Dog attack (other domestic animal)		1
Dog barking		8
Dog bite		2
Dog found		14
Dog Lost		2
Dogs off leash		5
Fail to stoop and scoop		2
Potentially dangerous dog		1
Protective Custody Pick Up		1



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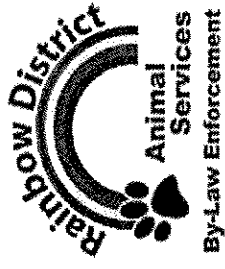
Occurrences - Monthly Breakdown

	01/01/2017 - 01/31/2017	02/01/2017 - 02/28/2017	03/01/2017 - 03/31/2017	04/01/2017 - 04/30/2017	05/01/2017 - 05/31/2017	06/01/2017 - 06/30/2017
Report Totals	8	6	3	5	9	9
Dispatch by type						
Cat found		1	1			1
Cat to release	1	1				
Dog at large	3	4	1	2	3	4
Dog attack (other domestic animal)						1
Dog barking					4	
Dog found	2		1	1	2	
Dog Lost						1
Dogs off leash	1			1		1
Fail to stoop and scoop	1					
Potentially dangerous dog						1
Protective Custody Pick Up				1		



Town of Espanola Annual Report 2017

	07/01/2017 - 07/31/2017	08/01/2017 - 08/31/2017	09/01/2017 - 09/30/2017	10/01/2017 - 10/31/2017	11/01/2017 - 11/30/2017	12/01/2017 - 12/31/2017
Report Totals	7	9	9	8	4	6
Dispatch by type						
After Hours - Emergency Services Assistance	1		1			
Animal mistreated			1			
Cat at large			1	1	2	1
Cat bite			1			
Cat found		2	2	1		
Cat in trap for pick up		1		1		
Cat trap request			1			1
Dog at large	1	2	1	1	2	
Dog barking	2	1		1		
Dog bite	1					1
Dog found	2	3		3		
Dog Lost						1
Dogs off leash			1			1
Fail to stoop and scoop						1



Town of Espanola Annual Report 2017

Enforcement Actions by Type

01/01/2017 - 12/31/2017	
Report Totals	189
Actions by type	
Accepted surrendered animal	1
Action taken - see notes	7
Called - no answer	1
Free ride	12
Impounded animal	43
Issued notice over phone	8
Issued verbal notice	13
Issued written notice at residents home	3
Left a telephone message	9
Left final notice at residence	1
Left notice at residence	3
License sold, file closed	1
Patrolled area	52
Referred to Health Department	4
Spoke with animal owner	17
Spoke with complainant	11
Trap delivered	3

Department: Admin/Ec Dev	Form Number: A99-01370
Subject: Staff Report	Effective Date: 04/03/2018
Policy No:	Revision Date:
Bylaw No:	Version #: 1

STAFF REPORT

DEPARTMENT: Administration/Ec Dev	DATE: April 3, 2018
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ITEM: RFP – Commuter Cycling Plan
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RECOMMENDATION: Be it resolved that: Liem Strategic Integration be awarded the project for the Commuter Cycling Plan in the amount of \$25,000 plus HST.

<p>BACKGROUND: The Town was awarded funding to develop a Commuter Cycle Plan by the Ministry of Transportation. The funding stream was created as a part of the Province's Climate Change Action Plan 2016-2020 to identify initiatives intended to reduce Green House Gas emissions in Ontario.</p> <p>The RFP for the completion of a Commuter Cycle Plan was initiated the end of February 2018 and closed on Mar 23, 2018. A cycling plan will lay the framework to develop an active transportation network to include cycling infrastructure, identification, signage and supporting amenities.</p>
--

<p>ANALYSIS: The RFP submissions range from \$25,000 to \$28,525 plus HST. The lowest RFP received was from Liem Strategic Integration.</p> <p>In addition to meeting our price criteria their approach best fit with our community profile and funding requirements. Liem Strategic Integration has a strong suit of experience working with Northern Rural Communities.</p>
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EXISTING POLICY: Council Resolution
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<p>STRATEGIC GOAL:</p> <p><input checked="" type="checkbox"/> 1) Improve and Maintain our Infrastructure</p> <p><input checked="" type="checkbox"/> 2) Sustainable Economic Growth & Prosperity</p> <p>3) Excellence in Government</p> <p><input checked="" type="checkbox"/> 4) Safe and Healthy Community</p>
--

FINANCIAL COMMITMENT: \$25,000 + HST (\$20,000.00 GRANT)

IMPLEMENTATION: Upon resolution
--

Prepared By: Paula Roque & Cheryl Kennelly

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☐ No ☐

Comments: _____

Backgrounder

Ontario Municipal Commuter Cycling Program (OMCC) Recipients

December 4, 2017 9:20 A.M. | Ministry of Transportation

Across Ontario, 120 municipalities will receive funding from the province for new bike lanes and other cycling infrastructure. Total program funding is \$93 million, an increase from the \$42.5 million announced earlier this year. This investment is part of Ontario's Climate Change Action Plan and is funded by proceeds from the province's cap on pollution and carbon market.

Municipality	Funding
Admaston/Bromley	\$25,000
Ajax	\$387,849
Amherstburg	\$97,260
Arnprior	\$25,000
Augusta	\$25,000
Barrie	\$1,013,539
Belleville	\$429,981
Brampton	\$1,780,604
Brant	\$247,488
Brantford	\$717,757
Brockville	\$183,362
Burlington	\$640,298
Caledon	\$25,000
Cambridge	\$459,300

Carleton Place	\$25,000
Centre Hastings	\$25,000
Chatham-Kent	\$755,203
Clarence-Rockland	\$70,000
Clarington	\$313,900
Cobourg	\$202,856
Cochrane	\$25,000
Collingwood	\$133,082
Cornwall	\$384,177
Durham Region (Upper Tier)	\$2,216,953
Dutton/Dunwich	\$25,000
Elgin	\$322,534
Espanola	\$25,000
Essex	\$89,983
Essex (county)	\$655,920
Frontenac	\$120,177
Gananoque	\$25,000
Greater Madawaska	\$25,000
Greater Sudbury	\$1,122,543
Grey	\$317,160
Guelph	\$1,191,335