



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Española

Council Meeting

To Be Held On

Tuesday, April 24, 2018
Council Chambers

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, April 24, 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

Yves Carriere, Local resident

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F4** inclusive contained in the Consent Agenda

- CA-007-18 Be It Resolved That: Items A1 to F4 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of April 10, 2018

- 18-063 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of April 10, 2018.

Board and Committee Reports

None

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2838/18

- 18-064 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of April 10, 2018.

Reports

F1 Public Works Department Departmental Report for March 2018

F2 Building Services Department Departmental Report for March 2018

F3 Fire Department Departmental Report for March 2018

F4 Leisure Services Department Departmental Report for March 2018

- 18-065 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.

<p style="text-align: center;"><u>PART II - REGULAR AGENDA</u></p>

Bylaws and Resolutions

G1 Recommendation Regarding Summer Students

- 18-066 Be It Resolved That: Public Works Department hire 8 summer students in 2018.

G2 Recommendation regarding Tender Award for Phase 2A

- 18-067 Be It Resolved That: Council award the Tender for Phase 2A of the Infrastructure renewal project to Belanger Construction.

G3 Recommendation regarding OPP Proposal

- 18-068 Be It Resolved That: The OPP Costing Proposal dated September 20, 2017 be accepted; and That the Mayor and the CAO/Treasurer be authorized to execute an agreement between the Town of Espanola and the OPP, through the Ministry of Community Safety and Correctional Services to provide integrated policing services for the Town of Espanola.

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.

Michael Mantha MPP correspondence re: Fire fighter certification
Ernie Hardeman, MPP correspondence re: Landfill sites
Costal Centre correspondence re: Board conference
Lincoln Alexander Award

Conference and Conventions

None

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Special Budget Meeting of Council of May 1st, 2018 @ 1:30 – 3:00 pm
Corporate Services Committee Meeting of May 1st, 2018 @ 3:00 pm
Special Meeting of Council of May 8th, 2018 @ 6:30 pm
Regular Meeting of Council of May 8th, 2018 @ 7:30 pm

Adjournment

Closed Meeting (if required)

April 12th, 2018

The Clerk met with Yves Carriere a resident at 394 Bois Street. He inquired as to why no motorized vehicle signs were put up at the access points to the trail through Sherwood Park. He can understand why ATVs are not permitted but not snowmachines. Prohibiting access to this area means that residents in the area now have to trailer their snowmachines to the designated snowmobile trail as the roads have no snow on them in the winter even though snowmachines are permitted on the road, it would cause issues to the machine.

The Clerk advised that the signs prohibiting ATVs were erected last year following safety concerns for pedestrians and children accessing the park and using the trails. This winter the same concerns were raised as there were unsubstantiated reports that there were some close calls between snowmachines and pedestrians on the trail and staff observed children playing in and around the building in the park adjacent to the trail that was created by the snowmachines.

Under Bylaw 751/84 the Town of Espanola has the authority to erect signs prohibiting uses on municipal and recreation property. This is a safety and risk management issue and the signs were erected to protect children and pedestrians in a municipal park area.

The resident is not in agreement with prohibiting snowmachines in this area all the time and advised would like to address Council, he was advised of the process.



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

**Council Chambers
Municipal Office**

**April 10, 2018
7:30pm**

Deputy Mayor B. Foster presided over the meeting.

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

Staff: P. Roque, Clerk; C. Townsend, CAO/Treasurer; T.
Denault-Roque, Recording Secretary

Absent: R. Piche

The Deputy Mayor stated that this meeting will be live-streamed.

Disclosure of pecuniary interest and the general nature thereof.

Deputy Mayor Foster asked for a moment of silence to honour the victims of the Humboldt Bronco's bus crash. A moment of silence was observed.

Public Hearing None

Delegations/Petitions None

Question Period None

CONSENT AGENDA **CA-006-18 R. Duplessis – B. Yocom**

Be It Resolved That: Items A1 to F3 contained in Part 1
Consent Agenda be adopted.

Carried

Item: A1-A2
Council Minutes

18-052 B. Yocom – R. Duplessis

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.

Carried

Board and Committee Reports

Item B1-B2
Community Services
Committee Meeting
Minutes

18-053 R. Duplessis – R. Yocom

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.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Committee of the Whole Meeting of March 27, 2018

Item D1
RFP for
Pumper/Tanker

18-054 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

Item D2
Fire Hall Layout

18-055 R. Dufour – R. Yocom

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

Councillor R. Duplessis advised he had heard there was a sketch of the floor plan and asked for Council to receive a copy that was provided to Perry and Perry. The Clerk advised that the sketch would be included in the Agenda package of the April 24th Committee of the Whole meeting. Councillor R. Duplessis asked for Council to receive a copy of the sketch beforehand, the Clerk advised it would be provided.

Corporate Services Committee Meeting of April 9, 2018

Item D3
Amendment to
Procedure Bylaw

18-056 R. Duplessis – R. Dufour

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

Carried

Item D4
Temporary
Borrowing Bylaw

18-057 H. Malott – R. Duplessis

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

Carried

Bylaws and Resolutions

Item E1

Confirmatory Bylaw

18-058 K. Duplessis – H. Malott

Be It Resolved That: Bylaw No 2837/18 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of March 27, 2018.

Carried

Reports

Items F1-F3

18-059 H. Malott – K. Duplessis

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.

Carried

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item G1

Commuter Cycling Plan

18-060 K. Duplessis – H. Malott

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

Carried

Councillor R. Duplessis asked what the Plan will give us. The Clerk advised that last June Council adopted a Bylaw to proceed with the Community Cycling Plan should the municipality be awarded funding, which it did. The Clerk explained that the Town will receive a Plan that goes along with the Provincial Policy Statement and Official Plan's cycling polices and should there be funding with respect to the Great Lake Cycle Trail Huron Cycling Trail which travels through Espanola, this Plan will become part of the funding application. The Plan will outline routes for cycling, scooters, wheelchairs, etc. She further advised when doing work on infrastructure such as sidewalks and roads, the plan will outline how it can be incorporated into this work.

Request for a Notice of Motion

Councillor R. Duplessis asked for a motion to be written for staff and various departments to look into the community safety zones throughout the Town of Espanola. He stated that putting the community safety zone the minute you enter the community to when you leave is deterring from what it is meant to accomplish. The Clerk provided Councillor R. Duplessis with a blank motion to allow him to word his Notice of Motion.

R. Duplessis – R. Dufour

Be It Resolved That: Staff review Community Safety Zones throughout the Town of Espanola and come back with recommendations especially along the Hwy 6 corridor.

Carried

Item G2
Community Safety Zones

18-061 R. Duplessis – R. Dufour

Be It Resolved That: Staff review Community Safety Zones throughout the Town of Espanola and come back with recommendations especially along the hwy 6 corridor.

Carried

A discussion ensued regarding the purposes of a community safety zone and the location of the Town's zone. It was discussed that some Councillors were surprised that it ran from one end of the community to the other.

Request for Notice of Motion

Councillor K. Duplessis stated that since the Policing Options meeting for the public was being held on April 19th, he believed it was the responsibility of Council to set a date on when they want to vote on this and wanted to propose a Notice of Motion. The Clerk asked if he had a motion written, to which he advised he did not. The Clerk provided a blank motion to him. She further advised that item was planned for the April 24th Agenda, but it could be done through a Notice of Motion.

K. Duplessis – H. Malott

Be It Resolved That: The OPP Costing Proposal be on the agenda of the April 24th Regular Meeting.

Carried

Item G3
OPP Costing Proposal

18-062 R. Yocom – R. Dufour

Be It Resolved That: The OPP Costing Proposal be on the agenda of the April 24th Regular Meeting.

Carried

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
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 Councillors Reports and Announcements

OPP Public Consultation

Councillor Yocom reminded everyone of the OPP Public Consultation Meeting taking place on April 19th at 7 pm. He further advised this meeting will be live streamed.

New School

Councillor Yocom announced that the new School will be built and will be ready for the 2021 School Year.

Volunteers helping those with Cancer

Councillor R. Duplessis reminded everyone that April is daffodil month and acknowledged the many in the community that volunteer for cancer.

Letter of Condolence

Councillor R Duplessis requested a letter of condolence be sent to the community of Humbolt.

Future Council 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

K. Duplessis – H. Malott

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:52 pm

Carried

Bill Foster
Deputy Mayor

Paula Roque
Clerk



THE CORPORATION OF THE TOWN OF ESPAÑOLA

BYLAW NO. 2838/18

**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 ESPAÑOLA 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: April 10, 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 24th day of April 2018.

W. Foster
Deputy Mayor

Paula Roque
Clerk

Department: General Administration	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 06/05/17
Policy No:	Revision Date: 08/04/27
Bylaw No:	Version #: 2

DEPARTMENTAL REPORT

DEPARTMENT: Public Works	MONTH: March 2018
---------------------------------	--------------------------

<p>PROJECT STATUS:</p> <ul style="list-style-type: none"> ➤ Bio-Solids: On-going. ➤ Water Meters: Reassess deficiencies 1st week of May. Project wrap 2nd week of June. ➤ Asset Management: ➤ CWWF: On-going. Completion of remaining phases. ➤ OCIF: Out for tender. Closes April 17th, 2018. ➤ IRP Phase 2A: Design drawings reviewed and approved for tendering in April. <p>TRANSPORTATION:</p> <ul style="list-style-type: none"> ➤ Public Works continued with regular maintenance of town streets and back roads including winter road maintenance, patching, sign installations and repairs, brushing & tree removal, garbage/debris pick-up, and laneway pothole repairs. ➤ Completed the senior snow removal program 3 times in March. ➤ There were 7 loads of snow removed in the month of March. ➤ Half loading signs were put up on March 6, 2018. <p>EQUIPMENT:</p> <ul style="list-style-type: none"> ➤ No equipment down for the month of March. ➤ Water tank was repaired by plastic welding contractor in Sudbury. <p>ENVIRONMENTAL:</p> <ul style="list-style-type: none"> ➤ Nothing for this month. <p>BEAUTIFICATION:</p> <ul style="list-style-type: none"> ➤ Nothing for this month. <p>CEMETERY:</p> <ul style="list-style-type: none"> ➤ Nothing for this month.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Snow removal at outdoor rink.
- Cut down trees by 'D' Field near Algoma St.
- Repaired sign at boat launch.

WATER & SEWER:

- Cleared catch basins, thawed culverts and storm sewer mains.
- Assisted OCWA with lead testing.
- There was one frozen water complaint at full cost recovery as it was not the first time the resident has had frozen water service.
- There were two sewer back-ups. One service was camera'd and will be repaired in the spring. The other was determined to be in the home owner's service as the mainline was running fine. No camera at this time (up to the homeowner).

INTER DEPARTMENTAL:

- Maintain vehicles for other departments.
- Move items at police station.
- Change flags at Town Hall.

COMPLAINTS/COMPLIMENTS:

- There were 2 complaints for a section of Algoma St. being icy. There are trees present that shade the road in this area and thus contributed to the icy conditions. PWD began cutting the trees.
- There were three complaints regarding winter snow removal/plowing.

EMPLOYEE STATUS:

- One Public Works employee went off on short term disability and has not yet returned.

VISITORS:

- 7 blue boxes were issued during the month of March.

Department: General Administration	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 06/05/17
Policy No:	Revision Date: 08/04/27
Bylaw No:	Version #: 2

DEPARTMENTAL REPORT

DEPARTMENT: Building Services	MONTH: March, 2018
-------------------------------	--------------------

Project Status: Building Permits

Total Permit Applications	42
Total Residential Starts to Date	0
Zoning Request to Date	\$1,006.00

MARCH 2018 BP REPORT

Month / Year	# of Permits Issued	BP Value	BP FEE
Total BP for MARCH 2018	8	\$203,820.00	\$4,063.00
Total BP for MARCH 2017	15	\$354,259.00	\$7,314.00

- 8 Renovations / Alterations
- 10 Permits Closed
- 8 Orders to Comply and 1 Stop work issued for 2018, 29 outstanding some waiting for insurance company, contractors, weather, financial aid and some will be issued fines under the POA
- 6 Hours with Property Standards for the month of March

Complaints / Compliments: see attached

Employee Status:

Visitors: 18

Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

**COMPLAINT, COMPLIMENTS, COMMENTS
RECORD BOOK**

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
Mar 6/17	Concerned Resident	Garbage outside bin at Apartment. Furniture, rubbish, mattresses, potential for rodents	Notified PSO	AK
Mar 9/18	Out of Town Resident	Came into Town to pay a POA Traffic ticket and was upset that the POA office was not opened between 12-1. NOTE: I receive customers on a daily basis who walk in and wish to pay tickets during these hours	Forwarded to CEO	AK
Mar 14/18		garbage in back yard and the rear neighbor is concerned it will attract animals.	Joe Took Call. Visit site next day.	JW
Mar 16/18		On March 15, 2018 approx. 2pm, police cruiser going through town at excessive speed unnecessarily. Obviously emergency somewhere south of Town. Fears that there is no way that anyone going West to East across the hwy would ever have a chance to get out of the way. All police have procedures "Never risk your own life to get to an emergency" – they are obviously not following their own procedure and risking the lives of our community citizens.. He said "enough is enough" and he wants something done. Maybe we could look at indicators installed on cruisers that turn the traffic lights red.	Forward to Mayor and Council and Police. Mr. Barker actually spoke to the Mayor at the counter on March 16, 2018 at 12:17 pm	AK
April 05/18		A new sign is up on the store in mall	Joe Tool Call 1:26, follow up visit 2:30 same day	JW
April 11/10		Came in to personally thank the Clerk and the Mayor for resolving a concern with respect to snow machines/ATV accessing laneway by Sherwood Park	Advised the Clerk	AK

Department:	General Administration	Form Number:	A99-01371
Subject:	Departmental Report	Effective Date:	06/05/17
Policy No:		Revision Date:	08/04/27
Bylaw No:		Version #:	2

DEPARTMENTAL REPORT

DEPARTMENT: FIRE DEPARTMENT	MONTH: March 2018
------------------------------------	--------------------------

<p><u>Inspection Orders Completed:</u></p> <ul style="list-style-type: none"> ▪ 1 - New Inspection ▪ 3 - Follow-up Inspections ▪ 1 - Final Inspection ▪ 1 - Smoke Alarm Inspection <p><u>Inter-Departmental:</u></p> <p><u>Fire Prevention:</u></p> <ul style="list-style-type: none"> ▪ Fire drill conducted at 407 Centre Street. <p><u>Other:</u></p> <p>The Fire Chief:</p> <ul style="list-style-type: none"> ▪ attended the Emergency Management Action Plan meeting in Azilda; ▪ attended an opioid workshop in Sudbury; ▪ has met with and has entered into an agreement with Public Health Sudbury & District for the supply and use of naloxone; ▪ participated in the Social Media Emergency Situations teleconference; ▪ provided Fire Safety Presentation to Domtar staff; ▪ attended the Espanola & Area Safety Coalition meeting; ▪ and firefighters meet to discuss the new fire truck specifications; ▪ and firefighters - final review of SCBAs; <p>Eight officers & firefighters from the Department receive service medals for their years of service at the Awards Presentation.</p> <p><u>Fire Permits Issued: 4</u></p>	
<p><u>DEPT. CALLS:</u></p> <p><u>Number of Calls: March - 2018 -- 2</u></p> <p>Alarm System Malfunction/False Alarm - 1 Overheat, no fire - 1</p> <p><u>TOTAL CALLS TO DATE: 17</u></p>	<p><u>Number of Calls: March - 2017 -- 5</u></p> <p>Motor Vehicle Accident (call cancelled on route) - 1 CO Calls/No Co Present - 3 Human Perceived Emergency/no emergency-1</p> <p><u>TOTAL CALLS TO DATE: 19</u></p>

FIREFIGHTER TRAINING - March

F/F Weekly Training – Hours for the Month:	215 Hours (per firefighter/per practice x4 practices for the month)
F/F Extra Training for the Month:	
Total Hours of Training for the Month:	215 Hours
Training Topics:	Self rescue, rapid intervention training – fundamentals of RIT, donning SCBA, PPE and use of required tools and equipment as required. Perform primary searches. Fire hose and ladder setup, attack line and hydrant hoop-up.
Number of Firefighters in attendance for weekly training:	Mar. 7 21 Mar. 14 22 Mar. 21 18 Mar. 28 23
Employee Status: One officer has retired and one firefighter has resigned.	
Visitors: 25	

Department Manager: M. Pichor Submitted on: April 11th, 2018

Department: General Administration	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 06/05/17
Policy No:	Revision Date: 08/04/27
Bylaw No:	Version #: 2

DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: March 2018
------------------------------	-------------------

Project Status:

Building

Down to 2 Facility attendants due to illness. Hired contractor to clean the building for the next few weeks

Interviewed and hired candidate for Casual Facility

Pool

Experiencing some issues with pool Lectronators

Arena

Compressors off on March 26th

Ice out

Cancelled Zamboni and basic refrigeration training due to staffing issues

Events

March Break Camps – music camp/build a parfait & dance camps cancelled due to insufficient numbers.

Project updates

Advertised to fulfil positions on the Recreation & Culture Advisory Committee

Met to discuss recommendations from the Recreation Master Plan

Working on Summer Event and Programs

Secured a volunteer to offer free squash lessons – one person took advantage of the offer during March Break

Staff report submitted for possible partnership with United Way for a Pump Track enhancement at local park

Attended meeting with community partners to host a free bike exchange this summer

Researching opportunity to include Pickle Ball at outdoor Tennis courts

Offered two free HIIT classes to promote this new program for April

Secured Lunch yoga instructor – this drop-in program has attracted a total of 17 participants

Smart TV added to the pool side auditorium so people can work out to You Tube videos on their own, in small groups to suit their schedules.

Economic Development - Other Consulting

Met with Cambrian Innovation & Ski Hill to explore opportunity for development funding to support the building of a medium size snow maker to extend the season at

the hill

Met with FedNor and Ski Hill to explore opportunities for fund a 3 year diversification project.

Introduced Ski Hill to Youth Employment Opportunities to access funding for an employment position for this summer and fall

Responded to a tourism request and directed them to appropriate outfitters/camps.

Telephone meetings with Tourism Culture and Sport/and Ministry of Northern

Development & Mines to explore funding opportunities for the ski hill to diversity.

Meetings with local business to explain CIP funding

Approved one CIP application

Outreach to local not-for-profits to attend Volunteer Engagement Workshop hosted by Lambac

Working on a Street Banner design competition to engage local artists

Directed local business to access support services for business start up

Economic Development – Advertising

Ongoing advertising with Moose FM/facebook

Economic Development – Sign

No changes

Compliments & Complaints

3 requests for Pickle ball

Bathroom in the family change room could use some hooks for wet bathing suits or towels. Also a water extractor for bathing suits would be a nice feature.

Loving the smart TV. Kudo's to whom ever came up with it!!

Loving the 7:30pm fit lane!!

Calf raise machine, weights kept falling off

Loved our facility and pool, clean change rooms and nice showers, worth the extra drive from Chelmsford

Charge beside women's washroom is loose (upstairs)

VISITORS:

MARCH 2018

DROP INS	
Aquafit	10
Fitness Centre	98
Line Dancing	13
Shinny	13
Skate	88
Squash	9
Swim	817
Tai Chi	9
Toonie Shinny	67
Toonie Skate	52

MARCH 2017

DROP INS	
Aquafit	0
Fitness Centre	95
Line Dancing	4
Shinny	33
Skate	47
Squash	17
Swim	860
Tai Chi	n/a
Toonie Shinny	n/a
Toonie Skate	138

Women's Shiny	20
TOTAL	1196

Women's Shiny	n/a
TOTAL	1056

Memberships - RESIDENT	
Aquafit	130
Bronze Pool	126
Fitness	1463
Squash	17
Silver	62
Gold	5
Pool Pass	75
Private Swim Lessons	0
TOTAL	1878

Memberships - RESIDENT	
Aquafit	94
Bronze Pool	69
Fitness	1619
Squash	33
Silver	43
Gold	14
Pool Pass	31
Private Swim Lessons	0
TOTAL	1903

Memberships - NON RESIDENT	
Aquafit	73
Bronze Pool	64
Fitness	273
Squash	8
Silver	78
Gold	23
Pool Pass	66
Private Swim Lessons	2
TOTAL	587

Memberships - NON RESIDENT	
Aquafit	112
Bronze Pool	32
Fitness	257
Squash	6
Silver	33
Gold	0
Pool Pass	33
Private Swim Lessons	1
TOTAL	474

FREE SKATING	
PD Day Swim Mar. 2	19
Shelley Newton Mar. 4	93

LIONS' FREE SWIMS	
Sat. Mar. 3	40
Sat. Mar. 10	83
Sat. Mar. 17	103
Sat. Mar. 24	60
Sat. Mar. 31	50
TOTAL	336

TIM HORTON'S FREE SWIM	
Mon. Mar. 12	114
Tues. Mar. 13	157
Wed. Mar. 14	114
Thur. Mar. 15	157
TOTAL	542

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: Public Works Dept.	DATE: April 11/18
---------------------------------------	--------------------------

ITEM: Public Works Summer Students

RECOMMENDATION: Be It Resolved That Public Works hire 8 summer students in 2018

BACKGROUND: The Public Works dept. hires post-secondary students each summer to perform labour duties throughout town. Prior to 2013 the regular compliment of students was 14, however the large reduction in industrial assessment in 2013 resulted in a reduction in the number of students to 8 total (current compliment). 3 students are considered "Parks", 4 are "Public Works" and 1 is "Cemetery". Their duties include:

Parks – 3 students

- Daily playground inspections (6 playgrounds).
- Daily Clear Lake Beach and fitness area inspection.
- Beautification & Green Spaces including grass cutting at various parks/green spaces throughout town and prune trees/bushes.
- Playing field maintenance. Daily preparation of 4 baseball fields. Daily preparation of Queensway soccer field(s) and regular preparation of the Complex soccer field. Occasional preparation of the track & field (May & June).
- Other tasks such as sprinkler maintenance, depression infilling and grass seed application, pavilion and bathroom maintenance, preparation for pavilion bookings and mixed slow pitch tournament manpower

Public Works – 4 students

- Town-wide litter pick-up and all outdoor garbage can maintenance (33 locations twice per week).
- Roadside grass cutting throughout town. Cut the water and sewage treatment plants 3 times per year. Cut 2-way creek 2-3 times per year. Cut other green spaces. Laneway cutting and brushing (maintained laneways).
- Other tasks such as construction zone flagging, assist with line painting, hydrant painting, sidewalk sweeping, assist with hard surface prep., assist with yearly flower planting, sign retro-reflectivity, sidewalk inspections, etc.

Cemetery – 1 student

- Cut grass – entire grounds. Whipper-snip around all stones.
- General clean-up and garbage can maintenance.
- Other tasks such as plot infilling and seeding, assistance with burials, hedge and shrub pruning, etc.

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

ANALYSIS: Students perform much of the same work that our labour force performs, but at a much lesser cost. We permit them to operate gas powered equipment ranging from whipper-snippers to riding mowers and gators. They are not permitted to operate pick-up trucks or anything above that, therefore they require constant supervision to provide direction and transportation for them and their tools to the various jobsites.

The department budgeted for 8 students from April 30 – August 17 (16 weeks). Students are required at the very beginning of the spring/summer season for tasks such as roadside litter pick-up, sidewalk sweeping and playing field preparation. The above list of tasks keeps them busy until the end of the playing seasons late August.

EXISTING POLICY: Hire 8 post-secondary students each summer. Hiring Policy H11-01282

STRATEGIC GOAL:

- 1) Improve and Maintain our Infrastructure
- 2) Sustainable Economic Growth & Prosperity
- 3) Excellence in Government
- 4) Safe and Healthy Community

FINANCIAL COMMITMENT: Estimate \$83,750 with overhead for 8 students for the season.

IMPLEMENTATION: April 1/18

Prepared By: Dave Parker

Department Manager: Joel Yusko

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ✓ No

Comments: In 2017, we received \$1,596 in summer student grants after being eliminated for 2016. A different grant became available for 2018 and we have been advised we are eligible for up to \$10,000 for two positions and have applied under the same grant program as last year. We will be eligible to receive from 0 - \$11,500 to offset costs of summer students in 2018. The 2016 budget has been updated to reflect revenue of \$6,500.

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

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: PWD	DATE: April 18 th , 2018
------------------------	--

ITEM: Tender Award for Phase 2A
--

<p>RECOMMENDATION:</p> <ul style="list-style-type: none"> ➤ That Council award the Tender for Phase 2A of the Infrastructure Renewal Project to Belanger Construction

<p>BACKGROUND:</p> <ul style="list-style-type: none"> ➤ The municipality was successful in receiving funding under the OCIF's grant to complete Phase 2A of the Infrastructure Renewal Project (Jean St, Elizabeth St and Katherine St) ➤ Engineer's estimate to complete the project \$2,683,000 (excluding HST) ➤ 6 firms went through a prequalification round to qualify to tender the project, 3 firms were eliminated in this round either from a lack of experience or had previous performance issues. ➤ The project is expected to commence within a few weeks and have a completion date to have a base coat of asphalt completed by September 30th, 2018 with the second lift of asphalt complete by June 2019. The benefits of staging the asphalt will enhance quality of the finish project. The Municipality is better equipped to deal with performance issues related to compaction, if any arise in the spring, before the final layer of asphalt is completed.

<p>ANALYSIS:</p> <ul style="list-style-type: none"> ➤ Belanger was the low bidder at \$2,298,525.00 (excluding HST) Garson pipe followed at \$2,340,098.00 (excluding HST) JI Enterprise followed at \$2,644,232.50 (excluding HST) ➤ Belanger has completed a number of projects in the past with the Municipality and the department looks forward to working with them again.

EXISTING POLICY: F17-01325 procurement of goods policy - tender projects of
--

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

this size

STRATEGIC GOAL:

1) Improve and Maintain our Infrastructure

2) Sustainable Economic Growth & Prosperity

3) Excellence in Government

4) Safe and Healthy Community

FINANCIAL COMMITMENT: budgeted item

IMPLEMENTATION:

Prepared By: Joel Yusko

Department Manager: *Joel Yusko*

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ✓ No

Comments: _____