



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, April 9, 2019**  
**Council Chambers**

100 Tudhope Street  
**7:00 pm**



## **Espanola Council AGENDA**

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, April 9, 2019** at 7:00 p.m.  
In The Council Chambers, Municipal Building*

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7:00 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

**Please note this meeting will be 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 **F1** inclusive contained in the Consent Agenda

- CA-06-19 Be It Resolved That: Items A1 to F1 inclusive contained in Part 1, Consent Agenda be adopted.

**Adoption of Minutes**

**A1 Regular Meeting of Council of March 26, 2019**

- 19-065 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of March 26, 2019.

**Board and Committee Reports**

**B1 Corporate Services Committee Meeting of April 2, 2019**

**B2 Espanola Public Library Board Meeting Minutes of December 10, 2018**

- 19-066 Be It Resolved That: The following board and committee reports are hereby received; Corporate Services Committee Meeting of April 2, 2019; Espanola Public Library Meeting Minutes of December 10, 2019.

**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. 2908/19**

- 19-067 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of March 26, 2019.

**E2 Bylaw No 2909/19**

- 19-068 Being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Robert J. Swayze.

**E3 Bylaw No 2910/19**

- 19-069 Being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Lignum Builders Limited.

## **Reports**

**F1 Espanola WPCP 2018 Annual Report (copy available at the Clerks office)**

- 19-070 Be It Resolved That: The following reports are hereby received; Espanola WPCP 2018 Annual Report

<p><b><u>PART II - REGULAR AGENDA</u></b></p>
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## **Bylaws and Resolutions**

**G1 Recommendation regarding Formation of Espanola Development Corporation (EDC)**

- 19-071 Be It Resolved That: Whereas Section 203 of the Municipal Act 2001, S.O. c.25 provides the ability for a municipality to create corporations for the purposes of economic development; and

Whereas Council acknowledges receipt of the Espanola Development Corporation - Business Case Study dated February 2019; and

Whereas staff advertised and held a public open house on March 20th, 2019 at Municipal Office Board Room from 1:30 – 3:00 pm and 6:00 – 7:00pm;

Now therefore Council directs staff to proceed with the establishment

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**G2 Recommendation regarding Remediation of Highway 6 Property**

- 19-072 Be It Resolved That: The Town of Espanola negotiate an agreement with the property owner for the remediation of Merritt Con 5; Lot 8: PCL 17164 Plan M74 Lot 96; Lot 97; 461 Centre Street.

**G3 Recommendation regarding Clear Lake Beach**

- 19-073 Be It Resolved That: Scheduled supervision at the Clear Lake Beach remains the same as 2018; that being 3 afternoons per week for 4 weeks for a total program cost of \$4476.00.

**G4 Recommendation regarding Appointment to the Health Care Recruitment Committee**

- 19-074 Be It Resolved That: Councillors Foster and \_\_\_\_\_ are appointed to the Health Care Recruitment Committee.

**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.**

Correspondence re: Request for Reconsideration of Hanging Baskets

OMLI correspondence re: Lean Six Sigma training

MNRF correspondence re: Draft Environmental Study Report

MOI correspondence re: Canada Infrastructure Program

Stewardship Ontario re: Industry Funding for Municipal Blue Box

**Conference and Conventions**

FONOM Annual Conference; May 8, 9 & 10, 2019; Sudbury

2019 AMO AGM & Annual Conference; August 18-21, 2019; Ottawa

**Mayor and Councillor Reports and Announcements**

**Future Council/Committee Meetings**

Community Services Committee Meeting of April 16, 2019 @ 4:00 pm  
Regular Meeting of Council of April 23, 2018 @ 7:00 pm

**Adjournment**

**Closed Meeting (if required)**



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

**Council Chambers  
Municipal Office**

**March 26, 2019  
7:00 pm**

**Deputy Mayor Foster presided over the meeting.**

**Present:**

Councillors K. Duplessis, R. Dufour, B. Foster, S. Hayden, H. Malott, M. Van Alstine

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

**Absent:**

Mayor Beer

The Deputy Mayor called the meeting to order and advised this meeting would be streamed.

Disclosure of pecuniary interest and the general nature thereof.

**Public Hearing**

1. Notification under the Provisions of Notice Bylaw No. 2068/08, Notice of Public Hearing

Meeting for the purpose of receiving comments on the following request from the Knight Cruisers Car Club to permit a Car Show on Saturday, May 25th, 2019 from 8:00 am to 4:00 pm at the Track and Field:

- a) A temporary exemption from Municipal Bylaw No. 1219/96, Section 14, being a bylaw to control the use of municipally and recreationally owned property 14. 4) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked.
- b) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 25th, 2019 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show.
- c) Council authorizes a temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 25th, 2019 between the hours of 8:00 am to 4:00 pm. For an

event being held outdoors at the Track & Field – The Knight Cruisers Car Show.

The applicant was not present. There were no verbal or written comments received.

2. Notification under the Provisions of Notice Bylaw No. 2068/08, Notice of Public Hearing

Meeting for the purpose of receiving comments on the following request from the Great Waterfront Trail Adventure Group for an exemption to the overnight camping bylaw for the use of the track & field area at the Recreation Complex:

a) A temporary exemption from Municipal Bylaw 1219/96; being a bylaw to provide for the Use, Regulation, Protection and Government of Municipally and Recreationally Owned Property; 13.7 remain overnight with the boundaries of any park, recreational area and or municipally owned property without obtaining permission from the Municipality.

The applicant was not present. There were no verbal or written comments received.

This portion of the meeting closed at 7:03 pm

**Delegations/Petitions**    **None**

**Question Period**                      **None**

**CONSENT AGENDA**                      **CA-019-06 H. Malott – R. Dufour**

Be It Resolved That: Items A1 to F7 contained in Part 1, Consent Agenda be adopted.

**Carried**

**Items A1**                                      **19-056 H. Malott – M. Van Alstine**

**Council Minutes**

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of March 12, 2019; as amended.

**Carried**

**Board and Committee Reports**

**Items B1**  
**Community Services**  
**Committee Meeting**  
**Minutes**

**19-057 R. Dufour – M. Van Alstine**

Be It Resolved That: The following board and committee reports are hereby received; Community Services Committee Meeting of March 19, 2019.

**Carried**



**Matters arising from the "In Camera Session"**

**None**

**Business Arising from Board and Committees**

**Community Services Committee Meeting of March 19, 2019**

**Item D1**  
**Colour Run/Walk**

**19-058 H. Malott – R. Dufour**

Be It Resolved That: As Recommended by the Community Services Committee That: Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 11th, 2019 providing that:

1. NSSR 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
2. The organizers contact PWD to obtain a Facility Agreement and to proceed with the booking procedures to use the pavilion, canteen and washrooms; a food serving permit from the Public Health Sudbury & Districts be submitted.

**Carried**

**Bylaws and Resolutions**

**Item E1**  
**Confirmatory Bylaw**

**19-059 R. Dufour – H. Malott**

Be It Resolved That: Bylaw No 2907/19 be adopted; being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of March 12, 2019.

**Carried**

**Reports**  
**Item F1-F7**

**19-060 M. Van Alstine – R. Dufour**

Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for February 2019; Leisure Services Department Departmental Report for February 2019; Economic Development Department Departmental Report for February 2019; 2018 Annual Report for Espanola Court Service Area; 2018 Annual Report for Elliot Lake & Blind River Court Service Area; Joint Health & Safety Meeting Minutes of February 7, 2019; Public Health Sudbury & Districts Meeting Minutes of February 19, 2019.

**Carried**

**PART II**

**REGULAR AGENDA**  
**Bylaws and Resolutions**

**Item G1**  
**Knights Cruisers Car Show**

**19-061 H. Malott – R. Dufour**

Be It Resolved That: As Recommended by the Community Services Committee That: Council authorizes:

- d) A temporary exemption from Municipal Bylaw No. 1219/96, Section 14, being a bylaw to control the use of municipally and recreationally owned property 14. 4) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked.
- e) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 25th, 2019 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show.
- f) Council authorizes a temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 25th, 2019 between the hours of 8:00 am to 4:00 pm. For an event being held outdoors at the Track & Field – The Knight Cruisers Car Show.

**Carried**

**Item G2**  
**Great Waterfront Trail Adventure**

**19-062 S. Hayden – K. Duplessis**

Be It Resolved That: Council authorizes:

A temporary exemption from Municipal Bylaw 1219/96; being a bylaw to provide for the Use, Regulation, Protection and Government of Municipally and Recreationally Owned Property; 13.7 remain overnight with the boundaries of any park, recreational area and or municipally owned property without obtaining permission from the Municipality for an event being held at eh Track and Field by the Great Waterfront Trail Adventure on July 31<sup>st</sup> from approximately 11:00 am until 11:00 am on August 1<sup>st</sup>, 2019.

**Carried**

**Item G3**  
**Clear Lake Beach**

**19-063 K. Duplessis – S. Hayden**

Be It Resolved That: As Recommended by the Recreation Culture Advisory Committee that: Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019. The Committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons.

**Defeated**

**Item G4**

**Support of Huntsville  
Resolution re:  
Funding for Public  
Libraries**

**19-064 K. Duplessis – S. Hayden**

Be It Resolved That: As Recommended by the Espanola Public Library Board that: Council for the Town of Espanola endorse the Huntsville Town Council Resolution of April 23, 2018 in support of continued, adequate, sustainable provincial funding of Ontario public libraries, increasing annually in line with the consumer price index;

And Further That: the province commit to adequate and sustained funding for a shared and efficient Ontario Digital Library;

And Further That: a copy of the resolution of support be forwarded to the Minister of Tourism, Culture and Sport, to the Minister of Municipal affairs, to our local MPP, to the Ontario Library Association and the Federation of Ontario Public Libraries.

**Carried**

**Correspondence For Information Only**

**H1 Hiring Policy**

**H2 Social Media Policy**

**Information**

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

Ministry of Infrastructure correspondence re: Funding Program

**Conference and Conventions**

FONOM Annual Conference; May 8, 9 & 10, 2019; Sudbury  
2019 AMO AGM & Annual Conference; August 18-21, 2019; Ottawa

**Mayor and Councillors Reports and Announcements**

**Agenda Items**

Councillor Van Alstine requested that a list of agenda items for the next 6 months – 1 year be brought forward. Deputy Mayor Foster advised that this item could be brought to the Corporate Services meeting for discussion.

**AMO Training**

Councillor Hayden thanked Council for the opportunity to attend the recent AMO training. She advised that she spoke to two different presenters regarding reviewing the budget line by line and was advised this was not council's mandate.

**Division of Council  
and Staff**

Councillor Hayden expressed her concerns with the ongoing division of council and staff.

**Hanging Baskets**

Councillor Hayden advised she has been contacted by several residents requesting a reconsideration of the hanging baskets. Deputy Mayor Foster commented on funding opportunities for the municipality.

**Funding**

It was the consensus of Council to have the CAO hold an education session on these funding opportunities.

**Future Council Meetings**

Corporate Services Committee Meeting of April 2, 2019 @ 4:00 pm  
Regular Meeting of Council of April 9, 2019 @ 7:00 pm

**Adjournment**

**S. Hayden – K. Duplessis**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:30 pm

**Carried**

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B. Foster  
Deputy Mayor

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Cynthia Townsend  
CAO/Treasurer

**CORPORATE SERVICES COMMITTEE MEETING****Tuesday, April 2, 2019****4:00 pm****Council Chambers****Municipal Building****Chair Bill Foster presided over the meeting**

**Disclosure of pecuniary interest and general nature thereof; Councillor Foster declared a conflict with the first item on the agenda.**

**Present:** Mayor Beer; Councillors B. Foster; K Duplessis  
Municipal Officials, C. Townsend, CAO/Treasurer; C. Tessier,  
Manager of Financial Services; T. Denault-Roque, Recording  
Secretary

**Absent:** Councillor M. Van Alstine  
P. Roque, Clerk

**St Jude's Parish** Councillor Foster removed himself from the committee table.  
Ms. Townsend advised that the fire lane was owned by the Church  
and not the municipality.  
A discussion ensued.  
The committee directed staff to send correspondence advising the  
municipality will not cover the costs.

**Employee Code of  
Conduct** **For Discussion**

Staff was directed to look into Code of Conduct workshops as well  
as contact Fred Dean, Barrister and Solicitor to provide a  
recommendation on written Code of Conduct policies.

**Strategic Plan** **For Discussion**

A discussion ensued.  
It was stated that our Municipal Advisor will be contacted to  
provide Council training regarding Strategic Plans.

**Grants** **For Discussion**

Direction was given to the CAO to prepare a list of suggested  
projects to be brought to the next budget meeting.

**In Camera** **K. Duplessis – J. Beer**

Be It Resolved That: Under authority of Section 26.1.3 of Bylaw  
No. 2062/08, the committee goes into an "in camera" session for  
the purpose stated in Section 239.2 of the Municipal Act.

- litigation or potential litigation, including matters before  
administrative tribunals, affecting the municipality or local

board;

- labour relations or employee negotiations;

Time: 4:51 pm.

**Carried**

## **Resume Meeting**

### **J. Beer – K. Duplessis**

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

Time: 5:03 pm

**Carried**

Assessment appeals and human resources matters were discussed.

## **Adjournment**

### **J. Beer – K. Duplessis**

The Corporate Services Committee meeting is hereby adjourned.

Time: 5:04 pm.

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B. Foster  
Chair

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C. Townsend  
CAO/Treasurer

Espanola Public Library Board

MINUTES OF THE REGULAR MEETING

Held on December 10, 2018, at the Library

MAR 08 2019

Present: Brian Riche (Chair)  
Clive Fitzjohn  
Evelyn Diebel  
Ken Duplessis  
Heather Wilson

Also present: Rosemary Rae (CEO)

Regrets: Ray Dufour

Call to order  
The Chair called the meeting to order at 3:32 p.m.

Approval of agenda

#18-62 Wilson - Diebel  
That the agenda be approved, as amended.  
Carried.

Minutes

#18-56 Fitzjohn - Wilson  
That the minutes of the Regular Meeting of October 15, 2018 be approved.  
Carried.

#18-63 Wilson - Diebel  
That the minutes of the Non-quorum status of the Regular Meeting of November 12, 2018 be approved.  
Carried.

#18-64 Fitzjohn - Diebel  
That the minutes of the Special Meeting of November 20, 2018 be approved.  
Carried.

Reports

#18-57 Diebel - Duplessis  
That the following reports for October be received:  
Maintenance – verbal  
Librarian  
Statistics  
Financials  
Carried.

- #18-65 Fitzjohn - Duplessis  
That the following reports for November be received:  
Maintenance – verbal only  
Librarian  
Statistics  
Financials – plus Draft Budget  
Carried.

#### Decision items

- #18-58 Fitzjohn - Duplessis  
That the CEO evaluation as drafted for 2018 and 2019 be approved.  
Carried.
- #18-66 Duplessis - Fitzjohn  
That the Open hours calendar be approved.  
Carried.
- #18-67 Fitzjohn - Duplessis  
That the Fee Schedule for 2019 be approved.  
Carried.

#### Discussion items

1. Health & Safety

#### Information items

1. Staff meetings – November 7 and November 29
2. The Friends of the Library minutes – October 19 and November 16

#### Correspondence

Town of Espanola – re: appointment of Council Members to Library Board for 2019-2022 term.

#### Announcements

Next meeting – TBD

#### Adjournment

- #18-68 Duplessis - Diebel  
That the Espanola Library Board does now adjourn at 4:41 pm.  
Carried.

#### Approval

Date March 1, 2019  
Chair [Signature]  
Secretary [Signature]





**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2908/19**

**Being a bylaw of the Town of Espanola to Adopt  
the Minutes of Council for the Term Commencing  
December 1<sup>st</sup>, 2018, 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 1<sup>st</sup>, 2018, held on: March 26, 2019 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 9<sup>TH</sup> day of April 2019.

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J. Beer  
Mayor

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Cynthia Townsend  
CAO/Treasurer



**REGULAR MEETING OF COUNCIL**

Moved By: H. Malott Date: March 12, 2019

Seconded By: R. Dufour Motion No. 19-053

**BE IT RESOLVED THAT:**

Robert J. Swayze is appointed as Integrity Commissioner for the Town of Espanola.

CARRIED ☒ DEFEATED ☐

DEFERRED ☐

J. Beer  
Chair

**RECORDED VOTE**

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
B. Foster	_____	_____
S. Hayden	_____	_____
H. Malott	_____	_____
M. Van Alstine	_____	_____

**DECLARATION OF  
PECUNIARY INTEREST**

Mayor J. Beer	_____
R. Dufour	_____
K. Duplessis	_____
B. Foster	_____
S. Hayden	_____
H. Malott	_____
M. Van Alstine	_____



**The Corporation of the Town of Espanola**

**Bylaw No. 2909/19**

**Being a Bylaw to Execute An Agreement Between  
The Town of Espanola and  
Robert J. Swayze**

**THAT** the Council of the Corporation of the Town of Espanola enacts as follows;

1. That the Mayor and CAO/Treasurer are hereby authorized to execute an agreement between The Town of Espanola and Robert J. Swayze to appoint an Integrity Commissioner.
2. That the Agreement shall be attached to and become part of the Bylaw.

**Read a first, second and third time in open Council on this 9th day of April 2019.**

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**Jill Beer  
Mayor**

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**Cynthia Townsend  
CAO/Treasurer**



**REGULAR MEETING OF COUNCIL**

Moved By: Bill Foster Date: September 11, 2018

Seconded By: Heather Malott Motion No. 18-137

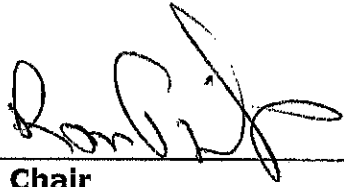
**BE IT RESOLVED THAT:**

The design/build firehall project be awarded to Lignum Builders Ltd.

The firehall project includes the fourth bay.

CARRIED ✓ DEFEATED \_\_\_\_\_

DEFERRED \_\_\_\_\_

  
Chair

**RECORDED VOTE**

	For	Against
Mayor R. Piche	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
R. Duplessis	_____	_____
B. Foster	_____	_____
H. Malott	_____	_____
B. Yocom	_____	_____

**DECLARATION OF  
PECUNIARY INTEREST**

Mayor R. Piche	_____
R. Dufour	_____
K. Duplessis	_____
R. Duplessis	_____
B. Foster	_____
H. Malott	_____
B. Yocom	_____

**AGENDA #G1**



**The Corporation of the Town of Espanola**

**Bylaw No. 2910/19**

**Being a Bylaw to Execute An Agreement Between  
The Town of Espanola and  
Lignum Builders Limited**

**THAT** the Council of the Corporation of the Town of Espanola enacts as follows;

1. That the Mayor and CAO/Treasurer are hereby authorized to execute an agreement between The Town of Espanola and Lignum Builders Limited for the Design-Build Stipulated Price Contract for the Firehall.
2. That the Agreement shall be attached to and become part of the Bylaw.

**Read a first, second and third time in open Council on this 9th day of April 2019.**

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**Jill Beer**  
Mayor

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**Cynthia Townsend**  
CAO/Treasurer



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Espanola Hub  
148 Fleming St, Suite 5  
Espanola, ON P5E 1R8

Tel: 705 869 5578  
Fax: 705-869-4374  
[www.ocwa.com](http://www.ocwa.com)

March 28, 2019

Cynthia Townsend, Chief Administrative Officer/Treasurer  
The Corporation of the Town of Espanola  
100 Tudhope Street, Suite 2  
Espanola, Ontario  
P5E 1S6

### **Re: Espanola WPCP 2018 Annual Report**

Dear Ms. Townsend;

Attached is the 2018 Annual Report for the Espanola Water Pollution Control Plant. This report is completed based on the information we have in our records in accordance with the Environmental Compliance Approval.

In accordance with Section 10(5) of the ECA, a copy of the Report has been submitted to the Ministry of the Environment for their records.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script, reading "Sarah Beaulieu".

Sarah Beaulieu  
Process & Compliance Technician  
Ontario Clean Water Agency

NW

Department: Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 01/09/2019
Policy No:	Revision Date:
Bylaw No:	Version #:

# STAFF REPORT

<b>DEPARTMENT:</b> Economic Development	<b>DATE:</b> Mar 22/2019
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<b>ITEM:</b> Formation of Espanola Development Corporation (EDC)
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## RECOMMENDATION:

Be It Resolved That: Whereas Section 203 of the Municipal Act 2001, S.O. c.25 provides the ability for a municipality to create corporations for the purposes of economic development; and

Whereas Council acknowledges receipt of the Espanola Development Corporation - Business Case Study dated February 2019; and

Whereas staff advertised and held a public open house on March 20th, 2019 at Municipal Office Board Room from 1:30 – 3:00 pm and 6:00 - 7:00pm;

Now therefore Council directs staff to proceed with the establishment of the Espanola Development Corporation.

## BACKGROUND:

- On February 13, 2019 at a special meeting of Council the following resolution was carried: *Be It Resolved That: An Economic Development Corporation be formed and an allocation of \$50,000 from reserves be budgeted*
- In accordance with the Municipal Act, in order to establish an Economic Development Corporation to facilitate any private/public partnerships, or asset transfer the Corporation is required to author a business case and host community consultations

## ANALYSIS:

- 8 members of the community & 3 members of Council participated in the community consultations for the EDC Business case on Mar 20<sup>th</sup> from 1:30-3pm & 6-7pm – all 8 participants expressed support for the development of the EDC
- The community consultations were advertised in the Monitor, on the Town website, the Community Channel, the Town face book page & promoted on Moose FM

**EXISTING POLICY: NA**

**STRATEGIC GOAL:**

Department: Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 01/09/2019
Policy No:	Revision Date:
Bylaw No:	Version #:

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

**FINANCIAL COMMITMENT:**

**IMPLEMENTATION:** Economic Development/Administration

**Prepared By:** Cheryl Kennelly

**Department Manager:**

**CAO/Treasurer:** Cynthia Townsend

**Approval of Recommendation:** Yes ☒ No ☐

**Comments:** \_\_\_\_\_



# Espanola

## SPECIAL MEETING OF COUNCIL

Moved By: Bill Beer

Date: February 13, 2019

Seconded By: [Signature]

Motion No.:

Be It Resolved That:

EA d f f r

An Economic Development Corporation be formed and  
an allocation of \$50,000 from reserves be  
budgeted.

CARRIED ☒ DEFEATED ☐

Bill Beer  
Chair

### RECORDED VOTE

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
S. Hayden	_____	_____
B. Foster	_____	_____
H. Malott	_____	_____
M. Van Alstine	_____	_____

### DECLARATION OF PECUNIARY INTEREST

Mayor J. Beer	_____
R. Dufour	_____
K. Duplessis	_____
S. Hayden	_____
B. Foster	_____
H. Malott	_____
M. Van Alstine	_____

AGENDA #

**TOWN OF ESPANOLA  
ECONOMIC DEVELOPMENT CORPORATION  
BUSINESS CASE STUDY REVIEW  
PUBLIC CONSULTATION SESSIONS**

**Library Boardroom; 245 Avery Drive**

**March 20, 2019**

**1:30 pm - 3:00 pm and 6:00 pm - 7:00 pm**

The Town of Espanola is proposing to establish an Economic Development Corporation, prior to establishing a corporation under section 3, of O. Reg. 599/06, s. 8, a municipality shall consult with the public about the proposal.

As part of the EDC Business Case Study public consultation process two public sessions have been scheduled. These sessions will provide the public with an opportunity to review the draft business case study and ask questions.

Community stakeholders are invited to attend.

For more information contact:

Cheryl Kennelly  
Community Economic  
Development Officer  
Town of Espanola  
(705) 869-1967





# ***Espanola Development Corporation***

## **Business Case Study**

February 2019

## **Espanola Development Corporation (EDC)**

The creation of the Espanola Development Corporation (EDC) is permitted under the Municipal Act which gives local municipalities the powers to establish a range of corporations. This corporation will give the Town of Espanola greater ability and flexibility in addressing and responding to the business and development needs of the community.

The Development Corporation provides a more business-like model for the management of current and future Town economic development initiatives. In a highly competitive environment the corporation will utilize local expertise and a corporate structure that will provide for quick responses to investment and growth opportunities.

The start-up phase of the corporation will focus on areas of immediate economic, community growth and business development. The intent is for the corporation to evolve into a vehicle to assist in managing strategic economic assets and resources of the Town in order to capture their full potential as well as facilitate long term economic growth and sustainability.

The EDC will provide an innovative oversight of development activities; will be readily connected to the business world and able to quickly modify approaches to leverage assets and opportunities. It will provide the ability to negotiate effectively in the market outside of the political system and manage the day to day tasks required for a development or an agreement of purchase and sale. The EDC will clearly separate the roles and mandate of municipal staff and separate the Town's statutory approval role from the Town's role in land development.

## **Ontario Municipal Act:**

Section 203(1) of the Municipal Act grants municipalities the power to establish corporations. Ontario Regulation 599/06 governs the establishment of such corporation.

A municipality may use the power to establish a corporation only if the municipality by itself, or together with one or more other public sector entities, establishes the corporation and the purpose of the corporation must be to provide a system, service, or thing that the municipality itself could provide, or the establishment of the corporation is expressly authorized by Regulation.

Before the corporation can be established, a municipality must adopt a business case study, and consult with the public about the proposal to establish a corporation. In addition, prior to the transfer of assets, including staff resources, the Town must adopt an asset transfer policy.

As a condition for incorporation, a municipality must give notice of proposal to transfer an asset to a corporation where the Province of Ontario has contributed funds for the purchase or improvement of the asset. It is possible the Province may require a reimbursement of all or a portion of their contribution.

## **SMALL BUSINESS PROGRAMS - SUBSECTION 108 (2) OF THE ACT**

### **Prescribed conditions**

1. The following are the prescribed conditions that must be met before a municipality establishes a program under paragraph 1 of subsection 108 (2) of the Act:

1. The municipality has consulted with the public about the proposed program.
2. The municipality has adopted and published a business case study in relation to the proposed program, which includes the following:
  - i. To permit economic development opportunities otherwise not available to the Municipality under the Municipal Act.
  - ii. To engage business leadership for the purpose of developing our community and economy.

**Public Consultation:** This process for consultation is not prescribed under the Act and could take the form of the following:

- a) Public Notice through Reports to Council.
- b) Public Meeting with formal notice.
- c) Meetings with key groups in the community.
- d) Information on the Town Website
- e) Communicate through social media.

**Business Case Study:** The Municipal Act requires a business case study. Items to consider which are included in this report are:

- Background and support material
- Benefits and risk
- Objectives and primary responsibilities
- Guiding principles to form and shape the operations of the development corporation.
- Governance and Funding model
- Board make up and qualifications
- Staffing
- Public accounting and reporting.

### **Mandate:**

The Espanola Development Corporation will work with the Town, investors and private sector partners, as appropriate, to maximize the value of current and future Town owned assets with the focus of growing and developing the Town. The EDC will act as a catalyst for operational excellence; it will advise, inform and make recommendations to the Town, as owner, on matters and opportunities pertaining to the operations of the EDC and affiliated subsidiaries.

The mandate of the EDC also includes the creation of an environment that supports long term economic and community growth. The EDC will develop a community advocacy strategy and build an adaptive environment for municipal innovation to make Espanola an attractive place to invest and do business.

### **Town of Espanola objectives of establishing the Espanola Development Corporation:**

1. Support and implement the Economic Development Strategic Plan.
2. Identify new business growth opportunities, trends and high potential leads.
3. Identify, create and leverage relationships with community, private sector and government partners that will foster creative funding and financing resources to deliver key economic and social benefits.
4. Pursuit of investors to stimulate the development of the Town.
5. Develop an internal reporting structure that is responsive to business and community challenges.
6. Assist with the growth and expansion of local businesses.
7. Identify and attract new investment and businesses.
8. Develop relationships and partnerships to develop services and grow the Town.
9. Provide a corporate structure to which Town assets may be transferred, developed and leveraged.
10. Establish public /private strategic partnerships where appropriate.

### **Measurements of Success:**

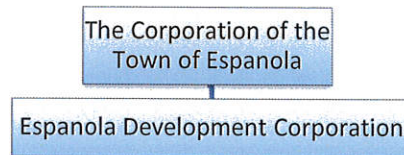
Measurements of success will be extremely important for the ongoing monitoring and measuring of the outcomes of the corporation. The EDC will be expected to implement processes to measure the following:

- Job creation and retention.
- Investment attraction: (new buildings, equipment, grants, salaries)
- New business development (i.e. company visits, applications, quality leads)
- Growth and expansion of existing business. ( i.e. company visits, jobs retained, applications)
- New assessment.
- Business Support (i.e. partnerships)

### **Proposed Espanola Development Corporation Structure:**

The Espanola Development Corporation will be a new corporation reporting to Town Council. The management structure of the corporation will consist of a board of directors of up to seven (7) which includes the Mayor, 1 Councillor and up to five (5) independent community members.

**Exhibit 1** below illustrates the proposed structure of the corporation.



Selection of board members will be community members with a business background or experience. Members will be responsive to business challenges as well as the directives of the Town. While operating at arm's length from the Town, the Board will function in the long term best interest of the community; operate in a competitive business like fashion, and ensure there is a framework in place which emphasizes communication and accountability to Town Council.

As this corporation is established, it is anticipated that dedicated resources and investment on the part of the Town will be required in order to achieve the long term objectives of the corporation.

It is proposed that the corporation be established as a not for profit corporation. The main reason for this is the ability of not for profit corporations to have easier access to funding from other levels of government while it can function much like a for profit organization while affiliated with the municipality. As the corporation evolves, this may need to be reviewed or restructured.

As a municipal corporation the issue of control, transparency and accountability is important and can be challenging given the expectation to operate in a competitive business environment while being responsible for public assets and resources. The importance of developing a plan and process to address these issues cannot be understated. It is expected this would include reporting to Council with minutes of regular meetings along with semi-annual and annual reports.

In establishing the corporation, the Town will need to ensure an Operating Agreement between the Town and EDC. In addition, the Corporation's by-laws, will be structured to facilitate operating in a competitive environment which meets the transparency and accountability expectations of a public sector corporation as well as confirming Council's control over the EDC. These documents will define the rights of the sole member (Town of Espanola) including the Town Council's ability to appoint and, if required, remove EDC Board Members.

The EDC will use the Town's Economic Development Strategic Plan as a guiding document for the development of the community. The document will ensure that the objectives of Council are met in relation to small business growth and local job development.

### **Board of Directors:**

The Board of the EDC will consist of up to a total of 7 directors. This would include the Mayor, 1 Councillor, and up to 5 independent directors.

The independent directors will be recommended to Council from the Interim Board. In the future the Board will make recommendations to Town Council for appointment. The Interim Board being Council, appointing the first Board of Directors of the newly formed EDC.

As will be defined in the Articles of Incorporation, the Board will be expected to manage the affairs of the EDC which will include defining and setting development strategies, guiding the disposition and leveraging of assets, and the development of joint ventures/partnerships.

As the corporation evolves, it is important the Board be expected to work collaboratively with the Town, its other subsidiaries and agencies. In addition, the Corporation needs to utilize existing services and resources rather than creating new. The EDC will also need to work with regional strategic partners including the provincial and federal governments as well as the other cities of Northern Ontario.

Being a Town owned Corporation, it is important while allowing operating at an arm's length, the Town needs to retain specific controls. There will be instances where the processes and expectations of the Town may be in conflict with the operations of the EDC. It is important all parties keep the principles of operating collaboratively, open communications, accountability and transparency while respecting the business objectives and confidentiality of the EDC.

The expertise of the EDC may be supplemented by establishing an Advisory Committee composed of members of Town Management Team. The Advisory Committee would provide a link to, and an opportunity to consult with key Town staff on issues and seek advice when and where necessary. The Advisory Committee would meet as frequently as required by the nature of the consultations required by the Board.

#### **Staffing:**

Current Town Economic Development staff will remain Town staff however there will be a transition to second the Department to the EDC with the Economic Development Officer reporting directly to the Board. Any future staff will also be Town employees and approvals will follow the Town's process. This may evolve as the corporation matures.

#### **Financials & Funding:**

##### **Budget:**

The Town will be the predominate funder of the EDC. Other sources of funding will include government grants, private sector funding and potential revenues from operations or leveraging. The Corporation of the Town of Espanola will provide funding to the EDC annually through the provision of an annual budget presented to Council. These funds will be included within the Town's Economic Development budget. Furthermore, the Town will provide funding for the Corporation through the assignment of the existing budget of the Economic Development Department at the time staff is seconded to the EDC.



Funding may come in the form of a grant, loan, advance or other means as may be deemed necessary for general or specific projects. With respect to personnel costs, the EDC will reimburse the Town for all costs.

Funding of the corporation will be coordinated thorough Corporate Services and will coincide with the Town's annual operating/capital budget process. Other financial issues requiring Town approvals would also be coordinated through the Corporate Services.

### **Asset Transfer**

The Corporation of the Town of Espanola may transfer specific assets by Resolution to the EDC. Depending on the circumstances, such transfers may take the form of a grant, loan, note or other form. There will be some regulatory requirements that need to be met when transferring an asset. The intent in transferring assets is for the EDC to put these assets to use in the development and growth of the community. In the event revenues are derived from these assets the funds must be either reinvested in the community or returned to The Corporation of the Town of Espanola. Simply put, the requirement is that any investment will have a return to the community at some point in time.

### **OPTIONS:**

Although Town Council has endorsed the establishment of a Development Corporation it is appropriate to assess the potential benefits and risks in comparison to the current status quo;

#### **Current Status, Town department:**

The Town's Economic Development initiatives are predominately led by the Economic Development Officer which is part of the Corporate Services. The EDO works in collaboration with other Town Departments, Town Agencies and Boards as well as with other private and public sector organizations to facilitate growth and development within the community. Currently, the vast majority of Town owned lands and assets are under the direct care and control of the Town and governed under the Ontario Municipal Act along with internal by-laws and procedures.

#### **Strength:**

- Information associated to specific projects, Town owned assets and partnerships are disclosed in an open forum supporting the best practice of open transparency of government.
- Economic development and Town asset management initiatives are under the control of Town Council and Administration, providing more involvement of Council.

#### **Weakness:**

- Mired in the general activities of operating the Town, the current process is unable to respond quickly to development and investment opportunities.

- Lacking the guidance and structure to operate in a business-like fashion in a highly competitive environment.

### **Development Corporation:**

Reporting to The Corporation of the Town of Espanola, the EDC would be responsible for guiding the activities and priorities of the Town's Economic Development initiatives. On approval of Council, this corporation would be responsible for managing select municipal assets for economic and development reasons.

Operating in an arm's length fashion from the municipality, the Board comprised of a mix of private/public sector representatives, will lead the corporation under the governance of by-laws established under the Ontario Business Corporations Act and would function in a more businesslike fashion.

### **Strengths:**

- Operating in a more businesslike fashion, the Corporation would be posed to more quickly respond to development and investment opportunities as well as establishing strategic business partnerships.
- Have access to both key business leaders in the community as well as key council and municipal representatives.
- Be more positioned to respond to an ever more competitive environment.
- More effective leveraging of public assets and possible public funding.
- The EDC will be more nimble, flexible and focused on growth.

### **Weakness:**

- Current municipal resource allocation to Economic Development is not sufficient to support the EDC beyond its establishment.
- There is no active Business Improvement Association or Chamber of Commerce in the Town of Espanola
- Activities will not be as controlled as they are by The Corporation of the Town of Espanola.

### **Recommendation:**

Whereas Section 203 of the Municipal Act 2001, S.O. c.25 provides the ability for a municipality to create corporations for the purposes of economic development; and

Whereas Council acknowledges receipt of the Espanola Development Corporation - Business Case Study dated February 2019; and

Whereas staff advertised and held a public open house on March 20th, 2019 at the Espanola Public Library from 1:30 – 3:00 pm and 6:00 - 7:00pm;

Now therefore Council directs staff to proceed with the establishment of the Espanola Development Corporation.

**Traci Denault-Roque**

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**To:** Paula Roque  
**Subject:** RE: Item for council agenda.

Subject: Item for council agenda.

Paula,

Can you please add an item to Council's agenda for the February 26th meeting. I would like the issue about entering into a lease agreement to clean up the vacant lot on second street be brought to all of council.

Thank you.

Jill

Sent from my Samsung Galaxy smartphone.

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Department: EYC Dev	Form Number: A99-01370
Subject: Staff Report	Effective Date: 12/3/2018
Policy No:	Revision Date:
Bylaw No:	Version #:

# STAFF REPORT

<b>DEPARTMENT:</b> Economic Development	<b>DATE:</b> December 2018/January 2019
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<b>ITEM:</b> Remediation of Highway 6 Property
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<b>RECOMMENDATION:</b> Be It Resolved That: The Town of Espanola negotiate an agreement with the property owner for the remediation of Merritt Con 5; Lot 8; PCL 17164 Plan M74 PT Lot 96; Lot 97; 461 Centre Street.
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## BACKGROUND:

- Remediation of Brownfield properties is one of many strategies that municipalities employ to increase the prospects of commercial and industrial development and retain and attract the residential sector.
- The current state of the barricaded property does not align with our efforts to support our private sector in the beautification of the highway 6 corridor through our Community Improvement Plan.
- The property owner conducted soil and water testing on the property this summer and have determined the property can support some topical remediation efforts.
- Owner has no plans to develop or remediate the property themselves because they have over 2000 similar properties and priority is given to locations where land values are high, like urban centres such as Toronto and Vancouver.
- In order to do any site remediation the owner requires the Town of Espanola to present a vision, site and work plan for their review & approval in order to enter into a license agreement for 2019 and beyond.
- For the purpose of risk management the owner would require design plans which meet the following criteria:
  - ✓ Do not disturb the underlying soil
  - ✓ Provide access to owner for future site testing
  - ✓ Do not cover or disturb site groundwater sampling wells
  - ✓ Do not encourage parking or driving over site groundwater sampling wells

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Bylaw No:		Version #:	

- ✓ Are maintained by the Town of Espanola and covered under our Town Insurance
- ✓ Do not change the property use to those not permitted by the MOECC (eg. Playgrounds, residential, etc)
- ✓ Additionally, the owner would prefer plans that are above ground enhancements which could be moved i.e. raised community gardens, community art projects

#### **ANALYSIS:**

- In order for Espanola to be competitive and position ourselves for retention and attraction of our residential and commercial sectors we need to take a leadership position to diversify, and improve both our image and our curb appeal.
- Municipalities like Hearst are taking a leadership role in the remediation of Brownfield properties by developing Brownfield strategy plans and entering lease agreements which support remediation as part of their economic and community growth strategies.
- The beautification and enhancement of our downtown & highway corridor is supported by section 4.1.2 in the Official Plan which identifies the highway corridor as a crucial link to tourism and commercial development; referencing section (j) of 4.1.2 "co-ordinate the planning and design of streetscape improvements, including the upgrading of building façades, signage, sidewalks, lighting, parking areas and landscaping; and" which, both supports the goals of our Community Improvement Plan and this proposal for Brownfield remediation.
- Long-range planning forecasts for Northern Ontario communities acknowledge a wide-range of social and economic challenges which will reduce our population sizes and will impact the strength of our economies and taxation base. Northern communities are beginning to aggressively fight to retain and sustain their communities.
- Budget \$5000 for 2019 and negotiate a lease agreement with property owner. Set aside money each year for 3 years to enhance the property.

**EXISTING POLICY:** N/A

Department: EYC Dev	Form Number: A99-01370
Subject: Staff Report	Effective Date: 12/3/2018
Policy No:	Revision Date:
Bylaw No:	Version #:

**STRATEGIC GOAL:** Sustainable Economic Growth & Prosperity

**FINANCIAL COMMITMENT:** \$5,000

**BUDGETED:** Yes ☐ No ☐

**IMPLEMENTATION:** Economic Development & Public Works

**Prepared By:** Cheryl Kennelly

**Department Manager:** Joel Yusko/Cynthia Townsend

**CAO / Treasurer:** Cynthia Townsend

**Approval of Recommendation:** Yes ☒ No ☐

**Comments:** \_\_\_\_\_

**From:** Ray Dufour [<mailto:raydufour@live.ca>]  
**Sent:** March-27-19 1:55 PM  
**To:** Cynthia Townsend  
**Cc:** Traci Denault-Roque; Bill Foster  
**Subject:** Summer Life Guards 2019  
**Importance:** High

Good afternoon Cynthia,

I was going through my notes this morning along with the streaming media of last night.

I am pretty sure we turned down option 'A' perhaps inadvertently, as there was talk on option 'B'.

I've sent you a word document with the options presented last night. Option "B" was definitely turned down, but that does not give credence to option "A". If so, "there was no option". Can you confirm my suspicions.

Thank you,



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## Traci Denault-Roque

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**From:** Cynthia Townsend  
**Sent:** Wednesday, March 27, 2019 3:47 PM  
**To:** Traci Denault-Roque  
**Subject:** FW: Summer Life Guards 2019

**Importance:** High

For the next council

---

**From:** Ray Dufour [mailto:raydufour@live.ca]  
**Sent:** March-27-19 3:45 PM  
**To:** Cynthia Townsend  
**Subject:** RE: Summer Life Guards 2019  
**Importance:** High

Hi Cynthia,

I hear what you're saying, but a consensus of what council wants in my opinion does not make it

A binding document. A vote must be taken for that purpose. I have no problems accepting a resolution in support of the 3 day.

Thank you.

Ray

---

**From:** Cynthia Townsend [mailto:CTownsend@espanola.ca]  
**Sent:** Wednesday, March 27, 2019 3:26 PM  
**To:** Ray Dufour <raydufour@live.ca>  
**Cc:** Traci Denault-Roque <TDenault@espanola.ca>; Bill Foster <bill-foster@live.com>  
**Subject:** RE: Summer Life Guards 2019

Hi Ray,

The 4 day option was definitely turned down. If you recall Bill's comments, he too thought then that would mean there was no program however the consensus of council seemed to be to stick with the 3 days. No was and is certainly always an option and if council had not provided direction to go with the 3 days, then I certainly would have interpreted the no vote to be no program.

Does this clarify? Would you prefer another resolution to support the 3 days which then could be either supported or turned down?

Please confirm.

Thank you,

Cynthia



Department: Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 01/09/2019
Policy No:	Revision Date:
Bylaw No:	Version #:

# STAFF REPORT

**DEPARTMENT:** Leisure Services

**DATE:** Mar 19, 2019

**ITEM:** Clear Lake Beach Supervision

## RECOMMENDATION:

- Be It Resolved That: As recommended by the Recreation Culture Advisory Committee that: Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019. The Committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons.

## BACKGROUND:

- The department conducted a pilot project at Clear Lake Beach during the pool shut down maintenance in July 2018
- This program was sponsored by donations from the Shelley Newton Memorial Fund with special consent from the Newton Family.
- The 2018 program ran for 4 weeks at 3 afternoons per week from 12-4pm.
- 3 lifeguards were on duty to meet our lifeguard supervision ratios for beach supervision as required by Provincial Regulation
- One afternoon each week the lifeguards would engage in beach or water activities such as sand castle making and water frizzbee

## ANALYSIS:

- The four weeks at the beach helped the department with staff retention during the pool shut down which helped to ensure our ability to provide the Swim to Survive School swimming lessons in May and June and the return of our August pool programming. This mitigates our cost of soliciting & training new staff in August.
- Beach supervision during the pool shut down was met with enthusiastic community support; on average, 66 participants used the program per day

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- Beach supervision is common in Northern Ontario and offered as a free service to ensure water safety for both residents and visitors for example, Sudbury, Elliot Lake, Timmins, New Liskard, Kirkland Lake all offer beach supervision
- Like tennis, snowshoe lending, volley ball or pickle ball - these are all considered services to enhance accessible and free community recreation opportunities
- This outdoor summer program promotes water safety, physical activity & social inclusion and features a natural and accessible community asset.
- Consideration was given by staff to offer swim lessons at the beach but the beach does not provide consistent depth for diving and length continuity for teaching due to lake terrain and weed growth.
- \$3500 from the Shelley Newton Memorial Fund was used to support the program last year with Council supporting \$910 to cover the payroll burden of EI, WSIB etc. Total cost of the program \$4,410.00
- Currently there is \$3,157.65 in the Shelley Newton Memorial Fund but this money is already committed to support a monthly indoor free swims from September to May and to support free PD Day swims on days that both School Boards overlap their PD days. There is not sufficient money in the Shelley Newton Memorial Fund to support the Clear Lake Beach Program in 2019 without depleting the fund which is intended to support free indoor swim opportunities.
- For Council's consideration;
 

**Option A:** Run the duplicate of the 2018 beach supervision schedule of 3 afternoons per week for 4 weeks for a total program cost of \$4,476.00

**Option B:** As recommended by the Recreation Culture Advisory Committee Council support an incremental expansion of the program for 2019 to add one additional afternoon per week to run Monday to Thursday 12 – 4pm for four weeks. Adding one additional afternoon per week for four weeks will increase the program cost from 2018 by \$1224 for a total cost of \$5700 from budget.

**EXISTING POLICY: NA**

**STRATEGIC GOAL:**

Department: Administration	Form Number: A99-01370
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Bylaw No:	Version #:

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

**FINANCIAL COMMITMENT:** Option A \$4,476 or Option B \$5,700

**IMPLEMENTATION:** Leisure Services

**Prepared By:** Cheryl Kennelly

**Department Manager:** *Joel Yusko*

**CAO/Treasurer:** Cynthia Townsend

**Approval of Recommendation:** Yes \_\_\_ No ✓

**Comments:** This service offering is undoubtedly a benefit to the community and assists the department in retention of lifeguards over the summer months while the pool is closed. This was a pilot program, with partial funding, however the funding stream is not available on a longer term basis, therefore Administration's position would be to remain with the 3 day program at this time.



Recreation & Culture Advisory Committee

Moved By: Harcharan Singh

Date: Sept 17/2018

Seconded By: Ron Duplessis

**Be It Resolved That: As Recommended by the Recreation & Culture Advisory Committee that:**

Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019.

The committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons. Cost of the proposed program & details to be included in a staff report.

CARRIED ✓ DEFEATED       

Abel Anjo  
Chair

Appointment to Health Care Recruitment Committee