



**REGULAR COUNCIL AGENDA
For the Corporation of the Town of Espanola**

Tuesday, December 10, 2019, 7:00 p.m.
Council Chambers, 100 Tudhope Street

Please note this meeting will be streamed

Pages

- A. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- B. PUBLIC HEARINGS**

B.1 Consent Applications B-04/19 & B-05-19

Pursuant to Section 53(5) (a) of the Planning Act and Section 3, O.Reg. 197/96, as amended that the following applications for Consent (Long Term Lease Applications) have been filed with the Town of Espanola.

Application No.: B-04/19

Applicant: 2327451 Ontario Inc. / Agent: Bennett Jones LLP

Purpose: To permit the lease agreement registered on title between the Landlord and McDonald's Restaurant of Canada Ltd to be extended for a period of 21 years or greater.

The subject lease permits McDonald's Restaurant to use part of the Applicant's property along with non-exclusive rights of access and parking over the remainder of the property.

Location: Merritt Con 4 PT Lot 7 RP 53R17462 Parts 5 6 8 9 PT PCL 9913, 711 Centre St, Espanola

Application No.: B-05/19

Applicant: 2327451 Ontario Inc. / Agent: Dillon Consulting

Purpose: To permit the lease agreement registered on title between the Landlord and the TDL Group Corp (Tim Hortons) to be extended for a period of 21 years or greater.

Location: PCL 30910 SEC SWS; PT LT 7 CON 4 Merritt: Parts 2, 3 & Part of 4 Plan 53R19793; Part of Part 7 53R15697; PIN 73406-0197 and PIN 73406-0292, 701 Centre St, Espanola

C. DELEGATIONS

None

D. QUESTION PERIOD

E. PART 1 - CONSENT AGENDA

CA-21-19 Be It Resolved That: Items F.1 to K.5 inclusive contained in Part 1, Consent Agenda be adopted.

F. ADOPTION OF MINUTES

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of November 26, 2019; Special Meeting of Council of November 26, 2019; Special Meeting of Council of November 28, 2019.

F.1	Regular Meeting of Council of November 26, 2019	6
F.2	Special Meeting of Council of November 26, 2019	10
F.3	Special Meeting of Council of November 28, 2019	12

G. BOARD AND COMMITTEE REPORTS

Be It Resolved That: The following board and committee reports are hereby received: Community Services Committee Meeting Minutes of November 19, 2019; Committee of the Whole Meeting Minutes of November 26, 2019

G.1	Community Services Committee Meeting of November 19, 2019	14
G.2	Committee of the Whole Meeting Minutes of November 26, 2019	16

H. MATTERS ARISING FROM THE "IN CAMERA SESSION"

None

I. BUSINESS ARISING FROM BOARD AND COMMITTEES

Community Services Committee Meeting of November 19, 2019

I.1	Recommendation regarding Community Improvement Plan	18
	1. An addition be made to the Community Improvement Program (CIP) to expand eligibility of the tax increment incentive to include businesses in the industrial zone; and	
	2. The CIP be amended to clarify that a business can receive up to \$5,000 per year/property; this amount can be allocated over more than one project providing the initial project is complete and the applicant has not received the maximum \$5,000 incentive in that year.	

J. BYLAWS AND RESOLUTIONS

The following bylaws will be read and passed.

J.1 Bylaw No 2946/19 24

Be It Resolved That: Bylaw No 2946/19 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 26, 2019.

K. REPORTS

Be It Resolved That: The following reports are hereby received:
Leisure Services Department Departmental Report for October 2019;
Economic Development Department Departmental Report for October 2019;
Building Services Department Departmental Report for October 2019;
Fire Department Departmental Report for October 2019;
Board of Health for Public Health Sudbury & Districts Meeting Minutes of November 21, 2019.

K.1 Leisure Services Department Departmental Report for October 2019 25

K.2 Economic Development Department Departmental Report for October 2019 28

K.3 Building Services Department Departmental Report for October 2019 30

K.4 Fire Department Departmental Report for October 2019 31

K.5 Board of Health for Public Health Sudbury & Districts Meeting Minutes of November 21, 2019 33

PART 2 - REGULAR AGENDA

L. BYLAWS AND RESOLUTIONS

L.1 Recommendation regarding Consent Application B-04-19 46

Be It Resolved That: Consent Application B-04/19 be approved with the conditions: 1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Espanola, if required

2. That all conditions of this decision be fulfilled and the documents present to the Town of issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.

L.2	Recommendation regarding Consent Application B-05/19	57
	Be It Resolved That: Consent Application B-05/19 be approved with the conditions: 1.The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Espanola, if required	
	2. That all conditions of this decision be fulfilled and the documents present to the Town of issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.	
L.3	Recommendation regarding Site Plan Agreement Amendment	68
	Be It Resolved That: 1. In keeping with the advice of the Town's Insurer, Staff obtain a legal opinion on hold harmless agreements with respect to private citizen plowing on to municipal property and the Town's liability with such an agreement in place.	
	2. Staff act in accordance with the advice of the Town's Solicitor.	
L.4	Recommendation regarding Snow Removal Request	72
	Be It Resolved That: 1. In keeping with the advice of the Town's Insurer, Staff obtain a legal opinion on hold harmless agreements with respect to private citizen plowing on to municipal property and the Town's liability with such an agreement in place.	
	2. Staff act in accordance with the advice of the Town's Solicitor.	
L.5	Recommendation regarding Amended Agreement for Municipal Hazardous or Special Waste Services with Stewardship Ontario	76
	Be It Resolved That: That Council adopt the amended agreement for Municipal Hazardous or Special Waste with Stewardship Ontario dated August 16, 2019.	
L.6	Recommendation regarding Telecom Review RFP	80
	Be It Resolved That: Telcom Enterprises be engaged to complete a telecommunication review and phone system RFP	
L.7	Recommendation regarding Appointment of Deputy Mayor	
	Be It Resolved That: Bill Foster be appointed as Deputy Mayor for the remainder of this Council term.	

M. CORRESPONDENCE FOR INFORMATION ONLY

M.1	Budget to Actual Report for period ending Nov 30, 2019	83
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N. INFORMATION

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

- cheque register for Nov 2019
- Mike Mantha correspondence re: Senior couples
- MNRF correspondence re: draft strategy for Ontario's forest sector
- Guy Bourgouin correspondence re: Bill 125
- Township of Central Frontenac correspondence re: Building Services Transformation
- Mike Mantha correspondence re: Senior Dental Program
- Town of Amherstburg correspondence re: Climate Emergency
- Office of the Prime Minister correspondence re: short line rail
- Town of Whitchurch-Stouffville correspondence re: Ban of Single Use Disposable Wipes
- Township of Larder Lake correspondence re: Revitalization Grant Extension request
- Campbell Strategies correspondence re: Demand the Right Coalition - Municipal rights to approve landfills in Ontario

O. CONFERENCE AND CONVENTIONS

ROMA January 19-21, 2020; Toronto ON

P. MAYOR AND COUNCILLOR REPORTS AND ANNOUNCEMENTS

Q. FUTURE COUNCIL/COMMITTEE MEETINGS

Corporate Services Committee Meeting of January 7, 2020 @ 4:00 p.m.

Regular Meeting of Council of January 14, 2020 @ 7:00 p.m.

R. ADJOURNMENT

S. CLOSED MEETING (if required)



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

November 26, 2019

7:00 pm

Council Chambers, 100 Tudhope Street

Mayor Beer presided over the meeting.

Present: Councillors R. Dufour, K. Duplessis, B. Foster, S. Hayden, H. Malott

Absent: Councillor M. Van Alstine

Staff: P. Roque, C. Townsend, T. Denault-Roque

A. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

B. PUBLIC HEARINGS

None

C. DELEGATIONS

None

D. QUESTION PERIOD

None

E. PART 1 - CONSENT AGENDA

Moved By H. Malott

Seconded By R. Dufour

CA-20 -19 Be It Resolved That: Items F.1 to K.2 inclusive contained in Part 1, Consent Agenda be adopted.

Carried

F. ADOPTION OF MINUTES

19-224

Moved By R. Dufour

Seconded By H. Malott

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

Carried

G. BOARD AND COMMITTEE REPORTS

19-225

Moved By H. Malott

Seconded By R. Dufour

Be It Resolved That: The following board and committee reports are hereby received; Corporate Services Committee Meeting Minutes of November 5, 2019.

Carried

H. MATTERS ARISING FROM THE "IN CAMERA SESSION"

None

I. BUSINESS ARISING FROM BOARD AND COMMITTEES

I.1 Recommendation regarding Fees Bylaw

19-226

Moved By R. Dufour

Seconded By H. Malott

Be It Resolved That: As Recommended by the Corporate Services Committee That: Bylaw No. 2560-13, being the Fees Bylaw, be amended as presented and furthermore that Departments review the Schedule which relates to their respective Departments for an analysis of actual costs and fees charged by other municipalities.

Carried

I.2 Recommendation regarding Investment Direction

19-227

Moved By S. Hayden

Seconded By K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: Council request investment recommendations for medium to long term investments of \$5 million with the with the investment firm that provides the best return and whose recommendation is consistent with the requirements outlined in the Investment Policy. Further that requests be made to ONE Investment, RBC and National Bank Securities.

Carried

J. BYLAWS AND RESOLUTIONS

19-228

Moved By K. Duplessis

Seconded By S. Hayden

Be It Resolved That: Bylaw No 2944/19 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of the Council at its Meeting of November 12, 2019.

Carried

K. REPORTS

19-229

Moved By S. Hayden

Seconded By K. Duplessis

Be It Resolved That: The following reports are hereby received: Joint Health and Safety Meeting Minutes of October 3, 2019; Q3 Budget Variance Report.

Carried

PART 2 - REGULAR AGENDA

L. BYLAWS AND RESOLUTIONS

L.1 Recommendation regarding the Connecting Link Tender

19-230

Moved By K. Duplessis

Seconded By S. Hayden

Be It Resolved That: That the Tender for Phase 2 of the Connecting Link be awarded to Belanger construction.

Carried

L.2 Recommendation regarding Transforming and Modernizing the Delivery of Ontario's Building Code

19-231

Moved By S. Hayden

Seconded By K. Duplessis

Be It Resolved That: Council for the Town of Espanola supports the Township of Perry Resolution No. 2019-420, regarding Transforming and Modernizing the Delivery of Ontario's Building Code.

Carried

M. CORRESPONDENCE FOR INFORMATION ONLY

M.1 MMAH Financial Indicator Review

N. INFORMATION

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

MOI correspondence re: OCIF update

MMAH correspondence re: Municipal Modernization Program

Township of Springwater resolution re: Conservation Authority Levies

Charles C. McLean Public School correspondence re: City Shapers competition

AMO correspondence re: Federal Gas Tax Update

O. CONFERENCE AND CONVENTIONS

ROMA January 19-21, 2020

P. MAYOR AND COUNCILLOR REPORTS AND ANNOUNCEMENTS

Website Workshop Councillor Malott attended a workshop for the development of the municipality's new website. She encouraged everyone to take part in the survey.

Santa Claus Parade Compliments were given to staff and volunteers for the Santa Claus Parade.

MSDSB Meeting Mayor Beer will be speaking to the Power Dam Apportionment formula at the next MSDSB meeting.

Q. FUTURE COUNCIL/COMMITTEE MEETINGS

Special Meeting of Council of November 28th, 2019 @ 4:00 pm

Corporate Services Committee Meeting of December 3rd, 2019 @ 4:00 pm

Regular Meeting of Council of December 10th, 2019 @ 7:00 pm

R. ADJOURNMENT

Moved By K. Duplessis

Seconded By S. Hayden

Be It Resolved That: The Regular Meeting of Council is hereby adjourned.

Time: 7:27 p.m.

Jill Beer
Mayor

Paula Roque
Clerk



SPECIAL MEETING OF COUNCIL

November 26, 2019

7:29 pm

Council Chambers, 100 Tudhope Street

Mayor Beer presided over the meeting.

Present: Councillors R. Dufour, K. Duplessis, B. Foster, S. Hayden, H. Malott

Absent: Councillor M. Van Alstine

Staff: P. Roque, C. Townsend, T. Denault-Roque

A. Disclosure of Pecuniary Interest

None

B. In Camera

1. Moved By: S. Hayden

Seconded By: K. Duplessis

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

- personal matters about an identifiable individual, including municipal or local board employees;

Time: 7:29 p.m.

Carried

Direction was given to staff to proceed with filling a vacant position following the deadline provided.

Resume Meeting

2. Moved By: K. Duplessis

Seconded By: S. Hayden

Be It Resolved That: The Special Meeting of Council hereby resumes.

Time: 7:51 p.m.

Carried

Mayor Beer stated that Council went in camera to discuss a personal matter about an identifiable individual and there would be no resolution coming from that discussion.

C. Adjournment

3. Moved By: S. Hayden

Seconded By: B. Foster

The Special Meeting of Council is hereby adjourned.

Time: 7:52 p.m.

Jill Beer
Mayor

Paula Roque
Clerk



SPECIAL MEETING OF COUNCIL

November 28, 2019

4:00 pm

Council Chambers, 100 Tudhope Street

Councillor Foster presided over the meeting.

Present: Councillors R. Dufour (arrived at 4:07 p.m.), K. Duplessis, S. Hayden, H. Malott

Mike Addison, Lambac General Manager
Erik Theijsmeyer, Economic Development Officer, Fednor

Absent: Mayor J. Beer, Councillor M. Van Alstine

Staff: P. Roque, C. Townsend, T. Denault-Roque

A. Disclosure of Pecuniary Interest

None

B. Strategic Plan

Mike Addison, General Manager of Lambac presented Council with a summary of the Strategic Plan consultation sessions as well as a recap of the project.

Mr. Addison spoke to the importance of measuring the success of the goals set out in the Strategic Plan and provided a summary of the goals reached that were identified in the current plan. He asked Council to review the current vision and mission statement to determine if they would like to make changes that would be included in the new Plan. The next steps were discussed and it was stated that a draft Strategic Plan should be ready for the end of January.

Councillor Foster asked if there were any areas of improvement that were glaring. Mr. Addison advised these were:

- affordable housing

- more apartments for seniors
- encourage development
- upgrades to playgrounds
- attracting Industrial/Commercial opportunities
- keep people coming to Espanola
- working regionally

C. Adjournment

Moved By: H. Malott

Seconded By: R. Dufour

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

Time: 5:24 pm.

Bill Foster
Deputy Mayor

Paula Roque
Clerk



COMMUNITY SERVICES COMMITTEE MEETING

November 19, 2019

4:00 pm

Council Chambers, 100 Tudhope Street

Councillor Malott presided over the meeting.

Present: Mayor J. Beer, Councillors R. Dufour, S. Hayden

R. Paquette, Bylaw Enforcement Officer. Mr. Paquette was excused at 4:30 pm.

Staff: P. Roque, C. Townsend, T. Denault-Roque, C. Kennelly, D. Rivet, M. Pichor, D. Parker

A. Disclosure of Pecuniary Interest

None

B. Departmental Report(s)

The Committee received the following reports:

- B.1 Leisure Services Department Departmental Report for October 2019
- B.2 Building Department Departmental Report for October 2019
- B.3 Economic Development Department Departmental Report for October 2019
- B.4 Fire Department Departmental Report for October 2019

C. Administration

C.1 Transforming and Modernizing the Delivery of Ontario's Building Code

Moved By J. Beer

Seconded By S. Hayden

Be It Resolved That: As Recommended by the Community Services Committee That: The Committee supports Resolution No 2019-420 passed by the Council of the Township of Perry and that the Committee's support of this Resolution be forwarded to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing.

Carried

C.2 Winter Maintenance/Traffic Bylaw

A discussion ensued.

Mr. Paquette, Bylaw Officer provided a history of issues regarding snow removal that took place last winter and spoke about the wording in the current Traffic Bylaw, which he felt is open for interpretation. He recommended using more precise wording regarding snow removal.

The Clerk advised that the Traffic Bylaw is under review and explained that when brought forward the Bylaw Enforcement responsibilities will be separated from those of the OPP.

Mr. Paquette will provide samples of wording that will be used on Social Media to help those removing snow aware of their responsibility.

D. Economic Development

D.1 Community Improvement Plan

Moved By S. Hayden

Seconded By J. Beer

Be It Resolved That: As Recommended by the Community Services Committee That: 1. An addition be made to the Community Improvement Program (CIP) to expand eligibility of the tax increment incentive to include businesses in the industrial zone; and

2. The CIP be amended to clarify that a business can receive up to \$5,000 per year/property; this amount can be allocated over more than one project providing the initial project is complete and the applicant has not received the maximum \$5,000 incentive in that year.

Carried

E. Adjournment

Moved By J. Beer

Seconded By S. Hayden

The Corporate Services Committee meeting is hereby adjourned.

Time: 4:39 pm.

Carried

Heather Malott
Chair

Paula Roque
Clerk



COMMITTEE OF THE WHOLE MEETING

November 26, 2019

6:00 pm

Council Chambers, 100 Tudhope Street

Mayor Beer presided over the meeting.

Present: Councillors R. Dufour, K. Duplessis, B. Foster, S. Hayden, H. Malott,

Absent Councillor M. Van Alstine

Staff: P. Roque, C. Townsend, T. Denault-Roque

A. Disclosure of Pecuniary Interest

None

B. Procedural Bylaw 6th Draft

A discussion ensued. Staff was directed to:

- remove the word "may" and replace with "shall" in section 4.3.2
- add wording that will allow Council to change the date and time or to cancel a Council Meeting by resolution in section 4.2.1
- add wording from Article 13 in the current Procedural Bylaw regarding Reports to the Terms of Reference for Committees
- add wording to a new subsection 3.4. (i) and 3.5 (h) " In accordance with Council Correspondence Policy" include the policy #.
- add the wording from Article 26.2 of the current Procedural Bylaw to section 6.6.2
- add the wording from 26.3 and 26.4 of the current Procedural Bylaw; with updated timelines for submitting items for the agenda
- add Indigenous Land Acknowledgment Statement to Schedule B
- staff will have a lawyer review the draft bylaw

C. Adjournment

Moved By: H. Malott



Seconded By: R. Dufour

The Committee of the Whole meeting is hereby adjourned.
Time: 6:42 pm.

Jill Beer
Mayor

Paula Roque
Clerk

COMMUNITY SERVICES COMMITTEE

Moved By: 
 Seconded By: 


Date: **November 19, 2019**

Motion No: **1**

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

1. An addition be made to the Community Improvement Program (CIP) to expand eligibility of the tax increment incentive to include businesses in the industrial zone; and
2. The CIP be amended to clarify that a business can receive up to \$5,000 per year/property; this amount can be allocated over more than one project providing the initial project is complete and the applicant has not received the maximum \$5,000 incentive in that year.

CARRIED ☒ DEFEATED
 DEFERRED


 Chair

**RECORDED VOTE
INTEREST**

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
S. Hayden	_____	_____
H. Malott	_____	_____

DECLARATION OF PECUNIARY

Mayor J. Beer	_____
R. Dufour	_____
S. Hayden	_____
H. Malott	_____

AGENDA # D.1

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: Economic Development/Planning	DATE: October 25/2019
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ITEM: Community Improvement Plan

RECOMMENDATION: Be It Resolved that As Recommended by the Community Services Committee That:

1. An addition be made to the Community Improvement Program (CIP) to expand eligibility of the tax increment incentive to include businesses in the industrial zone; and
2. The CIP be amended to clarify that a business can receive up to \$5,000 per year/property; this amount can be allocated over more than one project providing the initial project is complete and the applicant has not received the maximum \$5,000 incentive in that year.

BACKGROUND: In 2014 the Town received funding for a Community Improvement Plan from the Northern Ontario Heritage Fund Corporation and FedNor. The CIP provides incentives to businesses located in the Downtown Core, Highway 6 Corridor & Residential Project Areas in the community. Incentive categories within the CIP include improvements under Façade, Signage, Accessibility, Parking Area & Landscape, as well as rebates toward Architectural/Engineering Design, Municipal Application/Permit Fees & Tax Increment Programs. The Tax Increment Program supports properties within the downtown core and/or highway 6 corridor as well as multi-residential, seniors housing or affordable housing projects within the community. Since adoption of the plan, 23 businesses have made successful application to the plan. Four of the 23 applications also qualified for the tax incentive program.

In 2019 staff issued a participant satisfaction survey to all businesses which had used the CIP program to date. 11 of the 23 businesses participated in the survey. (see attachment for results).

ANALYSIS:

1. Expanding the tax incentive to include the industrial zone would further strengthen the position of the Town of Espanola to attract new business and to encourage established businesses to invest in improvements.
2. The current wording in the plan specifies a total amount per Property of \$5,000 (excluding tax increment grant), it also stipulates that projects must be completed within one year of approval but it does not include language to specifically address that a property owner can apply more than once on a per project basis for the same property within the same year providing the initial project is closed and that they have not exceeded the \$5,000 limit. Also, the current language limits the grant to a one-time \$5,000 maximum/property. The resolution is suggesting the Plan to be

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

amended to clarify that a property can apply in a different year for a different project, provided previous applications and projects have been completed. This clarification to the Plan will strengthen the Plan and support those Applicants willing and financially able to invest in improvements.

EXISTING POLICY: Council Resolution

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: existing budget

BUDGETED:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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IMPLEMENTATION:

Prepared By: _____

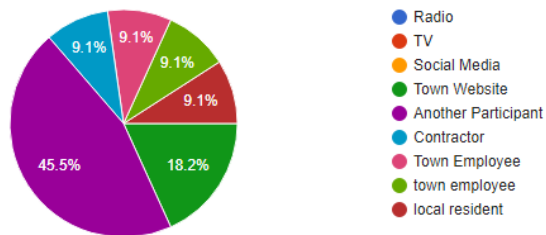
CAO / Treasurer: _____

Approval of Recommendation: Yes ___ No ___

Comments: _____

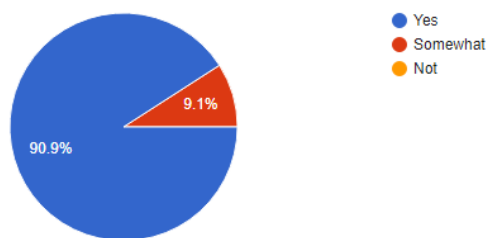
How did you hear about the program?

11 responses



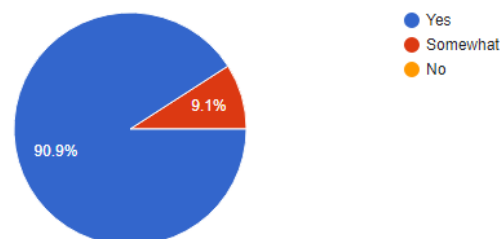
Was it easy to find the application?

11 responses



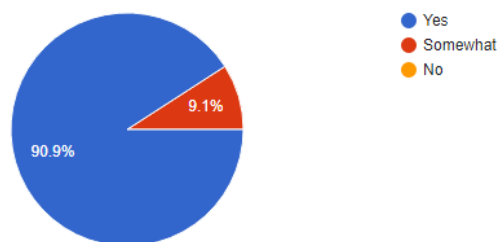
Were you satisfied with the process of the application?

11 responses



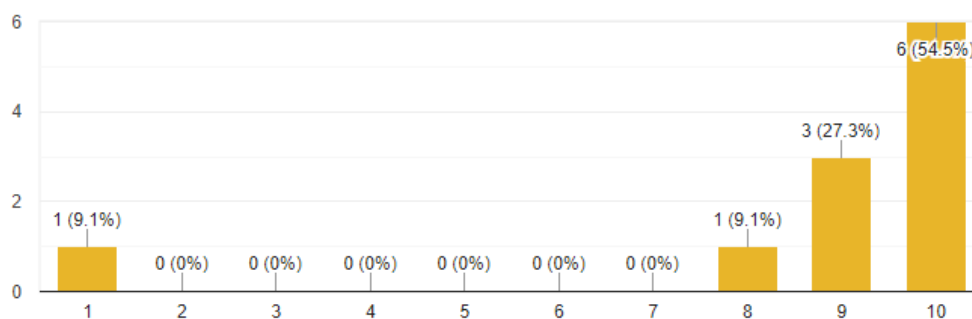
Were the instructions on the application easy to follow?

11 responses



How would you rate the level of customer service? (10 being the strongest level)

11 responses



Any suggestions on improving our process/communications?

5 responses

A slight mis-understanding in regards to funding amounts.

None at this time.

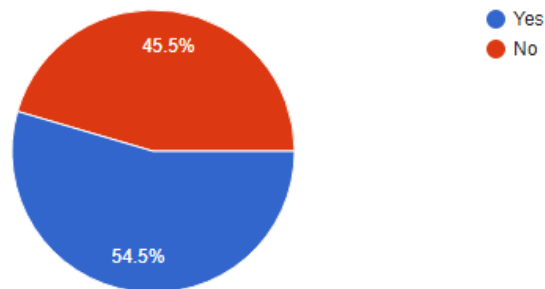
Not really

All gud

If another participant had not told me about this program I would not have known since it is not mentioned anywhere that I looked.

Do you plan to apply to the program for another project?

11 responses



Additional comments:

4 responses

Looking forward to future improvements to the general appearance of this area, including my highway exposure in Espanola Ontario.

We are very happy and grateful to have received this CIP. I was very pleased with the application and process. Cheryl Kennelly was extremely helpful :-)

My issue was contractor not finishing job in a reasonable amount of time, but for the survey anytime you reduce the hoops applicants have to jump through that is a good thing. Cheryl was excellent to deal with and always supportive to make sure I qualified and received the grant.

Incentive programs are critical to attract new investments in our local infrastructure both existing and new construction. The Town of Espanola Community Improvement Program demonstrates the commitment to support local business and property owners in their investment endeavors. Any local investments support the local economy and improve the quality of life for all local residents. Offsetting of even a portion of expenses which are invested in our community such as building permit fees, promote investment and acknowledge the significant costs and contributions associated with any new local investments. This is a great example of public and private sector partnership - together we can go further and make a difference!



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2946/19

**Being a bylaw of the Town of Espanola to Adopt
the Minutes of Council for the Term Commencing
December 1st, 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 1st, 2018, held on: November 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 3rd day of December, 2019.

J. Beer
Mayor

C. Townsend
CAO/Treasurer

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: October, 2019
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Project Status:

Building

- Staff repaired a broken pool vacuum.
- Staff repaired broken tiles on bottom of pool by diving underwater.
- Awaiting part to replace heater in pool.

Pool

- Launch of EHS Swim Team weekly scheduled practice block/this new rental afforded staff the opportunity to open 3 Early Morning Fit Lanes to the public.
- Hosted a successful Bronze Medallion & Bronze Cross Lifeguard course with 13 participants. This is a break through considering this class has repeatedly been cancelled due to lack of participants. This training assists the department in building a qualified roster of lifeguards for future staffing.
- Hosted the successful free annual Haunted Hallway & Swim sponsored by the Shelley Newton Memorial Fund.
- Hosted a free Shelley Newton Memorial P.D day swim.
- Tues/Thurs Morning aquafit participation is consistently strong with 12 -20 participants

Arena

- the addition of Ringette lines added to the arena pad this season resulted in 5 hours of booked Ringette time for "meet in the middle" games between SSM, Sudbury & Valley East. Social media engagement numbers on the Ringette Post to announce the games was high at 1,319 which represents the number of people which opened the post, shared and or commented. The post garnered 37 shares to include Ringette Ontario, Valley East & Sudbury Ringette clubs & the Guelph Predators Ringette Club. Red McCarthy would be proud that Ringette is back in Espanola!
- Ice schedule has been fortified with the addition of a new "unorganized adult team" with a weekly Sunday night booking.
- Included Ladies Shinny to the ice schedule.
- All ice user groups are in full swing.

Events/Programs

- Pumpkin Festival attracted approximately 1400 participants with an average of 100 – 200 participants per event. This year's event was strengthened with the addition of new community partners to include Boogie Mountain Ski Hill, Our Children Our Future, Domtar, Noojmowin Teg Health Centre. All new partners and previous partner EACOM were happy with the level of participation at their

events and have all expressed interest in hosting an event again in 2020. The inclusion of the family centred activities was appreciated by those attending the festival.

- Camp Quality hosted their annual event – they report their number of participants is down so they will re-locate their event to Sudbury for 2020 & try back in Espanola in a few years.
- Federal Elections were hosted in the facility.
- Babysitter Training was hosted in facility.
- Community Living Luncheon Fundraiser hosted in facility – report a huge success and booking for 2020
- staff facilitated the first Winter Carnival Community Committee meeting which attracted 4 members from the community to work in partnership with Boogie Mountain Ski Hill & Town in carnival planning/ The committee chose the theme of "Snow Angels" for the 2020 carnival to be held Feb 7 – 9th.
- organization of Santa Claus Parade ongoing.
- Indoor Pickle Ball season began inside EHS gym.
- Indoor Walking Program hosted by FHT began in EHS hallways.

Promotions

- Ongoing promotions for all programs & events thru Facebook, Community Channel, Website, Instagram, Twitter, Moose FM with spot advertising in Around & About & Mid North Monitor.
- Booked 4th quarter advertising to include Tim Hortons Skate Schedule, Christmas & New Years promo, Santa Claus Parade schedule.
- Provided two facility tours to two new residents.

Recreation Master Plan

- Meeting held with Recreation & Culture Advisory Committee.

Project updates

- Staff researching information on splash parks, accessible playground replacement, arena roof replacement & ice plant replacement in preparation for Community Culture & Recreation Infrastructure Funding 2019 funding application.

Complaints / Compliments:

- 2 compliments on the hosting of volunteer appreciation night
- Camp Quality parent complimented the facility – saying there is none as nice in Sudbury
- Patron complained that gym user was monopolizing mirror space in poolside auditorium
- Patron complained about a faulty treadmill
- Patron complained that people using the change rooms are not removing outdoor shoes upon entering

Employee Status:

- Casual Facility Attendant & Casual Rink Attendant resigned & staff has posted the positions for replacement

Visitors:

Visitors:		Visitors:	
October 2019		October 2018	
DROP INS		DROP INS	
Aquafit	4	Aquafit	11

Fitness Centre	82	Fitness Centre	87
Line Dancing	16	Line Dancing	35
Skates	374	Skates	274
Swims	442	Swims	548
TOTAL	918	TOTAL	955
Memberships - RESIDENT		Memberships - RESIDENT	
Aquafit	113	Aquafit	164
Bronze Pool	106	Bronze Pool	103
Fitness	818	Fitness	1103
Squash	0	Squash	4
Silver	53	Silver	59
Gold	98	Gold	259
Pool Pass	100	Pool Pass	86
Private Swim Lessons	1	Private Swim Lessons	0
TOTAL	1289	TOTAL	1778
Memberships - NON RESIDENT		Memberships - NON RESIDENT	
Aquafit	99	Aquafit	96
Bronze Pool	47	Bronze Pool	37
Fitness	214	Fitness	233
Squash	0	Squash	2
Silver	53	Silver	21
Gold	0	Gold	0
Pool Pass	26	Pool Pass	54
Private Swim Lessons	0	Private Swim Lessons	0
TOTAL	439	TOTAL	443
Mthly Pool Attendance	2794	Mthly Pool Attendance	2531
Memberships Purchased		Memberships Purchased	
Bronze	66	Bronze	101
Silver	13	Silver	5
Gold	0	Gold	0
PD Day Skate	13	PD Day Skate	7
PD Day Swim	30	PD Day Swim	49
Lions Free Swims	188	Lions Free Swims	209
Halloween Swim	71	Halloween Swim	71

Department Manager: Joel Yusko

Submitted on: Nov 5, 2019

Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 02/12/19
Policy No:	Revision Date:
Bylaw No:	Version #: 1

DEPARTMENTAL REPORT

DEPARTMENT: Economic Development MONTH: October 2019

Funding Opportunities

- Attended webinar with CAO/Treasurer on Community Culture & Recreation Infrastructure 2019 funding
- Attended meeting with Regional Advisory of Community Culture & Recreation Infrastructure 2019 funding
- Working on funding application of Community Culture & Recreation Infrastructure 2019 in dual capacity as EDO & Program Manager of Leisure Services

Community Improvement Plan

- Staff report submitted with recommendations to strengthen CIP program
- Approved CIP application
- Meeting with business start-up on CIP opportunities

Economic Development Corporation

- No updates

Business Development

- Met with prospective business wanting to move to downtown
- Directed some local businesses to Destination Canada opportunity for skilled labour recruitment

Promotions

- Promoted business registry through Face book

Other

- Review & scoring of 14 proposals for website redesign
- Participated with Clerk/Planner in website development planning schedule meeting & subsequent work to organize community & employee consultation sessions
- Entrance sign installed at Heritage Park Project
- Issued Request for Quotation to local sign companies to replace faded & worn directional signage
- Met with significant local employer to discuss partnership opportunities, branding & community development

- Invited to become a board member of the Northern Policy Institute
- Provided input to Lambac on topics to explore at a regional Ec Dev meeting

Community Economic Development Officer: Cheryl Kennelly

Submitted on November 5, 2019

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: October, 2019
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Project Status: Building Permits

Total Permit Applications:	251
Total Residential Starts to Date:	5
Zoning Request to Date:	\$2,959.00

OCTOBER 2019 BP REPORT

	# of Permits Issued	BP Value	BP FEE
Total BP for OCTOBER 2019	21	\$576,703.00	\$ 12,619.00
Total BP for OCTOBER 2018	23	\$258,156.00	\$ 2,573.00

New Construction:	3	Outstanding Orders to Comply: 38 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	20	
Permits Closed:	54	
Orders to Comply:	22	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	15	

Property Standard Hours:	10.5
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Complaints/Compliments: See Attached

Employee Status:

Visitors:	
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Department Manager: Dan Rivet

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: October 2019
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Inspection Orders Completed:

- 5 – Follow-up Inspections
- 5 – New Inspections
- 3 – Final Inspections

Inter-Departmental:

- Emergency Management Committee Meeting was held

Fire Prevention:

Fire Prevention Week was October 6th to October 12th, the Fire Chief and firefighters presented fire prevention education/information for elementary school students. A total of 385 fire prevention packages were distributed to the students.

Other:

The Fire Chief:

- participated in the Provincial Emergency Management Coordinating Committee teleconference
- attended the Espanola & Area Safety Coalition Meeting.

Fire Permits Issued: 2

DEPT. CALLS:

Number of Calls: Oct 2019 -- 4

CO Call – CO Present: 1
CO Call - No CO: 1
Unauthorized Burning: 1
Call Cancelled on Route: 1

TOTAL CALLS TO DATE: 72

Number of Calls: Oct 2018 -- 9

False Alarms: 3
Unauthorized Burning Complaint: 2
Medical Assist: 1
CO Call – No Co: 1
MVC Assist: 2

TOTAL CALLS TO DATE: 83

FIREFIGHTER TRAINING/PRACTICE – October

F/F Weekly Training – Hours for the Month: - Practices for October -	266.5 Hours (per firefighter/per practice x5 practices for the month)
F/F Extra for the Month: Not during regular weekly practice	0 Hours
Total Hours for the Month:	<u>266.5 Hours</u>
Training Topics:	Classroom theory on search, fire contaminants and stream patterns. Extrication theory & practice pump operations & hose line advancement scenarios.
Number of Firefighters in attendance at weekly training:	Oct 2 - 18 Oct 9 - 22 Oct 16 - 20 Oct 23 - 22 Oct 30 - 18

Employee Status: One firefighter has resigned.
Visitors: <u>25</u>

Department Manager: M. Pichor

Submitted on: Nov 12, 2019

MINUTES – SEVENTH MEETING
BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS
PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR
THURSDAY, NOVEMBER 21, 2019 – 1:30 P.M.

BOARD MEMBERS PRESENT

James Crispo	Glenda Massicotte	Nicole Sykes
Randy Hazlett	Paul Myre	Carolyn Thain
Jeffery Huska	Ken Noland	
René Lapierre	Mark Signoretti	

BOARD MEMBERS REGRETS

Janet Bradley	Bill Leduc
Robert Kirwan	Rita Pilon

STAFF MEMBERS PRESENT

Stacey Laforest	Dr. Penny Sutcliffe	Jamie Lamothe
Rachel Quesnel	Renée St. Onge	
France Quirion	Dr. Ariella Zbar	

MEDIA PRESENT

Media

R. LAPIERRE PRESIDING

1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT

The meeting was called to order at 1:30 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

4. DELEGATION/PRESENTATION

- i) **Health Equity/Circles Program**
 - Dana Wilson, Manager, Health Equity, Knowledge and Strategic Services Division
 - Hugh, Circles Leader, Circles Program

Health Equity Manager, D. Wilson, and Circles Program Leader, Hugh, were invited to speak about health equity and the Circles Sudbury Initiative.

The Circles Initiative focuses on building social capital of participants by fostering linkages to community resources, bonding with peers, and bridging to people of different income levels and cultural backgrounds in order to support Leaders as they work to exit poverty through various pathways such as education and employment. Intentional relationships are created between participants living in low income who have graduated from Leader Training and community volunteers referred to as Allies. A snapshot was provided of the partnerships that make up the Circles Initiative, including the Partners to End Poverty Steering Committee, and key highlights on breadth of community and partner involvement.

One of the 27 Circles Leaders in the Circles program, Hugh, spoke of his personal experiences and the positive impacts that the program has had on his life.

It was concluded that evidence shows that the poorer you are, the more likely you are to have health risks in your daily life, to have a higher risk of preventable health conditions, and to die prematurely. Locally nearly 21,000 people in Greater Sudbury live in poverty. Across Sudbury and districts, 1 in 5 children live in poverty. Collaborative efforts to address poverty and its impacts, such as the Circles initiative, are foundational to giving individuals the opportunity to meet their basic needs, live with dignity, and have equal opportunities to achieve their full health potential.

At Public Health Sudbury & Districts, we are committed to supporting initiatives like Circles that are premised on intersectoral action, where we work collectively across sectors and agencies to advance health equity. As a next step, discussions continue with the Partners to End Poverty Steering Committee and key partners, including the City of Greater Sudbury, to explore opportunities for program sustainability after the funds for the pilot project end in June of 2020.

Following applause, comments and questions were entertained and presenters thanked.

5. CONSENT AGENDA

- i) Minutes of Previous Meeting**
 - a. Sixth Meeting – October 17, 2019
- ii) Business Arising From Minutes**
- iii) Report of Standing Committees**
 - a. Board of Health Finance Standing Committee Unapproved Minutes, October 30, 2019

iv) Report of the Medical Officer of Health / Chief Executive Officer

- a. MOH/CEO Report, November 2019

v) Correspondence

- a. Local Health Services
 - Letter and resolution from the Township of Billings to the Premier of Ontario dated November 13, 2019
- b. National School Food Program
 - Letter from the Board of Health Chair, Grey Bruce Health Unit, to the Prime Minister dated October 31, 2019
- c. Municipal Alcohol Policies and Municipal Policy Options to Mitigate Alcohol Harms
 - Letter from the Board of Health Chair, Kingston, Frontenac and Lennox & Addington Public Health, to the City of Kingston Mayor and City Council dated October 18, 2019
- d. Public Health Modernization – North East Public Health Transformation Initiative
 - Resolution from the Board of Health, Timiskaming Health Unit dated October 23, 2019
- e. Addressing the Opioid Emergency in Ontario - Recommendations from the Association of Municipalities Ontario
 - Letter from the Regional Clerk, Durham Region to the Prime Minister dated October 24, 2019

vi) Items of Information

- a. Ministry of Health News Release *Ontario making it easier for food banks to help those in need* October 29, 2019
- b. Heavy Burden of Obesity: The Economics of Prevention *A quick guide for policy makers*
- c. Ministry of Finance News Release *Ontario Government Beating Fiscal Targets While Investing in Priority Programs* November 6, 2019
- d. Public Health Sudbury & Districts *Proud to be Vape Free* (English and French) posters
- e. Ministry of Health News Release *Ontario Taking Next Steps to Integrate Health Care System* and Memo re Ontario Health Transitional Regional Leadership November 13, 2019

47-19 APPROVAL OF CONSENT AGENDA

MOVED BY THAIN – HAZLETT: THAT the Board of Health approve the consent agenda as distributed.

CARRIED

6. NEW BUSINESS

i) alPHa Symposium and Section Meetings, November 6 and 7, 2019

R. Hazlett summarized topics covered at the November 6 Symposium and November 7 Board of Health section meeting which focused on the modernization of public health. The Ministry indicated that, after hearing from key partners that included municipalities, it will not be proceeding with the proposed dissolution of the 35 Boards of Health to create 10 new public health entities effective April 1, 2020.

A Ministry of Health webcast subsequently held on November 18 announced the start of the consultation sessions and a discussion paper was released that same day. The Ministry is pressing the reset button and seeking feedback through the consultation until February 10, 2020.

ii) 2019 Board of Health Self-Evaluation Survey

- Briefing Note from Board Secretary and Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 14, 2019

Results from the annual Board of Health self-evaluation survey are summarized in the briefing note in today's agenda package. The survey response rate was almost 80% and responses are either in strongly agree or agree. Overall results from the self-evaluation questionnaire indicate that the Board of Health members have a positive perception of their governance process and effectiveness.

The survey provides Board of Health members a chance to reflect on their individual performance, the effectiveness of Board policy and processes, and the Board's overall performance as a governing body.

Questions and comments were entertained and it was observed that this year's response rate is on par with previous years. Board of Health members are pleased and reassured with overall consistent results and comments.

iii) E-Cigarettes and Aerosolized Products

- a. Harms of Vaping and Next Steps for Regulation
 - Letter from the Board of Health Chair, Renfrew County and District Health Unit, to the Deputy Premier and Minister of Health dated October 31, 2019
 - Letter from the Board of Health Chair and Chief Executive Officer, Windsor-Essex County Health Unit, to the Minister of Health dated October 21, 2019

- b. Promotion of Vaping Products and Ban of Flavoured E-Cigarettes
 - The Star article *Should vaping products be regulated the same as cigarettes?* dated November 12, 2019
 - Letters from the Board of Health Chair, Grey Bruce Health Unit, to the Minister of Health dated October 31, 2019, supporting correspondence from alPHA and Simcoe Muskoka Health Unit
 - Letter from the President, Association of Local Public Health Agencies, to the Minister of Health dated October 28, 2019
 - Letter from the Board of Health Chair, Simcoe Muskoka District Health Unit, to the Minister of Health dated October 25, 2019
 - Letter from the Board of Health Chair and Chief Executive Officer, Windsor-Essex County Health Unit, to the Minister of Health Canada and the Minister of Health dated October 22, 2019
- c. Funding for Leave the Pack Behind
 - Letter from the Board of Health Chair, Grey Bruce Health Unit, to the Minister of Health dated October 31, 2019
- d. Removal of Regulation 268, Smoke-Free Ontario Act, 2017, to restrict marketing of Vaping Products
 - Letter from the Board of Health Chair, Huron County Health Unit to the Minister of Health dated November 7, 2019
 - Letter from the Board of Health Chair and Chief Executive Officer, Windsor-Essex County Health Unit, to the Minister of Health dated October 22, 2019
- e. Protecting Youth from the Dangers of Vaping
 - Ministry of Health news release dated October 25, 2019
 - Ontario Medical Association news release dated October 25, 2019
- f. Comprehensive measures to address the rise of vaping in Canada
 - Letter from the Board of Health Chair, Kingston, Frontenac and Lennox & Addington Public Health, to the Minister of Health Canada dated October 16, 2019

Dr. Sutcliffe noted that this topic has been previously discussed and there have been queries as whether our Board would also entertain a motion.

A presentation at the recent alPHA symposium clarified language on this topic as it is broader than water *vapour*; therefore, the proposed motion relates to e-cigarettes and *aerosolized* produce prevention and cessation.

The proposed motion is timely as there are over 2000 cases associated with vaping and death in the United States. An article published in the CMAJ today identifies a case of vaping associated lung illness requiring hospitalization in Ontario. In Canada, 100 Canadians a day die from diseases related to tobacco use.

Consensus was reached to include proposed amendments and the Board agreed this is an important topic to keep a close eye on as it is evolving quickly.

48-19 E-CIGARETTE AND AEROSOLIZED PRODUCT PREVENTION AND CESSATION

MOVED BY HAZLETT – THAIN: WHEREAS the Board of Health for Public Health Sudbury & Districts has a longstanding history of proactive and effective action to prevent tobacco and emerging product use and to promote tobacco use cessation; and

WHEREAS electronic cigarettes are increasingly popular in Canada, especially among youth and among smokers, including 15% of Canadian youths and 10% of local youths ~~and adults~~ reporting having tried e-cigarettes; and

WHEREAS there is increasing concern about the health hazards of using e-cigarettes including nicotine addiction, transition to tobacco products especially among youth, and emerging risks of severe pulmonary illness; and

WHEREAS the Ontario government recently announced restrictions on the promotion of e-cigarettes and products that will come into effect January 2020;

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts, while congratulating the Minister of Health on the restrictions on e-cigarette promotion, urge the adoption of an expert-informed comprehensive tobacco and e-cigarette strategy to address flavoured e-juice, online sales to minors, treatment programs for youth cessation, and public education; and

FURTHER that the Board urge the Minister to work with provincial, territorial and federal counterparts to adopt other evidence-informed strategies such as taxation, use prohibition, industry denormalization, and cross-Canada public education to address this emerging public health issue.

CARRIED WITH FRIENDLY AMENDMENTS

iv) 2020 Public Health Sudbury & Districts Operating Budget

- Briefing Note and Appendices from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 14, 2019

C. Thain, Chair of the Finance Standing Committee of the Board of Health, reported that the committee met on October 30, 2019, to discuss the recommended 2020 operating budget. Other committee members in attendance included Randy Hazlett, René Lapierre, and Mark Signoretti.

This year's budget development has taken place within a changing fiscal and dynamic system transformation environment. Dr. Sutcliffe and her team were commended for

the difficult work they have done to bring forward a budget that accomplishes significant efficiencies and maintains the valuable programs and services for our communities.

The Ministry of Health announced significant changes to the policy for public health funding effective January 1, 2020. All programs, with a few exceptions, will be subject to a provincial/municipal funding of up to 70:30. This change alone, results in a provincial funding reduction of \$1.17M in 2020. The recommended 2020 budget for programs and services is \$26,623,396, representing an increase of \$200,000 (0.76%) over 2019.

The budget maximizes the sources of funding, including the municipal increase capped at 10%, which was discussed at length during the Board of Health Finance Standing Committee meeting. Following careful review, the Finance Standing Committee recommends that the Board of Health adopt the 2020 operating budget.

C. Thain and members of the Board of Health Finance Committee were thanked for their work. By way of presentation, Dr. Sutcliffe reviewed details of the proposed 2020 operating budget and current context as outlined in the briefing note in today's agenda package.

Dr. Sutcliffe acknowledged the work of the Director of Corporate Services, Manager of Accounting and all directors and managers who have contributed to the recommended budget.

The recommended 2020 budget for programs and services is \$26,623,396, representing an increase of \$200,000 (0.76%) over 2019 and maintains important programs and services. A change in the funding policy across the province from up to 75% provincial funding to up to 70%, combined with the inclusion of almost all 100% provincially funded programs into the cost-shared base has resulted in 6.4% reduction in our provincial funding totaling a revenue reduction of approximately \$1.17M. The 2020 budget includes a 10% increase municipal levy and a reduction of costs of more than half a million dollars in staffing realignment and reductions.

In April 2019, the Ministry had indicated that the 35 Boards of Health would be dissolved and 10 new Public Health entities would be created effective April 1, 2020. We understand that the Ministry of Health is now pressing the reset button and want recommendations on solutions for the go forward through the upcoming consultation sessions that will be held throughout the province.

In summary, assumptions included in the 2020 budget include:

- Program and service requirements unchanged
- Public Health Sudbury & Districts continues in 2020
- 70:30 funding formula effective January 2020 for most programs and services

- 2020 base grant based on Q3 2018 annual projections
- \$600,000 Ministry one-time mitigation funds for 2020
- Municipal levy increases capped at 10%

These assumptions and additional mitigation strategies that include cost reductions and a 0.76% budget increase achieve a balanced budget.

Long-term projections forecast a significant cumulative deficit, with reasonably conservative assumptions about ongoing cost increases.

Dr. Sutcliffe recapped the North East Public Health collaboration which had refocused to the North East Public Health Transformation Initiative work with the announcement in the spring of structural changes. With the government pause on this announcement late this summer, our regional work was also paused. It is expected that the collaborations will resume with a focus on functional collaborations and efficiencies given the provincial consultations have now been launched.

The proposed budget figures were summarized noting that it includes a near-zero budget that protects programs and services within the context of reduced provincial funding, increased fixed costs, and increased program pressures that has required organizational realignment and staffing reductions. Questions and comments were invited. Board members recognized the financial burden on local municipalities resulting from the change in the provincial formula.

Questions and discussion followed regarding the current reserve, processes and practices. As Finance Standing Committee Chair, C. Thain noted that the reserve is important due to these uncertain times and the provincial government's modernization of public health.

IN CAMERA

49-19 IN CAMERA

MOVED BY HAZLETT – THAIN: THAT this Board of Health goes in camera for personal matters involving one or more identifiable individuals, including employees or prospective employees. Time: 2:50 p.m.

CARRIED

RISE AND REPORT

50-19 RISE AND REPORT

**MOVED BY NOLAND – CRISPO: THAT this Board of Health rises and reports.
Time: 3:06 p.m.**

CARRIED

J. Huska reported that two personal matters involving one or more identifiable individuals, including employees or prospective employees was discussed and the following motion emanated:

51-19 APPROVAL OF BOARD OF HEALTH INCAMERA METING NOTES

MOVED BY CRISPO – NOLAND: THAT this Board of Health approve the meeting notes of the October 17, 2019, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

Additional questions relating to the reserve and long-term projections were entertained.

52-19 2020 OPERATING BUDGET

MOVED BY THAIN - HUSKA: THAT the board of Health approve the 2020 operating budget for Public Health Sudbury & Districts in the amount of \$ 26,623,396.

A recorded vote was requested.

Bradley, Janet	Absent
Crispo, James	Yea
Hazlett, Randy	Nay
Huska, Jeff	Yea
Kirwan, Robert	Absent
Leduc, Bill	Absent
Massicotte, Glenda	Nay
Myre, Paul	Yea
Noland, Ken	Nay
Pilon, Rita	Absent
Signoretti, Mark	Yea
Sykes, Nicole	Yea
Thain, Carolyn	Yea
Lapierre, René	Yea

7 Yeas and 3 Nays

CARRIED

v) Opportunities for Health for All: Poverty Reduction

- Circles Initiative Progress Report – Fall 2019 Executive Summary
- City of Greater Sudbury Proclamation – Ontario Living Wage Week, November 3 to 9, 2019
- 2019 Nutritious Food Basket Scenarios and InfoGraphic

Dr. Sutcliffe referred to and explained the three attachments for this agenda item noting that the proposed motion refers to what a living wage would mean for our area.

Questions were entertained and it was clarified that the InfoGraphic design adapted by Ottawa Public Health includes our own local numbers.

It was clarified that encouraging employers across our service area, through social media, to commit to a living wage would help recognize the serious health and societal costs of inadequate income. This aligns with our mandated health equity work by addressing the health impacts of living in poverty. While we would encourage employers to commit to a living wage, it is their choice as to whether they wish to participate.

Comments and questions were entertained including clarification of the process for Public Health Sudbury & Districts for pursuing certification as a living wage employer and that a systematic process is used across Ontario using local data to determine costs of housing, food, etc. that then factor into the calculation of local levels of living wage.

Board members voiced concerns that the wording commit in the last clause of the motion was too forceful and following discussion, an amendment was proposed. A show of hands confirmed consensus for the proposed amendment as follows:

53-19 OPPORTUNITIES FOR HEALTH FOR ALL: POVERTY REDUCTION

MOVED BY CRISPO – NOLAND: WHEREAS income is one of the strongest predictors of health and local data show that low income is associated with an increased risk of poor physical and mental health in Sudbury and districts; and

WHEREAS Public Health Sudbury & Districts annual Nutritious Food Basket reports demonstrate that individuals and families reliant on the current provincial social assistance rates or that earn a minimum wage will experience challenges in supporting their health including meeting their nutrition requirements; and

WHEREAS income solutions incorporate the health enhancing influence of work while addressing food security and the health damaging impacts of insufficient income; and

WHEREAS the Sudbury Workers Education and Advocacy Centre calculated a living wage for Sudbury of \$16.98 (current provincial minimum is \$14.00), and the City of Greater Sudbury proclaimed November 3 – 9, 2019 as Living Wage Week; and

THEREFORE BE IT RESOLVED that the Board of Health for Public Health Sudbury & Districts formally endorse the principle of living wage employment and direct the Medical Officer of Health to pursue certification; and

FURTHER that the Board encourage all employers across our service area ~~to commit to a living wage and~~ to recognize the serious health and societal costs of inadequate income.

CARRIED AS AMENDED

vi) Risk Management Plan 2020–2022

- Briefing Note from the Medical Officer of Health and Chief Executive Officer dated November 14, 2019
- Risk Management Plan 2020–2022

During a number of meetings including a Board of Health training and workshop session on October 17, the risks in the previously approved 2017–2019 plan were reviewed and revised. It was clarified that the period for the next risk management plan is from 2020 to 2022 versus the previously referenced end period of 2023.

The risk management plan has been updated to reflect the edits identified at the October 17 Board of Health risk management training workshop, including that any new emerging risks that relate to the health system transformation have been identified in blue. The 2020–2022 risk management plan is tabled for the Board’s approval.

54-19 RISK MANAGEMENT

MOVED BY NOLAND - CRISPO: WHEREAS Public Health Sudbury & Districts is committed to transparency, accountability, and continuous quality improvement; and

WHEREAS the Ontario Public Health Organizational Requirements mandate board of health to provide governance direction and oversight of risk management, delegating to senior staff the responsibility to monitor and respond to emerging issues and potential threats to the organization; and

WHEREAS the Board of Health has engaged in a risk management process in order to systematically identify/assess current risks and controls;

THEREFORE BE IT RESOLVED that the Board of Health for Public Health Sudbury & Districts approve the 2020–2022 risk management plan.

CARRIED

vii) Staff Appreciation

On an annual basis, the Board considers granting one day off with pay for all staff. The day off is to be taken during the specified timeframe.

55-19 STAFF APPRECIATION DAY

MOVED MASSICOTTE - CRISPO: THAT this Board of Health approve a staff appreciation day for the staff of Public Health Sudbury & Districts during the upcoming holiday season. The staff appreciation day may be taken between the dates of December 2, 2019, to February 28, 2020. Essential services will be available and provided at all times during the holiday period except for statutory holidays when on-call staff will be available.

CARRIED

7. ADDENDUM

56-19 ADDENDUM

MOVED CRISPO - MASSICOTTE: THAT this Board of Health deals with the items on the addendum.

CARRIED

i) alPHa Information Break newsletter, November 18, 2019

Newsletter topics were discussed under 6.i).

ii) Public Health Modernization

- alPHa notes Re: November 18, 2019 Ministry of Health webcast
- Letter from the Board of Health for the Simcoe Muskoka District Health Unit to the Minister of Health and Special Adviser, Public Health Modernization dated November 20, 2019

Details regarding the Ministry of Health webcast were shared for information.

A letter from the Board of Health for the Simcoe Muskoka District Health has communicated their agency position relating to possible mergers given the Ministry's recent announcement at the alPHa Symposium.

iii) Ontario Seniors Dental Care Program

- Ministry of Health News Release *Ontario Launches Free Routine Dental Care for Low-Income Seniors*, November 20, 2019

This provincial program was officially launched yesterday. Public Health Sudbury & Districts is busy responding to calls and supporting seniors who wish to sign up for the program. The next phase of the program and related funding are as yet unannounced. The program is 100% provincially funded.

iv) Community Drug Strategy – Anti-Stigma

- We are Jeff: Opioids and Our Community video

The Community Drug Strategy has developed this anti-stigma video. Dr. Sutcliffe reported that today is the official launch of anti-stigma campaign aimed at reducing stigma related to opioid use.

8. ANNOUNCEMENTS / ENQUIRIES

Board members are encouraged to complete today's Board of Health meeting evaluation.

The flu shot is available following today's meeting for interested Board of Health members.

Board members were reminded that there is no regular Board of Health meeting in December. The next regular meeting is scheduled for January 16, 2020, at 1:30 p.m. and a training session for all Board of Health members is scheduled that morning.

The following Public Health Sudbury & Districts videos will be shown to interested Board of Health members following the adjournment:

- *We are Jeff: Opioids and Our Community*
- *Those People Are Us*

9. ADJOURNMENT

57-19 ADJOURNMENT

MOVED HUSKA - THAIN: THAT we do now adjourn. Time: 3:40 p.m.

CARRIED

(Chair)

(Secretary)

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

STAFF REPORT

DEPARTMENT: Administration	DATE: November 29, 2019
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ITEM: Consent Application B-04/19
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RECOMMENDATION: Be It Resolved That: Consent Application B-04/19 be approved with the conditions:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Espanola, if required
2. That all conditions of this decision be fulfilled and the documents present to the Town of issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.

BACKGROUND: The Agent, Bennett Jones LLP, on behalf of the owner, 2327451 Ontario Inc, has applied for consent to enter into a lease agreement over the subject lands for a period of more than 21 years, including renewal options. There are no concurrent planning applications.

The Planning Act requires consent for leases over a property or portion of a property where the lease is 21 years or more. Long-term leases permit the owner to retain ownership of the lands and permit the tenant to secure certain rights and benefits under the lease, such as a secured length of tenancy.

The existing tenant, Tim Horton's is seeking to renew the existing lease agreement with the property owner which would exceed a period of 21 years. The proposed lease boundary is identified on Schedule A (attached) and includes the existing freestanding building, surrounding drive-through and parking area.

Notice of the Public Hearing was published in the Mid North Monitor within the notice provisions of the Planning Act, circulated to various departments for comment, posted on the Municipal website

At the time the Staff Report was prepared no written or verbal comments from the public were received.

Departmental comments received;

FIRE – no concerns

PWD –The lease extensions will have no impact on current municipal services. The PWD department has no objections.

Bldg – no issues

ANALYSIS:

Planning Act: Consent is required under the Planning Act to permit a lease of lands for a period of 21 years or more, Section 50(2) of the Act states that *no person shall convey land by way of deed or transfer or grant, assign or exercise a power of appointment with respect to land, or mortgage or change land, or enter in to an agreement of sale and purchase of land or enter into any agreement that has the effect of granting the use of or right in land directly or by entitlement to renewal for a*

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

period of twenty-one years or more.

Provincial Policy Statement:

The proposed long-term lease does not conflict with the policies within the Provincial Policy Statement. Appropriate long-term leases can support the long-term financial well-being of the municipality as described in section 1.1.1 (a) of the Provincial Policy Statement.

Official Plan:

The subject property is designated Highway Commercial. It is an objective of the Downtown and Highway Commercial designation to promote continued development of the Downtown and Highway Commercial areas as an important business, administrative, institutional, and entertainment area for the Town of Espanola and provide a range of commercial services and facilities to address the needs of the residents of Espanola and of the area surrounding the Town.

Staff have no objection to the approval of the Application for Consent B-04/19 provided the following conditions are met:

3. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Espanola, if required
4. That all conditions of this decision be fulfilled and the documents present to the Town of issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.

EXISTING POLICY: Council Resolution

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA

Yes

No

IMPLEMENTATION: Clerk

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

✓

No

Comments:



Bennett Jones

Bennett Jones LLP
3400 One First Canadian Place, P.O. Box 130
Toronto, Ontario, M5X 1A4 Canada
T: 416.863.1200
F: 416.863.1716

NOV - 6 2019

Robert Blunt
Land Use Planner
Direct Line: 416.777.7490
e-mail: bluntr@bennettjones.com
Our File No.: 043620.00138

November 4, 2019

By Courier

Town of Espanola
Clerk/Manager of Planning Services
100 Tudhope Street, Suite 2
Espanola, Ontario P5E 1S6

Attention: Paula Roque

Dear Ms. Roque:

Re: 701 - 731 Centre Street, Espanola (the "Property")
Consent to a Long Term Lease Application
2327451 Ontario Inc. and McDonald's Restaurants of Canada Limited

Please be advised that we are the solicitors for 2327451 Ontario Inc. with respect to the subject matter. It is the owner of the Property.

SITE DETAILS

The Property is located on the south side of Centre Street in the Town of Espanola. It is presently occupied by four (4) commercial buildings with the subject, McDonald's Restaurant, being one of the buildings in the plaza. The Property is fully serviced.

LEASE BACKGROUND

The subject McDonald's Restaurant (711 Centre Street) has been operating on the Property for some time. The implementing (subject) lease permits McDonald's Restaurant to use part (approximately 2,500 sq. m.) of our client's Property (as depicted on the enclosed Site Plan), along with non-exclusive rights of access and parking over the remainder of the Property (therefore, easement approvals are not required).

The subject lease was for an initial term of twenty (20) years with a lease commencement date of December 1998. The lease has six (6) options to extend for five (5) years each. It is these extensions that require *Planning Act* approval.

WSLEGAL\051340\00448\23442057v1

November 4, 2019

Page 2

As you are aware, the *Planning Act* requires leases of this length of time and nature (i.e not part of a building and not the entire site) to be approved by the "impacted" municipality when the term extends beyond twenty-one (21) years less a day.

It is respectfully submitted that this application for consent to a lease supports the orderly development of the neighbourhood, is consistent with the Zoning By-law and complies with all of those matters that one must have regard to pursuant to Section 51(24) of the *Planning Act*, and that a plan of subdivision is not appropriate in this circumstance.

APPLICATION

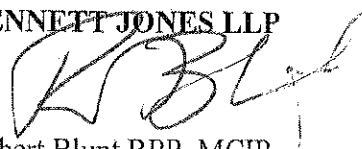
In support of the Application, please find enclosed the following:

1. one (1) signed copy of the Application for Consent form;
2. one (1) copy of the Site Plan which details the boundaries of the leased lands;
3. one (1) copy of a Severance Sketch which details the location of the Property; and
4. a cheque in the amount of \$459.00 representing the application fee.

Should you have any questions, please contact me at the above-noted number.

Yours truly,

BENNETT JONES LLP


Robert Blunt RPP, MCIP
Land Use Planner

RB:jb
Enclosures



Bennett Jones

WSLEGAL\051340\00448\23442057v1

Date of Application:

NOV 6 2019

File No.:

B-04/19

APPLICATION FOR CONSENT

Council _____

In the Town of Espanola _____

Name of Owner 2327451 Ontario Inc.	Name of Agent (if applicant is an agent authorized by the owner) Bennett Jones LLP c/o Robert Wayne Blunt
Address 29 Alal Circle	Address 3400 One First Canadian Place
Markham, Ontario L3R 1E2	Toronto, Ontario M5X 1A4
Telephone / Email	Telephone / Email bluntr@bennettjones.com

TYPE – PURPOSE of proposed transaction such as a transfer for the creation of:

- ☐ new lot ☐ lot addition ☐ easement ☐ charge ☒ lease ☐ correction of title
☐ Other (specify) _____

Name of Person to whom the land or an interest in the land is to be transferred, charged or leased (if known)
McDonald's Restaurants of Canada Limited

LEGAL DESCRIPTION of subject land (such as the municipality, concession, lot, registered plan and lot numbers, reference plan and part numbers and name of street and number)
701-731 Centre Street, Espanola

Note: See reverse of page 4 for details of sketch required.

EASEMENTS – RESTRICTIVE COVENANTS affecting the subject land and a description of each easement or covenant and its effect (Indicate for each):

Easement/Covenant
Description: N/A

Effect:

Easement/Covenant
Description: N/A

Effect:

CURRENT DESIGNATION of the subject land in any applicable official plan: Environmental Protection

PREVIOUS APPLICATIONS

If known, indicate if the subject land has ever been the subject of an application under the Act for:

<input type="checkbox"/> Approval of a plan of subdivision (under sec 51)	File # _____	Status _____
<input checked="" type="checkbox"/> Consent (under sec 53)	File # B-10/03	Status Approved

CONCURRENT APPLICATIONS

If known, indicate if the subject land is the subject of any other application under the Act for:

<input type="checkbox"/> approval of plan of subdivision	File # _____	Status _____
<input type="checkbox"/> consent	File # _____	Status _____
<input type="checkbox"/> official plan amendment	File # _____	Status _____
<input type="checkbox"/> zoning by-law	File # _____	Status _____
<input type="checkbox"/> minor variance	File # _____	Status _____
<input type="checkbox"/> other (specify) _____	File # _____	Status _____

PREVIOUS SEVERANCES – ORIGINAL PARCEL

Has any land been severed from the parcel originally acquired by owner?

☒ Yes (specify below) B-10/03 ☐ No

Date of transfer: _____ Name of transferee: _____

Land use of the severed land: _____

LAND TO BE SEVERED		
DIMENSIONS OF LAND Intended to be severed: Leased 711 Centre Street		
Frontage: 46 m±	Depth: 54 m±	Area: 2,484 m²

EXISTING USES of the land: Commercial Lease

EXISTING BUILDINGS-STRUCTURES -Where there are any buildings or structures on the land, Indicate for each:		
TYPE: Restaurant	Front lot line setback: 15 m±	Height:
	Rear lot line setback: 91 m±	Dimensions:
	Side lot line setback: N/A	Floor Area:
	Side lot line setback: N/A	
TYPE:	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	

PROPOSED USES of the land: Commercial

PROPOSED BUILDINGS-STRUCTURES -Where there are any buildings or structures on the land, Indicate for each:		
TYPE: No change	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	
TYPE:	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	

ACCESS -Access to the land will be by:	
<input type="checkbox"/> Provincial highway	<input type="checkbox"/> Municipal road-seasonal
<input checked="" type="checkbox"/> Municipal road-year round	<input type="checkbox"/> Right-of-way
<input type="checkbox"/> Other public road(specify)	<input type="checkbox"/> Water

WATER ACCESS -Where access to the land will be by water only	
Parking facilities (specify)	Docking facilities (specify)
approx. distance from subject land	approx. distance from subject land
approx. distance from nearest public road	approx. distance from nearest public road

WATER -Will be provided to the land by:	
<input checked="" type="checkbox"/> Publicly-owned/operated piped water system	<input type="checkbox"/> Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	<input type="checkbox"/> Other means (specify)
<input type="checkbox"/> Privately-owned/operated communal well	

SEWAGE DISPOSAL -Will be provided to the land by:	
<input checked="" type="checkbox"/> Publicly-owned/operated sanitary sewage system	<input type="checkbox"/> Privately-owned/operated individual septic system
<input type="checkbox"/> Privy	<input type="checkbox"/> Privately-owned/operated communal septic system
<input type="checkbox"/> Other means (specify)	

LAND TO BE RETAINED**DIMENSIONS OF LAND** Intended to be retained: Entire Site 701-731 Centre Street

Frontage: 245 m±

Depth: Irregular

Area:

EXISTING USES of the land: Commercial**EXISTING BUILDINGS-STRUCTURES**-Where there are any buildings or structures on the land, indicate for each:

TYPE: 4 Commercial

Front lot line setback: min 15 m±

Height:

Rear lot line setback: Irregular

Dimensions:

Side lot line setback: 18 m (Tim Hortons) Floor Area:

Side lot line setback: 15 m± (Petro Canada)

TYPE:

Front lot line setback:

Height:

Rear lot line setback:

Dimensions:

Side lot line setback:

Floor Area:

Side lot line setback:

PROPOSED USES of the land: Commercial**PROPOSED BUILDINGS-STRUCTURES**-Where there are any buildings or structures on the land, indicate for each:

TYPE: N/A

Front lot line setback:

Height:

Rear lot line setback:

Dimensions:

Side lot line setback:

Floor Area:

Side lot line setback:

TYPE:

Front lot line setback:

Height:

Rear lot line setback:

Dimensions:

Side lot line setback:

Floor Area:

Side lot line setback:

ACCESS-Access to the land will be by:☐ Provincial highway☐ Municipal road-seasonal☒ Municipal road-year round☐ Right-of-way☐ Other public road(specify)☐ Water**WATER ACCESS**-Where access to the land will be by water only

Parking facilities (specify)

Docking facilities (specify)

approx. distance from subject land

approx. distance from subject land.

approx. distance from nearest public road

approx. distance from nearest public road

WATER-Will be provided to the land by:☒ Publicly-owned/operated piped water system☐ Lake or other water body☐ Privately-owned/operated individual well☐ Other means (specify)☐ Privately-owned/operated communal well**SEWAGE DISPOSAL**-Will be provided to the land by:☒ Publicly-owned/operated sanitary sewage system☐ Privately-owned/operated individual septic system☐ Privy☐ Privately-owned/operated communal septic system☐ Other means (specify)

PROVINCIAL POLICY STATEMENTS

This application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act.

☒ Yes☐ No**PROVINCIAL PLANS**—The subject land is within an area of land designated under a provincial plan(s)☒ Yes☐ No

If yes, this application does:

☐ conform to the applicable provincial plan(s)☒ not conflict with the applicable provincial plan(s)**AUTHORIZATION
BY OWNER**

I, the undersigned, being the owner of the subject land, hereby authorize

Bennett Jones LLP c/o Robert Blunt to be the applicant in the submission of this application.

DocuSigned by:

Jonathan Nagesh

Signature of witness

DocuSigned by:

[Signature]Signature of Owner
2327451 Ontario Inc.
10/30/2019

Date

**DECLARATION
OF APPLICANT**I, Robert Blunt of the _____ City _____ of _____Toronto in the Province of Ontario

solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the _____ City _____

of Torontoin the Province of Ontariothis 4th day of November, 2019[Signature]
Signature of commissioner, etc.[Signature]
Signature of applicant

This application must be accompanied by a sketch showing the following

- i. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ii. The approximate distance between the subject land and the nearest town lot line or landmark such as a bridge or railway crossing.
- iii. The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained.
- iv. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- v. The approximate location of all natural and artificial features (for example buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application.
- vi. The current uses on adjacent land, such as residential, agricultural and commercial uses.
- vii. The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, a private road or right of way.
- viii. If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
- ix. The location and nature of any easement affecting the subject land.

FOR OFFICE USE ONLY

Name of Owner <u>2327451 Ontario Inc</u>	Address <u>Markham, ON</u>
Name of Agent <u>Bennett Jones & Robert Blunt</u>	Address <u>Toronto, ON</u>
Date of receipt of completed application <u>Nov 6/19</u>	Checked by <u>Paula Payne</u>
Zoning By-law # _____	Passed _____
Amended by By-law # _____	Passed _____
And By-law # _____	Passed _____
Official Plan Designation _____	
Site visit carried out by staff or approval authority member: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Minor variance or by-law amendment needed Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Authorization of owner received (if required) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Approval Authority File # <u>B-04/19</u>	Approval Authority Submission # _____
Hearing Date _____	Adjourned Hearing Date _____
Date notice of decision sent to the applicant and other persons and agencies: _____	
General comments: _____	

**THE CORPORATION OF THE TOWN OF ESPANOLA
NOTICE OF PUBLIC HEARING
701 CENTRE ST AND 711 CENTRE ST, TOWN OF ESPANOLA**

NOTICE IS HEREBY GIVEN pursuant to Section 53(5) (a) of the Planning Act and Section 3, O.Reg. 197/96, as amended that the following applications for Consent (Long Term Lease Applications) have been filed with the Town of Espanola.

AND FURTHER THAT at its meeting to be held on Tuesday, December 10, 2019 at 7:00 pm in Municipal Building Council Chambers 100 Tudhope St, Espanola, ON, these Applications for Consent will be heard by Council:

Application No.: B-04/19

Applicant: 2327451 Ontario Inc. / Agent: Bennett Jones LLP
Purpose: To permit the lease agreement registered on title between the Landlord and McDonald's Restaurant of Canada Ltd to be extended for a period of 21 years or greater.
The subject lease permits McDonald's Restaurant to use part of the Applicant's property along with non-exclusive rights of access and parking over the remainder of the property.
Location: Merritt Con 4 PT Lot 7 RP 53R17462 Parts 5 6 8 9 PT PCL 9913, 711 Centre St, Espanola

Application No.: B-05/19

Applicant: 2327451 Ontario Inc. / Agent: Dillon Consulting
Purpose: To permit the lease agreement registered on title between the Landlord and the TDL Group Corp (Tim Hortons) to be extended for a period of 21 years or greater.
Location: PCL 30910 SEC SWS; PT LT 7 CON 4 Merritt: Parts 2, 3 & Part of 4 Plan 53R19793; Part of Part 7 53R15697; PIN 73406-0197 and PIN 73406-0292, 701 Centre St, Espanola

Providing Comments

A person may attend the public hearing to provide comments regarding the application. You may also comment by mail, email or fax using the contact information listed below. Please include your name, your address, application number or address of the property you are providing comments on, as well as any other relevant information in your submission. Written comments received by December 2, 2019 will be provided to Council prior to the hearing. Comments submitted after this date will be provided at the hearing.

Your comments, including any personal information you provide, will become part of the decision making process of the application and will be posted on the Town's website with the Agenda. Pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56, as amended, public feedback to planning proposals is considered a public record and will be disclosed to any individual upon request. For questions regarding the collection, use and disclosure of personal information, please contact the MFIPPA Officer, Cynthia Townsend at 705-869-1540 x2102

Additional Information

Additional information related to these applications may be obtained by contacting the Municipal Office, 100 Tudhope St, Ste 2, Espanola between the hours of 8:30am and 4:30pm Monday to Friday. Agendas and comments related to these Applications will be available on the Town's website www.espanola.ca after 4 pm on Friday, December 6, 2019.

If a person or public body that files an appeal of a decision by the Council of the Town of Espanola in respect of the proposed consent does not make written submissions to the Council before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the Town of Espanola in respect of the proposed Consents, you must make a written request to the Town of Espanola.

DATED at the Town of Espanola this 14th day of November, 2019

Paula Roque, Clerk / Manager of Planning Services
Town of Espanola
100 Tudhope St, Ste 2
Espanola, ON P5E 1S6 Tel: 705-869-1540 x2113

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

STAFF REPORT

DEPARTMENT: Administration	DATE: November 29, 2019
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ITEM: Consent Application B-05/19
--

RECOMMENDATION: Be It Resolved That: Consent Application B-05/19 be approved with the conditions:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Espanola, if required
2. That all conditions of this decision be fulfilled and the documents present to the Town of issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.

BACKGROUND: The Agent, Dillon Consulting Ltd, on behalf of TDL Group Corp, has applied for consent to enter into a lease agreement over the subject lands for a period of more than 21 years, including renewal options. There are no concurrent planning applications.

The Planning Act requires consent for leases over a property or portion of a property where the lease is 21 years or more. Long-term leases permit the owner to retain ownership of the lands and permit the tenant to secure certain rights and benefits under the lease, such as a secured length of tenancy.

The existing tenant, Tim Horton's is seeking to renew the existing lease agreement with the property owner which would exceed a period of 21 years. The proposed lease boundary is identified on Schedule A (attached) and includes the existing freestanding building, surrounding drive-through and parking area.

Notice of the Public Hearing was published in the Mid North Monitor within the notice provisions of the Planning Act, circulated to various departments for comment, posted on the Municipal website

At the time the Staff Report was prepared no written or verbal comments from the public were received.

Departmental comments received;

FIRE – no concerns

PWD –The lease extensions will have no impact on current municipal services. The PWD department has no objections.

Bldg – no issues

ANALYSIS:

Planning Act: Consent is required under the Planning Act to permit a lease of lands for a period of 21 years or more, Section 50(2) of the Act states that *no person shall convey land by way of deed or transfer or grant, assign or exercise a power of appointment with respect to land, or mortgage or change land, or enter in to an agreement of sale and purchase of land or enter into any agreement that has the effect of granting the use of or right in land directly or by entitlement to renewal for a*

Department: General Administration	Form Number: A99-01370
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period of twenty-one years or more.

Provincial Policy Statement:

The proposed long-term lease does not conflict with the policies within the Provincial Policy Statement. Appropriate long-term leases can support the long-term financial well-being of the municipality as described in section 1.1.1 (a) of the Provincial Policy Statement.

Official Plan:

The subject property is designated Highway Commercial. It is an objective of the Downtown and Highway Commercial designation to promote continued development of the Downtown and Highway Commercial areas as an important business, administrative, institutional, and entertainment area for the Town of Espanola and provide a range of commercial services and facilities to address the needs of the residents of Espanola and of the area surrounding the Town.

Staff have no objection to the approval of the Application for Consent B-05/19 provided the following conditions are met:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Espanola, if required
2. That all conditions of this decision be fulfilled and the documents present to the Town of issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.

EXISTING POLICY: Council Resolution

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA

Yes

No

IMPLEMENTATION: Clerk

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

✓

No

Comments:



Our File: 18-8791

November 7, 2019

Town of Espanola
Planning Services
100 Tudhope Street, Suite 2
Espanola, ON
P5E 1S6

Attention: Paula Roque, Clerk/Manager of Planning Services

**Re: Application for Consent for a Lease Greater than 21 Years
Tim Hortons Store #101361 – 701 Centre St, Espanola, ON**

3200 Deziel Drive
Suite 608
Windsor, Ontario
Canada
N8W 5K8
Telephone
519.948.5000
Fax
519.948.5054

Dillon Consulting Limited (Dillon) has been authorized by 2327451 Ontario Inc. (the Landlord) to facilitate the Consent process under the Planning Act to permit the lease agreement registered on title between the Landlord and The TDL Group Corp. (the Tenant) to be extended for a period of 21 years or greater at 701 Centre Street in the Town of Espanola, Ontario (subject lands).

As required by the *Planning Act*, any conveyance of land or the creation of any interest or entitlement in land if it exceeds a period of 21 years or more pursuant to s. 50(3) unless relief is granted under the specific exception of s. 50(3)(f):

A consent is given to convey, mortgage or charge the land or grant, assign or exercise a power of appointment in respect of the land or enter into an agreement in respect of land or with the land

We understand the intent of this application is to seek relief from the *Planning Act* in order for the TDL Group Corp. to remain in their current location for a period greater than 21 years, thus allowing the existing lease agreement to be extended. The purpose of giving Consent therefore is largely an administrative exercise. We confirm there are no other approvals under the *Planning Act* required or being applied for to create this interest in the property at this time.

Alignment with Provincial Policy

Under subsection 3(5) of the *Planning Act*, all decisions rendered by the Committee of Adjustment must be consistent with the *Provincial Policy Statement, 2014* and must conform with all provincial plans that may apply to the subject lands.

Dillon Consulting
Limited

Date of Application: No 48/19
File No.: B-05/19

APPLICATION FOR CONSENT

Council _____ in the Town of Espanola

Name of Owner 2327451 Ontario Inc.	Name of Agent (If applicant is an agent authorized by the owner) Dillon Consulting Limited
Address 29 Alai Circle	Address 3200 Deziel Dr, Unit 608
Markham, ON L3R 1E2	Windsor, ON, N8W 5K8
Telephone / Email 416-500-6021 pollyb56@hotmail.com	Telephone / Email 519-948-5000 ext 3205 afarkas@dillon.ca

TYPE - PURPOSE of proposed transaction such as a transfer for the creation of:

- ☐ new lot
 ☐ lot addition
 ☐ easement
 ☐ charge
☒ lease
 ☐ correction of title
☐ Other (specify)

Name of Person to whom the land or an interest in the land is to be transferred, charged or leased (If known)
The TDL Group Corp.

LEGAL DESCRIPTION of subject land (such as the municipality, concession, lot, registered plan and lot numbers, reference plan and part numbers and name of street and number)

PCL 30910 SEC SWS: PT LT 7 CON 4 MERRITT; Parts 2, 3, & Part of Part 4 Plan 53R-19793;

Part of Part 7 53R15697; PIN 73406-0197 and PIN 73406-02921; 701 Centre Street, Espanola, ON

Note: See reverse of page 4 for details of sketch required.

EASEMENTS - RESTRICTIVE COVENANTS affecting the subject land and a description of each easement or covenant and its effect (Indicate for each):

Easement/Covenant

Description:

Effect:

Easement/Covenant

Description:

Effect:

CURRENT DESIGNATION of the subject land in any applicable official plan: Downtown/Highway Commercial

PREVIOUS APPLICATIONS

If known, indicate if the subject land has ever been the subject of an application under the Act for:

- | | | |
|---|--------------|--------------|
| <input type="checkbox"/> Approval of a plan of subdivision (under sec 51) | File # _____ | Status _____ |
| <input type="checkbox"/> Consent (under sec 53) | File # _____ | Status _____ |

CONCURRENT APPLICATIONS

If known, indicate if the subject land is the subject of any other application under the Act for:

- | | | |
|--|--------------|--------------|
| <input type="checkbox"/> approval of plan of subdivision | File # _____ | Status _____ |
| <input type="checkbox"/> consent | File # _____ | Status _____ |
| <input type="checkbox"/> official plan amendment | File # _____ | Status _____ |
| <input type="checkbox"/> zoning by-law | File # _____ | Status _____ |
| <input type="checkbox"/> minor variance | File # _____ | Status _____ |
| <input type="checkbox"/> other (specify) | File # _____ | Status _____ |

PREVIOUS SEVERANCES - ORIGINAL PARCEL

Has any land been severed from the parcel originally acquired by owner?

- ☐ Yes (specify below)
 ☒ No

Date of transfer:

Name of transferee:

Land use of the severed land:

LAND TO BE SEVERED**DIMENSIONS OF LAND** Intended to be severed: (To be Leased)

Frontage: N/A

Depth: Irregular

Area: 3,563.71 m²**EXISTING USES** of the land:

Quick Service Restaurant (QSR) - Tim Hortons with drive-thru and parking lot

EXISTING BUILDINGS-STRUCTURES-Where there are any buildings or structures on the land, indicate for each:

TYPE: Tim Hortons Restaurant	Front lot line setback: 16.22m	Height: 5.05m
	Rear lot line setback: 20.69m	Dimensions:
	Side lot line setback: 18.35m	Floor Area: 282.14 m ²
	Side lot line setback: 19.82m	
TYPE:	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	

PROPOSED USES of the land:

Land use will not change

PROPOSED BUILDINGS-STRUCTURES-Where there are any buildings or structures on the land, indicate for each:

TYPE: N/A	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	
TYPE:	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	

ACCESS-Access to the land will be by:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Provincial highway | <input type="checkbox"/> Municipal road-seasonal |
| <input type="checkbox"/> Municipal road-year round | <input type="checkbox"/> Right-of-way |
| <input type="checkbox"/> Other public road(specify) | <input type="checkbox"/> Water |

WATER ACCESS-Where access to the land will be by water only

Parking facilities (specify)	Docking facilities (specify)
approx. distance from subject land	approx. distance from subject land
approx. distance from nearest public road	approx. distance from nearest public road

WATER-Will be provided to the land by:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Publicly-owned/operated piped water system | <input type="checkbox"/> Lake or other water body |
| <input type="checkbox"/> Privately-owned/operated individual well | <input type="checkbox"/> Other means (specify) |
| <input type="checkbox"/> Privately-owned/operated communal well | |

SEWAGE DISPOSAL-Will be provided to the land by:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Publicly-owned/operated sanitary sewage system | <input type="checkbox"/> Privately-owned/operated individual septic system |
| <input type="checkbox"/> Privy | <input type="checkbox"/> Privately-owned/operated communal septic system |
| <input type="checkbox"/> Other means (specify) | |

LAND TO BE RETAINED**DIMENSIONS OF LAND** Intended to be retained:Frontage: Depth: Irregular Area: 3,563.71 m²**EXISTING USES** of the land: Commercial - Quick service restaurant and associated parking**EXISTING BUILDINGS-STRUCTURES**-Where there are any buildings or structures on the land, indicate for each:

TYPE: N/A	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	
TYPE:	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	

PROPOSED USES of the land: N/A**PROPOSED BUILDINGS-STRUCTURES**-Where there are any buildings or structures on the land, indicate for each:

TYPE: N/A	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	
TYPE:	Front lot line setback:	Height:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor Area:
	Side lot line setback:	

ACCESS-Access to the land will be by:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Provincial highway | <input type="checkbox"/> Municipal road-seasonal |
| <input type="checkbox"/> Municipal road-year round | <input type="checkbox"/> Right-of-way |
| <input type="checkbox"/> Other public road(specify) | <input type="checkbox"/> Water |

WATER ACCESS-Where access to the land will be by water only

Parking facilities (specify)	Docking facilities (specify)
approx. distance from subject land	approx. distance from subject land
approx. distance from nearest public road	approx. distance from nearest public road

WATER-Will be provided to the land by:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Publicly-owned/operated piped water system | <input type="checkbox"/> Lake or other water body |
| <input type="checkbox"/> Privately-owned/operated individual well | <input type="checkbox"/> Other means (specify) |
| <input type="checkbox"/> Privately-owned/operated communal well | |

SEWAGE DISPOSAL-Will be provided to the land by:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Publicly-owned/operated sanitary sewage system | <input type="checkbox"/> Privately-owned/operated individual septic system |
| <input type="checkbox"/> Privy | <input type="checkbox"/> Privately-owned/operated communal septic system |
| <input type="checkbox"/> Other means (specify) | |

This application must be accompanied by a sketch showing the following

- i. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ii. The approximate distance between the subject land and the nearest town lot line or landmark such as a bridge or railway crossing.
- iii. The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained.
- iv. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- v. The approximate location of all natural and artificial features (for example buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application.
- vi. The current uses on adjacent land, such as residential, agricultural and commercial uses.
- vii. The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, a private road or right of way.
- viii. If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
- ix. The location and nature of any easement affecting the subject land.

FOR OFFICE USE ONLY

Name of Owner _____	Address _____
Name of Agent _____	Address _____
Date of receipt of completed application _____	Checked by _____
Zoning By-law # _____	Passed _____
Amended by By-law # _____	Passed _____
And By-law # _____	Passed _____
Official Plan Designation _____	
Site visit carried out by staff or approval authority member:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Minor variance or by-law amendment needed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorization of owner received (if required)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approval Authority File # _____	Approval Authority Submission # _____
Hearing Date _____	Adjourned Hearing Date _____
Date notice of decision sent to the applicant and other persons and agencies: _____	
General comments: _____	

PROVINCIAL POLICY STATEMENTS

This application is consistent with the policy statements issued under subsection 3 (1) of the Planning Act

☒ Yes☐ No**PROVINCIAL PLANS**-The subject land is within an area of land designated under a provincial plan(s)☐ Yes☒ No

If yes, this application does:

☐ conform to the applicable provincial plan(s)☐ not conflict with the applicable provincial plan(s)**AUTHORIZATION
BY OWNER**

I, the undersigned, being the owner of the subject land, hereby authorize

Dillon Consulting Limited to be the applicant in the submission of this application.

☒ Yes☐ No**PROVINCIAL PLANS**-The subject land is within an area of land designated under a provincial plan(s)☐ Yes☒ No

If yes, this application does:

☐ conform to the applicable provincial plan(s)☐ not conflict with the applicable provincial plan(s)

Signature of Owner

Friday Sept 13/2019

Date

Signature of witness

**DECLARATION
OF APPLICANT**I, Amy Farkas of the City of Windsor in the County of Essex

being the owner of the subject land, hereby authorize

Dillon Consulting Limited to be the applicant in the submission of this application.

solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of witness

Date

Declared before me at the City of Windsor
of County of Essex
In the 7th of November
this 2019 day of

Signature of applicant

Signature of commissioner, etc.

Melanie Anne Muir,
Commissioner, etc., Province of Ontario,
for Dillon Consulting Limited.
Expires May 3, 2022.

THE CORPORATION OF THE TOWN OF ESPANOLA NOTICE OF PUBLIC HEARING 701 CENTRE ST AND 711 CENTRE ST, TOWN OF ESPANOLA

NOTICE IS HEREBY GIVEN pursuant to Section 53(5) (a) of the Planning Act and Section 3, O.Reg. 197/96, as amended that the following applications for Consent (Long Term Lease Applications) have been filed with the Town of Espanola.

AND FURTHER THAT at its meeting to be held on Tuesday, December 10, 2019 at 7:00 pm in Municipal Building Council Chambers 100 Tudhope St, Espanola, ON, these Applications for Consent will be heard by Council:

Application No.: B-04/19

Applicant: 2327451 Ontario Inc. / Agent: Bennett Jones LLP
Purpose: To permit the lease agreement registered on title between the Landlord and McDonald's Restaurant of Canada Ltd to be extended for a period of 21 years or greater.
The subject lease permits McDonald's Restaurant to use part of the Applicant's property along with non-exclusive rights of access and parking over the remainder of the property.
Location: Merritt Con 4 PT Lot 7 RP 53R17462 Parts 5 6 8 9 PT PCL 9913, 711 Centre St, Espanola

Application No.: B-05/19

Applicant: 2327451 Ontario Inc. / Agent: Dillon Consulting
Purpose: To permit the lease agreement registered on title between the Landlord and the TDL Group Corp (Tim Hortons) to be extended for a period of 21 years or greater.
Location: PCL 30910 SEC SWS; PT LT 7 CON 4 Merritt: Parts 2, 3 & Part of 4 Plan 53R19793; Part of Part 7 53R15697; PIN 73406-0197 and PIN 73406-0292, 701 Centre St, Espanola

Providing Comments

A person may attend the public hearing to provide comments regarding the application. You may also comment by mail, email or fax using the contact information listed below. Please include your name, your address, application number or address of the property you are providing comments on, as well as any other relevant information in your submission. Written comments received by December 2, 2019 will be provided to Council prior to the hearing. Comments submitted after this date will be provided at the hearing.

Your comments, including any personal information you provide, will become part of the decision making process of the application and will be posted on the Town's website with the Agenda. Pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56, as amended, public feedback to planning proposals is considered a public record and will be disclosed to any individual upon request. For questions regarding the collection, use and disclosure of personal information, please contact the MFIPPA Officer, Cynthia Townsend at 705-869-1540 x2102

Additional Information

Additional information related to these applications may be obtained by contacting the Municipal Office, 100 Tudhope St, Ste 2, Espanola between the hours of 8:30am and 4:30pm Monday to Friday. Agendas and comments related to these Applications will be available on the Town's website www.espanola.ca after 4 pm on Friday, December 6, 2019.

If a person or public body that files an appeal of a decision by the Council of the Town of Espanola in respect of the proposed consent does not make written submissions to the Council before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the Town of Espanola in respect of the proposed Consents, you must make a written request to the Town of Espanola.

DATED at the Town of Espanola this 14th day of November, 2019

Paula Roque, Clerk / Manager of Planning Services
Town of Espanola
100 Tudhope St, Ste 2
Espanola, ON P5E 1S6 Tel: 705-869-1540 x2113



Food loss and waste a major problem in Canada

HELEN MORLEY

A study by the Food Loss and Waste Stakeholder Advisory Committee has found that 58% of all food produced in the Canadian food supply chain is lost or wasted. That is 35.5 million metric tonnes of food. Of that amount it is estimated that 11.2 million metric tonnes, 32%, could be rescued. This would be a saving of \$49.46 billion annually.

Better Beginnings Better Futures, a Sudbury based social services organization, has partnered with Food Rescue to help rescue surplus food that would otherwise end up in the landfill. FoodRescue.ca is a web-based initiative that

Food that is rescued goes to help feed seniors, single parents, youth that can't make ends meet, domestic violence victims, marginalized or struggling people, and students who are part of the after-school program. It nourishes the community.

Anna is asking that grocery stores, corner stores, restaurants, bakeries and other businesses, from Espanola to Manitoulin Island that have surplus food, join up with Food Rescue. The data for both the donors and the recipients becomes part of the food rescue data base. From that data they match up the needs of the recipient with the donated foods. The online platform connects the donor directly with the social service organization that will be the recipient of the donation, depending on the type of food required. It is strictly business to business.

There are food guidelines that must be strictly adhered to.

"Food safety is paramount." That is why restaurant food that is already plated cannot be donated. Also, any prepared food or dairy that has been sitting at room temperature for more than two hours cannot be accepted. The guidelines, and information on the program are available by going to the Food Rescue website. Both donor and recipient must agree to the terms of service. Donated food cannot be bartered, sold or traded by a recipient organization.

Some of the food accepted for donation are food products near their best before date, that are still perfectly edible, but shoppers are reluctant to purchase them. Anna said the best before date is a conservative estimate and it should not be looked at as an expiry date. Foods with best before dates are safe to eat past the date if they are unopened and stored at the proper temperature. Those items that have an actual expiry date include nutritional supplements, meal replacements, baby formula, pharmacist-sold foods for very low-energy diets and formulated liquid diets.

Any business that might be concerned about liability should also be aware that there is an Ontario Donation of Food Act that protects businesses from liability when donating food in good faith.

Food that is rescued goes to help feed seniors, single parents, youth that can't make ends meet, domestic violence victims, marginalized or struggling people, and students who are part of the after-school program. It nourishes the community.

helps local businesses donate surplus food directly to charities and non-profit organizations. The online system connects agencies that address food security issues with food producers and stores that have edible surplus food available for donation to local food programs.

Anna M., who asked that her last name not be used, is the new Food Rescue coordinator for Espanola. She said the program has been very successful.

"Twenty-nine thousand meals have been provided in the Sudbury region to date."

Those meals have a \$1.8 million in direct food value. Also, very important is the fact that since the food did not end up in the landfill, two million kilograms of greenhouse gasses have been avoided. Food wastage has a huge environmental impact, since decaying foodstuffs gives off methane gas, which is 25 times more damaging to the environment than carbon dioxide.

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

STAFF REPORT

DEPARTMENT: Administration

DATE: Dec 3, 2019

ITEM: Request for Site Plan Agreement Amendment

RECOMMENDATION: Be It Resolved That:

1. In keeping with the advice of the Town's Insurer, Staff obtain a legal opinion on hold harmless agreements with respect to private citizen plowing on to municipal property and the Town's liability with such an agreement in place.
2. Staff act in accordance with the advice of the Town's Solicitor.

BACKGROUND: The Site Plan Agreement adopted by Council includes a requirement for fencing along the lot line adjacent to the laneway and the residence on James Street. The property owner has only erected fencing along half of the lot line adjacent to the laneway, he did not put fencing up behind the car wash building as is currently required and has now submitted this request.

ANALYSIS: The purpose of the fence around the car wash property is to direct the flow of traffic from the car wash bays on to James Street not on to the unmaintained municipal laneway and then directly on to the highway and to ensure that the unmaintained laneway is not used as an access point to the Car Wash property.

With the early onset of winter the owner of the car wash was not able to complete all of the requirements of the Site Plan Agreement. He was issued a partial occupancy in order to open his business on the condition that he completes the following as soon as the weather permits in the spring:

Paving –asphalt entire property

Fencing – remaining fencing to be erected along the entire rear lot line abutting the laneway. As it is too late in the year to have the remainder of the fence erected, we will accept that some type of barrier blocking access to and from the laneway to the car wash property is erected and remains in place.

Landscaping Screen – using shrubs and/or planter boxes, capable of providing a hedge-like barrier is required along the Centre St lot line and along the James Street lot line from Centre St to the access/egress area. As it is too late in the year to complete this, we will accept that a barrier be erected along the property line adjacent to James St, directly in front of the car wash building in order to direct patrons and traffic flow to the access / egress area of the property.

Municipal Addressing – owner shall provide and erect municipal number sign.

The laneway in question is not a municipally maintained laneway. Staff obtained an opinion from our insurer on the issue of private citizens plowing municipal property:

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

"we do not recommend Council allow a private citizen to plow and use a vacant municipal lot in contradiction to your current bylaw forbidding the same. There can be special situations where neighbours agree to share use but when you are already receiving complaints from other neighbours it wouldn't appear to be an ideal situation. It also leaves the neighbours lots more exposed to vandalism or theft by giving easier, more secluded access to their lots.

From a risk management perspective, it leaves the municipality open to legal action if anyone is injured while using the site. This is more apt to happen if the site is open and in use vs snow-covered. Also piles of snow are an allurement to children and have a high risk of injury and liability exposure. This could have an effect on municipal insurance rates and indirectly all resident's tax rates.

Having said that, if council were to amend the bylaw to allow this activity you would need legal advice and hold harmless agreements as well as a certificate of insurance from the party using municipal land. The certificate of insurance should name Espanola as an additional insured and specifically mention the lot address and his plowing and use of the municipal property."

An item on the Corporate Services Committee Agenda for discussion and direction is snow removal and piling snow on municipal property ie. laneways. Staff is looking for direction whether to pursue obtaining a legal opinion hold harmless agreements and the practice of permitting residents to pile snow on municipal property.

Comments from Department Managers were not available at the time this staff report was completed however will be available by for the Council Meeting.

EXISTING POLICY: Council Resolution / Bylaw

STRATEGIC GOAL: Excellence in Government / Safe and Healthy Community

FINANCIAL COMMITMENT: \$0

BUDGETED: NA	Yes	No	
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IMPLEMENTATION: Clerk

Prepared By: Paula Roque

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

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

Subject: Site Plan amendment

Good Evening Paula,

As we discussed, I'd like to make a change to the site plan in regards to the fence that was originally in the plan to separate my property and the town's lane way.

What I would like to propose is what was suggested as an alternative; that I put up more directional signage but take responsibility for maintenance and snow removal of the lane way and hold insurance on the affected area. As well as place bollards to keep vehicles from exiting onto the highway. This is in an effort to increase the turning radius when exiting the car wash.

Thank you for taking this to council for consideration,

--

Ryan Bulloch
Owner/Operator

North Shore Spray Foam

(705) 862 8602

northshoresprayfoam@gmail.com

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

STAFF REPORT

DEPARTMENT: Administration	DATE: Dec 3, 2019
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ITEM: Snow Removal Request

RECOMMENDATION: Be It Resolved That:

1. In keeping with the advice of the Town's Insurer, Staff obtain a legal opinion on hold harmless agreements with respect to private citizen plowing on to municipal property and the Town's liability with such an agreement in place.
2. Staff act in accordance with the advice of the Town's Solicitor.

BACKGROUND: Current Municipal Bylaw does not permit residents to pile snow on municipal property.

ANALYSIS: With the early onset of winter staff has received 3 written requests to permit citizens to plow snow from their property to an unmaintained municipal laneway.

Staff received the following opinion from the Town's insurer:

"we do not recommend Council allow a private citizen to plow and use a vacant municipal lot in contradiction to your current bylaw forbidding the same. There can be special situations where neighbours agree to share use but when you are already receiving complaints from other neighbours it wouldn't appear to be an ideal situation. It also leaves the neighbours lots more exposed to vandalism or theft by giving easier, more secluded access to their lots.

From a risk management perspective, it leaves the municipality open to legal action if anyone is injured while using the site. This is more apt to happen if the site is open and in use vs snow-covered. Also piles of snow are an allurement to children and have a high risk of injury and liability exposure. This could have an effect on municipal insurance rates and indirectly all resident's tax rates.

Having said that, if council were to amend the bylaw to allow this activity you would need legal advice and hold harmless agreements as well as a certificate of insurance from the party using municipal land. The certificate of insurance should name Espanola as an additional insured and specifically mention the lot address and his plowing and use of the municipal property."

An item on the Corporate Services Committee Agenda for discussion and direction is snow removal and piling snow on municipal property ie. laneways. Staff is looking for direction whether to pursue obtaining a legal opinion hold harmless agreements and the practice of permitting residents to pile snow on municipal property.

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

EXISTING POLICY: Council Resolution / Bylaw

STRATEGIC GOAL: Excellence in Government / Safe and Healthy Community

FINANCIAL COMMITMENT: \$0

BUDGETED: NA

Yes

No

IMPLEMENTATION: Clerk

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

☒

No

☐

Comments:

To Whom It May Concern:

Attn: Paula Roque

Sept 9, 2019

SEP - 9 2019

I am writing this letter requesting permission to push snow to the lane adjacent my driveway in the winter.

I am on the corner of _____ and when the Town plows the streets I get all the snow from both pushed in my driveway. Understanding that it is not the Town's fault, but I am left with nowhere to push it all when my yard fills, which is why I am requesting permission from The Town of Espanola to push the snow to the lane, without any issues.

My Address is:

Thank You,

JC Plumbing & Heating

522 Centre Street

Espanol, ON

P5E 1H1

NOV 28 2019

Town of Espanola Council,

I am writing this letter to ask for permission to snow-plough into the alley way, that is not in use, next to our building at 522 Centre Street. Our building takes up all our property with little room to park. So, to plough and have banks in front of our building would take away the parking we do have. We have already received a warning for customers parking on the sidewalk. It would cost us a lot of money to have the snow removed every time it snowed. It would be great if you would consider allowing us to put snow into this area. I have attached some photos of the alley way in question and the front of our building,

Thank you,

JC Plumbing & Heating

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: November 21, 2019

ITEM: Amended Agreement for Municipal Hazardous or Special Waste Services with Stewardship Ontario.

RECOMMENDATION: That Council adopt the amended agreement for Municipal Hazardous or Special Waste with Stewardship Ontario dated August 16, 2019.

BACKGROUND: The Town of Espanola is entered into agreements with several government-appointed entities that manage the funding for Municipal Hazardous or Special Waste (MHSW) collection and treatment/disposal. These agreements have laid out the framework around the financial reimbursements the Town receives for different hazardous wastes collected at our yearly Household Hazardous Waste Day (HHWD) event. The following are the entities the Town has MHSW agreements with and what hazardous wastes they cover:

Stewardship Ontario (SO)

- Single-use and refillable pressurized containers (propane tanks)
- Dry cell batteries

Product Care Association

- Paint & coatings

Automotive Stewardship

- Antifreeze
- Oil filters
- Empty oil containers

At this time the Provincial Government is changing the way that dry cell batteries are managed from production to treatment/disposal. They are shifting the system from a government managed and funded program to an individual producer responsibility framework. Effective June 30, 2020, the producers of dry cell batteries will be made responsible for the safe management of the waste once "used". How exactly they will do that for dry cell batteries has not yet been announced. Our 2020 HHWD event will not be affected by this change.

Effective June 30, 2021, pressurized containers managed by SO will also switch over to an individual producer responsibility framework.

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: The amending agreement submitted by Stewardship Ontario has only a few changes. It replaces the wording for the governing body from "Waste Diversion Ontario (WDO)" to "The Authority". I believe this is to get away from a specifically named governing body to a generally referenced entity as there may be changes in who that entity is, but no matter who it becomes they will be the "Authority". The other change seems to be focused around the switch-over to the individual producer responsibility framework. This will allow SO to make the changes that have been announced without changing the agreements again considering dry cell batteries are in 2020 while pressurized containers are in 2021.

This agreement looks straight forward and will allow us to continue to apply for reimbursement for wastes collected at our HHWD events until the program officially ends and switches to something else.

EXISTING POLICY: Hold a 1-day HHWD event each year on the last Saturday in April to allow Town of Espanola residents as well as our partnering neighbors to dispose of hazardous waste that is not permitted to be disposed of at a landfill. Our partnering neighbors are the Township of Sables-Spanish River, Township of Nairn-Hyman and the Township of Baldwin. The event is partially funded (approx. 70%) through the above-mentioned MHSW agreements.

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: For the 2019 event, the reimbursement for dry cell batteries collected was \$804.77. This reimbursement was shared with all of the event partnering communities. Espanola's share of this reimbursement was \$502.50 (62.44%).

IMPLEMENTATION: The agreement needs to be signed and submitted to SO by December 31, 2019.

Prepared By:

Dave Parker

Department Manager:

Joel Yusko



Thinking
beyond
the box

Stewardship Ontario

August 28, 2019

To: Head of Municipal Hazardous Waste Management

Subject: 2019 Municipal Amendment Agreement

Attached you will find a copy of the Amended Municipal Agreement for 2019. Your immediate attention to this matter is requested.

As you are aware, Stewardship Ontario has been directed by the Minister of the Environment, Conservation and Parks (MECP) to wind-up the current MHSW program. Upon wind-up, hazardous materials collected under the MHSW Program will be managed according to an individual producer responsibility (IPR) framework under the Resource Recovery and Circular Economy Act, 2016.

Under the MHSW Program, Stewardship Ontario manages the supply chain operations for single-use dry cell batteries and pressurized containers. Wind-up for single-use dry cell batteries is scheduled to take place June 30, 2020 with the remaining MHSW materials occurring on June 30, 2021.

In anticipation of the Wind-up Plan being approved on December 31, 2019, changes to the current Municipal Agreement are necessary to enable Stewardship Ontario to make payments to communities for materials that will continue under the MHSW Program after June 30, 2020, namely pressurized containers. In the absence of this amendment, Stewardship Ontario will have no mechanism to continue payments after the wind-up date for single-use batteries on June 30, 2020 and would be forced to terminate all Agreements effective that date.

Communities that wish to continue receiving payments for collecting pressurized containers after June 30, 2020 are asked sign back the Amending Agreement no later than December 31, 2019. For information regarding, you can go to <https://stewardshipontario.ca/mhsw-windup/>

Regards,

Cullen Hollister

Director of Operations – Blue Box and MHSW

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

STAFF REPORT

DEPARTMENT: Administration	DATE: November 29,2019
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ITEM: Phone System

RECOMMENDATION: Be It Resolved That: Telcom Enterprises be engaged to complete a telecommunication review and phone system RFP.
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<p>BACKGROUND: In 2013 Telcom Enterprises was hired to perform a complete telecommunications review. Telcom was able to assist in obtaining a 38% cost savings in the areas of phone lines, long distance and with the implementation of a new phone system. As telecommunications costs, through the use of new technologies keep dropping, spurred on by competition and changes in the marketplace since they completed their last review for us, they have approached Staff to complete a 2nd review, this review would also include preparing and completing a phone system RFP. Our existing phone system was installed in 2009 and is at the end of its life. We can still get support however it can be costly as repairs often have to be done onsite and the system capabilities although were satisfactory over 10 years ago are now limited.</p>
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<p>ANALYSIS: With changing technology and internal needs, Staff would like to proceed. There are many features of a system that we are interested in in order to stay in line with changing technology, the demand of our roles and of our residents/customers. It is far more feasible and less costly to complete a review at the same time as an RFP for the phone system, as they have to work with lines, possible moves etc while doing the phone system.</p> <p>Telcom Enterprises can assist from start to finish if a company is thinking of embarking on a search for a new telephone/telecommunication/voicemail system. Telcom regularly works with clients who are upgrading and replacing systems of all sizes. The following is a brief listing of the extensive involvement in assisting a client in the process of selecting a new system:</p> <ul style="list-style-type: none"> • thorough investigation and analysis of your current system including ports, lines, extensions, usage, etc. • needs analysis - this involves meeting with the municipality staff and other key personnel to assess both the shortfalls in the current system and future expansion needs. • analyze current service suppliers specifically checking for current contractual obligations • preparing a 'Request for Proposal' and ensuring that all available suppliers are sent the RFP including inviting specific suppliers as necessary to make on-site presentations. • meeting with client and suppliers who are interested in putting forth proposals • verifying and validating references of interested suppliers

Department: General Administration	Form Number: A99-01370
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- assisting the client with the procedure of choosing the 'cream of the crop'
- communicating with the selected suppliers to answer all their enquiries
- assisting the client in selecting the best system for their needs
- negotiating with the selected supplier to ensure that the client is obtaining the optimum pricing
- overseeing the installation of the new system
- verifying the end cost
- continuous contact with the client to ensure that they are fully involved and knowledgeable about the process.

Aside from relieving our clients senior staff of trying to set aside sufficient time to go through the process of investigation, analysis negotiating and obtaining a new system on their own, Telcom brings to the table our extensive expertise in the rapidly changing world of telecommunications.

Our fees for the above services is based on our experience of work involved to complete the project. I would be glad to discuss with you what my total fee to complete a comprehensive review, vendor selection and oversee the system implementation would be for your organization.

It is important to note that in the vast majority of cases, our clients have been able to offset most, if not all, of the cost of our services through the reduced price for the new system that we have been able to negotiate on their behalf.

If indeed we combine our contingency based savings review process with acquiring a new system the monthly/annualized savings we find can be applied towards the purchase of a new phone system.

Telcom estimates a new phone system for an environment such as our around \$35,000. Their consulting fees for the review and the RFP process is \$5,000 with the following options to choose from:

- A)50% of savings over 18 months
- B)50 % savings over 24 months
- C)40% over 36 months

A new phone system is a good fit for the 2019 Modernization Funding that the Town received.

EXISTING POLICY: Council Resolution

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: Approx. \$35,000 or \$540/mo to possibly come from

BUDGETED: Utilize funding

Yes

No

IMPLEMENTATION: Clerk

Prepared By:

Paula Roque

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

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments: Amount will most likely occur in 2020, therefore can be built into budget and funded from the efficiency reserve.

COUNCIL SUMMARIZED



For Period Ending 30-Nov-2019

	BUDGET	BUDGET	ACTUAL	ACTUAL	VARIANCE	VARIANCE
	2019	YEAR TO DATE	2018	2019	TO DATE	PERCENTAGE
TREASURY						
TAXATION	(7,822,292.00)	(7,170,434.33)	(8,045,473.93)	(8,131,496.64)	-961,062.31	0.13
GRANTS	(3,379,700.00)	(3,098,058.33)	(2,780,181.06)	(3,379,981.06)	-281,922.73	0.09
OTHER	(201,800.00)	(184,983.33)	(147,041.34)	(184,932.55)	50.78	0.00
EXPENSES	112,100.00	102,758.33	80,441.54	78,938.06	-23,820.27	-0.23
TRANSFER TO RESERVES	652,400.00	598,033.33	0.00	637,400.00	39,366.67	0.07
Total TREASURY	(10,639,292.00)	(9,752,684.33)	(10,892,254.79)	(10,980,072.19)	-1,227,387.86	0.13
ADMINISTRATION						
FEES, CHARGES, DONATIONS	(71,300.00)	(65,358.33)	(35,137.77)	(64,788.03)	570.30	-0.01
TRANSFER FROM RESERVES	(130,000.00)	(119,166.67)	(10,000.00)	0.00	119,166.67	-1.00
COUNCIL	248,470.00	225,930.83	287,248.96	206,082.90	-19,847.93	-0.09
ADMINISTRATION	1,285,390.00	1,178,274.17	1,010,577.95	1,023,028.77	-155,245.40	-0.13
POLICE SERV TRANSITION/STRATEGIC INITI	10,000.00	9,166.67	1,769,880.29	9,212.32	45.65	0.00
CAPITAL	0.00	0.00	(6,637.17)	0.00	0.00	0.00
AMORTIZATION	10,000.00	9,166.67	0.00	0.00	-9,166.67	-1.00
COMMUNITY SAFETY AND WELL-BEING	0.00	0.00	0.00	225.00	225.00	0.00
Total ADMINISTRATION	1,350,560.00	1,238,013.33	3,015,932.26	1,173,760.96	-64,252.37	-0.05
FIRE SERVICES						
REVENUE	(6,000.00)	(5,500.00)	(13,289.03)	(2,816.01)	2,683.99	-0.49
OFFICE OPERATIONS	17,200.00	15,766.67	9,246.33	12,483.29	-3,283.38	-0.21
ADMINISTRATION	163,750.00	150,104.17	149,817.44	137,561.28	-12,542.89	-0.08
INSPECTIONS	5,200.00	4,766.67	5,509.75	5,562.38	795.71	0.17
VOLUNTEERS	118,010.00	108,175.83	69,614.62	65,358.57	-42,817.26	-0.40
FACILITY MAINTENANCE	41,100.00	37,675.00	18,727.52	35,291.42	-2,383.58	-0.06
OTHER	6,400.00	5,866.67	5,816.40	5,949.60	82.93	0.01
VEHICLES & EQUIP	16,430.00	15,060.83	9,399.21	26,203.31	11,142.48	0.74
DISPATCH	25,000.00	22,916.67	9,394.30	15,450.13	-7,466.54	-0.33
TRANSFER TO RESERVES	0.00	0.00	0.00	18,663.00	18,663.00	0.00
AMORTIZATION	24,000.00	22,000.00	0.00	0.00	-22,000.00	-1.00
CAPITAL RESERVE TRANSFERS	(1,818,000.00)	(1,666,500.00)	0.00	(1,806,521.04)	-140,021.04	0.08
CAPITAL	1,918,000.00	1,758,166.67	690,262.02	1,948,247.60	190,080.93	0.11
Total FIRE SERVICES	511,090.00	468,499.17	954,498.56	461,433.53	-7,065.64	-0.02
POLICE SERVICES						
POLICE SERVICES BOARD	67,650.00	62,012.50	100,406.81	46,157.51	-15,854.99	-0.26
OPERATIONS	2,286,217.00	2,095,698.92	2,319,943.54	1,841,370.13	-254,328.79	-0.12
CAPITAL	0.00	0.00	(15,174.78)	(5,000.00)	-5,000.00	0.00
Total POLICE SERVICES	2,353,867.00	2,157,711.42	2,405,175.57	1,882,527.64	-275,183.78	-0.13
BUILDING SERVICES						

COUNCIL SUMMARIZED



For Period Ending 30-Nov-2019

	BUDGET	BUDGET	ACTUAL	ACTUAL	VARIANCE	VARIANCE
	2019	YEAR TO DATE	2018	2019	TO DATE	PERCENTAGE
General Operating Fund						
PERMITS AND FEES	(140,700.00)	(128,975.00)	(445,197.50)	(91,588.06)	37,386.94	-0.29
BUILDING INSPECTION SERVICES	242,190.00	222,007.50	205,565.73	184,374.89	-37,632.61	-0.17
SHARED SERVICES	(12,300.00)	(11,275.00)	(12,013.25)	(4,231.38)	7,043.62	-0.62
PROPERTY STANDARDS	12,800.00	11,733.33	15,534.98	1,389.29	-10,344.04	-0.88
BYLAW ENFORCEMENT	43,830.00	40,177.50	33,832.11	48,011.29	7,833.79	0.19
ELECTRICAL INSPECTIONS	6,030.00	5,527.50	5,948.13	5,948.13	420.63	0.08
EMERGENCY PLANNING	10,090.00	9,249.17	3,904.91	8,999.29	-249.88	-0.03
HEALTH & SAFETY	2,600.00	2,383.33	1,336.26	2,515.06	131.73	0.06
911 EMERGENCY CALLING	3,000.00	2,750.00	9,032.28	2,849.32	99.32	0.04
TRANSFER TO RESERVE	2,700.00	2,475.00	0.00	0.00	-2,475.00	-1.00
AMORTIZATION	3,000.00	2,750.00	0.00	0.00	-2,750.00	-1.00
TRANSFER FROM RESERVES	(56,000.00)	(51,333.33)	0.00	(56,000.00)	-4,666.67	0.09
Total BUILDING SERVICES	117,240.00	107,470.00	(182,056.35)	102,267.83	-5,202.17	-0.05
PROVINCIAL OFFENCES						
ESPANOLA FEES	(440,500.00)	(403,791.67)	(392,095.08)	(305,803.33)	97,988.34	-0.24
ESPANOLA EXPENDITURES	396,527.00	363,483.08	275,617.91	226,780.41	-136,702.67	-0.38
ELLIOT LAKE & BLIND RIVER FEES	(389,000.00)	(356,583.33)	(356,659.13)	(230,098.90)	126,484.43	-0.35
ELLIOT LAKE & BLIND RIVER EXPENDITURES	389,000.00	356,583.33	213,527.29	212,495.45	-144,087.88	-0.40
Total PROVINCIAL OFFENCES	(43,973.00)	(40,308.58)	(259,609.01)	(96,626.37)	-56,317.79	1.40
TRANSPORTATION						
TRANSFER FROM RESERVES	(588,995.00)	(539,912.08)	0.00	(18,663.00)	521,249.08	-0.97
OPERATIONS	867,250.00	794,979.17	759,510.77	794,067.34	-911.83	0.00
MACHINERY, VEHICLES & EQUIPMENT	264,510.00	242,467.50	234,216.84	252,447.83	9,980.33	0.04
SERVICES	0.00	0.00	(51.00)	(165.00)	-165.00	0.00
ROADS - PAVED	249,000.00	228,250.00	220,273.30	211,037.06	-17,212.94	-0.08
ROADS - UNPAVED	145,000.00	132,916.67	115,494.03	126,494.60	-6,422.07	-0.05
BRIDGES & CULVERTS	35,000.00	32,083.33	26,994.48	24,400.97	-7,682.36	-0.24
TRAFFIC OPERATIONS AND ROADSIDE	68,250.00	62,562.50	61,533.39	50,454.83	-12,107.67	-0.19
SCHOOL CROSSING GUARDS	27,000.00	24,750.00	20,200.45	24,032.63	-717.37	-0.03
WINTER CONTROL	412,375.00	378,010.42	301,818.61	375,156.69	-2,853.73	-0.01
STREETLIGHTS	64,175.00	58,827.08	39,274.69	43,931.09	-14,895.99	-0.25
CAPITAL	903,495.00	828,203.75	903,972.04	947,319.42	119,115.67	0.14
Total TRANSPORTATION	2,447,060.00	2,243,138.33	2,683,237.60	2,830,514.46	587,376.13	0.26
SEWER SERVICES						
FEES	(1,266,900.00)	(1,161,325.00)	(1,063,286.01)	(1,044,968.41)	116,356.59	-0.10
PLANT OPERATIONS	827,425.00	758,472.92	638,546.30	657,227.30	-101,245.62	-0.13
DISTRIBUTION	96,000.00	88,000.00	60,631.81	53,914.96	-34,085.04	-0.39
STORM SEWER	88,500.00	81,125.00	74,512.94	41,880.53	-39,244.47	-0.48
FINANCING	100,000.00	91,666.67	99,018.88	99,018.88	7,352.21	0.08
AMORTIZATION	352,125.00	322,781.25	0.00	0.00	-322,781.25	-1.00

COUNCIL SUMMARIZED



For Period Ending 30-Nov-2019

	BUDGET	BUDGET	ACTUAL	ACTUAL	VARIANCE	VARIANCE
	2019	YEAR TO DATE	2018	2019	TO DATE	PERCENTAGE
Water and Sewer Capital Fund						
RESERVE TRANSFERS	(359,000.00)	(329,083.33)	0.00	0.00	329,083.33	-1.00
CAPITAL GRANTS	0.00	0.00	(73,551.00)	0.00	0.00	0.00
CAPITAL	185,000.00	169,583.33	90,109.92	0.00	-169,583.33	-1.00
Total SEWER SERVICES	23,150.00	21,220.83	(174,017.16)	(192,926.74)	-214,147.57	-10.09
WATER SERVICES						
FEES	(1,550,500.00)	(1,421,291.67)	(1,241,816.06)	(1,201,768.83)	219,522.84	-0.15
PLANT OPERATIONS	889,525.00	815,397.92	568,412.08	646,550.77	-168,847.15	-0.21
DISTRIBUTION	205,800.00	188,650.00	149,156.24	115,286.99	-73,363.01	-0.39
FINANCING	100,000.00	91,666.67	99,018.88	99,018.88	7,352.21	0.08
SERVICE LOCATES	15,250.00	13,979.17	8,509.31	4,966.74	-9,012.43	-0.64
ELEVATED STORAGE	37,375.00	34,260.42	1,875.83	29,398.77	-4,861.65	-0.14
AMORTIZATION	440,000.00	403,333.33	0.00	0.00	-403,333.33	-1.00
CAPITAL GRANTS	(326,300.00)	(299,108.33)	(1,689,242.55)	(65,884.37)	233,223.96	-0.78
TRANSFER FROM RESERVES	(467,000.00)	(428,083.33)	0.00	0.00	428,083.33	-1.00
CAPITAL	632,700.00	579,975.00	1,995,649.18	506,410.79	-73,564.21	-0.13
Total WATER SERVICES	(23,150.00)	(21,220.83)	(108,437.09)	133,979.74	155,200.57	-7.31
ENVIRONMENTAL SERVICES						
GARBAGE COLLECTION AND DISPOSAL	25,100.00	23,008.33	18,745.10	18,035.08	-4,973.25	-0.22
GARBAGE COLLECTION	162,000.00	148,500.00	157,388.26	147,281.48	-1,218.52	-0.01
LANDFILL	273,000.00	250,250.00	272,826.71	272,826.72	22,576.72	0.09
HOUSEHOLD HAZARDOUS WASTE DAY	11,450.00	10,495.83	11,770.83	10,417.45	-78.38	-0.01
LEAF & YARD WASTE DEPOT	11,600.00	10,633.33	4,826.04	6,737.92	-3,895.41	-0.37
RECYCLING	58,425.00	53,556.25	47,706.18	44,809.62	-8,746.63	-0.16
Total ENVIRONMENTAL SERVICES	541,575.00	496,443.75	513,263.12	500,108.27	3,664.52	0.01
HEALTH SERVICES						
SUDBURY & DISTRICT HEALTH UNIT	195,030.00	178,777.50	189,408.00	195,036.00	16,258.50	0.09
DOCTOR RECRUITMENT	20,000.00	18,333.33	20,000.00	20,000.00	1,666.67	0.09
MSDSB - LAND AMBULANCE	702,100.00	643,591.67	659,384.87	643,563.25	-28.42	0.00
CEMETERY	17,270.00	15,830.83	10,186.33	30,805.99	14,975.16	0.95
AMORTIZATION	3,700.00	3,391.67	0.00	0.00	-3,391.67	-1.00
Total HEALTH SERVICES	938,100.00	859,925.00	878,979.20	889,405.24	29,480.24	0.03
SOCIAL SERVICES						
MSDSB - GEN ASSIST AND HOUSING	418,810.00	383,909.17	347,096.88	383,909.13	-0.04	0.00
CARE VAN	48,525.00	44,481.25	(9,510.63)	34,840.73	-9,640.52	-0.22
AMORTIZATION	10,000.00	9,166.67	0.00	0.00	-9,166.67	-1.00
SENIOR CITIZENS	6,650.00	6,095.83	6,583.13	5,605.00	-490.83	-0.08
MSDSB - CHILDCARE	68,870.00	63,130.83	61,749.38	61,297.50	-1,833.33	-0.03
TRANSFER FROM RESERVES	(30,000.00)	(27,500.00)	0.00	0.00	27,500.00	-1.00

COUNCIL SUMMARIZED



For Period Ending 30-Nov-2019

	BUDGET	BUDGET	ACTUAL	ACTUAL	VARIANCE	VARIANCE
	2019	YEAR TO DATE	2018	2019	TO DATE	PERCENTAGE
General Operating Fund						
Total SOCIAL SERVICES	522,855.00	479,283.75	405,918.76	485,652.36	6,368.61	0.01
LEISURE SERVICES						
OUTDOOR RINK	9,850.00	9,029.17	5,029.91	6,843.07	-2,186.10	-0.24
TENNIS COURTS	4,380.00	4,015.00	11,557.93	2,492.96	-1,522.04	-0.38
BALL PARKS	46,150.00	42,304.17	24,539.08	31,317.99	-10,986.18	-0.26
TRACK & FIELD	8,570.00	7,855.83	6,746.29	7,992.51	136.68	0.02
PLAYGROUNDS	14,440.00	13,236.67	20,086.04	10,821.14	-2,415.53	-0.18
CLEAR LAKE BEACH	11,750.00	10,770.83	25,843.56	11,033.23	262.40	0.02
COMMUNITY PARKS	17,470.00	16,014.17	15,229.28	13,879.42	-2,134.75	-0.13
PROGRAMMING	227,500.00	208,541.67	198,375.08	195,113.87	-13,427.80	-0.06
COMPLEX OFFICE OPERATIONS	141,980.00	130,148.33	112,653.42	119,484.19	-10,664.14	-0.08
BUILDING & FACILITY	679,085.00	622,494.58	477,060.03	539,637.67	-82,856.91	-0.13
POOL	114,560.00	105,013.33	109,375.39	99,525.69	-5,487.64	-0.05
FITNESS	(64,220.00)	(58,868.33)	(46,646.99)	(35,192.73)	23,675.60	-0.40
SQUASH	(3,100.00)	(2,841.67)	(1,822.97)	(1,230.20)	1,611.47	-0.57
ARENA	(53,890.00)	(49,399.17)	(67,422.56)	(30,815.89)	18,583.28	-0.38
FACILITY RENTALS	(21,770.00)	(19,955.83)	(17,756.76)	(25,331.28)	-5,375.45	0.27
PARKS & REC EQUIPMENT	10,450.00	9,579.17	9,780.17	8,344.52	-1,234.65	-0.13
AMORTIZATION	267,850.00	245,529.17	0.00	0.00	-245,529.17	-1.00
CAPITAL	0.00	0.00	3,429.32	0.00	0.00	0.00
Total LEISURE SERVICES	1,411,055.00	1,293,467.08	886,056.22	953,916.16	-339,550.92	-0.26
LIBRARY SERVICES						
LIBRARY COLLECTIONS	283,787.00	260,138.08	252,389.99	271,104.26	10,966.18	0.04
SUMMER STUDENTS	10,861.00	9,955.92	14,488.43	12,339.43	2,383.51	0.24
AMORTIZATION	2,800.00	2,566.67	0.00	0.00	-2,566.67	-1.00
Total LIBRARY SERVICES	297,448.00	272,660.67	266,878.42	283,443.69	10,783.02	0.04
COMMUNITY EVENTS						
SANTA CLAUS PARADE	3,960.00	3,630.00	2,332.81	2,821.24	-808.76	-0.22
WINTER CARNIVAL	7,060.00	6,471.67	2,727.15	7,721.67	1,250.00	0.19
JULY 1ST	5,290.00	4,849.17	4,007.75	3,648.48	-1,200.69	-0.25
COMMUNITY EVENTS	13,330.00	12,219.17	4,596.40	14,777.58	2,558.41	0.21
BEAUTIFICATION	43,060.00	39,471.67	37,949.47	42,948.34	3,476.67	0.09
HISTORICAL PARK	0.00	0.00	(39,317.73)	34,684.16	34,684.16	0.00
Total COMMUNITY EVENTS	72,700.00	66,641.67	12,295.85	106,601.47	39,959.80	0.60
PLANNING AND DEVELOPMENT						
PLANNING	25,760.00	23,613.33	13,347.88	10,807.26	-12,806.07	-0.54
ECONOMIC DEVELOPMENT	181,570.00	166,439.17	59,285.84	61,893.05	-104,546.12	-0.63
AMORTIZATION	3,945.00	3,616.25	0.00	0.00	-3,616.25	-1.00
CAPITAL	0.00	0.00	0.00	(17,305.05)	-17,305.05	0.00

COUNCIL SUMMARIZED



For Period Ending 30-Nov-2019

	BUDGET	BUDGET	ACTUAL	ACTUAL	VARIANCE	VARIANCE
	2019	YEAR TO DATE	2018	2019	TO DATE	PERCENTAGE
General Operating Fund						
TRANSFER TO RESERVES	(91,560.00)	(83,930.00)	0.00	(10,125.12)	73,804.88	-0.88
Total PLANNING AND DEVELOPMENT	119,715.00	109,738.75	72,633.72	45,270.14	-64,468.61	-0.59
TRUST FUNDS						
CEMETERY	0.00	0.00	(11,492.15)	(10,037.50)	-10,037.50	0.00
OTHER	0.00	0.00	(846.93)	(41,042.83)	-41,042.83	0.00
Total TRUST FUNDS	0.00	0.00	(12,339.08)	(51,080.33)	-51,080.33	0.00
Surplus (-) / Deficit	0.00	0.00	466,155.80	(1,471,824.14)	-1,471,824.14	0.00

COUNCIL SUMMARIZED



For Period Ending 30-Nov-2019

Report Options Accounts : All

Cost Center 1 : Selective

Cost Center 2 : All

Cost Center 3 : All

Start CC1 Code: ?????

End CC1 Code: ?????

Unposted Included

Rollup Accounts Selected

Summarize Cost Centers Selected

Consolidated Selected

Group Level Selected

Group Total Selected

Sub Group Level Selected

Sub Group Total Selected

Print Surplus(-)/Deficit Selected