



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, December 11, 2018**  
**Council Chambers**

100 Tudhope Street  
**7:30 pm**



## **Espanola Council AGENDA**

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, December 11, 2018** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

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7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

**Please note this meeting will be streamed.**

**Disclosure of Pecuniary Interest and General Nature Thereof**

**PUBLIC HEARINGS**

None

**DELEGATIONS**

Sue Bennett-Hamilton, Letter of Concern regarding pool programming

**QUESTION PERIOD**

**PART 1 - CONSENT AGENDA**

Resolution Prepared Adopting Resolutions for  
Items **A1** to **F7** inclusive contained in the Consent Agenda

- CA-018-19 Be It Resolved That: Items A1 to F7 inclusive contained in Part 1, Consent Agenda be adopted.

**Adoption of Minutes**

**A1 Special Meeting of Council of November 12, 2018**

**A2 Regular Meeting of Council of November 13, 2018**

**A3 Inaugural Meeting of Council of December 4, 2018**

- 18-183 Be It Resolved That: The following Minutes are hereby received; Special Meeting of Council of November 12, 2018; Regular Meeting of Council of November 13, 2018 and;  
The Inaugural Meeting of Council of December 4, 2018 is hereby accepted.

**Board and Committee Reports**

None

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

None

**Business Arising from Board and Committees**

None

## **Bylaws and Resolutions**

**The following bylaws will be read and passed.**

### **E1 Bylaw No. 2887/18**

- 18-184 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 13, 2018.

## **Reports**

### **F1 Public Works Departmental Report for October 2018**

### **F2 Leisure Services Departmental Report for October 2018**

### **F3 Economic Development Departmental Report for October 2018**

### **F4 Building Services Departmental Report for October 2018**

### **F5 Fire Services Departmental Report for October 2018**

### **F6 Manitoulin-Sudbury District Services Board Meeting Minutes of November 22, 2018 – Unapproved**

### **F7 Public Health Sudbury & Districts Meeting Minutes of November 22, 2018 – Unapproved.**

- 18-185 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for October 2018; Leisure Services Department Departmental Report for October 2018; Economic Development Department Departmental Report for October 2018; Building Department Departmental Report for October 2018; Fire Department Departmental Report for October 2018; Manitoulin-Sudbury District Services Board Meeting Minutes of November 22, 2018 – Unapproved; Public Health Sudbury & Districts Meeting Minutes of November 22, 2018 – Unapproved.

## **PART II - REGULAR AGENDA**

## **Bylaws and Resolutions**

### **G1 Recommendation regarding Staffing Shortage/Aquatics**

- 18-186 Be It Resolved That: Council approve the addition of a full-time lifeguard.

### **G2 Recommendation regarding Casual Crossing Guard Pool**

- 18-187 Be It Resolved That: Council approve hiring additional casual crossing guards.

**G3 Recommendation regarding General Insurance and Risk Management Services**

18-188 Be It Resolved That: The proposal from MIS Municipal Insurance Services be adopted for property & Liability Insurance and a Bylaw be prepared to execute the agreement.

**G4 Recommendation regarding Council Remuneration**

- 18-189 Be It Resolved That: As a result of the federal government's decision to eliminate the current one-third non-taxable allowance for Municipal Councils effective January 1, 2019, Schedule "A" of Bylaw 2834/18 which provides that one-third of the remuneration paid be deemed as expenses incident to the discharge of their duties as members of council or local board be repealed effective January 1, 2019; and THAT Council Remuneration Option#\_\_\_\_\_ as outlined in the Analysis Section be approved effective January 1, 2019; and THAT the Bylaw be updated to reflect these changes.

**G5 Recommendation regarding New Street Name**

- 18-190 Be It Resolved That: The access road through Brentwood Village off of Queensway Avenue be name Yusko Crescent.

**G6 Recommendation regarding POA Outstanding Fines**

- 18-191 Be It Resolved That: Staff write off the attached list of files that have been in default since prior to the transfer in 1999 up to and including 2000.

**G7 Recommendation regarding Board of Health for Public Health Sudbury & Districts**

- 18-192 For Discussion and Resolution

**G8 Recommendation regarding Municipal Cannabis Update**

- 18-193 For Information and Direction

**G9 Recommendation regarding January Council and Committee Meeting Dates**

- 18-194 Be It Resolved That: The January 2019 Council and Committee Meetings be moved back one week in order that no meetings are cancelled due to the January 1<sup>st</sup> Statutory holiday.  
January 2019 Meeting dates would be:  
Corporate Services Committee Meeting January 8, 2019  
Community Services Committee Meeting January 22, 2019  
Regular Meeting of Council January 15, 2018 and January 29, 2019

**G10 Recommendation regarding Meeting Times**

- 18-195 Be It Resolved That: The Regular Meeting of Council start time to be changed to \_\_\_\_\_ pm effective January 29<sup>th</sup>, 2019;

The Corporate Services Committee Meetings start time be changed to \_\_\_\_\_ pm effective January 8, 2019;

The Community Services Committee Meetings start time be changed to \_\_\_\_\_ pm effective January 22, 2019;

The Procedural Bylaw be amended to reflect these changes.

**Correspondence For Information Only**

**H1 Staff Report regarding Firehall Roof**

**Information**

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

Cheque register for November 2018

Mike Mantha MPP correspondence re: congratulations

Espanola Friendship Circle News

Union Gas correspondence re: congratulations

MMAH correspondence re: congratulations/working together

MMAH correspondence re: Housing Supply

MOF correspondence re: Cannabis Implementation Fund

**Conference and Conventions**

ROMA - Jan 27-29, 2019; Toronto ON

**Mayor and Councillor Reports and Announcements**

**Future Council/Committee Meetings**

See Items G9 & G10

**Adjournment**



December 4<sup>th</sup>, 2018.

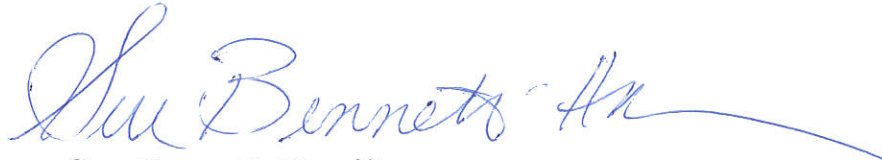
To the Espanola Town Council,

I am writing to request to be on the agenda for the next Town council meeting on Dec. 11<sup>th</sup>.

I have been collecting signatures re our current problems with pool programming due to lack of lifeguards and instructors.

As a former phys. ed. teacher at the high school and a person who is very interested in the health and fitness of members of our community and surrounding areas, I would greatly appreciate a few minutes to address this very important issue.

I have attached a copy of the letter of concern which patrons have been signing. Thank you so much for your consideration of this very important issue.

A handwritten signature in blue ink, reading "Sue Bennett-Hamilton". The signature is fluid and cursive, with a long horizontal line extending to the right.

Sue Bennett-Hamilton



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

**Council Chambers  
Municipal Office**

**November 12, 2018  
11:00 am**

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**His worship Mayor Piche presided over the meeting.**

**Disclosure of pecuniary interest and general nature thereof.**

**Present:** Councillors R. Dufour; K. Duplessis, R. Duplessis, B. Foster, H. Mallot

P. Cassan, Lawyer, Wishart Law Firm LLP  
Nuala Kenny, Lawyer, Wishart Law Firm LLP

C. Townsend, CAO/Treasurer  
P. Roque, Clerk

**Absent:** Councillor B Yocom

**In Camera**

**R. Piche – B. Foster**

Be It Resolved That:

1. 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:
  - Advice that is subject to solicitor-client privilege and communications necessary for that purpose;
  - Solicitor-client information.

Time: 11:00 am

**Carried**

**Resume Special  
Meeting**

**H. Malott – K. Duplessis**

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

Time: 12:45 pm

**Carried**

Councillors K Duplessis, H Malott, R Dufour and R Duplessis declared a conflict with the following motion and left council chambers

**Integrity  
Commissioners  
Report**

**R. Piche – B. Foster**

Be It Resolved That: Council hereby resolves to defer the decision on how to deal with the Integrity Commissioner's

recommendations to new council on January 15, 2019.

**Carried**

The Council members who declared a conflict returned to council chambers.

**Adjournment**

**R. Duplessis - Foster**

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

Time: 12:51pm

**Carried**

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R. Piche  
Mayor

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P. Cassan  
Clerk Delegate

Unapproved



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

**Council Chambers  
Municipal Office**

**November 13, 2018  
7:30 pm**

**His Worship Mayor Piche presided over the meeting.**

**Present:**

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

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

**Absent:**

Councillor B Yocom

The Mayor called the meeting to order.

Disclosure of pecuniary interest and the general nature thereof.

**Public Hearing**                      **None**

**Delegations/Petitions**      **None**

**Question Period**

**CONSENT AGENDA**

**CA-018-18 R. Duplessis – R. Dufour**

Be It Resolved That: Items A1 to F4 contained in Part 1  
Consent Agenda be adopted.

**Carried**

**Items A1-A3  
Council Minutes**

**18-175 R Dufour – R. Duplessis**

Be It Resolved That: The following Minutes are hereby  
accepted; Regular Meeting of Council of October 9, 2018;  
Special Meeting of Council of October 9, 2018.

**Carried**

**Board and Committee Reports**

**Item B1  
Committee Minutes**

**18-176 R Duplessis – R Dufour**

Be It Resolved That: The following Minutes are hereby received;  
Corporate Services Committee Meeting Minutes of November 6,  
2018.

**Carried**

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

None

**Business Arising from Board and Committees**

Corporate Services Committee Meeting of November 6, 2018

**Item D1**  
**Council**  
**Correspondence**  
**Policy**

**18-177R. Dufour – R Duplessis**

Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy #00-01870 be adopted as presented.

**Carried**

**Bylaws and Resolutions**

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

**18-178 H Malott – R. Duplessis**

Be It Resolved That: Bylaw No 2885/18 be adopted; being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 30, 2018.

**Carried**

**Reports**  
**Item F1-F4**

**18-179 R Duplessis – H Malott**

Be It Resolved That: The following reports are hereby received; POA Department Departmental Report for July - September 2018; Public Health Sudbury & Districts Meeting Minutes of October 18, 2018; Joint Health and Safety Meeting Minutes of October 4, 2018; Non profit Housing Corporation Meeting Minutes of September 5, 2017; November 6, 2017; January 8, 2018; March 12, 2018; April 2, 2018; May 28, 2018; September 6, 2018 and November 5, 2018.

**Carried**

**PART II**  
**REGULAR AGENDA**  
**Bylaws and Resolutions**

**Item G1**  
**IamResponding.com**  
**System**

**18-180 H Malott – R Dufour**

Be It Resolved That: Bylaw No 2886/18 be adopted; being a Bylaw to Amend Bylaw No 2874/18 allowing Northern 911 to use the IamResponding.com system for Fire Dispatch

**Carried**

Councillor K Duplessis tabled a Notice of Motion for reconsideration.

**Item G2**  
**Notice of Motion**  
**For Reconsideration**

**18-181 K Duplessis – R Dufour**

Be It Resolved That: Notice of Motion of Reconsideration Re: Bylaw No 2880/18 being a bylaw to adopt "Council's New Vision"

**Carried**

Councillor K Duplessis provided his reasoning behind bringing these items forward.

**Item G3**  
**Notice of Motion**  
**Council's New Vision**

**18-182 K Duplessis – R Duplessis**

Be It Resolved That: Bylaw No 2880/18 being a Bylaw to adopt "Council's New Vision" be deferred to allow the next council to make that decision.

**Carried**

**Correspondence For Information Only**

**None**

**Information**

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

September Cheque Register  
Espanola Public Library Strategic Plan 2018-2022

**Conference and Conventions**

**None**

**Mayor and Councillors Reports and Announcements**

**Mayor Piche**

Mayor Piche stated that he felt it was a privilege to serve a term as Espanola's Mayor and wanted to thank all the citizens of the community.

**Remembrance Day**

Councillor Malott commended everyone involved in the Remembrance Day ceremony.

**MSDSB**

Councillor K Duplessis advised that the MSDSB has set their 2019 budget with an increase of 1.13%

**Future Council Meetings**

Community Services Committee Meeting of November 20, 2018 @ 3:00 pm  
Regular Meeting of Council of November 27, 2018 @ 7:30 pm  
Mayor Piche advised that he would like to have a motion to cancel the Regular Meeting as there is nothing on the agenda at this time. The Clerk prepared the motion.

**Ron Piche – R Dufour**

Be It Resolved That: Under section 22.1 of the Procedure Bylaw the Regular Meeting of Council of November 27<sup>th</sup> be cancelled, If matter that require Council's immediate attention arise, a Special Meeting of Council will be called.

**Carried**

**Adjournment**

**H Malott – R Duplessis**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:43 pm

**Carried**

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Ron Piche  
Mayor

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Paula Roque  
Clerk

Unapproved



**INAUGURAL MEETING OF COUNCIL  
OF THE TOWN OF ESPANOLA**

**Council Chambers  
Municipal Office**

**December 4, 2018  
7:30 pm**

**Her worship Mayor Beer presided over the meeting.**

**Disclosure of pecuniary interest and general nature thereof.**

**Present:**

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

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

Jason Snider, Lead Pastor, Queensway Pentecostal Church

The Clerk opened the meeting, welcomed everyone in attendance and explained that in order to ensure there was a Head of Council in place prior to tonight's swearing in, Mayor Beer took her oath on November 29, 2018. The Clerk then called Mayor Beer to the front where she received the Chain of Office and proceeded to administer the oaths to the remaining council members.

**Appointment of  
Deputy Mayor**

**H Malott – R Dufour**

Be It Resolved That:

Councillor Bill Foster is appointed as Deputy Mayor for a one year term.

**Carried**

**Board and Committee  
Appointments**

**B Foster – S Hayden**

Be It Resolved That:

The following board and committee appointments are hereby accepted:

**Corporate Services Committee**

Bill Foster

Ken Duplessis

Maureen  
Van Alstine

**Community Services Committee**

Sandra Hayden

Heather Malott

Ray Dufour

**Police Services**

Jill Beer

Bill Foster

**Non Profit Housing**

Maureen Van Alstine

Bill Foster

**Hydro**

Heather Malott

Ken Duplessis

**MS DSSAB**

Jill Beer

Maureen Van Alstine

**Library**

Ken Duplessis

Ray Dufour

**Recreation**

Sandra Hayden

**Lacloche Foothills Municipal Association**

Jill Beer

**Carried**

Mayor Beer invited Jason Snider, Lead Pastor of the Queensway Pentecostal Church to come forward to provide blessings to the new Council.

Mayor Beer opened the floor to Council inviting any comments. There were none, the Mayor then read the motion to adjourn the meeting.

**Adjournment**

**K Duplessis – M Van Alstine**

Be It Resolved That: The Special Meeting of Council is hereby adjourned. Time: 7:42 pm

**Carried**

J. Beer  
Mayor

P. Roque  
Clerk





**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2887/18**

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1<sup>st</sup>, 2018, held on: November 13, 2018 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 11th day of December 2018.

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J. Beer  
Mayor

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Paula Roque  
Clerk

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

# DEPARTMENTAL REPORT

**DEPARTMENT: Public Works**

**MONTH: October 2018**

## PROJECT STATUS:

- **Bio-Solids:** Draft report November 26, 2018.
- **Water Meters:** Review of consumption has been delayed.
- **Asset Management:**
- **Hwy 6/Centre St.:** Made all final water connections throughout the project (6 total). Completed roadway paving. Outstanding items for 2018 are property restorations, line painting and traffic lights at Second Ave.
- **IRP Phase 2A:** Project is substantially complete for the 2018 construction season. Outstanding items for 2019 are surface asphalt and swale as well as property restorations.

## TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including patching, sign installations and repairs, street sweeping, brushing & tree removal, shouldering, grading, garbage/debris pick-up, and repairing culverts & washouts.
- Installed culvert and property markers.
- Filled sand boxes with winter sand.

## EQUIPMENT:

- #2 Trackless was down from October 2<sup>nd</sup> to 10<sup>th</sup> due to the tip-over damages.
- #30 Flusher Truck was down from October 23<sup>rd</sup> – 31<sup>st</sup> due to fluid coupler leak on secondary motor.
- Trackless demonstration was held on October 26, 2018 at the Public Works Garage for a boom mower/brusher attachment.

## ENVIRONMENTAL:

- Yard Waste Depot continues to be open for use.
- Removed garbage cans from summer locations.

**BEAUTIFICATION:**

- Decommissioned flowerbeds.

**CEMETERY:**

- Continued with burials, monument layouts and maintenance.

**BALL FIELDS/PARKS/CLEAR LAKE BEACH:**

- Prepared and maintained fields.
- Repaired board at outdoor rink.
- Removed volleyball nets for the season.
- Painted basketball court lines and removed nets at outdoor rink.
- Graded track and field.
- Removed wheelchair mat at Clear Lake Beach for the season.
- Filled in C field outfield depressions.
- Added topsoil and repaired Pinegrove Park.

**WATER & SEWER:**

- Sanitary sewer and storm sewer flushing.
- Repaired catch basins.
- Repaired and winterized hydrants.
- The fall flushing program was completed on October 2, 2018.
- There was one complaint of low water pressure. It was related to the water main flushing program.
- There was one complaint of no water. Problem was on the owner's side.
- Fire Hall Water & Sewer service installations prep.
- Petro Hydrant Repair prep.

**INTER DEPARTMENTAL:**

- Maintained vehicles and equipment for other departments.
- Various tasks to assist police with move out/disband.
- Assist Complex with Pumpkin Festival.
- Assist police (OPP) with temporary shelter removal at Black Creek.
- Change signs for Economic Development.

**COMPLAINTS/COMPLIMENTS:**

- There were no other complaint or compliments for the month of October (Only the 2 water complaints listed above).

**EMPLOYEE STATUS:**

- A Public Works employee is off on long term disability since March.
- A Public Works employee was transferred to the Complex to fill a temporary vacancy.
- Ten employees attended Working at Heights refresher course in Espanola on October 9, 2018.
- Three employees attended #10 Truck Crane Operation course in Sudbury on October 10, 2018.

- Eight employees attended Winter Maintenance training in Elliot Lake on October 15 & 16, 2018.
- PWD safety meeting was held on October 17, 2018.
- Began in-house winter training.
- A High School Co-op student started on October 24, 2018.

**VISITORS:**

- Two blue boxes were issued during the month of October.

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 2018
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## **Building**

- The slide has been closed since October 15<sup>th</sup> due to pump failure.

## **Outdoor Rink**

- Broken Rink boards have been replaced and painted in preparation for the coming season

## **Pool**

- Daytime aquafit numbers are consistently strong (see attached numbers)
- Resignation of an adult lifeguard & class instructor puts sustainable daytime programming at risk. Department faces the challenge to attract & replace the position with a qualified and experienced mature candidate
- Department was able to secure an instructor for Paddle Board Yoga which attracted 6 registrants and 12 drop-ins
- Oct 14 Free Shelly Rec swim attracted 53 participants
- Oct 22-27 was clothing week for swimming lessons and was successful in educating approximately 200 children about unexpected falls into water
- Oct 29 Shelley Newton Haunted Hall swim had 75 participants
- the bronze medallion and bronze cross courses had 7 successful participants finishing Oct 21

## **Arena**

- continue to be successful at proactively reaching out to prospective ice renters to fill ice schedule

## **Pickle Ball**

- Department supports the growth of the sport by applying for indoor court space under the reciprocal agreement with the Rainbow School Board – indoor play will begin in November
- Currently 46 pickle ball players in total who continue to use the outdoor courts on sunny days
- Volunteers have been instrumental in growing the sport

## **Squash Court**

- The squash courts had zero drop-ins for October and no new memberships
- Membership usage is on the decline despite offers of free lessons to all ages and the free loan of equipment to youth. This trend is consistent throughout the province. Some former squash players have switched to pickle ball players

because it is easier to play and more social.

## **Fitness Centre**

### **Facility rentals**

- Cross Fit Class closes due to insufficient numbers
- Lunch Yoga Program may not be sustainable due to insufficient numbers

## **Events**

### **Annual Pumpkin Festival**

- This year's festival attracted two more event sponsors; EACOM & KPMG
- EACOM Timer Corporation provided wood crafts & a scavenger hunt for kids & have committed to returning as a sponsor next year
- KPMG sponsored face painting for kids
- PUC Services provided free clothes lines & energy tips & have committed to return in 2019
- Returning sponsor OCWA provided the heritage events
- Carver Kings returned this year but are unwilling to commit to next year as they feel they may have exhausted the market
- The Espanola Hospital Auxiliary reports on another successful Pumpkin Pancake Breakfast serving 200 and are enthusiastic to return next year
- The Eat Local Farmers Market gives the BIG 2 Thumbs Up!
- The Town of Espanola partnered with the Espanola Lions Club & Masons to offer dinner and entertainment featuring Beer, Beans Brats & Something Pumpkin & music by Elijah & the Backburners. The event was a fundraiser for "Team Blake" and was supported with a total of 139 tickets sold. The Lions Club raised \$1,522.50 to donate to Team Blake and the Masons will also be making a donation to the fund from the dinner. The Lions have expressed interest in partnering again for next years' festival.

### **Fibre Arts Festival**

- This volunteer run festival is an economic booster for our community in the shoulder season doubling in audience participants since 2014. 2018 Festival sponsors included Ontario Arts Council, Espanola Lions, Domtar, Agnew Lake Lodge, Goodman's Motel, Around & About & the Town of Espanola.
- 950 attended the Saturday makers market
- A total of 469 individuals participated in the community art project and the workshops/ 136 of the participants were children
- Of just over 100 festival attendees surveyed approximately 50% were visitors to the community representing: Sudbury, Manitoulin, Sault Ste Marie, Thessalon, Ohio, Uxbridge, Guelph, Elliot Lake, Naughton, Lively, San Diego, Iron Bridge Michigan, Azilda, Echo Bay & LaCloche
- Many repeat attendees of the festival commented that a centralized festival location at the Recreation Complex was ideal
- Organizers have submitted application to the Ontario Arts Council for 2019 funding. Providing the funding comes through they plan to host another festival in 2019

- **Santa Claus Parade Day**  
Planning for the parade day began.

### **Project updates**

### **Economic Development - Other Consulting**

### **Complaints / Compliments:**

- a request for a dog park because loose dogs are tormenting the owners cat
- a request for ball room dancing. Note: we have offered ball room dance but have never been able to sustain sufficient numbers to pay for two instructors to drive from Sudbury.
- complaints regarding the announcement of pool closure dates for November expressed to pool staff
- complaints regarding gym members not putting the weights and equipment away
- "this facility is nicer than any in Sudbury" (parent from Sudbury team)
- Fitness member loves the Smart TV to access a variety of exercise routines in the auditorium
- Complaint about slippery floors in the family change room
- Complaint about broken light bulbs on the hockey score board
- Complaint about two broken treadmills

### **Employee Status:**

- Advertised to fill a vacant part-time customer service position – acceptance of applications is ongoing until November 9<sup>th</sup>
- The department advertised for a casual rink attendant and received 1 application
- Short an adult lifeguard/class instructor available for daytime hours

### **Visitors:**

#### **OCTOBER 2018**

<b>DROP INS</b>	
After School Skate	62
Aquafit	11
Fitness Centre	87
Line Dancing	35
Public Skate	38
Shinny	155
Squash	0
Swim	548
<b>TOTAL</b>	<b>936</b>

#### **OCTOBER 2017**

<b>DROP INS</b>	
After School Skate	n/c
Aquafit	24
Fitness Centre	114
Line Dancing	12
Public Skate	54
Shinny	73
Squash	7
Swim	395
<b>TOTAL</b>	<b>679</b>

Memberships - RESIDENT	
Aquafit	174
Bronze <b>Pool</b>	101
<b>Fitness</b>	1080
<b>Squash</b>	4
Silver	59
Gold	0
Pool Pass	86
Private Swim Lessons	0
<b>TOTAL</b>	<b>1504</b>

Memberships - NON RESIDENT	
Aquafit	97
Bronze <b>Pool</b>	37
<b>Fitness</b>	243
<b>Squash</b>	2
Silver	21
Gold	0
Pool Pass	54
Private Swim Lessons	0
<b>TOTAL</b>	<b>454</b>

Lion's Club Free Swim	
Oct. 6	74
Oct. 13	52
Oct. 20	43
Oct. 27	40
<b>TOTAL</b>	<b>209</b>

PD DAY SKATE Oct. 22	7
PD DAY SKATE Oct 26	11
PD DAY SWIM Oct 22	9
PD DAY SWIM Oct 26	49

Memberships - RESIDENT	
Aquafit	104
Bronze <b>Pool</b>	99
<b>Fitness</b>	953
<b>Squash</b>	4
Silver	92
Gold	141
Pool Pass	40
Private Swim Lessons	2
<b>TOTAL</b>	<b>1435</b>

Memberships - NON RESIDENT	
Aquafit	114
Bronze <b>Pool</b>	32
<b>Fitness</b>	203
<b>Squash</b>	2
Silver	30
Gold	0
Pool Pass	27
Private Swim Lessons	9
<b>TOTAL</b>	<b>417</b>

Lion's Club Free Swim	
Oct. 7	72
Oct. 14	54
Oct. 21	47
Oct. 28	42
<b>TOTAL</b>	<b>215</b>

Department Manager:

Submitted on:



Department: Economic Development	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 11/14/18
Policy No:	Revision Date:
Bylaw No:	Version #: 3

# DEPARTMENTAL REPORT

DEPARTMENT: Economic Development | MONTH: October 2018

## **Street Banner Contest**

- Designed to engage local artists and showcase their work on replacement banners in the downtown and highway core the contest attracted 10 participants with a total of 15 entries
- The community voted on the entries during the Pumpkin Festival resulting in 392 votes for 4 banner designs. The winning entries will be announced in November and the new banner designs will be put up in the spring of 2019

## **Advertising**

- Renewed the annual contract with Moose FM
- Purchased advertising for Pumpkin Festival Promotion with CTV, Manitoulin Radio, Moose FM, Around & About, Mid-North Monitor, Rewind Radio and Manitoulin Expositor
- Santa Claus parade signage put up at North & South Town entrance

## **Funders**

- attended workshop with Ontario Art Council to learn how to assist organizations with funding applications to increase art and cultural opportunities
- attended meeting with FedNor and the Ski Hill regarding development funding

## **Community Improvement Plan**

- approved one CIP
- received application for 2 more CIP's
- department can not accept any more applications until the next fiscal year as we have over-maximized the budget

## **Website**

- attended a meeting to assist Administration with the reformatting of the municipal website to make it compliant with accessibility standards and mobile service friendly.

Department Manager:

Submitted on:

NOV 13 2018

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

# DEPARTMENTAL REPORT

Department: Building Services	Month: October 2018
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Project Status: Building Permits

Total Permit Applications:	213
Total Residential Starts to Date:	9
Zoning Request to Date:	\$3,582.00

## OCTOBER 2018 REPORT

	# of Permits Issued	BP Value	BP FEE
<b>Total BP for OCTOBER 2018</b>	23	\$258,156.00	\$2,573.00
<b>Total BP for OCTOBER 2017</b>	23	\$305,200.00	\$8,639.00

New Construction:	2	Outstanding: 22 in total
Renovations/Alterations:	23	
Permits Closed:	9	
Orders to Comply:	40	
Stop Work Issued:	1	
Unsafe order to comply:	1	
Sign Permit	2	

Property Standard Hours:	9
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Complaints/Compliments:	See Attached
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Employee Status:
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Visitors:	29
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Department Manager: Dan Rivet

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

### COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
October 16/18		People are parking in the bus loading/unloading area of the school for long periods of time. Previously they called the local Police and they came, called OPP and were advised to call the Town they don't do bylaw enforcement.	Clerk contacted Bylaw Officer to patrol the area. He advised he would contact complainant.	PR
Oct 26/18		Neighbour's yard looks like a junk yard - no room to even park in the driveway. Corner of Buzdygan and Syroid	Advise PSO issuing fine	AK
Oct 30/18		Avery Drive - garbage all over back yard, dog tearing into garbage bags and making a mess - he sees this because the fence is also knocked down - eye sore	Advised PSO Nov 9, cleaned up	AK

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

# DEPARTMENTAL REPORT

<b>DEPARTMENT:</b> FIRE DEPARTMENT	<b>MONTH: October 2018</b>
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## **Inspection Orders Completed:**

- 5 – New Inspections
- 2 – Follow-up Inspections
- 1 – Final Inspection

## **Other:**

- Relocation of the Emergency Operations Centre to the Fire Hall completed
- Investigation of burning complaints

## **Inter-Departmental:**

- Planning for the upcoming Emergency Management Committee table top exercise
- Review of the new fire hall information with the building committee.

## **Fire Prevention:**

- The Fire Department participated in the "Coffee with a Firefighter" during Fire Prevention Week hosted by McDonald's, promoting fire safety through public education;
- Fire Prevention Week - October 7<sup>th</sup> to 13<sup>th</sup>, the Fire Chief and firefighters presented fire prevention education for the local elementary school students. A total of 430 fire prevention education packages were distributed to the students;
- Review of fire drill scenarios.

## **Other:**

### **The Fire Chief:**

- attended the Ontario Disaster & Emergency Management Conference in Toronto;
- attended the Canada Post presentation to recognize local emergency responders with a plaque presentation;
- participated in the Ontario Public Safety Broadband Network Group teleconference;
- attended the Espanola & Area Safety Coalition Meeting;
- continues to work on a Mutual Aid Plan.

The Firefighters Association held an appreciation night for Espanola Police Services and dispatchers.

## **Fire Permits Issued: 8**

## **DEPT. CALLS:**

### **Number of Calls: October, 2018 -- 9**

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

**TOTAL CALLS TO DATE: 83**

### **Number of Calls: October, 2017 -- 7**

Fires - 1  
 Natural Gas Leak – 2  
 Medical Assist - 1  
 False Alarm – 2  
 MVA - 1

**TOTAL CALLS TO DATE: 95**

### **FIREFIGHTER TRAINING – October**

F/F Weekly Training – Hours for the Month: - <b>Practices for October</b> -	<b><u>190</u></b> Hours (per firefighter/per practice x4 practices for the month)
F/F <b>Extra</b> Training for the Month: Not during regular weekly practice	
Total Hours of Training for the Month:	<b><u>190 Hours</u></b>
Training Topics:	Auto extrication stabilization, fire extinguisher practice, Power Point presentations
Number of Firefighters in attendance at weekly training: Oct 3 – <b>22</b> Oct 17 – <b>18</b> Oct 24 – <b>23</b> Oct 31 – <b>16</b>	

**Employee Status:**

One firefighter has resigned.

**Visitors: 38**

Fire Hall tour for the All Star Children's Services Day Care.

Department Manager: M. Pichor

Submitted on: November 14th, 2018



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

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

**Present:** Bill Baker, Vern Gorham, Les Gamble, David Leonard, Al MacNevin, Ken Duplessis, Eric Russell, Dean Wenborne, Ted Lovelace, Ray Dufour, Bruce Killah, Michael Levesque

**Regrets :** Jim Rook, Paul Schoppmann

**Staff :** Donna Stewart, Rob Smith, Connie Morphet, Melody Ouellette, Anne Quenneville, Lori Clark

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

**2.0 Adoption of Agenda**

**Resolution No. 18-91**

**Moved by:** Michael Levesque

**Seconded by:** David Leonard

BE IT RESOLVED THAT the agenda be adopted.

**Carried**

**3.0 Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**4.0 Closed Session**

**Resolution 18-92**

**Moved by:** Al MacNevin

**Seconded by:** Vern Gorham

BE IT RESOLVED THAT the Board move into closed session at 10:00 a.m.

**Carried**

**Resolution 18-93**

**Moved by:** Dean Wenborne

**Seconded by:** Bill Baker

BE IT RESOLVED THAT the Board adjourn this closed session at 10:05 a.m.

**Carried**

**5.0 Business Arising from Closed Session**

During its Closed Session, the Board discussed property, legal and Human Resources issues. The following resolution is a result of the in camera discussions.

**6.0 Adoption of Minutes****Resolution No. 18-94****Moved by:** Bruce Killah**Seconded by:** Eric Russell

BE IT RESOLVED THAT the Minutes of the October 25, 2018 Board meeting be approved.

**Carried****7.0 New Business****7.1 2018 Third Quarter CAO Report**

Donna Stewart, Director of Integrated Social Services, walked the Board through the Third Quarter CAO Report. This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

**Resolution No. 18-95****Moved by:** Ted Lovelace**Seconded by:** Ray Dufour

BE IT RESOLVED THAT the 2018 CAO Third Quarter Activity Report be approved as presented.

**Carried****7.2 2018 Third Quarter Unaudited Financial Report**

Connie Morphet, Director of Finance & Administration, walked the Board through the Third Quarter Unaudited Financial Report, which is forecasting a year-end surplus of \$219,331.

**Resolution No. 18-96****Moved by:** Ted Lovelace**Seconded by:** Dean Wenborne

BE IT RESOLVED THAT the 2018 Third Quarter Unaudited Financial Report be approved as presented.

**Carried****7.3 National Housing Strategy Co-Investment Fund**

Donna Stewart, Director of Integrated Social Services, discussed a letter received on October 29, 2018 from the Municipality of Assiginack. The letter expressed the support of the township for Mr. Rob Sheppard's application to the National Housing Co-Investment Fund: New Construction Stream.

The Municipality of Assiginack has been following Mr. Sheppard's application with interest and feel that the community supports the proposal and looks forward to the completed results.

On October 31, 2018, our Board Chair, Les Gamble, expressed the support of the Manitoulin-Sudbury DSB for Mr. Sheppard's application to the National Housing Co-Investment Fund: New Construction Stream.

Mr. Gamble further indicated that the Manitoulin-Sudbury DSB feel that Mr. Sheppard's application is supported by the community and is consistent with the needs as outlined in the Manitoulin-Sudbury DSB 10-Year Housing and Homelessness Plan.

In addition, the Manitoulin-Sudbury DSB would be prepared to offer a Direct Shelter Subsidy for up to 8 eligible tenants who resident in this new development.

#### **7.4 Ministry of Training, Colleges and Universities**

Anne Quenneville, Ontario Works Supervisor, walked the Board through letters received from the Ministry of Training, Colleges and Universities.

On October 5, 2018, the Ministry of Training, Colleges and Universities (MTCU) sent the Manitoulin-Sudbury DSB a letter regarding our transfer payment agreement to deliver Employment Service program.

The Ministry reviewed our Service Delivery Site performance results at the end of the 2017-18 fiscal year and they did not meet the provincial Service Quality Standard (SQS). Consequently, our site was not in compliance with the Employment Service agreement. As a result of this, the Manitoulin-Sudbury DSB would be placed on Directed Improvement and be required to provide an action plan.

While MTCU recognized that our site is meeting SQS for the current fiscal year, our Service Delivery Site was still required to submit an Action Plan indicating milestones and timelines by October 19, 2018 identifying our strategies to meet the SQS by end of fiscal year.

The DSB CAO reached out to Andrew Irvine, Regional Director Northern Region with MTCU and inquired as to what exactly the action plan was supposed to entail as we are currently meeting the SQS for this fiscal year and that it was too late to fix the last fiscal years' SQS.



On October 26, 2018, MTCU sent the Manitoulin-Sudbury DSB another letter indicating that our site is currently meeting the provincial SQS and no Action Plan would be required.

The Director of Integrated Social Services, Donna Stewart, has requested clarification on how the Ministry's SQS is calculated to ensure all staff understand how the Service Quality Standard can be achieved.

## **7.5 Child Care Update**

Lori Clark, Children Services Supervisor, gave the Board an update on Child Care.

In January 2018, we began to transition our Best Start Hubs to EarlyON Child and Family Centres. We have been building on the success of Best Start Hubs to ensure the programs are guided by the following principles:

- Child and Family Centered
- Welcoming
- High Quality
- Inclusive
- Integrated
- Community Led

In June of this year we submitted a 6-month update to the ministry to advise on the transition to EarlyON. We confirmed that the EarlyON programs are committed to improving outcomes for all children and families in our community.

Several new outreach locations have been established in response to feedback from families. For example increased programming has been offered in Massey, Tehkummah and Markstay. Increased hours of operation have been established throughout the districts including weekend and evening programming.

Staff and elders at the Minidoo Mnising Sharing and Learning Centre for All have been working with EarlyON teams to identify community and staff needs (as they vary across our district) and enhance Indigenous content in EarlyON centres.

EarlyON centres have provided Francophone programming for several years (as Best Start Hubs), programming has expanded as a result of increased hours of operation and outreach opportunities.

We have worked closely with EarlyON staff to ensure a shared understanding of the mandatory core services.

Staff submit their monthly calendars to DSB staff for review to ensure programming aligns with mandatory core services and to be posted on our website.

We also reported that EarlyON staff are included in all child care learning opportunities. EarlyON Child and Family Centres have been visited by the DSB Quality Assurance program and are supported by Child Care/EarlyON Quality Leads.

Staff know they can seek support from both their agency Quality Lead and/or from DSB Quality Assurance staff at any time.

We confirmed that communication strategies vary across the district and include but are not limited to:

- Monthly Calendars
- Brochures and posters
- Ministry of Education materials (bookmarks and brochures) have been distributed to child care, Early ON and Ontario Works families
- EarlyON promotion at community events
- Newsletters
- Promotional items including: EarlyON hats, beach towels, sand pails and beach balls
- Updates to agency websites
- Social media including Facebook, Instagram and Twitter (agency accounts)
- Local planning networks (Local Service Provider Networks)
- Aboriginal Advisory Committee
- Network for Children and Families (formerly Manitoulin-Sudbury Best Start Network)
- When we survey families, we will be asking how best to communicate with them and will amend our strategies accordingly.

We advised that the challenges associated with the recruitment and retention of Registered Early Childhood Educators (RECE) is not unique to our district, we have had ongoing discussions with other service system managers, particularly those in the North, to identify possible strategies to recruit and retain RECE's.

We have identified that the opportunities for potential RECE's to study in our district are limited, both Child Care and EarlyON programs have indicated that staff do not want to leave their community and their family to attend school.

We have also heard from providers that opportunities to apprentice are limited due to long wait times, we would like to work more closely with community colleges to address these issues and seek mutually beneficial solutions.

Discussions with community colleges and service providers are in their infancy, we anticipate more fulsome discussions in the coming months.

Providers have also indicated that when they are able to recruit an RECE, it is often difficult to retain them due to wage levels, although wages are increasing, they are not high enough to retain staff when opportunities with school boards present. This is of concern with Francophone RECE's as they are in high demand.

Where an EarlyON Child and Family Centre is unable to recruit at least one RECE to deliver core services related to supporting early learning and development, the Manitoulin-Sudbury DSB may grant an exemption from the requirement.

Exemptions are not meant to be extended indefinitely. The DSB will review exemptions on an annual basis, identify challenges and develop strategies to support service providers in meeting the requirement. This may include transition planning, ensuring capacity to deliver core services related to early learning and development, and Human Resources approaches (e.g. recruitment and staffing strategies).

Staff have been working closely with the Sault Ste Marie Innovation Centre to implement digital sign in for our districts. Digital sign in went live on August 1, we anticipate this will improve reporting accuracy, simplify sign in process for families and increase the time available to staff to work directly with families.

EarlyON staff have embraced the transition from Best Start to EarlyON and are working hard to reinforce the EarlyON brand while still responding to the unique needs of their communities.

We look forward to continued efforts to enhance the holistic development of children and families in our communities.

#### **7.6 Workers Safety & Insurance Board**

Donna Stewart, Director of Integrated Social Services, walked the Board through the 2019 Premium Rates Backgrounder provided by Workers Safety and Insurance Board (WSIB).

Manitoulin Sudbury DSB is a Schedule 1 employer, and the schedule 1 employer WSIB is now over 100 per cent funded, which has reduced the Past Claims Cost for businesses and results in rate reductions for almost all Rate Groups in 2019.

Almost all rate groups will see a decrease in premium rates as a result of the elimination of the Unfunded Liability.

Seven rate groups did not see a decrease and will remain steady at the 2018 rate.

The WSIB backgrounder explains the calculation for the three components for the new rate. The components are:

- 1) New Claims Cost
- 2) Administration Expenses
- 3) Past Claims Cost

For the Rate Group 590, Ambulance Services, the target rate for 2019 using the new calculation system would result in an increase to 7.84 but will remain at the 2018 rate of 7.09. This means the DSB pays a premium of \$7.09 per hundred of insurable earnings paid to Paramedics.

8.0 Other Business

9.0 Next Meeting - January 24, 2019

10.0 Adjournment

**Resolution 18-97**

**Moved by:** Al MacNevin

**Seconded by:** Bruce Killah

BE IT RESOLVED THAT we do now adjourn at 10:40 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on January 24, 2019.

**Carried**

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Chair

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CAO (Secretary-Treasurer  
of the Corporation)



**Public Health**  
**Santé publique**  
SUDBURY & DISTRICTS

**UNAPPROVED MINUTES – EIGHTH MEETING**  
**BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS**  
**PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR**  
**THURSDAY, NOVEMBER 22, 2018 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Maigan Bailey  
Janet Bradley  
Thoma Crabs  
James Crispo

Jeffery Huska  
Robert Kirwan  
René Lapierre  
Monica Loftus

Ken Noland  
Rita Pilon  
Mark Signoretti  
Carolyn Thain

**BOARD MEMBERS REGRETS**

Paul Myre

Nicole Sykes

**STAFF MEMBERS PRESENT**

Sandra Laclé  
Stacey Laforest  
Rachel Quesnel

France Quirion  
Dr. Penny Sutcliffe  
Renée St. Onge

Dr. Ariella Zbar

**RENÉ LAPIERRE PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT**

The meeting was called to order at 1:30 p.m. followed by a territorial acknowledgement.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

**i) Mental Health and Public Health**

- Shana Calixte, Manager, Mental Health and Addictions, Health Promotion Division
- Troy Haslehurst, Manager, Human Resources, Corporate Services Division

S. Calixte and T. Haslehurst were introduced and invited to provide an overview of Public Health Sudbury & Districts work on mental health, both externally with the community and internally including the work of the Psychological Health & Wellness Committee. Public Health's role centers on promoting mental health and preventing mental illness and we are currently developing a public mental health action framework to guide a comprehensive workplan.

The Psychological Health and Wellness Committee developed a five-year action plan broken down into these components: awareness and education; capacity building; key indicators and monitoring; as well as organizational commitment.

A motion on today's agenda proposes the Board's endorsement to sign the Mindful Employer Canada's *Mindful Employer Charter* signifying the Board's commitment to supporting workplace mental health. The Charter was made available as a handout at today's meeting and is posted on BoardEffect. Becoming a Mindful Employer is free, voluntary, and open to any employer in Canada. It is a commitment to be actively engaged in:

- Promoting a mentally healthy workplace
- Increasing mental health awareness
- Eliminating stigma around seeking help
- Developing mindful managers
- Supporting success at work

Questions and comments were entertained. Dr. Sutcliffe clarified PHSD work as it relates to mindfulness and resiliency in schools and supports in place for staff. The presenters were thanked.

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Seventh Meeting – October 18, 2018
- ii) Business Arising From Minutes**
- iii) Report of Standing Committees**
  - a. Board of Health Finance Standing Committee, Unapproved Meeting Notes, October 29, 2018
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, November 2018
- v) Correspondence**

- a. Vapour Products Display and Promotion
  - Letter from the Association of Local Public Health Agencies (aLPHa) to the Minister of Health and Long-Term Care dated October 22, 2018
  - Letter from the Peterborough Board of Health Chair to the Minister of Health and Long-Term Care dated November 5, 2018
- b. Ministry Realignment
  - Memorandum from the Deputy Minister, Ministry of Health and Long-Term Care to Health Sector Partners, dated October 18, 2018
- c. Drug Policy Reform
  - Letter from the Kingston, Frontenac and Lennox & Addington Board of Health Chair to the Prime Minister of Canada dated September 27, 2018
  - Letter from the Peterborough Board of Health Chair to the Minister of Health and the Minister of Justice and Attorney General of Canada dated November 2, 2018
- d. Chronic Disease Prevention Strategy Report
  - Letter from the Kingston, Frontenac and Lennox & Addington Board of Health Chair to the Minister of Health and Long-Term Care and Deputy Premier dated September 27, 2018
- e. Advocacy to Increase Actions re Opioid Crisis
  - Letter from the Southwestern Public Health Board of Health Chair to the Premier of Ontario dated October 24, 2018
  - Letter from the Peterborough Board of Health Chair to the Minister of Health and Long-Term Care dated November 5, 2018
- f. Cannabis Retail Model
  - Resolution from the Windsor-Essex County Board of Health dated October 5, 2018
  - Letter from the Peterborough Board of Health Chair to the Executive Director at the Ministry of the Attorney General Legalization of Cannabis Secretariat dated November 8, 2018
- g. Ontario Basic Income Research Project
  - Letter from the Huron County Board of Health Chair to the Premier of Ontario dated November 8, 2018
- vi) **Items of Information**
  - a. aLPHa Information Break October 19, 2018
  - b. aLPHa Update to Boards of Health Members October 26, 2018
  - c. Public Health Agency of Canada News Release  
Preventing Problematic Substance Use in Youth October 23, 2018
  - d. aLPHa 2019 Winter Symposium – Save the Date
  - e. Public Health Sudbury & Districts Workplace  
Health Newsletter, English and French Fall/Winter 2018

As it relates to the realignment of the Ministry of Health and Long-Term Care, a key change as it relates to public health is that, with the elimination of the Assistant Deputy Minister (ADM) of the Population and Public Health Division, the Chief Medical Officer of Health is now also the ADM.

Dr. Sutcliffe clarified considerations as it relates to the cannabis retail model.

C. Thain referred to the Board of Health Finance Standing Committee minutes of October 29, 2018, noting the Committee had considerable discussion around the proposed 2019 cost-shared budget being presented to the Board today. The Committee also reviewed information regarding reserves.

Dr. Sutcliffe was congratulated on receiving the well-deserved C.P. Shah Alumni Award of Excellence.

### **35-18 APPROVAL OF CONSENT AGENDA**

***MOVED BY PILON – NOLAND: THAT the Board of Health approve the consent agenda as distributed.***

**CARRIED**

## **6. NEW BUSINESS**

### **i) 2018 Board of Health Self-Evaluation Survey**

- Briefing Note from the Board Secretary and Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 15, 2018

The briefing note describes the process and results for the 2018 Board of Health self-evaluation survey. The annual survey is part of the Board's ongoing commitment to continuous quality improvement and good governance.

The Board of Health Member Self-Evaluation of Performance survey included 23 questions on performance and processes, and open-ended questions after each section inviting additional comments or suggestions. For 2018, one additional open-ended question was added, inviting comments to assist the Chair as part of continuous improvement.

There was a response rate of 85.7%. Discussion was held regarding the qualitative comments and it was suggested that these be required fields for completion in future.

### **ii) Mindful Employer Charter**

- Briefing Note from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 15, 2018



Further to today's delegation, the Board's support was sought to endorse the Mindful Charter for Canadian employers and help guide our organizational actions. The Mindful Employer of Canada's Mindful Employer is a good faith agreement to continue to strive towards supporting a mentally healthy workplace.

**36-18 MINDFUL EMPLOYER CANADA'S MINDFUL EMPLOYER CHARTER FOR CANADIAN EMPLOYERS SUPPORTING WORKPLACE MENTAL HEALTH**

***MOVED BY LOFTUS – HUSKA: WHEREAS various businesses/organizations across the country have recognized the value in becoming a Mindful Employer and have signed Mindful Employer Canada's Mindful Employer Charter including Bell, Toronto pulse CPR, Nova Scotia Public Service-Long Term Disability Plan Trust Fund, City of Lethbridge, Hamilton Health Sciences, Mental health Commission of Canada, Morneau Shepell, and more; and***

***WHEREAS the Association of Local Public Health Agencies (ALPHA) resolution A17-4 Mental Health Promotion within Ontario Workplaces, June 12, 2017, encourages each of its member health units to address psychological health and safety, to protect and promote mental health of workers throughout the province; and***

***WHEREAS Public Health Sudbury & Districts recognizes that our workplace itself is a major determinant of health;***

***THEREFORE BE IT RESOLVED that the Board of Health endorse the signing of Mindful Employer Canada's Mindful Employer Charter to signify the Board's commitment to supporting workplace mental health; and***

***FURTHER THAT Public Health Sudbury & Districts share this motion with local municipalities, the Association of Local Public Health Agencies (ALPHA), and Ontario Boards of Health.***

**CARRIED**

**iii) 2019 Cost-Shared Budget**

- Briefing Note and Appendices from the Medical Officer of Health and Chief Executive Officer to the Board of Health Chair dated November 15, 2018

Chair of the Board of Health Finance Standing Committee, C. Thain, reported that, taking budget principles into considerations, staff came well prepared with a balanced budget. The recommended 2019 cost-shared budget is a product of detailed deliberations to ensure that increasing program and cost pressures are managed responsibly within a fiscally constrained environment. Management continues to work diligently within the current fiscal context to balance these pressures with the maintenance of quality

programs, the need to be accountable and transparent, and our responsibility to meet local public health needs. C. Thain indicated that the Board of Health Finance Committee recommended the proposed 2019 budget to the Board which maintains the provincial funding at the 2018 level and increases the overall municipal funding by 3%.

Dr. Sutcliffe acknowledged the work of the Director of Corporate Services, Manager of Accounting and management. She also provided some highlights of the recommended 2019 budget for cost-shared programs and services totaling \$23,575,318 and represents an overall increase of 1% over the 2018 Board of Health-approved budget.

Unanticipated provincial funding for the 2018 fiscal year was integral to attain a balanced budget for 2019. Based on reasonably conservative cost assumptions and zero growth in the base budget, projected annual shortfalls are approximately \$400,000. Additional and significant cost reductions are anticipated to be required in future fiscal periods and will be the subject of future deliberations.

Questions and comments were entertained. The Board supported that the MOH write to the provincial government advocating for adequate and sustainable funding to reduce financial pressures from the municipalities. Dr. Sutcliffe concluded that we are keeping apprised of developments with the new provincial government and being proactive with our work such as the Northeast collaborative work currently underway to identify possible efficiencies for the northeast public health units.

#### IN CAMERA

##### 37-18 IN CAMERA

***MOVED BY CRABS – CRISPO: THAT this Board of Health goes in camera.***

***Time: 2:32 p.m.***

**CARRIED**

- Labour relations or employee negotiations

#### RISE AND REPORT

##### 38-18 RISE AND REPORT

***MOVED BY CRISPO – CRABS: THAT this Board of Health rises and reports. Time:***

***2:34 p.m.***

**CARRIED**

It was reported that one agenda item relating to *labour relations or employee negotiations* was discussed for which the following motion emanated:

### **39-18 APPROVAL OF MEETING NOTES**

***MOVED BY CRABS – CRISPO: THAT this Board of Health approve the meeting notes of the February 15, 2018, 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**

The Board Chair shared the municipal levy rate increases since 2008. He added that the proposed 2019 budget maintains public health program and services and the proposed municipal levy increase is in line with our average increases since 2008.

Public Health Sudbury & Districts has been invited by the City of Greater Sudbury to present its 2019 Board-approved budget to Council on January 22, 2019.

### **40-18 2019 COST-SHARED BUDGET**

***MOVED BY HUSKA – LOFTUS: THAT the Board of Health for the Sudbury and District Health Unit approve the 2019 operating budget for cost-shared programs and services in the amount of \$23,575,318.***

**CARRIED**

#### **iv) Staff Appreciation Day**

This motion comes forward for the Board's consideration on an annual basis. The staff appreciation day has been granted by the Board in the past as a symbol of thanks for the staff's work and commitment to Public Health Sudbury & Districts. The Board noted that the staff appreciation day is well-deserved and hope that staff enjoy their day off in the spirit by which it was granted.

### **41-18 STAFF APPRECIATION DAY**

***MOVED BY SIGNORETTI – KIRWAN: 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 1, 2018, to February 28, 2019. 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**

#### **v) Provincial Oral Health Program for Low Income Adults and Seniors**

- Briefing Note from the Medical Officer of Health and Chief Executive Officer dated November 15, 2018

As advocated by other Boards of Health, the proposed motion supports the Premier's dental care program and encourages the provincial government to go further by including low income adults in their commitment. The briefing note summarizes the risk associated with poor access to dental care and poor oral health.

Premier Ford's campaign promise to invest in a dental care program for low income seniors would not address the needs of the low income adult population. In Ontario, there are publically funded dental care programs for low income children, families with disabilities and low income adults looking for employment. Unfortunately, this patchwork of programs excludes adults who are working in low paying jobs or precarious employment. This motion supports the Premier's plan to invest in oral health programs for low income adults and further encourages the government to expand access to include low income adults.

**42-18 SUPPORT FOR PROVINCIAL ORAL HEALTH PROGRAM FOR LOW INCOME ADULTS AND SENIORS**

***MOVED BY HUSKA – LOFTUS: WHEREAS the Board recognizes that the health impacts of poor oral health extend beyond cavities; and***

***WHEREAS as compared with other provinces, Ontario has the lowest rate of public funding for dental care, as a percentage of all dental care expenditures and the lowest per capita public sector spending on dental services, resulting in precarious access to dental preventive and treatment services, especially for low-income Ontarians; and***

***WHEREAS the Ontario Progressive Conservative party pledged to implement a comprehensive dental care program that provides low income seniors with quality care by increasing the funding for dental services in Public Health Units, Community Health Centres, and Aboriginal Health Access Centres and by investing in a new dental services in underserved areas including increasing the capacity in public health units and investing in mobile dental buses;***

***THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts fully support the Premier's plan to invest in oral health programs for low income ~~adults~~ seniors and further encourage the government to expand access to include low income adults; and***

***FURTHER that this motion be shared with area municipalities and relevant dental and health sector partners, all Ontario Boards of Health, Chief Medical Officer of Health, Association of Municipalities of Ontario (AMO), and local MPPs.***

***CARRIED with friendly amendment***

## **7. ADDENDUM**

### **– DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

## **43-18 ADDENDUM**

***MOVED BY SIGNORETTI – KIRWAN: THAT this Board of Health deals with the items on the Addendum.***

**CARRIED**

### **i) Association of Local Public Health Agencies (alPHA) Newsletter**

- alPHA Information Break dated November 21, 2018

The newsletter, shared for information, provides updates from the leadership and members of alPHA, including recent announcements from the provincial government and dates of upcoming meetings and conferences. Returning Board members are encouraged to put their names forward to attend the Board of Health Section meeting and Winter Symposium.

### **ii) Board of Health Meeting**

The appointment processes and timelines from all of constituent municipalities and Associations to their outside board, including the Board of Health, are unknown. Per legislation, the Board of Health must hold its election of officers at its first meeting of the year. Dr. Sutcliffe indicated that to date there is no urgent content requiring a January meeting.

It is proposed that the January 2019 Board of Health meeting be cancelled and for the first Board of Health meeting to be held on Tuesday, February 19, 2019, at 1:30 p.m. It was pointed out that Tuesday February 19 is being recommended as the Thursday, February 21, 2019, would conflict with the alPHA symposium.

## **44-18 BOARD OF HEALTH MEETING**

***MOVED BY KIRWAN – SIGNORETTI: WHEREAS area municipalities have various processes and timeframes for appointing members to the Board of Health following municipal elections, some of which conclude following the regularly scheduled January 17, 2019, Board of Health meeting; and***

***WHEREAS at its first meeting of the year and per the Health Protection and Promotion Act, the Board of Health must elect its chair and vice chair and further typically elects members to its committees;***

***THEREFORE BE IT RESOLVED THAT the first meeting for 2019 of the Board of Health for Public Health Sudbury & Districts be scheduled for Tuesday, February 19, 2019, at 1:30 p.m.***

**CARRIED**

## **8. ANNOUNCEMENTS / ENQUIRIES**

- Dr. Sutcliffe provided the background and history of the C.P. Shah Alumni Award of Excellence she recently received for her leadership in the area of health equity.
- Board members are asked to RSVP to R. Quesnel by December 6 for the poverty challenge scheduled for December 14 from 9:00 am to 2:30 pm at St Albert Adult Learning Centre.
- Board members are invited to receive their flu shot following the BOH meeting if they did not have a chance to do so prior to today's meeting.
- Board members are invited to a social gathering immediately following this meeting.
- There is no regular Board of Health meeting in December and the date of the next Board of Health meeting is now Tuesday, February 19, 2019, at 1:30 p.m.
- Board of Health members are asked to return their PHSD iPad device to the Board Secretary as soon as they know if they are not returning to the Board.
- R. Lapierre, Board of Health Chair, thanked the Board of Health for its progressive work as a team and indicated it was a pleasure working with all members. The members were thanked for dedicating their time to the Board of Health, Board of Health Standing Committee, including Executive and Finance, as well as Working Groups and for attending events and training sessions.

## **9. ADJOURNMENT**

### **45-18 ADJOURNMENT**

***MOVED BY KIRWAN – SIGNORETTI: THAT we do now adjourn. Time: 2:56 p.m.***

**CARRIED**

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(Chair)

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(Secretary)

Department: Leisure Services	Form Number: A99-01370
Subject: Staff Report	Effective Date:
Policy No:	Revision Date: 09/18/2018
Bylaw No:	Version #: 1

# STAFF REPORT

**DEPARTMENT:** Leisure Services

**DATE:** December 05/2018

**ITEM:** Staffing shortage/Aquatics

**RECOMMENDATION:** Be It Resolved That: Council approve the addition a full-time lifeguard.

- **BACKGROUND:** Due to the resignation of the only casual lifeguard/instructor able to work daytime hours in addition to evenings and weekends, the department is left short staffed and at a disadvantage in attracting a qualified replacement with the full complement of skill sets to fill the position. The department has relied heavily on the varied skill set of the person which filled the casual position in the pool. The hiring of this individual was not the result of the Corporations effort to solicit but rather the result of other circumstances that happened to work in the departments' favour; this was a rare and isolated case to find a person equipped with the skills, experience and availability (availability being the key) needed to fulfill our staffing requirements to include; providing swim lessons, the teaching of aqua fit, lifeguarding, supervising and mentoring staff, all within a casual position. The resignation of this person creates not only a gap in staffing but additionally creates the challenge of replacement within a casual position. The Full Time Coordinator, who is responsible for recertifying and training local potential hires, knows of no one locally to recruit. As a result, the Municipality will have to recruit province-wide and offer a position that is competitive and attractive enough for someone to relocate. The voided position was averaging 25 hours per week (excluding July to August) of disjointed, short, split shifts.
- The desirability of the current casual position is prohibitive due to no commitment of hours yet the employee must commit to shifts of 2 – 3 hours on an erratic schedule, sometimes twice in the same day. \*Contractually, casual employees are considered employed on a relief basis.
- Before 2013 restructuring the pool staff compliment consisted of the following positions for approximately 56 hrs/week of programing (not including rentals):
  - 1 aquatics/fitness director (management position)
  - 2 full time lifeguard/Instructors (35 hours per week)

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- Responsibility included lifeguarding, teaching swimming and aqua fitness and supervision in Aquatic manager's absence.
    - 2 part-time lifeguard/Instructors, (20 hrs per week)
    - 6 casual part-time positions (guaranteed 10 hours per week under pre-2013 contracts)
- Programming hours from 2013 (56hrs/week) verses 2018 (35hrs/week)
- The present structure is that the aquatics director has been amalgamated with a lifeguard position that is supported by 1 part time position.
- The department believes that the municipality will be unable to attract an individual to replace the individual leaving who provided day time support of programs. Our experience has been that this skill set is not readily available in the area and will have to come outside the region. Casual positions predominately attract entry level experience and this is not an entry level position.
- Over 80% of aquatic staff are casual high-school and post-secondary students unavailable for daytime hours. Of the compliment of casual staff only this individual was able to provide assistance with daytime programming which is why the department was able to offer the programming it currently has without interruption.

#### **ANALYSIS:**

The resignation of this casual position creates the following deficits & impacts:

- Daytime scheduling will rely on the precarious availability of casual students currently awaiting school term schedules and job placements, resulting in a week to week schedule based on available staff. The immediate impact will be the cancellation of two hours per week. Pending casual staff availability could result in the closure of the pool one day per week.
- Inconsistent schedules due to cancellations results in disgruntled members which has a negative impact on the sustainability and growth of memberships.
- The schedule is further aggravated with daily closures as a result of our present staff being away sick, on vacation or attending training.
- Inability to accommodate weekly school rentals
- Inability to accommodate the Swim to Survive Program which generates \$5600



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in revenue

- It should be noted that 50-60% of our current full time and part time hours are dedicated to off-deck duties to include, pool maintenance, scheduling, payroll, staff training, reports, schedules, research and planning and availability to inspectors and the public
- Future Recreation Swims are negatively impacted in the absence of an experienced and mature individual. The consequence of this loss will result in increased incidents of bullying and the inability of inexperienced casuals to manage chemical imbalances, pool foulings and equipment breakdowns and deal with disgruntled parents with unfulfilled expectations of service delivery.
- As of July 1<sup>st</sup>, 2018 Regulation 565 s.6. 1-2 of the Ontario Public Pool regulation states that: anyone undertaking any pool specific maintenance will be designated as an "operator" and must be trained in public pool and spa operation, filtration systems, water chemistry and all relevant safety and emergency procedures (Pool Operator's Certification)
- It should be noted that depending on the program offered and the number of participants it could require 4 lifeguards at one time.
- To date, the department has been successful in recruiting young casual employees as the result of offering in-house lifeguard and instructor training courses. The loss of this position results in the inability to continue offering training which will negatively impact future opportunities to recruit certified and qualified casual staff.
- Currently the Department had lost 6 casual positions since September of 2018.
- On November 28, 2018 CTV published an article of a teen drowning in a municipal pool in Montreal link is provided below.

<https://montreal.ctvnews.ca/family-of-teen-who-drowned-in-swim-class-plans-to-sue-city-school-board-1.4196088>

#### **Benefits of a full-time position:**

- A full time position is likely to attract a mature, experienced individual that will assist with the supervision and mentorship of young, casual life guards.
- A full time position ensures quality instructor led programming by providing experience, qualified and personality suited staff; a necessary component of membership retention and growth.

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- Quality of swim lessons is strengthened with an experienced and mature individual able to mentor young and inexperienced casual staff.
- Potential for a small increase in programing, this could strengthen our membership base and bolster revenues to offset costs.

**Conclusions:**

- Our current model leaves us with one full-time and one part-time staff to provide programming coverage and maintenance within a 7 day work week. The sustainability and growth of our programs and memberships is reliant on the restructuring of these positions to include an additional fulltime life guard.

It should be noted that the restructuring is placing current casual expenditures and placing them into a full time position.

**EXISTING POLICY:** Council motion

**FINANCIAL COMMITMENT:** restructuring will not increase wages but will have a financial impact of adding benefits to those wages in the amount of \$12,880.

**IMPLEMENTATION:**

**Prepared By:** Joel Yusko

**Clerk Treasurer/Administrator:** Cynthia Townsend

**Approval of Recommendation:** Yes ✓ No    

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

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# STAFF REPORT

**DEPARTMENT:** Public Works

**DATE:** November 27, 2018

**ITEM:** Casual Crossing Guard pool

## RECOMMENDATION:

- That Council approve hiring additional casual crossing guards.

## BACKGROUND:

- There are currently 5 permanent crossing guards and one casual crossing guard.
- There are 5 crossing guard posts with one crossing guard at each post at the following locations and times:

Location	Morning (30 min.)	Lunch (1 hour)	Dismissal (30 min.)
Hwy 6/Park St.	8:05am – 8:35am	11:30am – 12:30pm	2:40pm – 3:10pm
Hwy 6/Park St. (school side)	8:05am – 8:35am	11:30am – 12:30pm	2:40pm – 3:10pm
Spruce St. & Avery Dr.	8:05am – 8:35am	N/A	2:40pm – 3:10pm
Mead Blvd. & Haig St.	8:10am – 8:40am	N/A	2:45pm – 3:15pm
Mead Blvd & Spanish River Dr.	7:50am – 8:20am	N/A	2:35pm – 3:05pm

- There is only one casual crossing guard to replace permanent crossing guards when they are away/unavailable.
- Prior to their disbandment, the Espanola Police Service managed the crossing guards and Police Officers would attend a crossing if no other crossing guard was present or available to attend.
- The management of crossing guards has been downloaded to the Public Works Department after the police disbandment.

## ANALYSIS:

- Having only one casual crossing guard for multiple posts leaves crossings vacant if more than one permanent crossing guard is unavailable.
- Leaving crossings unattended can be a liability to the Town if an accident were to occur during crossing times that are not attended.
- It should be noted that there are two sets of spouses that are employed as crossing guards. There have been many times when crossings are vacant with only one replacement leaving the other post unoccupied by a crossing guard as the spouses require time off together.
- A pool of casual crossing guards would also be beneficial for succession planning

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as most crossing guards are retirees.

- The Public Works Department was not directed to attend vacant crossings. It would not be ideal for them to replace crossing guards due to having other priorities and may not always have manpower to do so when required.

**EXISTING POLICY:** N/A

**STRATEGIC GOAL:** Safe & Healthy Communities

**FINANCIAL COMMITMENT:** Minimal. The hours allocated for the permanent crossing guards would be redistributed between the permanent and casual crossing guards as permanent crossing guards are considered casual and do not get paid leave.

**BUDGETED:** Yes ☐ No ☐

**IMPLEMENTATION:** Upon Council resolution.

**Prepared By:** Angelle Duguay

**Department Manager:** \_\_\_\_\_

**CAO / Treasurer:** Cynthia Townsend

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

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

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# STAFF REPORT

<b>DEPARTMENT:</b> Administration	<b>DATE:</b> December 5, 2018
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<b>ITEM:</b> General Insurance and Risk Management Services
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<b>RECOMMENDATION:</b> Be It Resolved that: The proposal from MIS Municipal Insurance Services be adopted for Property & Liability Insurance and a Bylaw be prepared to execute the agreement.
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<p><b>BACKGROUND:</b> MIS has been the Town's municipal insurance broker for several years. In 2015 the Town put out an RFP for General Insurance and Risk Management Services and the proposal from MIS was accepted for a 3 year term.</p> <p>Rates</p> <p>2015-\$108,981</p> <p>2016-\$107,920 (sold 91 Tudhope Street)</p> <p>2017-\$104,285</p> <p>2018-\$105,830</p> <p>2019-\$102, 817 (disposed of Police vehicles &amp; assets)</p>
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<p><b>ANALYSIS:</b> The 3 yr term is expired; MIS has offered a 2 yr Agreement guaranteeing the liability coverage rates. The overall reduction associated with the police services assets is about 5%. The property values were adjusted to keep pace with inflation and we saw an increase in the annual liability premium driven by claims activity. Those increases take us to an overall reduction of approximately 3% over 2018. MIS provides not only good coverage but excellent and timely support on day to day risk management issues. The property inflation increase is standard across the country.</p>
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<b>EXISTING POLICY:</b> Resolution / Bylaw to adopt and execute
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<b>STRATEGIC GOAL:</b> Excellence in Government
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<b>FINANCIAL COMMITMENT:</b> \$102,817 +Tax
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<b>BUDGETED:</b> In 2019 budget draft	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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<b>IMPLEMENTATION:</b> Administration with Council Resolution
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**Prepared By:** Paula Roque

**CAO / Treasurer:** Cynthia Townsend

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

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

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# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** December 5, 2018

**ITEM:** Council Remuneration

## RECOMMENDATION:

**Be it resolved that:** As a result of the federal government's decision to eliminate the current one-third non-taxable allowance for Municipal Councils effective January 1, 2019, Schedule 'A' of By-law 2834/18 which provides that one-third of the remuneration paid be deemed as expenses incident to the discharge of their duties as members of the council or local board BE REPEALED effective January 1, 2019; and

THAT Council Remuneration Option # \_\_\_\_ as outlined in the Analysis Section BE APPROVED effective January 1, 2019; and

THAT the bylaw be updated to reflect these changes.

## BACKGROUND:

The federal government has changed the tax exemption for elected officials effective January 1, 2019. Please see attached Federation of Canadian Municipalities Guide to the Change in "one-third" federal tax exemption for elected officials."

This guide outlines 4 options ranging from a full compensating increase to taking no action.

## ANALYSIS:

The implications for elected officials will be that their net pay will be reduced, on average approximately 8%. Municipal councils will have to decide if they will keep the same gross pay and accept 8% less or increase remuneration so that the net pay is the same or settle somewhere in between.

There are also additional costs to the municipality, these include additional CPP, OMERS, EHT and the loss of the HST rebate on the 1/3 municipal allowance portion. See attached spreadsheet for more details.

Under Option 1, should Council wish to increase their total council remuneration so that the net pay is the same, this will cost the municipality an additional \$30,776.10 in

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Increased salary, benefit and lost HST rebates.

Option 2, would be a partial compensation where additional costs could range from \$10,418.72 to \$30,776.10.

Option 3 – this option would involve direct reimbursement for councillor expenses, i.e. mileage and any office expenses. This would require more detailed tracking of expenses, an amendment to expense policies may be required to address things such as in-town mileage which is currently not reimbursable.

Option 4 – would be to take no action. Councillors will take home \$8,601.87 less and the municipality will incur additional costs/lost rebates of \$10,418.72

Many municipalities seem to be waiting for the new councils to decide however the ones that have made the decision have voted to keep the net pay the same, i.e. Sudbury, Kitchener, Milton. Of the municipalities in the comparator group Fort Frances has opted to increase remuneration equal to the taxes payable on the 1/3<sup>rd</sup> portion only.

It should be noted that Council deferred any increases for the previous term. As per the amended policy, a comparative review will be undertaken to benchmark with comparator municipalities. This comparison has been included for the 11 municipalities that were included in council remuneration study conducted in 2007. This study is based on the 2017 AMCTO Council Remuneration Study and updated for municipalities that were not included.

Council may wish to reconsider the KPMG recommendation to reduce the size of council. This recommendation was made in 2015 prior to the change in tax exemption being known. Should council wish to revisit this, it would only impact the next municipal election.

It is also recommended that this bylaw be reviewed by Corporate Services with regard to Schedule "A" items 4,5 and 6. It has been brought to Administration's attention that a recent Library Board meeting was cancelled due to a lack of quorum arriving at the meeting. It has also been noted that councillors have not regularly been attending Not for Profit Housing meetings, however minutes are often only circulated once or twice per year and it is difficult to administer these deductions as it is often unknown whether or not "notice" was provided in these cases.

**EXISTING POLICY:** Bylaw 2834/18

**STRATEGIC GOAL:**

- ☐ 1) Improve and Maintain our Infrastructure
- ☐ 2) Sustainable Economic Growth & Prosperity



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- ☒ 3) Excellence in Government  
☐ 4) Safe and Healthy Community

**FINANCIAL COMMITMENT: Option 1 has been reflected in the 2019 Budget**

**IMPLEMENTATION: January 1, 2019**

**Prepared By:** Cynthia Townsend

**Department Manager:** \_\_\_\_\_

**Clerk Treasurer/Administrator:** Cynthia Townsend

**Approval of Recommendation:** Yes ✓ No     

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



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# Change in “one-third” federal tax exemption for elected officials

A guide for Canadian municipalities

Updated: Fall 2018

*A long-standing federal tax exemption for elected municipal office holders will expire on January 1, 2019—reducing their after-tax compensation. This document explains the change and outlines options for municipal governments to consider.*

## Contents

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## Acknowledgements

Thank you to the Nova Scotia Federation of Municipalities for information from the 2016 AMANS survey as well as for material from their summer 2018 newsletter, *Municipal Voice*, which provided valuable context. *Brooke, Will: One-Third Tax Exemption - NSFM Summer Newsletter Municipal Voice p. 10.*

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## The issue

A municipal or provincial elected official may be paid a non-accountable allowance for work-related expenses. Under current federal tax law, such an allowance amounting to no more than one-third of the official's salary-plus-allowances qualifies for a federal tax exemption. Effectively, for many elected officials, up to one-third of their total compensation is currently tax exempt.

**Federal legislation passed in 2017 eliminates this tax exemption effective January 1, 2019.**

**This will result in substantive changes to after-tax compensation for provincial and municipal elected officials.**

It is up to each individual municipality to decide if and how they will act to counteract the effects of this change for elected officials. Surveys by various provincial and territorial municipal associations have found that many municipalities are opting to fully compensate elected officials for the loss. Other municipalities have not yet made any changes and have told FCM they are not clear on what options exist. This brief guide was developed to assist municipalities in this process.

## Timeline

This tax exemption was introduced under the *Federal Income Tax Act* in 1946 to recognize the value of the work of elected officials. It sought to compensate officials who were incurring expenses without being adequately reimbursed. Initially, the exemption applied only to provincial MLAs. In 1953, it was extended to municipal elected officials.

Over the last 15 years, some larger municipalities have opted out of the tax exemption with the stated objective of bringing more transparency to government. For example, Ontario amended its *Municipal Act* in 2001 to provide flexibility to municipalities wishing to do this. Calgary's city council eliminated its exemption in 2006.

In March 2017, the federal government passed Bill C-44, eliminating the one-third exemption for elected officials, effective January 1, 2019. The change applies to all elected provincial and municipal officials in Canada and will result in substantive changes to their after-tax compensation.

The government justified this change on the basis that it "provides an advantage that other Canadians do not enjoy." Reimbursements for specific expenses, accompanied by receipts, are not taxable—and this will remain so. In the government's view, however, a special allowance that does not require receipt accounting *substitutes for salary*, and is therefore a taxable benefit.

In September 2017, FCM adopted a resolution to press the federal government to retain the exemption. FCM engaged with staff in the Department of Finance, and formalized municipal concerns in an October 2017 letter to Finance Minister Morneau, with a follow-up in June 2018. The Minister's response reiterated the government's rationale for the change:

*... [The] government took steps to bring the tax treatment of non-accountable allowances to municipal office holders in line with that afforded to other employees. An employer may reimburse work-related expenses on a tax-free basis, but non-accountable allowances may substitute for salary and are thus taxable.*

Minister Morneau's letter underlined that the government will not reverse its decision in this matter.



## Implications

Elected officials who are currently paying income tax on only two-thirds of their total compensation (salary plus allowances) will lose that benefit. As of January 1, 2019, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan (CPP) contributions. This will decrease after-tax compensation for elected municipal officials.

In a July 2018 news release, Nova Scotia Federation of Municipalities (NSFM) President Geoff Stewart said: "Under the 2019 tax laws, a councillor in a small-to-mid-sized Nova Scotian town ... could see about 10.5 per cent less in their pockets, and 12.9 per cent less for a rural councillor."

In responding to this change, some communities have decided that an overall increase in total remuneration for elected officials is necessary to fully or partially replace lost compensation. To balance their budgets, municipalities may need to increase property taxes or find off-setting cost savings. The net impact on municipal budgets, will, in many cases, be significant, especially in smaller, less well-resourced communities. Municipalities with limited property tax bases will be disadvantaged as they seek to maintain appropriate levels of compensation, and some may be unable to achieve this.

The FCM letter to the Minister in June 2018 included cost implication data from various PTA surveys:

Municipalities have undertaken efforts to quantify the financial implications of the elimination of the 1/3 non-accountable allowance. The Associations of Municipalities of Ontario (AMO) estimates that the cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000, whereas the cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000. AMO also estimates that for almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000 in additional revenues.

Sample calculations from data collected from the 2016 AMANS (Association of Municipal Administrators Nova Scotia) survey showed that for an average Nova Scotia municipal councillor, annual pay would have to be increased by \$3,605.

## Options for municipalities

It is up to each individual municipality to decide how they will address this change in federal tax law, and its reduction of after-tax compensation for elected officials. Options to consider include the following.

### Option 1: Compensating salary increase (full)

Municipalities could adjust *pre-tax compensation* for 2019 to maintain elected officials' *after-tax* compensation at 2018 levels. Many municipalities have already taken this action. For example, this was the approach recommended by the Nova Scotia Federation of Municipalities.

The **benefits** of this approach are significant. It recognizes the increasing time commitments of complex and varied municipal duties. In doing so, it helps attract a diversity of candidates to municipal level participation (a growing concern). The **costs** of this approach are also significant, requiring offsetting cost-savings and/or increases in property taxes. This is difficult in an environment where municipal budgets are increasingly under pressure from rising expectations and increasing costs for products and services. Many municipalities are already struggling to provide appropriate compensation levels.

To publicly **communicate** the need for pay raises or property tax increases, effective strategies will emphasize the positive aspects of change. *This is about the community protecting hardworking local officials from an arbitrary pay cut imposed by federal legislation without consultation. We would have preferred to see the federal government reverse this change and its impact on local government—but they did not, and so we had to act.*

This complex issue requires special and perhaps direct messaging. Town hall events could be an opportunity to openly share details and answer questions. Elected officials could reach out to constituents on social media platforms and even face-to-face meetings. Early PR briefings for journalists can help get the right messages communicated from the outset.

### Option 2: Compensating salary increase (partial)

Municipalities could increase salaries for 2019 to ease, but not negate, the decrease in elected officials' after-tax compensation. As an alternative to a fully-compensating increase, this means **fewer benefits** but also **lower financial costs**.

The reality here is that elected officials will face some personal loss of after-tax income. For municipalities, this will also compound the challenge of attracting many and diverse candidates for elected office. However, if a municipality decides it cannot find savings or revenues to support a fully-compensating salary increase, a partial increase can deliver some of the benefits.

To publicly **communicate** the change, the same logic applies as for Option 1: emphasize the positives of protecting hardworking local leaders from an arbitrary pay cut imposed by federal legislation without consultation.

### Option 3: Expanded expense policies

As an alternative—or supplement—to increasing pre-tax salaries, municipalities can develop more comprehensive reimbursement plans for expenses incurred. This could include both the types of expenses and the total amounts of reimbursement available.

Before changing expense policies, municipalities should determine which expenses council members can claim as non-taxable through the Canada Revenue Agency (CRA). For example, expenses that are currently being covered by the income tax exemption could be addressed as an expense to be reimbursed by administrative policy, as are other non-taxable expenses.

According to the CRA, whether or not a benefit is taxable “depends on whether an individual [elected official] receives an economic advantage that can be measured in money, and whether the individual is the primary beneficiary” (as opposed to the municipality as their employer). This CRA resource outlines both taxable and non-taxable benefits.<sup>1</sup>

### Option 4: No action

Taking no action effectively decreases take-home compensation for affected officials, with no immediate effect on municipal budgets. This option avoids the immediate need to find cost-savings, contemplate property tax increases, or communicate changes to the public.

Elected officials will face a loss of income, however. This, in turn may discourage participation in municipal administration, especially among youth. This is a real threat for the smaller municipalities that may struggle most to boost salaries—and where even current compensation rates can be a barrier to more inclusive participation.

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<sup>1</sup> <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4044/employment-expenses-2016.html>

## What are municipalities doing?

The Nova Scotia Federation of Municipalities (NSFM) Board passed a resolution in June 2018 recognizing the need to support elected officials in avoiding abrupt changes in remuneration. It recommends that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the law takes effect in 2019. Many other municipalities in Canada (including in Ontario and British Columbia) are opting for this solution.

To help in their decision-making some municipalities are retaining consultants or conducting in-house assessments to study their financial situation. As well, some are creating citizens' committees or committees of council to conduct reviews before making final decisions to move forward.

The federal finance department does recommend that municipalities find out which expenses their council members can claim as non-taxable through the Canada Revenue Agency (CRA), before the changes take effect. For example, certain expenses that are currently being covered by the income tax exemption could be addressed administratively, as are other non-taxable expenses.



	CURRENT				OPTION 1				OPTION 4			
	One-third Tax Exempt				Fully Taxable - Same Net Pay				Fully Taxable - Same Gross Pay			
	Mayor	Deputy Mayor	Councillors (x5)	Total	Mayor	Deputy Mayor	Councillors (x5)	Total	Mayor	Deputy Mayor	Councillors (x5)	Total
Annual remuneration	27,917.04	16,866.48	13,958.52	114,576.12	27,917.04	16,866.48	13,958.52	114,576.12	27,917.04	16,866.48	13,958.52	114,576.12
Additional salary for equal net pay												
Total remuneration	27,917.04	16,866.48	13,958.52	114,576.12	5,448.87	2,926.19	1,837.91	17,564.61				
Taxable earnings	18,611.36	11,244.32	9,305.68	76,384.08	33,365.91	19,792.67	15,796.43	132,140.73	27,917.04	16,866.48	13,958.52	114,576.12
Non-taxable earnings	9,305.68	5,622.16	4,652.84	38,192.04	33,365.91	19,792.67	15,796.43	132,140.73	27,917.04	16,866.48	13,958.52	114,576.12
Deductions:												
Income Tax	1,064.52	-	-	1,064.52	4,455.13	1,733.69	932.45	10,851.07	3,219.36	648.24	94.20	4,338.50
CPP	748.01	383.34	287.38	2,568.26	1,478.36	806.49	608.67	5,328.22	1,208.64	661.64	517.70	4,458.77
OMERS	1,675.02	1,011.99	837.51	6,874.57	3,002.93	1,781.34	1,421.68	11,892.67	2,512.53	1,517.98	1,256.27	10,311.85
Net pay	24,429.49	15,471.15	12,833.63	104,068.77	24,429.49	15,471.15	12,833.63	104,068.78	20,976.50	14,038.62	12,090.36	95,466.90
Difference in Net Pay compared to 1/3 exempt					-	0.00	-	0.00	3,452.98	1,432.53	743.27	8,601.87
Salary Costs					5,448.87	2,926.19	1,837.91	17,564.61				
CPP					730.35	423.14	321.29	2,759.95	460.63	278.30	230.32	1,890.51
OMERS					1,327.91	769.35	584.17	5,018.10	837.51	505.99	418.76	3,437.28
EHT					287.71	166.69	126.57	1,087.25	181.46	109.63	90.73	744.74
Loss of HST rebate					1,058.97	639.79	529.48	4,346.19	1,058.97	639.79	529.48	4,346.19
Subtotal add'l costs to municipal gov't					8,853.81	4,925.17	3,399.42	30,776.10	2,538.57	1,533.72	1,269.29	10,418.72

## 2018 Council Remuneration Survey

<u>Municipality</u>	<u>Population</u>	<u>Total # of Members on Council</u>	<u>Annual Remuneration HOC</u>	<u>Annual Remuneration Deputy HOC</u>	<u>Annual Remuneration Councillor</u>
Kirkland Lake	7,981	7	\$ 36,922.60	\$ -	\$ 13,358.00
Elliot Lake	10,741	7	\$ 29,710.00	\$ 10,823.64	\$ 9,820.44
Temiskaming Shores	9,920	7	\$ 27,932.74	\$ -	\$ 12,890.38
Greenstone	4,636	9	\$ 27,600.00	\$ -	\$ 16,550.00
West Nipissing	14,364	9	\$ 28,987.22	\$ -	\$ 14,498.95
Parry Sound	6,408	7	\$ 31,036.00	\$ -	\$ 16,925.00
Fort Francis	7,739	7	\$ 23,345.00	\$ 13,702.50	\$ 12,180.00
Kapuskasing	8,292	7	\$ 24,822.57	\$ -	\$ 10,342.73
Marathon	3,273	5	\$ 30,600.00	\$ -	\$ 11,775.00
Hearst	5,070	7	\$ 20,630.00	\$ -	\$ 9,349.00
Cochrane	5,321	7	\$ 17,830.00	\$ -	\$ 9,222.00
Espanola	4,996	7	\$ 27,917.04	\$ 16,866.48	\$ 13,958.52
	5,048				
<b>Average</b>			\$ 27,277.76	\$ 13,797.54	\$ 12,572.50
<b>Median (Midpoint)</b>			\$ 27,924.89	\$ 13,702.50	\$ 12,535.19

\*\* based upon 2017 published figures



THE CORPORATION OF THE TOWN OF ESPANOLA

**BYLAW NO. 2834/18**

**BEING A BYLAW RESPECTING REMUNERATION FOR  
MEMBERS OF COUNCIL**

*WHEREAS Section 283 of the Municipal Act 2001, S.O. 2001, and it's amendments, provides that the Council may establish by Bylaw the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;*

AND WHEREAS, the said Act provides for salary, expenses and allowances paid by local boards to be established by the Council of a Municipality:

NOW THEREFORE, the Council of the Corporation of the Town of Espanola enacts as follows:

**1. INTERPRETATION:**

In this bylaw and in the attached schedules, the following terms shall apply;

- 1.1 MUNICIPALITY" means the Corporation of the Town of Espanola.
- 1.2 COUNCIL" means the Council of the Corporation of the Municipality.
- 1.3 LOCAL BOARDS" means a Local Board as defined in the Municipal Affairs Act.
- 1.4 OTHER BODY" means any body other than a Local Board, of the Council of a Municipality or a Council Committee.
- 1.5 EX OFFICIO" means and includes a member of a Local Board or other body who, by statute, is entitled to be a member of that Board or Body by virtue of his office as Head of Council or as specified class of Council member, or, who serves as a member of the Board or body pursuant to his appointment under the Municipal Act.
- 1.6 COUNCIL COMMITTEE" means any standing or special committee, thereof, established by Council regardless of the name by which it is identified or the fact that persons other than Council members may be included in its memberships.

**2. REMUNERATION**

- 2.1 Members of Council:  
Council members shall receive remuneration as determined according to the provisions of Schedule "A" appended to and forming part of this Bylaw for their services as Council members or officers of the Municipality.

**3. ADMINISTRATION**

Notwithstanding any other provision of this Bylaw, where a person is entitled to receive remuneration or expenses under this Bylaw from the Municipality in respect of his/her membership on an "other body" in respect of a certain period or certain items of expenditures and

where he/she has received or is entitled to receive remuneration or expenses from that "other body" in respect of the same period or for the same items of expenditure. The remuneration and expense he/she has received from the other body will not be duplicated from the expenses that but for this clause would be payable to him/her under this Bylaw in respect of his membership on the board for that period excepting those items and the amounts remaining, if any, shall be the amounts to which he/she is entitled under this Bylaw as remuneration or expenses for that period and those items.

- 3.1 The remuneration provided for in Schedule "A" of this Bylaw shall be paid by the Treasurer of the Municipality from the funds provided by Council. The Treasurer shall pay the said remuneration outlined in Section 1 and 2 of Schedule "A" monthly, in respect of the services rendered during the period just ending.
- 3.2 Notwithstanding Clause 3.2, where a person who has been appointed by the Council as a member of a local board or other board fails to submit any information or documentation required to be submitted in support of a claim for remuneration or expenses, the Treasurer may pay such portion as may be authorized without supporting documentation being submitted.
- 3.3 The Municipal Treasurer shall on or before the 31<sup>st</sup> day of March in each year, submit to the Council an itemized statement of the remuneration and expenses paid pursuant to this bylaw and Section 284 of the Act in the preceding year.
- 3.4 That Bylaw No. 2698/16 is hereby repealed.
- 3.5 This Bylaw shall be deemed to have been in force and effect immediately.

READ A FIRST, SECOND and THIRD TIME AND PASSED IN OPEN COUNCIL  
THIS 8<sup>th</sup> DAY OF May, 2018.

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Bill Foster  
Deputy Mayor

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Paula Roque  
Clerk



**SCHEDULE "A"**  
**Bylaw 2834/18**

**REMUNERATION OF COUNCIL MEMBERS**

1. An annual remuneration of Thirteen Thousand Nine Hundred Fifty-Eight Dollars and Fifty-Two cents (13,958.52) shall be paid to each member of Council of the Town of Espanola.
2. An annual remuneration of Thirteen Thousand Nine Hundred Fifty-Eight Dollars and Fifty-Two cents (13,958.52) shall be paid to the Mayor as Head of Council.
3. An annual remuneration of Two Thousand Nine Hundred-Seven Dollars and Ninety-Six cents (2,907.96) shall be paid to the Deputy.
4. A member of Council being absent from a Regular Council meeting without advising administration or Mayor and/or a Council Member, shall have deducted from their remuneration payable under this bylaw, the sum of \$150.00 for each absence from regular meetings of Council. The CAO is required to facilitate the deduction through the normal payroll process.
5. Members of Council absent from Committees as appointed to by Council without advising administration or Mayor and/or a Council Member on the corresponding Committee, shall have deducted from their remuneration payable under this bylaw the sum of \$60.00 for each absence from the scheduled committee meeting.
6. Members of Council absent from a Committee or Council meeting due to attendance at a duly certified municipal function as defined by Council or absent due to extenuating circumstances and are unable advise as outlined in Item 4 or 5 shall not be deducted.
7. At Council's discretion, an annual increase to Council's base compensation using either a 12 month annual Consumer Price Index (CPI) increase (December 12 month rate) or the annual adjustment provided to non-union Staff whichever is less, to be effective January 1 of each year.
8. A comprehensive comparison and review of Council remuneration for 10 municipalities is to be completed in the second year of a Council term. Council can choose to amend Council remuneration based on the comparison.

**Deleted:** , and one-third of such amount shall be deemed to be for expenses incidental to the discharge of his duties as member of Council

**Deleted:** , and one-third of such amount shall be deemed to be for expenses incidental to the discharge of his duties as a Member of Council

**Deleted:** Mayor and one-third of such amount shall be deemed to be for expenses incidental to the discharge of his duties as a Member of Council

9. Elected Officials are entitled to attend conferences and conventions during each year as follows and as the budget permits:

Mayor        2 conferences or conventions  
Councillor   1 conference or convention

A Councillor may attend a second conference or convention if approved by a resolution of Council.

In addition to the above clause, all of Council is encouraged to attend Council conferences and conventions that are held in the Sudbury District.

Item 9. does not apply to specific Council Training and Workshops.

No more than three members of Council, including the Mayor are permitted to travel together, using the same mode of transportation.

All expenses for the conference, conventions, training and workshops, including travel, parking, lodging, meals (if they are not included in registration fees) are to be reimbursed in accordance with Policy F09-01285 Travel and Training Expenses.

10. A verbal report for information sharing purposes on the conference/convention/training or workshop shall be presented at a public meeting by at least one (1) member of Council who attended the event within a month of attending. A hard copy of the report shall be submitted to the Administrative Assistant to be kept on file with the meeting agenda.

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:** December 4, 2018

**ITEM:** New Street Name

**RECOMMENDATION:** Be It Resolved That: The access road through Brentwood Village off of Queensway Avenue be named Yusko Crescent.

**BACKGROUND:** In October 2018 Council adopted the Development Agreement with Olivadel Developments. One of the conditions of the Agreement being that the developer constructs the road accessing the new lots and services them to the specifications of the Municipality and when agreed upon, the road and infrastructure would be transferred to the Town. The development is well underway and the road will be transferred to the Town in the near future. Part of this transfer will include a Bylaw to name the road which will be registered on title when the transfer to the Town occurs and the road is opened.

**ANALYSIS:** In 2012 (the last time a new road was constructed and named) Council adopted Policy D18-01669 Naming Municipal Buildings, Facilities, Open Space, Property, Parks and Streets. As per the Responsibilities section of the Policy "Land Developers may submit proposed street names to the Clerk's Office prior to proceeding with the development. Any street names submitted for a proposed development are subject to review and approval by the Town to ensure compliance with this policy. Town Council is the final authority for naming and renaming decisions, these decisions are adopted by Bylaw." Attached for reference is Policy D18-01669 and the submission from Olivadel Developments for naming the access road through Brentwood Village for consideration.

**EXISTING POLICY:** Town of Espanola Policy D18-01669

**STRATEGIC GOAL:** Sustainable Economic Growth & Prosperity  
Excellence in Government

**FINANCIAL COMMITMENT:** \$0

**BUDGETED:** NA

Yes

No

**IMPLEMENTATION:** Manager of Planning Services

**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:**

\_\_\_\_\_





## **Naming Municipal Buildings, Facilities, Open Space, Property, Parks and Streets**

### **Purpose:**

To provide the Town of Espanola with a fair, consistent and efficient process for the naming and renaming of any municipal buildings, facilities, open space, properties, parks or streets while respecting the need for public solicitation. The final decision for naming municipal assets including naming opportunities as a result of donations, gifts and sponsorship, will rest with Town Council.

### **Policy:**

#### **Objectives:**

- To ensure a clear and efficient naming process;
- To ensure the application of key criteria to determine the validity of a commemorative name;
- To ensure community participation;
- To ensure proper approval process; and
- To ensure compliance with the *Municipal Act, 2001*, as amended, and any other legislation or Town bylaws that may be applicable.

#### **Application Process:**

- Completed Submissions Forms D99-01668, Appendix C may be submitted at any time by any member of Administration, Town Council or the public who choose to recommend a nomination for commemorative naming of any municipal buildings, facilities, open space, properties, parks or streets.
- To be considered, submissions relating to individuals or family names will require the consent of the family member or estate; and a written history outlining the contribution made or the historical significance of the individual/name.
- Completed Submissions Forms for naming municipal buildings, facilities, open space, properties, parks or streets will be received by the Clerk's Office, then circulated to Department Managers for comment and distributed to the Community Services Committee for consideration and a recommendation to Council for potential future use.

- Applications will be maintained on file until a naming or renaming opportunity arises.
- From time to time, Council may also solicit names when the Town determines it is necessary to name all or part of a new asset or rename an existing asset.
- Town Council has the final authority for naming and renaming decisions.

#### Responsibilities:

- An online application will be made available on the Town's website and hard copies will be made available at the Municipal Office.
- All applications shall be submitted to the Clerk's Office for distribution to Department Managers and the appropriate Committee.
- Land Developers may submit proposed street names to the Clerk's Office prior to proceeding with the development. Any street names submitted for a proposed development are subject to review and approval by the Town to ensure compliance with this policy.
- Town Council is the final authority for naming and renaming decisions, these decisions are adopted by Bylaw.

#### **Naming Conventions and Procedures:**

Name submissions will fall into one of the following categories:

1. Natural Features – reflecting prominent natural features of the general area in which the asset resides.
2. Geographic Location – reflecting prominent geographic location within the Town.
3. Historic Place Name – reflecting a prominent historic location within the Town.
4. Outstanding Resident / Group – name of Town of Espanola resident or community group, past or present who contributed to the Town and/or the well-being of its residents. Submissions may include: original landowners or pioneers; individuals who have contributed to the quality of life in the municipality through heroic actions, sports, recreation, and culture or community involvement.
5. Outstanding Canadian – names honouring those who have served or given their life in public service and have ties with the community
6. Names are screened to ensure they are:
  - unique and not duplicated
  - easy to spell and pronounce

7. The Community Services Committee selects the short list of names and makes a recommendation to Council via a resolution.

### **Guidelines to Street Naming**

8. All public streets accessible to vehicles shall be named.
9. Street names should not have more than 12 characters.
10. Names shall assist with emergency response situations by being consistent with street names and geographical locations.
11. Street names should continue across intersections.
12. Names with spelling that leaves proper pronunciation in question shall be avoided.
13. Two word names shall be avoided.
14. Street names shall be simple to pronounce and understandable to the majority of residents in Espanola.
15. North, South, East and West may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available.
16. No profane or derogatory words or terms shall be used for street names.
17. Names shall be unique. Similar sounding or duplicate street names will not be considered.
18. Redundant street type designations are to be avoided (for example Tenth Line Road)
19. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, political affiliation or other social factors are not acceptable.
20. Names for public streets that could be construed as advertising a particular business shall be avoided.
21. The re-use of former street names should be discouraged because of the confusion this caused in property records management.

22. Only Canada Post accepted Street Type Abbreviations shall be used. (See Appendix A).
23. Only accepted Street Type Designations shall be used. (See Appendix B).
24. If a proper name is to be used, it shall only be a person's first or last name, not both for the street name.
25. The Town of Espanola reserves the right to rename any street in the interest of public safety and shall not be responsible or liable for any costs associated with a street name change.
26. The Town of Espanola has the right to refuse any or all street names.

### Appendix A – Street Type Abbreviations / Based on Canada Post Addressing Guide

TYPE	ABBREVIATION	TYPE	ABBREVIATION	TYPE	ABBREVIATION
Abbey	ABBEY	Farm	FARM	Pines	PINES
Acres	ACRES	Field	FIELD	Place (English)	PL
Allée	ALLÉE	Forest	FOREST	Place (French)	PLACE
Alley	ALLEY	Freeway	FWY	Plateau	PLAT
Autorout	AUT	Front	FRONT	Plaza	PLAZA
Avenue (English)	AVE	Gardens	GDNS	Point	PT
Avenue (French)	AV	Gate	GATE	Pointe	POINTE
Bay	BAY	Glade	GLADE	Port	PORT
Beach	BEACH	Glen	GLEN	Private	PVT
Bend	BEND	Green	GREEN	Promenade	PROM
Boulevard(English)	BLVD	Grounds	GRNDS	Quai	QUAI
Boulevard (French)	BOUL	Grove	GROVE	Quay	QUAY
By-pass	BYPASS	Harbour	HARBR	Ramp	RAMP
Byway	BYWAY	Heath	HEATH	Rang	RANG
Campus	CAMPUS	Heights	HTS	Range	RG
Cape	CAPE	Highlands	HGHLDS	Ridge	RIDGE
Carré	CAR	Highway	HWY	Rise	RISE
Carrefour	CARREF	Hill	HILL	Road	RD
Centre (English)	CTR	Hollow	HOLLOW	Rond-Point	RDPT
Centre (French)	C	Île	ÎLE	Route	RTE
Cercle	CERCLE	Impasse	IMP	Row	ROW
Chase	CHASE	Inlet	INLET	Rue	RUE
Chemin	CH	Island	ISLAND	Ruelle	RLE
Circle	CIR	Key	KEY	Run	RUN
Circuit	CIRCT	Knoll	KNOLL	Sentier	SENT
Close	CLOSE	Landing	LANDING	Square	SQ
Common	COMMON	Lane	LANE	Street	ST
Concession	CONC	Limites	LMTS	Subdivision	SUBDIV
Corners	CRNRS	Line	LINE	Terrace	TERR
Côte	CÔTE	Link	LINK	Terrasse	TSSE
Cour	COUR	Lookout	LKOUT	Thicket	THICK
Cours	COURS	Loop	LOOP	Towers	TOWERS
Court	CRT	Mall	MALL	Townline	TLINE
Cove	COVE	Manor	MANOR	Trail	TRAIL
Crescent	CRES	Maze	MAZE	Turnabout	TRNABT
Croissant	CROIS	Meadow	MEADOW	Vale	VALE
Crossing	CROSS	Mews	MEWS	Via	VIA
Cul-de-sac	DCS	Montée	MONTÉE	View	VIEW
Dale	DALE	Moor	MOOR	Village	VILLGE
Dell	DELL	Mount	MOUNT	Villas	VILLAS
Diversion	DIVERS	Mountain	MNT	Vista	VISTA
Downs	DOWNS	Orchard	ORCH	Voie	VOIE
Drive	DR	Parade	PARADE	Walk	WALK
Échangeur	ÉCH	Parc	PARC	Way	WAY
End	END	Park	PK	Wharf	WHARF
Esplanade	ESPL	Parkway	PKY	Wood	WOOD
Estates	ESTATE	Passage	PASS	Wynd	WYND
Expressway	EXPY	Path	PATH		
Extension	EXTEN	Pathway	PTWAY		

## **Appendix B – Street Type Designations**

Street type designations, depending on roadway function, length and configuration, exist to define the character of a street.

Street Type	Description	Designations*
General	Major Thoroughfare	Boulevard, Road, Avenue, Highway, Street, Drive
Loop	A street that has two connections to a general street	Crescent, Trail, Path, Way
Cul-de-sac	A dead end street	

\*Any other street type designations are to be reviewed and approved by the Town.



**Appendix C**  
**SUBMISSION FORM**

Municipal Buildings, Facilities, Open Space, Property, Parks and Streets  
Recognition/Commemorative Naming

Individual/Organization Submitting Name: Olivadel Developments

Mailing Address: P.O. Box 5022

Espanola, ON P5E 1S1

Telephone: (705) 863-0487

Email: office@olivadel.com

Location of Buildings, Facility, Property, Park, Open Space, Street: Reference Plan

Brentwood Village (off Queensway) 53R-21032

Suggested Name: Yusko Crescent

Rationale for Suggested Name: \_\_\_\_\_

Please see attached.

Where submitting a name of an Outstanding Resident or Canadian (individual or family name, living or deceased) please attach:

1. Written documentation confirming the consent of a family member or estate if the individual is deceased.
2. Written history of the contribution made or the historical significance of the name.

Where the suggested name is not an individual or family name, please attach a written rationale for the suggested name:

1. Location,
2. Historical significance, or
3. Geographical or natural/environmental feature.

Applications from an Organization must include an official letter of support from that Organization.

Please return completed applications to:

Naming Municipal Buildings, Facilities, Open Spaces, Properties, or Parks  
Town of Espanola  
100 Tudhope Street, Ste 2  
Espanola, ON P5E 1S6

Fax: (705) 869-0083 or Email: [town@town.espanola.on.ca](mailto:town@town.espanola.on.ca)

Form # D99-01668



Olivadel Developments  
P.O. Box 5022  
Espanola, ON P5E 1S1  
(705) 863-0487  
[office@olivadel.com](mailto:office@olivadel.com)  
[www.olivadel.com](http://www.olivadel.com)

December 4, 2018

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

Dear Mayor and Council:

**RE:                    Submission for Street Naming - Brentwood Village, Espanola**

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In accordance with the Town of Espanola's Street Naming Policy # D18-01669, please accept the completed Submission Form Appendix C (attached).

Olivadel Developments is a community minded corporation with a vision and passion to provide carefree retirement living. We are committed to supporting our neighbors to remain in their hometown as they age in place; as well as attract new residents while promoting the Town as an ideal retirement community with all the amenities and services. Brentwood Village is an independent living community designed exclusively for mature adults 55+ and seniors. This phased-in development will offer 27 new garden homes both for sale and lease.

With the new road and infrastructure fast approaching completion, we are pleased to suggest a new street name for the new residential neighborhood as *Yusko Crescent*. This submission falls within category 4. Outstanding Resident/Group – as this family name represents original land owners and pioneers in our community, and meets all guidelines to street naming within the Town of Espanola's Policy. The street type is considered a cul-de-sac. Furthermore, we understand the Yusko family name has been shortlisted and recommended as a street name in the past by the Espanola Historical Society.

Family member, Todd Yusko, is the Director/President of Quantum Builders Inc., as the Builder of the new homes, and is also an Officer of the corporation Olivadel Developments; he hereby consents to this street name submission on behalf of the Yusko family.

History of the Yusko Family Contributions and Historical Significance

*The Yusko family have been residents in Espanola for more than 107 years.*

Born in Poland in 1879, Joseph Yusko was a blacksmith in the Ukraine before immigrating to Espanola in 1911. He came to Canada with his wife Anastawia (nee Sokoloski) and his son Frank, who was 4 years old at the time.

The Government of Canada was encouraging immigration by offering early settlers a grant of 160 acres of crown land, provided they clear and work the land within a specified timeframe. Joseph Yusko accepted his duty as a local pioneer and developed farm land on Second Street West and Barber Street/ Lee Valley Road.

.../2



## Brentwood Village, Espanola – Street Naming Submission

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### History of the Yusko Family Contributions and Historical Significance

Joseph Yusko's descendants continued his legacy in farming the land, which was passed on to his son Frank in the 1930s. Over the years, the Yusko family homestead was passed on to Frank's children. Part of the land was passed down to George and Elaine Yusko, while Elaine still resides on the family property today with their son Paul. Frank's son Jim Yusko sold a portion of the family property on Barber Street to the Calvary Baptist Church in 1976. Frank's son Bobby still lives on a portion of the Yusko property with his wife Jane.

In his later years, Joseph Yusko was employed as a fireman by the Spanish River Pulp and Paper Company. Failing eyesight made him decide to take up farming again, acquiring another homestead farm near Bass Lake.

Joseph's son Frank Yusko married Stella (nee Harlywitch) on October 9, 1933, in the Roman Catholic Church in Espanola. Frank worked at the Liquor Control Board and wood department at the KVP Mill. Frank also played in a band called "The Shooting Star", he played the saxophone and the mandolin. He was an active member of the Espanola Lions Club and Espanola Elks Club. Stella was an excellent homemaker and together they had three sons (George, Jim, Bobby) and one daughter (Fran).

Frank's son George Yusko was born in 1940 and had four sons, Paul, Mark, Joel (Jody) and Todd (Marcella). Jim Yusko is a local resident and retired millworker from EB Eddie/Domtar who had two children. Bobby Yusko is also a retired millworker from EB Eddie/Domtar, and lives on the family homestead with his wife Jane. Together they had two children, Curtis and Craig, both are married and with children all living in Espanola. Frank's daughter Fran married Joe D'Agostino and lives in Espanola, together they had two sons Chris and Michael who also lives locally with his wife.

The Yusko family legacy continues with more than 107 years of history in Espanola. Nearly 20 of their descendants are current residents who are actively contributing to our community. Therefore, we are honored to recommend the street name of Yusko Crescent in recognizing a long-time family of local pioneers to Espanola.

Sincerely,



*for* Rodney Harrison  
Director/ President  
Olivadel Developments

Attachment: *Appendix C Submission Form*

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:** POA

**DATE:** November 23, 2018

**ITEM:** Write off outstanding fines.

**RECOMMENDATION:** Be It Resolved That: Staff write off the attached list of files that have been in default since prior to the transfer in 1999 up to and including 2000.

**BACKGROUND:** The Provincial Offence office cannot impose a licence suspension on defaulted offences for reasons listed below. These outstanding fines have been sent to collections and are deemed uncollectible.

Defaulted offences include but are not limited to: Trespass to Property Act, Liquor Licence Act, By-laws or driving offences that do not have a driver's licence attached to the ticket which makes it unenforceable by way of suspending their driver's licence.

**ANALYSIS:** Upon council approval, all the attached defaulted fines will be updated to a CW (council write-off) code in ICON and will be purged off the system.

**EXISTING POLICY:** See Collections Policy and Write Off Procedures Policy #F23-01617

**STRATEGIC GOAL:** Reduce the total amount of fines outstanding by writing off uncollectible files.

**FINANCIAL COMMITMENT:** The total amount of defaulted fines for Espanola up to and including the year 2000 is \$ 192,768.87. Please see attached sheets.

**BUDGETED:**

Yes

No

x

**IMPLEMENTATION:** POA to submit these cases to the Ministry of Attorney General for the preliminary and final write off stage which will reflect on the 2019 annual report.

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

**Prepared By:**

Christine Desjardins

**Department Manager:**

Christine Desjardins

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes ☒ No ☐

**Comments:** These amounts are not reflected in our general ledger, therefore no financial impact to the financial statements. POA revenues are recorded as paid due to the uncertainty in collections.

DF Enforcements - up to and including 2000

Offence #	Amount O/S	Date of Infraction
4061 999 00 12148793 00	\$ 288.75	Sept 26/93
4061 999 00 60795327 00	\$ 93.75	April 2/00
4061 999 00 40579606 00	\$ 88.75	Aug 9/98
4061 999 00 51078452 00	\$ 88.75	Sept 25/99
4061 999 90 s025 00	\$ 113.75	Jan 27/90
4061 999 90 s102 00	\$ 263.75	April 5/90
4061 999 91 s188b 00	\$ 523.75	Oct 16/91
4061 999 00 21612461 00	\$ 88.75	Dec 30/95
4061 999 00 27015241 00	\$ 88.75	June 29/97
4061 999 00 21611475 00	\$ 148.75	Oct 19/96
4061 999 00 21609392 00	\$ 88.75	Apr 1/95
4061 999 90 Q0972521 00	\$ 266.25	Sept 30/90
4061 999 00 60794919 00	\$ 153.75	May 12/00
4061 999 00 51078758 00	\$ 148.75	Sept 5/99
4061 999 00 27011946 00	\$ 88.75	Dec 12/97
4061 999 00 51079795 00	\$ 88.75	May 8/99
4061 999 00 60796854 00	\$ 128.75	Dec 31/99
4061 999 00 60796855 00	\$ 218.75	Dec 31/99
4061 999 92 r005573 00	\$ 78.75	Dec 1/92
4061 999 00 60796851 00	\$ 128.75	Dec 31/99
4061 999 00 60796852 00	\$ 128.75	Dec 31/99
4061 999 00 51887869 00	\$ 88.75	Aug 11/99
4061 999 00 21611943 00	\$ 60.00	June 1/96
4061 999 00 40581993 00	\$ 88.75	July 28/98
4061 999 00 40581994 00	\$ 148.75	July 28/98
4061 999 92 7306 00	\$ 266.25	Apr 28/92
4061 999 92 7307 00	\$ 316.25	Apr 28/92
4061 999 00 21611937 00	\$ 148.75	May 4/96
4061 999 00 40582239 00	\$ 128.75	June 27/98
4061 999 99 1 00	\$ 1,530.25	Sept 19/98
4061 999 00 21608982 00	\$ 338.75	Feb 14/95
4061 999 90 q0968494 00	\$ 146.25	Aug 2/90
4061 999 91 q3647943 00	\$ 66.25	Aug 25/91
4061 999 00 60796393 00	\$ 88.75	Feb 3/00
4061 999 00 14987461 00	\$ 78.75	Jun 11/94
4061 999 90 n7426296 00	\$ 141.25	Jan 20/90
4061 999 00 60796806 00	\$ 213.75	Jul 22/00
4061 999 00 60796807 00	\$ 133.75	Jul 22/00
4061 999 00 60796809 00	\$ 238.75	Jul 22/00
4061 999 00 60796810 00	\$ 263.75	Jul 22/00
4061 999 92 r009621 00	\$ 91.25	Aug 4/92
4061 999 92 r005062 00	\$ 266.25	Aug 21/92
4061 999 92 r005154 00	\$ 91.25	Sept 15/92
4061 999 92 r005153 00	\$ 266.25	Sept 15/92
4061 999 92 r005228 00	\$ 91.25	Oct 1/92
4061 999 92 r005227 00	\$ 91.25	Oct 1/92
4061 999 92 r00557 00	\$ 92.50	Nov 13/92
4061 999 00 51078621 00	\$ 148.75	June 25/99
4061 999 95 121 00	\$ 70.00	Nov 18/95
4061 999 00 51078423 00	\$ 338.75	Jun 26/99
4061 999 00 21608905 00	\$ 328.75	Apr 2/95
4061 999 00 21609274 00	\$ 63.75	Aug 9/95
4061 999 00 21610713 00	\$ 88.75	Sept 1/95
4061 999 00 60794596 00	\$ 93.75	June 17/00
4061 999 90 s154 00	\$ 513.75	May 5/90
4061 999 00 17045002 00	\$ 338.75	Dec 30/94

4061 999 90 q0972845 00	\$	116.25	Oct 27/90
4061 999 90 q0972856 00	\$	266.25	Oct 27/90
4061 999 91 s87 00	\$	510.00	Oct 27/91
4061 999 90 48847 00	\$	136.25	Nov 30/90
4061 999 91 48816 00	\$	91.25	Mar 5/91
4061 999 91 48789 00	\$	91.25	July 17/91
4061 999 91 48933	\$	91.25	May 16/91
4061 999 00 21609989 00	\$	298.75	June 27/95
4061 739 90 s118 00	\$	33.75	Mar 17/90
4061 999 90 s158 00	\$	513.75	June 12/90
4061 999 91 q3653370 00	\$	66.25	July 6/91
4061 739 81 32416 00	\$	25.00	Nov 29/81
4061 999 00 21610311 00	\$	338.75	June D324/96
4061 999 00 27012242 00	\$	98.75	Oct 12/97
4061 999 91 48722 00	\$	38.75	Apr 12/91
4061 999 90 98 00	\$	263.75	Mar 19/90
4061 999 00 40581270 00	\$	128.75	Mar 17/98
4061 999 00 27009623 00	\$	88.75	Aug 16/96
4061 999 00 27010855 00	\$	88.75	June 27/97
4061 999 92 r005232 00	\$	117.50	Oct 30/92
4061 999 00 60794610 00	\$	133.75	Apr 22/00
4061 999 00 60794611 00	\$	348.75	Apr 22/00
4061 999 00 60794613 00	\$	348.75	Apr 22/00
4061 999 00 17044871 00	\$	88.75	Dec 23/94
4061 999 90 n7381975 00	\$	266.25	July 02/90
4061 999 90 q0964622 00	\$	46.25	June 29/90
4061 999 90 n7429273 00	\$	26.25	Mar 2/90
4061 999 00 60793152 00	\$	128.75	May 3/00
4061 999 00 51079356 00	\$	98.75	July 15/99
4061 999 00 51079368 00	\$	98.75	Nov 17/99
4061 999 00 21609921 00	\$	88.75	July 19/96
4061 999 00 40581959 00	\$	88.75	Mar 11/98
4061 999 00 40582288 00	\$	88.75	Aug 1/98
4061 999 00 16471726 00	\$	78.75	Nov 4/94
4061 999 00 13161524 00	\$	75.00	Feb 16/94
4061 999 00 14986643 00	\$	48.75	Mar 20/94
4061 999 91 48950 00	\$	146.25	June 11/91
4061 999 00 13161047 00	\$	48.75	Aug 23/93
4061 999 00 13161046 00	\$	48.75	Aug 23/93
4061 999 91 49438 00	\$	116.25	Aug 10/91
4061 999 91 q3650964 00	\$	266.25	May 19/91
4061 999 00 12148417 00	\$	238.75	May 26/93
4061 999 90 q0962894 00	\$	66.25	June 10/90
4061 999 00 60795364 00	\$	78.75	May 30/00
4061 999 00 60795635 00	\$	93.75	Aug 25/00
4061 999 00 21608666 00	\$	88.75	Jan 2/95
4061 999 97 72 00	\$	140.00	Apr 18/97
4061 999 00 40579436 00	\$	88.75	June 6/98
4061 999 92 r014148 00	\$	266.25	July 17/92
4061 999 91 n7384473 00	\$	66.25	Feb 24/91
4061 999 00 40580640 00	\$	148.75	Aug 16/98
4061 999 00 60795434 00	\$	153.75	June 10/00
4061 999 00 60795777 00	\$	153.75	Aug 28/00
4061 999 00 60795433 00	\$	348.75	June 10/00
4061 999 00 40580093 00	\$	86.25	Nov 1/98
4061 999 00 60796935 00	\$	93.75	Sept 2,00
4061 999 00 60796936 00	\$	153.75	Sept 2/00
4061 999 00 21609752 00	\$	148.75	Sept 30/95

4061 999 00 12148687 00	\$	178.75	Sept 4/93
4061 999 00 40580708 00	\$	71.25	Apr 25/98
4061 999 00 21608932 00	\$	288.75	Apr 29/95
4061 999 92 r005009 00	\$	266.25	Sept 8/92
4061 999 92 r014218 00	\$	153.75	Mar 28/92
4061 999 00 51079360 00	\$	98.75	Jul 30/99
4061 999 90 s104 00	\$	503.75	Sept 23/89
4061 999 90 n7429984 00	\$	66.25	Apr 20/90
4061 999 00 51888911 00	\$	71.25	June 26/99
4061 999 00 21609364 00	\$	208.75	Mar 9/95
4061 999 00 21609363 00	\$	233.75	Mar 9/95
4061 999 00 21609296 00	\$	148.75	Aug 22/97
4061 999 00 21609851 00	\$	50.00	Sept 28/96
4061 999 00 17044698 00	\$	78.75	Oct 12/94
4061 999 00 51079209 00	\$	88.75	Apr 11/99
4061 999 00 21609816 00	\$	88.75	July 28/95
4061 999 00 21612454 00	\$	88.75	Dec 24/95
4061 999 00 21613002 00	\$	88.75	Mar 2/96
4061 999 00 21612742 00	\$	88.75	May 3/97
4061 999 00 21611238 00	\$	88.75	June 28/97
4061 999 00 21611239 00	\$	148.75	June 28/97
4061 999 00 27013822 00	\$	88.75	July 11/97
4061 999 00 27011882 00	\$	88.75	Aug 29/97
4061 999 00 40579123 00	\$	88.75	May 21/98
4061 999 00 40582157 00	\$	88.75	May 29/98
4061 999 00 40579598 00	\$	88.75	Aug 4/98
4061 999 00 51079078 00	\$	88.75	Mar 3/99
4061 999 00 51078141 00	\$	143.75	May 1/99
4061 999 00 40582158 00	\$	148.75	May 29/98
4061 999 00 51079265 00	\$	88.75	Aug 31/99
4061 999 00 51079897 00	\$	148.75	Nov 5/99
4061 999 00 60796390 00	\$	88.75	Feb 1/00
4061 999 00 60796050 00	\$	88.75	Mar 24/00
4061 999 00 60796139 00	\$	93.75	Apr 28/00
4061 999 00 60794587 00	\$	93.75	May 06/00
4061 999 91 47984 00	\$	116.25	Mar 2/91
4061 999 91 48629 00	\$	66.25	Jan 31/91
4061 999 91 s154 00	\$	63.75	Sept 4/91
4061 999 00 21610080 00	\$	268.75	Oct 17/97
4061 999 00 27015665 00	\$	552.75	Jan 20/98
4061 999 90 s180 00	\$	43.75	May 22/90
4061 999 90 s238 00	\$	313.75	Oct 9/90
4061 999 00 16472385 00	\$	128.75	Aug 28/94
4061 999 00 12148260 00	\$	78.75	May 8/93
4061 999 00 21609663 00	\$	88.75	Sept 1/96
4061 999 90 q0968015 00	\$	76.25	July 14/90
4061 999 91 s77 00	\$	763.75	May 3/91
4061 999 94 s150 00	\$	555.00	Oct 22/94
4061 999 00 60796140 00	\$	118.75	May 4/00
4061 999 00 60796453 00	\$	278.75	Sept 15/00
4061 999 00 51078894 00	\$	98.75	June 21/99
4061 999 00 40582131 00	\$	93.75	Jan 16/98
4061 999 96 41 00	\$	615.00	Apr 11/96
4061 999 90 45872 00	\$	66.25	Aug 25/90
4061 999 00 21610898 00	\$	145.00	June 23/95
4061 999 99 90 00	\$	12,525.00	June 2/98
4061 999 90 48741 00	\$	66.25	Aug 11/90
4061 999 91 47587 00	\$	116.25	July 21/91

4061 999 91 48606 00	\$	91.25	Mar 1/91
4061 999 00 21608694 00	\$	70.00	July 1/95
4061 999 00 21612012 00	\$	88.75	Aug 13/95
4061 999 00 27015882 00	\$	63.75	July 9/96
4061 999 00 27010526 00	\$	68.75	May 26/97
4061 999 00 12148991 00	\$	113.75	Jan 23/94
4061 999 90 n9282346 00	\$	26.25	May 12/90
4061 999 00 40582229 00	\$	88.75	July 23/98
4061 999 00 40582230 00	\$	148.75	July 23/98
4061 999 90 47247 00	\$	66.25	June 30/90
4061 999 00 60794109 00	\$	93.75	Oct 12/00
4061 999 00 21609297 00	\$	88.75	Aug 22/97
4061 999 00 13160877 00	\$	78.75	Nov 22/93
4061 999 00 13160226 00	\$	178.75	Sept 19/93
4061 999 90 47796 00	\$	266.25	June 28/90
4061 999 90 q0972834 00	\$	116.25	Oct 27/90
4061 999 91 q3649321 00	\$	266.25	Aug 13/91
4061 999 00 13160848 00	\$	100.00	Jan 17/94
4061 999 94 s7 00	\$	75.00	Jan 13/94
4061 999 00 27010772 00	\$	148.75	Nov 1/98
4061 999 00 23501223 00	\$	288.75	Nov 2/96
4061 999 00 27015001 00	\$	148.75	Aug 22/96
4061 999 90 48283 00	\$	36.25	Aug 24/90
4061 999 90 48282 00	\$	36.25	Aug 24/90
4061 999 90 48286 00	\$	36.25	Oct 10/90
4061 999 90 48287 00	\$	36.25	Oct 10/90
4061 999 90 45893 00	\$	91.25	Nov 6/90
4061 999 91 s44 00	\$	513.75	Feb 9/91
4061 999 97 135 00	\$	565.00	Nov 5/97
4061 999 00 21609145 00	\$	148.75	Mar 28/95
4061 999 00 21610821 00	\$	70.00	Dec 1/95
4061 999 00 21612381 00	\$	45.00	Dec 1/95
4061 999 00 51078380 00	\$	148.75	May 8/99
4061 999 92 7196 00	\$	116.25	Sept 5/92
4061 999 00 21612577 00	\$	338.75	Nov 22/96
4061 739 94 s94 00	\$	95.00	Mar 24/94
4061 999 00 17044644 00	\$	78.75	Oct 3/94
4061 999 91 49441 00	\$	116.25	Aug 11/91
4061 999 90 47236 00	\$	66.25	June 9/90
4061 999 90 47800 00	\$	66.25	Sept 2/90
4061 999 00 40585065 00	\$	63.75	Nov 27/98
4061 999 00 40582066 00	\$	63.75	Nov 27/98
4061 999 00 51079335 00	\$	98.75	Mar 2/99
4061 999 00 21609387 00	\$	148.75	Mar 28/95
4061 999 00 60794547 00	\$	103.75	Apr 12/00
4061 999 00 17044663 00	\$	128.75	Oct 31/94
4061 999 91 5203 00	\$	108.75	Sept 14/91
4061 999 00 14986834 00	\$	78.75	Apr 16/94
4061 999 00 60794079 00	\$	85.00	Nov 18/00
4061 999 90 q0965941 00	\$	91.25	Sept 21/90
4061 999 91 49967 00	\$	36.25	Sept 3/91
4061 999 91 s9 00	\$	213.75	Dec 29/90
4061 999 00 13161038 00	\$	48.75	May 28/93
4061 999 00 13161039 00	\$	48.75	June 5/93
4061 999 00 13161045 00	\$	48.75	Aug 19/93
4061 999 00 13161044 00	\$	48.75	Aug 19/93
4061 999 92 r014121 00	\$	88.75	Apr 10/92
4061 999 92 r014122 00	\$	263.75	Apr 10/92

4061 999 00 51079091 00	\$	113.75	July 25/99
4061 999 91 q3651281 00	\$	66.25	June 4/91
4061 999 98 32 00	\$	50.00	June 17/98
4061 999 00 40580077 00	\$	98.75	Feb 28/98
4061 999 00 40580791 00	\$	148.75	July 25/98
4061 999 90 45867 00	\$	66.25	Aug 25/90
4061 999 93 s57 00	\$	475.00	Apr 24/93
4061 999 00 14986681 00	\$	128.75	Apr 10/94
4061 739 95 65 00	\$	255.00	May 28/95
4061 739 95 64 00	\$	140.00	May 28/95
4061 999 90 q0970056 00	\$	26.25	Aug 25/90
4061 999 00 12150530 00	\$	90.00	Apr 3/93
4061 999 00 12150529 00	\$	110.00	Apr 3/93
4061 999 00 51078814 00	\$	88.75	Aug 29/99
4061 999 00 60796866 00	\$	93.75	June 10/00
4061 999 00 60796867 00	\$	153.75	June 10/00
4061 999 00 21611974 00	\$	338.75	June 11/97
4061 999 92 r005483 00	\$	116.25	June 20/92
4061 999 92 7316 00	\$	91.25	June 1/92
4061 999 91 q3693712 00	\$	266.25	June 28/91
4061 999 00 27015888 00	\$	63.75	Aug 5/96
4061 999 00 60796127 00	\$	88.75	Nov 27/99
4061 999 00 21609897 00	\$	88.75	Mar 30/96
4061 999 00 60796142 00	\$	153.75	May 22/00
4061 999 00 40581975 00	\$	88.75	May 15/98
4061 999 00 51078974 00	\$	88.75	Mar 30/99
4061 999 00 16472381 00	\$	78.75	Aug 21/94
4061 999 00 27013847 00	\$	88.75	July 29/97
4061 999 00 21610942 00	\$	338.75	Feb 3/96
4061 999 00 27010120 00	\$	88.75	Nov 30/98
4061 999 00 12149060 00	\$	238.75	Mar 6/94
4061 999 00 15494889 00	\$	78.75	May 18/94
4061 999 00 51078381 00	\$	148.75	May 8/99
4061 999 00 21610179 00	\$	88.75	Apr 6/96
4061 999 00 27014044 00	\$	88.75	May 4/97
4061 999 00 21611204 00	\$	63.75	Jan 21/96
4061 999 91 s248 00	\$	2,327.50	Oct 13/91
4061 999 93 s117 00	\$	1,000.00	Oct 22/93
4061 999 90 q0973836 00	\$	66.25	Oct 17/90
4061 999 00 40579468 00	\$	275.00	Aug 26/98
4061 999 91 q3652106 00	\$	251.25	June 13/91
4061 999 91 q3652110 00	\$	70.25	Jun 13/91
4061 999 91 q3643216 00	\$	66.25	Mar 14/91
4061 999 00 51078592 00	\$	338.75	May 22/99
4061 999 99 51 00	\$	6,030.00	May 22/99
4061 999 00 51078451 00	\$	148.75	Sept 24/99
4061 999 00 21609890 00	\$	88.75	Mar 27/97
4061 739 94 s95 00	\$	275.00	Mar 25/94
4061 999 00 51079027 00	\$	148.75	May 5/99
4061 999 00 40580101 00	\$	88.75	Dec 11/98
4061 999 00 40580102 00	\$	148.75	Dec 11/98
4061 999 97 100 00	\$	1,220.00	July 13/97
4061 999 00 51079619 00	\$	338.75	July 14/99
4061 999 90 n7384683 00	\$	66.25	Aug 28/90
4061 999 92 7195 00	\$	116.25	Sept 5/92
4061 999 90 n7431174 00	\$	26.25	Apr 12/90
4061 739 91 s49 00	\$	33.75	Jan 16/91
4061 739 92 s122 00	\$	99.37	Oct 1/92



4061 739 92 s123 00	\$	173.75	Oct 20/92
4061 739 92 s70 00	\$	68.75	June 12/92
4061 999 90 47574 00	\$	26.25	Apr 11/90
4061 999 00 51079879 00	\$	128.75	Aug 10/99
4061 999 90 s252 00	\$	513.75	Nov 24/90
4061 999 94 s32 00	\$	610.00	Mar 17/94
4061 739 90 s109 00	\$	33.75	Feb 17/90
4061 999 91 r009730 00	\$	116.25	Sept 7/91
4061 999 00 40582200 00	\$	63.75	July 4/98
4061 999 00 40582199 00	\$	63.75	July 4/98
4061 999 00 60794857 00	\$	148.75	Jan 30/00
4061 999 00 60795415 00	\$	133.75	July 6/00
4061 999 00 21610865 00	\$	128.75	Dec 8/95
4061 999 93 s31 00	\$	525.00	Apr 17/93
4061 999 00 13161030 00	\$	48.75	Jan 27/93
4061 999 90 45866 00	\$	66.25	Aug 24/90
4061 999 00 27013632 00	\$	128.75	Oct 8/97
4061 999 00 12148758 00	\$	203.75	Sept 15/93
4061 999 92 R014149 00	\$	191.25	July 31/92
4061 999 00 27015245 00	\$	58.75	Aug 6/97
4061 999 00 21609603 00	\$	37.00	Oct 2/95
4061 999 00 40579559 00	\$	148.75	June 6/98
4061 999 00 40579297 00	\$	148.75	Dec 25/98
4061 999 00 51079259 00	\$	88.75	Aug 7/99
4061 999 00 21609737 00	\$	65.00	Oct 30/95
4061 999 00 21609736 00	\$	140.00	Oct 30/95
4061 999 99 68 95	\$	9,565.05	Sept 19/98
4061 999 00 51079611 00	\$	338.75	May 27/99
4061 999 00 51078517 00	\$	148.75	June 13/99
4061 999 00 13160436 00	\$	128.75	July 17/93
4061 999 00 51079901 00	\$	148.75	Sept 3/99
4061 999 00 51079902 00	\$	88.75	Sept 3/99
4061 999 00 12148784 00	\$	78.75	Sept 30/93
4061 999 00 13160768 00	\$	128.75	July 5/93
4061 999 99 3 00	\$	12,360.00	Jan 2/99
4061 999 00 13160456 00	\$	203.75	May 3/93
4061 999 00 21612743 00	\$	148.75	May 3/97
4061 999 00 21611963 00	\$	53.75	July 1/96
4061 999 00 21611964 00	\$	63.75	July 1/96
4061 999 90 47248 00	\$	56.25	June 30/90
4061 999 00 60793709 00	\$	93.75	Sept 30/00
4061 999 00 21610469 00	\$	338.75	Apr 21/96
4061 999 00 51078819 00	\$	23.75	Sept 9/99
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4061 999 91 q3694316 00	\$	66.25	July 12/91
4061 999 00 60794246 00	\$	348.75	Nov 14/00
4061 999 91 q3650356 00	\$	66.25	Apr 30/91
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4061 999 00 27014989 00	\$	68.70	July 27/96
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4061 999 90 n165102 00	\$	41.25	Jan 14/90
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4061 999 92 5312 00	\$	91.25	Sept 3/92

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4061 999 93 s27 00	\$	525.00	Apr 10/93
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4061 999 00 51079253 00	\$	88.75	Apr 22/99
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4061 999 00 27009839 00	\$	148.75	June 30/96
4061 999 00 51079269 00	\$	38.75	Oct 2/99
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4061 999 90 q0966232 00	\$	91.25	July 12/90
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4061 999 00 27015935 00	\$	68.75	Aug 25/97
4061 999 00 21609607 00	\$	63.75	Nov 8/95
4061 999 94 s136 00	\$	195.00	Sept 25/94
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4061 999 91 s231 00	\$	2,513.75	Sept 25/91
4061 999 90 47939 00	\$	56.25	July 29/90
4061 999 92 007579 00	\$	173.75	Aug 28/92
4061 999 00 60796110 00	\$	148.75	Jan 21/00
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4061 999 00 16472328 00	\$	48.75	Sept 22/94
4061 999 00 27010638 00	\$	62.75	June 11/97
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4061 999 00 51887726 00	\$	225.00	May 21/99
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4061 999 91 q3693196 00	\$	66.25	July 5/91
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4061 739 93 s87 00	\$	100.00	July 11/93
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4061 999 98 30 00	\$	335.00	Mar 31/98
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4061 999 91 s182 00	\$	513.75	Oct 3/91
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4061 999 92 r005479 00	\$	66.25	May 8/92
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4061 999 00 14986649 00	\$	48.75	May 27/94
4061 999 00 21609066 00	\$	63.75	Mar 16/95
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4061 999 00 21609058 00	\$	63.75	Jan 30/95
4061 999 00 21609270 00	\$	63.75	May 17/95
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4061 999 00 21609059 00	\$	375.00	Feb 9/95
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4061 999 92 s66 00	\$	513.75	July 18/92
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4061 999 91 q3644760 00	\$	76.25	Jan 25/91
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4061 999 92 007660 00	\$	78.75	Dec 3/92
4061 999 91 49832 00	\$	66.25	Apr 20/91
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4061 999 00 60793664 00	\$	73.75	Sept 12/00
4061 999 00 40581127 00	\$	80.00	Feb 14/98
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4061 999 90 s219 00	\$	213.75	Aug 29/90

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4061 999 00 21611194 00	\$	88.75	Nov 14/97
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4061 999 00 40582068 00	\$	68.75	Nov 30/98
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4061 999 00 15494512 00	\$	203.75	Mar 31/94
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4061 999 00 51078537 00	\$	88.75	Apr 22/99
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4061 999 00 21610235 00	\$	88.75	May 3/96
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4061 999 91 q0973453 00	\$	41.25	Feb 1/91
4061 999 93 s118 00	\$	450.00	Oct 22/93
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4061 999 00 21611829 00	\$	88.75	Aug 30/97
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4061 999 00 60795821 00	\$	93.75	Sept 6/00
4061 999 00 21609230 00	\$	88.75	May 6/95
4061 999 01 426 00	\$	145.00	Oct 1/00
4061 999 00 60795818 00	\$	93.75	Sept 2/00
4061 999 00 51078755 00	\$	148.75	July 31/99
4061 999 00 51078752 00	\$	98.75	June 12/99
4061 999 00 27010864 00	\$	45.00	Apr 3/97
4061 999 97 67 00	\$	140.00	Apr 18/97
4061 999 90 n7431966 00	\$	53.75	May 6/90
4061 999 00 60796864 00	\$	153.75	May 26/00
4061 999 00 51078382 00	\$	148.75	May 8/99
4061 999 00 51079039 00	\$	88.75	July 10/99
4061 999 91 s93 00	\$	510.00	Jan 3/91
4061 999 00 60795479 00	\$	78.75	June 2/00
4061 999 00 60796932 00	\$	93.75	Sept 2/00
4061 999 00 60796937 00	\$	93.75	Dec 8/00
4061 999 00 215 00	\$	265.00	Sept 23/99
4061 999 94 s124 00	\$	275.00	July 10/94
4061 999 99 87 00	\$	315.00	Oct 31/99
4061 999 00 27011873 00	\$	128.75	May 12/98
4061 999 00 40579443 00	\$	372.75	June 24/98
4061 999 00 51078801 00	\$	338.75	Aug 7/99
4061 999 00 40579424 00	\$	338.75	Aug 18/98
4061 999 00 27011961 00	\$	338.75	Nov 1/98
4061 999 00 40579441 00	\$	338.75	June 24/98
4061 999 00 51078434 00	\$	338.75	June 28/99
4061 999 00 51078562 00	\$	88.75	Mar 27/99
4061 999 00 40579437 00	\$	88.75	June 6/98
4061 999 00 13160739 00	\$	78.75	June 13/93
4061 999 00 16472606 00	\$	53.75	Nov 8/94
4061 999 00 21609273 00	\$	63.75	July 24/95
4061 999 91 r010348 00	\$	116.25	Dec 10/91
4061 999 91 r010347 00	\$	66.25	Dec 10/91
4061 999 00 27015876 00	\$	63.75	June 1/96
4061 999 00 21611215 00	\$	68.75	May 29/97
4061 999 91 005516 00	\$	37.50	June 6/91
4061 999 92 5568 00	\$	167.50	Oct 20/92
4061 999 92 5569 00	\$	92.50	Oct 20/92
4061 999 00 40580804 00	\$	225.00	June 9/98
4061 999 00 21612570 00	\$	20.00	Oct 26/96
4061 999 00 12149028 00	\$	203.75	Feb 19/94
4061 999 00 23501129 00	\$	63.75	May 15/96



4061 999 00 51079365 00	\$	98.75	Sept 21/99
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4061 999 00 40581981 00	\$	173.75	Jan 14/98
4061 999 91 47026 00	\$	66.25	Aug 16/91
4061 999 91 48773 00	\$	116.25	Aug 16/91
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4061 999 93 s53 00	\$	525.00	Apr 30/93
4061 999 93 s68 00	\$	520.00	June 13/93
4061 999 00 27010771 00	\$	128.75	Oct 31/98
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4061 999 00 27010856 00	\$	88.75	July 5/97
4061 999 97 47 00	\$	92.00	Apr 5/97
4061 999 89 s78 00	\$	233.75	Apr 15/89
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4061 999 00 21609794 00	\$	148.75	June 7/96
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4061 999 00 21609988 00	\$	60.00	June 10/95
4061 999 91 R010203 00	\$	191.25	Oct 2/91
4061 999 00 27010780 00	\$	128.75	Jan 5/99
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4061 999 00 40582018 00	\$	148.75	Aug 21/98
4061 999 00 40579881 00	\$	88.75	Aug 6/98
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4061 999 00 21608885 00	\$	88.75	June 2/95
4061 999 00 21609695 00	\$	88.75	Oct 26/95
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4061 999 91 47982 00	\$	38.75	Feb 21/91
4061 999 94 s166 00	\$	195.00	Nov 12/94
4061 999 00 21608859 00	\$	80.00	July 18/95
4061 999 00 21608860 00	\$	140.00	July 18/95
4061 999 00 21611232 00	\$	140.00	Jan 23/97
4061 999 00 21611233 00	\$	75.00	Jan 23/97
4061 999 00 27013687 00	\$	128.75	Oct 19/97
4061 999 00 21609976 00	\$	148.75	July 1/95
4061 999 90 Q097587 00	\$	136.25	Dec 1/90
4061 999 00 13161515 00	\$	50.00	Jan 19/94
4061 999 00 13161516 00	\$	75.00	Jan 19/94
4061 999 00 14986644 00	\$	48.75	Mar 25/94
4061 999 00 13161520 00	\$	48.75	Feb 2/94
4061 999 00 13161522 00	\$	75.00	Feb 14/94
4061 999 00 21609703 00	\$	148.75	June 17/95
4061 999 95 47 00	\$	615.00	June 2/95
4061 999 00 27015810 00	\$	88.75	Aug 22/96
4061 999 96 63 00	\$	1,390.00	June 1/96
4061 999 00 21609217 00	\$	88.75	Apr 29/95
4061 999 92 r010105 00	\$	73.75	Jan 25/92
4061 999 91 5210 00	\$	106.25	Nov 12/91
4061 739 91 s59 00	\$	33.75	Feb 14/91
4061 999 00 40579417 00	\$	338.75	May 9/98
4061 999 00 40579418 00	\$	128.75	May 10/98
4061 999 89 s273 00	\$	513.75	Oct 26/89
4061 999 90 n7431955 00	\$	66.25	May 6/90
4061 999 00 27010853 00	\$	148.75	Jun 13/97

4061 999 00 51078818 00	\$	148.75	Sept 5/99
4061 999 00 60796873 00	\$	213.75	June 24/00
4061 999 00 51079883 00	\$	128.75	Aug 15/99
4061 999 00 51079884 00	\$	338.75	Aug 15/99
4061 999 00 40579565 00	\$	88.75	Aug 15/98
4061 999 00 40579639 00	\$	88.75	Sept 18/98
4061 999 00 40579474 00	\$	148.75	Oct 10/98
4061 999 00 27010919 00	\$	148.75	Nov 22/96
4061 999 97 63 00	\$	140.00	Apr 18/97
4061 999 00 27011931 00	\$	338.75	Oct 11/97
4061 999 00 40579551 00	\$	338.75	Jan 17/98
4061 999 00 40579552 00	\$	128.75	Jan 17/98
4061 999 00 27011945 00	\$	88.75	Dec 26/97
4061 999 00 21608735 00	\$	338.75	July 11/95
4061 999 94 s22 00	\$	325.00	Jan 26/94
4061 999 00 17044870 00	\$	88.75	Dec 23/94
4061 999 00 21612519 00	\$	88.75	Mar 29/96
4061 999 00 51887817 00	\$	148.75	Oct 22/99
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4061 999 00 51078383 00	\$	148.75	May 8/99
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4061 999 00 60796805 00	\$	348.75	Aug 19/00
4061 999 00 40579402 00	\$	348.75	Apr 6/98
4061 999 91 5254 00	\$	116.25	Dec 20/91
4061 999 90 q0975645 00	\$	91.25	Dec 30/90
4061 999 92 s84 00	\$	513.75	Aug 23/92
4061 999 93 s97 00	\$	75.00	July 21/93
4061 999 97 62 00	\$	40.00	Apr 18/97
4061 999 00 51889087 00	\$	88.75	Oct 30/99
4061 999 00 60796863 00	\$	153.75	May 26/00
4061 999 00 40581033 00	\$	148.75	Apr 9/98
4061 999 00 51079943 00	\$	88.75	Aug 28/99
4061 999 00 60795652 00	\$	93.75	Aug 12/00
4061 999 90 n7426403 00	\$	101.25	Apr 14/90
4061 999 91 q0973405 00	\$	41.25	Jan 15/91
4061 999 92 r005480 00	\$	266.25	May 9/92
4061 999 92 r005234 00	\$	67.50	Oct 31/92
4061 999 92 r005233 00	\$	117.50	Oct 31/92
4061 999 00 40579462 00	\$	148.75	Aug 15/98
4061 999 90 n9280810 00	\$	26.25	May 12/90
4061 999 00 14986596 00	\$	113.75	Apr 7/94
4061 999 91 q3650522 00	\$	266.25	Apr 21/91
4061 999 00 40579326 00	\$	338.75	Jan 21/99
4061 999 00 60796872 00	\$	348.75	June 24/00
4061 999 00 60795362 00	\$	348.75	Apr 28/00
4061 999 00 51078430 00	\$	71.25	May 28/99
4061 999 00 51078615 00	\$	88.75	May 29/99
4061 999 00 40579553 00	\$	338.75	Feb 20/98
4061 999 00 40579107 00	\$	88.75	Aug 16/98
4061 999 97 61 00	\$	140.00	Apr 18/97
4061 999 00 27010826 00	\$	128.75	Dec 25/96
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4061 999 00 40581158 00	\$	71.25	Feb 28/98
4061 999 97 39 00	\$	925.00	June 2/96
4061 999 00 40581030 00	\$	148.75	Apr 9/98
4061 999 00 21611523 00	\$	88.75	Feb 10/96

4061 999 00 21611562 00	\$	148.75	Mar 31/96
4061 999 00 27010893 00	\$	88.75	June 2/96
4061 999 00 21609290 00	\$	148.75	Aug 11/95
4061 999 91 7233 00	\$	91.25	Dec 13/91
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4061 999 91 r009976 00	\$	91.25	Sept 11/91
4061 999 00 16472607 00	\$	55.00	Nov 10/94
4061 999 00 21609597 00	\$	63.75	Sept 13/95
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4061 999 00 27013901 00	\$	338.75	Oct 11/97
4061 999 00 21609815 00	\$	80.00	July 23/95
4061 999 00 40582252 00	\$	88.75	Mar 11/98
4061 999 90 q0964751 00	\$	66.25	July 27/90
4061 999 94 s43 00	\$	325.00	Apr 16/94
4061 999 00 21609626 00	\$	88.75	July 3/96
4061 999 00 21609627 00	\$	148.75	July 3/96
4061 999 00 21611252 00	\$	88.75	Jan 2/98
4061 999 00 21611253 00	\$	148.75	Jan 2/98
4061 999 00 51079128 00	\$	128.75	Feb 8/99
4061 999 00 21611817 00	\$	88.75	July 3/97
4061 999 00 51079126 00	\$	128.75	Feb 8/99
4061 999 00 51079129 00	\$	128.75	Feb 8/99
4061 999 00 51079130 00	\$	128.75	Feb 8/99
4061 999 00 51079131 00	\$	128.75	Feb 8/99
4061 999 00 51079133 00	\$	128.75	Feb 8/99
4061 999 00 60796011 00	\$	88.75	Mar 4/00
4061 999 00 60796010 00	\$	88.75	Mar 4/00
4061 999 00 21612022 00	\$	148.75	Apr 20/96
4061 999 00 21609735 00	\$	88.75	Oct 30/95
4061 999 00 21612047 00	\$	88.75	Sept 21/95
4061 999 00 17045122 00	\$	338.75	Dec 17/94
4061 999 95 48 00	\$	370.00	Dec 17/94
4061 999 92 r005013 00	\$	288.75	Nov 23/92
4061 999 92 r005012 00	\$	113.75	Nov 23/92
4061 999 92 s129 00	\$	525.00	Nov 23/92
4061 999 93 s15 00	\$	525.00	Mar 10/93
4061 999 00 21608881 00	\$	88.75	Mar 11/95
4061 999 90 q0971143 00	\$	66.25	Sept 24/90
4061 999 91 48774 00	\$	116.25	Aug 16/91
4061 999 90 s121 00	\$	263.75	Mar 12/90
4061 999 92 r005631 00	\$	103.75	Dec 13/92
4061 999 00 60794808 00	\$	118.75	Jan 9/00
4061 999 00 21612309 00	\$	88.75	Mar 15/96
4061 999 90 48292 00	\$	36.25	Nov 16/90
4061 999 91 47986 00	\$	116.25	Apr 26/91
4061 999 91 47987 00	\$	116.25	Apr 26/91
4061 999 91 5140 00	\$	91.25	Sept 29/91
4061 999 91 47582 00	\$	116.25	June 15/91
4061 999 00 51888915 00	\$	328.75	July 11/99
4061 999 92 r005271 00	\$	267.50	Nov 12/92
	\$	192,768.87	

Department: POA	Policy Number: F23-01617
Subject: Collection Policy and Write Off Procedures	Effective Date: 14/09/10
Bylaw No:	Revision Date:
	Version #: 1

### **Policy:**

To establish a policy for a responsible, systematic and efficient collection of Provincial Offence fines, Part I and III. This policy also establishes guidelines for the set up of the allowance for the doubtful accounts and for write off of items deemed not collectable.

### **Purpose:**

To ensure that *Provincial Offences Act* fines, Parts I and III are collected in a timely and effective manner, and to ensure that the Town of Espanola maintains the foremost integrity during all stages of the collection process.

### **Scope:**

This procedure is intended to cover the various aspects of the collections process for *Provincial Offences Act* fines.

Where the Town of Espanola has written-off POA accounts receivable and any portion of the account is subsequently paid, the requirements of the POA Transfer Agreements and the Provincial Offences Act regarding remittance of funds to the Province of Ontario upon collection shall continue to apply.

POA accounts receivable may be written-off for accounting purposes only. It does not absolve the convicted offender from the requirement to pay the outstanding fines. All fines imposed through POA courts are debts to the Crown and are not subject to the Limitations Act.

### **DEFINITIONS:**

ICON Integrated Courts Offences Network  
 Attorney General  
 MOU Memorandum of Understanding  
 PSAB Public Sector Accounting Board

MAG Ministry of the  
 POA Provincial Offences Act

### **BACKGROUND:**

Compliance with the pronouncements of the PSAB will require municipalities to report their activities on an accrual as opposed to a cash basis.

For Provincial Offences Administration this will involve, among other things, accounting for defaulted and unpaid fines. This accounting will in turn lead Council to periodically having to write-off fines as uncollectible. As POA fines are debts to Crown, they are

not subject to the Limitations Act. Therefore, even though active collection of fines may cease, the liability for them is never extinguished.

MAG has stipulated that in order for a municipality to perform this obligation, it must have created a formal write-off policy and that Council must approve this policy.

### **PRACTICE:**

The Town of Espanola shall exhaust all reasonable and appropriate measures and efforts to collect unpaid fines prior to considering write-off. Fines outstanding at the current year will be reviewed in conjunction with this policy, however older fines, in particular the pre-transfer ones, will be considered for write-off, without necessarily all collection activities applied.

- Upon receipt of an offence notice, the defendant has 15 days + 30 days grace to decide what their intentions are.
- On the 46<sup>th</sup> day, if the defendant has made no contact, the file is automatically due for conviction. Upon conviction, a Notice of Fine and Due Date is generated and sent to the defendant.
- 45 days after the conviction, if no further action is received, they are due for suspension or default. Internal collections activities are then commenced including skip trace processes to identify new addresses via the Ministry of Transportation Aris system using driver's licence and/or plate number and search for new telephone numbers. Prior to releasing the suspension a Notice of Overdue Fine is sent demanding immediate payment. The defendant is given 20 days to respond or the following action is initiated:
  - 1) All defendants charged under the Highway Traffic Act offences that are enforceable with driver's licence suspensions will be forwarded to the Ministry of Transportation to have their privileges suspended.
  - 2) Charges not enforceable with driver's licence suspension will be subjected to Third Party collection agency referral for all fines in default. On or about the first week of each month the Town of Espanola receives a file from the Ministry of Attorney General listing new defaulted fines that remain outstanding for more than 91 days. This file is immediately forwarded on to the third party collection agency.

### **PROCEDURE:**

- A. Collection administration of Provincial Offences Act Fines
- B. External collections efforts: Collection agency
- C. Payment arrangements
- D. Cease collection efforts and write off of uncollectible accounts
- E. Reporting standard

#### ***A. COLLECTION ADMINISTRATION OF PROVINCIAL OFFENCES ACT FINES – PART I AND III***

In November 1999 the Town of Espanola assumed responsibility for the administration and collection of Provincial Offences fines (Part I and III) previously handled by MAG.

The Provincial Offences office manages the processing of payments of current and defaulted fines and the administration and collection of defaulted fines.

*B. EXTERNAL COLLECTION EFFORTS: COLLECTION AGENCY*

A collection agency is a third party organization engaged by the Town Of Espanola for the collection of defaulted accounts.

Section 304 of the *Municipal Act* authorizes the use by a Municipality of a registered collection agency for the recovery of a debt. The Council of the Town Of Espanola has authorized the use of third party registered collection agencies for the collections of defaulted accounts. To maximize collection efforts the Town Of Espanola may use multiple collection agencies.

The collection agency utilizes various collection techniques and tools to locate debtors and obtain payment of the debt. The collection agencies may also place trade lines on the debtors, which may affect their credit rating. Defaulted accounts may be transferred to more than one collection agency before they are recalled back to the Town Of Espanola for write off authorization. At no time will more than one collection agency attempt collection of the same debt.

*C. PAYMENT ARRANGEMENTS*

To facilitate and improve collection efforts the POA office may enter into payment arrangements whereby a debtor is allowed to pay the debt over an agreed upon period of time by applying for a Motion for Extension of Time to Pay Fine (form POA 0809). This Motion must be presented to and approved by an attending Justice of the Peace.

*D. CEASE COLLECTION AND WRITE OFFS OF UNCOLLECTABLE ACCOUNTS*

The POA office will submit to Council a report with a list of recommended accounts for ceasing collection efforts and write off.

An outstanding POA fine (part I and III) that is deemed uncollectible will be recommended to Council for ceasing collection efforts and removing from the ICON system. A POA fine is deemed uncollectible when all appropriate collection steps have been exhausted.

Upon council approval, all original DF information will be pulled and updated to CW in ICON. No suspensions are to be written-off.

Where the Town of Espanola has written-off POA accounts receivable and related cases have been purged from ICON and any portion of those accounts receivable are subsequently paid, the cases related to the payment received must be re-entered into ICON and the payment must be recorded as revenue with supporting documents and distributed in accordance with the MOU.

*E. REPORTING STANDARD*

On an annual basis, the Town of Espanola must provide MAG, POA Unit with information regarding the total value of all fines deemed "uncollectible" and written-off during the previous municipal fiscal year as part of the annual performance and progress report.

From one write off to the next, all approved monthly reports will be kept in the POA office until the final report from ICON is received, verified and approved by the Manager. Approved monthly reports, as well as preliminary and final write off reports will form part of the permanent write off file. All court documents related to the current write off period will be held in the POA office until the final write off is verified and approved. All court documents related to final write off will be moved to archives for the designated retention period.

**ESPANOLA, ELLIOT LAKE & BLIND RIVER SERVICES**  
**POA FINES – WRITE OFF GUIDELINES**

Codes	Write-off Category	Write-off Criteria	Comments
CW	Final write-off (approval obtained)	CW code indicates that appropriate approval from Council has been obtained	CW is the final write off code. All CW cases will be purged from ICON twice yearly and must be reported to MAG annually
DP	Deceased Person	Requires satisfactory proof of death. No estate to be pursued	Satisfactory proof includes: 1. Funeral directors death certificate; or 2. Government issued death certificate; or 3. Notification from MTO/enforcement agency of death; or 4. Copy of newspaper obituary
MI	Missing Information	To be used only in those instances where the original certificate of offence or information cannot be located and only for those cases that originated pre-transfer	This does not apply to cases that were received and or processed following the date of transfer of November 1999 for Espanola or June 2000 Elliot Lake/Blind River
NA	Persons of no fixed address	No current address listed on certificate of offence	Once all possible investigations have been completed, i.e. searching for probable address or phone number, this code can be entered
OC	Out of Canada	Case in unenforceable as no local address can be administered to the Ministry of Transportation. Case balance of \$25.00 or less	Increase from \$23.75 to \$25.00 is as a result of legislative increases in administrative fees
OP	Out of Province		
UP	Under Payment (small balances/administrative fees)		
NOTE:	Cases may be written-off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.		



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:** December 6, 2018

**ITEM:** Board of Health for Public Health Sudbury & Districts

**RECOMMENDATION:** For Discussion and Resolution

**BACKGROUND:** One representative is appointed to the Board of Health for Public Health Sudbury & Districts by the Lacloche Foothills Municipal Association (LFMA) (an Association made up of Espanola, Sables-Spanish Rivers, Baldwin and Nairn & Hyman) from Council from one of the LFMA Municipalities.

The Clerk/Administrator of Sables-Spanish Rivers (SSR) has advised that Councillor Glenda Massicotte of SSR has expressed interest in sitting on this Board.

If a Council member is interested in sitting on this Board then Council can pass a resolution recommending that the LFMA appoint that Councillor or Council can pass a resolution to support the appointment of Ms. Massicotte to the Board.

**ANALYSIS:** Information on the Public Health Sudbury & Districts is attached which includes Meeting dates, Board structure and Board member responsibilities.

**EXISTING POLICY:** Council Resolution

**STRATEGIC GOAL:** Excellence in Government / Safe and Healthy Community

**FINANCIAL COMMITMENT:** \$0

**BUDGETED:** NA Yes ☐ No ☐

**IMPLEMENTATION:** LFMA to appoint board representative

**Prepared By:** Paula Roque

**CAO / Treasurer:** Cynthia Townsend

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

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



## Board of Health

The Board of Health for Public Health Sudbury & Districts is the governing body of Public Health Sudbury & Districts and is established by the provincial public health legislation, the Health Protection and Promotion Act (HPPA, e-Laws Ontario) ([http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90h07\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h07_e.htm)), RSO 1990, and regulations. Boards of health are the governing body and policy maker of public health units. Boards of health monitor all operations within their public health unit and are accountable to the community and to the Ministry of Health and Long-Term Care.

All boards of health have a legislated duty to ensure that the public health programs and services required by the HPPA are provided to people who live in the public health unit jurisdiction. Public health programs and services are intended to prevent the spread of disease and to promote and protect health.

The Ontario Public Health Standards 2008 ([http://www.health.gov.on.ca/english/providers/program/pubhealth/oph\\_standards/ophs/index.html](http://www.health.gov.on.ca/english/providers/program/pubhealth/oph_standards/ophs/index.html)), published by the Ministry of Health and Long-Term Care, set out the minimum requirements for fundamental public health programs and services for boards of health.

## Board meetings

- Meeting dates, agendas and minutes (<https://www.phsd.ca/about/board-health/meeting-dates-agendas-and-minutes-sudbury-district-board-of-health>)(minutes are posted once they are ratified by the Board)
- Motions passed (<https://www.phsd.ca/about/board-health/motions-approved-sudbury-district-board-health>) by the Board of Health for Public Health Sudbury & Districts

## Board committee meetings

- Board of Health Executive Committee for Public Health Sudbury & Districts (<https://www.phsd.ca/about/board-health/board-executive-committee>)
- Board of Health Finance Standing Committee for Public Health Sudbury & Districts (<https://www.phsd.ca/about/board-health/finance-standing-committee>)

## Board structure

The HPPA specifies the structure for boards of health (see Part VI, Sections 47 and 48). The Board of Health for Public Health Sudbury & Districts is comprised of 11 municipal members and up to 10 members appointed by the Lieutenant Governor in Council (historically, the Board has held two such appointees). Current Board of Health for Public Health Sudbury & Districts members are listed below. The regular Board of Health for Public Health Sudbury & Districts meetings are held the third Thursday of the month (exceptions include March, July, August and December) at 1:30 p.m. The board may, by resolution, alter the time, day or place of any meeting.

## Members of the Board of Health for Public Health Sudbury & Districts

**Members of the Board of Health | Public Health Sudbury & Districts (<https://www.phsd.ca/about/board-health/members-sudbury-district-board-health>)**

### **Board member responsibilities:**

- having a commitment to and an understanding of the purpose, policies and programs of Public Health Sudbury & Districts
- representing Public Health Sudbury & Districts in the community
- acquiring a clear understanding of the financial position of Public Health Sudbury & Districts and ensuring that the finances are adequate and responsibly spent
- serving in a volunteer capacity without regard for remuneration or profit
- being able to work and participate within a group, as a team
- being supportive of the organization and its management
- attending board meetings and actively participate including service on committees and as officers
- knowing and maintaining the lines of communication between the board and staff
- being responsible for continuing self-education and growth
- being familiar with local resources
- being aware of changing community trends and needs
- attending related community functions
- having a working knowledge of parliamentary procedure

### **Lieutenant Governor in Council appointments to boards of health**

The compositions of boards of health are outlined in Section 49 of the Health Protection and Promotion Act (e-Laws Ontario) and the Regulations under the Act. Section 49 (3) provides for the appointment of members by the Lieutenant Governor in Council.

Applications to be a Lieutenant Governor in Council member on a board of health are made through the Public Appointments Secretariat (<https://www.pas.gov.on.ca/scripts/en/home.asp>).

This item was last modified on January 31, 2018

**Sudbury**  
705.522.9200

**Chapleau**  
705.860.9200

**Sudbury East**  
705.222.9201

**Espanola**  
705.222.9202

**Manitoulin Island**  
705.370.9200



**Public Health**  
**Santé publique**  
SUDBURY & DISTRICTS

## Meetings: Board of Health

The regular meetings are held the third Thursday of the month (exceptions include March, July, August and December) at 1:30 p.m. in Public Health Sudbury & Districts' Boardroom at 1300 Paris Street. The Board may, by resolution, alter the time, day or place of any meeting.

- Meeting packages (include meeting minutes)

### 2019 Meeting Dates

- Thursday, January 17, 2019 – Cancelled
- Tuesday, February 19, 2019 – Revised date
- Thursday, April 18, 2019
- Thursday, May 16, 2019
- Thursday, June 20, 2019
- Thursday, September 19, 2019
- Thursday, October 17, 2019
- Thursday, November 21, 2019

Search:

Meeting dates	Agenda and meeting package
November 22, 2018	<a href="https://www.phsd.ca/wp-content/uploads/2018/11/18-08_Full_BoardEffect_BOH_Meeting_Package_2018-11-22.pdf">Meeting package (https://www.phsd.ca/wp-content/uploads/2018/11/18-08_Full_BoardEffect_BOH_Meeting_Package_2018-11-22.pdf)</a> (11 MB, PDF)
October 18, 2018	<a href="https://www.phsd.ca/wp-content/uploads/2018/10/18-07_Full_BoardEffect_BOH_Meeting_Package_2018-10-18.pdf">Meeting package (https://www.phsd.ca/wp-content/uploads/2018/10/18-07_Full_BoardEffect_BOH_Meeting_Package_2018-10-18.pdf)</a> (29.8 MB, PDF) <a href="https://www.phsd.ca/wp-content/uploads/2018/10/18-07_ADD_Full_BoardEffect_Addendum_BOH_Meeting_Pkg_2018-10-18.pdf">Addendum (https://www.phsd.ca/wp-content/uploads/2018/10/18-07_ADD_Full_BoardEffect_Addendum_BOH_Meeting_Pkg_2018-10-18.pdf)</a> (1.27 MB, PDF)
September 20, 2018	<a href="https://www.phsd.ca/wp-content/uploads/2018/09/18-06_Full_BoardEffect_BOH_Meeting_Package_2018-09-20.pdf">Meeting package (https://www.phsd.ca/wp-content/uploads/2018/09/18-06_Full_BoardEffect_BOH_Meeting_Package_2018-09-20.pdf)</a> (16.6 MB, PDF) <a href="https://www.phsd.ca/wp-content/uploads/2018/09/18-06_ADD_Full_BoardEffect_BOH_Meeting_Package_2018-09-20.pdf">Addendum (https://www.phsd.ca/wp-content/uploads/2018/09/18-06_ADD_Full_BoardEffect_BOH_Meeting_Package_2018-09-20.pdf)</a> (5.04 MB, PDF)

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:** December 5, 2018

**ITEM:** Municipal Cannabis Update

**RECOMMENDATION:** For Information

**BACKGROUND:** Recreational cannabis was legalized on October 17, 2018; as of April 1, 2019 private recreational cannabis retail stores will be allowed across Ontario.

## Recreational Cannabis Use

Cannabis for non-medical use is now legal in Canada. Under the new laws in Ontario, <https://www.ontario.ca/page/cannabis-legalization>, adults 19 years of age or older can now:

- smoke/consume cannabis in any form – smoking, vaping or edibles – on private property, subject to the provisions of any lease agreements or condominium by-laws
- purchase cannabis online through the Ontario Cannabis Store
- possess up to 30 grams of dried legal cannabis in public
- share cannabis with people 19 years of age or older
- grow up to four plants per residence (not per person) without a licence

Under Bill 36, however, the smoking of cannabis is prohibited everywhere the smoking of tobacco is prohibited. Some municipalities have and are moving to prohibit the smoking of cannabis and tobacco in all public places. There will be a delegation at the January 15<sup>th</sup> Council Meeting to request the same.

**ANALYSIS:** The Federal Government is allowing Municipalities the option to opt-out of permitting cannabis retail stores within their municipal boundaries. If it is Council's decision to prohibit retail stores a resolution must be passed no later than January 22, 2019. If Council decides to lift the ban at a future date, a resolution may be passed to allow retail stores in the community, however once a ban has been lifted, it cannot be reversed.

To protect youth, the provincial cannabis retailing regulations include a 150-metre buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

A municipal government may consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail.

With the legalization of cannabis, an implementation fund has been created by the Province that will help local governments offset any implementation costs. Beginning in early January we will receive a portion of the \$15 million being distributed to all municipalities to help with the transition, Espanola's share is \$6215.00. A second

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payment following the deadline to opt out will be distributed to municipalities and is calculated on a per household basis, adjusted to ensure at least \$5000 is given to each municipality.

If retail stores are permitted in the municipality they will be licenced and regulated by the Alcohol and Gaming Commission of Ontario (AGCO) Under the Cannabis Licencing Act.

Staff has attached some documentation for your review however you are encouraged to review the links provided below to have a better understanding of the legislation surrounding the cannabis retail legislation.

<https://www.ontario.ca/laws/statute/18c12#BK48>

<https://www.ontario.ca/laws/statute/17c26>

<https://www.ontario.ca/laws/statute/17o26>

**EXISTING POLICY:** Council resolution to Opt-out

**STRATEGIC GOAL:** Safe and Healthy Community, Excellence in Government

**FINANCIAL COMMITMENT:** \$0 at this time

**BUDGETED:** NA

Yes

No

**IMPLEMENTATION:** Council Resolution to Opt Out

**Prepared By:**

Paula Roque

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

No

**Comments:**



# Municipal Cannabis Update

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Information to help municipal staff prepare reports for councils

November 21, 2018

## Purpose:

This update provides information on the province's regulatory framework, funding and AGCO licensing. This will help municipal staff prepare its report to council on elements for its decision-making on whether to have cannabis retail stores.

## Overview

The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail and as such, no zoning changes are needed.

In legalizing cannabis for recreational purposes, the federal, provincial and municipal governments share three interrelated goals: protecting youth, public health and safety, and ending illegal sales of cannabis. The provincial government has established a regulatory framework (O. Reg. 468/18) under the recently passed *Cannabis Licensing Act, 2018* that provides further clarity on how these private businesses will be licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO). These regulations deal with various elements of the retail regime including matters in which municipal governments may have an interest.

## Key Points in the Regulations

The regulations speak to how a license to open a cannabis store will be issued. The full details of the AGCO process have not yet been released, however the AGCO will issue guidance as the regime is finalized. It is offering webinars (November 27 - 10:00 am / 3:00 pm) to prospective retailers and interested parties.

AGCO process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts: operator approval; retail site location approval; and store management licensing.

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. **The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.**

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

In our discussions with some members, it has been proposed that a municipal government may consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail. This statement would provide direction to municipal staff input to the AGCO within its 15-day review period.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal



government will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described by regulation.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.

The province has just released the funding approach to help municipal governments offset implementation costs. Please see the Minister of Finance's letter of November 20 to the AMO President. A similar letter is being sent to all Heads of Council. In addition, a letter from the Deputy Minister of Finance to municipal treasurers with more details will be sent in the coming days.

**Please note that while opting out can be reversed after January 22, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out- beyond the minimum second payment of \$5000.**

### Store Location Approval Steps

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the regulation. In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

If a municipal council accepts retail stores, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by council. Such a policy statement could address what it sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the commentary process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas, or may set out concerns regarding store concentration<sup>1</sup> in certain areas of their communities.

It is recommended that municipal governments identify a key senior staff lead for proposed cannabis store notices from AGCO and to provide a one-window approach to coordinate municipal input within the 15-day commentary period. This will ensure AGCO has every opportunity to take note of municipal government considerations. This key contact should be able to gather information from various municipal departments as necessary, provide maps and be able to convey council policy.

Below, AMO has provided a draft Municipal Cannabis Retail Policy Statement template that may help municipal governments that choose to create such a policy. The template helps municipal government officials begin to think about the issues and criteria they may wish to note when considering a proposed cannabis retail site. Notes for consideration of what we understand to be

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<sup>1</sup> Note that store concentration will ultimately be determined by the market demand, however municipal governments may wish to set out any criteria through which they may consider this in future.

an effective municipal policy statement are provided in the shaded boxes and would not form part of the policy statement.

For alignment between the regulations and AGCO mandate, municipal comments in the process, whether through a municipal cannabis policy statement or not, must focus on the three provincial public interest objectives: public health and safety, protecting youth and ending illegal sales of cannabis.

Municipal staff are encouraged to read the regulations and AGCO guidelines as they are developed and made available to understand eligibility requirements for operators how cannabis retail businesses are expected to operate. AMO will continue to provide information and analysis on this and other matters as it becomes available.

**Draft Municipal Policy Statement Template:**

The template can be used by a municipality that has chosen to allow retail sales of recreational cannabis.

**Purpose & Vision**

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in (name of municipality).

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality of .....has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

**Principles for Cannabis Retail Store Locations:****Relationship to Other Applicable Law:**

- **Land Use Planning:** The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- **Municipal Building Inspections:** while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

1. Cannabis Retail Stores and Sensitive activities:

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including ....

The policy can address types of activities where youth or the potential for illegal sales or health risk exist. Please note that Ontario Regulation restricts a cannabis retail store from being located within a distance of 150 meters of a public school or most private schools. The municipality cannot adopt a greater distance. The distance buffer would be measured from the property line, if the school is the primary or only occupant of a building; or

the boundary of any space occupied by the school within the building, if the school shares space, like in a mall. This distance buffer would not apply to private schools that hold classes online only, or to First Nation schools located on reserve.

The municipal government may want to suggest other youth facilities such as libraries and community centres if appropriate, or other sensitive facilities that serve persons with mental health or addiction challenges.

The policies cannot be so restrictive that it is impossible to locate a store. Nor can the policy state a specific number of stores permitted.

It is recommended that should the municipal government choose a separation distance from a sensitive use that it be a number, not a range and that a rationale for this distance be provided.

Municipal governments should note that municipal density restrictions on cannabis retail stores are not permitted under the legislation or regulations. However, it is possible that the number of cannabis retail stores in one area could in the future be considered under the public interest criteria in the regulations and merit comment from the municipal government and community.

2. Cannabis retail stores should not be permitted in:

Any prohibitive statements must be considered through the lens of eliminating illegal activity, public health and safety or protecting youth and the regulatory definition of the public interest.

Retail locations, if retail is allowed in a zone other than a commercial zone, such concerns may be noted.

How does this prohibition help youth, create a safer environment or limit illegal activity? A municipal government may choose not to have any prohibitions.

3. Attached is a map showing the retail/commercial zones of the municipality and the activities identified in Section 1 above.

A map showing where retail is permitted and the locations of the activities identified in the first section will be very helpful to the AGCO. Municipal governments may choose to provide some sample separation distances as concentric rings around the activities such as addiction treatment facilities etc. to provide sample set backs. The Ministry of Education is working to identify all schools however; municipalities could also provide this information.



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Telephone: 416-314-6331

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Téléphone: 416-314-6331

November 20, 2018

Dear Head of Council (elect):

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
  - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
  - Municipalities that have opted-out will receive only a second \$5,000 each.
- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.

.../cont'd

- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g. 311 calls, correspondence);
- increased paramedic services;
- increased fire services; and
- by-law / policy development (e.g. police, public health, workplace safety policy).

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

The Deputy Minister of Finance will write to your Treasurer with further details on the administration of this funding and attach each municipality's specific allocation notice.

To assess the impact of the funding, the Association of Municipalities of Ontario and the City of Toronto have been asked to work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. More information on this process will be provided at a later date.

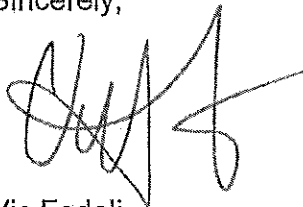
Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

.../cont'd

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli  
Minister of Finance

c: The Honourable Caroline Mulroney, Attorney General  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Paul Boniferno, Deputy Attorney General  
Greg Orencsak, Deputy Minister of Finance  
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing  
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance  
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing  
Dan Miles, Chief of Staff



**Ontario Cannabis Legalization Implementation Fund  
2018-19 First Payment - Allocation Notice**



**Town of Espanola**

5226

The Ontario Cannabis Legalization Implementation Fund (OCLIF) is provided to municipalities to help with the implementation costs of recreational cannabis legalization.

**Funding Allocation**

**\$6,215**

**A Funding Amount based on Number of Households ( $A1 \times A2 \div 100$ )**

**\$6,215**

1. Number of Households

2,437

2. Funding Amount per 100 Households

\$255

**Notes and Data Sources**

A - funding amount is rounded up to the nearest dollar.

A1 - household figures are based on the 2018 returned roll provided by the Municipal Property Assessment Corporation (MPAC).

A2 - represents the funding amount per 100 households for single-tier municipalities.

## **Ontario Establishes Strict Regulations for the Licensing and Operation of Private Cannabis Stores**

*Tightly-regulated private cannabis retail store system will protect children and combat the illegal market*

November 14, 2018 5:30 P.M.

Today, Ontario's Government for the People implemented the latest phase of its planned response to the federal government's legalization of cannabis by passing strict new regulations to protect children and youth, keep communities and roads safe and combat the illegal market.

The result of widespread consultations with the people of Ontario, these regulations provide clarity for a private recreational cannabis store system that will begin April 1, 2019 under the close oversight of the Alcohol and Gaming Commission of Ontario (AGCO).

The regulations establish a minimum distance of 150 metres (approximately 500 feet) between cannabis retail stores and schools, including private and federally-funded First Nation schools off-reserve. This distance buffer will help protect students and keep communities safe, while other regulations will combat the influence and participation of organized crime in the legal licensed framework.

"The purpose of these regulations is to keep kids safe and to ensure all people operating in this tightly-regulated retail system behave with integrity, honesty, and in the public interest," said Attorney General Caroline Mulroney. "The application process for private cannabis retail store licences will begin on December 17, 2018, and we will be ready with laws and regulations to protect Ontario's youth and to combat the criminal market in response to the federal government's legalization of cannabis."

Other new strict regulations established by the Ontario Government include:

- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores. This approach and other regulations were developed to address the risk of youth exposure to the cannabis retail market.
- Specific instances in which applicants will be denied a licence, including cannabis-related criminal offences. Notably, illegal cannabis retailers who were operating after October 17, 2018 are not eligible for Ontario cannabis sales licenses.
- A prohibition on the issuance of a licence to any individual or organization who has an association with organized crime.

- Requirement that individuals or entities applying for an operator licence demonstrate their tax compliance status to show that they are in good standing with the government.
- A requirement for all private recreational cannabis retail storefronts to be stand-alone stores only.
- Individuals with a store authorization, cannabis retail managers and all retail employees will be required to complete the approved training to ensure that any individual who works in the cannabis retail market is trained in the responsible sale of cannabis.

## QUICK FACTS

- The government has consulted with municipalities, Indigenous communities, law enforcement, public health advocates, businesses and consumer groups, as well as representatives from other provinces to create these new regulations.
- The private retail store model will be tightly-regulated and strictly enforced by the AGCO, establishing a zero-tolerance approach for any retailer who provides cannabis to anyone under the age of 19.
- It is anticipated that the AGCO will begin accepting applications on December 17, 2018 and private retailing of cannabis will begin on April 1, 2019.
- The government has committed to providing \$40 million over two years to help municipalities with the implementation costs of recreational cannabis legalization.
- Private retail recreational cannabis stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day. These operating hours are consistent with on-site retail stores for alcohol and will provide retailers with the flexibility to respond to local market conditions and consumer demands.
- A market concentration limit of 75 stores per operator has been set to prevent a high degree of market consolidation, promote opportunities for small businesses and promote investment in the cannabis retail sector.

## LEARN MORE

- The new recreational cannabis regulations will be posted on [Ontario.ca/e-Laws](https://www.ontario.ca/e-laws)
- Find out more about the licensing process for private recreational cannabis stores on the [AGCO website](https://www.ontario.ca/agco)

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**Brian Gray** Communications Branch  
 MAG-Media@ontario.ca  
 416-326-2210

**Available Online**  
**Disponible en Français**

# **BILL 36, ONTARIO CANNABIS STATUTE LAW AMENDMENT ACT – READY FOR LEGISLATIVE APPROVAL**

October 15, 2018

## **NEXT STEPS FOR MUNICIPAL GOVERNMENTS**

### **A. What is Happening?**

The Standing Committee on Social Policy completed its work today and the Bill will be report to the Legislature for 3rd Reading and anticipated Royal Assent for October 17th. Many groups, including AMO recommended changes to clarify elements of the framework, the Committee made only one change. It clarifies that the amount of cannabis sold at one time to an individual is limited to 30 grams, in line with individual possession limits under federal legislation.

Bill 36 will be the framework for sales, retailer licensing, store licensing, places of use and other cannabis rules on Wednesday, barring any unforeseen events. While the Committee did not accept the amendments AMO proposed, AMO will now focus on the regulation-making process to try to safeguard municipal input to the AGCO on siting and buffers from sensitive sites. For more information on AMO's Submission to the Committee, see AMO's Recommended Amendments to Bill 36.

### **B. What Do You Need To Do? Next Steps for Municipal Governments**

Municipal staff need to become familiar with Bill 36 and the legal framework for recreational cannabis. Municipal staff need to understand the Bill and be ready to respond to inquiries about where people are able to use cannabis in public and manage nuisance complaints. See AMO's Cannabis Briefing for more on the Smoke Free Ontario Act and how it deals with places to smoke. A council may review its bylaw to be more restrictive.

Staff should also begin to research the information needed by council to take a decision on whether to opt-out of retail licensing which is required before January 22, 2019. To ensure sufficient time is available for council's decision-making, staff will need to consider a work-back schedule taking into account the council meeting schedule and procedural by-law. AMO will continue to inform members of any significant developments that affect municipal council decisions and local services including the status and content of any regulations that put the legislative framework into effect.

Remember, Bill 36 exempts retail stores from municipal business licensing and land use planning. The Standing Committee chose not to explicitly require only areas zoned for commercial use as eligible for cannabis retail operations. We are hopeful that we can achieve this in the days ahead and a clear process for input to AGCO on cannabis retail store siting. In the meantime, AMO recommends that the appropriate municipal staff begin looking at siting considerations.

Ontario municipal governments will share at least \$40 million of the provincial portion of the federal cannabis excise tax to help manage the transition to legal recreational cannabis. Individual municipalities will have access to at least \$10,000 and more if cannabis retail stores are to be located in their communities. The no opt out contribution is a rate per household. AMO is seeking clarity on the amount and hold back for those that may opt out initially but opt in sometime in the future.

It is likely that municipal costs for legal recreational cannabis may exceed the municipal allocation of \$40 million as front line policing (e.g., roadside and illegal dispensary), public health, by-law enforcement, paramedic and other services feel impacts. Ontario municipalities will share on a 50-50 basis with the province if the federal cannabis excise tax is above \$100 million in the first two years of legalization.

### **C.What Else Do You Need To Know?**

On October 17th, the federal government will lift criminal prohibitions on cannabis subject to certain limits. In Ontario, people will be able to grow, possess and use cannabis as set out in federal and provincial laws. People in Ontario can smoke or vape cannabis anywhere they can currently smoke tobacco. Public Health Units are responsible for enforcing places of cannabis and tobacco use including prohibitions on use in enclosed workplaces, near playgrounds and restaurant and bar patios, among others. Municipal governments are able to set stricter rules for use of tobacco and cannabis. Councils will need to consider community needs along with likely increase enforcement costs where more restrictions occur.

Retail establishments, licensed by the Alcohol and Gaming Commission of Ontario (AGCO), will open on or after April 1, 2019. AGCO operator license applications open in December 2018 with store site licenses to follow after councils decide whether to ban sales. Police forces are responsible for unlicensed storefronts. Current storefront operators that wish to avoid legal action or to obtain a license must close by the Wednesday to be eligible for an AGCO license.

Ontarians can buy cannabis on-line from the Ontario Cannabis Store (OCS) starting this Wednesday. The OCS will deliver cannabis to adults 19 and over anywhere in Ontario, including municipalities that choose not to host a retail store. Identification checks are required for delivery and packages cannot be left at the door. The OCS has created a cannabis learning resource for Ontario residents that focuses on the health and biological effects of the drug to help people better understand the risks of the product. It offers a great deal of information.

October 11, 2018

## **AMO Recommendations: Bill 36 Ontario Cannabis Statute Law Amendment Act, 2018**

Earlier today, AMO briefed the government members of the Ontario Legislature's Standing Committee on Social Policy regarding the Association's recommendations on Bill 36. Provided for your reference is a copy of AMO's written submission that speaks to municipal governments' role. The Standing Committee will undertake clause-by-clause review on Monday October 15th after which we will know whether our advice is accepted. The Bill is to be in effect for October 17 as it specifies the role of the AGCO, places of use, and other important matters.

AMO's recommendations for amendments include:

- A technical amendment to the Municipal Act to ensure that municipal governments have the proper authority to regulate cannabis smoking in public;
- Ensuring cannabis retail stores are located only in commercially zoned areas allowing retail;
- Clarifying the role of municipal government in providing input to the Alcohol and Gaming Commission of Ontario (AGCO) regarding its decision-making for store site licenses; and
- A formal process for municipal government input into cannabis retail siting authorizations in our communities that requires AGCO to have regard to municipal concerns in its decision making.

AMO will continue to work with our Municipal Reference Group on Cannabis Retail to operationalize these recommendations if the government moves forward with them. AMO remains concerned that the costs related to legalization, from closing illegal dispensaries to road enforcement and other use will exceed the funds the province receives from the federal government, of which \$40 million to be shared with municipal governments. We will be working with members to monitor this.

Last week, AMO provided members with a comprehensive briefing on legalized recreational cannabis in Ontario. We will update members as any major developments arise.

### **AMO Contact:**

Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416-971-9856 ext. 334.

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**Public Health  
Santé publique**  
SUDBURY & DISTRICTS

November 13, 2018

VIA EMAIL

To: All Municipalities in Public Health Sudbury & Districts

Dear Municipality:

**Re: Public Health Considerations regarding opting in /opting out of  
cannabis retail outlets**

This letter and enclosure are intended to provide public health information in support of municipal deliberations about opting in or out of cannabis retail outlets in their jurisdictions.

In your deliberations, we would encourage you to prioritize the promotion and protection of health and safety for youth, at-risk populations and the general population. Public Health Sudbury & Districts supports activities which delay or reduce the frequency, severity and impact of substance misuse, including cannabis.

We would note that choosing to opt-out would be consistent with the July 31, 2017 consultation paper, *Cannabis Legalization in Ontario* in which Public Health Sudbury & Districts along with a number of other Ontario public health units recommended the provincial government create a regulatory system for the distribution and sale of cannabis. One of the key recommendations was the avoidance of a commercial regulatory model, and instead, it was recommended that a not-for-profit approach to cannabis regulation be adopted with the public health goal of delaying and reducing cannabis use within the population.

Municipalities choosing to opt-in are encouraged to consider health protection strategies early in the decision-making process. As further detailed in the enclosed document, Public Health Sudbury & Districts strongly recommends that municipalities:

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Rainbow Centre**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

101 rue Pine Street E  
Box / Boîte 485  
Chapleau ON P0M 1K0  
t: 705.860.9200  
f: 705.864.0820

**Toll-free / Sans frais**

1.866.522.9200

[phsd.ca](http://phsd.ca)



Healthier communities for all.  
Des communautés plus saines pour tous.



1. Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets and place limits on the overall number of outlets.
2. Prevent the role-modelling of cannabis use and reduce youth access through minimum distance requirements from youth-serving facilities such as schools, child care centers and community centers.
3. Discourage the co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis, alcohol and tobacco retail outlets.
4. Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighbourhoods and enacting minimum distance requirements from other sensitive areas.
5. Reduce cannabis consumption and harms by limiting late night and early morning retail hours.

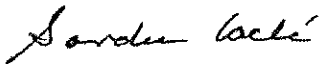
Should you have any further questions or need further information please contact Burgess Hawkins, Manager, Environmental Health at ext. 218, [hawkinsb@phsd.ca](mailto:hawkinsb@phsd.ca) or Anik Proulx, Manager, Health Promotion at ext. 509, [proulxa@phsd.ca](mailto:proulxa@phsd.ca).

Your Truly,



Stacey Laforest  
Director, Environmental Health

And



Sandra Laclé  
Director, Health Promotion

Encls: (2)  
*Cannabis Retail Outlet Considerations for Municipalities.*  
*Consultation Paper, Cannabis Legalization in Ontario*

cc. Dr. Penny Sutcliffe, Medical Officer of Health

# Cannabis Retail Outlet Considerations for Municipalities

Regulating the availability of cannabis is important to reduce the negative impacts of cannabis use in our communities.<sup>1</sup> Lessons from alcohol and tobacco have shown that increased availability to a substance results in increased consumption, which can lead to significant health and social harms and costs.<sup>2,3</sup>

The newly enacted Cannabis License Act, 2018 sets the Alcohol and Gaming Commission of Ontario (AGCO) as the regulator of cannabis retail outlets. For municipalities who have not opted out of having private cannabis retail outlets in their communities by January 22, 2019, the location of outlets will be determined by the AGCO with consideration to comments provided by municipalities. The legislation does not permit municipalities to utilize licensing or land-use by-laws to control the placement or number of cannabis retail outlets.<sup>4</sup>

Organizations such as the Association of Municipalities Ontario continue to advocate that municipalities are given greater opportunity to influence cannabis retail outlet locations and density.<sup>4</sup> Where municipalities are able to influence decisions about cannabis retail outlets, the following information may be helpful.

## ISSUE

## CONSIDERATIONS

High retail outlet density can contribute to increased consumption and harms<sup>5,6,7,8</sup>

Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets and limits on the overall number of outlets<sup>9</sup>

Example: The City of Calgary has enacted a 300m separation distance between cannabis stores.<sup>10</sup>

Retail outlet proximity to youth-serving facilities can normalize and increase substance use<sup>11,12</sup>

Prevent the role-modeling of cannabis use and reduce youth access through minimum distance requirements from youth-serving facilities such as schools, child care centres and community centres<sup>1,12</sup>

Example: The State of Washington has enacted a 1000ft (300m) separation distance requirement between cannabis retail stores and youth-serving facilities.<sup>13</sup>

Co-use of cannabis and other substances increases the risk of harm such as impaired driving<sup>1</sup>

Discourage the co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis and alcohol or tobacco retail outlets<sup>1,9</sup>

Example: KFL&A Public Health recommend a 200m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets<sup>14</sup>

Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents<sup>8,9</sup>

Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighborhoods and enacting minimum distance requirements from other sensitive areas<sup>4,9</sup>

Example: The City of Vancouver has restricted medical cannabis retail outlets to commercial zones instead of residential ones.<sup>15</sup>

Longer retail hours of sale significantly increases consumption and related harms<sup>5,16</sup>

Reduce cannabis consumption and harms by limiting late night and early morning retail hours<sup>4,16</sup>

Example: The Centre for Addiction and Mental Health recommends that cannabis retail hours reflect those established by the LCBO<sup>16</sup>

## RESOURCES

[Association of Municipalities Ontario - Municipal Governments in the Ontario Recreational Cannabis Framework](#)

[Alberta Health Services - Recommendations on Cannabis Regulations for Alberta Municipalities](#)

[Federation of Canadian Municipalities – Municipal Guide to Cannabis Legislation](#)

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## **Consultation paper: Cannabis Legalization in Ontario**

### **Ontario Public Health Unit Collaboration on Cannabis**

The Ontario Public Health Unit Collaboration on Cannabis is a group of substance misuse professionals from 34 health units who have joined together to promote a comprehensive public health approach to cannabis legalization.

This paper was developed by a sub-group of the Collaborative and endorsed by the following public health units:

Algoma Public Health, Brant County Health Unit, Eastern Ontario Health Unit, Elgin St. Thomas, Hamilton Public Health Services, Huron County Health Unit, Kingston, Frontenac, Lennox & Addington Public Health, Leeds, Greenville and Lanark District Health Unit, Middlesex-London Health Unit, Niagara Region Public Health, North Bay Parry Sound District Health Unit, Northwestern Health Unit, Ottawa Public Health, Oxford County Public Health, Peel Public Health, Perth District Health Unit, Peterborough Public Health, Porcupine Health Unit, Sudbury & District Health Unit, Thunder Bay District Health Unit, Timiskaming Health Unit, Wellington-Dufferin-Guelph Public Health, York Region Public Health

July 31<sup>st</sup>, 2017

Ontario Legalization of Cannabis Secretariat  
Ministry of the Attorney General  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto, On  
M7A 2S9

Dear Cannabis Secretariat,

**Re: Consultation on cannabis legalization in Ontario**

Following the federal government's introduction of the *Cannabis Act* (Bill C-45) on April 13, 2017, the *Ontario Public Health Unit Collaboration on Cannabis* would like to take the opportunity to emphasize the importance of keeping the focus on the health of Ontarians as the Government of Ontario moves forward with the creation of a regulatory system for the distribution and sale of cannabis.

A public health approach to cannabis regulation will benefit our Province and the communities within it by allowing for more control over the risk factors associated with cannabis-related harm. We strongly request that the following evidence-informed recommendations be considered as the Government of Ontario moves forward with the creation of a cannabis regulatory system.

***Minimum age for having, using and buying cannabis.***

The Ontario Public Health Unit Collaboration on Cannabis recommends that the minimum age for cannabis to be sold in Ontario be aligned with that of alcohol and tobacco and be set at a **minimum** of 19 years of age. We also recommend that strong consideration be given to raising the minimum age of purchase, sale, possession and use of cannabis, alcohol and tobacco to 21.

Furthermore, we feel it is important that Ontario consult with the rest of the Canadian provinces and territories to ensure that the minimum age is consistent across the country. A consistent minimum age across all provinces and territories would eliminate cross-border variations which limit the effectiveness of minimum legal age regulations to protect young people.

Evidence shows that cannabis use carries significant health risks, especially for people who use it frequently, begin to use it at an early age or both. Furthermore, regular use of cannabis during adolescence is associated with changes to brain structure and function which may limit a young person's educational, occupational and social potential.<sup>(1)</sup> However, it is also essential to keep in mind that alcohol and tobacco are also clearly linked with youth related harms and that research has identified a legal age of access of 21 as best-practice population-level intervention to prevent or delay initiation of the use of these substances and related harms.<sup>(2, 3)</sup>

Given that a significant portion of cannabis users are young adults (ages 18-29),<sup>(4)</sup> it is also important to acknowledge that setting the age limit too high would likely serve to encourage young users to continue to rely on the illicit market;<sup>(5)</sup> this would be at odds with the public health goal of reducing harms associated with cannabis use.

### ***Where people can use cannabis.***

We urge the provincial government to prohibit smoking and vaping of cannabis in public places in alignment with restrictions on tobacco use in the Smoke-Free Ontario Act and the proposed amendments to the Electronic Cigarettes Act. Cannabis smoke contains many of the same carcinogens as tobacco smoke <sup>(6, 7)</sup> and may also have additional substances due to pesticide use in the growing process. <sup>(7)</sup> Cannabis vaping products, while marketed to be “smoke free” may still generate smoke. <sup>(8)</sup> By prohibiting the smoking and vaping of cannabis in all places where the smoking of tobacco is prohibited, children, youth and adults in our communities will have a much lower second-hand exposure to the use of cannabis. In addition, lower public exposure to cannabis use may also serve to reduce the risk of increased youth uptake related to the normalization of cannabis use.

Exposure to any kind of smoke is harmful to health and like tobacco smoke, cannabis smoke can infiltrate private housing units from elsewhere in a building through windows, cracks and gaps and ventilation systems. <sup>(7)</sup> In light of this, landlords and property managers should be permitted to restrict tenants and condo owners from smoking cannabis in their units. In addition, condo boards or property management should also be able to restrict the smoking of cannabis in common spaces like rooftops, courtyards and balconies.

While protecting the public from second-hand smoke is of utmost importance, care should be taken to ensure that people living in multi-unit housing such as apartments are able to smoke in a designated place outside, away from entrances, exits, and air intakes, without risking repercussions. If this is not taken into consideration, then many people will likely choose to smoke cannabis inside their units and thus expose other residents of their household to the potential health harms associated with second-hand smoke.

### ***Keeping our roads safe***

Impaired driving is a leading criminal cause of death and injury on our roadways and cannabinoids are among the most common psychoactive substances found in deceased and injured drivers in Canada. <sup>(9)</sup> Thus we agree with the Government of Canada that there is a need to strengthen our impaired driving laws to better address drug-impaired driving.

From a provincial standpoint it will be critical that all Ontario drivers, especially young drivers, are educated on the risks associated with driving under the influence of cannabis and are well informed of the updated impaired driving legislation ahead of legalization. We also recommend that the province prohibit cannabis use in motor vehicles similar to restrictions on liquor use in motor vehicles under the Liquor License Act.

In addition, we support the Canadian Association of Chiefs of Police recommendation for advanced funding for enhanced officer training (e.g. Drug Recognition Experts) and drug recognition technology investments to ensure a clear and reliable system for identifying, testing and imposing consequences for drug impaired driving prior to legalization. <sup>(10)</sup>

### ***Selling and distributing cannabis***

The commercialization of psychoactive substances is a major public health issue. Evidence from North America's long experience with the tobacco, alcohol and medical drug industries, as well as the recent developments related to medical and non-medical cannabis in the United States, clearly demonstrate that commercialization increases prevalence of use, which in turn generates significant risks and harms for health.<sup>(5, 11)</sup> Thus, it is important that Ontario avoid a commercial regulatory model, to whatever extent possible. Instead, we recommend that the province take a not-for-profit approach to cannabis regulation with the public health goal of reducing cannabis use within the population.

In order to establish a safe and responsible supply chain of cannabis in Ontario, we urge the Province to adopt a government owned and controlled store-front system.<sup>(5, 12)</sup> A government monopoly on cannabis distribution would ensure direct control over the entire chain and can function as an effective prevention measure provided it is mandated to be socially responsible and it pursues public health objectives.<sup>(5)</sup> In order for this model to operate effectively it will be important that the Province:

- Place limits on the density and location of storefronts, including appropriate distance from schools, community centres, public parks, etc.;<sup>(12, 12)</sup>
- Curb demand through pricing - pricing policy should curb demand for cannabis while minimizing the opportunity for continuation of lucrative black markets. It should also encourage use of lower-harm products (i.e. lower THC content, higher CBD:THC ratio) over higher-harm products;<sup>(12)</sup>
- Adopt plain packaging;<sup>(13, 14, 15)</sup>
- Prohibit the production and sale of products that are attractive to youth;<sup>(6, 16)</sup>
- Require that all cannabis products be sold in a child-resistant container and be marked with a universal symbol indicating the container holds cannabis;<sup>(17)</sup>
- Avoid all forms of cannabis product promotion, including sponsorship, endorsement, branding and point-of-sale advertising;<sup>(5, 12, 13, 16)</sup>
- Regulate edible forms of cannabis as per the recommendations made by the Federal Task Force on Cannabis Legalization and Regulation;<sup>(13)</sup> and
- Ensure that retail outlets are staffed with knowledgeable employees who have been trained through a formal training program. The training should ensure that staff are capable of:
  - Enforcing the minimum-age restriction and helping prevent youth access;
  - Providing accurate information and advice about the products being sold, and the potential risks and harms of use;
  - Helping control overconsumption by informing consumers about appropriate and responsible use, and preventing sales to intoxicated consumers.<sup>(5, 13)</sup>

We also agree with the Federal Task Force on Cannabis Legalization and Regulation that cannabis should not be sold alongside other products such as alcohol and tobacco. As discussed in the final report of the task force, this approach would avoid exposing a larger population to cannabis products, assist cannabis consumers who are trying to avoid alcohol and could help mitigate the risks of co-use on health and, with alcohol, the exponential effect on impairment.<sup>(13)</sup>

In addition, we have heard from our municipalities that they would greatly benefit from clear guidance from the provincial government in terms of setting limits on the density and location of storefronts (should this be necessary) ahead of legalization.

### ***Public education***

In order to ensure the public is fully aware of the health harms associated with cannabis use, we recommend the government develop and implement an evidence-informed public education campaign ahead of legislation. Both general (e.g. to promote lower-risk cannabis use and treatment options for people wanting to quit or reduce their use) and targeted (e.g. to raise awareness of the risks to specific groups, such as adolescents, those who are pregnant or breastfeeding and people with a personal or family history of mental illness) initiatives are needed. <sup>(12)</sup>

It is also crucial that the Province commit to using a high percentage of revenue gains from the sale of cannabis products as a source of funding for prevention, treatment, harm reduction and enforcement. Significant funding towards population approaches for mental wellness, stress management and healthy coping strategies must also be considered. We also emphasize the need for investing in baseline surveillance systems and research, and the importance of a comprehensive policy monitoring and evaluation framework.

Finally, cannabis use or impairment in the workplace, especially in safety sensitive positions, can pose a danger to everyone in the workplace, including the person who is impaired. While substance use in the workplace is not a new issue, employer groups and workplaces would benefit from clear guidance from both the federal and provincial governments regarding measures (e.g. policies and procedures) to address cannabis use in the workplace. In addition access to programs and services to support employees with dependence or problematic substance use needs to be greatly increased. <sup>(13)</sup>

Through effective, public health-focused policy interventions, Ontario will advance in its efforts towards achieving the goal to make “Ontario the healthiest place in North America to grow and grow old.”

Please do not hesitate to contact us should you wish to discuss our recommendations.

Sincerely,

Elena Hasheminejad on behalf of the sub-group of the *Ontario Public Health Collaboration on Cannabis*

[elena.hasheminejad@york.ca](mailto:elena.hasheminejad@york.ca)

1-877-464-9675 x. 74603



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<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4695936/pdf/AJPH.2015.302875.pdf>

**Recommendation regarding January Council and Committee Meeting Dates**

- 18-195 Be It Resolved That: The January 2019 Council and Committee Meetings be moved back one week in order that no meetings are cancelled due to the January 1<sup>st</sup> Statutory holiday.

January 2019 Meeting dates would be:

Corporate Services Committee Meeting January 8, 2019

Community Services Committee Meeting January 22, 2019

Regular Meeting of Council January 15, 2018 and January 29, 2019

**Recommendation regarding Meeting Times**

- 18-194 Be It Resolved That: The Regular Meeting of Council start time to be changed to \_\_\_\_\_ pm effective January 29<sup>th</sup>, 2019;

The Corporate Services Committee Meetings start time be changed to \_\_\_\_\_ pm effective January 8, 2019;

The Community Services Committee Meetings start time be changed to \_\_\_\_\_ pm effective January 22, 2019;

The Procedural Bylaw be amended to reflect these changes.

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:** December 5, 2018

**ITEM:** Firehall

## RECOMMENDATION:

For information.

## BACKGROUND:

When the construction was awarded to Lignum Builders, council inquired about the cost differential of a steel roof.

## ANALYSIS:

The quotation received to replace the roof as submitted with a metal roof was \$399,669 + HST, plus engineering and installation. It is expected to be close to \$500,000 with all costs included.

The contractor anticipates that the original shingled roof could be replaced multiple times before coming close to this cost in the same time period.

## EXISTING POLICY:

### STRATEGIC GOAL:

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

**FINANCIAL COMMITMENT:** n/a

**IMPLEMENTATION:** n/a

**Prepared By:**

Cynthia Townsend

**Department Manager:**

**CAO/Treasurer:**

Cynthia Townsend

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

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