



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, December 13, 2016
Council Chambers
Municipal Building

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, December 13, 2016** at 7:30 p.m.
In The Council Chambers, Municipal Building*

- | | |
|-----------|-----------------------------------------------------------------------------------------------------------|
| 7:00 P.M. | SPECIAL MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street |
| 7:30 P.M. | REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street |
| | SPECIAL IN CAMERA MEETING
FOLLOWING REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street |

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

Chris McKay, representing AB Ellis Public School

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F6** inclusive contained in the Consent Agenda

- CA-20 -16 Be It Resolved That: Items A1 to F6 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of November 22, 2016

A2 Special Meeting of Council of November 24, 2016

A3 Special Meeting of Council of November 28, 2016

- 16-180 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of November 22, 2016; Special Meeting of Council of November 24, 2016; Special Meeting of Council of November 28, 2016.

Board and Committee Reports

B1 Corporate Services Committee Meeting of December 6, 2016

- 16- 181 Be It Resolved That: The following Board and Committee reports are hereby received: Corporate Services Committee Meeting of December 6, 2016.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

D1 Recommendation regarding Employee Code of Conduct

- 16-182 Be It Resolved That: As Recommended by the Corporate Services Committee That: 1. Policy H00-01842 Employee Code be adopted and a Bylaw be prepared to adopt it.

D2 Recommendation regarding Land Disposition

- 16-183 Be It Resolved That: As Recommended by the Corporate Services Committee That: Bylaw No 114/95 is hereby repealed, Policy L07-01290 Land Disposition be adopted as amended.

D3 Recommendation regarding Skating Drop In Rates

- 16-184 Be It Resolved That: As Recommended by the Corporate Services Committee That: The Skating Drop In rates as listed in Schedule "A" of the Leisure Services tariff of fee bylaw be amended to reflect a reduction in fees effective January, 2017.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2752/16

- 16-185 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 22, 2016.

E2 Bylaw No 2751/16

- 16-186 A Bylaw of the Town of Espanola to execute an Agreement with the Minister of Infrastructure for the rental of office space for POA purposes in Blind River and Elliot Lake.

Reports

F1 Espanola Police Services Board Meeting Minutes of October 20, 2016 – Unapproved

F2 Joint Health and Safety Meeting Minutes of November 2, 2016

F3 POA Department Departmental Report for September and October 2016

F4 Public Works Department Departmental Report for November 2016

F5 Building Department Departmental Report for November 2016

F6 Leisure Services Department Departmental Report for November 2016

- 16-187 Be It Resolved That: The following reports are hereby received: Espanola Police Services Board Meeting Minutes of October 20, 2016 – Unapproved; Joint Health and Safety Meeting Minutes of November 2, 2016; POA Department Departmental Report for September and October 2016; Public Works Department Departmental Report for November 2016; Building Department Departmental Report for November 2016; Leisure Services Department Departmental Report for November 2016.

PART II - REGULAR AGENDA

Bylaws and Resolutions

G1 Recommendation regarding Mead Blvd Parking

- 16-188 Be It Resolved That: Traffic Bylaw 2030/07 with respect to the parking along the north side of Mead Blvd from Spruce to Spanish River Drive remains unchanged.

G2 Recommendation regarding Bill 7, Promoting Affordable Housing Act

- 16-189 Be It Resolved That: Council for the Town of Espanola hereby supports the Corporation of the Township of Madawaska Valley's Resolution dated November 7, 2016, regarding Bill 7, Promoting Affordable Housing Act, 2016.

G3 Council Chambers Presentations

- For Discussion and Direction

G4 Recommendation regarding Our Children Our Future

- 16- 190 Be It Resolved That: Council approve the evacuation agreement between The Corporation of the Town of Espanola and Our Children, Our Future Day Care for the purpose of allowing the Day Care to evacuate from their current facility to the Espanola Regional Recreation Complex when necessary due to a threat.

G5 Recommendation regarding Emergency Back Up Generator

- 16-191 Be It Resolved That: As Recommended by the Emergency Management Committee: That an emergency backup generator for the Recreation Complex be purchased.

G6 Recommendation regarding Recreation Master Plan Consultant Selection

- 16-192 Be It Resolved That: The request for proposal submitted by Sierra Planning and Management in the amount of \$23,820 + HST for the purpose of developing a parks and recreation strategic master plan for the Town of Espanola be approved.

G7 Recommendation regarding OPP Service

- 16- 193 Be It Resolved That: Council requests the OPP provide a quotation for service based upon services being provided from_____.

G8 Recommendation regarding OCWA Renewal Proposal

- 16-194 Be It Resolved That: The contract with OCWA for water and wastewater operations be accepted and a bylaw be prepared.

G9 Recommendation regarding Landfill Contract Renewal

- 16-195 Be It Resolved That: The contract with H. Dodge Haulage Limited for waste disposal be accepted and a bylaw be prepared to execute the agreement.

Correspondence For Information Only

H1 Financial Indicators/Municipal Financial Profile

Information

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

Cheque Register

MMAH Correspondence re: Bill 68

FONOM Fall Newsletter

Ombudsman correspondence

House of Commons Correspondence re: Bill C-274

SDHU Correspondence re: Nutritious Food Basket

Tay Valley Township Resolution re: Electrical Bills

Town of Lakeshore Resolution re: Accommodation Review Process

Canton-Bonfield Township Resolution re: 2015 Pan AM and Parapan AM games

Conference and Conventions

Town of Espanola Open House

Thursday, December 15th, 2016

Espanola Regional Recreation Complex Lobby

10:00 am – 12 noon; 2:00 - 4:00 pm; 6:00 - 7:30 pm

ROMA Conference, January 29 - 31, 2017, Toronto Ontario

OGRA Conference, Sunday, February 26 – Wednesday, March 1, 2017
Toronto, Ontario

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Corporate Services Committee Meeting of January 3, 2017 @ 4:00 pm

Regular Meeting of Council of January 10, 2017 @ 7:30 pm

Adjournment

Closed Meeting (if required)

Paula Roque

From: Chris
Sent: Tuesday, December 06, 2016 5:15 PM
To: Paula Roque
Subject: Presentation at council meeting

Dear Paula,

I am requesting to make a presentation on behalf of staff of A.B. Ellis School at the December 13th Council Meeting. They have some concerns and observations with regards to parking on the north side of Mead St. across from the entrance. They would like to have a chance to present before any decisions are made by Council. Thanking you in advance for the consideration, Christine MacKay

Sent from my iPad

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

**Council Chambers
Municipal Office**

**November 22, 2016
7:30pm**

His Worship Mayor Piche presided over the meeting.

Present:

Councillor R. Dufour, B. Foster, K. Duplessis, R. Duplessis, S. Meikleham, B. Yocom

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

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing

None

Delegations/Petitions

Beverly Salmaso, local resident presented Council with a petition to restrict parking on the North side of Mead Blvd from 8am to 5pm.

Ms. Salmaso explained to Council the issues that have occurred since the amalgamation of the Espanola High School and AB Ellis Public School. Traffic congestion along side of Mead has caused issues to the residents living there. These issues include safety for the children, safety for the residents that enter and exit their homes, possibly snow removal and the lack of parking for service/delivery vehicles. Residents are also concerned with the lack of space for emergency vehicles.

Ms. Salmaso stated that there are plenty of parking areas available at the old AB Ellis school which are not being utilized.

Ms. Salmaso then advised Council that the residents are requesting signage to be erected to restrict parking for the north side of Mead from 8 am – 5 pm.

Councillor R. Duplessis commented that this issue has been previously discussed and was brought to Police Services Board members in hopes they could provide a recommendation.

Councillor R. Dufour asked Ms. Salmaso if she had any ideas on how to fix the issues. It was stated that the idea of the residents was provided in Ms. Salmaso's letter to Council.

The Mayor acknowledged the issues and thanked Ms. Salmaso for her presentation. He further advised that he would like Staff to review the Traffic Bylaw and bring forward a recommendation to Council.

Question Period

None

CONSENT AGENDA

CA-019-16 R. Dufour – R. Yocom

Be It Resolved That: Items A1 to F6, contained in Part 1 Consent Agenda be adopted.

Carried

Items A1
Minutes

16-174 R. Dufour – R. Duplessis

Be It Resolved That: The following minutes are hereby accepted; Regular Meeting of Council of November 8, 2016.

Carried

Board and Committee Reports

Items B1
Board and
Committee Reports

16-175 R. Duplessis – R. Yocom

The following Board and Committee reports are hereby received: Community Services Committee Meeting of November 15, 2016.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

None

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

16-176 R. Dufour – R. Duplessis

Be It Resolved That: Bylaw No. 2750/16 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 8, 2016.

Carried

Reports
Items F1 – F6

16-177 S. Meikleham – K. Duplessis

Be It Resolved That: The following reports are hereby received; Leisure Services Department Departmental Report for October 2016; Building Services Department Departmental Report for October 2016; Public Works Department Departmental Report for October 2016; Fire Department Departmental Report for October 2016; Sudbury and District Board of Health Meeting Minutes of October 20, 2016 – Unapproved; Manitoulin – Sudbury District Services Board Meeting Minutes of October 27, 2016 – Unapproved.

Carried

PART II
REGULAR AGENDA
Bylaws and Resolutions

Item G1
Property Taxes
Resolution

16-178 R. Duplessis – S. Meikleham

Be It Resolved That: Council for the Town of Espanola hereby supports the Association of Municipalities of Ontario's "What's Next Ontario?" resolution.

Carried

A discussion ensued regarding financing municipal infrastructure needs. Councillor Foster stated the importance of knowing what grant allocations will be for more than one year to the next will allow municipalities to plan appropriately.

Item G2
Water Meter
Installation

16-179 S. Meikleham – R. Duplessis

Be It Resolved That: Council proceed with phase 2 of the meter installation.

Carried

Item G3
OPP Costing

A discussion ensued regarding the three different options presented in the Staff Report that Council must decide on in order to provide to the OPP for a costing and some of the possible effects to the municipality with each option. Councillor Foster stated that the OPP have advised that the current Espanola Police Services building would not be sufficient for their operations.

Councillor Yocom stated that the OPP have made it clear that they will provide a costing for only one of the options.

Councillor R. Duplessis stated that he felt it was unfair that they could only pick one option. He further stated that depending on what the OPP presented with that particular option, Council may want to amend the services.

Mayor Piche stated that the bottom line is what it will cost the tax payer. Councillor Meikleham stated that he disagreed and that Council should be focusing on what are the best services to ensure the health and safety of the residents.

Councillor Yocom further stated that "this is not a time to shop" it was Council's duty to decide what level of service is needed.

Mayor Piche stated that there were actually 4 options available, the 4th being to keep Espanola Police Services as is. This would alleviate the need to address the building issues.

Council was encouraged to ask the Committee any questions they had on the options.

A decision was deferred to the Regular Meeting of Council in December.

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.

Ministry of Finance Correspondence re: OMPF Allocation
Invitation to OSUM Conference and Trade Show

Conference and Conventions

Town of Espanola Open House
Thursday, December 15th, 2016
Espanola Regional Recreation Complex Lobby
10:00 am – 12noon; 2:00-4:00 pm; 6:00-7:30 pm

ROMA Conference, January 29 - 31, 2017, Toronto Ontario

OGRA Conference, Sunday, February 26 – Wednesday, March 1, 2017
Toronto, Ontario

Mayor and Councillors Reports and Announcements

Santa Claus Parade Councillor Yocom reminded everyone of the Santa Claus Parade and advised he and Councillor K. Duplessis will be serving hot chocolate at the Complex afterwards.

PWD Thank you Councillor K. Duplessis thanked the PWD for their efforts in the Yard Clean Up Days held this Fall.

Fitness Equipment Councillor Foster advised that the fitness equipment has been erected at the Clear Lake Beach area and welcomed everyone to use it.

Lions Club Councillor Foster advised that the Lions will be holding their annual free swim, skate and visit with Santa on the weekend at the complex.

Future Council Meetings

Corporate Services Committee Meeting of December 6, 2016 @ 4:00 pm
Regular Meeting of Council of December 13, 2016 @ 7:30 pm

Adjournment

R. Duplessis – S. Mickleham

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 8:10pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

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

**Library Boardroom
Espanola Public Library**

**Thursday, November 24, 2016
10:13 am**

Mayor Piche presided over the meeting.

Present: Councillor: R. Dufour, K. Duplessis, R. Duplessis, B. Foster, B. Yocom

Absent: Councillor S. Meikleham

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

Oscar Polini, Partner KPMG

In Camera

1. B. Foster – K. Duplessis

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

- ☐ The security of the property of the municipality or local board;
- ☐ personal matters about an identifiable individual, including municipal or local board employees;
- ☐ a proposed or pending acquisition or disposition of land by the municipality or local board;
- ☐ labour relations or employee negotiations;
- ☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ☒ a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).

Time: 10:14 am

Carried

**Resume Special
Meeting**

R. Yocom – R. Dufour

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

Time: 11:58 am

Carried

Adjournment

R. Duplessis – B. Foster

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

Time: 11:59 am

Ron Piche
Mayor

Cynthia Townsend
CAO/Treasurer

Unapproved

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

**Fire Hall Training Room
Espanola Fire Hall**

**Monday, November 28, 2016
1:00 pm**

Mayor Piche presided over the meeting.

Present: Councillor: R. Dufour, K. Duplessis, R. Duplessis, B. Foster, B. Yocom

Absent: Councillor S. Meikleham

Staff: C. Townsend, CAO/Treasurer; P. Roque, Clerk; M. Pichor, Fire Chief; J. Yusko, Manager of Public Works, D. Rivet, CBO; T. Denault-Roque, Recording Secretary

Sandro Cirella, Fire Protection Adviser
Fire Protection Advice and Assistance Unit
Office of the Fire Marshal and Emergency Management

In Camera

1. R. Dufour – K. Duplessis

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

- ☐ The security of the property of the municipality or local board;
- ☐ personal matters about an identifiable individual, including municipal or local board employees;
- ☐ a proposed or pending acquisition or disposition of land by the municipality or local board;
- ☐ labour relations or employee negotiations;
- ☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ☒ a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).

Time: 1:00 pm

Carried

Staff was directed to obtain further information regarding fire trucks, snorkels and the process of insurance grading extensions.

Resume Special Meeting

R. Dufour – R. Yocom

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

Time: 2:40 pm

Carried

Adjournment

R. Dufour – R. Yocom

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

Time: 2:43 pm

Ron Piche
Mayor

Paula Roque
Clerk

Unapproved

CORPORATE SERVICES COMMITTEE MEETING**Tuesday, December 6, 2016****4:00 pm****Council Chambers****Municipal Building****Chair Deputy Mayor Bill Foster presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.****Present:**

Mayor Piche, Councillor Yocom; Councillor Meikleham, Municipal Officials, C. Townsend, CAO/Treasurer, P. Roque, Clerk/Manager of Planning Services; C. Tessier, Manager of Financial Services; D. Polden, Manager of Leisure Services; T. Denault-Roque, Recording Secretary

Departmental Reports

The Committee received the POA Departmental Report for September and October 2016.

A discussion ensued.

Councillor Foster requested additional information regarding the POA Departmental Report. He would like to know what percentage of POA fines issued end up in court.

Employee Code of Conduct**R. Piche – S. Meikleham**

Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy H00-01842 Employee Code of Conduct be adopted and a Bylaw be prepare.

Carried

A discussion ensued regarding a time limit to submit a complaint on offences be placed in the policy. Councillor Yocom stated he has compared the policy to 10 other municipalities, none of which have a time limit. Both Councillor Yocom and Mayor Piche stated that they felt a time limit was not needed, Councillor Meikleham agreed.

Sale of Property**S. Meikleham – R. Piche**

Be It Resolved That: As Recommended by the Corporate Services Committee That: A Bylaw No 1144/95 is hereby repealed, Policy L07-01290 Land Disposition be adopted as amended.

Carried

A discussion ensued. Councillor Yocom suggested the policy include a clause the states the sale of land does not obligate the Town to make changes to any planning issues. In addition, Councillor Yocom also suggested that a clause stating the Town is not responsible for errors made by third parties be added. The remaining Committee members agreed.

Skate Drop In Rates

S. Meikleham – R. Piche

Be It Resolved That: As Recommended by the Corporate Services Committee That: The Skating Drop In rates as listed in Schedule "A" of the Leisure Services Tariff of Fee Bylaw be amended to reflect a reduction in fees effective January 2017.

Carried

A discussion ensued regarding the opportunities this change could bring, with very little impact to the budget.

Adjournment

R. Yocom – S. Meikleham

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

Time: 4:22 pm

Carried

Bill Foster
Chair

Paula Roque
Clerk

Unapproved



CORPORATE SERVICES COMMITTEE

Moved By: [Signature]

Date: December 6, 2016

Seconded By: [Signature]

Motion No.: 1

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

1. Policy H00-01842 Employee Code of Conduct be adopted and a Bylaw be prepared to adopt it.

CARRIED ✓ DEFEATED

[Signature]
Chair

**RECORDED VOTE
INTEREST**

	For	Against
Mayor R. Piche	_____	_____
B. Foster	_____	_____
S. Meikleham	_____	_____
B. Yocom	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
S. Meikleham	_____
B. Yocom	_____

AGENDA #2

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

STAFF REPORT

DEPARTMENT: Administration	DATE: October 26, 2016
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ITEM: Code of Conduct

RECOMMENDATION: Be It Resolved That: As Recommended by the Corporate Services Committee: 1. Policy H00-01842 Employee Code of Conduct be adopted and a Bylaw be prepared to adopt it.

BACKGROUND: Council adopted a Council Code of Conduct March 2016. Direction to Staff from Council at that time was to prepare an Employee Code of Conduct and present to Council for adoption.

ANALYSIS: The highest standard of professional conduct is expected from municipal staff. The purpose and intent of the Code of Conduct is to establish standards for ethical conduct in addition to the legislation and policies that currently exist. <i>Items in italics were amendments requested by the Corporate Services Committee November 1, 2016.</i> <i>At the Regular Council Meeting of November 8, 2016 Staff were directed to include who investigates complaints / inquiries against the CAO / Treasurer. Item 10. b. has been amended in Italics.</i> <i>Also, Council directed Staff to review and include a timeframe to make a complaint or inquiry. Staff was unable to locate in any municipal employee code of conduct a reference to this. Staff is turning to the Committee for direction.</i> <i>Staff have also made an amendment to item 2c./d./e. in order to expand and make clear the code with respect to public criticism of the employer.</i>

EXISTING POLICY: Council Bylaw and Policy

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: \$0

BUDGETED: NA	Yes	No	
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IMPLEMENTATION: Clerk's Office

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: Paula Roque

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO.????/16

Being a Bylaw to Adopt a Code of Conduct for
All Employees of the Town of Espanola

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes municipalities to pass bylaws regarding Accountability and Transparency of the municipality and its operations and of its local boards and their operations; and;

WHEREAS Section 223.3 (5) of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes penalties for a contravention of the Employee Code of Conduct; and

WHEREAS Council of the Corporation of the Town of Espanola deems it expedient to establish an Employee Code of Conduct;

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

1. THAT Council does hereby adopt the Employee Code of Conduct, attached hereto as Schedule "A" and forming part of this Bylaw.

READ AND PASSED in open Council, signed and sealed this ____ day of 2016.

Department: All Departments	Policy Number: H00-01842
Subject: Employee Code of Conduct	Effective Date: ??
Bylaw No:	Revision Date:
	Version #: 1



EMPLOYEE CODE OF CONDUCT

Policy Statement

The Town of Espanola is committed to the principles of integrity, ethical behaviour, accountability and transparency and endeavours to maintain the highest level of public confidence in all that we do. Through staff commitment and effort we are able to demonstrate our values, deliver quality public service and strive to achieve the Town's vision to make the Town of Espanola a safe, healthy community in which to live, work and thrive.

This Code of Conduct (the "Code") clarifies the municipality's expectations of its employees and affirms our commitment to caring for our community's needs and maintaining fiscal responsibility on behalf of the public. It provides a guide for consistent behaviour in delivering municipal services. Contravention of this Code is a serious matter to the Town and the public, and will be treated as such.

EMPLOYEE RESPONSIBILITY

Employees of the Town of Espanola are ambassadors for the municipality and are expected to reflect a professional image at all times. They must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained.

As employees, we are accountable to the Town and the citizens of Espanola and are responsible for the assets entrusted to us. It is with this in mind that every Town employee is expected to comply with the Code of Conduct in addition to existing Corporate Policies and Procedures that govern employee behaviour.

PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct sets minimum standards for the behaviour of municipal employees in carrying out their duties. It has been developed to assist municipal employees to:

1. Understand the standards of conduct that are expected of them;
2. Act in a way that enhances public confidence in providing municipal services;
and
3. Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority.

A. STANDARDS OF CONDUCT

1. Municipal Employees shall at all times seek to advance the common good of the community which they serve.
2. Municipal Employees shall truly, faithfully and impartially carry out the will and decisions of Council to the best of their knowledge and ability.
3. Municipal Employees shall refrain from behaviour that could constitute an act of disorder or misbehaviour. Specifically, municipal employees shall refrain from contact that:
 - a. Contravenes Federal or Provincial statutes or legislation, the Municipal Act, Municipal bylaws, associated regulations and the Municipality's Code of Conduct.
 - b. Is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.
 - c. Prejudices the provision of a service or services to the community.

This Code of Conduct is supplemental to the existing statutes and corporate policies governing the conduct of municipal employees:

Statutory Provisions Regulating Conduct

- a. Municipal Act, 2001, s.223.2(1), as amended;
- b. Municipal Freedom of Information and Protection of Privacy Act;
- c. Human Rights Code;
- d. The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009; and
- e. The Criminal Code of Canada

Corporate Policies Regulating Conduct

- a. Attendance and Punctuality H01-01356;
- b. Respect In the Workplace H04-01615;
- c. Discipline Policy H05-01374;
- d. Hiring Policy H11-01282;
- e. Confidentiality Policy H13-01391;
- f. Conflict of Interest H14-01393;
- g. Corporate Communications Policy C12-01279; and
- h. CUPE Local 534 or 4705 Contract where applicable.

B. CONDUCT TO BE OBSERVED

1. General Personal Conduct:

Municipal employees shall:

- a. perform their duties with integrity, honesty, and respect;

- b. be polite and courteous at all times;
- c. treat others equitable and fairly;
- d. accept responsibility for their actions, behaviour and impact on others;
- e. ensure that no person suffers reprisal as a result of making a complaint, or for providing information in support of conflict resolution;
- f. Contact one of the following resources for assistance in effectively dealing with conflict: supervisor or manager; Clerk or CAO/Treasurer;
- g. Inform immediate supervisor of threat or violence.

2. Conduct Respecting Council and the Corporation

Municipal employees shall:

- a. Conduct their relations between themselves and Councillors in a polite and respectful manner and should always be civil based on mutual respect;
- b. Uphold the integrity of Council and its decisions;
- c. Refrain from making public statements on Municipal Policy and/or Council decisions;
- d. Remain neutral in their service to all Councillors.
- e. *Employees are expected to support policies, programs and decision of the Town and not publicly criticize the Town as an institution or employer, such that the public's perception is adversely affected. All employees have a general right to freely express opinions on matters of public policy; however this right is limited by an employee's employment relationship. Public criticism may include, but is not limited to: letters to the editor, interviews with the media, negative statements to the public and posts on social media sites.*
- f. *Employees should direct inquiries from individual Councillors and other elected officials to a member of senior management, or obtain senior management approval prior to contacting Councillors or other elected officials to provide information about a particular matter.*

3. Outside Activity

Outside Activities conducted by municipal employees, whether consisting of employment for profit or participation in non-profit activities, are permitted under the Conflict of Interest Policy H14-01393; in addition employees must ensure the following:

- a. There must be no conflict of interest with the Employee's official duties;
- b. Outside activities must occur outside the employee's working hours with the Town of Espanola;
- c. There must be no adverse effect on the community or the ability of the employee or other staff to perform their duties and functions;
- d. Respect the status of confidential or "insider" information so as not to cause detriment to the Corporation, Council, themselves or fellow employees.

4. Use of Public Resources

- a. Employees of the Corporation shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which he/she is aware.
- b. Employees shall not use municipal property, equipment and supplies or services owned or leased by the Town for personal gain.

5. Use of Municipally Owned and Leased Vehicles

- a. Municipal vehicles are not to be used for any purpose other than authorized municipal business.
- b. Municipal vehicles are not to be driven by anyone other than an authorized and properly licenced Town employee.
- c. Passengers shall be limited to Town employees and individuals directly associated with municipal work activity (ex. Member of Council, Committee Members, consultants, contractors, volunteer firefighter, etc).
- d. Non-work related individuals including family members of an employee shall not be transported in a municipal vehicle.
- e. Municipal vehicles are to be operated at all times in accordance with the Highway Traffic Act and Municipal Bylaws. Penalties associated with any violation are the responsibility of the operator of the vehicle.
- f. In the event that an employee's licence is suspended or revoked, he/she must notify their supervisor immediately.

6. Conflict of Interest

Employees will conform to the Corporate Conflict of Interest Policy H14-01393 where the following has been stipulated:

- a. An employee will be considered to have a conflict of interest where he or she or a member of his or her family has a direct or indirect financial interest in a contract or proposed contract with the Town, and where the employee could influence the decision made by the Town with respect to the contract. A conflict exists where an employee could directly influence the decision made in the course of performing his job duties, and also where he could indirectly influence the decision through exerting personal influence over the decision maker.
- b. It is the employee's responsibility to identify and report any possible or actual conflicts of interest to their supervisor, regardless of whether or not the employee benefits from it.

7. Media and Public Relations

Communications with the media and public will be conducted so that all information originates from a qualified, informed and approved spokesperson, as per Corporate Communications Policy C12-01279 and Webpage Policy M10-01326.

- a. Employees shall not compromise the Municipality's interests in any way, by personal use of letterhead, email addresses or Facebook posts.
- b. Employees shall use sound judgment and common sense in using social media and ensure that all social media use conforms to this Code of Conduct as well as corporate values and sound business practice.
- c. If you repost something written by someone else, ensure you have the proper permission to do so. Do not use copyrights, trademarks, publicity rights or other rights of others without the necessary permissions of the rightholder(s).
- d. Do not discuss situations involving named or pictured individuals without their permission.
- e. You have an obligation to ensure that posts are accurate and not misleading and that they do not reveal non-public information about the Town of Espanola.

8. Interpersonal Behaviour of Municipal Employees

- a. Treat Every Person with Dignity, Understanding and Respect

All Municipal employees shall abide by the provisions of the *Human Rights Code* and the *Respect In the Workplace Policy H04-01615*, and shall treat every person including Members of Council, Committees, Boards, municipal employees, individuals providing services on a contract basis and the public

with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

Employees found in contravention will be subject to Discipline Policy H05-01374.

9. Protection of Privacy

- a. All employees shall comply with the Municipal Freedom of Information and Protection of Privacy Act at all times. Public comments, discussions and disclosures to the media regarding employees or individuals that breach a person's privacy is deemed to be a contravention of this Code of Conduct.

10. Compliance with the Code of Conduct

- a. Municipal employees are encouraged to seek clarification from the supervisor if they are uncertain as to whether an existing or contemplated action may contravene the Code of Conduct.
- b. Complaints or inquiries concerning the conduct of any municipal employee shall be made in writing to your supervisor or the CAO/Treasurer.
Complaints or inquiries concerning the CAO/Treasurer shall be submitted to the Clerk. The Clerk will consult with the Mayor and the Municipal Human Resource Consultant will be engaged.
- c. All complaints or inquiries will be treated as confidential.
- d. A copy or summary of any written or oral complaint received is to be sent immediately to the employee complained against with a request to provide a response.
- e. The CAO/Treasurer or designate shall investigate all complaints or inquiries concerning the conduct of a municipal employee.
- f. The employer shall summarize the findings of the investigation in written form and present to the employee complained against, the findings and the appropriate course of action to be taken.
- g. Where an employee is found to have breached the Code of Conduct the employer shall take disciplinary action in accordance with the Discipline Policy H05-01374.
- h. *Former Municipal employees are bound by the Municipal Confidentiality Policy H13-01391.*
- i. *This Policy supports but does not replace the rules of professional conduct or ethics set out by professional designations.*

DRAFT

ACKNOWLEDGEMENT
Appendix 'A'

SIGNATURE

The undersigned Town of Espanola Employee, hereby acknowledges receipt of a copy of Bylaw ???/16, Code of Conduct for Municipal Employees.

Signature of Employee

Acknowledgement of Receipt of Code of Conduct Policy

Date of Signature

PRINT NAME

NOTE:

The Employee acknowledges that a copy of Bylaw ???/16 containing the Code of Conduct Policy for Municipal Employees was provided to them. One signed copy of the "**ACKNOWLEDGEMENT**" was returned to the CAO/Treasurer to be placed in the Employee File and the Employee retained a complete copy of the Bylaw.



CORPORATE SERVICES COMMITTEE

Moved By: S. MEIKLEHAM

Date: December 6, 2016

Seconded By: Ron Piche

Motion No.: 2

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

Bylaw No 1144-95 is hereby repealed, Policy L07-01290 Land Disposition be adopted as presented.

AMENDED (BO)

RP

CARRIED ☒ DEFEATED ☐

Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	_____	_____
B. Foster	_____	_____
S. Meikleham	_____	_____
B. Yocom	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
S. Meikleham	_____
B. Yocom	_____

AGENDA #3

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: October 26, 2016 Revised December 7, 2016
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ITEM:Sale of Property

RECOMMENDATION:As recommended by Corporate Services: Be it resolved that:Bylaw No. 1144-95 is hereby repealed, Policy L07-01290 Land Disposition be adopted as presented.

BACKGROUND:There have been concerns received with regards to the current policies in place for the sale of municipal property. Council has expressed interest in reviewing policies.

ANALYSIS:The *Municipal Act, 2001*, S.O. 2001, C.25 (the *Municipal Act, 2001*) has been amended by the *Municipal Statute Law Amendment Act 2006*, S.O. 2006, c.32 and section 268 which previously governed the sale of real property has been repealed.

Section 270 of the *Municipal Act, 2001*, enacted on January 1, 2008, now only requires the Corporation of the Town of Espanola to adopt and maintain policies with respect to the sale and other disposition of land.

The municipality already has a policy in place, however also needs to be updated to reflect the current legislation. Please see amended policy.

At the Corporate Services Committee Meeting on Tuesday, December 6th, the Committee requested 2 additions to the Policy. Those have been included in the Policy as Item 7 c) and d).

EXISTING POLICY:L07-01290/Bylaw 1144-95

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: 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:

Department: Legal Affairs	Policy Number: L07-01290
Subject: Land Disposition	Effective Date: 14/03/06
Bylaw No:	Revision Date: 30/11/16
	Version #: 2

Purpose:

To develop procedures for land acquisition and sale of municipal property.

Definitions:

Fair Market Value: the most probable price which a property should bring in a competitive and open market as of a specified date under all conditions requisite to a fair sale, the buyer and seller each acting prudently, knowledgeably and in their own best interests.

Non-viable Land: a parcel(s) of land being disposed of, by means of a land exchange, for municipal or other government purposes. Non-viable property shall also include a parcel of land, which on its own, would not be eligible for a building permit and the leasing of municipally owned land or buildings for a term of less than 21 years.

Viable Land: a parcel of land, which on its own, would be eligible for a building permit, or can be assembled with other land to increase the development or redevelopment potential of the whole, and includes any parkland or part of any park.

Policy:

1. *The Municipal Act, 2001* Section 270 (1) requires that a municipality shall adopt and maintain policies with respect to its sale and other disposition of land.
2. Before selling any viable land, the municipality shall;
 - a) circulate a request for comment to Department Managers.
 - b) by resolution declare the land to be surplus.
 - c) obtain at least one appraisal of the land, and
3. The municipality shall maintain a public register listing describing the land owned by the municipality.
4. Availability of land will be posted on the municipal website and if deemed necessary a local real estate office may be engaged to sell land, this practice constitutes giving notice of the proposed sale.
5. Subsequent to an opinion of value, Council establishes the purchase price of municipal land based on Fair Market Value and;

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Department: Legal Affairs	Policy Number: L07-01290
Subject: Land Disposition	Effective Date: 14/03/06
Bylaw No:	Revision Date: 30/11/16
	Version #: 2

- a) that any purchaser interested in land submit an offer to purchase to the Clerk
- b) that the offer shall include a 10% deposit (cheque) of the purchase price
- c) that the purchaser absorb their own legal fees associated with land
- d) that the municipality complete the transaction and absorb the legal fees for sale and where required the creation of the parcel of land upon receipt of an offer

6. Procedure for sale of land for tax arrears is described in the *Municipal Act*.

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7. Terms of Disposition and Exemptions

- a) A Council Bylaw is required to execute the sale of municipal property.
- b) Notwithstanding that the Terms of Disposition have been followed, that one or more interested parties may present to Council an Offer to Purchase the real property, Council shall have the absolute discretion to accept any proposal to purchase the land, to judge the acceptability of any terms or conditions therein and to judge the sufficiency of acceptability of any consideration proposed by a potential purchaser.
- c) The sale of municipal property does not obligate or bind Council to approve amendments with respect to the provisions set out in the Ontario Planning Act.
- d) The Town will not be responsible for errors and omissions as a result of information provided by a third party or interpreted on behalf of a third party.
- e) Notwithstanding sections a) and b), non-viable lands are exempt from the declaration and notice provisions of this policy, and can therefore be sold by the Town without the need to declare intent to sell or give notice, unless otherwise directed by Council.
- f) All of the Town's costs with respect to the disposition of non-viable property save and except land exchanges for municipal purposes, shall be recovered from the purchaser or lessee, unless, in the sole opinion of the Town, it is desirable to waive this requirement. In addition, the applicant may be required to enter into an agreement to the satisfaction of the Town Solicitor and pay a deposit toward the expected costs to be incurred by the Town.

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L07-01290
Sale of Municipal Land

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Department: Legal Affairs	Policy Number: L07-01290
Subject: Land Disposition	Effective Date: 14/03/06
Bylaw No:	Revision Date: 30/11/16
	Version #: 2



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Location	Selling Price¶
¶	
Municipal Lot in Plan M63 Lot 8 Con 5¶	
Lot 46 PCL 6370, Zoned R1 ¶	
Serviced Single Family Residential lot¶	
Known as 485 Wood Street	\$
	12,000.00¶
¶	
Municipal Lots in Plan	
53R19737 ¶	
Parts 3, 4, 5, 6 - Zoned M2¶	
One Acre Serviced Industrial	
Lots	\$ 25,000.00¶
¶	
¶	
¶	

DRAFT



CORPORATE SERVICES COMMITTEE

Moved By: S. Meikleham

Date: December 6, 2016

Seconded By: Ron Piche

Motion No.: 3

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

The Skating Drop In rates as listed in Schedule "A" of the Leisure Services tariff of fee bylaw be amended to reflect a reduction in fees effective January, 2017.

CARRIED ☒ DEFEATED ☐

Bill Foster
Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	_____	_____
B. Foster	_____	_____
S. Meikleham	_____	_____
B. Yocom	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
S. Meikleham	_____
B. Yocom	_____

AGENDA #4

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: Leisure Services	DATE: November 30, 2016
-------------------------------------	--------------------------------

ITEM: Public Skating rates

RECOMMENDATION: As recommended by Corporate Services that: The 'skating drop in' rates as listed in Schedule 'A' of the Leisure Services tariff of fee bylaw be amended to reflect a reduction in fees effective January, 2017.

BACKGROUND:

PUBLIC SKATING

Our **current** PUBLIC SKATING drop in rates

Child	4.50 + HST = 5.08
Youth/Senior	4.75 + HST = 5.36
Adult	5.00 + HST = 5.65
Family (minimum of 3)	9.75 + HST = 11.01

Best practices (not all rates specified if HST is included)

SUDBURY NORTH BAY

Seniors 65+ free Child/senior/tot 1.55
 Adult 5.00 Student/adult 3.80
 Youth 4.50

Sturgeon Falls (tax incl) Timmins (tax incl)

Public skating 3.00 Public skate 3.00

Little Current Kapuskasing (tax incl)

Public skate 2.00 Public skate 2.00

Elliot Lake (tax incl) Kirkland Lake (tax incl)

Adult 4.81 Adult 4.25
 Child/youth/sen. 3.39 Senior/student 2.00
 Student 4.24

Cochrane (tax incl)

Public skate 2.00

Sault Ste. Marie (tax incl) Arnprior (tax incl)

Adult 3.65 Under 2 1.00
 Child 2.50 Under 16/senior 2.50
 Senior/student 2.85 16+ 3.00

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

Our **proposed** PUBLIC SKATING drop in rates

Public Skate	2.65 + HST = 3.00
Family – (minimum of 3)	6.63 + HST = 7.50

SHINNY HOCKEY

Our **current** SHINNY HOCKEY drop in rates

Child/youth/senior	4.75 + HST = 5.36
Adult	6.75 + HST = 7.62

Best practices (not all rates specified if HST is included)

SUDBURY

8.50

NORTH BAY

7.05

Sturgeon Falls (tax incl) **Kirkland Lake** (tax incl)

4.00

6.42

Elliot Lake (tax incl) **Cochrane** (tax incl)

7.91

6.50

Our **proposed** SHINNY HOCKEY drop in rates

Child/youth/senior	3.53 + HST = 4.00
Adult	No change

ANALYSIS:

Public Skating

- Skating revenues are approx. 3,500 - 4,000/yr.
- Public skates are staffed by 1 rink attendant @ minimum wage.
- In 2016 we started with a free after school skate on Wednesdays and reached an average of 20 skaters weekly.
- In addition starting in January, 2017 we will be offering the senior/adult & tot skate scheduled on Mon/Wed/Fri 12 – 1pm as a free program. We have one regular senior and at times up to 3 that participate.
- We offer free skates on PD days.
- ✓ Potential for broader base participation and maximum participation.
- ✓ Low cost public activity.
- ✓ Rates increase by rate of inflation every January.
- ✓ Streamline process by offering 1 rate for public skating.

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

Shinny Hockey

- Prior to the start of the Adult leagues adult shinny is scheduled in the evenings. Once the leagues start adult shinny is offered during the day but there is no uptake.
- Participation in youth shinny is higher prior to organized leagues starting and during PD days and holidays.
- We offer toonie shinny on PD days and during holidays.

EXISTING POLICY: Tariff of fee bylaw

STRATEGIC GOAL: Safe & Healthy Community, Excellence in government, improve and maintain our infrastructure

BUDGETED: Yes ☒ No ☐

IMPLEMENTATION: 2017

Prepared By: _____

Department Manager: _____

Dianne Polden

CAO / Treasurer: _____

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments: _____



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2752/16

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: November 22, 2016 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 13th day of December 2016.

Ron Piche
Mayor

Paula Roque
Clerk



REGULAR MEETING OF COUNCIL

Moved By: Robt Yocum Date: August 9, 2016

Seconded By: Bill Foster Motion No. 16-124

BE IT RESOLVED THAT:

The Town of Espanola enter into a licensing agreement with CBRE Limited for the rental of office space for POA purposes in Blind River and Elliot Lake.

CARRIED ✓ DEFEATED

[Signature]
Chair

RECORDED VOTE

	For	Against
Mayor R. Piche	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
R. Duplessis	_____	_____
B. Foster	_____	_____
S. Meikleham	_____	_____
B. Yocom	_____	_____

DECLARATION OF PECUNIARY INTEREST

Mayor R. Piche	_____
R. Dufour	_____
K. Duplessis	_____
R. Duplessis	_____
B. Foster	_____
S. Meikleham	_____
B. Yocom	_____

AGENDA # G3



The Corporation of the Town of Espanola

Bylaw No. 2751/16

**Being a Bylaw to Execute An Agreement
Between the Town of Espanola and
Her Majesty the Queen in Right of Ontario as Represented by the Minister of
Infrastructure**

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

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and Her Majesty the Queen in Right of Ontario as Represented by the Minister of Infrastructure
2. That the agreement shall be attached to and become part of the bylaw.

Read a first, second and third time in open Council on this 13th day of December, 2016.

Ron Piche
Mayor

Paula Roque
Clerk

NOV 18 2016

**Espanola Police Services Board Meeting
Thursday, October 20, 2016
Espanola Police Service**

Present: Mary Lou Mick, Chair
Ron Piche, Vice-Chair
Bill Foster
Deborah Sakaluk
Chief Steven Edwards
Linda Roque, Secretary

*The Chair called the meeting to order at 4:04 p.m.
Declaration of pecuniary interests and the general nature thereof; none declared
Additions to the agenda – Fee Schedule Review*

Minutes 1. Moved by: Bill Foster
Seconded by: Ron Piche

The minutes of the EPSB moves that the minutes of the regular meeting dated September 15, 2016 be accepted as circulated.

Carried.

With regards to the minutes;

- #2 correspondence, with respect to the survey regarding changes to the Police Services Act. The survey did have some ambiguous questions which Graham Wight, Advisor, clarified for Mary-Lou at the Zone 1A meeting. Mary-Lou completed the survey and submitted it.

“Chief’s Report”

Month End Report 2. Moved by: Ron Piche
Seconded by: Deborah Sakaluk

The EPSB moves that the month end report for September 2016 be accepted as circulated.

Carried.

Highlights of Month End Report - September:

- There were 289 incidents reported in 2016 down from 296 in 2015
- There were 20 criminal code charges involving 9 people in 2016 up from 17 charges with 8 accused in 2015
- There were 38 HTA charges in 2016 the down from 136 in 2015
- There was 4 By-Law charge in 2016, down from 17 in 2015
- 51 hours of foot patrol was conducted throughout the community
- There were 211 calls for service to 911
- There were 887 general calls to the service

- 248 people walked in to the service and were assisted at the front counter
 - 9,381 kms driven in September
 - A total of 56.5 hours of overtime was worked– 5.5 hrs for court security, 3 hrs for criminal investigation, and 48 hrs for sick leave.
- *The Board would like Chief Edwards to report on a quarterly basis the types of incidents. For example, noise complaints/domestic.*

Small to Mid-Sized Chief's meeting – This meeting was hosted by Barrie Police Service. All the police services except the big 12, Greater Sudbury Police Service does not attend. This is a round table discussion. One of the topics spoken about was sick leave, which many of the police services contract companies to control sick leave. We are no different than other services with respect to sick leave issues. Wages were discussed. Services are seeing anywhere from 1.5% to 2% per year raises.

Joint Zone 1A meeting – This was held in Sturgeon Falls on September 28 & 29th. There is a push for change event coming up in August. Officer overtime costs were discussed for training with respect to the new carding policy. There will be no overtime costs involved for our officer's training. A couple questions that did arise were who trains the Chief's on carding and who trains the data entry people. Graeme Wight spoke about the Ministry of Community Safety and Correctional Service's plans. Andrew Fletcher did a presentation on safer communities – to be pro-active in policing. Andy Mayhew from O.P.P. spoke about equipment resources and a central centre across the province. They have a list of provincial resources we pay for in our provincial taxes and what local detachment resources that we would pay for. There is a list available and the Chief will endeavor to get it.

“Correspondence”

“Remembrance Day 3. Moved by: Bill Foster
Wreath” Seconded by: Ron Piche

The Espanola Police Services board moves that the Board purchase wreath #20 at \$60.00 for the Remembrance Day service.

Carried.

OAPSB Zone 1A meeting September 28 & 29 – Mary-Lou and Deborah attended the meeting in Sturgeon Falls. They met a lot of other people and Chief's from the zone. One of the topics was whether boards had their OAPSB annual dues paid. Our OAPSB Board dues were paid in January 2016. The carding policy must be completed by January 2, 2017. The topic of section 5 OPP boards amalgamating was brought up. There are currently 63 provincial Board vacancies across the province. Grants are available to boards for what they may need. The next meeting of the OAPSB Zone 1A may be in Sudbury in November.

"Fee Schedule"

4. Moved by: Bill Foster
Seconded by: Ron Piche

The Espanola Police Services Board moves that By-law #03/2013 Fee Schedule be rescinded and placed with By-law #01/2016 Fee Schedule as of January 1, 2017

Carried.

"Policy LE-006"

5. Moved by: Deborah Sakaluk
Seconded by: Ron Piche

The Espanola Police Services board moves that Policy LE-006 Criminal Investigation Management and Procedures Policy be amended as circulated.

Carried.

Policies: Board Policy LE-007, LE-008, LE-009 were all reviewed by the Board with no changes to be made. A draft copy of policy AI-032 update was reviewed for a second time. The policy will be brought forward again at the November meeting with changes and additional information brought forward.

New Business

- Ron Piche brought forward that the Board has to create a costing proposal for a comparison at some point in the future. Police Options Steering Committee meeting November 3 at 1:30 pm.
- There were threats to the students at the high school – youth was taken into custody and is now out on bail.
- Chief Edwards brought forward an OIPRD letter he received regarding a systemic review. The service does have a policy, but rare it is rare that it is needed. We do not gather stats on it. Chief waiting on OACP guidance on the issue.

In Camera

6. Moved by: Deborah Sakaluk
Seconded by: Ron Piche

The EPSB moves that the regular meeting of the Espanola Police Services Board moves to an in camera session to discuss personnel issues. Time: 6:04 pm

Carried.

Resume

7. Moved by: Deborah Sakaluk
Seconded by: Bill Foster

The EPSB moves that the regular meeting of the Espanola Police Services Board now resume. Time: 6:15 pm

Carried

The Board discussed the overtime report, a personnel issue, and complaints.

8. Moved by: Deborah Sakaluk
Seconded by: Bill Foster

The Espanola Police Services board moves that part-time employee #463 completed 732 hours of work and therefore qualifies for pay equity rate of pay as of October 12, 2016.

Carried.

Adjournment

9. Moved by: Deborah Sakaluk
Seconded by: Ron Piche

The Espanola Police Services Board moves that the regular meeting of the Espanola Police Service Board now adjourn. Time: 6:16 pm

Carried

The next regular meeting will be held on November 17, 2016 at 4:00pm.

*** Please note that these minutes are unapproved until signed by the Chair.*

*Mary Lou Mick, Chair
Espanola Police Services Board*

*Linda Roque, Secretary
Espanola Police Services Board*

ESPANOLA POLICE SERVICE
MONTH END REPORT FOR OCTOBER 2016

	<u>2015</u>	<u>2016</u>
<i>Number of incidents reported</i>	272	305
<i>Charge Analysis Statistics</i>		
<i>Criminal Code</i>	14 (10 accused)	31 (9 accused)
<i>HTA</i>	90	19
<i>LLA</i>	1	2
<i>Other POA</i>	5	0
<i>By-Law</i>	18	5

During this month **59 hours** of foot patrol were conducted throughout the community.

Department Vehicles

R.I.D.E. Stats
(Regular shift & overtime grant)

Unit T-13-1249 km
Unit #19-456 km
Unit #22-1517 km
Unit #23-3552 km
Unit #24-2793 km

Number of times out-9
Number of Arrests- 0
Number of Warnings-8
Number of Impaired charges-0
Number of vehicles checked-200
Number of ADLS suspensions- 0
Number of P.O.A. charges-0
Approved Screening Device-3
Number of 72 hours notices-1

TOTAL-9567 KM

Officer Overtime Hours

911 Calls for Service

Court-5.5 hrs
Court Security-4 hrs
Criminal Invest-2 hrs
In-service Training-16 hrs
Sick Leave/STD Coverage-36 hrs
Community Service-0
Prisoner Escort-0 hrs
MHA Escort/Hospital Security-0 hrs
Training-0 hrs
Health & Safety-0 hrs
Other-0 hrs
R.I.D.E.-0 hrs
TOTAL OVERTIME=63.5 HOURS

Total 911 calls-228

Incoming General Calls Received

Total General Calls -1113

Number of Attendees to Front Counter

Total - 295 (see attached for breakdown)

Prepared by: Sgt W. Lamour



JOINT HEALTH & SAFETY MEETING MINUTES

Wednesday, November 2nd, 2016

9:00 a.m.

Upstairs – Fire Hall

Present:

D. Parker	Manager Rep.
D. Sokoloski	Worker Rep.
B. Stewart	Worker Rep.
T. Smith	Alt. Worker Rep.

Absent:

D. Massicotte	Manager Rep.
---------------	--------------

Recording Secretary: A. Duguay

Co-Chair Dave Parker presided over the meeting. The meeting was called to order at 9:04 A.M.

Acceptance of Minutes:

1. B. Stewart – D. Sokoloski

THAT: The Joint Health & Safety Committee hereby approves the minutes of the October 5th, 2016 meeting.

Motion carried.

Inspections: October inspections were completed by the Fire Department. All departments were hazard-free with the exception of Recreation (Out-of-date eye wash station which was ordered on Oct. 11, 2016) and the Library (Overfilled storage capacity and outstanding electrical issues).

November inspections are to be completed by the Public Works Department.

Other Reports:

Outstanding Issues: The Library has outstanding issues remaining from previous inspections. The Worker Rep. will review issues during next inspection to see if any progress has been made.

Any Other Business: A member of the committee had a scheduling conflict with the meetings as they have another meeting to attend the first Wednesday of the month. The Co-Chair will check with the other members to see if a date change can be made to possibly Tuesday's or Thursday's.

Recognition Sub-Committee: Co-Chair advised that information regarding the recognition program and policy was given out at a Departmental Manager's meeting. Manager's to bring information to employees. If they have any questions, they can contact the Co-Chair as he also chairs the Recognition Sub-Committee. Certificates were also given to the three departments who were recognized for 2015 safety.

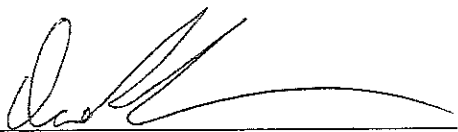
A member suggested that the Recognition Committee recognize first year employees for yearly individual recognition as new employees tend to have more incidents. The Co-Chair will bring this to the Recognition Committee at their next meeting.

New Business:

Next Meeting: **Thursday December 8th, 2016 @ 9:00 A.M. - Fire Hall**

Adjournment: **2. D. Sokoloski**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:14 A.M. Motion carried.



D. Parker, Co-Chair

W. Ashton, Co-Chair

2017 JH&S CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 JH&S Meeting

 Inspections Due

JAN: FIRE

APR: FIRE

JULY: FIRE

OCT: FIRE

FEB: PWD

MAY: PWD

AUG: PWD

NOV: PWD

MAR: REC

JUNE: REC

SEPT: REC

DEC: REC

NOV 22 2016

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: POA	MONTH: September - October, 2016
Project Status: 280 new charges were received in Espanola in September. 216 new charges were received in Elliot Lake in September. 200 new charges were received in Espanola in October. 293 new charges were received in Elliot Lake in October. (Please see attached charts for comparison to previous years) <ul style="list-style-type: none">• For the month of September, there was 1 POA court in Espanola, 1 in Blind River and 1 in Elliot Lake.• For the month of October, there was 1 POA court in Espanola, 2 in Blind River and 1 in Elliot Lake.	
Complaints / Compliments:	
Employee Status:	
Visitors:	

Department Manager: C. Respidens Submitted on: November 21/16

Types of charges received 2016																										
	242	342	508	513	516	519	530	551	552	554	565	570	580	581	600	725	753	763	766	789	894	BLO	BLP	HTA	LLA	TOTAL
January			8				3							2									7	143	1	164
February			13				3							1								2		124	3	146
March			11				9			1						1					1		2	258	1	284
April			13				7		2					2								3	1	259	12	299
May	1		13				5			1		1										1	1	291	7	322
June	1		11				6		1			1			1		1	2						284	15	323
July	1		15				10	2	2	1														209	9	249
August		1	29	1	1	1	7		1									4				1	1	326	21	394
September			20				3		1					3					1	1				242	9	280
October			8				5					1	1					1				2	2	175	5	200
November																										0
December																										0

242 Small Vessels Regulation	600 Forest Fires Prevention Act
342 Competency/Pleasure Craft Regulations	725 Forest Fires Prevention Regulation
508 Compulsory Automobile Insurance Act	753 Fire Protection/Prevention Act
513 Dangerous Goods Transportation Act	763 Fish & Wildlife Conservation Act
516 Dog Owner's Liability Act	766 Fish & Wildlife Conservation Regulation
519 Environment Protection Act	789 Ontario Society for the Prevention of Cruelty to Animals
530 Highway Traffic Regulation	894 Smoke Free Ontario Act
551 Occupational Health and Safety Act	BLO By-laws (other)
552 Off Road Motor Vehicle Act	BLP By-laws (parking)
554 Ontario Fishery Regulation	HTA Highway Traffic Act
565 Provincial Offences Act	LLA Liquor Licence Act
570 Public Lands Act	
580 Tobacco Tax Act	
581 Trespass to Property Act	

POA Charges Received for Espanola

	January	February	March	April	May	June	July	August	September	October	November	December	Year End Totals	Average Per Month
2007	308	267	277	248	260	316	345	340	209	186	97	103	2956	246
2008	110	129	235	174	146	174	204	263	245	272	152	85	2189	182
2009	131	157	243	205	130	140	184	191	175	126	229	122	2033	169
2010	112	140	226	205	159	145	269	186	152	111	164	73	1942	162
2011	102	147	218	111	110	181	239	162	169	141	114	160	1854	155
2012	140	254	171	162	192	274	176	249	166	292	115	193	2384	199
2013	209	119	223	236	229	288	207	331	156	249	170	101	2518	210
2014	122	151	310	426	174	328	359	352	220	325	107	147	3021	252
2015	198	149	281	209	192	250	216	268	269	168	163	180	2543	212
2016	164	146	284	299	322	323	249	394	280	200			2661	266

DEC 08 2016

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: November 2016

PROJECT STATUS:

- Infrastructure Renewal Project Phase 1F: Complete.
- Bois St. & Nelson Creek Culverts: Both complete.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including winter snow removal, sweeping, patching, sign repairs, brushing, ditching, grading, gravelling, garbage/debris pick-up, and shouldering.
- Completed senior snow removal once in the month of November.
- Installed automatic garage door opener for PWD garage as well as shared Hydro gate.
- Street closures for church/school demolition.
- Remove blasted rock from ditch on Panache Lake Road.
- Completed an information request for Huron Central for Espanola's rail grade crossings.

ENVIRONMENTAL:

- Fall Clean-up Days Program was held Mondays from 1:00-5:30pm from October 3rd to November 14th for leaf, yard waste, branches and brush.
- Burned brush at Black Creek snow dump.
- Removed select garbage cans for winter months.

BEAUTIFICATION:

- Removed the last remaining flowers from beds.
- Installed Christmas lights and banners.

CEMETERY:

- One cemetery plot was purchased and three plots were transferred by affidavits or transfers of interment rights during the month of November.
- Full and cremation burials ongoing.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Clear Lake Beach Restoration.
- Outdoor rink splitting project.
- Replaced playground borders at Pinegrove and Sherwood Parks.

WATER & SEWER:

- Sanitary sewer flushing.
- Manhole and catch basin repairs
- Marked culverts for winter.
- Installed hydrant flow markers.
- Repaired water service leak at 400 Centre Street.
- One complaint of low water pressure. Valve was found almost closed, so it was opened fully.
- There were two complaints of sewer back-ups. Both were on the homeowner's side.

INTER DEPARTMENTAL:

- Assisted with the Santa Claus Parade route.
- Removed corn stalks and install swags.
- Repaired Canadian flags.
- Changed parade and carnival signs.
- Moved Carver King and Kim Hiles benches.

COMPLAINTS/COMPLIMENTS:


- There was a complaint in regards to sanding the back roads without plowing them. Complainant was explained that the road was in a "state of repair" as per the Minimum Maintenance Standards.

EMPLOYEE STATUS:

- Public Works is currently at its full complement of employees.
- A co-op student from EHS began his placement at Public Works. Placement ends January 20, 2017.
- Powerline safety course on November 3, 2016.
- First Aid training on November 10, 2016.
- Two water operators attended a waste water course in Barrie on November 20-24, 2016.
- In-house training on winter routes and equipment.
- Labour-Management meeting held on November 29, 2016.

VISITORS:

- Five blue boxes were issued during the month of November.

Department Manager:  Submitted on: _____

DEC 08 2016

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: November, 2016
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Project Status: Building Permits

Total permits issued to Date	328
Total Residential Starts to Date	6
Zoning Request to Date	\$3,348.00
Commercial/Industrial renovations/additions	3
New commercial/Industrial	1

October 2016 BUILDING PERMIT SUMMARY

Month	Fiscal Year	Building Permits Issued	Project Value	BP Fees
November	2016	16	\$194,359	\$3,543.00
November	2015	22	\$1,322,412.00	\$23,335.00

55-Orders to Comply issued for 2016

Complaints / Compliments: see attached

Employee Status: met the Ministry of Municipal Affairs in regards to new code

Visitors:25

Department Manager: Dan Rivet

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

Nov 1/16		Flags along Centre St mounted on light posts/hydro poles are in bad condition and should be removed or replaced before Remembrance Day	Advised PWD to remove any flags in poor condition & advised Ec Dev	PR
Nov 3/16		Neighbor has three trucks parked on street + a car, vehicles parked also at corner in front of that house also. She may be selling her house and is concerned about the "order" of the neighborhood ...	Advised Property Standards Officer *Called. Has outstanding PB- jw	DB
Nov 21/16		Advised that he received a complaint regarding a resident on who leaves their garbage cans in the street with a goalie net covering them. Cans and garbage blow all over.	Clerk investigating and was unable to locate residence with garbage cans or goalie net in the street.	PR
Nov 30/16		Wants something done about the mess that is encroaching on the sidewalk from the residential construction	Clerk recorded complaint from Mayor and directed to the Property Stds Officer	PR

DEC 07 2016

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: November, 2016

Project Status:

Building

Operating well

Pool

Operating well

Arena

Operating well

We had a mechanical issue with the zamboni on Friday, Nov. 11th, the day of a JR. A game and Sportsmen league tournament weekend.

As per our agreement with Blind River, we rented their zamboni which arrived in time for the JR. A game.

PWD mechanics in consultation with Zamboni repaired our machine which was operational early in the week.

Events

November 26th

Lions Club Santa Day – free skate, swim, cake, hot dogs and visit with Santawas very well attended.

Santa Claus parade at 7:00pm - 14 floats & one walking group participated.

Free hot chocolate and cookies sponsored by the Hospital were served by Council afterwards.

Project updates

Splash grant

Nov. 22nd, managing arthritis & chronic pain through aquatics in the pool; guided imagery & progressive muscle relaxation for chronic pain, healthy snacks/social. 3 people participated.

Jan. 5th, aquafit; mindful eating – making peace with food and yourself, healthy snacks/social

- Two free paddle board surf set classes held Nov. 6 & 13th

Senior's grant

Nov. 2nd, Estate planning for families *26 attended the day session, evening session was cancelled due to lack of interest

Ipad training - *scheduled for 1st and 2nd Friday of the month starting in November until spring/or the interest is still there. Partnership with Library to

purchase ipads and offer training. Good participation.
Dec. 8th, Safety coalition – keeping seniors safe; Lions Club Santa bingo
January – free 1 month gym memberships for first time seniors
January - Tai chi classes
January - Active aging talk and walk
February – Beginner line dancing

Ministry of Tourism, Culture and Sport grant

- Outdoor fitness equipment and perimeter trail installation completed

Outdoor rink

- Work completed on the outdoor rink pad separation

Recreation Master Plan

- Deadline for submission is December 5th, 2016

Economic Development - Other Consulting

- Researched commemorative donation program templates and met with Public works and administration to explore opportunities for implementation (staff report to follow in January)
- Researched opportunities for an Ec Dev microsite for future website development which would serve as a business tool for small business attraction and development

Economic Development – Advertising

- Purchased ad in BIG Tourism for 2017 Pumpkin & Fibre Arts Festival
- Attended a day-long marketing seminar with The Wizzard of Ads; an International Marketing Agency which was very informative
- Entrance event signage went up to advertise the annual parade
- Entrance event signage for Winter Carnival went up to replace parade signage

Economic Development – Sign

- No changes to directional signage

Complaints / Compliments:

Many compliments about the carver king bench; request for additional evening aqua classes

Concerns; dirt in change room

Employee Status:

n/a

Visitors:

Not available at this time

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 7, 2016

ITEM:Mead Blvd Parking

RECOMMENDATION:Be It Resolved That: Traffic Bylaw 2030/07 with respect to the parking along the north side of Mead Blvd from Spruce to Spanish River Drive remains unchanged.

BACKGROUND:A presentation was made at the Regular Council Meeting of November 22, 2016 by residents of the north side of Mead Blvd. The residents submitted a petition to Council to have no parking along the north side of Mead from Spruce to Spanish River Drive from 8 am to 5 pm. They cited safety concerns for area residents and school children as well as concerns regarding access to the residents by emergency services, vehicles parked along Mead all day blocking driveways, delivery vehicles unable to park to make deliveries to residents and concerns regarding snow removal.

Council directed Administration, Fire, Police and Public Works to meet to review the request, assess the area with respect to the concerns raised by the residents and provide a recommendation. They also requested that the Rainbow District School Board be contacted to provide their comment.

ANALYSIS:Staff met as directed by Council to discuss the issues raised by Mead Blvd Residents.

Police Chief – The Police have been monitoring this area since school started. They received numerous complaints regarding congestion in the area and pedestrian safety. An officer was assigned to do foot patrol in the morning, this officer assisted with traffic control, ensuring pedestrian safety and directing those dropping off students to the proper dedicated area. The Chief advised that vehicles blocking driveways is an enforcement issue, officers have responded to these types of complaints and tickets have been issued. Police Services will continue to do so.

The Chief advised that he has no concerns with the parking along the north side of Mead Blvd, emergency vehicles will block the street in order to access any emergency. Safety concerns continue to exist with regards to student drop off and pick up but the Board has provided a safe student drop and pick up area on the school property off of Mead Blvd and they should continue to be encouraged to use it.

Fire Chief – Chief Pichor advised that he has monitored the parking on Mead Blvd and has no concerns with respect to emergency services. In any emergency where Fire Services is involved the road would be blocked by emergency vehicles and any vehicles parked in the area would be blocked in. This is common practice.

Manager of Public Works – he advised that he has no concerns with respect to snow removal. As in the entire downtown core and any area in Town, PWD will perform their snow removal procedures to the best of their abilities. Additional clean up after a

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

snow event is part of the duties of the afternoon shift and has been the practice for some time. Parking along Mead Blvd has existed for many years. Mead Blvd is actually 4 lanes wide, with school bus drop off / pick up and parking along the north side of Mead Blvd there are still 2 full street lanes, traffic flow should not be impeded by either the school buses or the parking.

Planning – A site plan agreement exists between the Town of Espanola and the Rainbow District School Board. Included in the site plan is designated parking for the Espanola High School, AB Ellis and Franco Oueststaff, it is located at the old AB Ellis site, there is also some parking adjacent to Complex parking lot, adjacent to the High School. There is sufficient parking for employees, students and visitors. There is also some designated parking on the property for Day Care Staff and for parent parking to facilitate drop off and pick up of day care children. In addition, and with the intention of ensuring student safety, a designated kiss and drop area for parents to drop off and pick up their children was established, it is accessed off of Mead Blvd and provides direct access for students to the play area at the rear of the school. With Sacred Heart School now leasing space from the Rainbow District School Board additional parking has been secured on Park Street behind the Curling Club. We recognize that during the construction of the new English Catholic Elementary and French Catholic Elementary & Secondary School, parking will be challenging, however provisions have been made to ensure there is sufficient off street parking for the schools and the daycares and that student drop off and pick up can be performed safely.

Rainbow District School Board- Please see the attached letter from the Assistant Manager of Facilities, the representative that Staff has been working with through this reconstruction. Staff has met with Ms. Ackroyd on numerous occasions on and off the site to work through concerns and complaints. The Board has been responsive and cooperative to encourage and ensure the safety of those accessing the schools.

EXISTING POLICY: Traffic Bylaw

STRATEGIC GOAL: Safe and Healthy Community

FINANCIAL COMMITMENT: \$0

BUDGETED: NA

Yes

No

IMPLEMENTATION:

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

☒

No

Comments:



69 Young Street, Sudbury, Ontario P3E 3G5 | Tel: 705.674.3171 | Toll Free: 1.888.421.2661 | rainbowschools.ca

DEC 01 2016

DEC 01 2016

November 25, 2016

Ms. Paula Roque
Clerk/Manager of Planning Services
Corporation of the Town of Espanola
100 Tudhope Street, Suite 2
Espanola, ON P5E 1S6

Dear Paula,

Further to our conversation of November 23rd, we totally appreciate the concern of the neighbours on Mead Street and will continue to work with the Town to resolve this issue.

We have constructed sufficient parking to house all staff and students on the former A.B. Ellis P.S. site.

We have also constructed a 'Kiss and Drop-Off' area for parents to drop their kids off right at the door rather than park and walk them across the street.

Both staff and parents have been directed to use the designated parking and drop off zone; however, we cannot force them not to use the street unless the Town enforces a NO PARKING zone along Mead Street.

Please contact us should you wish to discuss these concerns further.

Regards,


Sandi Ackroyd
Assistant Manager of Facilities
ackroys@rainbowschools.ca
705.674.3171, ext. 7260

SMA/kjr

November 15, 2016

NOV 15 2016

Honourable Mayor and Town Council:

We, the residents of the north side of Mead Blvd. #155 - #217 (across from Espanola High School and A.B. Ellis), request an opportunity to be on the Agenda for the next Town Council meeting, scheduled for November 22, 2016.

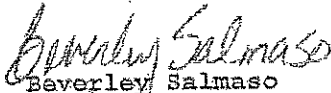
We wish to present a petition, expressing our concerns regarding the traffic congestion that has resulted from more vehicles parked in front of our homes due to the amalgamation of the High School and A.B. Ellis.

We have seen the difficulty the school buses and the two-way traffic have negotiating their route because of the parked vehicles. Also, for those of us who park our vehicles in driveways, it is difficult and dangerous to get on to the street because the parked vehicles obstruct our view of oncoming traffic.

Delivery and service vehicles have no convenient place to park when they come to our homes during business hours. We also have a serious concern regarding emergency vehicles, where will they park during the day?

We anticipate that the Municipal snow removal will have to be done in the middle of the night again, because the parked vehicles leave late in the afternoon or early evening. Private snow removal will also have to be done differently than in the past. Alternate parking is available for these vehicles at the Sacred Heart School (formerly A.B. Ellis) parking lot; therefore, we are requesting from the Town of Espanola, signage to restrict parking for the north side of Mead Blvd. from 8 a.m. to 5 p.m.

Thank You


Beverley Salmaso

171 Mead Blvd. Espanola
705-869 4105

Traci Denault-Roque

From: Paula Roque
Sent: Tuesday, November 22, 2016 7:24 AM
To: Traci Denault-Roque
Cc: Cynthia Townsend; Bill Foster
Subject: FW: Resolution regarding Bill 7 - Promoting Affordable Housing Act, 2016
Attachments: Bill 7, Promoting Affordable Housing Act 2016.pdf

Good Morning Traci,

Please include this resolution in G section on the December 13th Council Meeting.

Thank you,

Paula Roque, CMO
Clerk / Manager of Planning Services
Town of Espanola
P(705) 869-1540 x 2113
F(705) 869-0083
www.espanola.ca



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From: Bill Foster [mailto:wpfosterespanola@gmail.com]
Sent: Monday, November 21, 2016 8:51 PM
To: Cynthia Townsend; Paula Roque
Cc: Bill Foster
Subject: Fwd: FW: Resolution regarding Bill 7 - Promoting Affordable Housing Act, 2016

I would like a copy of the Madawaska Valley resolution added to a council agenda.

Bill

----- Forwarded message -----

From: Traci Denault-Roque <TDenault@espanola.ca>
Date: Fri, Nov 18, 2016 at 11:57 AM
Subject: FW: Resolution regarding Bill 7 - Promoting Affordable Housing Act, 2016
To: "Bill Foster (wpfosterespanola@gmail.com)" <wpfosterespanola@gmail.com>, Bob Yocom <bbyocom@gmail.com>, "kenduplessis1@gmail.com (kenduplessis1@gmail.com)" <kenduplessis1@gmail.com>, Ray Dufour <raydufour@live.ca>, Ron Duplessis <ron.duplessis@hotmail.com>, "rpiche45@gmail.com" <rpiche45@gmail.com>, "Stewart Meikleham

(smeikleham@yahoo.com)" <smeikleham@yahoo.com>

Cc: Cynthia Townsend <CTownsend@espanola.ca>, Paula Roque <Proque@espanola.ca>

For circulation

From: Madawaska Valley [mailto:info@madawaskavalley.ca]

Sent: Friday, November 18, 2016 11:41 AM

To: 'Madawaska Valley'

Cc: gdombroski@madawaskavalley.ca

Subject: RE: Resolution regarding Bill 7 - Promoting Affordable Housing Act, 2016

Good Morning:

Please consider supporting the following resolution passed at the Township of Madawaska Valley's Regular Council Meeting on Monday, November 7, 2016 regarding Bill 7, Promoting Affordable Housing Act, 2016.

If you have any questions please contact,

Gwen Dombroski,

Executive Assistant/Communications Coordinator

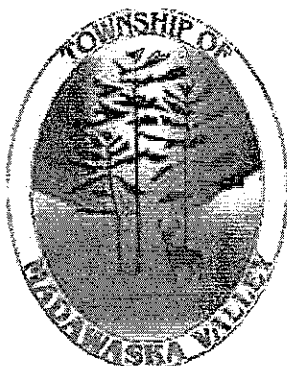
Township of Madawaska Valley

Box 1000, 85 Bay Street

Barry's Bay, Ontario K0J 1B0

613-756-2747 ext. 212

gdombroski@madawaskavalley.ca



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000
85 Bay Street
Barry's Bay ON K0J 1B0
Ph 613-756-2747 Fax 613-756-0553
info@madawaskavalley.ca

Moved by: Mayor Love
Seconded by: Councillor Maika
BE IT RESOLVED

20-0711-16
07 November 2016

WHEREAS: The Government of Ontario has introduced Bill 7, the Promoting Affordable Housing Act, 2016, an omnibus Bill that includes amendments to the Residential Tenancies Act, 2006 (RTA), and

WHEREAS: Schedule 5 of the Bill prescribes that local municipalities shall assume enforcement responsibility for residential rental maintenance standards (O. Reg. 517/06) under the RTA on July 1, 2018, and

WHEREAS: The Ministry of Housing currently enforces residential rental maintenance standards in municipalities that do not have a property standards by-law, or have a "partial" by-law that does not address the interior of rental buildings, and

WHEREAS: The Minister currently receives complaints from tenants respecting residential rental maintenance standards and appoints inspectors to provide this service to municipalities on an as needed basis, for a cost-effective set fee of \$265 for each inspection or re-inspection, and

WHEREAS: The download of enforcement responsibility will require each municipality to receive written complaints from tenants, cause an inspector to make an inspection to determine whether the provincial standards have been complied with, issue work orders to landlords who have not complied with a prescribed maintenance standard, monitor compliance, investigate allegations of failure to comply, and where circumstances warrant, to prosecute landlords for non-compliance, and

WHEREAS: The Government of Ontario intends to download these responsibilities with no compensatory funding, leaving municipalities that do not currently enforce residential rental maintenance standards with the significant fiscal challenge of providing this service cost-effectively,

THEREFORE BE IT RESOLVED

THAT the Council of the Township of Madawaska Valley calls on the Government of Ontario and the Ministry of Housing to halt the download of enforcement responsibility for residential

rental maintenance standards proposed in Schedule 5 of Bill 7, in light of the significant fiscal challenge each municipality will face to provide this service to the public in a cost-effective manner.

AND THAT a copy of this resolution be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Chris Ballard, Minister of Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario; and

THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM), and to all Ontario municipalities for consideration.

X CARRIED.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above a solid horizontal line.

Craig Kelley, CAO/Clerk

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 7, 2016

ITEM:Council Chamber Presentations

RECOMMENDATION:For Discussion and Direction

BACKGROUND:Councillor Foster discussed options for improving presentations for residents attending Council Meetings with Staff.

ANALYSIS:Previously when there was a Council presentation, budget presentation etc. in Council Chambers Staff projected the presentation on a projection screen via a LCD Projector & laptop. With the layout of Council Chambers it was difficult to find a suitable location for the presenter, for Council to sit to view and where those attending the meeting could see and hear.

POA purchased a large monitor for court use which they agreed to let Council use for presentations so now presentations are projected via the monitor. This still presents challenges because in order for Council to view the monitor it has to be set back in the room which is often too small for those in the gallery to see.

Discussions included the possibility of purchasing an additional monitor which could be mounted back to back with the existing one. The monitors could be placed along the front railing with one monitor facing Council and one facing the gallery, making viewing much easier without any Council members having to move to see the presentation. This option would cost approximately \$1,000 and could be set up in 2016 with funds remaining from the streaming meetings budget.

Another option to consider would be to purchase iPads or Tablets for Council as many other municipalities have done. Presentations and Agendas could then be emailed to Mayor and Councillors and they could follow allowing on their iPad or tablet. Fonts can be made larger or smaller to improve viewing capabilities. The monitor that is currently used for presentations could be located along the front railing which would provide improved viewing capabilities for those in the gallery. This option would cost between \$2,100 and \$4,000 depending on the type of tablet purchased.

There will be approximately \$2,000 – 2,500 remaining in the streaming meetings budget.

These options would help to address viewing issues for those in the gallery during presentations at Council Meetings. When Staff anticipates large attendance at Council meetings, ie. Budget Meetings in 2016, the barside auditorium at the Complex is used, it holds more people with better presentation viewing but the sound is sometimes poor due to the HVAC unit and ice users.

STRATEGIC GOAL: Excellence in Government

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

FINANCIAL COMMITMENT: \$1,000 - \$4,000

BUDGETED:

Yes

No

X

IMPLEMENTATION: Administration

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

✓

No

Comments:

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

STAFF REPORT

DEPARTMENT: Emergency Services

DATE: December 7th, 2016

ITEM: Evacuation Agreement between The Corp. of the Town of Espanola and Our Children, Our Future Day Care.

RECOMMENDATION: Be It Resolved That: Council approve the evacuation agreement between The Corp. of the Town of Espanola and Our Children, Our Future Day Care for the purpose of allowing the Day Care to evacuate from their current facility to the Espanola Regional Recreation Complex when necessary due to a threat.

BACKGROUND: The purpose of this policy is to enter into agreement in the event an evacuation becomes necessary for the Day Care. The Regional Recreation Complex is the nearest facility to the Day Care with the capacity to assist in the housing of potential evacuees. Both parties, by signing the Agreement, consent to the terms and conditions as stated in the Agreement.

ANALYSIS: See Attached Agreement

EXISTING POLICY: N/A

STRATEGIC GOAL:

FINANCIAL COMMITMENT: None

BUDGETED: N/A Yes ☐ No ☐

IMPLEMENTATION: December 2016

Prepared By: Mike Pichor

Department Manager:

Clerk: Paula Roque

Approval of Recommendation: Yes ☒ No ☐

Comments: Agreement discussed and reviewed by the Manager of Leisure Services and the Clerk.

THIS AGREEMENT MADE THIS _____ DAY OF _____

BETWEEN:

THE CORPORATION OF THE TOWN OF ESPANOLA (TOWN)

- and -

OUR CHILDREN, OUR FUTURE DAY CARE

WHEREAS, Our Children, Our Future Day Care may need to evacuate their current facility, located at 164 Mead Boulevard;

AND WHEREAS, the evacuation of some or all of the staff and children of **Our Children, Our Future Day Care** may become necessary in the future on very short notice;

AND WHEREAS, Espanola Regional Recreation Complex is the nearest facility to **Our Children, Our Future Day Care** with the capacity to assist in the housing of potential evacuees;

AND WHEREAS, both the **Town** and **Our Children, Our Future Day Care** recognize that the health, safety and welfare of people are the first priority in the event of an emergency;

AND WITH THE EXCEPTION OF, an evacuation due to the loss of electrical power in the Town, as this facility currently does not have back-up power.

NOW THEREFORE, the parties hereby agree to the following:

A. OPERATION OF THIS AGREEMENT

1. This agreement shall have no force or effect unless and until an evacuation of Our Children, Our Future Day Care becomes necessary due to a threat.

B. PROVISION OF EMERGENCY ASSISTANCE

2. If and when an evacuation of the facility of some or all of Our Children, Our Future Day Care becomes necessary, the Town hereby agrees to render assistance to Our Children, Our Future Day Care as follows:
 - (a) to make available the use of the recreation facility to house evacuees for a short term: during its regular hours of operations;
 - (b) to provide personnel as are necessary to maintain and operate facilities and/or equipment, as part of the normal operations of the facility;
 - (c) such other assistance as the parties may agree upon;
 - (d) this agreement is specific to Our Children, Our Future Day Care facility at 147 Spruce Street, in the event of a larger emergency in the community and/or a declared emergency, the Town's Emergency Response Plan may take precedent.

C. USE OF FACILITIES & EQUIPMENT

3. Espanola and Our Children, Our Future Day Care will give due consideration to the requirements of any facility as is required to ensure safe accommodation.

4. Notwithstanding the above paragraphs, final authority for the use and control of the facility shall rest with the Town.

D. STAFFING

5. While the Regional Recreation facility is in use under the terms of the agreement:
 - (a) the Town shall have one or more members of its staff on the facility premises at all times to assist with the operation and maintenance of the facility; and
 - (b) Our Children, Our Future Day Care shall have its staff on the facility premises at all times to perform with the operation and maintenance of the activities for the evacuees and volunteers.

E. DILIGENCE AND CARE

6. Our Children, Our Future Day Care and other parties having authority to use Espanola Regional Recreation facility shall exercise due diligence and care and shall not interfere with any of the facility activities unless deemed necessary as part of the response to the emergency.

F. INDEMNITY

7. Our Children, Our Future Day Care hereby agrees to save harmless and indemnify Espanola, its officers, agents, contractors and employees from and against all claims, demands or causes of action whether at law or in equity, in respect of its use of its facilities or the provision of emergency services, and from and against all damages, losses, costs, charges and expenses which Espanola may sustain or incur or be liable for in consequence of such claims or demands or causes of action, whether in negligence or otherwise, from any source whatsoever, including but not necessarily limited to:
 - (a) claims, demands or causes of action by, or on behalf of, any officers of Espanola or its agents, employees, contractors or representatives; and
 - (b) claims, demands or causes of action by any other person or persons using Espanola facilities or receiving services of any kind from Espanola;
 - (c) a certificate of Insurance naming the Corporation of the Town of Espanola as an additional insured in the amount of not less than \$5 million of general liability insurance shall be provided to the Town on an annual basis.

G COSTS

8. The parties hereby acknowledge and agree that both, Our Children, Our Future Day Care and the Town may incur costs as a result of any evacuees being received by the Town.
9. The Town agrees that any costs and/or expenses shall only ever be recovered from Our Children, Our Future Day Care, under this agreement or otherwise, on a cost recovery basis.
10. Nothing in this agreement shall preclude the Town from taking action to recover costs and expenses from such person(s) or entities as may be found responsible for causing the emergency, or from seeking federal and/or provincial funding to cover any or all costs incurred by the Town.

H TERMINATION

11. This agreement may be terminated by any of the parties hereto, by 60 days notice given in writing to the other parties by delivering the same in person or by ordinary mail. Any notice shall be deemed to have been given on the third business day following the date on which it was mailed.

I SUCCESSORS AND ASSIGNS

12. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals attested by the proper officers in that behalf.

**CORPORATION OF THE TOWN OF
ESPANOLA (TOWN)**

) _____
) Mayor
)
) I have authority to bind the Corporation.
)
)
)
)
) _____
) Chief Administrative Officer/Treasurer
)
) I have authority to bind the Corporation.
)
)
)
)

Our Children, Our Future Day Care

) _____
) Executive Director *S. Nicholson*
)
) I have authority to bind the Corporation.
)
)
)
)
) _____
) Manager *T. DeForge*
)
) I have authority to bind the Corporation
)
)
)
)

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

STAFF REPORT

DEPARTMENT: Leisure Services/Emergency Planning **DATE:** 11/21/16

ITEM: Emergency backup generator

RECOMMENDATION: Be It Resolved That: As Recommended by the Emergency Management Committee: That an emergency backup generator for the Recreation Complex be purchased.

BACKGROUND:

- The recreation complex has been designated as an evacuation or reception centre (as appropriate and available) in the emergency response plan.
- Presently no emergency backup power exists at the facility.
- The committee requested information and costing on an emergency backup generator. (See Below.)

ANALYSIS:

- A 300kw generator is needed to provide heat and lighting in case of a natural emergency/disaster.
- Several options were investigated.
- A diesel generator whether it is mobile or permanent would have enough fuel to last 24hrs or more depending on demand and with Domtar nearby extra fuel may not be an issue. Mobility would not be an issue due to an onboard tank system.
- A Natural gas generator, although possibly an endless supply of fuel is much more costly (approx. \$35,000 +) above the price of diesel. Mobility is doable but would require a Gas Technician to connect/disconnect. This generator would be more than likely recommended for a permanent install.
- A mobile unit could be relocated to other departments in need of emergency power. It could possibly be rented or cost shared with neighbouring communities that require assistance in emergency situations. Mobile unit are more costly due to connections and trailer.

EXISTING POLICY: n/a

FINANCIAL COMMITMENT:

A budget price was supplied by Toromont Power

- 300kw Diesel – pad mount(permanent) \$ 161,100.00
- 300kw Diesel - Mobile \$ 184,137.00
- 300kw Natural Gas – pad mount (permanent) \$ 200,800.00

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

- 300kw Natural Gas – Mobile \$ 220,811.00

NOTE: Budget price does include engineering
As per policy F17-01325 this project would require requests for tenders

IMPLEMENTATION: 2017

Prepared By: Dan Massicotte/Mike Pichor

Department Manager: Mike Pichor

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☐ No ☐

Comments: This is a significant amount of funds to designate in an annual budget. I recommend this be approved pending funding. This would allow staff some time to research possible grants and/or consider allocating surpluses in the emergency management area of the budget until such a time as the majority of funding can be achieved.

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:Leisure Services and Administration

DATE:December 9th, 2016

ITEM:Recreation Master Plan Consultant Selection

RECOMMENDATION:That the request for proposal submitted by Sierra Planning and Management in the amount of \$23,820 + HST for the purpose of developing a parks and recreation strategic master plan for the Town of Espanola be approved.

BACKGROUND:

- 25,000 was approved in the 2016 budget
- Terms of reference was presented to Council September, 2016
- Committee to review proposals was selected
- Invitation to submit proposals was published October, 2016
- Deadline for submissions was 4:00pm December 5th, 2016
- Review committee comprised of; Councillors B. Foster and K. Duplessis, Staff; P. Roque, Clerk and D. Polden, Manager of Leisure Services
- Committee met on December 8th, 2016 to review proposals

ANALYSIS:

- Consultant met all components of the objectives in the terms of reference.

EXISTING POLICY:

STRATEGIC GOAL:#4 To promote a safe and secure environment while encouraging healthy lifestyles.

FINANCIAL COMMITMENT:25,000 + HST

BUDGETED:

Yes ☒ No ☐

IMPLEMENTATION:

Prepared By:

Department Manager:

Dianne Polden

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:

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

STAFF REPORT

DEPARTMENT: Policing Options Committee

DATE: November 16, 2016

ITEM: OPP Service

RECOMMENDATION: Be It Resolved That:

Council requests the OPP provide a quotation for service based upon services being provided from _____.

(the existing Hwy OPP location, a storefront in Espanola, a new station located within the Town of Espanola)

BACKGROUND:

On July 12, 2016 the OPP visited the municipal police station to assess its viability to house the OPP should the municipality choose to be policed by the OPP.

The assessment has been a lengthy process and although the final assessment report may not be released until the OPP costing is complete, we have been advised that the site will not meet OPP requirements based on a number of factors, some of these include:

- Lack of parking (OPP does not include street parking in their determination of availability)
- Updated requirements to the existing cells
- Accessibility requirements under AODA
- Fire separation
- Proximity to a gas station
- Proximity to a railway (mitigated based upon speed of train)

This is not an exhaustive list but addresses the most significant issues.

For municipal purposes, it should be noted that the current police station has a net book value of \$732,652. This reflects an investment of \$1.093 million that was invested in 2000 with the expectation that this building would last 50 years. If the building is repurposed, there will be a significant loss recorded on the books.

Before the OPP can proceed with a proposal for services, Council will need to determine where the OPP will be stationed. The OPP have advised that they will only prepare one quotation for services.

ANALYSIS:

Please see the attached for some of the advantages and disadvantages summarized

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by the committee for the three options identified.

There are 3 options available to Council at this time:

- 1) Current Hwy 17 OPP Location
- 2) Storefront Option in Town (with the main reporting location as the Hwy 17 OPP Location)
- 3) New build in Town

It may be helpful information to know some of the exact numbers in terms of a new build or the cost to retrofit our existing police station for a storefront however this information is not available at this time.

The OPP are currently undergoing a space review on their existing facility on Hwy 17 to determine whether that location could be modified to accommodate the increased compliment of officers and potential civilian staff. It is most likely the existing facility would need to be expanded upon and this would be considered a one-time upfront cost to our municipality. The review of the existing facility may be available prior to the next council meeting.

This decision is a key factor in the police costing proposal that will be received by the OPP, it is recommended that council defer this item at the November 22nd meeting for a decision on December 13th.

EXISTING POLICY:n/a

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:

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ___ No ___

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

Comments: _____

Cynthia Townsend

From: Bob Yocom
Sent: November-28-16 11:26 AM
To: Cynthia Townsend
Subject: police info

Good morning Cynthia. The police have for some time tracked visits by public to station by reason/hour for some time. I wonder if it would be a benefit to provide a summary of that to council as they consider the service location?

Thanks Bob Y

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Time of Day Walk-Ins to the Espanola Police Service
November 2015 to October 2016

	0000- 0100	0101- 0200	0201- 0300	0301- 0400	0401- 0500	0501- 0600	0601- 0700	0701- 0800	0801- 0900	0901- 1000	1001- 1100	1101- 1200	1201- 1300	1301- 1400	1401- 1500	1501- 1600	1601- 1700	1701- 1800	1801- 1900	1901- 2000	2001- 2100	2101- 2200	2201- 2300	2301- 2359	TOTAL
16-Nov	0	0	1	0	0	1	0	7	20	41	26	45	41	37	29	27	33	16	7	9	6	1	2	1	360
15-Dec	0	2	2	2	1	1	0	1	10	25	27	26	29	28	19	25	19	10	9	2	2	1	4	2	245
16-Jan	1	1	1	0	4	0	5	4	9	25	28	28	31	34	29	38	19	6	5	17	4	2	4	0	298
16-Feb	0	0	2	2	1	0	0	2	8	29	42	35	42	32	32	26	29	18	9	22	2	10	5	2	350
16-Mar	0	0	0	0	0	0	2	4	13	16	26	37	24	21	38	19	19	14	5	6	12	2	3	3	264
16-Apr	1	1	0	0	0	2	1	2	13	25	35	41	30	29	34	29	23	8	7	15	7	2	2	1	308
16-May	4	0	0	1	0	0	0	3	7	36	46	38	29	32	28	19	17	18	9	8	12	3	2	0	313
16-Jun	1	1	0	1	1	0	1	0	11	22	30	24	37	26	29	25	15	6	11	6	9	5	7	2	270
16-Jul	3	0	1	2	0	0	1	1	8	32	22	21	19	33	19	16	16	4	2	6	6	3	1	2	218
16-Aug	0	0	1	0	1	1	3	3	6	17	31	29	18	29	28	15	8	13	9	8	11	7	4	1	243
16-Sep	1	1	0	0	0	0	1	1	15	22	32	25	19	17	26	27	12	12	6	17	8	4	1	1	248
16-Oct	0	0	0	0	0	0	2	3	12	27	30	30	27	37	23	28	21	16	11	17	6	4	1	0	295
Total	11	6	8	8	8	5	16	31	132	317	385	380	346	353	334	294	231	141	90	133	85	44	36	15	3412

Monthly Walk-Ins to Espanola Police Service
November 2015 to October 2016

	CRIMINAL RECORD	CRO INCIDENT	RE: OFFICER/CHIEF	GENERAL INQUIRY	OTHER AGENCY	GROUP MEETING	SIGN IN	DELIVERIES	MAINTANCE	OTHER	TOTAL
Nov-15	84	68	135	19	20	0	4	14	10	6	360
Dec-15	50	25	72	38	12	4	7	12	23	2	245
Jan-16	57	31	128	19	19	2	5	20	14	3	298
Feb-16	79	46	141	26	13	0	7	12	13	13	350
Mar-16	54	47	101	17	8	3	8	10	7	9	264
Apr-16	87	44	97	27	20	0	8	12	9	7	308
May-16	72	33	119	33	27	2	7	12	4	4	313
Jun-16	44	46	94	42	8	6	6	14	5	5	270
Jul-16	37	53	81	15	17	0	2	4	8	1	218
Aug-16	42	37	106	15	18	5	2	11	3	4	243
Sep-16	65	33	92	3	18	3	3	14	13	4	248
Oct-16	84	49	109	11	6	2	4	8	11	11	295
Total	755	509	1275	265	186	27	63	143	120	69	3412

POLICING SERVICE OPTIONS

Prepared for Council

November 22, 2016

OPTIONS FOR OPP POLICING OF ESPANOLA

1. USE CURRENT HWY 17 OPP SITE (NO TOWN BUILDING/OFFICE –within Espanola)

- i. All police & civilian support works out of HWY 17 including court support

2. STOREFRONT BUILDING IN ESPANOLA

- i. current police station may be a possibility with upgrades or another building in Town
 - it could hold civilian staff where citizens could get police checks, ask questions, etc.
- i. Operating hours would be daytime Monday thru Friday
- ii. A direct connection via phone to officers when office closed
- iii. All officers would report to work at the main OPP detachment

3. NEW BUILDING IN ESPANOLA

If chosen, there are possibly 2 options available:

- A. An OPP site only for Espanola
 - B. A facility to house Espanola officers as well as the satellite detachment on Hwy 17
- More information on these options will need to be determined if Option 3 is chosen.

1) CURRENT OPP HWY 17 SITE

ADVANTAGES:

1. Expected to be the lowest operating cost

DISADVANTAGES:

1. The existing satellite station on Hwy 17 is very unlikely to be able to handle an additional 9 – 12 officers plus two civilians.
 - Capital costs to change building to accommodate additional officers must be born by Espanola as part of the switch over. They may be substantial. In addition, this is an old building – OPP are very unlikely to add to an 35 plus year old building that doesn't even meet their current standards.
2. Not convenient for handling or prisoners for court, current or modified cells would have to be maintained creating additional costs
3. No building containing any sort of policing presence with town limits. Must travel outside community (several KM) to make contact for police checks and general inquiries of reporting of incidences to do all this by phone or internet.)
4. Reduces police coverage inside Espanola during shift changes.
5. May create delayed response if officers are not in Espanola (train delays, etc.)
6. This may create a need for OPP to add Hwy 17 OPP site to the list of required new buildings and it might not even be built in Espanola.
7. A new building decision by OPP would be handled by Infrastructure Ontario, Espanola would pay for proportionate share of all leasing costs for building.

2) STOREFRONT BUILDING IN ESPANOLA

Advantages:

1. OPP doesn't require current station to meet all current standards for parking and jail cells.
2. Provides residents with opportunity to visit station inside Espanola limits to do police checks, ask questions, etc.
3. Potential for improve service over Option 1, OPP Detachment Commander to determine staffing of Storefront option

Disadvantages:

1. Less officer coverage on shift changes and throughout the dayshift period. They would have to report to Hwy 17 site to report in, pickup cruisers, etc. where EPS has the chief and/or sergeant on dayshift.
2. Higher costs due to reduce economy of scale. Two sites to maintain and operate, extra equipment to buy and support. (Less sharing of costs between every community sharing the policing.)

3) NEW POLICE STATION LOCATED IN ESPANOLA

There are possibly 2 options available:

- A. An OPP site only for Espanola (It would not house the 18 officers and 2 civilians who currently work from Hwy 17 OPP site.)
- B. A facility to house Espanola officers as well as the satellite detachment on Hwy 17

A new station would meet all modern OPP building standards and it would house both civilians and officers that are involved in providing police service for Espanola residents.

Option A.

Advantages:

1. No money would be spent on the current police station trying to bring it up to standard only to have the OPP build a new station on Hwy 17.
2. No money would be spent on adding to Hwy 17 obsolete site.
3. No downgrading of officer coverage during shift change.
4. More likelihood of an officer being on site on dayshift when civilians visit in person.
5. New building results in efficient hydro and energy costs as well as low maintenance costs.
6. Could possibly repurpose, lease, or sell current police station to offset costs of new station.

Disadvantages:

1. No synergies by sharing of facility costs and administration with other communities.
2. Mortgage on new building born by Espanola residents and on-going facility costs born by residents.
3. All costs including mortgage are borne entirely by Espanola Residents. (Insurance, heat, hydro, major and minor maintenance)
4. The current investment in the police station would need to be written off.

OPTION B. A facility to house Espanola officers as well as the satellite detachment on Hwy 17

OPP to confirm this option.

Advantages to Espanola:

1. More officers in and around the community for the lowest possible response times to critical incidents.
2. More people employed inside community.
3. Better police coverage.
4. Maximum cost synergies through great scale.
5. Less duplication of equipment and support services.
6. Low maintenance costs because of a new building.

Disadvantages to Espanola:

1. Current police station building would become redundant, may be difficult to sell or repurpose, most likely a significant loss on financial statements.

IF COUNCIL WERE TO CONSIDER A NEW BUILD SATELLITE OPP STATION

OPTION B.

If Espanola wants a satellite to be located in the community they must formally propose something to the OPP and Infrastructure Ontario for their consideration. There are three possible alternatives.

1. Espanola can make a land contribution
 - Most commonly used for detachments to accommodate provincial responsibilities only
2. Espanola can build a base building
 - The OPP would contribute towards the cost of leasehold improvements equal to the provincial policing component
 - Estimated cost per construction is \$285 per square foot
3. Espanola can build a turnkey building
 - The Province would lease back the portion of the building equal to the provincial policing component
 - Estimated cost per square foot is \$460 per square foot

Any proposal would have to be reviewed and recommended by Infrastructure Ontario and subject to the OPP's approval.

Requirements

- most likely require a 3-5 acre lot within Espanola town limits
- Average size for a satellite office is 8 – 10,000 sq/ft (a host detachment is 12 – 22,000 sq/ft)

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

STAFF REPORT

DEPARTMENT:PWD/Administration

DATE:December 7, 2016

ITEM:OCWA Contract Renewal

RECOMMENDATION:

Be It Resolved That: The contract with OCWA for water and wastewater operations be accepted and a bylaw be prepared.

BACKGROUND:

Staff were directed to renegotiate OCWA's service contract for the provision of treatment services at the Water Treatment and the Wastewater Treatment Plants in March 2016.

ANALYSIS:

See attached.OCWA has provided 5 and 10 year renewal terms. A longer term provides OCWA an opportunity to spread certain costs over a longer period of time and realize efficiencies which have been passed to us in consideration.

The existing contract provided that OCWA cover the natural gas costs, at our request this has been excluded from the contract and therefore needs to be reduced from our current contract price for 2016 of \$701,720.

Other reductions reflect the decrease in the mark up on chemicals from 15% to 10%.

The most significant increase is the increase in insured values to the water and wastewater treatment & distribution systems which are insured through OCWA. These values doubled to 24M.

Our previous analysis showed that our current cost structure is reasonable, although it is difficult to find true comparators. Many added benefits of our partnership with OCWA were also included in the staff report to council in March if any further information is required.

In consideration of the type of operation and the level of satisfaction with the existing service levels, the 10 year contract is recommended as savings over the initial 5 year term is \$63,009.

EXISTING POLICY:bylaw #2274/10

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

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:

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

Comments: _____

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

STAFF REPORT

DEPARTMENT:PWD/Administration

DATE:December 7, 2016

ITEM:Landfill Contract Renewal

RECOMMENDATION:

Be It Resolved That: The contract with H. Dodge Haulage Limited for waste disposal be accepted and a bylaw be prepared to execute the agreement.

BACKGROUND:

Potential savings were identified in the Service Delivery Review. These items were followed up on during negotiations with H. Dodge Haulage.

ANALYSIS:

The proposed contract is a reduction of \$35,452 + HST (non-refundable portion is 1.76%)

The proposed contract is for a 5 year term vs. old 10 year term in which recycling patterns changed.

There are no other significant changes from the previous agreement.

EXISTING POLICY:n/a

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT:\$268,108 +HST for 2017

IMPLEMENTATION:Upon resolution of council

Prepared By:

Cynthia Townsend

Department Manager:

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

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

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

STAFF REPORT

DEPARTMENT: Administration

DATE: December 7, 2016

ITEM: Financial Indicators/Municipal Financial Profile

RECOMMENDATION:

For Information.

BACKGROUND:

The Ministry of Municipal Affairs and Housing relies on 7 Financial Indicators as a measure of the municipalities financial health, this is then compared to the Northern Ontario group.

ANALYSIS:

One indicator that is HIGH is "Debt servicing cost as a % of Total Operating Revenue" this is because in 2015 the complex loan was repaid, therefore our debt repayments show as higher than they otherwise would have been. In 2013, the Landfill settlement loan was repaid as well as the Water Treatment Plant loan. In 2012, the loan on the police building was repaid, therefore for all of these years our repayments have been higher than what would otherwise have been.

A revamped indicator is the "Asset Consumption Ratio" our rating here is moderate, because it is in the range of 25% - 75% in measuring the age of the assets, we are still on the low side of moderate at 37.7% and are well above our peer group of between 45.6% - 45.9%.

EXISTING POLICY: n/a

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

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: Cynthia Townsend

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☐ No ☐

Comments: _____

FINANCIAL INDICATOR REVIEW

(Based on 2015 Financial Information Return)

Espanola T

Date Prepared: 09-Sep-16
MSO Office: North (Sudbury)
Prepared By: Bryan Searle

Tier: Single Tier
MAH Code: 88405
MUNID: 52026
REV Code: 5226

FINANCIAL INDICATORS

Indicator	Ranges		Actuals	North - Population > 2500 <= 10000		Level of Challenge
				Median	Average	
Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees	Low: > -50% Mod: -50% to -100% High: < -100%	2011	-49.4%	-48.4%	-34.6%	LOW
		2012	-105.8%	-42.6%	-32.3%	HIGH
		2013	-30.4%	-17.2%	-17.7%	LOW
		2014	1.6%	-3.9%	-8.8%	LOW
		2015	22.0%	3.2%	-10.5%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Operating Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2011	12.2%	25.8%	30.0%	MODERATE
		2012	12.3%	30.2%	30.3%	MODERATE
		2013	17.5%	30.1%	35.2%	MODERATE
		2014	32.5%	33.5%	38.7%	LOW
		2015	32.9%	32.9%	37.1%	LOW
Debt Servicing Cost as a % of Total Operating Revenue	Low: < 5% Mod: 5% to 10% High: > 10%	2011	3.9%	4.4%	5.6%	LOW
		2012	8.5%	4.7%	6.1%	MODERATE
		2013	5.2%	4.8%	5.8%	MODERATE
		2014	6.6%	4.9%	6.6%	MODERATE
		2015	11.3%	5.2%	14.3%	HIGH
Total Taxes Receivable less Allowance for Uncollectables as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2011	3.5%	8.8%	12.5%	LOW
		2012	15.7%	8.9%	11.7%	HIGH
		2013	11.6%	10.3%	13.6%	MODERATE
		2014	7.8%	11.9%	14.3%	LOW
		2015	5.3%	7.3%	11.9%	LOW
Total Cash and Cash Equivalents as a % of Operating Expenses	Low: > 10% Mod: 5% to 10% High: < 5%	2011	20.2%	21.7%	22.5%	LOW
		2012	16.6%	21.9%	24.8%	LOW
		2013	30.0%	25.7%	29.7%	LOW
		2014	39.7%	32.4%	30.4%	LOW
		2015	46.5%	29.8%	32.7%	LOW
Net Working Capital as a % of Total Municipal Operating Expenses	Low: > 10% Mod: 10% to -10% High: < -10%	2011	20.0%	32.6%	43.7%	LOW
		2012	-5.1%	33.6%	41.1%	MODERATE
		2013	24.7%	34.3%	48.6%	LOW
		2014	39.4%	38.2%	48.0%	LOW
		2015	39.2%	33.6%	37.1%	LOW
* Asset Consumption Ratio	Low: < 25% Mod: 26% to 75% High: > 75%	2011	32.5%	40.7%	41.5%	MODERATE
		2012	32.8%	42.1%	42.8%	MODERATE
		2013	35.1%	43.0%	44.3%	MODERATE
		2014	37.0%	43.9%	44.6%	MODERATE
		2015	37.7%	45.6%	45.9%	MODERATE

The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals. This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.

FINANCIAL INDICATOR REVIEW

(Based on 2015 Financial Information Return)

Espanola T

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Additional Notes on what Financial Indicators may indicate:

Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees - *How much tax and fee revenue is servicing debt?*

Reserves and Reserve Funds as a % of Operating Expenses - *How much money is set aside for future needs / contingencies?*

Debt Charges as a % of Total Operating Revenue - *How much of each dollar raised is spent on debt?*

Total Taxes Receivable less Allowance for Uncollectables as a % of Total Taxes Levied - *How much of the taxes billed are not collected.*

Total Cash and Cash Equivalents as a % of Operating Expenses - *How much cash and liquid investments could be available to cover operating expenses?*

Net Working Capital as a % of Total Municipal Operating Expenses - *How much cash, receivables and inventory less short-term debt could be available to cover operating expenses?*

Asset Consumption Ratio - *(expressed as a percentage) measures the age of a municipality's physical assets. It measures the extent to which depreciable assets have been consumed by comparing the amount of the assets that have been used up and their cost.*

*< 25% - Relatively NEW Infrastructure
26% to 50% - Moderately NEW Infrastructure
51% to 75% - Moderately OLD Infrastructure
>75% - OLD Infrastructure*

** In 2016, the indicator Net Book Value of Capital Assets as a % of Cost of Capital Assets (NBV) has been replaced by the indicator Asset Consumption Ratio. Asset Consumption Ratio is an indicator of asset consumption which is the reverse of the previous NBV indicator, which measured remaining life.*

MUNICIPAL FINANCIAL PROFILES

(Based on 2015 Financial Information Return)

Espanola T

Tier:	Single Tier
MAH Code:	88405
MUNID:	52026

REV Code:	5226
2015 Households:	2,444
2015 Population:	5,364

2015 FIR Load Status:	Clean
Last Updated:	31-May-16

2016 Annual Repayment Limit:	2,680,454
Borrowing Capacity 7% over 10 yrs:	18,876,389
Median Household Income (2011): *4	61,353

STATISTICAL INFORMATION

	2015 AVERAGES FOR:										
	NORTH - POPULATION > 2500 <= 10000					PROVINCE					
	2011	2012	2013	2014	2015			15/14 %	14/13 %	13/12 %	12/11 %
Population *3	5,364	5,364	5,364	5,364	5,364	4,723	37,728	0.0%	0.0%	0.0%	0.0%
Households *3	2,413	2,413	2,413	2,413	2,444	2,737	15,090	1.3%	0.0%	0.0%	0.0%
Municipal Operating Expenses *7	\$ 15,844,085	\$ 15,541,399	\$ 15,156,112	\$ 15,251,393	\$ 15,022,848	\$ 16,385,284	\$ 111,065,715	-1.5%	0.6%	-2.5%	-1.9%
Own Source Revenues	\$ 12,525,040	\$ 9,898,886	\$ 13,366,528	\$ 14,080,241	\$ 13,906,478	\$ 11,626,522	\$ 91,756,250	-1.2%	5.3%	35.0%	-21.0%
Total Operating Revenue	\$ 16,456,845	\$ 12,808,024	\$ 18,600,714	\$ 17,658,021	\$ 16,478,023	\$ 15,966,305	\$ 126,165,433	-6.7%	-5.1%	45.2%	-22.2%
Annual Repayment Limit	\$ 2,223,352	\$ 2,274,548	\$ 2,485,858	\$ 1,390,141	\$ 2,365,627	\$ 1,928,406	\$ 15,338,033	70.2%	-44.1%	9.3%	2.3%
Own Purpose Taxation	\$ 8,026,899	\$ 4,686,186	\$ 7,437,683	\$ 8,752,274	\$ 7,846,925	\$ 7,582,271	\$ 50,457,972	-10.3%	17.7%	58.7%	-41.6%
Direct Water Billings as % of Gross Water Expenditures	107.4%	112.1%	107.5%	105.6%	139.5%	78.9%	55.3%				
Taxable Res. Assessment as a % of Total Taxable Assessment	60.5%	54.9%	54.7%	56.4%	60.9%	69.3%	79.1%				

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

	2015 AVERAGES FOR:									
	NORTH - POPULATION > 2500 <= 10000					PROVINCE				
Taxable	2011	2012	2013	2014	2015					
PIL	319,854,761	366,317,431	416,205,157	451,828,748	463,363,215	634,153,485	6,923,961,084			
Total	6,426,126	6,408,530	6,945,056	7,100,507	7,258,183	9,918,474	126,620,287			
	326,280,887	372,725,961	423,150,213	458,929,255	470,621,398	644,071,959	7,050,581,371			

MUNICIPAL FINANCIAL PROFILES

(Based on 2015 Financial Information Return)

Espanola T

RESIDENTIAL TAXES

	2015 AVERAGES FOR:						
	2011	2012	2013	2014	2015	NORTH - POPULATION > 2500 <= 10000	
						PROVINCE	
# of Residential Households	2,118	2,141	2,133	2,137	2,135	2,298	9,174
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,111	\$ 2,133	\$ 2,162	\$ 2,167	\$ 2,168	\$ 1,855	\$ 2,051
Avg Total Property Taxes per Avg Residential Household	\$ 2,310	\$ 2,330	\$ 2,378	\$ 2,399	\$ 2,414	\$ 2,143	\$ 2,454
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income	3.8%	3.8%	3.9%	3.9%	3.9%	3.5%	3.9%
# of Residential Households Excluding Recreational Properties (RDUs)	2,062	2,086	2,078	2,081	2,080	1,960	8,706
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,168	\$ 2,142	\$ 2,168	\$ 2,173	\$ 2,173	\$ 1,827	\$ 2,033
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,385	\$ 2,340	\$ 2,385	\$ 2,405	\$ 2,420	\$ 2,099	\$ 2,428
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income	3.9%	3.8%	3.9%	3.9%	3.9%	3.5%	3.9%

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

	2011	2012	2013	2014	2015	15/14 %	14/13 %	13/12 %	12/11 %
Lower / Single-Tier General Rate	0.0243974	0.0239144	0.0212104	0.0190091	0.0171277	-9.9%	-10.4%	-11.3%	-2.0%
Upper-Tier General Rate	-	-	-	-	-	0.0%	0.0%	0.0%	0.0%
Education Rate	0.0023100	0.0022100	0.0021200	0.0020300	0.0019500	-3.9%	-4.2%	-4.1%	-4.3%

TAXES RECEIVABLE

	2015 AVERAGES FOR:						
	2011	2012	2013	2014	2015	NORTH - POPULATION > 2500 <= 10000	
						PROVINCE	
Total Taxes Receivable less Allowance for Uncollectables	\$ 330,750	\$ 949,879	\$ 905,110	\$ 757,111	\$ 479,824	\$ 1,113,556	\$ 3,510,277
Total Taxes Rec. less Allowance for Uncollectables as % of Total Taxes Levied	3.5%	15.7%	11.6%	7.8%	5.3%	11.9%	9.6%
Current Year Taxes Receivable as % of Total Taxes Receivable	80.7%	82.5%	91.1%	58.7%	40.1%	45.1%	49.4%
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	29.9%	27.9%	14.9%	481.5%	0.0%	174.9%	243.0%
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	16.0%	14.4%	7.4%	33.8%	46.4%	43.8%	32.7%

MUNICIPAL FINANCIAL PROFILES

(Based on 2015 Financial Information Return)

Espanola T

GRANTS

	2015 AVERAGES FOR:									
						NORTH - POPULATION > 25000 <= 10000		PROVINCE		
	2011	2012	2013	2014	2015					
Total Unconditional Grants										
Ontario Municipal Partnership Fund	\$ 3,435,184	\$ 2,485,000	\$ 4,939,500	\$ 3,093,281	\$ 2,218,000	\$ 2,312,813	\$ 1,105,007			
As % of Municipal Operating Expenses	\$ 3,435,184	\$ 2,485,000	\$ 4,797,300	\$ 2,296,000	\$ 2,218,000	\$ 2,312,813	\$ 1,099,691			
Other	21.7%	16.0%	31.7%	15.1%	14.8%	15.5%	11.3%			
Total Ontario Conditional Grants	\$ -	\$ -	\$ 142,200	\$ 797,281	\$ -	\$ -	\$ 5,316			
As a % of Municipal Operating Expenses	\$ 938,481	\$ 1,446,012	\$ 335,534	\$ 237,178	\$ 1,597,673	\$ 2,375,375	\$ 20,109,427			
Total Ontario Conditional and Unconditional Grants	5.9%	9.3%	2.2%	1.6%	10.6%	12.3%	11.1%			
As a % of Municipal Operating Expenses	27.6%	25.3%	34.8%	21.8%	25.4%	27.8%	22.5%			
								15/14 %	14/13 %	13/12 %
										12/11 %

TOTAL DEBT BURDEN

2015 AVERAGES FOR:									
					NORTH - POPULATION > 2500 <= 10000		PROVINCE		
	2011	2012	2013	2014	2015				
Total Debt Burden	\$ 9,931,743	\$ 9,098,361	\$ 8,460,048	\$ 7,600,870	\$ 5,989,385	\$ 8,686,984	\$ 54,759,173		
Per Household	\$ 4,116	\$ 3,771	\$ 3,506	\$ 3,150	\$ 2,451	\$ 3,324	\$ 1,236		
Debt Servicing Cost	\$ 645,402	\$ 1,084,581	\$ 976,005	\$ 1,164,068	\$ 1,859,484	\$ 1,043,854	\$ 5,808,030		
Per Household	\$ 267	\$ 449	\$ 404	\$ 482	\$ 761	\$ 395	\$ 175		
As a % of Municipal Operating Expenses	4.1%	7.0%	6.4%	7.6%	12.4%	6.2%	4.2%		
As a % of Own Purpose Taxation	8.0%	23.1%	13.1%	13.3%	23.7%	13.4%	8.4%		
As a % of Own Source Revenue	5.2%	11.0%	7.3%	8.3%	13.4%	-1.1%	4.7%		
As a % of Total Operating Revenue	3.9%	8.5%	5.2%	6.6%	11.3%	14.3%	4.2%		
Debt Service Coverage Ratio (Target: Ratio >= 2)	5	1	6	4	3	5	22		

LIABILITIES (Including Post-Employment Benefits)

	2015 AVERAGES FOR:														
	2011	2012	2013	2014	2015	NORTH - POPULATION > 2500 <= 10000		PROVINCE							
						0.1%	0.5%								
Temp. Loans for Current Purposes as % of Municipal Op. Expend. / Expenses	0.0%	0.0%	0.0%	0.0%	0.0%										
Post-Employment Benefits	\$ 615,904	\$ 605,708	\$ 568,473	\$ 641,082	\$ 620,672	\$ 617,466	\$ 20,412,417								
016-4.47 PW			Ministry of Municipal Affairs												

MUNICIPAL FINANCIAL PROFILES

(Based on 2015 Financial Information Return)

Espanola T

Total Reserves and Reserve Funds for Post-Employment Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	31,804	\$	3,334,770	0.0%	0.0%	0.0%	0.0%
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MUNICIPAL FINANCIAL PROFILES

(Based on 2015 Financial Information Return)

Espanola T

RESERVES AND RESERVE FUNDS

	2015 AVERAGES FOR:						
	2011	2012	2013	2014	2015	NORTH - POPULATION > 2500 <= 10000	PROVINCE
Total Reserves	\$ 1,935,541	\$ 1,914,884	\$ 2,651,303	\$ 4,960,294	\$ 4,946,942	\$ 3,974,689	\$ 21,959,345
Total Discretionary Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,076,442	\$ 25,790,746
Total Reserves and Discretionary Reserve Funds	\$ 1,935,541	\$ 1,914,884	\$ 2,651,303	\$ 4,960,294	\$ 4,946,942	\$ 6,051,131	\$ 47,750,091
Per Household	\$ 802	\$ 794	\$ 1,099	\$ 2,056	\$ 2,024	\$ 2,247	\$ 1,789
As a % of Total Taxes Receivable	119.3%	112.8%	86.4%	612.5%	947.8%	919.6%	653.6%
As a % of Municipal Operating Expenses	12.2%	12.3%	17.5%	32.5%	32.9%	37.1%	51.1%
As a % of Own Purpose Taxation	24.1%	40.9%	35.6%	56.7%	63.0%	80.7%	96.6%

FINANCIAL ASSETS

	2015 AVERAGES FOR:						
	2011	2012	2013	2014	2015	NORTH - POPULATION > 2500 <= 10000	PROVINCE
Net Financial Assets or Net Debt as a % of Total Operating Revenue	-33.5%	-64.6%	-17.2%	1.1%	14.8%	-74.2%	18.3%
Net Financial Assets or Net Debt as % of Own Purpose Taxation + User Fees	-49.4%	-105.8%	-30.4%	1.6%	22.0%	-10.5%	33.5%
Net Working Capital as a % of Operating Expenses	20.0%	-5.1%	24.7%	39.4%	39.2%	37.1%	47.9%
Net Book Value of Capital Assets as a % of Cost of Capital Assets	67.1%	66.8%	64.7%	62.9%	62.1%	53.1%	55.6%
Asset Sustainability Ratio (Target: > 90%)	131.0%	241.4%	16.9%	53.0%	154.9%	146.6%	160.4%
Asset Consumption Ratio (Target: <50%)	32.5%	32.8%	35.1%	37.0%	37.7%	45.9%	44.5%

SURPLUS / DEFICIT

	2015 AVERAGES FOR:						
	2011	2012	2013	2014	2015	NORTH - POPULATION > 2500 <= 10000	PROVINCE
Annual Surplus / Deficit	\$ 1,592,387	\$ (898,169)	\$ 3,519,853	\$ 2,419,453	\$ 2,802,433	\$ 531,600	\$ 17,587,217
Annual Surplus / Deficit Adjusted for Ontario Budget Reg. 284/09)	\$ 2,813,242	\$ 995	\$ 4,636,531	\$ 3,392,533	\$ 2,943,455	\$ 2,213,552	\$ 28,421,425
Operating Surplus Ratio	14.3%	-11.5%	33.4%	20.0%	25.2%	1.0%	15.7%
Current Ratio (Target: >= 100%)	245.4%	83.1%	148.1%	330.0%	337.5%	387.2%	528.7%
15/14 %							15.8%
14/13 %							-31.3%
13/12 %							-491.9%
12/11 %							-156.4%
15/14 %							-13.2%
14/13 %							-26.8%
13/12 %							465883.0%
12/11 %							-100.0%

MUNICIPAL FINANCIAL PROFILES

(Based on 2015 Financial Information Return)

Espanola T

OTHER INDICATORS

	2011	2012	2013	2014	2015	2015 AVERAGES FOR:	
						NORTH - POPULATION > 2500 <= 10000	PROVINCE
Rates Coverage Ratio (Target: >=40%)	70.3%	50.2%	69.4%	79.1%	73.7%	67.3%	70.9%
Total Cash & Cash Equivalents as a % of Operating Expenses	20.2%	16.6%	30.0%	39.7%	46.5%	32.7%	41.8%
Operating Balance as a % of Total Operating Revenue *5	3.6%	-21.5%	18.4%	13.5%	8.5%	-57.6%	1.2%
Cumulative Annual Growth Rate *6	-0.8%	-5.0%	2.7%	1.7%	7.9%	-0.6%	2.0%
Interest Payments as a % of Total Operating Revenue	1.3%	2.0%	1.8%	1.7%	1.5%	2.8%	1.1%

The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals. This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.

NOTES

- 1* 2011 and 2012 assessment use Phase-in Assessment based on 2008 property values. 2013, 2014 and 2015 assessment use Phase-in Assessment based on 2012 property values.
- 2* Average tax rates are calculated where necessary when amalgamations occur.
- 3* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4* Median Household Income - Source: Ministry of Finance
- 5* The Total Operating Revenues used for these indicators include revenues from other municipalities.
- 6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7* Municipal Operating Expenses exclude amounts for other municipalities

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	North - Population > 2500 <= 10000	Province
2011	26	444
2012	26	444
2013	26	444
2014	26	444
2015	15	325