



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, February 14, 2017
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, February 14, 2017** at 7:30 p.m.
In The Council Chambers, Municipal Building*

7:30 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

SPECIAL IN CAMERA MEETING
FOLLOWING REGULAR MEETING OF COUNCIL
Main Level Boardroom, 100 Tudhope Street

Please note this meeting will be live streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F3** inclusive contained in the Consent Agenda

- CA-003 -17 Be It Resolved That: Items A1 to F3 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of January 24, 2017

A2 Special Meeting of Council of January 24, 2017

- 17-024 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of January 10, 2017; Special Meeting of Council of January 24, 2017.

Board and Committee Reports

B1 Corporate Services Committee Meeting of February 7, 2017

- 17-025 Be It Resolved That: The Board and Committee Reports are hereby received; Corporate Services Committee Meeting of February 7, 2017.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Corporate Services Committee Meeting of February 7, 2017

D1 Recommendation regarding Accounts Receivable Policy

- 17-026 Be It Resolved That: As Recommended by the Corporate Services Committee That: The revised Accounts Receivable Policy Version #2 be approved.

D2 Recommendation regarding Policy A09-01822 MFIPPA

- 17-027 Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy A09-018/22 MFIPPA be amended as presented.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2765/17

- 17- 028 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of January 24, 2017.

E2 Bylaw No. 2766/17

- 17- 029 A Bylaw of the Town of Espanola to execute an Agreement with Sables-Spanish Rivers for the Provisions for Emergency Services.

Reports

F1 POA Department Departmental Report for November & December 2016

F2 Joint Health and Safety Meeting Minutes of January 5, 2017

F3 Sudbury and District Board of Health Meeting Minutes of January 19, 2017 - Unapproved

- 17-030 Be It Resolved That: The following reports are hereby received: POA Department Departmental Report for November & December 2016; Joint Health and Safety Meeting Minutes of January 5, 2017; Sudbury and District Board of Health Meeting Minutes of January 19, 2017 – Unapproved.

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| <p><u>PART II - REGULAR AGENDA</u></p> |
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Bylaws and Resolutions

G1 Recommendation regarding Water and Sewer Rates

- 17-031 Be It Resolved That: As Recommended by the Corporate Services Committee That:
 1. The water and sewer rates increase by 1.25%
 2. The overall rate be amended to reflect a 55%/45% split for water and sewer respectively.

G2 Recommendation regarding Municipal Office Renovations

- 17- 032 Be It Resolved That: Staff proceed with tendering the Municipal Office Renovations to be completed in 2017.

G3 Recommendation regarding Agreement with MNR

- 17-033 Be It Resolved That: Council enter into a 5 year agreement with the Ministry of Natural Resources & Forestry for fire protection.

G4 Recommendation regarding Garbage Contract

- 17-034 Be It Resolved That: The municipality negotiate our waste collection contract with our current service provider.

G5 Recommendation regarding Police Budget

- 17-035 Be It Resolved That: The 2017 budget as submitted by the Police Service Board is approved.

G6 Recommendation regarding Library Budget

- 17-036 Be It Resolved That: The 2017 budget as submitted by the Library Board is approved.

G7 Recommendation regarding Amendments to Residential Tenancies Act, 2006

- 17-037 Be It Resolved That: Council for the Town of Espanola hereby supports the resolution of Council for the Municipality of Bluewater regarding Bill 7, Amendments to Residential Tenancies Act, 2006.

Correspondence For Information Only

H1 Q4 Budget Variance Report

H2 Changes to the Municipal Election Act

Information

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

Cheque Register

Correspondence re: funding cuts to Community Policing Partnerships and 1,000 Officer Partnerships Programs

Correspondence re: Pupil Accommodation Review Guideline

Prince Edward County Resolution re: Pupil Accommodation Review

SDHU Correspondence re: Public Pool Inspection Results

Correspondence re: Natural Gas Expansion

FONOM Press Release

Township of Montague Resolution re: Electricity Bills

FONOM Press Release re: Rural Economic Development Program

Conference and Conventions

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

Regular Council Meeting of February 14, 2017
Toronto, Ontario

FONOM, Wednesday May 10th – Friday May 12th, 2017
North Bay, Ontario

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Special Budget Meeting Thursday, February 23, 2017 @ 1:00 pm
Community Services Committee Meeting of February 21, 2017 @ 4:00 pm
Regular Meeting of Council of February 28, 2017 @ 7:30 pm

Adjournment

Closed Meeting (if required)



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

**Council Chambers
Municipal Office**

**January 24, 2017
7:30pm**

His Worship Mayor Piche presided over the meeting.

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

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

Absent: Councillor S. Meikleham

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing None

Delegations/Petitions None

Question Period None

CONSENT AGENDA **CA-002-17 R. Duplessis – R. Dufour**

Be It Resolved That: Items A1 to F2, excluding D2, contained in Part 1 Consent Agenda be adopted.

Carried

Items A1 **17-014 R. Dufour – R. Duplessis**

Minutes Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of January 10, 2017.

Carried

Board and Committee Reports

Items B1-B2 **17-015 R. Duplessis – R. Dufour**

Board and Committee Reports Be It Resolved That: The Board and Committee Reports are hereby received; Community Services Committee Meeting of January 17, 2017; Espanola Public Library Board Meeting of November 14 & 28, 2016.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Item D1

Wall of Fame Terms of Reference

17-016 K. Duplessis – R. Duplessis

Be It Resolved That: As Recommended by the Community Services Committee That: The Wall of Fame Terms of Reference be accepted as amended.

Carried

Item D2

Beautification Dedication Program Policy

Item severed. See Regular Agenda

Be It Resolved That: As Recommended by the Community Services Committee That: Staff pursue with the development of a Beautification Dedication Program policy, guidelines and application for adoption by Council.

Carried

Bylaws and Resolutions

Item E1

Confirmatory Bylaw

17-018 R. Duplessis – R. Dufour

Be It Resolved That: Bylaw No. 2762/16 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of January 10, 2017.

Carried

Item E2

One Tot Stop Daycare Evacuation Agreement

17-019 B. Foster – K. Duplessis

Be It Resolved That: Bylaw No 2763/17 be adopted; being a Bylaw of the Town of Espanola to execute an Agreement with the One Tot Stop Daycare.

Carried

Reports

Items F1 – F2

17-020 K. Duplessis – B. Foster

Be It Resolved That: The following reports are hereby received: Leisure Services Department Departmental Report for December 2016; Fire Department Departmental Report for December 2016.

Carried

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item D2

Beautification Dedication Program Policy

17-017 R. Yocom – R. Duplessis

Be It Resolved That: As Recommended by the Community Services Committee That: Staff pursue with the development of a Beautification Dedication Program policy, guidelines and application for adoption by Council.

Carried

A discussion ensued.

It was explained that this policy was just a draft and staff is looking for direction to proceed with it. All suggestions for changes will be taken into consideration and presented to

Council in future drafts.

Item G1
OPP Costing

17-021 B. Foster – R. Dufour

Be It Resolved That: Council proceed with the OPP proposal for providing police services.

Carried

A discussion ensued.

Councillor Foster stated that if the economics are not there, then the switch to OPP would not happen. It was explained that the OPP proposal was needed to obtain all pertinent information.

Item G2
Royal Bank Master Client Agreement

17-022 K. Duplessis – R. Yocom

Be It Resolved That: The Royal Bank Master Client Agreement to update titles and signing officers be approved.

Carried

Item G3
Resolution for Fire Department Infrastructure Funding

17-023 B. Foster – R. Yocom

Be It Resolved That: Council for the Town of Espanola hereby supports Resolution No. 16-384 of the Township of McKellar dated November 21, 2016 regarding Funding for Fire Department Infrastructure.

Carried

Correspondence For Information Only

- H1 Building Inspection Shared Services
- H2 2017 Budget Deliberation Schedule

Information

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

FONOM correspondence re: Energy Costs

FONOM correspondence re: Board of Director's Meeting

Correspondence re: hydro challenges from Mr. Hardeman

Correspondence re: Ontario Volunteer Awards

Resolution of Support from Thames Centre re: Hydro Costs

Resolution of the Municipality of Bluewater re: Bill 7 & Fire Department Infrastructure

Conference and Conventions

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

FONOM, Wednesday May 10th – Friday May 12th, 2017
North Bay, Ontario

Mayor and Councillors Reports and Announcements

**Walk the Walk
Event**

Mayor Piche stated that this event was very well attended and the youth in attendance were engaged in the topic.

Mosaic Painting

Councillor Yocom reminded Council of the upcoming Winter Carnival and encouraged Council to take part in the Mosaic painting event.

Future Council Meetings

Corporate Services Committee Meeting of February 7, 2017 @ 4:00 pm
Regular Meeting of Council of February 14, 2017 @ 7:30 pm

Adjournment

R. Yocom – B. Foster

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:59 p.m.

Carried

Ron Piche
Mayor

Paula Roque
Clerk

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

**Council Chambers
Municipal Building**

**January 24, 2017
8:02 pm**

Mayor Piche presided over the meeting.

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

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

Absent: Councillor S. Meikleham

In Camera

1. K. Duplessis – B. Foster

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: 8:02pm

Carried

A discussion ensued.

Staff was directed to seek consultants to assist with the security of municipal property.

Resume Special Meeting

2. R. Duplessis – R. Dufour

Be It Resolved That: The Special Meeting of Council hereby resumes. Time: 8:23pm

Carried

Adjournment

B. Foster – R. Yocom

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

adjourned. Time: 8:24 pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

Unapproved

CORPORATE SERVICES COMMITTEE MEETING**Tuesday, February 7, 2017****4:00 pm****Council Chambers****Municipal Building****Mayor Piche called the meeting to order****Disclosure of pecuniary interest and general nature thereof.****Present:**

Mayor Piche, Councillor B. Foster; Councillor K. Duplessis; Councillor R. Duplessis
Municipal Officials, C. Townsend, CAO/Treasurer; P. Roque, Clerk/Manager of Planning Services; C. Tessier, Manager of Financial Services; T. Denault-Roque, Recording Secretary

The Clerk explained that due to the results of a tie during the call of nominations for Chair and Vice Chair prior to the Special Budget Meeting, the Committee has different options to choose from. As per the Procedural Bylaw, if a Chair is not named then the position goes to the Head of Council. The Clerk then stated that another option would be to have Co-chairs.

A discussion ensued.

Appointment of Chair**R. Duplessis - R. Piche**

Be It Resolved That: Councillor Ken Duplessis is appointed as Chair and Deputy Mayor Bill Foster as Chair of Budget Meetings.

Carried**Appointment of Vice Chair****R. Piche - K. Duplessis**

Be It Resolved That: Councillor Foster is appointed as Vice Chair.

Carried

Chair K. Duplessis presided over the remainder of the meeting.

Departmental Reports

The Committee received the POA Departmental Report for November and December 2016; Administration Departmental Report for November and December 2016 and January 2017.

Changes to the Election Act**For Information Only**

A discussion ensued regarding different types of voting methods that are available. The Clerk advised that more information will be forthcoming.

A/R Policy

R. Piche – K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: The revised Account Receivable Policy Version #2 be approved.

Carried

Freedom of Information

R. Duplessis – B. Foster

Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy A09-01822 MFIPPA be amended as presented.

Carried

The Clerk provided a summary to the staff report and the reply from the Information and Privacy Commissioner.
A discussion ensued regarding the municipality's liability in the event identifiable information from FOI requests is posted on the Town's website.

Water and Sewer Rates

B. Foster – R. Duplessis

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

1. The water and sewer rates increase by 1.25%
2. The overall rate be amended to reflect a 55%/45% split for water & sewer respectively.

Carried

A discussion ensued regarding the split in rates and the water and sewer reserves.

Budget to Actuals

For Information Only

A discussion ensued regarding the Phase 1F Water and Sewer project being completed well under budget. These savings will remain in reserves and be used for the next water and sewer project.

Discussion on Meeting Time

For Discussion

A discussion ensued regarding the meeting time for Corporate Services Meetings.
Staff was directed to schedule all future meetings for 3:00 pm.

In Camera

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: 4:34 p.m.

Carried

Staff was directed to proceed with negotiating acquisition of land.

Resume Meeting

R. Duplessis – B. Foster

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

Time: 4:45 pm

Carried

Adjournment

B. Foster – K. Duplessis

Be It Resolved That: The Corporate Services Committee is hereby adjourned. Time: 4:45 pm

Carried

Chair, K. Duplessis asked to have the water and sewer rates item placed directly in the G section of the Regular Meeting of Council Agenda.

K. Duplessis
Chair

Paula Roque
Clerk



CORPORATE SERVICES COMMITTEE

Moved By:

Don Piche

Date: February 7, 2017

Seconded By:

KEN DUPLESSIS (K. Duplessis)

Motion No.: 3

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

1. The revised Accounts Receivable Policy Version #2 be approved.

CARRIED ✓

DEFEATED _____

K. Duplessis

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: Administration

DATE: January 20, 2017

ITEM: Accounts Receivable Policy Version #2

RECOMMENDATION: Be It Resolved That: The revised Accounts Receivable Policy Version #2 be approved.

BACKGROUND: The current Accounts Receivable Policy was prepared in 2007 and requires updating to the billing and collection guidelines of general accounts receivable for the Town of Espanola.

ANALYSIS: The updated version of the Accounts Receivable Policy establishes clear guidelines with respect to the billing and collection process as well as establishing the responsibilities and internal controls for effective and efficient billing and collection.

EXISTING POLICY: Accounts Receivable Policy Version #1

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: N/A

BUDGETED:

Yes

No

N/A

IMPLEMENTATION:

Prepared By:

Cathy Tessier

Department Manager:

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

☒

No

Comments:

| | |
|------------------------------------|--------------------------|
| Department: Finance and Accounting | Policy Number: F02-01454 |
| Subject: Accounts Receivable | Effective Date: 07/10/04 |
| Bylaw No: | Revision Date: 17/02/14 |
| | Version #: 2 |

1.0 POLICY

To establish clear guidelines with respect to the billing and collection of all general accounts receivable for the Town of Espanola.

2.0 PURPOSE

The purpose of this policy is to establish the responsibilities, internal controls, and procedures for effective and efficient billing and collection of general accounts receivable while ensuring that all customers are being treated fairly and equitably.

3.0 SCOPE

This policy applies to all general accounts receivables of the Town of Espanola excluding Property Taxes and Provincial Offences as they are governed by separate legislation and policies and procedures.

Municipal staff assigned to the administration and collection of accounts receivable shall adhere to the policy and procedures detailed below.

4.0 BILLING AND PAYMENT TERMS

All accounts receivables must be formally recorded using the Town's Accounts Receivable billing system and maintained until payment is received or the recorded amount is written off.

Invoices should be prepared and forwarded to customers on a weekly basis to ensure prompt delivery and timely collection of outstanding accounts.

The standard payment terms on all general accounts receivable is 30 days from the billing date. Payment terms other than 30 days must be approved by the Manager of Financial Services.

Payments shall be applied first against the outstanding account noted on the payment remittance, with any remaining amount being applied in order of the oldest to the most recent arrears.

A filing system containing supporting documentation for all recorded invoices will be maintained by accounts receivable staff.

5.0 INTEREST ON ACCOUNTS RECEIVABLE

Interest must be charged on amounts owing to the Town of Espanola in accordance with the Tariff of Fees By-law, Schedule "B".

On the first day of each month, interest shall be calculated on overdue accounts receivable in excess of 30 days from the billing date. The interest calculated is not to be compounded.

The Municipality must advise each debtor of all interest charges to the debtor's account through periodic statements of account.

When a debtor pays an account in full within 30 days, the Municipality shall accept payment of that amount as full settlement of the account.

Interest will be adjusted or reversed by Accounts Receivable Staff under the following circumstances:

- When interest was charged as a result of the Municipality's error or omission.
- When payment has been received before the end of the thirty days but not processed prior to the penalty being added.
- When the collection cost exceeds the value of the interest charge.

6.0 COLLECTION PROCESS

All collection tools available under the Municipal Act and other applicable legislation will be used to collect outstanding balances. The accounts receivable staff will conduct regular follow up and document all actions taken to collect overdue accounts.

Outstanding accounts over 30 days will be issued a Statement of Account summarizing the amount owing, activity in the account during the month and any interest charges.

Outstanding accounts over 60 days will be issued a second Statement of Account as above stamped "Past Due".

Outstanding accounts over 90 days will be issued Letter of Notice #1 (Appendix "A") advising the customer that unless payment is received in full or satisfactory payment arrangements are made, no further service or goods will be provided on account. A copy of the letter will be forwarded to the originating department.

Outstanding accounts over 120 days will be issued Letter of Notice #2 (Appendix "A") advising the customer that if they do not contact the Municipality or make a payment within 15 days, the overdue account may be subject to legal action, transferred to the tax roll, or offset against invoices owed to them by the Municipality.

If payment has still not been received after 15 days have passed, as stated in the Letter of Notice #2, the Manager of Financial Services will review the circumstances of each account with the CAO/Treasurer and make recommendations on the appropriate course of action including any of the following:

- Solicit further assistance from the Manager of the department responsible for the account.

- Transfer applicable accounts to property taxes if authorized by applicable legislation. Transfers can occur when the services can be tied to the property.
- Offset the amount owing to the Municipality against a payment owing in Accounts Payable. The entity being netted must be the same legal entity that originated the debt.
- Write off the account against the appropriate Allowance for Doubtful Accounts.

7.0 WRITE-OFFS

Only those debts for which all reasonable and appropriate collection action has been taken can be submitted for write-off.

Accounts receivable shall be deemed uncollectible and written off when:

- Collection costs exceed the value of the debt.
- The Municipality has received notice of debtor's bankruptcy.
- The debtor is deceased or cannot be located.
- All collection methods have been exhausted.

Accounts Receivable staff must submit write-offs and all details of the collection action taken to the appropriate authorized staff.

The following positions may authorize the write off of receivables, if in their opinion; all means of collection have been exhausted.

- Accounts Receivable Staff – up to \$50.00 plus related interest
- Manager of Financial Services – up to \$100.00 plus related interest
- CAO/Treasurer – up to \$10,000 plus related interest
- Council – Amounts exceeding \$10,000 plus related interest

Write offs are performed against the related/appropriate Allowance for Doubtful Accounts as approved in accordance with this policy for accounts that are identified as non collectible.

When writing off current year interest on an account, the interest revenue is reversed. Where the interest relates to prior fiscal years, the interest is written off to the allowance for doubtful accounts.

8.0 MONITORING

At the end of each month, an Aging Report will be generated in the Account Receivable system. The outstanding balance in this report must be balanced to the Accounts Receivable General Ledger account. Any discrepancies between the two amounts shall be further examined and resolved.

A copy of the Aging Report will be distributed to originating departments for review.

The Manager of Financial Services will review the monthly Aging Report and initiate the collection process

APPENDIX "A"

Letter of Notice #1

[Address]

[Date]

RE: Outstanding Accounts Receivable

Dear Sir/Madam:

Our records indicate that as of [Date] your account is in arrears in the amount of \$[]. Your account is currently subject to interest charges at the rate of 1.25% per month (15% per annum).

You will note that your account is greater than 90 days old. The Municipality's policy is that accounts are due within thirty (30) days from the billing date. As a result, payment is overdue.

Unless payment is received in full or satisfactory payment arrangements are made, no further service or goods will be provided on account.

Your co-operation in discharging these arrears would be appreciated. If you wish to make payment arrangements and/or discuss your account, please not hesitate to contact the accounts receivable department at anytime. If you have made payment prior to receiving this notice, please disregard and accept our apologies.

Yours Sincerely,

[Name]

[Title]

Letter of Notice #2

[Address]

[Date]

RE: Outstanding Accounts Receivable

Dear Sir/Madam:

Our records indicate that as of [Date] your account is in arrears in the amount of \$[]. Your account is currently subject to interest charges at the rate of 1.25% per month (15% per annum).

You will note that your account is greater than 120 days old. The Municipality's policy is that accounts are due within thirty (30) days from the billing date. As a result, due to the amount of time your account has been in arrears, alternative collection methods can be used to collect the account.

Unless payment is received in full or satisfactory payment arrangements are made within 15 days, the overdue account may be subject to legal action, transferred to the tax roll or offset against invoices owed to you from the Municipality.

Your co-operation in discharging these arrears would be appreciated. If you wish to make payment arrangements and/or discuss your account, please not hesitate to contact the accounts receivable department at anytime. If you have made payment prior to receiving this notice, please disregard and accept our apologies.

Yours Sincerely,

[Name]

[Title]



CORPORATE SERVICES COMMITTEE

Moved By: _____

Date: February 7, 2017

Seconded By: _____

Motion No.: 4

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

Policy A09-01822 MFIPPA be amended as presented.

CARRIED ☒

DEFEATED ☐

Chair

**RECORDED VOTE
INTEREST**

For Against

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

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DECLARATION OF PECUNIARY

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

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AGENDA #5

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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

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|-----------------------------------|-------------------------------|
| DEPARTMENT: Administration | DATE: January 19, 2017 |
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| ITEM: Policy A09-01822 MFIPPA |
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| RECOMMENDATION: Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy A09-01822 MFIPPA be amended as presented. |
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| BACKGROUND: This Policy was adopted in September 2015 and includes a requirement for an electronic copy of all requests and related responses to be posted on the website. This was unsettling for Staff who were advised by their peers (FOI Officers employed by other municipalities) and during training sessions put on by various municipal organizations were advised that FOI requests and responses should not be posted publicly and was a violation of MFIPPA. |
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| ANALYSIS: Staff contacted the Information and Privacy Commissioner of Ontario's office to obtain an opinion and direction. The correspondence received from the IPC is attached. In light of the response received and the situation with the City of Sudbury referred to in the letter from the IPC, Staff is recommending that the following item in the Policy be removed: |
|--|

- An electronic copy of all requests and related responses will be posted on the website.*

And replaced with:

- A copy of the Year-End Statistical Report for the Information and Privacy Commissioner be posted on the website.*

As stated in the correspondence, the Municipality has been commended for undertaking a number of initiatives to improve transparency of information. Staff will continue to undertake additional initiatives as required by Legislation, through Policies adopted by Council, i.e. Communication Policy, and through those identified by Council and recommended to Council.

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| EXISTING POLICY: A09-01822 MFIPPA |
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| STRATEGIC GOAL: Excellence in Government |
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| FINANCIAL COMMITMENT: \$0 |
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| BUDGETED: NA | Yes | No |
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| IMPLEMENTATION: Clerk's Office |
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Prepared By:

Paula Roque

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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 |

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:



Information and Privacy
Commissioner of Ontario
Commissaire à l'information
et à la protection de la vie privée de l'Ontario

VIA REGULAR AND ELECTRONIC MAIL

December 22, 2016

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

Dear Ms. Roque,

Thank you for your letter requesting clarification of Order MO-3049 and publishing information on your website. You had asked whether paragraph 74 of this Order obligates the Town of Espanola to publish freedom of information (FOI) requests and responses online, and how the Town should approach publication of these materials, if it is required.

There is no obligation, in legislation or stemming from this Order, to publish all FOI requests and responses on your website. I understand the comment in paragraph 74 as merely a suggestion to help improve transparency and reduce work load associated with frequent or repeat requests. For example, if your office receives multiple requests for the same document, such as cheque registers, you may be able to save time and effort by proactively publishing those documents on your website before a request comes in.

Should you decide to proceed with developing a policy that requires the publication of all FOI requests and responses, you must be aware of the responsibilities associated with this publication. All personal information must be redacted prior to publication. This will include not only identifying information, such as name and contact information, but also any other information that may be utilized, either alone or with other information, to identify an individual. A recent example in Sudbury demonstrates that publication of FOI responses is possible, but care must be taken to ensure that personal information is appropriately protected: <https://www.sudbury.com/local-news/city-violated-privacy-rules-in-handling-87-foi-requests-490699>.

In addition to personal information, there may be other types of information that you may not want to publish online including information subject to the mandatory exemption in section 10 of the *Municipal Freedom of Information and Protection of Privacy Act*. For further information, you should consult with your legal counsel.

I understand that your office has undertaken a number of initiatives to improve transparency of information, and I commend you on those efforts. Proactive disclosure of information on your



2 Bloor Street East
Suite 1400
Toronto, Ontario
Canada M4W 1A8

2, rue Bloor Est
Bureau 1400
Toronto (Ontario)
Canada M4W 1A8

Tel: 416-326-3333
1-800-387-0073
Fax/Télé: 416-325-9195
TTY: 416-325-7539
www.ipc.on.ca

website is an excellent way to improve transparency and work towards a more open and accountable government. We have some guidance materials that may be of use to you as you continue to consider ways to improve transparency and the efficiency of your access to information process:

- Routine Disclosure/Active Dissemination (RD/AD) of Government Information:
https://www.ipc.on.ca/wp-content/uploads/Resources/up-num_22.pdf
- Routine Disclosure/Active Dissemination: A Best Practice in the City of Mississauga:
<https://www.ipc.on.ca/wp-content/uploads/Resources/mrdad-e.pdf>
- Enhancing Access to Information: RD/AD Success Stories:
<https://www.ipc.on.ca/wp-content/uploads/Resources/success.pdf>
- Transparency, Privacy and the Internet: Municipal Balancing Acts:
<https://www.ipc.on.ca/wp-content/uploads/Resources/2015-municipal%20guide-public%20discl-access.pdf>

If you have any further questions, or if we can be of assistance in any way, please contact Christine Bolton, Policy Analyst, at christine.bolton@ipc.on.ca or 416-325-9160.

Sincerely,



Renee Barrette
Director of Policy

| | |
|--|--------------------------|
| Department: Administration | Policy Number: A09-01822 |
| Subject: Freedom of Information and Protection of Privacy Policy | Effective Date: 15/09/08 |
| Bylaw No: | Revision Date: 160207 |
| | Version #: 2± |

Policy:

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) came into effect on January 1, 1991. The legislation applies to all municipalities in Ontario and to various other local government institutions. A copy of the Act can be retrieved at <http://www.ontario.ca/laws/statute/90m56>.

The Town of Espanola is committed to protecting the privacy and confidentiality of personal information while also providing the right of access under MFIPPA.

Purpose:

To establish procedures in responding to a request received under MFIPPA.

Scope:

All records in the custody or under the control of Town of Espanola. S 2(3)

Guiding Principles

The Town of Espanola promotes accountable and transparent government:

- * Records should be available to the public;
- * Individuals should have access to their own personal information;
- * Exemptions to access should be limited and specific;
- * Institutions should protect the privacy of individuals with respect to personal information held by institutions.

Roles & Responsibilities:

The head of the institution for purposes of MFIPPA is designated by bylaw. The FOI Coordinator is responsible for:

- a) Administering the Act, including tracking requests, statistical reporting and adherence to legislative requirements;
- b) Adhering to time limits and notification requirements;
- c) Considering representation from third parties;
- d) Providing a response to access requests;
- e) Determining the method of disclosure;
- f) Responding to requests for correction of personal information;
- g) Calculating and collecting fees;
- h) Where necessary, defending decisions made under the Act at an appeal;
- i) Identifying and reporting all privacy breaches;

Department Managers shall be responsible for becoming familiar with this policy, the guidelines and assist in the FOI request process as required.

The FOI Coordinator must submit an annual statistical compliance report to the IPC summarizing;

- a) The number of requests;
- b) Processing time;
- c) Number of times information was withheld or denied and what exemptions were applied
- d) Fees collected; and
- e) Number of personal information correction requests

Process:

- * Fees charged will be in accordance with MFIPPA and related regulations.
- * Requesters must complete the Request Form available from the Municipal Office, online at www.espanola.ca or write a letter stating that they are asking for access to records under the Act.
- * The fee that must applicable fee must be paid for all requests. Cheques should be made payable to "the Town of Espanola".
- * A numbering system with reference to the applicable year and the number of requests received will be utilized.
- * The FOI Coordinator will respond in accordance with the Act.
- * ~~An electronic copy of all requests and related responses will be posted on the website.~~
- * ~~A copy of the Year-End Statistical Report for the Information and Privacy Commissioner be posted on the website.~~

References:

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

R.R.O. 1990, Reg. 823: GENERAL

Obtain a copy of the Information and Privacy Commissioner's Mini-Guide to Municipal Freedom of Information and Protection of Privacy Act at
<https://www.ipc.on.ca/Images/Resources/municipal%20guide-e.pdf>

DRAFT



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2765/17

**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: January 24, 2017 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 14th day of February 2017.

Ron Piche
Mayor

Paula Roque
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: Emergency Management

DATE: 1/25/17

ITEM: Evacuation Agreement between Espanola and Sables-Spanish Rivers

RECOMMENDATION: That Council approve the evacuation agreement between Espanola and the Township of Sables-Spanish Rivers for hosting evacuees.

BACKGROUND: The Community Emergency Management Coordinators for both municipalities drafted a potential agreement to assist each other if there ever was a need to host residents from the other community during an emergency.

ANALYSIS: These agreements are good to have in place ahead of time, so all parties understand their roles up front.
The Township of Sables-Spanish Rivers has already signed this agreement.

EXISTING POLICY: None just recommended practice.

STRATEGIC GOAL: Have these agreements in place with surrounding towns.

FINANCIAL COMMITMENT: None

BUDGETED: N/A Yes No

IMPLEMENTATION: 2017

Prepared By: C.E.M.C.

Department Manager: Mike Pichor

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments:



The Corporation of the Town of Espanola

Bylaw No. 2766/17

**Being a Bylaw to Execute An Agreement
Between the Town of Espanola and
Sables-Spanish Rivers**

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

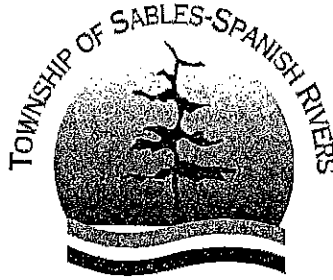
1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and Sables- Spanish Rivers for the Provision of Emergency Assistance.
2. That the agreement shall be attached to and become part of the bylaw.

**Read a first, second and third time in open Council on this 14th day of February,
2017,**

Ron Piche
Mayor

Paula Roque
Clerk

11 Birch Lake Road
Massey, ON
P0P 1P0



Telephone: (705) 865-2646
Fax: (705) 865-2736
E-Mail: inquiries@sables-spanish.ca
Web Site: www.sables-spanish.ca

DEC 21 2016

December 19, 2016

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

Attn: Cynthia Townsend, CAO

Dear Cynthia,

Further to correspondence from Jeff Edwards, our Community Emergency Management Coordinator, please find enclosed two copies of the agreement relating to provisions for emergency services.

If you could have these signed and return one copy to this office for our file it would be appreciated.

Yours truly,

Kim Sloss
Clerk-Administrator

THIS AGREEMENT MADE THIS _____ DAY OF _____

BETWEEN:

THE CORPORATION OF THE TOWN OF ESPANOLA (TOWN)

- and -

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS (TOWNSHIP)

WHEREAS, Espanola the (Town) or Sables-Spanish Rivers the (Township) may declare a state of emergency pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 (the "Act");

AND WHEREAS, the evacuation of some or all of the residents of the **Township** or the **Town** may become necessary in the future on very short notice;

AND WHEREAS, section 13 of the *Act* makes provision for the council of a municipality to enter into an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment, or materials during an emergency;

AND WHEREAS, both the **Town** and the **Township** recognize that the health, safety and welfare of people are the first priority in the event of an emergency;

AND WHEREAS, the **Town** or the **Township** has been asked to assist the other municipality with the potential reception of evacuees including the provision of emergency lodging, to the extent it is able to do so;

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 a large-scale evacuation of the Town or the Township becomes necessary due to any threat.

B. PROVISION OF EMERGENCY ASSISTANCE

2. If and when an evacuation of the residents of some or all of one of the municipalities becomes necessary, the other municipality hereby agrees to render assistance as follows:
 - (a) to make available the use of the recreation facility/community centre and/or equipment to house or otherwise process, register and assist evacuees;
 - (b) to provide municipal personnel as are necessary to maintain and operate facilities and/or equipment; as part of the normal operations.
 - (c) such other assistance as the parties may agree upon.

C. USE OF FACILITIES & EQUIPMENT

3. The Town and the Township 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 host municipality.

D. STAFFING

5. While any municipal facility is in use under the terms of the agreement:
 - (a) The host municipality 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) The requesting municipality 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 activities for the evacuees and volunteers.

E. DILIGENCE AND CARE

6. The requesting municipality and other parties having authority to use the host municipality's 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.
7. Upon termination of use by either party, both parties shall inspect the facility and make note of any damage, deficiencies or other such factors resulting from the use of said facility.

F. INDEMNITY

8. Both municipalities hereby agree to save harmless and indemnify each other, 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 either municipality 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 either municipality or its agents, employees, contractors or representatives; and
 - (b) claims, demands or causes of action by any other person or persons using facilities or host services of any kind from either municipality.
 - (c) a certificate of Insurance naming the Corporation of the Town of Espanola and the Township of Sables-Spanish Rivers as an additional insured in the amount of not less than \$5 million of general liability insurance shall be provided to the Town and the Township on an annual basis.

G COSTS

9. The parties hereby acknowledge and agree that both the Town and the Township will incur costs as a result of any evacuees being received by either municipality.
10. Both parties agree that any costs and/or expenses shall only ever be recovered from the other party, under this agreement or otherwise, on a cost recovery basis.
11. In the event either municipality is asked to receive evacuees and/or provide emergency services to the other municipality, the parties acknowledge and agree that either municipality may receive funding under the *Act* or other provincial and/or federal emergency/disaster programs.
12. Both municipalities agree to remit any funds received under the *Act* or other provincial and/or federal emergency/disaster programs related to the reception of evacuees in either municipality to the host municipality upon receipt.
13. Nothing in this agreement shall preclude either municipality 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 either municipality.

H VOLUNTEERS

14. Individual volunteers, service clubs or volunteer groups and agencies such as the Red Cross, Salvation Army or St. John Ambulance who are engaged by either municipality to manage or assist with the operation of reception centers or otherwise shall be considered agents of the municipality who commenced the engagement.

I TERMINATION

15. 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.

J SUCCESSORS AND ASSIGNS

16. 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.
)
)
)

CORPORATION OF THE TOWNSHIP
OF SABLES-SPANISH RIVERS
(TOWNSHIP)

) 
) _____
) Mayor

) I have authority to bind the Corporation.
)
)
)
) _____

) 
) _____
) Clerk-Administrator

) I have authority to bind the Corporation.
)
)
)

| | |
|------------------------------------|--------------------------|
| Department: General Administration | Form Number: A99-Q1371 |
| Subject: Departmental Report | Effective Date: 06/05/17 |
| Policy No: | Revision Date: 08/04/27 |
| Bylaw No: | Version #: 2 |

JAN 23 2017

DEPARTMENTAL REPORT

| | |
|---|---------------------------------|
| DEPARTMENT: POA | MONTH: November - December 2016 |
| Project Status: | |
| <p>191 new charges were received in Espanola in November. 242 new charges were received in Elliot Lake in November.</p> <p>107 new charges were received in Espanola in December. 92 new charges were received in Elliot Lake in December.</p> <p><u>(Please see attached charts for comparison to previous years)</u></p> <ul style="list-style-type: none"> • For the month of November, there was 1 special POA court in Espanola, 2 regular POA courts in Blind River and 1 regular POA court in Elliot Lake. • For the month of December, there were 2 POA courts in Espanola and 1 in Blind River and 1 in Elliot Lake. <p>A Court Security Advisory Committee was held in Elliot Lake. <u>Draft Minutes attached</u></p> | |
| Complaints / Compliments: | |
| Employee Status: | |
| Visitors: | |

Department Manager: C. Heyden Submitted on: Jan. 23/17

POA Charges Received for Espanola

| | January | February | March | April | May | June | July | August | September | October | November | December | Year and Total | 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 | 191 | 107 | 2959 | 247 |

POA Charges Received for Elliot Lake

| | January | February | March | April | May | June | July | August | September | October | November | December | Year End Total | Average of Month |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|----------------|------------------|
| 2012 | 182 | 233 | 336 | 294 | 198 | 277 | 235 | 308 | 473 | 319 | 134 | 183 | 3172 | 264 |
| 2013 | 256 | 177 | 356 | 324 | 276 | 393 | 413 | 407 | 326 | 411 | 318 | 266 | 3923 | 327 |
| 2014 | 323 | 250 | 413 | 341 | 480 | 426 | 368 | 392 | 254 | 331 | 139 | 334 | 4051 | 338 |
| 2015 | 195 | 208 | 301 | 343 | 225 | 367 | 349 | 320 | 286 | 281 | 167 | 178 | 3220 | 268 |
| 2016 | 172 | 221 | 326 | 251 | 290 | 308 | 328 | 335 | 216 | 293 | 242 | 92 | 3074 | 256 |

| Types of charges received 2016 Elliot Lake | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| | 242 | 508 | 513 | 530 | 544 | 551 | 552 | 554 | 565 | 570 | 580 | 581 | 725 | 763 | 766 | 789 | 850 | 894 | BLO | BLP | HTA | LLA | TOTAL |
| January | | 10 | | 4 | 2 | | 3 | 2 | | | | | | | | 5 | 1 | | 1 | | 139 | 5 | 179 |
| February | | 19 | | 1 | 11 | | | | | | | | | | | | | | | 3 | 175 | 12 | 224 |
| March | | 19 | | 7 | 3 | | 12 | 9 | | | | | | | | 3 | | | 3 | 5 | 248 | 17 | 326 |
| April | | 23 | | 3 | | | 1 | | | | 1 | | | | | | | | 3 | 3 | 214 | 3 | 254 |
| May | 1 | 13 | | 5 | | | 3 | 6 | 2 | | | 3 | 1 | | | | | | 9 | 244 | 3 | 290 | |
| June | 1 | 19 | | 5 | | 2 | 3 | 2 | | 3 | | | | | | | | | 5 | 2 | 262 | 4 | 308 |
| July | | 19 | | 7 | 3 | | | | | 2 | | 4 | | | | | | | 1 | 1 | 284 | 7 | 328 |
| August | 2 | 25 | | 6 | | | 5 | 1 | | 1 | | 1 | | | | | | | 3 | 4 | 279 | 8 | 385 |
| September | | 6 | | 9 | | | 4 | | | | | 1 | | 3 | | | | | 2 | 2 | 185 | 4 | 246 |
| October | | 15 | | 12 | | | 2 | 2 | 2 | | | | 1 | 7 | 1 | | | | 1 | 4 | 243 | 3 | 293 |
| November | | 17 | 1 | 5 | | | 2 | | | | | 1 | | 6 | | 5 | | 2 | 2 | | 195 | 6 | 242 |
| December | | 6 | | 2 | | | | | | | | 1 | | | | | | | 1 | 3 | 78 | 1 | 92 |

| | |
|---|--|
| 242 Small Vessels Regulation | 725 Forest Fires Prevention Regulation |
| 508 Compulsory Automobile Insurance Act | 763 Fish & Wildlife Conservation Act |
| 513 Dangerous Goods Transportation Act | 766 Fish & Wildlife Conservation Regulation |
| 530 Highway Traffic Regulation | 789 Ontario Society for the Prevention of Cruelty to Animals |
| 544 Motorized Snow Vehicle Act | 850 Ontario College of Trades and Apprenticeship Act |
| 551 Occupational Health & Safety Act | 894 Smoke Free Ontario Act |
| 552 Off Road Motor Vehicle Act | BLO By-laws (other) |
| 554 Ontario Fishery Regulation | BLP By-laws (parking) |
| 565 Provincial Offences Act | HTA Highway Traffic Act |
| 570 Public Lands Act | LLA Liquor Licence Act |
| 580 Tobacco Tax Act | |
| 581 Trespass to Property Act | |

Draft Minutes

Court Security Advisory Committee
Tuesday, November 1st, 2016 @ 1430 hours
Victim Witness Assistance Program Office
Suite 304, 31 Nova Scotia Walk
Elliot Lake, Ontario

Attendees:

| | |
|--|--|
| S/Sgt. Tyler Sturgeon, Operations Manager Ontario Provincial Police, NE Region, East Algoma Detachment | Tyler.Sturgeon@opp.ca |
| Sgt. Suzanne Gordon, Administrative Sergeant Ontario Provincial Police, NE Region, East Algoma Detachment | Suzanne.N.Gordon@opp.ca |
| Christine Desjardins, Operations Manager Provincial Offences Office | cdesjardins@espanola.ca |
| Kelly A. Weeks, Crown Attorney Ministry of the Attorney General | Kelly.Weeks@ontario.ca |
| Marc Boissonneault, Manager, Court Operations Ministry of the Attorney General | Marc.Boissonneault@ontario.ca |
| Douglas Elliott, Algoma Defense Lawyers Association (via Teleconference 1430 – 1440 hours) | de Elliott@cambridgello.com |
| Jacqueline Wood, Manager, Victim & Vulnerable Persons Ministry of the Attorney General | Jacqueline.Wood@ontario.ca |
| Robert Villeneuve, Justice Ontario Court of Justice | Robert.Villeneuve@ocj-cjo.ca |
| Joey Lagace, Court Services Ministry of the Attorney General | Joey.Lagace@ontario.ca |
| Kathleen Bryant, Justice of the Peace Ontario Court of Justice (via teleconference 1440 hours) | Kathleen.Bryant@ocj-cjo.ca |

Recorder:

| | |
|---|--|
| Bonnie deBortoli, Detachment Administrative Clerk Ontario Provincial Police, NE Region, East Algoma Detachment | Bonnie.deBortoli@opp.ca |
|---|--|

Purpose: To review and provide input into the Draft Court Security Plan 2016 which was circulated prior to meeting.

Draft Minutes

Doug Elliott (via teleconference at 1430) advised that he would be unable to attend the meeting in its entirety as he was currently waiting to board a flight however wanted to add a few comments before he had to leave:

- Draft Document is well done
- Only issue is with some terminology "*Describe location in which meetings between lawyers and prisoners occur*" should read "shall" not "may" as the Privacy Principle should be accorded and not at the discretion of security. There is a need to avoid tension between Counsel and Security and the "Risk of Harm" issue needs to be addressed, but presumption should be privacy.

Justice Bryant (via teleconference at 1440) commented:

- Draft Version is well done with good layout
- "*Describe proximity of justice to prisoner*" needs some wording changes to reflect more accurate description of the location of Justice

MEETING COMMENCED: 1445 HOURS

Round Table Introductions were conducted. Marc then gave an overview of the process for the discussion/review of Elliot Lake and Blind River Court Security Plan.

ELLIOT LAKE COURT HOUSE

- Tyler explained that he attempted to streamline the document by removing mundane verbage and emphasized that it is meant to be a dynamic document.
- Jacqueline noted that there are no references to VWAP in the document. Risk Threat Assessment done in Sault Ste. Marie resulted in numerous suggestions/needs referencing office security, witness protection, staff protection. From time to time there are needs so an additional heading near "*Mental Health Worker Available*" could be included. ***Additional Information provided by Jacqueline Wood: VWAP Office is located in close proximity to the courthouse. The Elliot Lake VWAP office has one staff member working alone who provides dedicated case management support to the Courts including meetings with the most vulnerable victims and witnesses of violent crimes. VWAP is only equipped for basic office security and has no on-site presence of Police Officers or contract security as do others in the Court Complex. From time to time, VWAP may require the assistance of the Elliot Lake OPP Service in court security for the protection of witnesses or the movement of court participants to attend proceedings nearby.*
- Tyler added that the VWAP staff can also bring any needs up to the attention of the Court Officer. There is a secure cell/holding room at the Elliot Lake location to alleviate concerns and Officers are ALWAYS in attendance when prisoners are present.

"Describe prisoner escort procedures (when/where/how prisoners are brought in and out of building"

- Joey expressed concerns about cameras in the waiting area in the courthouse. Cell cameras were hooked up to Elliot Lake Detachment once upon a time but haven't been used lately and not certain where they're linked. Camera at the front would be beneficial when staff is working alone to address threats, allegations and act as a deterrent; Marc advised that waiting area should have cameras pointed at staff.

Draft Minutes

- There are security elements at the VWAP office that could perhaps be tied into the front Court Office; Jacqueline advised they have the ability to see who's at the door without approaching. ****Potential for funding will be researched by Marc****
- Chubb Alarms are in place at the courthouse for immediate response.
- Multiple prisoners have multiple guards and the Court Officer relays significant information to the Administrative Sergeant.
- Elliot Lake transports in-custody accused so we are always aware of the numbers.
- Sallyports at Elliot Lake Detachment and at the Court House are all good.

"Alarms (Fixed within building or portable hand-held device)"

- Two (2) Panic Buttons in Courthouse. Need to be familiar with location of Alarm Buttons; standard for Clerk and Judge, potential problems for POA Court. ****Should be moved to area of all reaches****
- Panic Buttons currently in place for Clerk, Judge, Jury Room, VWAP, Crown and Training Room
- Correct verbage in this section, i.e. Justice of the Peace office (no plural required)
- Interview Rooms, Crowns Office, Defence Interview Room, Judge's Office, VWAP – Confirm if there is there an accessible Panic Button at these location and make sure everyone is aware of their existence. Public Rooms do not require Panic Buttons

"Operations (Court Security Responsibility)"

- Civilian Court Officer in consultation with, and supervision by, Administrative Sergeant oversees and ensures court security arrangements
- Justice Villeneuve advises this system works well on a monthly basis and there is always an armed officer present
- Needs assessment is currently being done by Special Constable GAGNON as per Sgt. Gordon
- Joey added that Family and Small Claims Courts sometimes have issues and this can often be the most volatile as often we are dealing with elevated emotions. It is important that the officers arrive fifteen (15) minutes in advance as the doors cannot be unlocked until an officer is available ****This will be addressed by S/Sgt. Sturgeon****
- POA Court has not been an issue as there are generally many Officers present. Often it is known in advance if there is potential for a volatile situation and proactive measures can be taken
- First Appearances, short staffing periods, volatile situations are seldom an issue as Satellite Officers are generally aware of the concerns and will remain at Court; Officers never just leave but there have been occasions where the back door has been left unattended
- Future notice of "red flag" situations is always good
- Blind River court configuration is pretty tight and Crown is pretty close to the Bar. Perhaps look at another door to allow access entry, perhaps an in/out swinging door for witnesses and court officers
- Metal Detectors and Introduction of random wandling will require Officer training; discussion on signage, no legal requirement but standardized wording is in the works. Wands have been provided to Officers; there are two (2) types of wands, lack of consistency between locations for training purposes. OPP has supplied wands to Blind River, but none in Elliot Lake? JOPIS (Justice Officials Protection & Investigations Section Equipment Agreement) will be investigated for funding of wands for Elliot Lake.
- It was decided that a random wand security check would be scheduled for November utilizing two officers (to eliminate congestion) as recommended by Justice Villeneuve. ****Sgt. Gordon will**

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coordinate training of officers and establish a schedule for "random" wandering as well as when there is a real or perceived risk**

"Sign-in Book for Lawyers" Not Required

"Handcuffing/Shackling Policy"

- Positions/decisions made on circumstances and security is in the hands of the Police and should be left to the discretion of the Police Officer (Justice Bryant)

"Prisoner Search" Do not take place in the Court House

"DNA Sampling"

- Attempts will be made to get them taken the same day as Court (many people do not live in the communities so it would require undue travel to reattend on)
- Five (5) additional personnel just trained to take DNA Samples: 3 Elliot Lake, 3 Blind River and 1 for Thessalon

"Mental Health Workers"

- Always present in both areas for 1st Appearances and then as scheduled thereafter, as per Justice Villeneuve
- Perhaps VWAP information could be included in this area

"Prisoner Escort Procedures"

- Preference is to move prisoners back over to Detachment when they are no longer required in Court
- General verbage correction in this area
- Benches from Sault Ste. Marie could be moved to Blind River to replace chairs (Marc)

"Layout of Court Proceedings"

- Justice doesn't sit in the centre of the Court Room – correct to say "centre front" for more accurate description
 - Court House Reception effective immediately will be shut down during lunch, so the Public Counter will be locked and lights off. Front Door will not be locked in order to allow access to the Court Room.
 - Access to back/front of Court Room will now be gained utilizing access cards and keys so we need to establish how many key/cards are required by Officers; process to be determined, i.e. Keys/Cards in every cruiser?
 - Fire Evacuation Procedure at Court Office should be reviewed and evaluated annually or as issues arise. Discussion on fire alarm pull stations, deactivated magnetic doors, fire alarm system is "whole building", strike release/hit button to allow access to Police responders
- **Marc will review with Vipond to ensure the process is proper and effective**

BLIND RIVER COURT HOUSE

- Court Room panic buttons no longer connected to Blind River OPP
- Officers all have panic buttons

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- Review needed to confirm functionality of panic buttons with appropriate recommendations for working panic buttons at Blind River Court House **Sgt. Gordon will address this issue**
- Justice Villeneuve has button at his desk but unsure if it is operational; will test it next week
- Considerable discussion ensued with regard to "room in back hall" and what it is currently being used for, and whether it could be put to better use
- Current facility has its' shortcomings and municipal office is looking at improvements/changes, at one time Lakewood Plaza was being considered, not sure if that is still on the table.
- Blind River Court generally has better security with uniformed officers; Court Officer is a Police Officer and he also does security checks prior to and after, i.e. washrooms, etc.
- Joey Lagace should be added as a contact person
- Considerable discussion on CCTV Camera requirements (in small room), Duty Counsel uses space, concerns with sound transfer between spaces in Blind River, Clerks don't require a room as they have their workstation in the courtroom
- Key issues in Blind River for access to building needs to be addressed; would be good to have one (1) key that could be utilized to access all doors

CLOSING REMARKS

General Consensus around the Table is that Draft Security Plan just requires some reworking with suggestions gathered throughout the meeting.

MEETING CONCLUDED: 1620 HOURS

JOINT HEALTH & SAFETY MEETING MINUTES

Thursday, January 5th, 2017

9:00 a.m.

Upstairs – Fire Hall

Present:

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

Recording Secretary: A. Duguay

Co-Chair Dave Parker presided over the meeting. The meeting was called to order at 9:01 A.M.

Acceptance of Minutes:

1. T. Smith – B. Stewart

THAT: The Joint Health & Safety Committee hereby approves the minutes of the December 8th, 2016 meeting.

Motion carried.

Inspections:

December Inspections were completed by the Recreation Department. PWD had unchecked fire extinguishers which were updated on December 20, 2016. The Complex also had unchecked fire extinguishers and the Library has a roof leak as well as a burnt out exit light which have not yet been resolved. It was also mentioned during discussions that the Library has a stove that will be taken out of service due to ventilation issues. All other departments were hazard-free.

January inspections are to be completed by the Fire Department.

Other Reports:

Outstanding Issues: The Library's outstanding electrical issues have been resolved and inspected by ESA. No longer an outstanding issue.

Drug & Alcohol use policy – The Chair advised that he spoke to Administration and there is no specific policy separate from the discipline policy. The town will speak with the HR consultants.

Any Other Business: The year-end accident and injury summaries will be sent out to be completed for the February meeting.

Recognition Sub-Committee:

New Business: None.

Next Meeting: Thursday February 2nd, 2017 @ 9:00 A.M. – Fire Hall

Adjournment: **2. D. Sokoloski**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:06 A.M. Motion carried.



D. Parker, Co-Chair



W. Ashton, Co-Chair

**UNAPPROVED MINUTES – FIRST MEETING
SUDBURY & DISTRICT BOARD OF HEALTH
SUDBURY & DISTRICT HEALTH UNIT, BOARDROOM
THURSDAY, JANUARY 19, 2017, AT 1:30 P.M.**

BOARD MEMBERS PRESENT

Maigan Bailey
Robert Kirwan
Paul Myre
Mark Signoretti

Janet Bradley
René Lapierre
Ken Noland
Carolyn Thain

Jeffery Huska
Richard Lemieux
Rita Pilon

BOARD MEMBERS REGRETS

Stewart Meikleham

STAFF MEMBERS PRESENT

Megan Dumais
Rachel Quesnel

Nicole Frappier
Dr. P. Sutcliffe

Stacey Laforest

R. QUESNEL PRESIDING

1.0 CALL TO ORDER

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

- i) Letter from the Sudbury & District Board of Health Chair to the Minister of Health and Long-Term Care dated December 21, 2016, Recommending Reappointment for Sudbury & District Board of Health member, J. Bradley

The Public Appointments Secretariat has been notified of J. Bradley's interest in a reappointment as a provincial appointee on the Sudbury & District Board given her term expires February 21, 2017. A letter of support for her reappointment has been submitted by the Board Chair.

2.0 ROLL CALL

3.0 REVIEW OF AGENDA / DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4.0 ELECTION OF OFFICERS

APPOINTMENT OF CHAIR OF THE BOARD

Following a call for nominations for the position of Chair of the Board, René Lapierre was nominated.

There being no further nominations, the nomination for the Sudbury & District Board of Health Chair for 2017 was closed. R. Lapierre accepted the nomination. The following was announced:

THAT THE Sudbury & District Board of Health appoints René Lapierre as Board for the year 2017.

R. LAPIERRE PRESIDING

APPOINTMENT OF VICE-CHAIR OF THE BOARD

Following a call for nominations for the position of Vice-Chair of the Board, Jeffery Huska was nominated.

There being no further nominations, the nomination for the Sudbury & District Board of Health Vice-Chair for 2017 was closed. Jeffery Huska accepted his nomination. The Board Chair announced:

THAT the Sudbury & District Board of Health appoints Jeffery Huska as Vice-Chair for the year 2017.

APPOINTMENTS TO THE BOARD EXECUTIVE COMMITTEE

Following a call for nominations for three positions of Board Member at Large to the Board Executive Committee, Paul Myre, Janet Bradley, Mark Signoretti, and Ken Noland were nominated.

There being no further nominations, the nominations for the Board Executive Committee for the year 2017 was closed. The four nominees accepted their nominations. A paper vote was conducted and results handed to the Chair. The Chair announced:

THAT the Sudbury & District Board of Health appoints the following individuals to the Board Executive Committee for the year 2017:

- 1. Paul Myre, Board Member at Large***
- 2. Janet Bradley, Board Member at Large***
- 3. Ken Noland, Board Member at Large***
- 4. René Lapierre, Chair***
- 5. Jeffery Huska, Vice-Chair***
- 6. Medical Officer of Health/Chief Executive Officer***
- 7. Director, Corporate Services***
- 8. Secretary Board of Health (ex-officio)***

APPOINTMENTS TO THE FINANCE STANDING COMMITTEE OF THE BOARD

Following a call for nominations for three positions of Board Member at Large to the Finance Standing Committee of the Board, Carolyn Thain, Mark Signoretti, and Paul Myre were nominated.

There being no further nominations, the nominations for the Finance Standing Committee of the Board for the year 2017 was closed. The three nominees accepted their nominations. The Chair announced:

THAT the Sudbury & District Board of Health appoints the following individuals to the Finance Standing Committee of the Board for the year 2017:

1. ***Carolyn Thain, Board Member at Large***
2. ***Mark Signoretti, Board Member at Large***
3. ***Paul Myre, Board Member at Large***
4. ***Medical Officer of Health/Chief Executive Officer***
5. ***Director, Corporate Services***
6. ***Manager, Account Services***
7. ***Secretary Board of Health***

5.0 DELEGATION / PRESENTATION

i) No Time to Wait: Healthy Kids in the Sudbury and Manitoulin Districts Report Card Progress Update

- Paula Ross, Public Health Nutritionist, Nutrition Physical Activity Action Team, Health Promotion Division

Today's presentation was to provide Board members with an update on the progress the SDHU has made over the last three years since the release of its *No Time to Wait: Healthy Kids in the Sudbury and Manitoulin Districts Report Card* in 2013 and to highlight next steps. Copies of the 2013 report card were available for the Board members next to the Boardroom display.

P. Ross began by noting that childhood obesity is a complex health issue that has major implications for society.

Board members were reminded that in 2012, the provincial government struck a Healthy Kids Panel (HKP) that consisted of multi-sectoral experts to inform the development of a strategy that would reduce childhood obesity in Ontario by 20% over five years. The SDHU was extremely proud to have Dr. Sutcliffe participate on the HKP as the only local public health representative. Following the release of the HKP recommendations in 2013 which included a comprehensive three-pronged strategy, the SDHU undertook a process of self-reflection and evaluated its efforts and actions against the HKP recommendations through a *Healthy Kids in Sudbury and Manitoulin Districts* report card with a resulting Grade B.

Key SDHU actions that have taken place since the release of this local report card were outlined. These focus on starting all kids on the path to health, changing the food environment, and creating healthy communities. In order to have the greatest positive impact on child health, concerted, coordinated and collaborative efforts across all sectors of society have been important.

Over the next 2-3 years, the SDHU will continue to work with community partners and encourage their involvement in a community wide evaluation that will be more comprehensive and inclusive.

Questions were entertained and P. Ross was thanked for her presentation.

6.0 CONSENT AGENDA

There were no consent agenda items identified for discussion.

- i) Minutes of Previous Meeting**
 - a. Eighth Meeting – November 24, 2016
- ii) Business Arising From Minutes**
 - None
- iii) Report of Standing Committees**
 - None
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
 - a. MOH/CEO Report, January 2017
- v) Correspondence**
 - a. **Association of Municipalities of Ontario (AMO) and Alcohol Policy**
 - Correspondence from the Northwestern Health Unit to aPHa dated November 1, 2016
 - b. **2016 Ontario Public Health Standards Modernization Review**
 - Letter from the Board of Health for Grey Bruce Health Unit to the Ontario Public Health Standards Modernization Committee and Executive Steering Committee dated November 25, 2016
 - c. **Bill 5 – Greater Access to Hepatitis C Treatment Act, 2016**
 - Letter from the Board of Health for Peterborough Public Health to the Minister of Health and Long-Term Care dated November 28, 2016

d. Oral Health Programs for Low-Income Adults and Seniors

- Letter from the County of Lambton Board of Health to the Minister of Health and Long-Term Care dated December 8, 2016

e. Nutritious Food Basket

- Email from the Premier of Ontario to Dr. Sutcliffe dated November 22, 2016
- Letter from the North Bay Parry Sound District Board of Health to the Ministers of Health and Long-Term Care, Community and Social Services as well as Housing, Poverty Reduction Strategy dated November 25, 2016
- Letter from the Durham Region Health Unit to the Premier of Ontario dated December 14, 2016
- Letter from the Township of Nairn and Hyman to the Premier of Ontario dated December 16, 2016, supporting the Sudbury & District Board of Health motion 50-16

f. Student Nutrition Programs

- Letter from the Durham Region Health Unit to the Prime Minister dated December 14, 2016

g. Marketing of Food and Beverages to Children, Support for Bill S-228 and Bill C-313

- Letter from the Durham Region Health Unit to the Prime Minister dated December 14, 2016
- Letter from Huron County Board of Health to the Federal Health Minister dated December 8, 2016
- Letter from Middlesex-London Board of Health to the Federal Minister of Health dated December 13, 2016

h. aPHa Update for 2017

- i. Email and 2017 aPHa Update from the North East regional representative on the Board of Health Executive/aPHa Board of Directors

i. Manitoulin Drug Strategy

- i. Letter from the Municipality of Central Manitoulin to the Sudbury & District Health Unit dated November 29, 2016

j. Health Hazards of Gambling

- i. Letter from the North Bay Parry Sound District Board of Health to the Minister of Health and Long-Term Care dated December 5, 2016

k. Immunization Program Funding

- i. Letter from the Huron County Board of Health to the Minister of Health and Long-Term Care dated January 5, 2017

vi) Items of Information

- a. alPHa Information Break December 8, 2016
January 10, 2017
- b. 2016 Financial Controls Checklist
- c. Report: *Board Learning and Information Session, Strengthening Indigenous Relationships* November 9, 2016

01-17 APPROVAL OF CONSENT AGENDA

Moved by Myre – Lemieux: THAT the Board of Health approves the consent agenda as distributed.

CARRIED

It was clarified that the financial control checklist was introduced by the Ministry as part of the 2015 Program Based Grant (PBG) process and submitted with the Board Chair's signature along with our 2015 PBG request. For 2016, the checklist was requested as part of our quarterly financial reporting. New to the process is the requirement to insert on the form the date of the Board meeting at which it is shared.

The objective of the checklist per Ministry is to provide boards of health with an informative tool to be assured of key internal controls. The financial controls checklist deals mainly with the day-to-day operating financial processes of the organization. It helps provide the board assurance that the organization has adequate financial controls in place and practice. It is being shared for the Board's information and will be brought forward to the next Board Finance Standing Committee in the context of its discussion of the organization's management financial policies and practices.

Board members are pleased to see the ongoing advocacy taking place throughout the province as it relates to all aspects of the nutritious food baskets.

Dr. Sutcliffe clarified that the immunization rates referenced in the January Board report are not lower than the numbers reported at the same time last year. End of season will be also be compared with last year's end of season.

7.0 NEW BUSINESS

- i) **Sudbury & District Board of Health Meeting Attendance**
- Summary – 2016

The Board attendance summary is shared with the Board on an annual basis for review and information and makes reference to the relevant Board policies. It was clarified that there is currently one provincial appointment vacancy.

ii) Board Survey Results from Monthly Board Meeting Evaluations

- 2016 Evaluation Summary Results

A roll up of the evaluation results from the regular Board meetings in 2016 is shared for information and discussion. There were no questions or discussion.

iii) 2016 Board Annual Self-Survey Results

- 2016 Board Self-Evaluation Summary Results

Every year, Board members are asked to complete a board self-evaluation survey which covers three components:

1. Individual Performance Compliance with Individual Roles and Responsibilities as a Board of Health member
2. Board of Health Processes Effectiveness of Policy and Process
3. Overall Performance of the Board of Health

Results are shared with the Board for information and discussion. There were no questions or discussion.

iv) Electronic Cigarettes Act

Dr. Sutcliffe noted that the proposed motion includes some background and has similar principles to the disclosure of tobacco-related enforcement activity.

**02-17 INCLUSION OF ELECTRONIC CIGARETTES ACT VENDOR
CONVICTIONS WITHIN EXPANSION OF PROACTIVE DISCLOSURE
SYSTEM**

Moved by Lemieux – Myre: WHEREAS the Minister of Health and Long-Term Care has requested that all boards of health make transparency a priority objective in business plans and develop reporting practices to make information readily available to the public; and

WHEREAS the Sudbury & District Board of Health is committed to public transparency; and

WHEREAS the Sudbury & District Board of Health endorsed motion 36-15 (Expansion of Proactive Disclosure System) at its September 17, 2015, meeting; and

WHEREAS, inclusion of enforcement-related activities pertaining to the Electronic Cigarettes Act (2015), would further improve transparency by enhancing public access to inspection findings;

THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health endorse the inclusion of enforcement-related activities pertaining to electronic cigarette vendors within the expanded proactive disclosure system; and

THAT the following be the Board policy on the release of enforcement and inspection information pertaining to the Electronic Cigarettes Act:

- 1. Charges: Statistical information on charges (i.e. no identifying information) is released to the Sudbury & District Board of Health at its regularly scheduled meetings.***
- 2. Convictions: Convictions related to electronic cigarette vendor infractions are posted on the Sudbury & District Health Unit website as soon as possible following the conviction and for a period of 12 months from the date on which the conviction was rendered.***
- 53. Requests for information not posted on website: Requests for information not posted on the website are considered on an individual basis in accordance with Health Unit policy and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA), and***

FURTHER THAT Board of Health Disclosure Information Sheet F-IV-10 be correspondingly updated.

CARRIED with friendly amendment

v) Anti-Contraband Tobacco Campaign

- Slide Deck by the Physicians for Smoke-Free Canada
- Algoma Board of Health Anti-Contraband Tobacco Campaign Resolution 2016-109 dated November 23, 2016

Dr. Sutcliffe noted that dense slides developed by the Physician for Smoke-Free Canada are being shared to inform the Board of the work that has been done in this area. The Algoma Board's resolution is also attached to today's agenda package.

Dr. Sutcliffe described the impacts of contraband tobacco campaigns and strategies from the tobacco industry.

03-17 ANTI-CONTRABAND TOBACCO CAMPAIGN

Moved by Myre – Lemieux: WHEREAS the Sudbury & District Board of Health has reviewed information indicating that recent anti-tobacco contraband campaigns from the National Coalition Against Contraband Tobacco and the Ontario Convenience Store Association were supported

by the tobacco industry with the intention of blocking tobacco excise tax increases and regulation of tobacco products generally; and

WHEREAS Ontario municipalities including the City of Greater Sudbury have endorsed such campaigns without being informed of tobacco industry support; and

WHEREAS municipalities within the SDHU service area are longstanding advocates for measures to protect the public from exposure to environmental tobacco smoke;

THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health advise area municipalities of this information and urge municipalities to not endorse tobacco industry supported campaigns; and

THAT the Sudbury & District Board of Health request municipalities to call on the Ontario Ministry of Finance to raise tobacco excise taxes and enhance enforcement activities designed to reduce the presence of contraband tobacco in Ontario communities; and

FURTHERMORE THAT this resolution be shared with municipal councils, local MPPs, the Ontario Ministry of Finance, the Association of Local Public Health Agencies, Ontario public health units, and the Ontario Campaign for Action on Tobacco.

CARRIED

vi) Cannabis Regulation and Control

- Letter from the Simcoe Muskoka District Health Unit to the Minister of Health and Long-Term Care dated December 15, 2016

Dr. Sutcliffe noted that there is the ability within the current legislative regulations to prescribe certain substances for which regulations would be applicable. The proposed motion advocates that these would be subject to the same restrictions as tobacco. It is felt to be an important control measure to protect health.

Discussion ensued regarding the possibility of municipalities establishing municipal by-laws prior to provincial measures being put in place, similar to the municipal tobacco by-laws being put in place prior to having provincial laws.

Further questions were entertained and the Board consented to a friendly amendment to include municipalities as community partner in the last paragraph.

04-17 CANNABIS REGULATION AND CONTROL

Moved by Thain – Pilon: WHEREAS the Final Report of the Task Force on Cannabis Legalization and Regulation, A Framework for the Legalization and Regulation of Cannabis, recommended to the federal government that

current restrictions on public smoking of tobacco products be extended to the smoking of cannabis products and to cannabis vaping products; and

WHEREAS the recently amended Smoke Free Ontario Act permits certain products and substances to be prohibited under the regulatory framework of the Act; and

WHEREAS Sudbury & District Board of Health motion #54-15 called for a public health approach to the forthcoming cannabis legalization framework, including strict health-focused regulations to reduce the health and societal harms associated with cannabis use; and

WHEREAS a public health approach focuses on high-risk users and includes strategies such as controlled availability, age limits, low risk use guidelines, pricing, advertising restrictions, and general and targeted prevention initiatives and allows for more control over the risk factors associated with cannabis-related health and societal harms; and

WHEREAS by prohibiting the smoking of all cannabis in all places where the smoking of tobacco is prohibited, children, youth and adults in our communities will result in reduced public and second-hand exposure to cannabis;

THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health call for the inclusion of marijuana (medicinal and recreational) as a prescribed product or substance under the Smoke Free Ontario Act; and

FURTHER THAT this resolution be shared with the Honourable Prime Minister of Canada, local Members of Parliament, the Premier of Ontario, local Members of Provincial Parliament, Minister of Health and Long-Term Care, Federal Minister of Health, the Attorney General, Chief Medical Officer of Health, Association of Local Public Health Agencies, Ontario Boards of Health, Ontario Public Health Association, the Centre for Addiction and Mental Health, and local community partners, including constituent municipalities.

CARRIED with friendly amendment

vii) Sugar Sweetened Beverages and Menu Labelling

- Position of Dietitians of Canada – Taxation and Sugar-Sweetened Beverages, February 2016

The proposed motion is a call to endorse a well researched position paper that addresses the impact of sugar-sweetened beverages on children. The motion also speaks to the effective practice of taxation and positive impacts of policies which aim

to decrease the consumption of sugar-sweetened beverages. The position statement effectively addresses potential critiques of increased taxation.

It was acknowledged that this is only one element of a comprehensive strategy that needs to be put in place to address obesity and, for today's motion, childhood obesity. Dietitians chose to develop this specific position statement knowing other strategies are as important and also being explored. It was pointed out that the Healthy Kids Community Challenge (HKCC) places a strong emphasis on the use of community water.

Dr. Sutcliffe referenced the Ontario Public Health Standards which establish the minimum requirements for fundamental public health programs and services to be delivered by Ontario's 36 boards of health. It is unknown whether the current review for the modernization of the OPHS will expand its reach to include elder programs/services.

**05-17 SUPPORT FOR THE POSITION OF DIETITIANS OF CANADA ON
TAXATION AND SUGAR-SWEETENED BEVERAGES AS PART OF A
COMPREHENSIVE HEALTHY EATING APPROACH**

Moved by Pilon – Noland: WHEREAS obesity results from a complex interaction of many factors including genetic, social and environmental; and

WHEREAS 32% of Canadian children and youth have excess weight or obesity; and

WHEREAS intake of sugar-sweetened beverages is one of the dietary factors leading to increased rates of overweight and obesity; and

WHEREAS children with high intakes of sugar sweetened beverages are 55% more likely to have obesity or excess weight in comparison to those with low intakes; and

WHEREAS available evidence suggests that policy efforts which decrease the consumption of sugar sweetened beverages have the potential to positively impact the health of Canadians; and

WHEREAS the Dietitians of Canada position statement on Taxation and Sugar-Sweetened Beverages identifies sugar-sweetened beverage taxation as a public health intervention with potential positive health impact, especially when combined with further policy efforts; and

WHEREAS Dietitians of Canada recommends that an excise tax of at least 10-20% be applied to sugar sweetened beverages sold in Canada; and

WHEREAS a number of influential Canadian national organizations support a tax on sugar sweetened beverages including the Association of Local Public Health Agencies, the Childhood Obesity Foundation, Heart and Stroke Foundation of Canada, Chronic Disease Prevention Alliance of Canada, and the Canadian Diabetes Association;

THEREFORE BE IT RESOLVED THAT the Sudbury & District Board of Health endorse the Position of Dietitians of Canada on Taxation and Sugar-Sweetened Beverages, and urge the federal government to implement an excise tax on sugar-sweetened beverages; and

FURTHER THAT copies of this motion be shared with key provincial and national stakeholders.

CARRIED

8.0 ADDENDUM

06-17 ADDENDUM

Moved by Noland – Pilon: THAT this Board of Health deals with the items on the Addendum.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

There are no declarations of conflict of interest.

i) Basic Income Pilot Survey

Board members are invited to complete the public consultation survey to reiterate the SDHU's strong support for the Ontario basic income pilot.

ii) Public Health Expert Panel

- Letter from the Minister of Health and Long-Term Care dated January 18, 2017
- Minister's Expert Panel on Public Health Mandate
- Expert Panel on Public Health: Panel Member Biographies

On January 28, 2017, the Minister of Health and Long-Term Care announced the establishment of the Public Health Expert Panel, its mandate and membership.

Dr. Sutcliffe recapped the events since the *Patients First: Action Plan for Health Care* was released in December 2015 which led to the passing of Bill 41: *The Patients First Act, 2016*.

There are 16 workstreams at the provincial level working through implementation which is expected to take place on May 1, 2017. Dr. Sutcliffe participates on the Public

Health Work Stream which is examining the Patients First Act as it relates to Boards, MOH and linkages with the LHIN.

One of four pillars of the Patients First initiative related to strengthening connections between population and public health and the rest of our health system, and establishing the expert panel on public health. The work of the Public Health Expert Panel will include a review of various operational models for the integration of public health into the broader health system and the development of options and recommendations that will best align with the principles of health system transformation, enhance relationships between public health, LHINs and other public sector entities and improve public health capacity and delivery.

The Minister has defined what will be within scope and out of scope for the Expert Panel which will be co-chaired by the Chief Medical Officer of Health.

Questions were entertained and the Board commented that it is unfortunate that the Expert Panel does not have northern Ontario representation.

9.0 IN CAMERA

07-17 IN CAMERA

Moved by Bailey – Thain: That this Board of Health goes in camera.

Time: 2:44 p.m.

CARRIED

- Labour relations or employee negotiations

10.0 RISE AND REPORT

08-17 RISE AND REPORT

Moved by Noland – Bailey: That this Board of Health rises and reports.

Time: 2:59 p.m.

CARRIED

The Board Vice-Chair reported that one labour relations/employee negotiations item was discussed. The follow in-camera motion was entertained upon the Rise and Report:

09-17 APPROVAL OF BOARD IN-CAMERA MEETING NOTES

Moved by Bailey – Noland: THAT this Board of Health approve the meeting notes of the November 24, 2016, Board in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

11.0 ANNOUNCEMENTS / ENQUIRIES

Board members were encouraged to complete the Board evaluation regarding today's Board meeting.

The date of alPHa symposium is February 23 to 24, 2017, in Toronto. Board members interested in attending are asked to contact R. Quesnel.

12.0 ADJOURNMENT

10-16 ADJOURNMENT

Moved by Myre – Lemieux: THAT we do now adjourn. Time: 2:55 p.m.

CARRIED

(Chair)

(Secretary)



CORPORATE SERVICES COMMITTEE

Moved By: *Bill Foster*

Date: February 7, 2017

Seconded By: *R. D. Piche*

Motion No.: 5

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

1. The water and Sewer rates increase by 1.25%.
2. The overall rate be amended to reflect a 55%/45% split for water & sewer respectively.

CARRIED ✓ DEFEATED

K. D. Piche
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 #6

| | | | |
|-------------|------------------------|-----------------|-----------|
| 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: January 25, 2017

ITEM: Water & Sewer Rates

RECOMMENDATION: Be it resolved that:

- 1) The water & sewer rates increase by 1.25%.
- 2) The overall rate be amended to reflect a 55%/45% split for water & sewer respectively.

BACKGROUND:

Residential water & sewer rates were last increased effective July 1, 2013. Since this time the residential rate has been \$98.68.

Effective December 2015, commercial and institutional rates were increased as a result of the water meter study that was received. These increases have been successful in offsetting the need for further residential increases throughout 2016.

The wastewater disposal costs have increased significantly with tipping fees now being paid to the City of Greater Sudbury, where there was no charge for tipping previously incurred.

When the Municipal Drinking Water Licence Financial Plan was submitted in 2015, it was predicted the municipality would need to increase rates at 2.25% per year to gain financial sustainability.

ANALYSIS:

The new residential rate will be \$99.91, with \$54.95 allocated to water user fees and \$44.96 allocated to wastewater/sewage fees.

This actually represents a \$9.60 decrease for water and a \$10.83 for wastewater charges to more accurately reflect actual cost allocations.

A new bylaw is expected when the commercial and institutional meters are in place and after a 6 - 9 month trial period. A new bylaw will most likely be effective for 2018.

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

EXISTING POLICY: Bylaw 2680/15 (to be repealed)

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: _____



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2764/17

**BEING A BYLAW TO AMEND THE TARIFF OF
FEES FOR WATER AND SEWER RATES**

WHEREAS Bylaw No. 2764/17 is to provide for the management, maintenance and regulation of the waterworks system of the Corporation of the Town of Espanola and for fixing the rates for supplying water and sewer service.

1. That Schedules "A" and "B" shall become part of this Bylaw.
2. That Bylaw No. 2680/15 is hereby repealed.
3. That this bylaw shall come into effect on March 1, 2017.

Read a first, second time and third time and finally passed in open Council on this 14th day of February 2017.

Ron Piche
Mayor

Paula Roque
Clerk



THE CORPORATION OF THE TOWN OF ESPAÑOLA

BYLAW NO. ____/17

SCHEDULE "A"

| | <u>Monthly Charges</u> |
|---|------------------------|
| 1) Each residential dwelling unit water & sewer | \$ 99.91 |
| 2) Each residential unit with only sewer or water | \$ 54.95 |
| | \$ 44.96 |
| 3) Motel/hotel | \$ 114.90 |
| a) each rental unit | \$ 10.53 |
| 5) Bar room or liquor lounges | \$ 114.90 |
| a) each toilet, urinal, bar sink, glass washer | \$ 7.90 |
| 6) Small store or office attached to dwelling and operated by occupant if dwelling | \$ 90.45 |
| 7) Small business operated out of business | \$ 99.91 |
| 8) Doctor's office | \$ 114.90 |
| 9) Dentist's office (each chair) | \$ 107.56 |
| a) each sink | \$ 7.90 |
| 10) Stores, offices, shops, banks | \$ 114.90 |
| a) each sink | \$ 7.90 |
| b) each toilet | \$ 7.90 |
| 11) Barber shops, beauty salons, health spa | \$ 114.90 |
| a) each chair | \$ 7.90 |
| b) each sink, shower | \$ 7.90 |
| c) each hot tub, steam room, sauna | \$ 26.33 |
| 12) Schools | \$ 144.24 |
| a) each toilet, urinal, shower, fountain, classroom sink, bradley basin | \$ 7.90 |
| b) underground sprinkler system | \$ 75.80 |
| 13) Hospitals | \$ 232.05 |
| a) each toilet, urinal, shower, bathtub therapy tub, kitchen sink, dishwasher, washing machine, laundry sink, slop sink | \$ 7.90 |
| 14) Bakeries | \$ 144.24 |
| 15) Garages and service stations | \$ 144.24 |
| a) each toilet, urinal, sink | \$ 7.90 |
| 16) Automotive car wash (each unit) | \$ 224.94 |
| 17) Laundries | \$ 163.80 |
| a) each washing or cleaning unit | \$ 7.90 |
| b) each toilet, urinal, laundry sink | \$ 7.90 |
| 18) Dry Cleaners | \$ 132.02 |
| a) each cleaning unit, pressing unit | \$ 7.90 |
| 19) Dairies | \$ 298.29 |

| | |
|---|-----------|
| 20) Greenhouses (commercial - each building unit) | \$ 114.90 |
| 21) Snack Bars (take out) | \$ 139.35 |
| 22) Restaurants | \$ 151.58 |
| a) each toilet, urinal, bar or counter sink tumbler, or washer | \$ 7.90 |
| 23) Golf Club, Curling Rink, Bowling Alley | \$ 127.13 |
| b) each toilet, urinal, shower, bar sink | \$ 7.90 |
| 24) Public Hall | \$ 127.13 |
| a) each toilet, urinal, shower, bar sink, tumbler washer, kitchen sink, dishwasher | \$ 7.90 |
| b) each ice making machine | \$ 7.90 |
| 25) Theatres | \$ 127.13 |
| a) each toilet, urinal, shower, bar sink | \$ 7.90 |
| 26) Day Care Centres | \$ 127.13 |
| a) each toilet, urinal, fountain, classroom sink, bradley basin | \$ 7.90 |
| 27) Apartment Buildings (each residential unit) | \$ 99.91 |
| a) multi-residential unit (8 or more units) | \$ 79.91 |
| b) each washing machine | \$ 7.90 |
| c) each laundry sink, public toilet | \$ 7.90 |
| 28) Industrial | |
| a) cement mixing plant | \$ 178.47 |
| b) commercial ice making plant | \$ 127.13 |
| c) ice making machine | \$ 116.68 |
| 29) Bottled water business | \$ 320.29 |
| 30) Veterinary Clinic | \$ 173.58 |
| a) each sink, toilet, basin | \$ 7.90 |
| 31) Grocery Store | \$ 235.93 |
| a) each sink, toilet | \$ 7.90 |

PART II

Rates will be subject to the following provisions:

- 1) Any place of business, may at the discretion of Council, be placed on a meter and charged as follows:
 - Monthly Fixed Charge:
 - 1 inch or less - \$41.72
 - 1.5 inch - \$83.43
 - 2 inches - \$125.15
 - 3 inches - \$250.29
 - 4 inches - \$375.44
 - Water usage rate - \$1.275/m3
 - Wastewater rate is 50% of the total water charge
- 2) Corrections will be made to Part I Section 1 - 31 from the date of notification with no retroactivity.
- 3) If water is requested to be turned off and/or on, a charge of fifty dollars (\$50.00) will be made.
- 4) Forty dollars (\$40.00) minimum fee for line maintenance will apply where water is not shut off, as in Part II (3) and where the shut off applies to Schedule "A" Section 27.
- 5) Pool fill ups \$320.29

Pool Fill Ups are conditional upon the following:

 - a) Home owner is to pay fee in advance
 - b) Home owner is responsible to obtain fire hoses
 - c) Home owner must accept quality of water



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2764/17

SCHEDULE "B"

FEES FOR THE DISPOSAL OF SEPTIC TANK WASTE

| | |
|---|------------------------|
| Residential, commercial and institutional waste | \$32.40/m ³ |
|---|------------------------|

It shall be the responsibility of all waste haulers to contact the Espanola Public Works Department to schedule waste dump as well as to provide a list of all locations and the volumes collected and to deposit to the Municipality the tipping fees associated with all collections. The Municipality reserves the right to accept or reject any delivery, as it sees fit, without recourse.

| | |
|------------------------------------|--------------------------|
| 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: February 8, 2017

ITEM: Municipal Office Renovations

RECOMMENDATION: Be It Resolved That: Staff proceed with tendering the Municipal Office Renovations to be completed in 2017.

BACKGROUND: Council budgeted \$100,500 in the 2016 Administration Budget for Municipal Office Renovations. Those renovations included:

- Insulation in the Attic
- Capola on the roof leaks in driving rain, repair is required as well as paint
- Windows along the hwy require replacing
- Brick seal plates require repair and maintenance mostly around the windows and doors of the building. The mortar between the bricks needs to be re tooled, as well as the concrete sills
- Area around HVAC unit needs to be sealed in. When the renovations took place in 2014 some changes in this area were made however this work was not part of that scope of work.
- Fire separation in the basement old jail cell area/JP Office. Insulation is required and the area needs to be covered properly to meet code. This was a result of the asbestos abatement that took place a couple years ago.
- bathrooms in the basement are not vented properly; they need to be vented to the outside to meet code.

The Project was tendered however the tenders came in between \$150 – 175,000.

In addition to the work listed above, deficiencies in the ceiling of the boardroom need to be addressed.

ANALYSIS: Tendering the Project early in the year may secure better pricing as contractors are starting to line up their jobs for the year.

EXISTING POLICY: Council Resolution

STRATEGIC GOAL: Improve and Maintain our Infrastructure

FINANCIAL COMMITMENT: Maximum \$184,500

BUDGETED: For consideration in 2017 Yes ☐ No ☒

IMPLEMENTATION: Clerk / BldgSvs

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:

| | | | |
|-------------|------------------------|-----------------|-----------|
| Department: | General Administration | Form Number: | A99-01370 |
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STAFF REPORT

DEPARTMENT: Fire Department

DATE: 01/19/17

ITEM: MNR Fire Protection Agreement

RECOMMENDATION: That Council enter into a 5 year agreement with the Ministry of Natural Resources & Forestry for fire protection.

BACKGROUND: Our current agreement expires in March of 2017. The cost for this year has been set at \$1.29/Ha. Starting in 2018, the Comprehensive Protection Charges (CPC) will be increased by averaging the 5 years prior CPI rates capped to a maximum of 4%. This will continue in 2019 and down the road.

ANALYSIS: Last year we paid \$5466. This year the cost was suppose to go up to \$6079.77, but with a few changes to the municipal protection areas, we were able to save approximately \$350 and our fee for 2017 will be \$5727.60.
(See attached document)

EXISTING POLICY: N/A

STRATEGIC GOAL: This agreement helps us keep cost down, and work closely with MNR.

FINANCIAL COMMITMENT: \$5727.60 for 2017 and going up each year after.

BUDGETED:

Yes

☒

No

IMPLEMENTATION: Mar. 2017

Prepared By:

Mike Pichor

Department Manager:

Mike Pichor

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

☒

No

Comments:

APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality

Espanola

Agreement Review Period

Year: 2012 To 2017

Per Hectare CPC Rate

\$1.29

CPC Year:

2017 CPL Increase %

| LAND CLASS | | TAXATION/REVENUE SITUATION | | | | Municipal Protection Area | | | Crown Protection Area | | | Total |
|--|--|--|-----------------------------|--------|--------|---------------------------|-----------------------------|--------|-----------------------|------------|---------|-------|
| Comprehensive | | | CROWN PAYS | | | MUNICIPALITY PAYS | | | Hectares | | | |
| Protection Charge | | | Hectares | Rate | Factor | Cost | Hectares | Rate | Factor | Cost | By Type | |
| Unalienated Crown Land | | Crown does not pay Municipal Taxes | 38 | \$1.29 | 100% | 49.02 | 2,332 | \$1.29 | | - | 2,370 | |
| Provincial Parks/Conservation Reserve | | Crown pays grants to Municipalities | | \$1.29 | 100% | - | | \$1.29 | | - | 0 | |
| Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) Federal Lands | | Municipal Taxpayers based on Assessment, Patented Crown Land where Crown gives grants in lieu of taxes Federal Gov't pays Grants in lieu of taxes to Municipality | 1,252 | \$1.29 | | - | 4,478 | \$1.29 | 100% | 5,776.62 | 5,730 | |
| Private Land (Managed Forests) | | Municipal Taxpayers Tax Rate restricted because of public interest in this land | | \$1.29 | | - | | \$1.29 | 50% | - | 0 | |
| Patent Mining Lands (Crown has Full Timber Rights) <u>Patented after March 26, 1918</u> | | Unit Class of M.L. (Mining lands) with a Tax Rate of C. (Commercial) Owner pays some taxes to municipality but has no interest above ground | | \$1.29 | 100% | - | | \$1.29 | | - | 0 | |
| Federal Lands and Indian Reserves | | Federal Government pays Ontario for Fire Protection under INAC or other agreement | | \$1.29 | 100% | - | | \$1.29 | | - | 0 | |
| Conservation Lands (Lands Assessed by Conservation Lands) | | C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands) | | \$1.29 | | - | | \$1.29 | | - | 0 | |
| Unorganized Territory | | Crown Land and Private Land where taxpayer pays Public Land Tax to Province | | \$1.29 | 100% | - | | \$1.29 | | - | 0 | |
| TOTALS | | | 1,290 | | | 49.02 | 6,810 | | \$ 5,776.62 | | 8,100 | |
| NOT AN INVOICE | | | Crown Owes the Municipality | | | \$0.00 | Municipality Owes the Crown | | | \$5,727.60 | | |

CPC payment invoices must be sent in after April 1 of the current fire year

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STAFF REPORT

DEPARTMENT:PWD

DATE: February 8th, 2017

ITEM:Garbage Collection

RECOMMENDATION: Be It Resolved That: The municipality negotiate our waste collection contract with our current service provider.

BACKGROUND:

- The municipal garbage collection contract is up of renewal. In support of Council's service delivery review initiative, the Department considered providing the service as a form of cost comparative, to investigate any opportunity to provide savings to the community.
- Part of that investigation included changes in service delivery, for example:
 1. Garbage collection every two weeks. A format that some municipality use to mitigate recyclables in the waste stream, which in turns boosts recyclables collected in there blue box and there revenues associated with them. Some savings could be achieved but summer months may lead to an increase of dumping of waste on back roads and an increase in a wildlife management within the municipality.
 2. Reduction in the number of bags collected per house hold. From 4/week to two. The response was that the cost associated with owning a truck, fuel costs, maintenance and insurance will stay the same. There really is no great reduction in labour in reducing the amount of bags collected. In addition our study indicates that the majority of residents are only using two bags/week already
- The proposed contract is to provide garbage collection services for approximately \$158,000/year. The breakdown of cost \$1.23/stop/week)
- The department would propose to provide garbage collection similar to our old format of collection of 3 days a week with the community divided up into sections. In addition the department added an additional 8 hours for miscellaneous cost i.e. (frequent washing of vehicles to deal with odours) Labour & benefits for the hire of one full time employee at three days a week \$67,500.
- To cover absences for vacation and sick time, the department would have to pull an employee from their ranks to cover. The estimate is approximately \$8,100. a reasonable cost. However this cost is expected to rise over time

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as employees accumulate vacation.

- The department recommends a purchase of a garbage truck at approximately \$270,000. Financed at 4% the yearly payment on the vehicle would be \$50,695 for 6 years. The department choose 6 years as the lifecycle of the asset.
- Estimates for fuel consumption for operations at three days a week \$15,000-20,000/year. For the purpose of discussion the Department will use \$17,000/year.
- Maintenance for vehicles estimates at \$5,000 in the first year and approximately \$10,000 in the last year. For the purpose of discussion the department will use \$7,000/year.
- Total cost estimate of PWD providing the service \$150,500.
- The department feels that we could be competitive over the long term of a contract. For example the Departmental cost changes from year to year traditionally will only reflect increases to our labour and increases to fuel everything else should be fixed, while the increase of a contracted service provider will have inflation added to the entire contract.

ANALYSIS:

Although the Department feels that we could be competitive in providing garbage collection services. Perhaps even generate revenue should the department expand services to another municipality. There are perhaps some underlying pitfalls and perhaps liabilities that council should be made aware of:

1. Risk of injury, this type of work of getting in and out of vehicles and garbage lifting bags is quite repetitive and prone to WSIB claims.
2. This proposal doesn't have a backup plan for breakdowns. A breakdown for any duration is a break in service. Without perhaps a secondary used vehicle it may be a challenge to maintain service on a consistent basis, even with a brand new vehicle.
3. Staff will have to deal with complaints and investigate with gaps in the service.

Conclusions:

- Although there is a potential for some savings, the risk and cost associated with being unable to provide a service and potential WSIB claims, the department feels that the municipality is getting good value with this

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contracted service. The department recommends renewing our garbage collection services with our current service provider.

EXISTING POLICY:

- Our contract with the existing service provider has expired.

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: \$157,789

IMPLEMENTATION:

Prepared By:

Joel Yusko

Department Manager:

Joel Yusko

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments: The municipality requested options to the existing garbage collection contract with a goal of reducing costs. These options included reducing bag limits, switching to clear bags and possibly changing to a bi-weekly collection period.

The current provider responded with a proposal to move forward with existing terms for another 10 year period. Administration is disappointed with this response.

The new Waste Diversion Ontario Act will have significant changes over the recycling stream (which impacts waste) in the next 5 years. The aim of the legislation is to have zero waste going to landfills. The first step to consider will be to implement a Food and Organic Waste program. It is uncertain how a municipality of our size will be impacted. Disposal bans on certain types of waste are planned to commence in 2023. This will significantly change what is going to the landfill, although no big changes are expected in the next 5 years. Therefore an agreement of no longer than 5 years with a renewal option should be

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considered.

As a base comparison, PWD was requested to prepare an estimate of costs if we were to provide this service ourselves, based upon the information above, it is not recommended at this time.

At this point, Administration is seeking direction from council on any possible changes in garbage collection. It is highly recommended that the bag limit be decreased to 2 bags for residential and 4 bags twice per week for businesses. Although there may not be further cost savings, most residential households already meet this limit and it would encourage more recycling which is environmentally responsible and could possibly lead to a higher amount received for our recycling.

Alternatively, council may choose to request tenders for this service.

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STAFF REPORT

DEPARTMENT:Administration

DATE:February 8, 2017

ITEM:Police Budget

RECOMMENDATION:Be it resolved that:

The 2017 budget as submitted by the Police Service Board is approved.

BACKGROUND:

The Library and the Police departments report directly to their respective boards that are responsible for submitting their budgets to council for consideration and approval.

In consideration that any changes requested have to go back through the department and then through a board meeting for approval, this can be a lengthy time period.

In the past council has requested reconsideration however changes cannot be processed as quickly, therefore it has been past practice that once the budget is submitted a resolution adopting these specific areas is also passed.

ANALYSIS:

As attached.

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

Department Manager: _____

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

Comments: _____

| DEPARTMENT | 2016 BUDGETED EXPENDITURES | 2016 BUDGETED REVENUES | 2016 NET LEVY | 2017 BUDGETED EXPENDITURES | 2017 BUDGETED REVENUES | 2017 NET LEVY | BUDGET CHANGE | BUDGET % | 2018 NET LEVY | BUDGET CHANGE | BUDGET % | 2019 NET LEVY | BUDGET CHANGE | BUDGET % |
|---------------------------------|----------------------------------|------------------------------|------------------|----------------------------------|------------------------------|------------------|------------------|-------------|------------------|------------------|-------------|------------------|------------------|-------------|
| POLICE FORCE | | | | | | | | | | | | | | |
| Expenditure: | | | | | | | | | | | | | | |
| Police Services Board | 18,970 | | 18,970 | 18,970 | | 18,970 | - | 0.00% | 19,350 | 380 | 2.00% | 19,720 | 370 | 1.91% |
| Operations | 280,550 | | 280,550 | 286,000 | | 286,000 | 5,450 | 1.94% | 291,740 | 5,740 | 2.01% | 297,420 | 5,680 | 1.95% |
| Administration & Office Operati | 43,000 | | 43,000 | 43,800 | | 43,800 | 800 | 1.86% | 44,680 | 880 | 2.01% | 45,560 | 870 | 1.95% |
| Facility Maintenance | 46,340 | (10,100) | 36,240 | 46,340 | (10,100) | 36,240 | - | 0.00% | 37,170 | 930 | 2.57% | 38,090 | 920 | 2.48% |
| Enforcement (communications, | 470,720 | (55,737) | 414,983 | 470,720 | (55,737) | 414,983 | - | 0.00% | 423,074 | 8,091 | 1.95% | 432,594 | 9,520 | 2.25% |
| Civilian Personnel | 1,262,240 | | 1,262,240 | 1,261,240 | | 1,261,240 | (1,000) | -0.08% | 1,284,370 | 23,130 | 1.83% | 1,309,590 | 25,220 | 1.96% |
| Officers | 8,902 | (8,902) | - | 8,902 | (8,902) | - | - | 0.00% | 119,590 | 2,940 | 2.52% | 122,500 | 2,910 | 2.43% |
| RIDE | 146,650 | (30,000) | 116,650 | 146,650 | (30,000) | 116,650 | - | 0.00% | 79,540 | 2,940 | 3.84% | 82,460 | 2,920 | 3.72% |
| Community Policing Program | 146,600 | (70,000) | 76,600 | 146,600 | (70,000) | 76,600 | - | 0.00% | - | - | #DIV/0! | - | - | #DIV/0! |
| Safe Communities | 21,278 | (21,278) | - | 21,908 | (21,908) | - | - | 0.00% | - | - | #DIV/0! | - | - | #DIV/0! |
| Court Security | 16,000 | | 16,000 | 16,000 | | 16,000 | - | 0.00% | 16,320 | 320 | 2.00% | 16,640 | 320 | 1.96% |
| Prisoner Transportation | | | | | | | | | | | | | | |
| Stores & Supplies | | | | | | | | | | | | | | |
| | 2,461,250 | (196,017) | 2,265,233 | 2,467,130 | (196,647) | 2,270,483 | 5,250 | 0.23% | 2,315,834 | 45,351 | 2.00% | 2,364,564 | 48,730 | 2.10% |
| Amortization | - | | - | - | | - | - | | - | - | | - | - | |
| General Fund: | 2,461,250 | (196,017) | 2,265,233 | 2,467,130 | (196,647) | 2,270,483 | 5,250 | 0.23% | 2,315,834 | 45,351 | 2.00% | 2,364,564 | 48,730 | 2.10% |
| Capital: | | | | | | | | | | | | | | |
| Vehicle and equipment | 45,000 | | 45,000 | - | | - | (45,000) | -100.00% | 45,000 | 45,000 | #DIV/0! | 45,000 | - | 0.00% |
| Expenses | 45,000 | | 45,000 | - | | - | (45,000) | -100.00% | 45,000 | 45,000 | #DIV/0! | 45,000 | - | 0.00% |
| Net capital | 45,000 | | 45,000 | - | | - | (45,000) | -100.00% | 45,000 | 45,000 | -100.00% | 45,000 | - | 0.00% |
| POLICE Total | 2,506,250 | (196,017) | 2,310,233 | 2,467,130 | (196,647) | 2,270,483 | (39,750) | -1.72% | 2,360,834 | 90,351 | 3.98% | 2,409,564 | 48,730 | 2.06% |

| | | | |
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| Bylaw No: | | Version #: | 2 |

STAFF REPORT

DEPARTMENT:Administration

DATE:February 8, 2017

ITEM:Library Budget

RECOMMENDATION:Be it resolved that:

The 2017 budget as submitted by the Library board is approved.

BACKGROUND:

The Library and the Police departments report directly to their respective boards that are responsible for submitting their budgets to council for consideration and approval.

In consideration that any changes requested have to go back through the department and then through a board meeting for approval, this can be a lengthy time period.

In the past council has requested reconsideration however changes cannot be processed as quickly, therefore it has been past practice that once the budget is submitted a resolution adopting these specific areas is also passed.

ANALYSIS:

As attached.

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

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|-------------|------------------------|-----------------|-----------|
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| Policy No: | | Revision Date: | 13/05/29 |
| Bylaw No: | | Version #: | 2 |

Department Manager: _____

Clerk Treasurer/Administrator:

Cynthia Townsend _____

Approval of Recommendation:

Yes

___ No

Comments: _____

| DEPARTMENT | 2016 BUDGETED EXPENDITURES | 2016 BUDGETED REVENUES | 2016 NET LEVY | 2017 BUDGETED EXPENDITURES | 2017 BUDGETED REVENUES | 2017 NET LEVY | BUDGET CHANGE | BUDGET % | 2018 NET LEVY | BUDGET CHANGE | BUDGET % | 2019 NET LEVY | BUDGET CHANGE | BUDGET % |
|-------------------------------|----------------------------------|------------------------------|------------------|----------------------------------|------------------------------|------------------|------------------|--------------|------------------|------------------|---------------|------------------|------------------|--------------|
| LIBRARY SERVICES D:751 | | | | | | | | | | | | | | |
| Object of Expenditure: | | | | | | | | | | | | | | |
| Library Collections | 306,200 | (54,000) | 252,200 | 331,140 | (55,000) | 276,140 | 23,940 | 9.49% | 282,760 | 6,620 | 2.40% | 289,390 | 6,630 | 2.34% |
| Summer Students | 8,600 | (1,700) | 6,900 | 9,000 | (1,577) | 7,423 | 523 | 7.58% | 7,480 | 57 | 0.77% | 7,660 | 180 | 2.41% |
| | 314,800 | (55,700) | 259,100 | 340,140 | (56,577) | 283,563 | 24,463 | 9.44% | 290,240 | 6,677 | 2.35% | 297,050 | 6,810 | 2.35% |
| Amortization | 2,800 | | 2,800 | 2,800 | | 2,800 | - | | 2,800 | - | | 2,800 | - | |
| General Fund: | 317,600 | (55,700) | 261,900 | 342,940 | (56,577) | 286,363 | 24,463 | 9.34% | 293,040 | 6,677 | 2.33% | 299,850 | 6,810 | 2.32% |
| Capital: | | | | | | | | | | | | | | |
| Transfer to reserves | 15,000 | - | 15,000 | - | - | - | (15,000) | -100.00% | - | - | 0.00% | - | - | # |
| | 15,000 | - | 15,000 | - | - | - | (15,000) | | - | - | | - | - | # Div'd |
| Total Library Estimate | 332,600 | (55,700) | 276,900 | 342,940 | (56,577) | 286,363 | 9,463 | 3.42% | 293,040 | 6,677 | 70.56% | 299,850 | 6,810 | 2.32% |

Traci Denault-Roque

From: Ron DuPlessis [ron.duplessis@hotmail.com]
Sent: Friday, January 20, 2017 10:36 AM
To: Traci Denault-Roque
Subject: Re: Council Resolutions - Support

Cs be placed on our agenda.Thanks Ron

Sent from Outlook

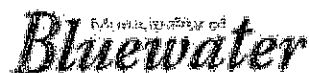
From: Traci Denault-Roque <TDenault@espanola.ca>
Sent: January 19, 2017 2:34:12 PM
To: Bill Foster (wpfosterespanola@gmail.com); Bob Yocom; kenduplessis1@gmail.com (kenduplessis1@gmail.com); 'Ray Dufour'; Ron Duplessis; rpiche45@gmail.com; Stewart Meikleham (smeikleham@yahoo.com)
Cc: Paula Roque; Cynthia Townsend
Subject: FW: Council Resolutions - Support

Updated.

From: Arlene Parker [mailto:planninginfo@municipalityofbluewater.ca]
Sent: Thursday, January 19, 2017 2:32 PM
To: kwyne.mpp@liberal.ola.org; bduguid.mpp@liberal.ola.org; bchiarelli.mpp.co@liberal.ola.org; patrick.brownco@pc.ola.org; ahorwath-qp@ndp.on.ca; lisa.thompson@pc.ola.org; policy@amo.on.ca; roma@roma.on.ca;
Subject: Council Resolutions - Support

Hello – please destroy the previous email regarding Council resolutions. This is a re-send.
Thanks.

Arlene Parker
Planning Co-Ordinator
Ph: 519-236-4351 x 235 F: 519-236-4329
municipalityofbluewater.ca



Complete our Planning Dept. Service Survey – click on the link:
<https://www.surveymonkey.com/s/KW9NTZJ>

"Most written communications to or from municipal employees are considered to be public records and will be made available to the public and the media upon request. This e-mail and any direct reply may be subject to public disclosure."

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This message has been scanned for viruses and dangerous content by
E.F.A. Project, and is believed to be clean.
[Click here to report this message as spam.](#)

January 9, 2017

VIA EMAIL

The Honourable Kathleen Wynne
The Honourable Chris Ballard
Patrick Brown, Leader of the Progressive Conservative Party
Andrea Horwath, Leader of the New Democratic Party
All Members of Provincial Parliament
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Resolution: Bill 7, amendments to Residential Tenancies Act, 2006

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on December 19th, 2016 carried the following resolution:

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 Ministry 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;

Resolved, That the Council of the Municipality of Bluewater 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 Member of Provincial Parliament in the Province of Ontario; and

That a copy of this resolution be send to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and to all Ontario municipalities for consideration.

As per the above resolution, please accept this correspondence for your information and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kyle Pratt".

Kyle Pratt
Chief Administrative Officer

| | | | |
|-------------|------------------------|-----------------|-----------|
| 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: February 2, 2017

ITEM: Q4 Budget Variance Report

RECOMMENDATION: Be it resolved that:

Information only.

BACKGROUND:

Budget to actual with variances are circulated quarterly.

ANALYSIS:

EXPLANATIONS PROVIDED FOR VARIANCES > \$10,000

TREASURY –

TAXATION – Negative variance due to assessment loss settlements to be offset with allowance - \$43,761 offset by supplementary and OMIT billings

EXPENSES – adjustment for allowance for assessment at risk is outstanding, expect positive variance overall as a result of some settlements being settled at less than allowed for

ADMINISTRATION –

COUNCIL – favourable variance of \$19,132 due to a number of items including underspending in travel & training, streaming expenditures less than budgeted, oracle poll conducted at less than was budgeted

ADMINISTRATION – favourable variance is offset with amounts transferred to the reserve for projects deferred to 2017, overall approximately \$61,000 a result of staff vacancies

CAPITAL – gain on the sale of 91 Tudhope (net proceeds less recorded amortized cost)

FIRE –

VEHICLES & EQUIP – budgeted amortization of \$24,000 not yet recorded.

| | | | |
|-------------|------------------------|-----------------|-----------|
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| Subject: | Staff Report | Effective Date: | 06/05/17 |
| Policy No: | | Revision Date: | 13/05/29 |
| Bylaw No: | | Version #: | 2 |

POLICE SERVICES – Vehicle amount of \$36,912 has already been moved to capital, revised positive variance is 3.5%

BUILDING SERVICES –
Individual amounts less than \$10,000.

POA – Amounts are net of amounts owing to partners.

TRANSPORTATION

OPERATIONS – positive variance of \$10,031 mostly resulting in diesel fuel and propane – propane due to almost no frozen culverts last spring and few storm sewers

MACHINERY, VEHICLES & EQUIP – favourable variance in vehicles, amount to be transferred to replacement reserve as per policy

ROADS PAVED – favourable variance largely due to wages & outside contractors – there were no “asphalt improvement” patches this year

ROADS UNPAVED – favourable variances in wages, calcium and outside contractors – not much brushing done this year

BRIDGES & CULVERTS – possibly an outstanding invoice for bridge inspection, wages underbudget

TRAFFIC OPERATIONS & ROADSIDE ASSISTANCE - maintenance work is dependent on staffing availability, positive variance of \$33,967

WINTER CONTROL – overbudget due to early 2016/2017 season

STREETLIGHTS – outstanding hydro bills.

CAPITAL – Reserve transfers not yet booked until year end is finalized.

Building & Inventories – Trackless - \$149,947 capitalized, \$32,485 pickup capitalized, \$18,000 proceeds on old Trackless included, remaining \$100,000 was set aside for used plow truck but not found during the year

Highway 6 – engineering invoices outstanding
Culvert Replacement – Bois culvert invoicing outstanding

| | | | |
|-------------|------------------------|-----------------|-----------|
| 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 |

SEWER SERVICES –

FEES – December revenue not yet received, recoveries in tipping fees at the STP \$57,406

PLANT OPERATIONS – Hydro is 2 months behind in bills being received, however a positive variance of approx. \$30,000 is anticipated as a result of further savings on the blower upgrades completed in 2015 and less energy being utilized during the biosolids trial. Amortization of \$206,000 was budgeted and not yet recorded. Outside contractors underbudget \$53,000. As a result of the biosolids trial less sludge was tipped in Sudbury – overall a positive variance in tipping of \$24,000, OCWA also performed some repairs at a less cost than was budgeted to replace these items.

DISTRIBUTION – under budget in both claims submitted and outside contractors both amounts as a result of no claims due to backups etc.

CAPITAL – no movement on biosolids.

STORM SEWER – underbudget due to light winter in 2016

WATER SERVICES –

FEES – December revenue is outstanding

PLANT OPERATIONS – Amortization of \$276,085 budgeted and not yet booked, hydro invoice is outstanding (2 months-approx.\$20,000) possibly \$20,000 savings in water treatment chemicals.

DISTRIBUTION –amortization of \$126,065 to be booked

FINANCING – principle portion of loan applied to reduce loan balance \$90,352, surplus in allocation to replacement reserve of \$121,855

ELEVATED STORAGE – adjustment to be made for amortization \$40,700 should be \$1,950, offset is in WTP

CAPITAL – Phase 1F – final invoices currently being processed and we will be able to complete the final funding request. Overall this project will be completed under budget. The original budget for this job was \$3.93 million. When tendered Garson Pipe was the lowest bidder with a contract price of \$3,804,405 + HST and this did not include contract administration estimated at \$400,000 (10-15% of the contract). Initially it was assumed we could be over our budgeted amount by about \$350,500. The final change orders are being finalized however it looks as though we will see savings of approx. \$430,000 compared to the original budget as a result of not utilizing the contingency amount in the contract and lower contract administration costs. The job went exceptionally well. This means more funds will stay in reserve and available for the next water & sewer project.

Water Tower Relining – slightly underbudget, amount to be transferred to reserves.
Water Meters – bulk of this work will occur in 2017

| | | | |
|-------------|------------------------|-----------------|-----------|
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ENVIRONMENTAL –

RECYCLING – small increase in revenues as a result of Datacall submitted.

HEALTH SERVICES –

CEMETERY – Due to watering ban and lack of rainfall, maintenance was under budget, amortization is also outstanding.

SOCIAL SERVICES – Nothing significant.

LEISURE SERVICES –

OUTDOOR RINK – changes to divide ice surface not originally budgeted for

PROGRAMMING – allocation of EDO wages outstanding, revenue for SPLASH grant to be recorded from deferred.

COMPLEX OFFICE OPERATIONS – \$18,695 positive variance largely due to full time LOA being replaced with part-time hours for a period of time.

BUILDING & FACILITY – \$265,260 of amortization is outstanding, hydro invoices are outstanding – approx. \$40,000

POOL – revenues were \$20 k higher than budgeted

CAPITAL – Clear Lake Fitness Park – final invoices outstanding, grant to be completed.

LIBRARY – Unfavourable variance of 13%.

COMMUNITY EVENTS – Small variances.

PLANNING & DEVELOPMENT – small variances.

ECONOMIC DEVELOPMENT – CEDO wages to be allocated from Leisure Services Programming, surplus expected in CIP program of approx. \$20,000. Communications upgrades were deferred to 2017 (LED sign)

TRUST FUNDS – these are tracked in the g/l but technically are not our funds as they are deposits from others.

EXISTING POLICY: n/a

STRATEGIC GOAL:

| | | | |
|-------------|------------------------|-----------------|-----------|
| 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 |

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | 1) Improve and Maintain our Infrastructure |
| <input type="checkbox"/> | 2) Sustainable Economic Growth & Prosperity |
| <input checked="" type="checkbox"/> | 3) Excellence in Government |
| <input type="checkbox"/> | 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: _____



COUNCIL SUMMARIZED

For Period Ending 31-Dec-2016

| | BUDGET | BUDGET | ACTUAL | VARIANCE | VARIANCE | PERCENTAGE |
|------------------------------|------------------------|------------------------|------------------------|---------------------|--------------|--------------|
| | 2016 | YEAR TO DATE | 2016 | TO DATE | | |
| TREASURY | | | | | | |
| TAXATION | (7,623,743.00) | (7,623,743.00) | (7,613,657.64) | 10,105.36 | 0.00 | 0.00 |
| GRANTS | (2,944,100.00) | (2,944,100.00) | (2,944,381.00) | (281.00) | 0.00 | 0.00 |
| OTHER | (149,000.00) | (149,000.00) | (145,258.49) | 3,741.51 | -0.03 | -0.03 |
| EXPENSES | 129,200.00 | 129,200.00 | 90,531.70 | (38,668.30) | -0.30 | -0.30 |
| TRANSFER TO RESERVES | 34,200.00 | 34,200.00 | 25,707.85 | (8,492.15) | -0.25 | -0.25 |
| Total TREASURY | (10,653,443.00) | (10,553,443.00) | (10,557,037.59) | (33,594.59) | 0.00 | 0.00 |
| ADMINISTRATION | | | | | | |
| FEES, CHARGES, DONATIONS | (62,400.00) | (62,400.00) | (66,508.69) | (4,108.69) | 0.07 | 0.07 |
| COUNCIL | 189,800.00 | 189,800.00 | 170,667.52 | (19,132.36) | -0.10 | -0.10 |
| ADMINISTRATION | 1,212,670.00 | 1,212,670.00 | 1,014,383.92 | (198,286.08) | -0.16 | -0.16 |
| RESERVE | 0.00 | 0.00 | 110,000.00 | 110,000.00 | 0.00 | 0.00 |
| CAPITAL | 0.00 | 0.00 | (66,131.25) | (66,131.25) | 0.00 | 0.00 |
| Total ADMINISTRATION | 1,340,070.00 | 1,340,070.00 | 1,152,411.60 | (177,658.40) | -0.13 | -0.13 |
| FIRE SERVICES | | | | | | |
| DISPATCH | 10,000.00 | 10,000.00 | 9,690.00 | (310.00) | -0.03 | -0.03 |
| REVENUE | 0.00 | 0.00 | (4,066.86) | (4,066.86) | 0.00 | 0.00 |
| OPERATIONS | 13,900.00 | 13,900.00 | 11,971.38 | (1,928.62) | -0.14 | -0.14 |
| ADMINISTRATION | 153,500.00 | 153,500.00 | 155,724.34 | 2,224.34 | 0.01 | 0.01 |
| INSPECTIONS | 5,000.00 | 5,000.00 | 4,870.75 | (129.25) | -0.03 | -0.03 |
| VOLUNTEERS | 111,400.00 | 111,400.00 | 105,335.08 | (6,064.92) | -0.05 | -0.05 |
| FACILITY MAINTENANCE | 38,450.00 | 38,450.00 | 28,472.73 | (9,977.27) | -0.26 | -0.26 |
| OTHER | 5,500.00 | 5,500.00 | 5,467.99 | (32.01) | -0.01 | -0.01 |
| VEHICLES & EQUIP | 38,800.00 | 38,800.00 | 7,812.49 | (31,987.51) | -0.80 | -0.80 |
| TRANSFER TO RESERVES | 100,000.00 | 100,000.00 | 101,000.00 | 1,000.00 | 0.01 | 0.01 |
| CAPITAL | 0.00 | 0.00 | (1,000.00) | (1,000.00) | 0.00 | 0.00 |
| Total FIRE SERVICES | 477,550.00 | 477,550.00 | 425,247.38 | (52,302.62) | -0.11 | -0.11 |
| POLICE SERVICES | | | | | | |
| POLICE SERVICES BOARD | 18,970.00 | 18,970.00 | 9,343.84 | (9,626.16) | -0.51 | -0.51 |
| OPERATIONS | 2,246,268.00 | 2,246,268.00 | 2,183,208.75 | (63,059.25) | -0.03 | -0.03 |
| CAPITAL | 45,000.00 | 45,000.00 | (750.00) | (45,750.00) | -1.02 | -1.02 |
| Total POLICE SERVICES | 2,310,238.00 | 2,310,238.00 | 2,151,803.59 | (158,434.41) | -0.05 | -0.05 |
| BUILDING SERVICES | | | | | | |
| PERMITS AND FEES | (140,700.00) | (140,700.00) | (135,859.36) | 4,840.64 | -0.03 | -0.03 |
| BUILDING INSPECTION SERVICES | 209,420.00 | 209,420.00 | 202,874.39 | (6,545.61) | -0.03 | -0.03 |
| PROPERTY STANDARDS | 6,920.00 | 6,920.00 | 1,702.23 | (5,217.77) | -0.75 | -0.75 |
| ANIMAL CONTROL | 25,000.00 | 25,000.00 | 27,784.20 | 2,784.20 | 0.01 | 0.01 |
| ELECTRICAL INSPECTIONS | 6,500.00 | 6,500.00 | 6,281.08 | (218.92) | -0.03 | -0.03 |

COUNCIL SUMMARIZED

For Period Ending 31-Dec-2016



| | BUDGET | BUDGET | ACTUAL | VARIANCE | VARIANCE | PERCENTAGE |
|--|----------------|----------------|----------------|--------------|--------------|------------|
| | 2016 | YEAR TO DATE | 2016 | TO DATE | TO DATE | PERCENTAGE |
| General Operating Fund | | | | | | |
| EMERGENCY PLANNING | 11,000.00 | 11,000.00 | 9,289.89 | (2,700.11) | (2,700.11) | -0.25 |
| HEALTH & SAFETY | 2,400.00 | 2,400.00 | 740.45 | (1,659.55) | (1,659.55) | -0.69 |
| 911 EMERGENCY CALLING | 11,200.00 | 11,200.00 | 11,585.68 | 385.68 | 385.68 | 0.03 |
| SABLES-SPANISH RIVERS | 0.00 | 0.00 | (5,560.03) | (5,560.03) | (5,560.03) | 0.00 |
| Total BUILDING SERVICES | 134,740.00 | 134,740.00 | 117,828.93 | (16,911.07) | (16,911.07) | -0.13 |
| PROVINCIAL OFFENCES | | | | | | |
| ESPANOLA FEES | (378,000.00) | (378,000.00) | (462,869.13) | (84,869.13) | (84,869.13) | 0.22 |
| ESPANOLA EXPENDITURES | 359,505.00 | 359,505.00 | 299,758.41 | (59,746.59) | (59,746.59) | -0.17 |
| ELLIOT LAKE & BLIND RIVER FEES | (397,000.00) | (397,000.00) | (347,515.88) | 49,484.12 | 49,484.12 | -0.12 |
| ELLIOT LAKE & BLIND RIVER EXPENDITURES | 397,000.00 | 397,000.00 | 259,582.85 | (137,417.15) | (137,417.15) | -0.35 |
| Total PROVINCIAL OFFENCES | (18,495.00) | (18,495.00) | (250,873.75) | (232,378.75) | (232,378.75) | 12.56 |
| TRANSPORTATION | | | | | | |
| OPERATIONS | 906,700.00 | 906,700.00 | 886,968.58 | (19,031.42) | (19,031.42) | -0.01 |
| MACHINERY, VEHICLES & EQUIPMENT | 279,930.00 | 279,930.00 | 214,638.11 | (65,291.89) | (65,291.89) | -0.23 |
| SERVICES | 0.00 | 0.00 | (51.00) | (51.00) | (51.00) | 0.00 |
| ROADS - PAVED | 229,340.00 | 229,340.00 | 194,121.77 | (45,218.23) | (45,218.23) | -0.20 |
| ROADS - UNPAVED | 168,530.00 | 180,553.00 | 127,230.47 | (42,259.53) | (42,259.53) | -0.25 |
| BRIDGES & CULVERTS | 66,100.00 | 66,100.00 | 26,942.98 | (39,157.01) | (39,157.01) | -0.58 |
| TRAFFIC OPERATIONS AND ROADSIDE | 86,700.00 | 86,700.00 | 51,732.93 | (33,967.07) | (33,967.07) | -0.40 |
| SCHOOL CROSSING GUARDS | 46,250.00 | 46,250.00 | 39,721.03 | (6,528.97) | (6,528.97) | -0.14 |
| WINTER CONTROL | 343,750.00 | 343,750.00 | 351,021.08 | 7,271.08 | 7,271.08 | 0.06 |
| STREETLIGHTS | 67,850.00 | 67,850.00 | 53,616.14 | (14,233.86) | (14,233.86) | -0.21 |
| CAPITAL | 346,700.00 | 346,700.00 | 457,755.68 | 112,055.68 | 112,055.68 | 0.32 |
| Total TRANSPORTATION | 2,540,870.00 | 2,540,870.00 | 2,413,458.76 | (127,411.24) | (127,411.24) | -0.05 |
| SEWER SERVICES | | | | | | |
| FEES | (308,000.00) | (308,000.00) | (304,811.19) | 3,188.81 | 3,188.81 | 0.00 |
| PLANT OPERATIONS | 757,000.00 | 757,000.00 | 444,466.52 | (312,533.48) | (312,533.48) | -0.41 |
| DISTRIBUTION | 104,000.00 | 104,000.00 | 71,712.19 | (32,287.81) | (32,287.81) | -0.31 |
| CAPITAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| STORM SEWER | 93,000.00 | 93,000.00 | 46,480.31 | (46,519.69) | (46,519.69) | -0.50 |
| FINANCING | 100,000.00 | 100,000.00 | 105,445.42 | 5,445.42 | 5,445.42 | 0.05 |
| Total SEWER SERVICES | 146,000.00 | 146,000.00 | (236,727.75) | (381,727.75) | (381,727.75) | -2.61 |
| WATER SERVICES | | | | | | |
| FEES | (1,692,100.00) | (1,692,100.00) | (1,596,848.14) | 95,251.86 | 95,251.86 | -0.05 |
| PLANT OPERATIONS | 1,074,785.00 | 1,074,785.00 | 739,123.39 | (335,661.61) | (335,661.61) | -0.31 |
| DISTRIBUTION | 300,865.00 | 300,865.00 | 172,281.97 | (128,573.03) | (128,573.03) | -0.43 |
| FINANCING | 100,000.00 | 100,000.00 | 106,445.42 | 6,445.42 | 6,445.42 | 0.06 |
| SERVICE LOCATES | 7,750.00 | 7,750.00 | 11,518.18 | 3,768.18 | 3,768.18 | 0.49 |
| ELEVATED STORAGE | 62,700.00 | 52,700.00 | 3,182.56 | (49,517.44) | (49,517.44) | -0.94 |

TOWN OF ESPANOLA
COUNCIL SUMMARIZED

For Period Ending 31-Dec-2016



GL5410

Date : Feb 02, 2017
Page : 3
Time : 12:05 pm

| | BUDGET | BUDGET | ACTUAL | VARIANCE | VARIANCE | PERCENTAGE |
|---------------------------------|--------------|--------------|--------------|--------------|----------|------------|
| | 2016 | YEAR TO DATE | 2016 | TO DATE | | |
| Water and Sewer Capital Fund | | | | | | |
| CAPITAL | 0.00 | 0.00 | 1,828,732.58 | 1,828,732.58 | 0.00 | |
| Total WATER SERVICES | (146,000.00) | (146,000.00) | 1,273,445.94 | 1,419,445.94 | -9.72 | |
| ENVIRONMENTAL SERVICES | | | | | | |
| GARBAGE COLLECTION AND DISPOSAL | 25,700.00 | 25,700.00 | 21,542.80 | (4,157.20) | -0.16 | |
| GARBAGE COLLECTION | 153,000.00 | 153,000.00 | 152,355.22 | (643.78) | 0.00 | |
| LANDFILL | 310,000.00 | 310,000.00 | 308,903.28 | (1,096.72) | 0.00 | |
| HOUSEHOLD HAZARDOUS WASTE DAY | 6,000.00 | 6,000.00 | 9,617.28 | 3,617.28 | 0.60 | |
| CLEAN UP | 5,400.00 | 5,400.00 | 9,873.33 | 4,473.33 | 0.83 | |
| RECYCLING | 64,050.00 | 64,050.00 | 53,875.35 | (10,174.65) | -0.16 | |
| Total ENVIRONMENTAL SERVICES | 564,150.00 | 564,150.00 | 556,168.26 | (7,981.74) | -0.01 | |
| HEALTH SERVICES | | | | | | |
| SUDBURY & DISTRICT HEALTH UNIT | 163,400.00 | 163,400.00 | 163,384.00 | (16.00) | 0.00 | |
| DOCTOR RECRUITMENT | 20,000.00 | 20,000.00 | 20,000.00 | 0.00 | 0.00 | |
| MSDSB - LAND AMBULANCE | 675,890.00 | 675,890.00 | 675,890.00 | 0.00 | 0.00 | |
| CEMETERY | 41,650.00 | 41,650.00 | 14,221.04 | (27,428.96) | -0.66 | |
| Total HEALTH SERVICES | 920,940.00 | 920,940.00 | 893,485.04 | (27,444.96) | -0.03 | |
| SOCIAL SERVICES | | | | | | |
| MSDSB - GEN ASSIST AND HOUSING | 370,410.00 | 370,410.00 | 370,410.04 | 0.04 | 0.00 | |
| CARE VAN | 40,950.00 | 40,950.00 | 32,982.48 | (7,967.52) | -0.19 | |
| SENIOR CITIZENS | 4,000.00 | 4,000.00 | 5,719.07 | 1,719.07 | 0.43 | |
| MSDSB - CHILDCARE | 71,310.00 | 71,310.00 | 71,310.04 | 0.04 | 0.00 | |
| Total SOCIAL SERVICES | 485,670.00 | 485,670.00 | 480,431.53 | (5,238.37) | -0.01 | |
| LEISURE SERVICES | | | | | | |
| OUTDOOR RINK | 10,000.00 | 10,000.00 | 24,340.80 | 14,340.80 | 1.43 | |
| TENNIS COURTS | 9,400.00 | 9,400.00 | 1,997.44 | (1,402.56) | -0.41 | |
| BALL PARKS | 82,500.00 | 82,500.00 | 38,605.28 | (43,894.72) | -0.19 | |
| TRACK & FIELD | 4,700.00 | 4,700.00 | 4,846.31 | 146.31 | 0.03 | |
| PLAYGROUNDS | 14,700.00 | 14,700.00 | 11,027.57 | (3,672.43) | -0.25 | |
| CLEAR LAKE BEACH | 5,600.00 | 5,600.00 | 12,977.18 | 7,377.18 | 1.32 | |
| COMMUNITY PARKS | 10,400.00 | 10,400.00 | 12,770.64 | 2,370.64 | 0.23 | |
| PROGRAMMING | 901,250.00 | 901,250.00 | 335,323.22 | (565,926.78) | -0.11 | |
| COMPLEX OFFICE OPERATIONS | 131,900.00 | 131,900.00 | 118,204.81 | (13,695.19) | -0.14 | |
| BUILDING & FACILITY | 895,640.00 | 895,640.00 | 566,083.45 | (329,556.55) | -0.38 | |
| POOL | 96,675.00 | 96,675.00 | 72,428.26 | (24,246.74) | -0.24 | |
| FITNESS | (60,500.00) | (60,500.00) | (69,603.71) | (9,103.71) | 0.15 | |
| SQUASH | (4,900.00) | (4,900.00) | (4,268.56) | 631.44 | -0.13 | |
| ARENA | (34,875.00) | (34,875.00) | (45,265.56) | (10,390.56) | 0.30 | |
| FACILITY RENTALS | (16,280.00) | (16,280.00) | (17,614.91) | (1,334.91) | 0.08 | |
| PARKS & REC EQUIPMENT | 11,800.00 | 11,800.00 | 6,611.07 | (5,188.93) | -0.43 | |

TOWN OF ESPANOLA
COUNCIL SUMMARIZED

For Period Ending 31-Dec-2016



| | BUDGET | BUDGET | ACTUAL | VARIANCE | VARIANCE | PERCENTAGE |
|--------------------------------|--------------|--------------|--------------|--------------|----------|------------|
| | 2016 | YEAR TO DATE | 2016 | TO DATE | | |
| General Capital Fund | | | | | | |
| CAPITAL | 0.00 | 0.00 | (53,872.62) | (13,872.62) | 0.00 | |
| Total LEISURE SERVICES | 1,400,800.00 | 1,400,800.00 | 1,039,594.93 | (361,205.07) | -0.26 | |
| LIBRARY SERVICES | | | | | | |
| LIBRARY COLLECTIONS | 255,000.00 | 255,000.00 | 256,296.59 | 31,296.59 | 0.12 | |
| CAPACITY BUILDING | 0.00 | 0.00 | (2,500.00) | (2,500.00) | 0.00 | |
| SUMMER STUDENTS | 6,500.00 | 6,900.00 | 12,889.95 | 5,989.95 | 0.87 | |
| CAPITAL | 15,600.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 | |
| Total LIBRARY SERVICES | 276,900.00 | 276,900.00 | 311,686.54 | 34,786.54 | 0.13 | |
| COMMUNITY EVENTS | | | | | | |
| SANTA CLAUD PARADE | 2,500.00 | 2,500.00 | 2,001.72 | (498.28) | -0.20 | |
| WINTER CARNIVAL | 1,800.00 | 1,800.00 | 3,534.33 | 1,734.33 | 0.96 | |
| JULY 1ST | 3,500.00 | 3,500.00 | 393.40 | (3,106.60) | -0.90 | |
| COMMUNITY EVENTS | 3,450.00 | 3,450.00 | 8,330.38 | 5,380.38 | 1.56 | |
| BEAUTIFICATION | 31,450.00 | 31,450.00 | 39,651.53 | 8,201.53 | 0.26 | |
| Total COMMUNITY EVENTS | 42,700.00 | 42,700.00 | 54,376.41 | 11,676.41 | 0.27 | |
| PLANNING AND DEVELOPMENT | | | | | | |
| PLANNING | 12,000.00 | 12,000.00 | 22,710.95 | 10,710.95 | 0.89 | |
| COMMERCIAL SERVICES | (13,050.00) | (13,050.00) | (6,358.14) | 6,691.86 | -0.51 | |
| ECONOMIC DEVELOPMENT | 77,348.00 | 77,348.00 | 25,324.13 | (52,023.87) | -0.67 | |
| Total PLANNING AND DEVELOPMENT | 76,315.00 | 76,315.00 | 41,676.94 | (34,638.06) | -0.45 | |
| TRUST FUNDS | | | | | | |
| CEMETERY | 0.00 | 0.00 | (9,128.71) | (9,128.71) | 0.00 | |
| OTHER | 0.00 | 0.00 | (22,558.36) | (22,558.36) | 0.00 | |
| Total TRUST FUNDS | 0.00 | 0.00 | (31,687.07) | (31,687.07) | 0.00 | |
| Surplus (-) / Deficit | 0.00 | 0.00 | (143,704.65) | (143,704.65) | 0.00 | |

| | |
|------------------------------------|--------------------------|
| 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 |

STAFF REPORT

| | |
|-----------------------------------|--------------|
| DEPARTMENT: Administration | DATE: |
|-----------------------------------|--------------|

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| ITEM: Changes to Municipal Election Act |
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| RECOMMENDATION: For Information Only |
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BACKGROUND: The *Municipal Elections Act* (MEA) sets out rules for electors and candidates and the role of the municipal clerk and council in municipal and school board elections in Ontario. The next municipal election takes place on October 22, 2018 and there are a number of issues and options that the clerk and council must consider prior to that in order to meet the timelines stipulated in the legislation. After each municipal election, the Ministry of Municipal Affairs reviews the MEA to determine if it meets the needs of Ontario municipalities. The review that took place after the 2014 election included consultation with the public, municipal councils and staff across Ontario. As a result on June 9, 2016 the Municipal elections Modernization act, 2016 received Royal Assent, making significant changes to the MEA for the 2018 municipal election. This report highlights those changes.

ANALYSIS: Significant Changes in the *Municipal Election Act*

1. Election calendar

NOTE: Election Day is **October 22, 2018**.

A number of key dates and timelines in the election calendar have been changed, affecting everything from the nomination period for candidates to dates for the voters' list availability. A few affect the Clerk's calendar only. These changes are identified in the chart below.

| Change | OLD Legislation | NEW Legislation |
|--|---|---|
| Bylaw – Use of Alternative Voting Methods | June 1, 2018 | May 1, 2017 |
| Bylaw – Use of Ranked Ballots | NA | May 1, 2017 |
| Clerk's Policies & Procedures for voting/alternative voting | June 1, 2018 | Dec 31, 2017 |
| Approval of Ballot Question – Approved by Council Bylaw | 180 days prior | March 1, 2018 |
| Recount Policy | NA | May 1, 2018 |
| Use of Corporate Resources Policy | NA | May 1, 2018 |
| Opening of Nomination Period and 3 rd Party Advertiser Registration | First day of office is open in an election year | May 1, 2018 |
| Nomination Day | 2 nd Friday in Sept | Fourth Friday in July (July 27, 2018) |
| Compilation of Interim list of changes to the voter's list | 10 days following Nomination Day | Starts Sept 15, 2018 & ends Sept 25, 2018 |
| Close of 3 rd Party Advertising Regulations | NA | Oct 19, 2018 |

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2. Nomination period and process

The nomination period will be reduced from 37 weeks to 13 weeks with the opening of nominations occurring on May 1, 2018 and ending on the fourth Friday in July (July 27, 2018).

Candidates will be required to obtain 25 endorsement signatures from eligible electors, with the following stipulations:

- The 25 endorsement signatures must be provided at the time a candidate files his/her nomination paper.
- A person providing an endorsement must be eligible to vote for the office the candidate is seeking on the day that the person endorses the nomination.
- Individuals may endorse more than one nominee.
- Endorsements will be in the form of a prescribed declaration (not developed yet).
- The nominee may file for a different office on the same council (withdrawing the previous nomination) without pursuing further endorsements.

3. Greater independence and discretion for the Clerk

Changes to the *MEA* provide greater administrative discretion and independence to the Clerk. Some matters which previously required council approval are now at the Clerk's discretion. They include:

- Setting of advance voting dates, locations and hours (a bylaw was required in the past)
- Reducing voting hours for voting locations such as long term care facilities
- Management of the voters list including the removal of deceased persons, additions of new electors and amendments to existing electors as well as the method by which additions, deletions or amendments are completed.
- Determine whether electronic filing of financial statements will be permitted and any associated conditions.
- Review financial statements and identify and report on contributions made to candidates and third party registrants in excess of established limits and refer that report to the Compliance Audit Committee.

4. Campaign Finances

Some changes include:

- Banning contributions by corporations and trade unions
- Candidates will be required to inform contributors of contribution limits
- After the 2018 election, campaign deficits will not be carried forward from a previous campaign.
- Provision of regulations to set out new spending limits for fund-raising parties and expressions of appreciation after voting day
- Removing the requirement for a candidate to open a bank account if they do not raise or spend money.
- Allowing candidates to resubmit a financial statement up until the filing deadline in order to correct an error.
- Refund of the nomination fee to a candidate only if their financial statement has been filed by the deadline.

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- A new 30-day "grace period" for filing financial statements, with a \$500 late filing fee charged (no refund of nomination fee).
- The Clerk must make public a list of candidates who filed their financial statements and those who did not.

5. Election Advertising

Candidates will be required to include specific information on their election advertising in order to make it clear who is responsible for the message. This applies to all advertising regardless of format or method.

Candidates, or those acting on their behalf, will need to provide broadcasters and publishers with information that includes the name of the candidate, name of individual or organization taking out the advertisement as well as the address and telephone number of the individual interacting with the broadcaster or publisher on behalf of the candidate. The broadcaster or publisher is responsible for retaining this information along with a copy of the ad and invoice for a period of two years and making this information available to the public for inspection within that time period. Tenants in apartments/condos, etc. now have the right to display campaign signs, subject to the landlord's/condo corporation's right to limit size.

Municipalities (the Clerk) have the authority to remove advertisements or discontinue advertising if it contravenes the provisions of the MEA.

6. Third-party advertising

Amendments to the MEA address third-party advertising for the first time. A third-party advertisement is a message in any medium that supports or opposes a candidate or takes a position on an issue related to the election. Advertising that does not cost money to post or broadcast, such as comments made on social media, will not be considered to be third party advertising.

Individuals, corporation and unions can register as third party advertisers and make contributions to third party advertisers. Third party advertisers will need to register with the municipality where they want to advertise. If they want to advertise in more than one municipality, they will have to register in each municipality.

Third party advertising must be done independently of candidates who are not able to direct a third party advertiser. Candidates are not able to register as third party advertisers.

Rules for registration of third party advertisers, handling contributions, spending and contribution limits and financial reporting are similar to those for candidates, with the exception that third party advertisers may accept contributions from corporations and trade unions.

The MEA outlines registration requirements and eligibility of third party advertisers as well restrictions on this type of advertising.

7. Accessibility Plan and reporting

Clerks will be required to prepare accessibility plans to identify, remove and prevent barriers that could affect voters and candidates with disabilities. The plan must be available to the public before voting day. The Clerk's report to council after voting day

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about the identification, removal and prevention of barriers (not a new requirement) must also be available to the public.

8. Recount policies

Previously, recounts following a municipal election could only be conducted under limited circumstances including:

- Where the counting of ballots results in a tie vote
- Where a municipality or the Minister of Municipal Affairs and Housing passes a resolution to order a recount.
- Where an electors' request for a recount was granted by the Superior Court of Justice

The amended *MEA* gives Council the authority to establish a policy prior to the election to define additional circumstances under which a recount would be conducted.

9. Ranked ballot voting

Ontario Regulation 310/16 authorizes ranked ballot elections in Ontario, beginning with the 2018 municipal election, for those municipalities that choose this option and sets the rules governing ballots, voting procedures, the counting of votes, recounts and reporting results. This option is not available for the election of school board trustees.

Traditionally, elections in Ontario have been run using the "first past the post" system, whereby the candidate receiving the highest number of votes is elected.

The ranked ballot method of voting and counting allows electors to vote by ranking candidates for an office in order of the elector's preference. Voters select candidates in order of preference instead of choosing just one candidate. If one candidate wins a majority, candidates are eliminated from the bottom up, with each eliminate candidate's votes going to those voters' next-ranked choice for the following round. This continues until one candidate has more than half of the votes. This method helps to ensure that the winning candidate(s) receive support from a majority of voters more often than with the traditional voting/counting method.

To date, ranked ballot elections have not been implemented in any municipal, provincial or federal elections in Canada. Ranked ballots have only been used in approximately 10 municipalities in the United States, various places in Europe and United Kingdom and in Canada for political party leadership races.

A considerable amount of time and election funding would have to be dedicated to public education and resources to inform voters about this new system, as ranked balloting could lead to public confusion and increase the number of spoiled ballots in the election. It could also affect the amount of time needed to prepare and test the voting system in advance of the election. A ranked ballot would look different than a composite ballot and may require a voter to use multiple ballots. In order to be transparent with voting results, the Clerk would have to report more detailed information in addition to the number of ballots used (declined/rejected ballots/first round results and subsequent rounds/exhausted ballots, etc.) The requirement for this additional detail could cause time delays in the reporting of election results.

The regulations related to ranked ballot vote counting procedures have not been made

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available at the time of the preparation of this staff report. Therefore, neither staff nor voting equipment/method vendors have a full understanding of the requirements and whether the technology can be modified in time to provide a secure and accountable 2018 Municipal Election.

Staff is not recommending Ranked Ballot Voting for the 2018 Election however we are reviewing and investigating Alternate Voting Methods and will report back to Council prior to the May 1, 2017 deadline with a recommendation.

EXISTING POLICY: NA

STRATEGIC GOAL: Excellence In Government

Prepared By: Paula Roque

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☐ No ☐

Comments: _____