



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, June 12, 2018**  
**Council Chambers**

100 Tudhope Street  
**7:30 pm**



## **Espanola Council AGENDA**

---

*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, June 12, 2018** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

---

7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 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 **F2** inclusive contained in the Consent Agenda

- CA-010-18 Be It Resolved That: Items A1 to F2 inclusive contained in Part 1, Consent Agenda be adopted.

**Adoption of Minutes**

**A1 Regular Meeting of Council of May 22, 2018**

**A2 Special Meeting of Council of May 22, 2018**

- 18-096 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of May 22, 2018; Special Meeting of Council of May 22, 2018.

**Board and Committee Reports**

**B1 Corporate Services Committee Meeting Minutes of June 5, 2018**

- 18-097 Be It Resolved That: The following board and committee reports are hereby received: Corporate Services Committee Meeting Minutes of June 5, 2018.

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

None

**Business Arising from Board and Committees**

Corporate Services Committee Meeting of June 5, 2018

**D1 Recommendation regarding Election Compliance Audit Committee**

- 18-098 Be It Resolved That: As Recommended by the Corporate Services Committee That: Pursuant to Section 88.37 (1) of the Municipal Elections Act, 1996, c.32, and Bylaw 2290/10, the Clerk/designate for each of the following municipalities be appointed to the Election Compliance Audit Committee for the Town of Espanola: Township of Nairn-Hyman, Township of Baldwin, Township of Sable-Spanish Rivers.

**D2 Recommendation regarding 2018 Gravel Tender**

- 18-099 Be It Resolved That: As Recommended by the Corporate Services Committee That: Council award the 2018 gravel tender to Carlyle Construction.

**Bylaws and Resolutions**

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

**E1 Bylaw No. 2852/18**

- 18-100 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of May 22, 2018.

**E2 Bylaw No 2851/18**

- 18-101 Being an Amendment to Bylaw 2560/13, a bylaw to Establish Fees and Charges for the Town of Espanola.

**E3 Bylaw No 2853/18**

- 18-102 Being a Bylaw of the Town of Espanola to enter into an agreement with the Minister of Community Safety and Correctional Services and the Espanola Police Board for the Safer Communities – 1000 Officers Partnership Program.

**E4 Bylaw No 2854/18**

- 18-103 Being a Bylaw of the Town of Espanola to enter into an agreement with the Minister of Community Safety and Correctional Services and the Espanola Police Board for the Community Policing Partnerships (CPP) Program.

**E5 Bylaw No 2855/18**

- 18-104 Being a Bylaw of the Town of Espanola to enter into an agreement with Belanger Construction for Phase 2A of the Infrastructure Renewal Project.

**Reports**

- F1** Board of Health for Public Health Sudbury & Districts Meeting Minutes of April 19<sup>th</sup>, 2018 & May 17<sup>th</sup>, 2018 (Unapproved)
- F2** Manitoulin – Sudbury DSB 4<sup>th</sup> Quarter Report – Audited; Annual Report on Reserves; 1st Quarter Report – Unaudited; 2018 First Quarter Activity Report May 25, 2018; Financial Statements, Year Ended December 2017 (reports have been previously circulated)
- 18-105 Be It Resolved That: The following reports are hereby received; Board of Health for Public Health Sudbury & Districts Meeting Minutes of May 17, 2018 – Unapproved; Manitoulin – Sudbury DSB 4<sup>th</sup> Quarter Report – Audited; Annual Report on Reserves; 1st Quarter Report – Unaudited; 2018 First Quarter Activity Report May 25, 2018; DSB Financial Statements, Year Ended December 2017.

**PART II - REGULAR AGENDA**

**Bylaws and Resolutions**

- G1 Recommendation Regarding Purchase of Pumper/Tanker Truck**
- 18-106 Be It Resolved That: Council approve the purchase of one Pumper/Tanker truck as quoted from Fort Garry Industries.
- G2 Staff Report Regarding Building Permits for Siding/Cladding**
- For Information

**Correspondence For Information Only**

None

**Information**

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

Municipality of Killarney resolution re: approval of landfill sites

**Conference and Conventions**

**None**

**Mayor and Councillor Reports and Announcements**

**Future Council/Committee Meetings**

Community Services Committee Meeting of June 19, 2018 @ 3:00 pm  
Regular Meeting of Council of June 26, 2018 @ 7:30 pm

**Adjournment**

**Closed Meeting (if required)**

## THE PUBLIC MEETING OF COUNCIL OF THE TOWN OF ESPANOLA

Council Chambers  
Municipal Office

May 22, 2018  
10:00 am

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

**Present:**

Councillors: R. Dufour, K. Duplessis; R. Duplessis, H. Malott,  
B. Yocom

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

**Absent:**

Councillor B. Yocom

The Deputy Mayor stated that this meeting will be live streamed.

Disclosure of pecuniary interest and the general nature thereof.

**Public Hearing**                      **None**

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

**Question Period**                **None**

**CONSENT AGENDA**

**CA-008-19 R. Duplessis – R. Dufour**

Be It Resolved That: Items A1 to F5 contained in Part 1  
Consent Agenda be adopted.

**Carried**

**Items A1-A4**  
**Council Minutes**

**18-081 R. Dufour – K. Duplessis**

Be It Resolved That: The following Minutes are hereby  
accepted; Regular Meeting of Council of April 24, 2018; Special  
Meeting of Council of May 8, 2018; Regular Meeting of Council of  
May 8, 2018; Special Meeting of Council of May 8, 2018.

**Carried**

**Board and Committee Reports**

**Items B1**

**18-082 R. Duplessis – R. Dufour**

Be It Resolved That: The following board and committee reports  
are hereby received: Committee of the Whole Meeting Minutes  
of April 24, 2018.

**Carried**

**DRAFT**

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

None

**Business Arising from Board and Committees**

None

**Bylaws and Resolutions**

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

**18-083 R. Duplessis – R. Dufour**

Be It Resolved That: 2844/18 be adopted being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of May 8, 2018.

**Carried**

**Reports**  
**Items F1-F5**

**18-084 R. Dufour – R. Duplessis**

Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for April 2018; Leisure Services Department Departmental Report for April 2018; Building Services Department Departmental Report for April 2018; Fire Department Departmental Report for April 2018; Joint Health and Safety Meeting Minutes of April 5, 2018.

**Carried**

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

**Item G1A**  
**2018 Reserves**

A discussion ensued regarding the need to move more funds from reserves to cover the cost of the firehall should a lame duck situation occur.  
The Clerk advised that a resolution was required.

**R. Dufour – R. Duplessis**

Be It Resolved That: An additional \$500,000 be moved from reserves in 2018 for the new firehall.

**Carried**

**Item G1B**  
**Strike the Rates of  
Taxation for 2018**

**18-085 R. Duplessis – R. Dufour**

Be It Resolved That: Bylaw No. 2845/18 be adopted, being a Bylaw to Adopt the Estimates of all Sums Required During the Year and to Strike the Rates Of Taxation for the Year 2018.

**Carried**

**Item G2**  
**Establish Tax Ratios**

**18-086 H. Malott – K. Duplessis**

Be It Resolved That: Bylaw No 2846/18 be adopted, Being a Bylaw to Establish Tax Ratios for Prescribed Property Classes.

**Carried**

**DRAFT**



**Item G3**  
**Adopt Optional Tools**

**18-087 K. Duplessis – H. Malott**

Be It Resolved That: Bylaw No 2847/18 be adopted, Being a Bylaw to Adopt Optional Tools for the Purposes of Administering Limits for Eligible Properties within the meaning of Section 331 (New Construction) for the Commercial, Industrial and Multi-Residential Property Classes.

**Carried**

**Item G4**  
**Establish Tax Ratios**

**18-088 K. Duplessis – B. Foster**

Be It Resolved That: Bylaw No 2848/18 be adopted, being A Bylaw to Establish Capping Options for Prescribed Property Classes.

**Carried**

**Item G5**  
**Bylaw to Stop Up,  
Close and Realign a  
Portion of Church  
Street**

**18-089 H. Malott – K. Duplessis**

Be It Resolved That: Bylaw No 2849/18 be adopted, Being a Bylaw to Stop Up, Close and Realign a Portion of Church Street

**Carried**

A discussion ensued.

The Clerk clarified the area that would be closed as well as the new route.

**Item G6**  
**National Health and  
Fitness Day**

**18-090 B. Foster – R. Duplessis**

Be It Resolved That: WHEREAS the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;

WHEREAS it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;

WHEREAS many local governments in Canada have public facilities to promote the health and fitness of their citizens;

WHEREAS the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;

AND WHEREAS the Government of Canada wishes to encourage the country's local governments, non government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;

WHEREAS Canadian's mountain, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;

AND WHEREAS Canadian Environment Week is observed throughout the country in early June and walking and cycling

**DRAFT**

are great ways to reduce vehicle pollution and improve physical fitness;

AND WHEREAS declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and wellbeing;

THEREFORE Council hereby proclaims National Health and Fitness Day in the Town of Espanola as the first Saturday in June and;

AND FURTHERMORE encourages all residents to explore the recreational activities our community has to offer and cordially invites you to the Tennis and Tea Celebration on Sunday June 3<sup>rd</sup> at the tennis courts from 2:00 pm – 4:00 pm, to enjoy free tennis and pickle ball lessons and be witness to the unveiling of the memorial shade benches, donated by Ms. Daphne Allen in memory of her husband Don and son Dave.

**Carried**

**Item G7**  
**Approval of Landfill Projects**

**18-091 R Duplessis – B. Foster**

Be It Resolved That: Council for the Town of Espanola supports the Municipality of East Ferris' resolution #2018-165 regarding the right to approve landfill projects in their communities.

**Carried**

**Item G8**  
**SABE**

**18-092 B. Foster – R. Duplessis**

Be It Resolved That: Council for the Town of Espanola supports the Save AB Ellis Committee commissioning a Feasibility Study. This Study should include a building condition assessment of the old AB Ellis School and considerations as they relate to a change of use for their proposed development.

**Carried**

A discussion ensued regarding the need for a letter of support from Council. It was stated that there is support for the SABE group providing there is no burden to the tax payer. Council Dufour asked if there was a time problem with this item; Mayor Piche asked Mr. Clackett to speak to the question. Mr. Clackett advised that this was the first step in the process. He further advised that the school is presently in use, however the School Board does have a motion to demolish it once it is declared surplus so it is important that the feasibility study is done as quickly as possible. Councillor Foster suggested that Council has the authority to pass a motion to delay the demolition of the building. The Clerk advised that would only apply if Council has formed a Heritage Committee and the building is declared a heritage site. Councillor Malott asked if there was a Historical Building committee in place now, she was advised there was not. She suggested that Council look into that giving the SABE group something to fall back on if

**DRAFT**



they need this. It was stated that should a committee be formed and a study reveal that the project is not feasible then the municipality has a historical site that cannot be torn down.

**Item G9**  
**SCBAs**

**18-093 R. Duplessis – B. Foster**

Be It Resolved That: Council approve the purchase of new SCBAs for the Fire Department as quoted by Levitt Safety.

**Carried**

**Item G10**  
**Advertising on  
Municipal Property**

**For Discussion**

A discussion ensued.

It was the consensus of Council to allow this non local business to advertise on municipal property. It was stated that each request would be determined on an as requested basis. The Clerk advised that a motion was required.

**B. Foster – K. Duplessis**

Be It Resolved That: Council approve OK Signs advertising a business outside of Espanola on municipal property.

**Carried**

**Item G11**  
**Hwy 6 Connecting  
Link Reconstruction**

**18-094 B. Foster – K. Duplessis**

Be It Resolved That: Council award the Tender for the Connecting Link project to Garson Pipe.

**Carried**

**Item G12**  
**Repeal Bylaw for  
Vacant Unit Rebates**

**18-095 H. Malott – B. Foster**

Be It Resolved That: Bylaw 2850/18 be adopted, being a Bylaw to repeal Bylaw 1321/98 authorizing vacant unit rebates

**Carried**

**Item G13**  
**Notice of Motion**

**R. Duplessis – R. Dufour**

Be It Resolved That: We remove the need for a permit to remove or replace siding as long as there are no structural changes.

**Carried**

Councillor R. Duplessis addressed the Mayor and stated that he was not aware of anyone that wanted to replace their siding, but he was aware of only a few municipalities that charged a permit to install siding. He explained that construction season was here and by the time this item went to Committee level and back to Council to have the Bylaw passed, the season would be over. This was his reason to address this one particular item now. He further advised that he thought there were other items to be reviewed at the Committee level but felt they could be addressed at that time.

Councillor Foster advised he would like more information and to hear from the Building Department to learn of any potential liability issues. He suggested this item go to Corporate

Services in early June and then to Council. This would allow time to get a report from the Building Inspector and also allow the rest of Council to look into it.

Councillor R. Duplessis stated that Council could chose to pass this item then bring it to Community Services Committee for recommendation, and if they find out it is bad, they can reverse it. Mayor Piche advised then that allows some people to start a project then later they would be told no. Councillor R. Duplessis stated "well, if they start, then they start" and agreed with the Mayor.

Councillor K. Duplessis stated that reversing it would cause confusion. He then asked if this was in the Ontario Building Code, to which Mayor Piche advised that was what Council needed to find out, Councillor R. Duplessis stated it was not in the code. Councillor K. Duplessis then stated that this would be an illegal motion if it was and advised Councillor R.

Duplessis that he assumed he would know that. Councillor K. Duplessis then stated that Council needs to be careful not to permit above the Building Code because the Town could be potentially liable. He agreed with Councillor Foster and stated that this should be looked at in a little more depth. Councillor Foster then stated he would like to see this item deferred until the next Council meeting. The Clerk advised that this item would go to the Corporate Services Committee for review as it is a policy change. Councillor Foster stated that if it went to the next Corporate meeting it could then be brought to the following Council meeting. The Clerk explained the process on having this item brought to the Committee level and then to Council.

Councillor R. Duplessis stated that he believed it was not in the Building Code because there are other municipalities that are not charging permits for siding. The Mayor advised that we are not other municipalities and he would prefer to gather more information.

Councillor Dufour stated that he didn't see this item in our Bylaws to which the Clerk responded that it would be the Building Fees Bylaw. Councillor Dufour advised that he gets confused between our Bylaws and the Government regulations and further advised that Councillor R. Duplessis is correct in saying it is not in the Building Code, that he has done a lot of reading in there and he certainly does not see it. He further advised that if they are circumventing any of the building regulations they would want to know about it quickly so they can rescind anything they might have done improper. He suggested that the Building Official attend the Corporate Services meeting to provide further information, but stated there is no reason why they couldn't pass that today and then rescind it the following week. The Mayor stated that he had a problem with circumventing proper procedures, he advised that he agreed with Councillor Foster and they should be following



the proper procedures even though it may take some time he would like to do it right. Councillor Dufour advised that it is not Council or the Building Official's job to babysit people, if there is a structural change they would need to come and get a permit. The Mayor advised he would still like to see it done in proper sequence and he did not want to see people changing siding in the next couple of weeks when Council hasn't followed the proper procedure.

Councillor Foster stated that introducing Notice of Motions and making decisions without having time to think about it and get some input from staff is something they should stay away from, so decisions are not made quickly without a bit of thought. He stated this is just a good general policy.

Councillor R. Duplessis stated that the Building Inspector attended a Committee meeting some time ago and advised that a permit is needed for siding to determine if there is any structural damage and work needed and that is why his Notice of Motion stated if no structural changes.

Councillor K. Duplessis advised that although it is possible to pass this Notice of Motion now, he would like to do their due diligence to ensure there isn't something that could put them into a liable position.

The Mayor asked for a vote to defer this item, and reread the motion, there was no response from Council. Councillor Foster then asked if an amendment to the motion was required. The Clerk explained the process between deferring, carrying or defeating the motion. The vote to defer was not carried.

**Item G14**

**Permit for Siding**

**R. Duplessis – R. Dufour**

Be It Resolved That: We remove the need for a permit to remove or replace siding as long as there are no structural changes

**Carried**

**Correspondence For Information Only**

**None**

**Information**

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

Letter from local resident re: OPP vote

Township of Nairn and Hyman correspondence re: Hwy 17 reclassification

**Conference and Conventions**

**None**

**DRAFT**

## **Mayor and Councillors Reports and Announcements**

- Firefighters Correspondence** Councillor R Duplessis advised that he had been contacted by 2 residents in the outlying area regarding the correspondence circulated by the Firefighters.
- Motion for PSB** Councillor Foster asked the CAO if a motion would be required to keep a 5 person Police Services Board after amalgamation with the OPP. The CAO advised she would need to look into that further.
- Fire Equipment Report** Councillor Foster advised he would like to see a report that shows the difference on how many gallons of water can be put on a fire and the time lines to refill and disperse the water with both 2 and 3 pumper/tankers and if they met the threshold for insurance rates for areas without hydrant service. The Fire Chief provided information on what is needed to obtain Pumper/Tanker Accreditation. The ACO advised that she would like to clarify that currently we have one pumper and one tanker. Councillor K Duplessis asked the Fire chief to include the amount of times the truck was refilled during the fire that took place that was referred to by Mr. Marc Lelievre during his presentation to Council. The Fire Chief clarified that three trucks were needed, 2 to shuttle water and one to stay at the scene to pump the water. The report is also to include if the age of the current truck will hinder the possibility of getting an accreditation. It appeared to be the consensus of Council to have the report completed.

## **Future Council Meetings**

Corporate Services Committee Meeting of June 5, 2018 @ 3:00 pm  
Regular Meeting of Council of June 12, 2018 @ 7:30 pm

## **Adjournment**

### **B. Foster – R. Duplessis**

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 11:08 am

**Carried**

---

R Piche  
Mayor

---

Paula Roque  
Clerk

**DRAFT**

## SPECIAL MEETING OF COUNCIL OF THE TOWN OF ESPANOLA

Council Chambers  
Municipal Office

May 22, 2018  
11:10 am

---

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

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

**Present:** Councillors R. Dufour; K. Duplessis, R. Duplessis, B. Foster; H. Malott  
  
Staff: C. Townsend, CAO/Treasurer, P. Roque, Clerk, T. Denault-Roque, Recording Secretary

**Absent:** Councillor B Yocom

**In Camera H. Malott- R. Duplessis**

Be It Resolved That:

1. Under authority of Section 26.1.3 of Bylaw No. 2062/08, Council goes into an "in camera" session for the purpose stated in Section 239.2 of the Municipal Act.
  - o Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
  - o Proposed land acquisition and sale

Time: 11:15 am

**Carried**

**Resume Special Meeting**

**K. Duplessis – H. Malott**

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

Time: 11: 26 am

**Carried**

Staff received direction on a solicitor-client privileged item and updated Council on land agreement.

**Adjournment**

**H. Malott – R. Dufour**

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

Time: 11:27 am

**Carried**

---

R. Piche  
Mayor

---

P. Roque  
Clerk

**DRAFT**



**CORPORATE SERVICES COMMITTEE MEETING**  
**Tuesday, June 5, 2018**  
**3:00 pm**  
**Council Chambers**  
**Municipal Building**

**Chair K. Duplessis presided over the meeting.**

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

**Present:** Mayor Piche  
Councillor B. Foster; Councillor R. Duplessis  
Municipal Officials, P. Roque, Clerk/Manager of Planning Services;  
T. Denault-Roque, Recording Secretary

**Absent:** C. Townsend, CAO/Treasurer; C. Tessier, Manager of Financial Services

**Departmental Report** None

**Election Compliance Committee** **1.B. Foster – R. Duplessis**  
Be It Resolved That: As Recommended by the Corporate Services Committee That: Pursuant to Section 88.37(1) of the Municipal Elections Act, 1996, c. 32, and Bylaw 2290/10, the Clerk/designate for each of the following municipalities be appointed to the Election Compliance Audit Committee for the Town of Espanola: Township of Nairn-Hyman, Township of Baldwin, Township of Sables-Spanish Rivers.

**Carried**

**2018 Gravel Tender** **2. R. Duplessis – B. Foster**  
Be It Resolved That: As Recommended by the Corporate Services Committee That: Council award the 2018 gravel tender to Carlyle Construction Ltd.

**Carried**

A discussion ensued regarding the possible reasons for only one tender being received. Further discussion ensued regarding the allowance to reduce the quantities of gravel to be used; Councillor Foster advised that although that is an option, staff must ensure the job is done properly.

**Adjournment** **3. B. Foster – K. Duplessis**  
Be It Resolved That: The Corporate Services Committee Meeting is hereby adjourned.  
Time: 3:06 pm

---

K. Duplessis  
Chair

---

P. Roque  
Clerk

**DRAFT**



## CORPORATE SERVICES COMMITTEE

Moved By: Bill Foster

Date: June 5, 2018

Seconded By: R. Duplessis

Motion No.: 1

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

Pursuant to Section 88.37 (1) of the Municipal Elections Act, 1996, c.32, and Bylaw 2290/10, the Clerk/designated for each of the following municipalities be appointed to the Election Compliance Audit Committee for the Town of Espanola: Township of Nairn-Hyman, Township of Baldwin, Township of Sables-Spanish Rivers.

CARRIED ☒

DEFEATED ☐

DEFERRED ☐

R. Duplessis

Chair

### **RECORDED VOTE INTEREST**

For      Against

Mayor R. Piche  
B. Foster  
K. Duplessis  
R. Duplessis

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **DECLARATION OF PECUNIARY**

Mayor R. Piche  
B. Foster  
K. Duplessis  
R. Duplessis

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENDA #1

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

# STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** May 24, 2018

**ITEM:** Election Compliance Committee

**RECOMMENDATION: Be It Resolved That: As Recommended By the Corporate Services Committee That:** Pursuant to Section 88.37 (1) of the Municipal Elections Act, 1996, c. 32, and Bylaw 2290/10, the Clerk/designate for each of the following municipalities be appointed to the Election Compliance Audit Committee for the Town of Espanola:  
Township of Nairn-Hyman, Township of Baldwin, Township of Sables-Spanish Rivers

**BACKGROUND:** Each municipality requires that an Election Compliance Audit Committee be established for municipal elections. Attached is a description as outlined in the 2018 AMCTO Municipal Elections Manual and Bylaw 2290/10. Each of the municipalities listed above have appointed their Committee in the same manner with the same composition as was done in the 2010 and 2014 Municipal Elections. 2010 was the first election this Committee was required.

**ANALYSIS:** In discussions with area municipalities it was agreed that a Committee made up of the Clerks/designate of each municipality will have unrivaled impartiality and a good working knowledge of the election process and its associated nuances. Also, as in the 2010 and 2014 Municipal Election the Rainbow District School Board has requested to share the use of our Election Compliance Audit Committee for the unorganized areas that election results are reported in our area. The Board agrees to sign an agreement that ensures any costs incurred for school board audit compliance will be paid by the board which is the same arrangement used in the 2010 and 2014 municipal elections.

**EXISTING POLICY:** Provincial Legislation, MEA s.88.37, Bylaw 2290/10

**STRATEGIC GOAL:** Excellence in Government

**FINANCIAL COMMITMENT:** NA

**IMPLEMENTATION:** Clerks Office

**Prepared By:** Paula Roque

**CAO/Treasurer:** Cynthia Townsend

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

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

## **Compliance Audit and Review of Contributions**

MEA, s.88.33, 88.34, 88.35 and 88.36

With the passing of Bill 181, there have been a significant number of changes to the Compliance Audit provisions of the MEA. Some of the key changes are noted as follows:

- increased responsibility for the Clerk to review financial statements and report contraventions to the Compliance Audit Committee;
- increased responsibility for the Compliance Audit Committee to review report from Clerk with respect to registered third party contraventions;
- notification to Council or local board has been removed.

To assist, this section has been broken down into components; Role of the Compliance Audit Committee; Establishment of Compliance Audit Committee; Compliance Audit of Candidates' Campaign Finances (by elector and by Clerk's review) and Compliance Audit of Third Party Advertisers.

### **Role of Compliance Audit Committee**

MEA, s.88.37

The role of the Compliance Audit Committee is to receive and make decisions on applications for compliance audits of candidates' and registered third party election campaign finances and any by-elections during a Council's term. The CAC is also responsible for reviewing reports submitted to the CAC by the Clerk with respect to any contributor who appears to have contravened any of the contribution limits to a candidates' election campaign or to a registered third party election campaign. The powers and functions are in accordance of the MEA.

An elector, who is entitled to vote in an election and believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the MEA relating to election campaign finances, may apply for a compliance audit of the candidate's/registered third party campaign finances.

An application for a compliance audit by an elector is submitted to the Clerk in writing, and outlining the reasons for the elector's belief. The CAC receives separate reports from the Clerk with respect to apparent contraventions of contribution limits to candidates' and registered third parties.

A compliance audit can be requested by an elector who:

- is entitled to vote in an election; and
- believes on reasonable grounds that a candidate/registered third party has contravened the Act relating to election campaign finances.

The objective of the CAC is to ensure that the provisions of the MEA are not contravened and to follow the necessary steps to ensure compliance.

The committee shall have the authority:

- to grant or reject a compliance audit application,
- to appoint an auditor to conduct the audit where the application is granted and receive the results,
- to commence legal proceedings against the candidate for any apparent contravention within 30 days of receiving the auditor's report;
- To commence legal proceedings against a registered third party for any apparent contravention of contributions.

### **Establishment of Compliance Audit Committee**

MEA, s.88.37

All municipal councils and local boards must appoint a compliance audit committee. This committee must be appointed before October 1 of an election year and be composed of 3 to 7 members.

Under the MEA, the following individuals are ineligible for application to the Committee:

- Employees or officers of the municipality or local board
- members of the council or local board;
- any candidates/registered third party in the election.

The term of office for the committee (including members) is the same as the term of office of the council or local board; the committee will be in place for any by-elections that occur during the term.

The council or local board is responsible for paying all costs in relation to the committee's operation and activities.

The Clerk of the municipality or the secretary of the local board shall establish administrative practices and procedures for the committee and shall carry out any other duties required under the MEA to implement the committee's decisions.

With the changes to the MEA through Bill 181, Clerks' will be required to update their Terms of Reference for their Compliance Audit Committee prior to the start of the term of the 2018 Compliance Audit Committee.

Although Compliance Audit Committees' have been in operation since the 2010 municipal election, Clerks are reminded to include in the administrative practices and procedures the following;

- ✓ process to distribute any applications to the committee members;
- ✓ form and process to distribute reports from the Clerk to the committee members;
- ✓ establishment of dates and times for the meetings of the committee;

- ✓ provision of notice to the parties and the public of the meetings;
- ✓ administrative support to the committee;
- ✓ circulate the decisions of the committee for signature and
- ✓ distribution process of the Committee decisions.

It is advisable to have a process in place with respect to the appointment of an auditor for the Compliance Audit Committee. Consideration should be given to perhaps adding to the Terms of Reference or establishing a separate purchasing policy for the CAC that allows the Clerk to research auditors, evaluate proposals and present proposals to the CAC for an appointment. The City of Toronto has adopted such a policy and a copy has been provided under the samples/examples section of the manual.

Consideration should be given to contracting with an auditor who:

- is licensed under the *Public Accounting Act, 2004*
- has experience in municipal election finances and/or compliance audits;
- has the ability (time and skills resources) to complete the audit, and
- would be willing to provide a Letter of Independence to confirm there would be no conflict with the undertaking.

### **Compliance Audit of Candidates' Campaign Finances**

MEA, s.88.33, 88.34

There are two sections under the MEA that allow provisions for the audit of candidates' campaign finances. Since the 2010 election, a qualified elector could apply for a compliance audit of a candidates' campaign finances. That provision is still in force for the 2018 municipal election, however, there is an added provision that requires the clerk to review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under MEA, s.88.9.

#### **Application for Audit by an Elector**

A compliance audit can be requested by an elector who:

- is entitled to vote in an election; and
- believes on reasonable grounds that a candidate has contravened the MEA relating to election campaign finances;

by filing a written application with the Clerk of the municipality or the secretary of the local board, as applicable, setting out the reasons for the elector's belief.

The application must be made within 90 days after the latest of the following:

- the filing date under s.88.30 (March 29, 2019);

- the date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under s.88.30 (up to April 29, 2019);
- the candidate's supplementary filing date, if any, under s.88.30;
- the date on which the candidate's extension, if any, under s.88.23(6) expires.

Within 10 days of receiving the application, the Clerk of the municipality or secretary of the local board shall forward the application to the Compliance Audit Committee (CAC). There is no requirement within the MEA to provide a copy to the council or local board.

The CAC is to consider the application within 30 days of receipt and decide whether it is granted or rejected. The CAC meeting is to be open to the public and reasonable notice of the meeting given to the candidate, applicant and the public.

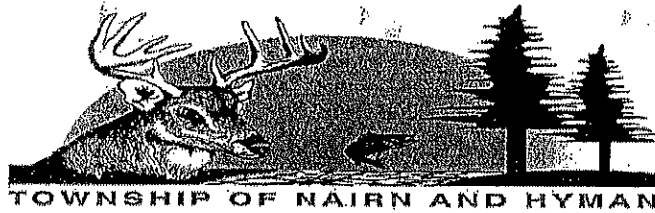
The decision to grant or reject and a brief written reason for the decision is to be given to the candidate, the Clerk where the candidate filed his or her nomination, the secretary of the local board and the applicant.

The decision of the CAC may be appealed to the Ontario Court of Justice within 15 days after the decision is made and the Court may make any decision the committee could have made.

If the CAC decides to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed.

The auditor shall:

- promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the MEA relating to the election campaign finances;
- have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board;
- have the powers of a commissioner under Part II of the *Public Inquiries Act*, (MEA, s.33);
- determine whether the candidate has complied with the provisions of the MEA as they relate to election campaign finance;
- prepare a report outlining any apparent contravention by the candidate; and
- submit a report to the
  - candidate;
  - Clerk with whom the nomination papers were filed;
  - Secretary of the local board (if applicable); and
  - Applicant.



64 McIntyre Street • Nairn Centre, Ontario • P0M 2L0 ☎ 705-869-4232 ☎ 705-869-5248  
Established: March 7, 1896 Office of the Clerk Treasurer, CAO E-mail: [nairncentre@personainternet.com](mailto:nairncentre@personainternet.com)

---

December 21, 2017

Cynthia Townsend  
Chief Administrative Officer-Treasurer  
Town of Espanola

RE: Appointment of Clerk or Designate to the 2018 Election Compliance Audit Committee

Dear Ms. Townsend:

Please be advised that our Council adopted the following resolution at their meeting of December 11, 2017:

**CLERK/DESIGNATE APPOINTMENT FOR 2018 ELECTION COMPLIANCE AUDIT COMMITTEE**  
**RESOLUTION #2017-12-296**

MOVED BY: Riet Wigzell

SECONDED BY: Katherine Bourrier

**RESOLVED:** that pursuant to Section 88.37(1) of the Municipal Elections Act, 1996, c. 32, the clerk/designate for each of the following municipalities be appointed for the 2018 Election Compliance Audit Committee:

Town of Espanola  
Township of Baldwin  
Township of Sables-Spanish Rivers

CARRIED

Sincerely Yours,

Robert Deschene,  
CAO-Clerk-Treasurer

RD/ie  
cc: Township of Baldwin  
Township of Sables-Spanish Rivers

Paula Roque

---

From: Peter Duncan <duncanp@rainbowschools.ca>  
Sent: Thursday, March 29, 2018 12:03 PM  
To: Paula Roque  
Cc: Nicole Charette  
Subject: Compliance audit committee

**The Town of Espanola**

Paula Roque, Clerk  
100 Tudhope St., Suite 2  
Espanola ON P5E 1S6

Paula

Our Board would like to share the use of your Compliance Audit Committee for the 2018 Municipal Election for the unorganized areas that election results are reported in your area.

The Board would sign an agreement that would ensure that any costs incurred for school board audit compliance would be paid by the Board.

This is the same arrangement that was used in the 2010 election.

Please advise if you agree and I will send you a draft of the agreement.

Peter Duncan SCMP (CPP), CPM, CSCP  
Assistant Manager of Finance  
Rainbow District School Board  
Ph (705) 674-3171 Ext 7290  
Fx (705) 674-5471

This email, including attachments, is solely for the use of the intended recipient(s) and may contain confidential and/or privileged information. Any use, distribution, printing or copying of this email must comply with Rainbow District School Board's procedure on the AP - Acceptable Use of Information and Communication Technologies. If you have received this email in error, please delete it immediately from your system and notify the originator.

--

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.](#)





## THE CORPORATION OF THE TOWN OF ESPANOLA

### BYLAW No. 2290/10

#### BEING AN AMENDMENT TO BYLAW 2062/08 A BYLAW TO PROVIDE FOR THE ADOPTION OF RULES OF PROCEDURE FOR THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF ESPANOLA

That the Council of the Corporation of the Town of Espanola amends the Special Purpose Body Advisory Committees as follows:

<b>Special Purpose Body Advisory Committee; ELECTION COMPLIANCE AUDIT COMMITTEE</b>
---

#### **Purpose:**

As directed by the Municipal Act, Section 81.1 (1) as committee is established to review a compliance audit application made by an elector who believes on reasonable grounds, that a candidate has contravened a provision of the Municipal Elections Act respecting election campaign finances.

The Committee subsequent to the review will determine if the application warrants further action.

#### **Composition:**

The committee shall be comprised of The Clerk of Baldwin Township, The Clerk of The Township of Nairn-Hyman, The Clerk of The Township of Sables-Spanish Rivers.

#### **Quorum:**

A quorum of the Committee shall be a majority of its members.

#### **Term:**

The term of the committee shall be concurrent with the term of Council that takes office following the next regular election. The Term is subject to Section 81.1(3) of The Municipal Elections Act.

#### **Agenda:**

To be determined by applications as forwarded to Committee by Clerk of Municipality for which candidate was nominated for office.

#### **Meetings:**

As required, to dispose of the application and any subsequent procedures required to complete the duties of the committee.

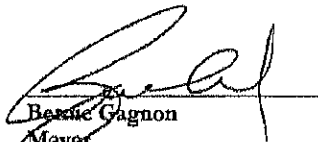
#### **Function:**

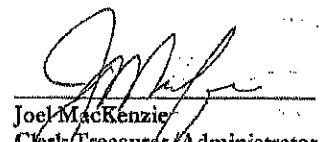
1.	Review Compliance Audit applications as submitted by ratepayer.
2.	Grant or reject application.

3.	Where application is granted, appoint an auditor
4.	Review auditor's report
5.	May initiate legal proceeding if contravention is determined in audit report
6.	May make a finding that application was reasonable but no appearance of contravention.

**Staff Resources:**

Clerk  
Recording Secretary  
Other Staff as required

  
Bernice Gagnon  
Mayor

  
Joel MacKenzie  
Clerk/Treasurer/Administrator

## CORPORATE SERVICES COMMITTEE

Moved By: R. Duplessis

Date: June 5, 2018

Seconded By: Bill Foster

Motion No.: 2

**Be It Resolved That: As Recommended by the Corporate Services Committee That:**  
Council award the 2018 gravel tender to Carlyle Construction Ltd.

CARRIED ✓

DEFEATED       

DEFERRED       

K. Duplessis

Chair

### RECORDED VOTE INTEREST

For      Against

Mayor R. Piche  
B. Foster  
K. Duplessis  
R. Duplessis

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DECLARATION OF PECUNIARY

Mayor R. Piche  
B. Foster  
K. Duplessis  
R. Duplessis

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENDA#2

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

# STAFF REPORT

**DEPARTMENT:** Public Works Dept.

**DATE:** May 23, 2018

**ITEM:** 2018 Gravel Tender

**RECOMMENDATION:** Award the 2018 gravel tender to Carlyle Construction Ltd.

**BACKGROUND:** The 2018 gravel tender was sent out to 3 suppliers; T. Bell, Carlyle Const. and OCL. It was sent out on May 10, 2018 and closed on May 18, 2018 at 2pm. The only bid received was from Carlyle Const.

This tender is for 'M' gravel that will be spread on Jacklin Rd. prior to surface treatment early-mid summer as well as unpaved roads that require it this fall.

**ANALYSIS:** Carlyle Construction Ltd. was the only bidder at \$145,595.00 excluding HST. This bid is over the 2018 budget (\$129,200), however the tender has an allowance to reduce the quantities by up to 20% which we will use to remain within the budget. Carlyle Const. has satisfied the tender bidding requirements.

**EXISTING POLICY:** Policy F17-01325, Tendering process.

**STRATEGIC GOAL:** Improve and Maintain our Infrastructure

**FINANCIAL COMMITMENT:** \$145,595.00 excluding HST

**IMPLEMENTATION:** Spreading and yard stockpiling upon council approval.

**Prepared By:**

Dave Parker

**Department Manager:**

Joel Yusko

**Clerk Treasurer/Administrator:**

Cynthia Townsend

**Approval of Recommendation:**

Yes ☒ No ☐

**Comments:**



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2852/18**

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

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1<sup>st</sup>, 2014, held on: May 22, 2018 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 12th day of June 2018.

\_\_\_\_\_  
R. Piche  
Mayor

\_\_\_\_\_  
Paula Roque  
Clerk



**The Corporation of the Town of Espanola**

**Bylaw No. 2851/18**

**Being an Amendment to Bylaw 2560/13  
A Bylaw to Establish fees and Charges  
For the Town of Espanola**

**WHEREAS** Section 391 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a Municipality and a local board may pass bylaws imposing fees and charges for services or activities provided, and;

**WHEREAS** the Council of the Town of Espanola deems it expedient to establish fees in the Town of Espanola;

**AND WHEREAS** Bylaw 2560/13 sets the fees and charges on behalf of the Town of Espanola;

**AND WHEREAS** the Council for the Town of Espanola deems it desirable to amend Schedule "B" Tariff of Fees Schedule of Bylaw 2560/13 to include:

Fire Response Fees – Indemnification Technology®	Current MTO rates, plus personnel costs, plus any addition costs to the Town of Espanola
--	--

Read a first, second and third time in open Council on this 12th day of June, 2018.

---

**Ron Piche**  
Mayor

---

**Paula Roque**  
Clerk

# Espanola

## REGULAR MEETING OF COUNCIL

Moved By: Rally Date: May 8, 2018

Seconded By: R. Dufour Motion No. 18-070

**BE IT RESOLVED THAT:** As Recommended by the Corporate Services Committee That:

The Town of Espanola enter into an agreement with Fire Marque Inc. to maximize billing opportunities on behalf of the Town by invoicing insurance companies for costs of fire departments attendance with respect to insured perils and the necessary change to the Tariff of Fees Bylaw be made to support the agreement.

CARRIED ☒ DEFEATED ☐

DEFERRED ☐

Bill Foster  
Chair

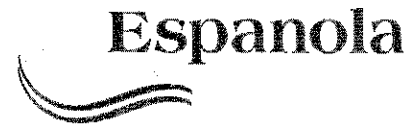
### RECORDED VOTE

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

### DECLARATION OF PECUNIARY INTEREST

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

AGENDA #D2



**The Corporation of the Town of Espanola**

**Bylaw No. 2853/18**

**Being a Bylaw to Execute An Agreement Between  
The Minister of Community Safety and Correctional Services and  
The Town of Espanola and  
The Espanola Police Services Board**

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

1. That the Mayor and CAO/Treasurer are hereby authorized to execute an agreement between Her Majesty the Queen in Right of the Province of Ontario and The Town of Espanola and the Espanola Police Services Board for the Safer Communities – 1000 Officers Partnership Program
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 12<sup>th</sup> day of June, 2018.**

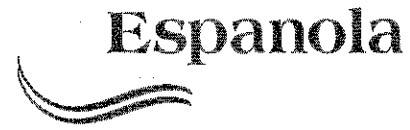
---

Ron Piche  
Mayor

---

Paula Roque  
Clerk





**The Corporation of the Town of Espanola**

**Bylaw No. 2854/18**

**Being a Bylaw to Execute An Agreement Between  
The Minister of Community Safety and Correctional Services and  
The Town of Espanola and  
The Espanola Police Services Board**

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

1. That the Mayor and CAO/Treasurer are hereby authorized to execute an agreement between Her Majesty the Queen in Right of the Province of Ontario and The Town of Espanola and the Espanola Police Services Board for the Community Policing Partnerships (CPP) Program.
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 12<sup>th</sup> day of June, 2018.**

---

Ron Piche  
Mayor

---

Paula Roque  
Clerk



**The Corporation of the Town of Espanola**

**Bylaw No. 2855/18**

**Being a Bylaw to Execute An Agreement  
Between the Town of Espanola and  
Belanger Construction**

**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 Belanger Construction for Phase 2A of the Infrastructure Renewal Project.
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 12th day of June,  
2018.**

---

**Ron Piche**  
Mayor

---

**Paula Roque**  
Clerk



REGULAR MEETING OF COUNCIL

Moved By: Heather Malott Date: April 24, 2018

Seconded By: [Signature] Motion No. 18-067

**BE IT RESOLVED THAT:**

Council award the Tender for Phase 2A of the Infrastructure renewal project to Belanger Construction.

CARRIED ☒ DEFEATED ☐

DEFERRED ☐

Bill Fota  
Chair

**RECORDED VOTE**

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

**DECLARATION OF PECUNIARY INTEREST**

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



JUN 04 2018

**UNAPPROVED MINUTES – FOURTH MEETING**  
**BOARD OF HEALTH FOR PUBLIC HEALTH SUDBURY & DISTRICTS**  
**PUBLIC HEALTH SUDBURY & DISTRICTS, BOARDROOM, SECOND FLOOR**  
**THURSDAY, MAY 17, 2018 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Maigan Bailey  
Janet Bradley  
James Crispo  
Jeffery Huska  
Robert Kirwan

René Lapierre  
Thoma Miedema  
Paul Myre  
Ken Noland  
Rita Pilon

Mark Signoretti  
Nicole Sykes  
Carolyn Thain

**BOARD MEMBERS REGRETS**

Monica Loftus

**STAFF MEMBERS PRESENT**

Nicole Frappier  
Stacey Laforest  
Rachel Quesnel  
France Quirion

Dr. Penny Sutcliffe  
Renée St. Onge  
Dr. Ariella Zbar

**R. LAPIERRE PRESIDING**

**1. CALL TO ORDER**

The meeting was called to order at 1:21 p.m.

**2. ROLL CALL**

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

There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **Increasing Awareness About Health Equity Through Meaningful Partnerships in Education**
  - Dana Wilson, Manager, Health Equity
  - Geneviève Projean, Public Health Nurse

Dr. Sutcliffe provided introductions and the staff were welcomed to speak about the Public Health Sudbury & Districts' work on health equity as it relates to our health equity communications plan and our recent partnerships with the education sector.

The Board was reminded of the factors that influence health and the importance of work on social determinants of health and health equity. Based on local findings, we are focusing on public education, health communications, and social marketing to further raise awareness that money and education are important factors that influence health outcomes.

One innovative initiative is a student lesson plan developed in partnership with Laurentian University's Faculty of Education and recently being implemented with the Rainbow District School Board. The aim is to raise awareness among students and adult influencers about the social determinants of health and encourage students to identify possible actions or solutions in their communities that can promote health equity.

It was concluded that this is one example the importance of meaningful intersectoral partnerships and collaboration and also of Public Health Sudbury & Districts' work to try to shift perspectives among key target groups.

Questions were entertained and the presenters thanked.

## **5. CONSENT AGENDA**

- i) Minutes of Previous Meeting**
  - a. Third Meeting – April 19, 2018
- ii) Business Arising From Minutes**
- iii) Report of Standing Committees**
  - a. Board of Health Finance Standing Committee Unapproved Minutes dated May 7, 2018
- iv) Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, May 2018
- v) Correspondence**
  - a. Repeal of Section 43 of the Criminal Code Refresh 2017
    - Letter from the Peterborough Board of Health to the Minister of Justice dated April 23, 2018
    - Letter from the Grey Bruce Board of Health to the Minister of Justice dated April 19, 2018
  - b. Youth Exposure to Smoking in Movies

- Letter from the Peterborough Board of Health to the Ontario Film Review Board dated May 3, 2018
  - Letter from the Peterborough Board of Health to the MPP Leal dated May 3, 2018
  - Letter from the Peterborough Board of Health to the MPP Scott dated May 3, 2018
  - c. Tobacco and Smoke-Free Campuses  
(Board of Health – Public Health Sudbury & Districts Motion 07-18)
  - Letter from the Grey Bruce Board of Health to the Georgian College CEO and President dated April 19, 2018
  - d. 2018 Annual Service Plan
  - Letter from the Grey Bruce Board of Health to the Minister of Health and Long-Term Care dated April 19, 2018
  - e. Mandatory Food Literacy Curricula in Ontario Schools
  - Letter from the Kingston, Frontenac, and Lennox & Addington Board of Health to the Minister Responsible for Early Years and Child Care dated April 26, 2018
  - f. 2018-19 Public Health Funding
  - Letter from the Minister of Health and Long-Term Care to the Board Chair dated May 7, 2018, Re: HIV/AIDS Programs
- vi) **Items of Information**
- a. Public Health Ontario News Release: *Whooping Cough More Widespread than Previously Known* May 3, 2018
  - b. Southwestern Public Health Announcement April 19, 2018
  - c. *Health Matters* Election Primer

It was observed that the MOH/CEO report format is excellent and content is relevant and concise for the Board.

Board members received a print copy of the Health Matters Election Primer at the meeting.

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

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

**CARRIED**

#### **6. NEW BUSINESS**

- i) **2017 Annual Organizational Risk Management Report**
  - Briefing Note from the Medical Officer of Health and Chief Executive Officer dated May 10, 2018

- Annual Organizational Risk Management Report for period covering January to December 2017

The 2017 Annual Organizational Risk Management Report is shared for the Board's information.

It was recapped that, following the identification of agency-wide risks, the Board approved an organization-wide risk management framework, policy, procedure, and a risk management plan. The plan involves quarterly reports to the Senior Management Executive Committee and an annual report to the Board of Health in June.

The 2017 Annual Risk Management Report is the first annual report to report on a full year's information and follows the same structure as the 2016 report. Organizational risks and ratings have remained the same as 2016 while risk status has varied throughout the quarters. At the end of 2017, the technology risk relating to network outage has been identified as "attention required" while other risks have been reported as "no concerns".

Per the review cycle, another thorough review of the agency-wide risks will take place with the Board in the fall of 2019. The Senior Management Executive Committee will continue to monitor and review the risks, identify risk mitigation strategies, and will bring forward any significant changes to the board.

Questions were entertained.

**ii) Health System Transformation and Public Health**

- Presentation by Dr. P. Sutcliffe, Medical Officer of Health and Chief Executive Officer
  - Overview of Public Health Legislative and Regulatory Amendments
  - Summary of Recent Legislative and Regulatory Changes

Dr. Sutcliffe presented an overview of the provincial legislative and regulatory changes outlined in the overview and summary documents attached to today's agenda.

A landscape overview was provided to the Board regarding the following which characterize significant changes for the provincial Public Health system and operations:

- Patients First
  - Overview was provided of what transpired from Patients First Discussion Paper in 2015 to the *Patients First Act*, 2016 which resulted in *Local Health System Integration Act* and *Health Protection and Promotion Act* amendments.

- Ontario Public Health Standards (OPHS) Modernization
  - The Ministry hosted a session focused on the Implementation Work Plan for the Ontario Public Health Standards (OPHS) and related initiatives for all Medical Officers of Health on April 24.
  - The number of MOHTLC requirements have been reduced to 90 from 148 with new areas such as mental health and indigenous engagement.
- Legislative and Regulatory Changes
  - The MOHLTC staff recognize there are many significant changes all at once.
- Accountability Framework
  - The MOHLTC's accountability framework includes an annual accountability reporting cycle. Standardized reporting templates have yet to be developed by MOHLTC.
- Provincial Implementation
  - The province will be implementing work streams which will include field and MOHLTC personnel to ensure the OPHS get implemented. Public Health Sudbury & Districts staff will contribute to ensure local and northern voices are heard at the provincial table.
- Mapping of PHSD to Transformation Landscape
  - Provincial committee work
    - Population Health Indicators to support Public Health – LHIN Collaboration Project Committee and Accountability Implementation Task Force
  - Attention to programs and processes
    - Mental health, Indigenous engagement, SFOA, school health, vision, ISPA, etc.
    - Annual Service Plan and Budget Submission, Program Planning processes, CQI, NE LHIN engagement, NE PHU collaborations project, etc.
- Funding and Sustainability
  - FTE reductions as a result of the Public Health Funding Formula and zero percent growth in mandatory base funding
  - Five year financial projection based zero percent funding shows an accumulating deficit

This update has been shared with management to ensure they had a good understanding of the system changes taking place provincially even if not all areas affect their respective program areas every day.



This broader context is an important consideration when the Board is thinking strategically about the future locally. Dr. Sutcliffe noted that if there are particular points to unpack at a future Board meeting, this can be done.

Questions were entertained.

**iii) 2018-2019 Ministry of Health and Long-Term Care Grant**

- Letter from the Minister of Health and Long-Term Care to the Board Chair dated May 7, 2018
- Thank You Letter from the Board Chair to the Minister of Health and Long-Term Care dated May 8, 2018

Further to the Minister's letter shared at the last Board meeting with unspecific language regarding funding, we have received our provincial grant letter for 2018 confirming 3% provincial increase in base funding for cost-shared programs and \$162,100 in one-time funding. This is the earliest we recall ever receiving our provincial funding letter from the Ministry. The Board Chair's thank you letter is shared with the Board for information.

Dr. Sutcliffe noted that the Board had approved an additional \$2.5 million in the annual service plan submission to capture the total costs of implementation the OPHS. The province has funded \$440,000 of this for which PHSD will make the best use through its the delivery of programs and services. Management is looking at how to best spend these additional funds while keeping an eye to the future given the anticipated ongoing fiscal constraints.

**iv) 2017 Audited Financial Statements**

- Sudbury & District Health Unit Audited Financial Statements for 2017

Board of Health Finance Standing Committee Chair, Carolyn Thain, reported that the Finance Standing Committee met on May 7, 2018, and reviewed the 2017 draft audited financial statements. KPMG auditors joined the meeting via teleconference to review the audit processes and present the auditors findings report.

The auditors did not identify material misstatement, illegal acts or fraud, and no internal control issues. The Health Unit finished the year in a good position. C. Thain noted that management's proactive and strategic contingency measures such as staffing vacancies have yielded positive outcomes in these uncertain times.

Based on the auditor's report, the financial statements present fairly, in all material respects, the financial position of Public Health Sudbury & Districts as of December 31, 2017. The opinion is subject to the Boards approval.

F. Quirion and her team were thanked for their great work with the 2017 audit. Dr. Sutcliffe and her team were also acknowledged for their management financial planning.

#### **19-18 ADOPTION OF THE 2017 AUDITED FINANCIAL STATEMENTS**

***MOVED BY HUSKA – CRISPO: WHEREAS at its May 7, 2018, meeting, the Board Finance Standing Committee reviewed the 2017 audited financial statements and recommended them to the Board for the Board's approval;***

***THEREFORE BE IT RESOLVED THAT the 2017 audited financial statements be approved as distributed.***

**CARRIED**

**v) Smoke-Free Ontario Strategy**

- Letter from the Minister of Health and Long-Term Care dated May 3, 2018
- Smoke-Free Ontario Strategy, *Smoke-Free Ontario The Next Chapter – 2018 For a Healthier Ontario*
- Letter from the Association of Local Public Health Agencies to the Minister of Health and Long-Term Care dated May 3, 2018

The attached correspondence and proposed motion support the importance of the issue of tobacco use and in future, of cannabis use and recognized the high provincial smoking prevalence rate, and in particular, in northern Ontario.

The Board agreed to a friendly amendment given statistics have been updated in March to 16,000.

Comments and questions were entertained. It was suggested that the cover letter accompanying the motion be explicit about the additional costs to implementation and enforcement responsibilities of local boards of health. It was also noted that there were differences between the Ontario Strategy and the Federal Government's initiatives to date.

#### **20-18 MODERNIZATION OF THE SMOKE-FREE ONTARIO STRATEGY 2018**

***Moved by CRISPO – MYRE: WHEREAS smoking remains the single greatest cause of preventable disease and premature death in the province and currently kills about ~~13,000~~ 16,000 Ontarians each year; and***

***WHEREAS on May 3, 2018 the Ministry of Health and Long-Term Care released the modernized Smoke-Free Ontario Strategy, Smoke-Free Ontario the Next Chapter-2018 for a Healthier Ontario, a plan of action to further reduce the burden of tobacco and vapour products and reduce the smoking prevalence rate to 10 per cent by 2023; and***

***WHEREAS the modernized Smoke-Free Ontario Strategy builds on many of the existing programs, services and policies and continues to leverage efforts across the three strategic priorities of tobacco control (cessation, prevention, and protection); and,***

***WHEREAS Public Health Sudbury & Districts Board of Health has a longstanding history of proactive and effective action to prevent tobacco use and promote tobacco use cessation (e.g. resolutions #47-17, #03-17, #21-16, #55-15, #62-14, #57-14, #23-14, #32-05, #44-04, #25-03, #93A-98);***

***THEREFORE BE IT RESOLVED THAT Public Health Sudbury & Districts Board of Health congratulate the Provincial government on the modernization of the Smoke-Free Ontario Strategy in the “Smoke-Free Ontario the Next Chapter-2018 for a Healthier Ontario”; and***

***FURTHER THAT the Board advocate that appropriate resources for timely implementation be dedicated by the provincial government as soon as possible; and***

***FURTHER that the Board share this motion with the Association of Local Public Health Agencies, boards of health, the Chief Medical Officer of Health, the Assistant Deputy Minister, and local municipalities.***

**CARRIED WITH FRIENDLY AMENDMENT**

## **7. ADDENDUM**

None.

## **8. ANNOUNCEMENTS / ENQUIRIES**

Board members are encouraged to complete 30 minutes of physical activity before May 31 for the Board of Health to participate in the first Association of Local Public Health Agencies (ALPHA) fitness challenge for Board members. Further details are included in today's MOH report. Dr. Sutcliffe shared that Public Health Sudbury & Districts staff's participated in the annual provincial health unit challenge on May 10 and it was announced by ALPHA today that we were one of four health units to achieve 100% participation.

The Board of Health education workshop scheduled for the morning of June 21 will be held offsite at a location approximately 1.5 hours west of Sudbury. Details will be shared

once the location is confirmed; however, Board members are asked to block the full day on June 21<sup>st</sup> in their calendars.

The Board Chair participated in the Public Health Sudbury & Districts' 2018 Staff Day and shared his observation regarding the half-day event which included the staff recognition, volunteer recognition, and a guest speaker from the Ottawa Public Health regarding social media. The Board Chair congratulated the MOH and staff for yet another successful Annual Staff Day.

Board members were thanked for arriving early for a Board group photo today.

## 9. ADJOURNMENT

### 21-18 ADJOURNMENT

***MOVED BY KIRWAN – PILON: THAT we do now adjourn. Time: 2:27 p.m.***

**CARRIED**

---

(Chair)

---

(Secretary)

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

# STAFF REPORT

**DEPARTMENT:** Fire Department

**DATE:** 6/1/2018

**ITEM:** Purchase of 1 pumper/tanker truck

**RECOMMENDATION: Be it resolved:** That council approve the purchase of one Pumper/Tanker truck as quoted from Fort Garry Industries.

**BACKGROUND:** As recommended by council to proceed with the costing of a new Pumper/Tanker, three 69 page tender packages were sent out to three different companies. Both of our current fire trucks will be 20 years old or older next year. We need to maintain one front line pumper truck under 20 years old.

**ANALYSIS:**

Current delivery of just the chassis is running about 5-6 months, then they still need to build the fire truck. The three companies were Dependable, Fort Garry and Carrier Centers. Unfortunately, both Dependable and Carrier Centers did not feel they could provide a competitive quote, so they did not bid. This leaves the Fort Garry quote of \$381,910.00.

**EXISTING POLICY:**

**STRATEGIC GOAL:** 1) Improve and Maintain our Infrastructure  
4) Safe and Healthy Community

**FINANCIAL COMMITMENT:** \$381,910.00

**BUDGETED: \$360,000 in 2019**      Yes    ☒    No    ☐

**IMPLEMENTATION:** Order in June of 2018 for delivery in summer of 2019

**Prepared By:** Mike Pichor

**Department Manager:** Mike Pichor

**CAO / Treasurer:** Cynthia Townsend

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

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

**COMMITTEE OF THE WHOLE**

Moved By: *R. Duplessis*

Date: March 27, 2018

Seconded By: *Ray Saffran*

Motion No.: **1**

**Be It Resolved That: As Recommended by the Committee of the Whole That:**

The Fire Chief proceeds to complete the specifications and prepare a request for proposal for a new pumper/tanker.

**CARRIED**      **DEFEATED**     

*R. Piche*  
**Chair**

	<b>For</b>	<b>Against</b>
Mayor R. Piche	<u>    </u>	<u>    </u>
R. Dufour	<u>    </u>	<u>    </u>
K. Duplessis	<u>    </u>	<u>    </u>
R. Duplessis	<u>    </u>	<u>    </u>
B. Foster	<u>    </u>	<u>    </u>
H. Malott	<u>    </u>	<u>    </u>
B. Yocom	<u>    </u>	<u>    </u>

Mayor R. Piche	<u>    </u>
R. Dufour	<u>    </u>
K. Duplessis	<u>    </u>
R. Duplessis	<u>    </u>
B. Foster	<u>    </u>
H. Malott	<u>    </u>
B. Yocom	<u>    </u>

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:** Building Services

**DATE:** June 6, 2018

**ITEM:** Building Permits (siding/cladding)

**RECOMMENDATION:** For Information

**BACKGROUND:** Direction from Council to address Notice of Motion regarding Building Permits for Siding.

**ANALYSIS:** Contacted numerous municipalities including but not limited to Sudbury, North Bay, Elliot Lake, Sault Ste. Marie, Sables Spanish Rivers, Baldwin, and Nairn and Hyman and referred to the Ontario Building Code in regards to Cladding (siding). The Department has determined that these municipalities are consistent in this area as legislation is dictated by the Ontario Building Code. As per the Building Services risk management seminar held for Staff and Council, facilitated by Alison Orr of Orr Brown Consulting Engineers Ltd, it is the building department's opinion that the Town of Espanola meets the Standard of Care, and recommends that Council's recommendation of May 22, 2018 regarding siding be reversed. Please see attached excerpts from the Ontario Building Code pertaining to Cladding (siding).

**EXISTING POLICY:** Council motion dated May 22, 2018

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

**FINANCIAL COMMITMENT:** N/A

**BUDGETED:** N/A

Yes

No

**IMPLEMENTATION:** N/A

**Prepared By:**

Chief Building Official

**Department Manager:**

Dan Rivet

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

No

**Comments:**



REGULAR MEETING OF COUNCIL

Moved By: R. Dufour Date: May 22, 2018

Seconded By: Ray Dufour Motion No. \_\_\_\_\_

NOTION OF MOTION

BE IT RESOLVED THAT: WE REMOVE THE  
NEED TO REMOVE FOR A  
PERMIT TO REMOVE OR REPLACE  
SIDING AS LONG AS THERE  
ARE NO STRUCTURAL CHANGES

CARRIED ☒ DEFEATED \_\_\_\_\_

DEFERRED \_\_\_\_\_

R. Dufour  
Chair

**RECORDED VOTE**

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

**DECLARATION OF  
PECUNIARY INTEREST**

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

AGENDA # \_\_\_\_\_



9.27.10. OSB and Waferboard

9.27.11. Metal

9.27.12. Vinyl Siding

9.27.13. Exterior Insulation Finish Systems

Section 9.28. Stucco

## Section 5.10. Standards

### 5.10.1. Applicable Standards

#### 5.10.1.1. Compliance with Applicable Standards

(1) Except as provided in Sentence (2) and elsewhere in this Part, materials and components, and their installation, shall conform to the requirements of the applicable standards in Table 5.10.1.1. where those materials or components are,

- (a) incorporated into environmental separators or assemblies exposed to the exterior, and
- (b) installed to fulfill the requirements of this Part.

(2) The requirements for *flame-spread ratings* contained in thermal insulation standards shall be applied only as required in Part 3.

**Table 5.10.1.1.**  
**Standards Applicable to Environmental Separators and Assemblies Exposed to the Exterior**

Forming Part of Sentence 5.10.1.1.(1)

Item	Column 1 Issuing Agency	Column 2 Document Number	Column 3 Title of Document
1.	ANSI	A208.1	Particleboard
2.	ASME	B18.6.1	Wood Screws (Inch Series)
3.	ASTM	A123 / A123M	Zinc (Hot Dip Galvanized) Coatings on Iron and Steel Products
4.	ASTM	A153 / A153M	Zinc Coating (Hot-Dip) on Iron and Steel Hardware
5.	ASTM	A653 / A653M	Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process
6.	ASTM	C4	Clay Drain Tile and Perforated Clay Drain Tile
7.	ASTM	C73	Calcium Silicate Brick (Sand-Lime Brick)
8.	ASTM	C126	Ceramic Glazed Structural Clay Facing Tile, Facing Brick, and Solid Masonry Units
9.	ASTM	C212	Structural Clay Facing Tile

9.27.12.1.(1)

3.2.3.6.(4)

Table 5.10.1.1.

9.10.14.5.(8)

9.10.14.5.(11)

9.10.15.5.(7)

9.10.15.5.(10)

9.27.11.1.(3)

#### 9.10.14. Spatial Separation Between Buildings

##### 9.10.14.5. Construction of Exposing Building Face and Walls above Exposing Building Face

**Table 9.10.14.5.**  
**Minimum Construction Requirements for Exposing Building Faces**

Forming Part of Sentences 9.10.14.5.(1) to (3)

Item	Column 1 <i>Occupancy Classification of Building</i>	Column 2 <i>Maximum Area of Unprotected Openings Permitted, % of Exposing Building Face Area</i>	Column 3 <i>Minimum Required Fire-Resistance Rating</i>	Column 4 <i>Type of Construction Required</i>	Column 5 <i>Type of Cladding Required</i>
1.	<i>Residential, business and personal services, and low-hazard industrial</i>	0 - 10	1 h	<i>Noncombustible</i>	<i>Noncombustible</i>
		>10 but ≤25	1 h	<i>Combustible or noncombustible</i>	<i>Noncombustible</i>
		>25 but <100	45 min	<i>Combustible or noncombustible</i>	<i>Combustible or noncombustible</i>
2.	<i>Mercantile and medium- hazard industrial</i>	0 - 10	2 h	<i>Noncombustible</i>	<i>Noncombustible</i>
		>10 but ≤25	2 h	<i>Combustible or noncombustible</i>	<i>Noncombustible</i>
		>25 but <100	1 h	<i>Combustible or noncombustible</i>	<i>Combustible or noncombustible</i>

##### 9.10.15.5. Construction of Exposing Building Face of Houses

##### 9.20.13.11. Caulking at Door and Window Frames

#### Section 9.27. Cladding

##### 9.27.2.1. Minimizing and Preventing Ingress and Damage

##### 9.27.2.2. Minimum Protection from Precipitation Ingress

##### 9.27.2.3. First and Second Planes of Protection

##### 9.27.3.1. Elements of the Second Plane of Protection

##### 9.27.3.2. Sheathing Membrane Material Standard

##### 9.27.3.7. Flashing Materials

##### 9.27.3.8. Flashing Installation

##### 9.27.4.1. Required Sealants

##### 9.27.5.4. Size and Spacing of Fasteners

##### 9.27.5.6. Expansion and Contraction

##### 9.27.6. Lumber Siding

##### 9.27.7. Wood Shingles and Shakes

##### 9.27.9. Hardboard