



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, March 26, 2019
Council Chambers

100 Tudhope Street
7:00 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, March 26, 2019** at 7:00 p.m.
In The Council Chambers, Municipal Building*

7:00 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

Notification under the Provisions of Notice Bylaw No. 2068/08, Notice of Public Hearing

1. Council of the Town of Espanola will be considering a request from the Knight Cruisers Car Club for an exemption to Municipal Bylaws to permit a Car Show on Saturday, May 25th, 2019 from 8:00 am to 4:00 pm at the Track and Field;
 - a) A temporary exemption from Municipal Bylaw No. 1219/96, Section 14, being a bylaw to control the use of Municipally and Recreationally owned property 14. 4) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked.
 - b) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 25th, 2019 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show.
 - c) Council authorizes a temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 25th, 2019 between the hours of 8:00 am to 4:00 pm. For an event being held outdoors at the Track & Field – The Knight Cruisers Car Show.

Notification under the Provisions of Notice Bylaw No. 2068/08, Notice of Public Hearing

2. Council of the Town of Espanola will be considering a request from the Great Waterfront Trail Adventure Group for an exemption to the overnight camping bylaw for the use of the track & field area at the Recreation Complex
 - a) A temporary exemption from Municipal Bylaw 1219/96; being a bylaw to provide for the Use, Regulation, Protection and Government of Municipally and Recreationally Owned Property; 13.7 remain overnight with the boundaries of any park, recreational area and or municipally owned property without obtaining permission from the Municipality.

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

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

- CA-06-19 Be It Resolved That: Items A1 to F7 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of March 12, 2019

- 19-056 Be It Resolved That: The following Minutes are hereby accepted; Special Meeting of Council of March 12, 2019.

Board and Committee Reports

B1 Community Services Committee Meeting of March 19, 2019

- 19- 057 Be It Resolved That: The following board and committee reports are hereby received; Corporate Services Committee Meeting of March 19, 2019.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee Meeting of March 19, 2019

D1 Recommendation regarding Colour Run/Walk

- 19-058 Be It Resolved That: As Recommended by the Community Services Committee That: Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 11th, 2019 providing that:
 1. NSSR Marshalls are at the following main locations:
 - Intersection of Mead/Queensway for start and finish
 - Mead/Vanier Road Intersection (for 1 km turn around)

- Bottom of tank hill (base of ski hill)
 - Top of tank hill
 - Corner areas of hill
 - Top of Water Treatment plant
2. The organizers contact PWD to obtain a Facility Agreement and to proceed with the booking procedures to use the pavilion, canteen and washrooms; a food serving permit from the Public Health Sudbury & Districts be submitted.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2907/19

- 19-059 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of March 12, 2019.

Reports

- F1** Public Works Department Departmental Report for February 2019
F2 Leisure Services Department Departmental Report for February 2019
F3 Economic Development Department Departmental Report for February 2019
F4 2018 Annual Report for Espanola Court Service Area
F5 2018 Annual Report for Elliot Lake & Blind River Court Service Area
F6 Joint Health & Safety Meeting Minutes of February 7, 2019
F7 Public Health Sudbury & Districts Meeting Minutes of February 19, 2019.
- 19-060 Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for February 2019; Leisure Services Department Departmental Report for February 2019; Economic Development Department Departmental Report for February 2019; 2018 Annual Report for Espanola Court Service Area; 2018 Annual Report for Elliot Lake & Blind River Court Service Area; Joint Health & Safety Meeting Minutes of February 7, 2019; Public Health Sudbury & Districts Meeting Minutes of February 19, 2019.

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

G1 Recommendation regarding Knight Cruisers Car Show

- 19-061 See Public Hearing

G2 Recommendation regarding The 2019 Great Waterfront Trail Adventure (GWTA)

- 19-062 See Public Hearing

G3 Recommendation regarding Clear Lake Beach Supervision

- 19-063 Be It Resolved That: As recommended by the Recreation Culture Advisory Committee that: Leisure Services present to Council options for program enhancement at Clear Lake Beach for the summer of 2019. The Committee is recommending an incremental build on the success of the 2018 program to include the addition of one more afternoon. The program proposed would run 4 weeks next July, Monday to Thursday afternoons.

G4 Recommendation regarding Endorsement of Huntsville Town Council Resolution

- 19-064 Be It Resolved That: As Recommended by the Espanola Public Library Board that: Council for the Town of Espanola endorse the Huntsville Town Council Resolution of April 23, 2018 in support of continued, adequate, sustainable provincial funding of Ontario public libraries, increasing annually in line with the consumer price index; And Further That: the province commit to adequate and sustained funding for a shared and efficient Ontario Digital Library; And Further That: a copy of the resolution of support be forwarded to the Minister of Tourism, Culture and Sport, to the Minister of Municipal affairs, to our local MPP, to the Ontario Library Association and the Federation of Ontario Public Libraries.

Correspondence For Information Only

H1 Hiring Policy

H2 Social Media Policy

Information

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

Ministry of Infrastructure correspondence re: Funding Program

Conference and Conventions

FONOM Annual Conference; May 8, 9 & 10, 2019; Sudbury
2019 AMO AGM & Annual Conference; August 18-21, 2019; Ottawa

Mayor and Councillor Reports and Announcements

Future Council/Committee Meetings

Corporate Services Committee Meeting of April 2, 2019 @ 4:00 pm
Regular Meeting of Council of April 9, 2019 @ 7:00 pm

Adjournment

Closed Meeting (if required)



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

**Council Chambers
Municipal Office**

**March 12, 2019
7:00 pm**

Her Worship Mayor Beer presided over the meeting.

Present: Councillors K. Duplessis, R. Dufour, B. Foster, H. Malott, M. Van Alstine

Absent: Councillor S. Hayden

Staff: C. Townsend, CAO/Treasurer; C. Kennelly, Economic Development Officer; T. Denault-Roque, Recording Secretary

The Mayor called the meeting to order. Mayor Bill advised that the meeting will be streamed and posted after the Council Meeting.

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing **None**

Delegations/Petitions **None**

Question Period **None**

Mayor Bill asked if there were any items to be severed. Councillor K Duplessis requested item D1 and Councillor B Foster requested item D3 to be severed.

CONSENT AGENDA

CA-019-05 K Duplessis – B. Foster

Be It Resolved That: Items A1 to F3, excluding items D1 & D3 contained in Part 1, Consent Agenda be adopted.

Carried

**Items A1
Council Minutes**

19-044 B. Foster – K. Duplessis

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

Carried

Board and Committee Reports

**Items B1
Corporate Services
Committee Meeting
Minutes**

19-045 K. Duplessis – H. Malott

Be It Resolved That: The following board and committee reports are hereby received; Corporate Services Committee Meeting of

March 5, 2019.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee Meeting of February 19, 2019

Item D1
Hanging Baskets

Item Severed. See Regular Agenda

Be It Resolved That: As Recommended by the Community Services Committee That: Council approve the purchase of 40 hanging baskets.

Corporate Services Committee Meeting of March 5, 2019

Item D2
**Council-Staff
Relations Policy**

H. Malott – B. Foster

Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy C03-01874, being a Council-Staff Relations Policy be adopted.

Carried

Item D3
Agenda Circulation

Item Severed. See Regular Agenda

Be It Resolved That: As Recommended by the Corporate Services Committee That: Staff be directed to prepare the council agendas for 4 pm on Wednesday of the week prior to the council meeting.

Item D4
Reserve Policy

R. Dufour – K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: The Reserve policy be adopted as recommended.

Carried

Bylaws and Resolutions

Item E1
Confirmatory Bylaw

19-050 B. Foster – K. Duplessis

Be It Resolved That: Bylaw No 2905/19 be adopted; being a Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of February 26, 2019.

Carried

Item E2
**Endorsement of the
Operational Plan for
the Espanola
Drinking Water
System**

19-051 K. Duplessis – B. Foster

Being a Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and Ontario Clean Water Agency for Endorsement of the Operational Plan for the Espanola Drinking Water System.

Carried

Reports

Item F1-F3

B. Foster – K. Duplessis

Be It Resolved That: The following reports are hereby received; OCWA 2018 Annual and Summary Reports for the Espanola Water System; Manitoulin-Sudbury District Services Board 2018 Fourth Quarter Activity Report; February 28, 2019; Espanola Police Services Committee Meeting Minutes of January 17, 2019.

Carried

Staff was directed to make arrangements with F. Dominelli, CAO of MSDSB to present to Council.

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item D1

Hanging Baskets

19-046 B. Foster – H. Malott

Be It Resolved That: As Recommended by the Community Services Committee That: Council approve the purchase of 40 hanging baskets.

Carried

Item D3

Agenda Circulation

Item Severed. See Regular Agenda

Be It Resolved That: As Recommended by the Corporate Services Committee That: Staff be directed to prepare the council agendas for 4 pm on Wednesday of the week prior to the council meeting.

As per the Procedural Bylaw each amendment must be voted on separately. Mayor Beer called for a vote in favour of the amendment; all Council members were in support.

R. Dufour – K. Duplessis

Be It Resolved That: As Recommended by the Corporate Services Committee That: Staff be directed to prepare the council agendas for 4 pm on Wednesday of the week prior to the council meeting; and that the agenda be posted to the website on Friday by 4 pm.

Carried

Item G1

**Integrity
Commissioner**

H. Malott – R. Dufour

Be It Resolved That: Robert J. Swayze is appointed as Integrity Commissioner for the Town of Espanola.

Carried

Item G2

Full Costings

H. Mallot – K. Duplessis

Be It Resolved That: Council receives the full costing as of February 28, 2019 for each of the following:

1. New fire hall
2. OPP Costing
3. Integrity Commissioner Report

4. Legal fees paid to the Town Lawyer Paul Cassan (with a breakdown on phone calls, live streaming and in person) Furthermore that the above costing be provided at the open council meeting of March 12, 2019.

Carried

The information requested was circulated with the agenda package.

Item G3
Mayor's Fund

19-055 B. Foster – K. Duplessis

Be It Resolved That: A reserve fund be established as a Mayors Fund to make contribution to the community. The reserve would be funded by contributions from the Mayor's salary.

Deferred

A discussion ensued. Staff was directed to circulate a copy of the donation policy to Council as well as obtain information from other municipalities that have this type of fund.

Correspondence For Information Only

H1 Q4 Budget Variance Report

H2 Statistical Report for the Information and Privacy Commissioner of Ontario

Information

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

Cheque Register

MAH correspondence re: Housing Supply Action

Municipality of Red Lake Resolution

Lifesaving Society correspondence re: Swim to Survive Program

Stewardship Ontario re: MHSW Program

Conference and Conventions

FONOM Annual Conference; May 8, 9 & 10, 2019; Sudbury

2019 AMO AGM & Annual Conference; August 18-21, 2019; Ottawa

Mayor and Councillors Reports and Announcements

**AMO Council
Training
Notice of Motions**

Councillors Van Alstine and Malott advised they attended the AMO Councillor Training in North Bay.

Mayor Beer spoke to the proper way to submit a Notice of Motion. She explained that submitting the motion during the meeting for discussion does not allow Council any time to ask questions or for research on the topic to be done prior.

Future Council Meetings

Community Services Committee Meeting of March 19, 2019 @ 4:00 pm
Regular Meeting of Council of March 26, 2018 @ 7:00 pm

Adjournment

H. Malott – B. Foster

Be It Resolved That: The Regular Meeting of Council is hereby
adjourned. Time: 8:11 pm

Carried

Jill Beer
Mayor

Cynthia Townsend
CAO/Treasurer

Unapproved

**Community Services Committee Meeting
Tuesday, March 19, 2019**

**4:00 pm
Council Chambers
Municipal Building**

Chair Heather Malott presided over the meeting

Present: Municipal Officials: Mayor Beer; Councillor R. Dufour; S. Hayden

C. Townsend, CAO/Treasurer; J. Yusko, Manager of Public Works/Leisure Services; C. Kennelly, Economic Development Officer; M. Pichor, T. Denault-Roque, Recording Secretary

Absent: P. Roque, Clerk

Departmental Reports The Committee received the following reports; Public Works Department Departmental Report for February 2019; Leisure Services Department Departmental Report for February 2019; Economic Development Departmental Report for February 2019.

Colour Run/Walk

R Dufour – J Beer

Be It Resolved That: As Recommended by the Community Services Committee That: Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 11th, 2019 providing that:

1. NSSR Marshalls are at the following main locations:
 - Intersection of Mead/Queensway for start and finish
 - Mead/Vanier Road Intersection (for 1 km turn around)
 - Bottom of tank hill (base of ski hill)
 - Top of tank hill
 - Corner areas of hill
 - Top of Water Treatment plant

The organizers contact PWD to obtain a Facility Agreement and to proceed with the booking procedures to use the pavilion, canteen and washrooms; a food serving permit from the Public Health Sudbury & Districts be submitted.

Carried

Knight Cruisers Car Show

1. J. Beer – S. Hayden

As Recommended by the Community Services Committee That: Council authorizes:

- 1) A temporary exemption from Municipal Bylaw No. 751/84, Section 14, being a bylaw to control the use of Municipally and Recreationally owned property 14. d) no person shall park any vehicle in any park, recreational area or on municipal property of the Town of Espanola except in those areas specifically designated by appropriate signs and notices as being areas in which vehicles may be parked.

2) Temporarily closing Avery Dr. from the Complex to Hunter St. to traffic with the exception of emergency vehicles on Saturday, May 25, 2019 between the hours of 8:00 am to 4:00 pm to host the Knight Cruisers Car Show.

3) A temporary exemption from certain provisions of the Noise Bylaw No. 1189/96, on Saturday, May 25, 2019 between the hours of 8:00 am to 4:00 pm for an event being held outdoors at the Track & Field – The Knight Cruisers Car Show.

Carried

Naming of Municipal Buildings, Facilities, Open Spaces, Property , Parks and Streets For discussion

A discussion ensued. The chair advised that this policy belongs with the Corporate Services Committee should they decide to review it.

Plow Routes

R Dufour – S Hayden

Be It Resolved That: As Recommended by the Community Services Committee That: The laneway between Adelaide St and Annette St off of South St be removed from the laneway plow routes recognized in Bylaw No 2326/11.

Deferred

Staff was directed to visit the area once visible to access any damage from the snow plowing efforts and report back in June with an updated list of all laneway plow routes.

Adjournment

J Beer – R Dufour

Be It Resolved That: The Community Services Committee Meeting is hereby adjourned

Time: 4:36 pm

H. Malott, Chair

C Townsend, CAO/Treasurer

COMMUNITY SERVICES COMMITTEE

Moved By: *Ray Dufour*
 Seconded By: *Phil Beer*

Date: March 19 2019

Motion No 1

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

Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 11th, 2019 providing that:

1. NSSR Marshalls are at the following main locations:
 - Intersection of Mead/Queensway for start and finish
 - Mead/Vanier Road Intersection (for 1 km turn around)
 - Bottom of tank hill (base of ski hill)
 - Top of tank hill
 - Corner areas of hill
 - Top of Water Treatment plant
2. The organizers contact PWD to obtain a Facility Agreement and to proceed with the booking procedures to use the pavilion, canteen and washrooms; a food serving permit from the Public Heath Sudbury & Districts be submitted.

CARRIED ✓ DEFEATED

Hester Malott
Chair

**RECORDED VOTE
INTEREST**

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

DECLARATION OF PECUNIARY

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

AGENDA # 4

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: Administration

DATE: March 13, 2019

ITEM: Community Living 5 km walk/run Event

RECOMMENDATION: Be It Resolved That: As Recommended by the Community Services Committee That: Council for the Town of Espanola approve the 5km walk/run event hosted by Community Living on May 11th, 2019 providing that:

1. NSSR Marshalls are at the following main locations:
 - Intersection of Mead/Queensway for start and finish
 - Mead/Vanier Road Intersection (for 1 km turn around)
 - Bottom of tank hill (base of ski hill)
 - Top of tank hill
 - Corner areas of hill
 - Top of Water Treatment plant
2. The organizers contact PWD to obtain a Facility Agreement and to proceed with the booking procedures to use the pavilion, canteen and washrooms; a food serving permit from the Public Health Sudbury & Districts be submitted.

BACKGROUND: Events such as this have been held in Espanola in the past without incident, this will be CLE's second year hosting an event such as this. This was a successful event without incident last year.

ANALYSIS: The request from CLE was circulated to Department Managers for comments.

Public Works – Only concern would be if participants were exiting at the old water tower and heading down tank hill. This may be a safety concern for northbound drivers cresting the hill. The organization has advised that this location would only be used if the main entrance of the ski hill was too muddy; they have also ensured that Marshalls will be located on the road in both directions advising drivers of the runners.

Fire - No concerns

EXISTING POLICY: Council motion

FINANCIAL COMMITMENT: NA

IMPLEMENTATION: Council resolution

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

Prepared By: Traci Denault-Roque

Clerk Treasurer/Administrator: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments: _____

February 25th, 2019

Cynthia Townsend, CAO
Town of Espanola

May is *Community Living Awareness* month. Community Living Espanola is seeking Council approval to conduct a fundraiser on *Saturday, May 11th, 2019* commencing at 10 a.m. The fundraiser would be a 1 km and 5 km Fun Walk/Run event to promote Community Living Awareness, with the following details:

1 km Route

- 10:00 a.m.; 1 km run from the corner of Mead/Queensway to Vanier Road and return would be good available for those who want to walk/run, push strollers/wheelchairs or just participate but know they can't do the full 5 km

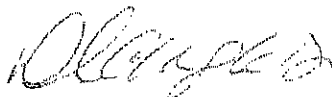
OPTION #1 – 5 km Route

- 10:15 a.m.; 5 km run from the corner of Mead/Queensway; turning into the Ski Hill property for an approximate 2-3 km run through the trails then return to the corner of Mead/Queensway to cross the finish line. Exiting the ski hill will either be from the main property entrance or from the property exit at the water tower and down the hill, passing the main property entrance...both exits will end at the start line.
- We've picked this route as it is not as busy as having a run through the town
- Colour corn starch (blue & green) will be thrown on the participants at a few spots throughout the run to promote awareness with Community Living colours

OPTION #2 – 5 km Route (in case the ski hill trails are too muddy from the spring thaw due to so much snow)

- 10:15 a.m.; 5 km run from the corner of Mead/Queensway to the Water Treatment Centre and return to the corner of Mead/Queensway to cross the finish line
- We've picked this route as it is not as busy as having a run through the town
- Colour corn starch (blue & green) will be thrown on the participants at a few spots throughout the run to promote awareness with Community Living colours
- I have submitted requests to Public Works for the use of the Pavilion and washrooms for use at Registration and to host a BBQ after the event. At this time, I am also requesting that the Town of Espanola consider waiving the fees associated with the Pavilion rental.
- I have secured the North Shore Search and Rescue to be available for road security/marshal's and First Aid
- We will provide a Certificate of Insurance from our Insurance Company upon Town approval of event

Should you wish to discuss this further, or if there is further information required, please feel free to contact me.
Thank you in advance for your consideration.



Debbie Langlois, Human Resources
Community Living Espanola
345 Centre Street
Espanola, Ontario P5E 1E4
705-869-0442 ext 21
debbie.langlois@clespanola.ca

cc: Traci Denault-Roque
Louise Laplante, CLE Executive Director
The individuals We Serve Come First

Les individus que nous servons sont notre première priorité

345 Centre Street Tel. 705.869.0442
Espanola, ON P5E-1E4 Fax 705.869.0446



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2907/19

**Being a bylaw of the Town of Espanola to Adopt
the Minutes of Council for the Term Commencing
December 1st, 2018, and Authorizing
Taking of any Action Authorized Therein and Thereby**

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

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

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

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2018, held on: March 12, 2019 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 26TH day of March 2019.

J. Beer
Mayor

Cynthia Townsend
CAO/Treasurer

MAR 14 2019

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

DEPARTMENTAL REPORT

DEPARTMENT: Public Works

MONTH: February 2019

PROJECT STATUS:

- **Bio-Solids:** Complete. Working funding applications.
- **Water Meters:** Reviewing of water rates
- **Asset Management:** Ongoing
- **Hwy 6/Centre St.:** Surface asphalt, property restorations and traffic sensing loops at Second Avenue in spring/early summer of 2019.
- **IRP Phase 2A:** Surface asphalt and property restorations in 2019.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including winter road maintenance, patching, salting, hydrant cleaning and garbage/debris pick-up.
- Scraped ice and snow build-up of town streets during mild days.
- Performed Senior snow removal 5 times during the month of February.
- There were 1,158 loads of snow removed for the month of February and 2,582 cumulative loads of snow removed to date.

EQUIPMENT:

- Down time for #13 Tri-axle truck is Feb. 4 – 28, and for #1 Loader was from Feb. 24 to Feb. 27, 2019.

ENVIRONMENTAL:

- Nothing to report this month

BEAUTIFICATION:

- Nothing to report this month

CEMETERY:

- Nothing to report this month

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Nothing to report this month

WATER & SEWER:

- There were 2 frozen water services.
- 1 resident reported a sewer backup. PWD flushed the main and it corrected this issue.

INTER DEPARTMENTAL:

- Maintained vehicles and equipment for other departments.
- PWD required to remove snow at the door of the Complex.

COMPLAINTS/COMPLIMENTS:

- PWD received 3 calls from area residents advising of the good job that the Department was doing concerning winter snow events.
- PWD received many complaints regarding snow removal.

EMPLOYEE STATUS:

- EHS Co-op student began working at PWD on Feb. 25, 2019.
- Held a Crossing Guard general meeting at Public Works on Feb. 7, 2019.
- 1 employee attended safety certification training in Sudbury.

VISITORS:

- 4 blue boxes were issued during the month of February.
-

MAR 14 2019

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

DEPARTMENTAL REPORT

DEPARTMENT: Leisure Services	MONTH: February, 2019
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Project Status:

Building

- Replaced a faulty motor on EF 1.1 rooftop for the pool

Pool

- Paddle board yoga had sufficient registrants to run
- All aqua programs status quo

Programs

- Working to secure March Break & Summer Camp Schedules
- Department welcome Noojmowin Teg Health Centre to community & is pleased to partner with them on community recreation and health programs offerings

Events/Programs

- The Community Winter Carnival was a success. The event is gaining participant and sponsorship traction having partnered with Boogie Mountain on the outdoor events.
- over 350 participants attended Family Day events hosted & sponsored by Queensway Pentecostal Church & Espanola Lions Club
- Minor Hockey hosted 2nd Annual February Freeze Jamboree for the Initiation Program/event was a success and plans are underway to offer in 2020
- Meet in the Middle Match Ups continue to take place
- Working on contract to secure a Circus rental for April
- Beginning inquiries on Pumpkin Festival program options

Promotions

- Promotion of Winter Carnival, March Break, February & March Fitness, Family Day
- Pursuing opportunity potential for playground replacement

Recreation Master Plan

- The Recreation & Culture Advisory Committee continue to explore opportunities and options for playground replacement as per the recommendations in the Master Plan
- Recreation Master Plan status report submitted to Council

Complaints / Compliments:

- Several complaints re: Express run vending machine not delivering on product/not returning change & team not responding to customer complaints
- 2 complaints on lack of cleanliness of auditorium
- Complaint on closure of lap pool due to pool fouling/customer expected to be personally notified
- 2 complaints that showers in the women's change room are cold
- Complaint that water in private change room smells like well water
- Patron complained that the time clock in arena is difficult to see from one side
- Complaint that stairs are slippery and should have a caution tape and notification to advise the elderly
- Complaint that parking lot spots are being monopolized by Espanola High School students and staff
- 2 complaints that sanitizer in upstairs hallway empty
- Patron complaint that bench in the gym is tippy
- Several patrons complained that the large auditorium floor needs cleaning
- Complaint that the hand dryer in the upstairs ladies washroom is not working

Employee Status:

- one full-time facility remains off on short-term
- Return of Facility Supervisor on return to work program

Visitors:

FEBRUARY 2019

DROP INS	
AquaFit	4
PD Day Skate	15
Fitness Centre	81
Line Dancing	35
Shinny	66
Skate	106
Squash	4
Swim	641
After School Skate	55
TOTAL	1007

FEBRUARY 2018

DROP INS	
AquaFit	8
	n/a
Fitness Centre	126
Line Dancing	n/a
Shinny	34
Skate	119
Squash	12
Swim	702
Tai Chi	n/a
TOTAL	1001

Memberships - RESIDENT	
AquaFit	109
Bronze Pool	146
Fitness	1039
Squash	0
Silver	90
Gold	84
Pool Pass	87

Memberships - RESIDENT	
AquaFit	152
Bronze Pool	143
Fitness	1340
Squash	5
Silver	144
Gold	115
Pool Pass	0

Private Swim Lessons	0
TOTAL	1555

Memberships - NON RESIDENT	
Aquafit	51
Bronze Pool	42
Fitness	200
Squash	0
Silver	25
Gold	0
Pool Pass	0
Private Swim Lessons	1
TOTAL	319

SHELLEY/NEWTON FREE SWIMS	
Feb. 1	29
FAMILY DAY SWIM/SKATE	
Feb. 18-swim	177
skate	43
LIONS' FREE SWIMS	
Feb. 2	77
Feb. 9	120
Feb. 16	39
Feb. 23	39
TOTAL	275

Private Swim Lessons	2
TOTAL	1901

Memberships - NON RESIDENT	
Aquafit	69
Bronze Pool	71
Fitness	235
Squash	1
Silver	85
Gold	18
Pool Pass	44
Private Swim Lessons	1
TOTAL	524

LIONS' FREE SWIMS	
Feb. 3	123
Feb. 10	90
Feb. 17	63
Feb. 24	99
TOTAL	375

Department Manager:

Submitted on:

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

DEPARTMENTAL REPORT

DEPARTMENT: Economic Development MONTH: February 2019

Funding Opportunities

- Nothing new to report

Community Improvement Plan

- Met with prospective CIP applicant

Economic Development Corporation

- Contract review/Industrial park
- Planning for Community Consultation to support Economic Development Corporation

Business Development

- Met with 2 different private business owners and redirected them to funding opportunities and business development support
- Met with 1 private business owner and redirected them to support for franchise opportunities
- Welcomed one new business to town
- Responded to a request from the Greater Sudbury Development Corporation to endorse their application for funding to the Rural and Northern Immigration Pilot Program

Other

- Discussions with Lambac to host a business support workshop in March
- Adoption of Cycle Plan Document
- Responding to a request from a developer started to create a welcome/info package for new residents to include promotional items or discounts from local service clubs and businesses
- Promoted Winter Banner Submissions
- Follow up on status of Summer Banners

Department Manager: Cynthia Townsend Submitted on: February March 11, 2019

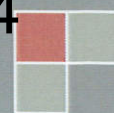
MAR 04 2019

2018

ANNUAL REPORT

ESPANOLA COURT SERVICE AREA

F4



March 1, 2019

ESPANOLA COURT SERVICE AREA
2018 ANNUAL REPORT

The Corporation of the Town of Espanola, Cynthia Townsend
The Township of Baldwin, Karin Bates
The Township of Sables-Spanish Rivers, Kim Sloss
The Township of Nairn & Hyman, Leslie Campbell

Dear Members,

I would like to present you with the Annual Report for the Espanola Court Service Area for 2018.

The enclosed statistics indicate a decrease of -31% in charges received and a decrease of -22% for fines paid compared to 2017. This data is based on Part I and Part III charges only.

On October 11th, 2018, the Town of Espanola transitioned from being policed by the Espanola Police Service to the Ontario Provincial Police.

As per last December when Bill 177 was introduced and the *Stronger, Fairer Ontario Act* was passed, there was discussion of the Attorney General to transfer responsibility for certain prosecutions currently prosecuted by the Ministry's Criminal Law Division under Part III of the Provincial Offences Act to the municipalities. To date, this has not been done, and no further talks regarding the subject have been released. I have made provisions in the 2019 budget in the event that this still does occur.

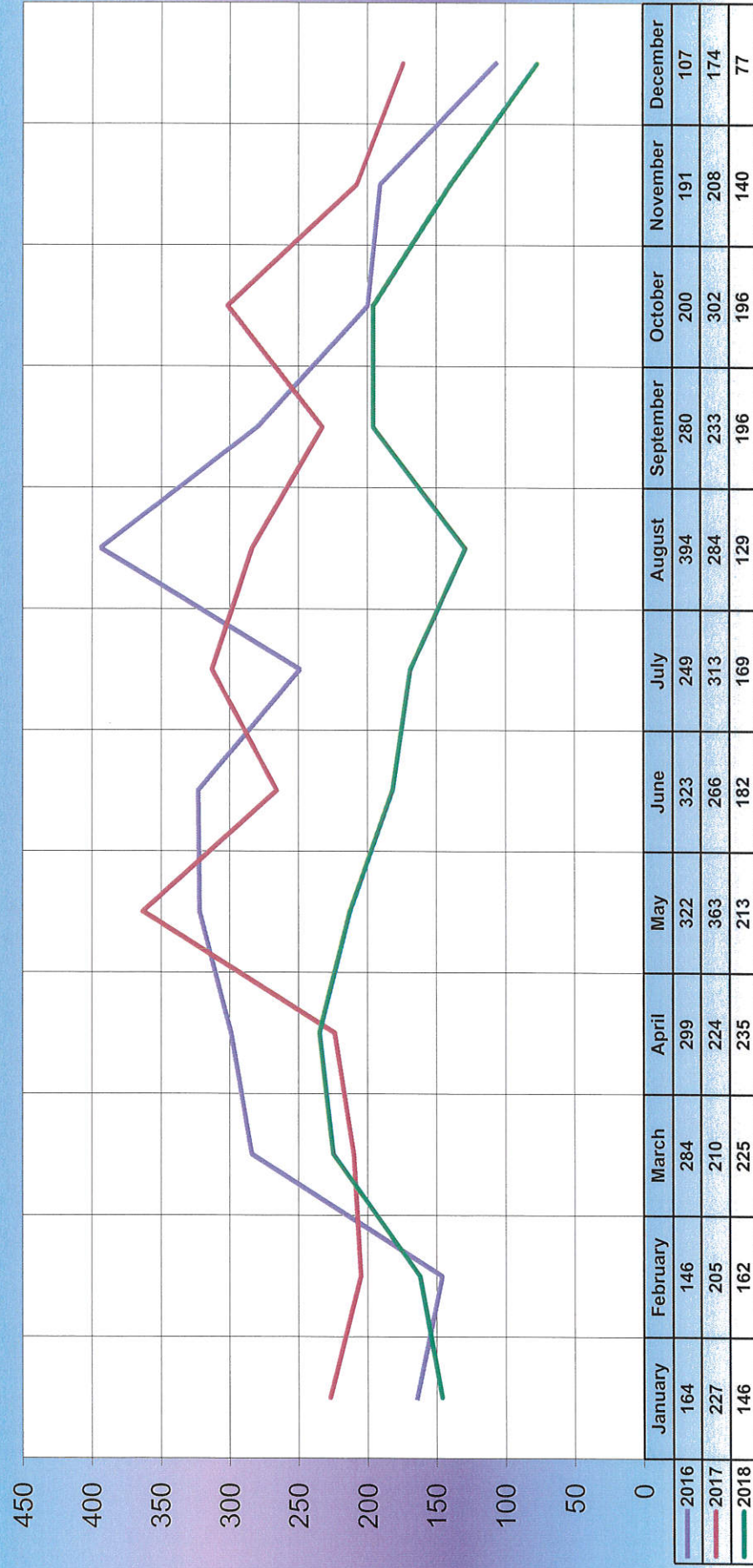
I invite you to review the enclosed reports and statistics and please feel free to contact me with any questions or comments that you may have.

Yours sincerely,



Christine Desjardins
Manager of Court Operations

POA Charges Received for Espanola - 4061 2018



2018 – ESPANOLA (4061)

DOCKET INFORMATION			
	2016	2017	2018
REGULAR POA COURT	12	14	15
SPECIAL TRIALS	1	1	2
ADD ON (BLITZ) COURT	1	2	2

Out of the 15 regular court days, 2 of them are French designated days for requested French trials.

Special trials are court matters that are anticipated to last longer than 3 hours and are appointed as a special day(s).

Add on court days are additional dates that are requested to help alleviate the backlog in court matters and to avoid over length courts.

INTAKE COURT INFORMATION			
	2016	2017	2018
FAIL TO RESPOND	725	659	553
QUASHED TICKETS	14	9	9
WALK-IN GUILTY PLEAS	80	48	28

If a defendant does not choose one of the listed 3 options on an offence notice within 45 days, they are automatically added to a fail to respond docket for the Justice of the Peace to review for conviction.

Quashed tickets are offence notices that the Justice of the Peace has noticed a flaw in the ticket and it is therefore quashed.

A walk in guilty plea is when a defendant wishes to see a Justice of the Peace in person to ask for a reduction in the fine and/or more time to pay due to financial circumstances.

Types of charges received 2018 - Espanola																																
	242	295	342	508	513	516	519	530	544	551	552	554	565	567	570	580	581	600	725	753	763	766	772	789	815	894	BLO	BLP	HTA	LLA	PCA	TOTAL
January				11			2	7			2	1				2													117	4		146
February				19				2	3			2														1			133	2		162
March				12				4	1			1																	206	1		225
April				13				7	2		4	2				1	1				3						1		197	4		235
May				21				3				3					1						1	3					177	4		213
June				7			1	3			2	3				1		1										1	161	2		182
July				8		1		6			6							3						4				2	135	4		169
August				9				2						1											1		3		104	9		129
September		1		12				3			1	1				1	2				1					1	2	1	160	10		196
October				19			1									1					1								167	6	1	196
November				17				1			1						3										2		114	1	1	140
December				6													1												60	7	3	77

242 Small Vessels Regulation	580 Tobacco Tax Act
295 Migratory Birds Regulation	581 Trespass to Property Act
342 Competency/Pleasure Craft Regulations	600 Forest Fires Prevention Act
508 Compulsory Automobile Insurance Act	725 Forest Fires Prevention Regulation
513 Dangerous Goods Transportation Act	772 Safe Streets Act
516 Dog Owner's Liability Act	753 Fire Protection/Prevention Act
519 Environment Protection Act	763 Fish & Wildlife Conservation Act
530 Highway Traffic Regulation	766 Fish & Wildlife Conservation Regulation
544 Motorized Snow Vehicle Act	789 Ontario Society for the Prevention of Cruelty to Animals
551 Occupational Health and Safety Act	815 Provincial Parks and Conservation Reserves Act
552 Off Road Motor Vehicle Act	894 Smoke Free Ontario Act
554 Ontario Fishery Regulation	BLO By-laws (other)
565 Provincial Offences Act	BLP By-laws (parking)
567 Provincial Park Regulation	HTA Highway Traffic Act
570 Public Lands Act	LLA Liquor Licence Act
	PCA Provincial Cannabis Act

Measure	Category	2018/Jan	2018/Feb	2018/Mar	2018/Apr	2018/May	2018/Jun	2018/Jul	2018/Aug	2018/Sep	2018/Oct	2018/Nov	2018/Dec	Jan '17 to Dec '17	Jan '18 to Dec '18	% Change
Summary	Charges Received	146	161	217	231	210	179	180	126	187	195	136	72	2,939	2,020	-31.3%
	Charges Disposed	143	176	216	196	204	251	184	175	171	157	223	108	2,881	2,204	-23.5%
	Charges Pending	291	263	220	209	257	213	220	177	158	148	150	126	275	126	-54.2%
Values of Fines (\$)	Paid	\$24,820	\$21,486	\$23,768	\$90,024	\$22,779	\$35,939	\$26,290	\$21,211	\$25,344	\$21,815	\$22,991	\$18,628	\$455,122	\$355,095	-22.0%
	Outstanding	\$1,611,201	\$1,624,368	\$1,630,354	\$1,649,858	\$1,652,468	\$1,669,477	\$1,684,103	\$1,696,122	\$1,694,795	\$1,705,686	\$1,728,881	\$1,733,184	\$1,599,926	\$1,733,184	8.3%
Charges Received	Part I	123	154	210	214	186	172	143	115	173	181	105	60	2,704	1,836	-32.1%
	Part III	23	7	7	17	24	7	17	11	14	14	31	12	235	184	-21.7%
	Total	146	161	217	231	210	179	160	126	187	195	136	72	2,939	2,020	-31.3%
Events Heard	Part I	77	103	103	96	88	161	96	142	78	41	154	69	1,366	1,208	-11.6%
	Part III	66	92	85	60	60	149	52	75	103	60	54	41	692	837	21.0%
	Total	143	195	188	156	88	310	148	217	181	101	208	110	2,058	2,045	-0.6%
Charges Disposed	Charges Disposed before Trial	61	80	122	122	115	115	109	62	91	93	74	37	1,611	1,081	-32.9%
	Plead Guilty	2	3	1	2	2	4	5	2	5	2	1	5	65	34	-47.7%
	Failed to Respond-Convicted	52	33	38	16	85	59	55	48	33	24	85	39	654	567	-13.3%
	Withdrawn	1	2			1	3	1	1			1	1	5	2	-60.0%
	Quashed													9	10	11.1%
	Other															
	Total	116	118	161	140	203	181	170	113	129	117	167	79	2,344	1,694	-27.7%
	Charges Disposed at Trial	3	6	1	3		1	2	5	4	2	1	5	37	33	-10.8%
	Guilty Plea at Trial	5	18	16	27		33	2	24	6	1	23	7	204	162	-20.6%
	Withdrawn at Trial	1	4	12	7		4	1	8	5	2	11	3	92	58	-37.0%
	Other Dispositions at Trial															
	Total	9	28	29	37		38	5	37	15	5	35	15	333	253	-24.0%
Part III	Charges Disposed before Trial	3	1	1	1		1	3		1				10	11	10.0%
	Total Part I Charges Disposed	128	147	191	178	203	220	178	150	145	122	202	94	2,687	1,958	-27.1%
	Charges Disposed before Trial	2	12	12	7		16	2	7	7	14	6	4	68	89	30.9%
	Withdrawn before Trial	3	7	4	2		6	3	2	2	13	5	7	30	54	80.0%
	Quashed before Trial															
	Other Dispositions before Trial															
	Total	5	19	16	9		22	5	9	9	27	11	11	98	143	45.9%
	Charges Disposed at Trial	4	2	4	2		6	3	3	7	1	1	1	21	30	42.9%
	Guilty Plea at Trial	2	2	1	4		2	2	9	5	1	6	3	33	32	-3.0%
	Withdrawn at Trial															
	Other Dispositions at Trial															
	Total	6	4	5	6		8	12	12	12	2	7	7	54	62	14.8%
Total Part III Charges Disposed	Charges Disposed at Trial with Trial	4	6	4	3	1	1	1	4	5	6	3	3	42	41	-2.4%
	Total	15	29	25	18	1	31	6	25	26	35	21	14	194	246	25.8%

Measure	Category	2018/Jan	2018/Feb	2018/Mar	2018/Apr	2018/May	2018/June	2018/Jul	2018/Aug	2018/Sep	2018/Oct	2018/Nov	2018/Dec	Jan '17 to Dec '17	Jan '18 to Dec '18	% Change
		61	80	122	122	115	115	109	62	91	93	74	37	1,611	1,081	-32.9%
Avg. Events to Disposition at Trial	Charges Disposed before Trial	4	15	13	9	2	20	7	9	12	14	12	6	133	123	-7.5%
	Failed to Respond-Convicted	52	33	38	16	85	59	55	48	33	24	85	39	654	567	-13.3%
	Withdrawn	3	7	4	2	6	3	3	2	2	13	6	8	35	56	60.0%
	Quashed	1	2			1	3	1	1			1		9	10	11.1%
	Other															
	Total	121	137	177	149	203	203	175	122	138	144	178	90	2,442	1,837	-24.5%
	Charges Disposed at Trial	3	6	1	3	1	2	2	5	4	2	1	5	37	33	-10.8%
	Guilty Plea at Trial	9	20	20	29	39	39	2	27	13	2	24	7	225	192	-14.7%
	Withdrawn at Trial	3	6	13	11	6	1	1	17	10	3	17	3	125	90	-28.0%
	Other Dispositions at Trial															
Avg. Events to Disposition at Trial	Total	15	32	34	43	46	46	5	49	27	7	42	15	387	315	-18.5%
	Charges Disposed at Trial with Trial	7	7	5	4	1	2	4	4	6	6	3	3	52	52	0.0%
	Total Charges Disposed	143	176	216	196	204	251	184	175	171	157	223	108	2,881	2,204	-23.5%
	Charges Disposed at Trial	2.0	1.5	1.0	1.0	3.0	3.0	2.0	1.0	1.5	2.0	2.0	2.0	1.6	1.6	-2.6%
	Failed to Attend-Convicted	1.4	1.7	2.1	1.2	2.1	2.1	1.5	1.7	2.5	4.0	2.7	1.0	1.6	1.9	14.5%
	Plead Guilty	1.0	1.5	1.3	2.3	3.0	3.0	1.0	8.1	1.6	3.5	3.5	1.0	2.9	3.0	2.8%
	Withdrawn													1.0		
	Quashed															
	Stayed															
	Dismissed/Acquitted															
Avg. Days to Disposition at Trial	Plead not Guilty-Convicted	1.0	1.0	4.0	1.0		4.0	1.0		7.0				2.5	4.0	60.0%
	Other													1.8	1.4	-25.0%
	Total	1.4	1.6	1.8	1.4	2.3	2.3	1.4	3.0	2.3	3.0	2.9	1.3	2.0	2.1	5.5%
	Charges Disposed at Trial	3.8	3.0	4.5	20.0	5.8	5.8	4.0	4.0	3.4	3.0	9.0		4.4	5.4	21.9%
	Plead Guilty	3.0	2.5	5.0	8.8	6.5	6.5	9.8	9.8	3.0	6.0	4.3		4.2	6.2	46.6%
	Withdrawn															
	Quashed															
	Stayed													3.0		
	Dismissed/Acquitted															
	Plead not Guilty-Convicted	3.0	2.3	3.0	5.0	6.0	2.0	4.0	3.3	2.8	6.0	2.3	5.0	2.0	4.3	116.7%
	Other													3.0	3.7	23.0%
Avg. Days to Disposition at Trial	Total	3.3	2.5	4.0	10.0	5.0	5.6	4.0	7.1	3.1	5.6	4.2	5.0	3.7	5.0	35.1%
	Charges Disposed at Trial	2.3	1.8	2.3	3.0	6.0	2.9	1.7	4.2	2.7	4.6	3.2	1.9	2.4	2.9	23.2%
	Failed to Attend-Convicted	111	121	180	112	211	112	112	189	182	285	237	92	167	169	0.9%
	Plead Guilty	255	128	238	640	280	367	233	332	143	316	288	205	268	284	6.1%
	Withdrawn	176	123	193	213	280	240	126	232	162	304	248	111	189	201	6.3%
	Quashed	147	140	117	109	133	115	111	81	79	92	75	56	139	56	-58.7%
	Stayed															
	Dismissed/Acquitted															
	Plead not Guilty-Convicted	144	123	103	100	124	98	109	96	79	56	75	70	136	70	-48.5%
	Other	291	263	220	209	257	213	220	177	158	148	150	126	275	126	-54.2%
	Total	193	189	208	222	192	174	189	208	207	183	149	188	171	186	9.6%
Avg. Days to Disposition at Trial	Charges Disposed at Trial	195	224	274	245	205	235	232	227	257	169	112	123	197	123	-37.7%
	Failed to Attend-Convicted	194	206	239	233	196	202	210	219	232	178	130	152	184	152	-17.6%
	Plead Guilty	35.4%	35.0%	40.2%	45.9%	37.6%	35.7%	36.0%	51.9%	48.1%	37.0%	24.0%	33.9%	33.8%	33.9%	0.3%
	Withdrawn	39.6%	58.5%	71.8%	64.0%	51.6%	55.1%	49.5%	50.0%	60.8%	26.8%	16.0%	17.1%	42.6%	17.1%	-58.8%
	Quashed	37.5%	46.0%	55.0%	54.5%	44.4%	44.6%	42.7%	50.8%	54.4%	33.1%	20.0%	24.6%	38.2%	24.6%	-35.6%
	Stayed															
	Dismissed/Acquitted															
	Plead not Guilty-Convicted															
	Other															
	Total	8	8	10	9	3	9	6	8	11	5	7	5	89	90	0.7%
	Courtroom Operating Hours															

Measure	Category	2018/Jan	2018/Feb	2018/Mar	2018/Apr	2018/May	2018/Jun	2018/Jul	2018/Aug	2018/Sep	2018/Oct	2018/Nov	2018/Dec	Jan '17 to Dec '17	Jan '18 to Dec '18	% Change
Early Resolution	ER Event Outcomes - In-Person	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Deemed not to Dispute	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Quashed	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Sentenced	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Withdrawn	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	No Resolution	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Other	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Total	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	ER Event Outcomes - Telephone	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Deemed not to Dispute	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Quashed	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Sentenced	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Withdrawn	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	No Resolution	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Other	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
Total ER Events		na	na	na	na	na	na	na	na	na	na	na	na	na	na	na

Please Note:

1. The category "Part I" refers to offences subject to Part I proceedings of the *Provincial Offences Act* and includes *Federal Contraventions Act* of
2. The category "Part III" refers to offences subject to Part III proceedings of the *Provincial Offences Act* and includes *Federal Contraventions Act*
3. Fines paid are reported in the municipality in which the payment was made.
4. In June 2007, POA "Fines Paid" were restated retroactively to include fines paid through municipal fine payment.
5. Events heard include trials and other hearings, and are collected for each charge that was before the court. For example, if a person has been charged with two offences, the courts database shows 2 events for each court appearance where both o
6. Disposed charges are grouped into charges disposed before trial and charges disposed at trial.
7. The average days to disposition at trial are calculated from the date of the first hearing request. The average days to disposition data prior to March 2005 is n
8. Charges pending include charges that have a future court date scheduled as of the last day of the month. Charges pending data prior to March 2005 is not av
9. Days pending is calculated from the date of scheduling of the first hearing to the date of the last scheduled hearing. Days pending data prior to March 2005 is
10. Courtroom operating hours reflect hours during which courtrooms are in use; they do not measure working hours for court staff or judicial office.
11. Early Resolution Event Outcomes reflect events heard before the court during a specific period of time. Early Resolution events are not a direct subset of dispositions shown above as they may not necessarily result in
12. In the Early Resolution Section above, the category of 'Sentenced' are matters that only have an Action code of
13. No Resolution includes Early Resolution matters that have been updated with the Action code FRQ (no resolutio
14. The Early Resolution section will be blank for those POA locations that do not participate in the Early Resolution process per s.

Source: ICON Database
Analytics Branch
Modernization Division
Ministry of the Attorney General

POA MUNICIPAL PARTNER ANNUAL REPORT

Municipal Partner: The Corporation of the Town of
Espanola
ICON ID(s): 4061/4067
Report Year: 2018
Manager of POA Operations: Christine Desjardins
Email Address: cdesjardins@espanola.ca
Date: March 1, 2019
Submitted By: Christine Desjardins
(if other than Manager)

This Annual Report template is provided to assist Municipal Partners in meeting the annual reporting responsibility under para. 8.4 of the POA Transfer Agreement Memorandum of Understanding. This Annual Report must be submitted in electronic format by March 31 of each year, for the previous year.

This report is intended to facilitate effective performance and compliance monitoring.

This reporting template mirrors the POA Self-Assessment Workbook, which can be used as a reference when completing the template. The Workbook can provide assurance that appropriate controls are in place and functioning well and can identify areas where controls may be weak and require corrective action.

The Ministry will review all reports submitted and may request additional information.

Specific information submitted in this report will not be shared with other municipalities without the Municipal Partner's permission. However, general information from these reports may be included in an annual report on the state of the municipally managed POA court sector.

When complete, please e-mail to: **POA Unit at** JUS.G.MAG.POASupport@ontario.ca

Questions about the report should be directed to the e-mail address above.

This document may contain PRIVILEGED and CONFIDENTIAL INFORMATION only for the use of the Addressee(s) named above. If you are not the intended recipient of this document or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination or copying of this document is strictly prohibited. If you have received this document in error, please immediately notify the Ministry of the Attorney General by telephone (416-212-7964) to arrange for the return or destruction of this document. Thank you.

1. Courts Administration Compliance Checklist

Please place an **X** or check mark in appropriate box.

Please note some responses will require further explanation and may require you to file Incident Reports with the Ministry.

	Yes	No
1. EXHIBITS		
(a) Are exhibits safeguarded from unauthorized access, damage or loss and stored in a manner consistent with the nature of the exhibit?	X	<input type="checkbox"/>
2. TRANSCRIPT AND RECORDING MANAGEMENT		
(a) Are audio recordings (including digital) and logbooks labeled and stored securely in accordance with established procedures?	X	<input type="checkbox"/>
(b) Do you use an external agency to produce transcripts?	X	<input type="checkbox"/>
(c) Do you have a process in place to track and monitor the timely production of transcripts?	X	<input type="checkbox"/>
3. INTERPRETERS		
(a) Is the online Registry of Accredited Freelance Court Interpreters used for scheduling interpreters?	X	<input type="checkbox"/>
(b) Are video/audio appearances used for interpreters?	X	<input type="checkbox"/>
4. FINANCIAL MANAGEMENT		
(a) Has an independent auditor's report been electronically submitted to the Ministry for the period covered by this Annual Report? If no, when do you expect it to be filed by? July/August, 2019	<input type="checkbox"/>	X
(b) Are the daily cash receipts guidelines in the POA Self-Assessment Workbook followed?	X	<input type="checkbox"/>
(c) What is the total value of all council approved write-offs completed during the reporting year?	0	
5. OPERATIONAL PROCEEDURES		
(a) Have all staff taken the Oath of Office?	X	<input type="checkbox"/>
(b) Does the supervisor/manager perform regular spot reviews of data entered into ICON to ensure timely and accurate data entry?	X	<input type="checkbox"/>
6. FINE ENFORCEMENT		
(a) Does the municipality make full use of all available POA fine enforcement tools? Please list tools currently being used: NFDD, DF, SS, MTO/Aris, external collection agency	X	<input type="checkbox"/>

	Yes	No
7. TRIAL SCHEDULING		
(a) How far into the future are Part I trials being scheduled?	30-120 Days	
(b) How far into the future are Part II trials being scheduled (if applicable)	30-90 Days	
(c) How far into the future are Part III trials being scheduled?	30-90 Days	
(d) Is Early Resolution as described in section 5.1 of the Provincial Offences Act offered at your municipal court office? If no, is there another option/version offered for resolution, provide details The municipal prosecutor will perform telephone calls and meet with defendants prior to court when possible	<input type="checkbox"/>	X
(e) Is the Courtroom Utilization (ISCUS) report verified on a monthly basis? If not, why not?	X	<input type="checkbox"/>
8. FACILITIES		
(a) Are there any plans to renovate or build new court facilities? If yes, please answer below:	<input type="checkbox"/>	X
i. Have key local stakeholders (e.g., local judiciary, prosecutors, enforcement agencies, MAG, etc.) been consulted prior to and during the planning phase?	<input type="checkbox"/>	<input type="checkbox"/>
9. ACCESSIBILITY		
(a) Do you have accessibility programs and policies in place to comply with all requirements of the Accessibility for Ontarians with Disabilities Act and related regulations? If not, why not?	X	<input type="checkbox"/>
(b) Has an accessibility co-ordinator been identified for each municipal court facility?	<input type="checkbox"/>	X
10. FRENCH LANGUAGE SERVICES (FLS)		
(a) Is your court service area designated under French Language Services?	X	<input type="checkbox"/>
(b) If designated, does your office provide the same level of service in French as you would for English speaking clients?	X	<input type="checkbox"/>
11. CUSTOMER SERVICE		
(a) Is there a documented process to receive and address written complaints from the public?	X	<input type="checkbox"/>
12. BUSINESS CONTINUITY AND EMERGENCY MANAGEMENT		
(a) Was your local emergency response plan initiated during the reporting year to address potential threats to the safety and well-being of court occupants? If yes, provide details	<input type="checkbox"/>	X

	Yes	No
(b) Was your business continuity plan initiated during the reporting year to address any situations that may have disrupted court operations? If yes, provide details	<input type="checkbox"/>	X
13. MEMORANDUM OF UNDERSTANDING		
(a) Have there been any situations requiring the use of your conflict of interest guidelines that apply to all employees, elected officials and others delivering POA functions? If yes, provide details	<input type="checkbox"/>	X

2. Best Practices and Performance Improvement Initiatives

Please describe any best practices and performance improvement initiatives undertaken during the reporting year, including a description of outcomes.

1. Customer service improvements:
2. Inter-municipal mentoring, cooperation or resource-sharing initiatives:
Yearly Regional Manager's meeting.
3. Fine enforcement improvements:
4. Staff training initiatives:
5. Facilities improvements:
6. Information technology upgrades:
7. Other initiatives:

3. Other Comments

Please provide any other comments you feel are relevant to this report:

POA MUNICIPAL PARTNER ANNUAL REPORT - PROSECUTION

Municipal Partner: The Corporation of the Town of
Espanola

ICON ID(s): 4061 / 4067

Report Year: 2018

Supervising Lawyer of
Prosecutions George Fournier

Email Address: fournierg@bellnet.ca

Date: March 1, 2019

This Annual Report template is provided to assist Municipal Partners in meeting the annual reporting responsibility under para. 8.4 of the POA Transfer Agreement Memorandum of Understanding. This Annual Report must be submitted in electronic format by March 31 of each year, for the previous year.

This report is intended to facilitate effective performance and compliance monitoring.

This reporting template mirrors the POA Self-Assessment Workbook, which can be used as a reference when completing the template. The Workbook can provide assurance that appropriate controls are in place and functioning well and can identify areas where controls may be weak and require corrective action.

The Ministry will review all reports submitted and may request additional information.

Specific information submitted in this report will not be shared with other municipalities without the Municipal Partner's permission. However, general information from these reports may be included in an annual report on the state of the municipally managed POA court sector.

When complete, please e-mail to: **POA Unit** at JUS.G.MAG.POASupport@ontario.ca

Questions about the report should be directed to the e-mail address above.

This document may contain PRIVILEGED and CONFIDENTIAL INFORMATION only for the use of the Addressee(s) named above. If you are not the intended recipient of this document or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination or copying of this document is strictly prohibited. If you have received this document in error, please immediately notify the Ministry of the Attorney General by telephone (416-212-7964) to arrange for the return or destruction of this document. Thank you

1. Prosecution – Incidents dealing with significant cases, breaches or complaints

To be completed and submitted by the supervising lawyer overseeing prosecution in conjunction with the POA Annual Report by March 31 of each year.

Please provide a brief summary of the number and nature of the incident(s) in the space provided below for each type of incident listed.

Type of Incident and Summary:	Number of Incidents
1. Significant cases, matters or issues reported to the Crown Attorney	0
2. Constitutional challenges	0
3. Prosecution services	0
4. French language services	0
5. Services to enforcement agencies	0
6. Breaches of Transfer Agreement requirements	0
7. Conflict of interest	0
8. Alleged prosecutor impropriety, incompetence or misconduct	0

2018

MAR 04 2019

ANNUAL REPORT

ELLIOT LAKE & BLIND RIVER
COURT SERVICE AREA

F5

March 1, 2019

ELLIOT LAKE & BLIND RIVER COURT SERVICE AREA
2018 ANNUAL REPORT

The Corporation of the City of Elliot Lake, Mr. Daniel Gagnon
The Corporation of the Town of Spanish, Ms. Pamela Lortie
The Town of Blind River, Ms. Katie Scott
The Township of the North Shore, Ms. Mary Lynn Duguay

Dear Members,

Please find attached the Annual Report for the Elliot Lake & Blind River Court Service Area for 2018.

The enclosed statistics indicate a decrease of -4.9% in charges received and a slight decrease of -1.2% for fines paid compared to 2017. This data is based on Part I and Part III charges only.

As per last December when Bill 177 was introduced and the *Stronger, Fairer Ontario Act* was passed, there was discussion of the Attorney General to transfer responsibility for certain prosecutions currently prosecuted by the Ministry's Criminal Law Division under Part III of the Provincial Offences Act to the municipalities. To date, this has not been done, and no further talks regarding the subject have been released. I have made provisions in the 2019 budget in the event that this still does occur.

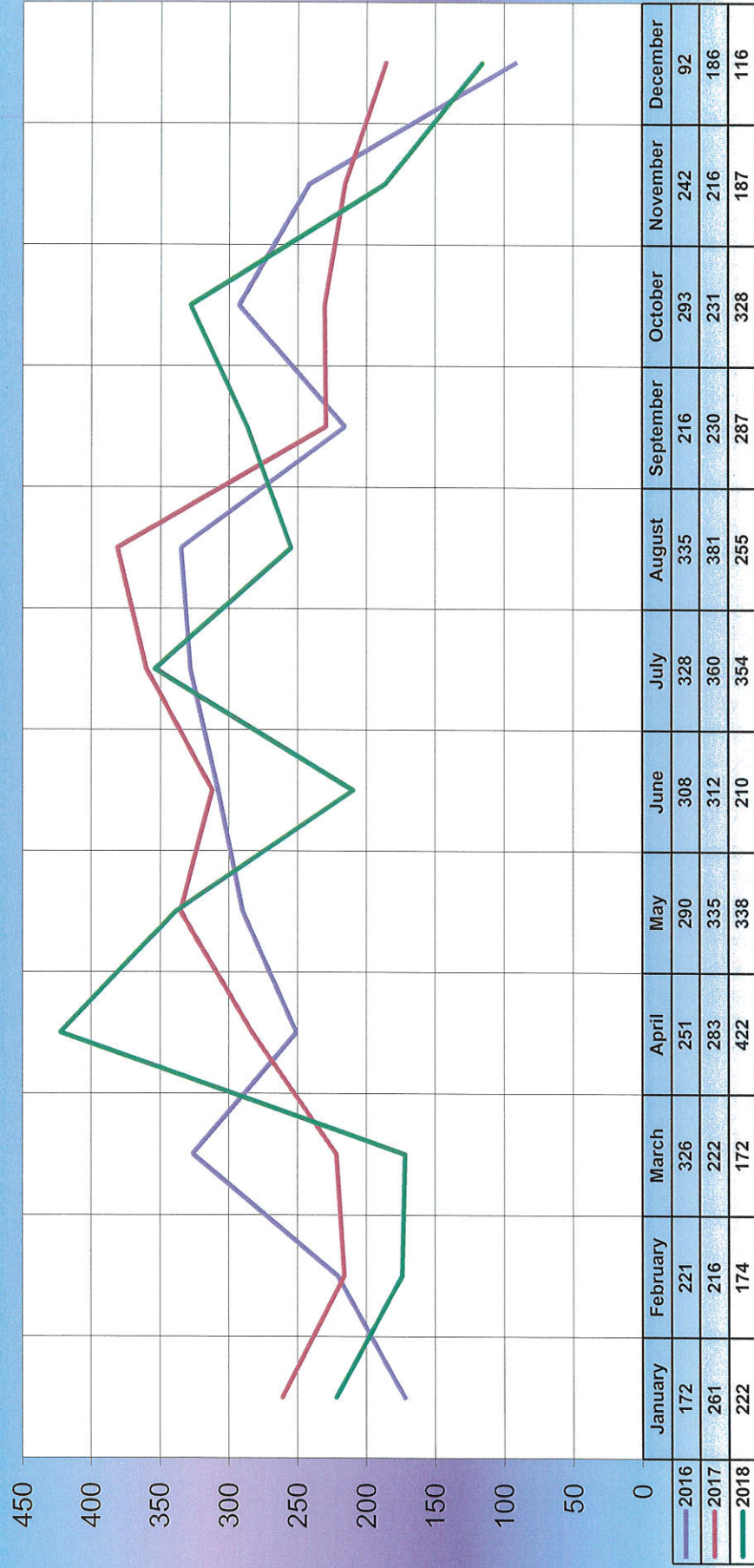
I invite you to review the enclosed reports and statistics and please feel free to contact me with any questions or comments that you may have.

Yours sincerely,



Christine Desjardins
Manager of Court Operations

POA Charges Received for Elliot Lake - 0161 2018



2018 – (0161)

ELLIOT LAKE & BLIND RIVER

DOCKET INFORMATION						
	2016		2017		2018	
	EL	BR	EL	BR	EL	BR
REGULAR POA COURT	10	20	10	13	11	13
SPECIAL TRIALS	0	0	1	0	0	0
ADD ON (BLITZ) COURT	0	0	0	0	0	0

Out of the 15 regular court days, 2 of them are French designated days for requested French trials.

Special trials are court matters that are anticipated to last longer than 3 hours and are appointed as a special day(s).

Add on court days are additional dates that are requested to help alleviate the backlog in court matters and to avoid over length courts.

INTAKE COURT INFORMATION			
	2016	2017	2018
FAIL TO RESPOND	782	739	731
QUASHED TICKETS	11	2	9
WALK-IN GUILTY PLEAS	38	23	22

If a defendant does not choose one of the listed 3 options on an offence notice within 45 days, they are automatically added to a fail to respond docket for the Justice of the Peace to review for conviction.

Quashed tickets are offence notices that the Justice of the Peace has noticed a flaw in the ticket and it is therefore quashed.

A walk in guilty pleas is when a defendant wishes to see a Justice of the Peace in person to ask for a reduction in the fine and/or more time to pay due to financial circumstances.

Types of charges received 2018 - Elliot Lake																																		
	242	504	508	513	519	530	544	551	552	554	557	559	565	570	580	581	600	717	725	753	763	766	789	822	833	850	894	BLO	BLP	HTA	LLA	PCA	TOTAL	
January			10			1	2			2																		5	4	190	8		222	
February			7			4	9	5	4	8			1							3									1	125	7		174	
March			11			5	3			3						1												4	3	142			172	
April			27			2	7		1	17			1	1	1					1								3	4	347	10		422	
May			12		1	1	1		1	1						6												2	1	303	9		338	
June			11			6				2															1			4		174	12		210	
July			7			9			2	2						2												11	3	304	14		354	
August	2		13			4			4					3		5			1											2	207	14	255	
September	1		19			5		3	1					2			1			1								3		242	9		287	
October			13			1			3					1						10								3	1	293	2	1	328	
November		7	10			3			4	2				2						10	1							1		142	4	1	187	
December			13			1															2										92	5	1	116

242	Small Vessels Regulation	600	Forest Fires Prevention Act
504	Building Code Act	717	Motorized Snow Vehicle Regulation
508	Compulsory Automobile Insurance Act	725	Forest Fires Prevention Regulation
513	Dangerous Goods Transportation Act	753	Fire Protection/Prevention Act
519	Environment Protection Act	763	Fish & Wildlife Conservation Act
530	Highway Traffic Regulation	766	Fish & Wildlife Conservation Regulation
544	Motorized Snow Vehicle Act	789	Ontario Society for the Prevention of Cruelty to Animals
551	Occupational Health & Safety Act	822	Fire Protection/Prevention Regulation
552	Off Road Motor Vehicle Act	833	Environment Protection Regulation
554	Ontario Fishery Regulation	850	Ontario College of Trades and Apprenticeship Act
557	Ontario Water Resources Act	894	Smoke Free Ontario Act
559	Pesticides Act	BLO	By-laws (other)
565	Provincial Offences Act	BLP	By-laws (parking)
570	Public Lands Act	HTA	Highway Traffic Act
580	Tobacco Tax Act	LLA	Liquor Licence Act
581	Trespass to Property Act	PCA	Provincial Cannabis Act

Measure	Category	2018/Jan	2018/Feb	2018/Mar	2018/Apr	2018/May	2018/June	2018/Jul	2018/Aug	2018/Sep	2018/Oct	2018/Nov	2018/Dec	Jan '17 to Dec '17	Jan '18 to Dec '18	% Change
Summary	Charges Received	218	173	171	418	334	209	350	251	285	324	184	114	3,188	3,031	-4.9%
	Charges Disposed	213	202	198	267	337	304	276	307	246	259	301	143	3,122	3,053	-2.2%
	Charges Pending	153	160	143	183	194	190	164	173	186	165	213	190	186	190	2.2%
Values of Fines (\$)	Paid	\$26,026	\$21,552	\$16,460	\$25,585	\$24,026	\$18,996	\$23,635	\$26,334	\$24,087	\$25,122	\$21,598	\$12,196	\$274,825	\$271,617	-1.2%
	Outstanding	\$2,660,892	\$2,655,947	\$2,655,969	\$2,643,443	\$2,656,864	\$2,663,140	\$2,659,281	\$2,725,768	\$2,595,122	\$2,589,806	\$2,627,536	\$2,649,676	\$2,647,978	\$2,649,676	0.1%
	Total	196	152	158	401	326	180	339	239	258	307	151	102	2,994	2,809	-6.2%
Charges Received	Part I	22	21	13	17	8	29	11	12	27	17	33	12	194	222	14.4%
	Part III	218	173	171	418	334	209	350	251	285	324	184	114	3,188	3,031	-4.9%
	Total	218	173	171	418	334	209	350	251	285	324	184	114	3,188	3,031	-4.9%
Events Heard	Part I	118	100	92	31	131	159	99	146	110	35	189	75	1,330	1,285	-3.4%
	Part III	55	84	59	10	76	55	42	66	59	27	88	78	659	699	6.1%
	Total	173	184	151	41	207	214	141	212	169	62	277	153	1,989	1,984	-0.3%
Charges Disposed	Pre-Paid Fines	107	99	111	237	220	159	183	169	147	221	111	58	1,937	1,822	-5.9%
	Plead Guilty	2	1	4	1	11	3	1	1	2	3	1	1	41	31	-24.4%
	Failed to Respond-Convicted	66	45	53	20	75	97	63	81	67	29	106	41	729	743	1.9%
	Withdrawn													1		-100.0%
	Quashed													2		300.0%
	Other															
	Total	175	145	168	259	307	260	249	253	217	253	218	100	2,710	2,604	-3.9%
	Fail to Attend/Found Guilty at Trial													36	46	27.8%
	Guilty Plea at Trial	12	13	7	4	7	13	5	21	9	1	33	11	121	136	12.4%
	Withdrawn at Trial	5	14	7	1	3	4	1	9	6	1	11	4	65	66	1.5%
	Other Dispositions at Trial															
	Total	17	29	18	8	11	27	14	33	18	2	50	21	222	248	11.7%
	Charges Disposed at Trial with Trial													8	5	-37.5%
	Total Part I Charges Disposed	192	174	186	267	318	288	264	286	235	255	271	121	2,940	2,857	-2.8%
Part III	Charges Disposed before Trial	10	11	6		8	5	4	4	7	1	13	12	61	81	32.8%
	Withdrawn before Trial	2	7	2		2	2	5	3	1	2	9	5	24	40	66.7%
	Quashed before Trial															
	Other Dispositions before Trial															
	Total	12	18	8		10	7	9	7	8	3	22	17	85	121	42.4%
	Fail to Attend/Found Guilty at Trial													1		-100.0%
	Guilty Plea at Trial	2	4	3		4	6	2	5	2	1	4		30	33	10.0%
	Withdrawn at Trial	1	3	1		3	2		1			1		19	12	-36.8%
	Other Dispositions at Trial															
	Total	3	7	4		7	8	2	6	2	1	5		50	45	-10.0%
	Charges Disposed at Trial with Trial	6	3			2	1	1	8	1		3	5	47	30	-36.2%
	Total Part III Charges Disposed	21	28	12		19	16	12	21	11	4	30	22	182	196	7.7%

Measure	Category	2018/Jan	2018/Feb	2018/Mar	2018/Apr	2018/May	2018/June	2018/Jul	2018/Aug	2018/Sep	2018/Oct	2018/Nov	2018/Dec	Jan '17 to Dec '17	Jan '18 to Dec '18	% Change
Courtroom Operating Hours		9	5	7	3	8	8	5	11	6	7	10	8	92	88	-3.9%

Measure	Category	2018/Jan	2018/Feb	2018/Mar	2018/Apr	2018/May	2018/June	2018/Jul	2018/Aug	2018/Sep	2018/Oct	2018/Nov	2018/Dec	Jan '17 to Dec '17	Jan '18 to Dec '18	% Change
		na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
Early Resolution	ER Event Outcomes - In-Person	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Deemed not to Dispute	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Quashed	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Sentenced	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Withdrawn	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	No Resolution	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
Total ER Events	Other	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Total	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	ER Event Outcomes - Telephone	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Deemed not to Dispute	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Quashed	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Sentenced	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
Total ER Events	Withdrawn	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	No Resolution	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Other	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Total	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
	Total ER Events	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
		na	na	na	na	na	na	na	na	na	na	na	na	na	na	na

Please Note:

1. The category "Part I" refers to offences subject to Part I proceedings of the *Provincial Offences Act* and includes *Federal Contraventions A*
2. The category "Part III" refers to offences subject to Part III proceedings of the *Provincial Offences Act* and includes *Federal Contraventions*
3. Fines paid are reported in the municipality in which the payment was made.
4. In June 2007, POA "Fines Paid" were restated retroactively to include fines paid through municipal fine payment
5. Events heard include trials and other hearings, and are collected for each charge that was before the court. For example, if a person has been charged with two offences, the courts database shows 2 events for each court appearance
6. Disposed charges are grouped into charges disposed before trial and charges disposed at trial.
7. The average days to disposition at trial are calculated from the date of the first hearing request. The average days to disposition data prior to March 2005 is
8. Charges pending include charges that have a future court date scheduled as of the last day of the month. Charges pending data prior to March 2005 is
9. Days pending is calculated from the date of scheduling of the first hearing to the date of the last scheduled hearing. Days pending data prior to March 2005 is
10. Courtroom operating hours reflect hours during which courtrooms are in use; they do not measure working hours for court staff or judicial
11. Early Resolution Event Outcomes reflect events heard before the court during a specific period of time. Early Resolution events are not a direct subset of dispositions shown above as they may not necessarily
12. In the Early Resolution section above, the category of "Sentenced" are matters that only have an Action code
13. No Resolution includes Early Resolution matters that have been updated with the Action code FRQ (no result)
14. The Early Resolution section will be blank for those POA locations that do not participate in the Early Resolution process

Source: ICON Database
Analytics Branch
Modernization Division
Ministry of the Attorney General

POA MUNICIPAL PARTNER ANNUAL REPORT

Municipal Partner: The Corporation of the Town of
Espanola – Elliot Lake

ICON ID(s): 0161/0163/0167

Report Year: 2018

Manager of POA Operations: Christine Desjardins

Email Address: cdesjardins@espanola.ca

Date: March 1, 2019

Submitted By: Christine Desjardins
(if other than Manager)

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1. Courts Administration Compliance Checklist

Please place an **X** or check mark in appropriate box.

Please note some responses will require further explanation and may require you to file Incident Reports with the Ministry.

	Yes	No
1. EXHIBITS		
(a) Are exhibits safeguarded from unauthorized access, damage or loss and stored in a manner consistent with the nature of the exhibit?	X	<input type="checkbox"/>
2. TRANSCRIPT AND RECORDING MANAGEMENT		
(a) Are audio recordings (including digital) and logbooks labeled and stored securely in accordance with established procedures?	X	<input type="checkbox"/>
(b) Do you use an external agency to produce transcripts?	X	<input type="checkbox"/>
(c) Do you have a process in place to track and monitor the timely production of transcripts?	X	<input type="checkbox"/>
3. INTERPRETERS		
(a) Is the online Registry of Accredited Freelance Court Interpreters used for scheduling interpreters?	X	<input type="checkbox"/>
(b) Are video/audio appearances used for interpreters?	X	<input type="checkbox"/>
4. FINANCIAL MANAGEMENT		
(a) Has an independent auditor's report been electronically submitted to the Ministry for the period covered by this Annual Report? If no, when do you expect it to be filed by? July/August, 2019	<input type="checkbox"/>	X
(b) Are the daily cash receipts guidelines in the POA Self-Assessment Workbook followed?	X	<input type="checkbox"/>
(c) What is the total value of all council approved write-offs completed during the reporting year?	\$126,415.77	
5. OPERATIONAL PROCEEDURES		
(a) Have all staff taken the Oath of Office?	X	<input type="checkbox"/>
(b) Does the supervisor/manager perform regular spot reviews of data entered into ICON to ensure timely and accurate data entry?	X	<input type="checkbox"/>
6. FINE ENFORCEMENT		
(a) Does the municipality make full use of all available POA fine enforcement tools? Please list tools currently being used: NFDD, DF, SS, MTO/Aris, external collection agency	X	<input type="checkbox"/>

	Yes	No
7. TRIAL SCHEDULING		
(a) How far into the future are Part I trials being scheduled?	30-120 Days	
(b) How far into the future are Part II trials being scheduled (if applicable)	30-90 Days	
(c) How far into the future are Part III trials being scheduled?	30-90 Days	
(d) Is Early Resolution as described in section 5.1 of the Provincial Offences Act offered at your municipal court office? If no, is there another option/version offered for resolution, provide details The municipal prosecutor will perform telephone calls and meet with defendants prior to court when possible	<input type="checkbox"/>	X
(e) Is the Courtroom Utilization (ISCUS) report verified on a monthly basis? If not, why not?	X	<input type="checkbox"/>
8. FACILITIES		
(a) Are there any plans to renovate or build new court facilities? If yes, please answer below:	<input type="checkbox"/>	X
i. Have key local stakeholders (e.g., local judiciary, prosecutors, enforcement agencies, MAG, etc.) been consulted prior to and during the planning phase?	<input type="checkbox"/>	<input type="checkbox"/>
9. ACCESSIBILITY		
(a) Do you have accessibility programs and policies in place to comply with all requirements of the Accessibility for Ontarians with Disabilities Act and related regulations? If not, why not?	X	<input type="checkbox"/>
(b) Has an accessibility co-ordinator been identified for each municipal court facility?	<input type="checkbox"/>	X
10. FRENCH LANGUAGE SERVICES (FLS)		
(a) Is your court service area designated under French Language Services?	X	<input type="checkbox"/>
(b) If designated, does your office provide the same level of service in French as you would for English speaking clients?	X	<input type="checkbox"/>
11. CUSTOMER SERVICE		
(a) Is there a documented process to receive and address written complaints from the public?	X	<input type="checkbox"/>
12. BUSINESS CONTINUITY AND EMERGENCY MANAGEMENT		
(a) Was your local emergency response plan initiated during the reporting year to address potential threats to the safety and well-being of court occupants? If yes, provide details	<input type="checkbox"/>	X

	Yes	No
(b) Was your business continuity plan initiated during the reporting year to address any situations that may have disrupted court operations? If yes, provide details	<input type="checkbox"/>	X
13. MEMORANDUM OF UNDERSTANDING		
(a) Have there been any situations requiring the use of your conflict of interest guidelines that apply to all employees, elected officials and others delivering POA functions? If yes, provide details	<input type="checkbox"/>	X

2. Best Practices and Performance Improvement Initiatives

Please describe any best practices and performance improvement initiatives undertaken during the reporting year, including a description of outcomes.

1. Customer service improvements:

2. Inter-municipal mentoring, cooperation or resource-sharing initiatives:
Yearly Regional Manager's meeting.

3. Fine enforcement improvements:

4. Staff training initiatives:

5. Facilities improvements:

6. Information technology upgrades:

7. Other initiatives:

3. Other Comments

Please provide any other comments you feel are relevant to this report: