



# **REGULAR COUNCIL AGENDA**

For the Corporation of the Town of  
Espanola

Council Meeting

To Be Held On

**Tuesday, November 8, 2016**  
**Council Chambers**  
**Municipal Building**

100 Tudhope Street  
**7:30 pm**



## **Espanola Council AGENDA**

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*For the Regular Meeting of the Town of Espanola  
To Be Held On **Tuesday, November 8, 2016** at 7:30 p.m.  
In The Council Chambers, Municipal Building*

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7:30 P.M.

REGULAR MEETING OF COUNCIL  
Council Chambers, 100 Tudhope Street

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

### **PUBLIC HEARINGS**

None

### **DELEGATIONS**

Jodi Pilon, Espanola Fibre Arts Festival Coordinator

### **QUESTION PERIOD**

#### **PART 1 - CONSENT AGENDA**

Resolution Prepared Adopting Resolutions for  
Items **A1** to **F2** inclusive contained in the Consent Agenda

- CA-017 -16 Be It Resolved That: Items A1 to F2 inclusive contained in Part 1, Consent Agenda be adopted.

### **Adoption of Minutes**

**A1 Special Meeting of Council of October 19, 2016**

**A2 Regular Meeting of Council of October 25, 2016**

**A3 Special Meeting of Council of October 25, 2016**

- 16- 161 Be It Resolved That: The following minutes are hereby accepted; Special Meeting of Council of October 19, 2016; Regular Meeting of Council of October 25, 2016; Special Meeting of Council of October 25, 2016.

### **Board and Committee Reports**

**B1 Corporate Services Committee Meeting of November 1, 2016**

**B2 Espanola Public Library Board Meeting Minutes of June 13, 2016 and September 12, 2016**

- 16- 162 Be It Resolved That: The following Board and Committee reports are hereby received: Corporate Services Committee Meeting of November 1, 2016; Espanola Public Library Board Meeting Minutes of June 13, 2016 and September 12, 2016.

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

None

### **Business Arising from Board and Committees**

**D1 Recommendation regarding Employee Code of Conduct Policy**

- 16-163 Be It Resolved That: As Recommended By the Corporate Services Committee That: Policy H00-01842, Employee Code of Conduct be adopted, as amended and a Bylaw be prepared to adopt it.

**D2 Recommendation regarding Live Streaming Policy**

- 16-164 Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy C00-01843, Live Streaming Protocol be adopted as amended.

**Bylaws and Resolutions**

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

**E1 Bylaw No. 2743/16**

- 16-165 A Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 25, 2016.

**E2 Bylaw No 2744/16**

- 16-166 A Bylaw of the Town of Espanola to provide for the Sale of Lands Municipally known as 485 Wood Street, Espanola ON.

**E3 Bylaw No 2745/16**

- 16- 167 A Bylaw of the Town of Espanola to provide for the Sale of Lands Municipally legally known as PIN 73408-0391 PCL 304060 PLAN M78 PARTS 13 -16 53R15566 Espanola ON.

**E4 Bylaw No 2746/16**

- 16-168 A Bylaw of the Town of Espanola to provide for the Sale of Lands Municipally Legally known as 91 Tudhope Street, Espanola ON.

**E5 Bylaw No.2747/16**

- 16-169 A Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and CUPE Local 534 for a Collective Agreement for the years 2016 – 2019.

**E6 Bylaw No. 2748/16**

- 16- 170 A Bylaw of the Town of Espanola to execute and Agreement between the Town of Espanola and R.V. Anderson for Engineering Services for MTO Connecting Link Highway 6 – Detailed Design.

**E7 Bylaw No. 2749/16**

- 16- 171 A Bylaw of the Town of Espanola to execute an Agreement between the Town of Espanola and The Minister of Community Safety and Correctional Services for the Court Security and Prisoner Transportation Program.

## **Reports**

### **F1 Q3 Budget Variance Report**

### **F2 Joint Health and Safety Meeting Minutes of October 5, 2016**

- 16-172 Be It Resolved That: The following reports are hereby received: Q3 Budget Variance Report; Joint Health and Safety Meeting Minutes of October 5, 2016.

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

### **G1 Recommendation regarding Dedication of Highway 6S**

- 16-173 1Be It Resolved That: Council for the Town of Espanola hereby supports the efforts made by the Espanola Royal Canadian Legion Branch 39 to rename Highway 6 South from Highway 17 to South Baymouth to *Veteran's Memorial Highway* in both the Ojibway and English languages.

## **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.**

Cheque Register

Hydro One Forestry – 2017 Towerline Maintenance Program

East Ferris Correspondence re: Community Hubs

## **Conference and Conventions**

Town of Espanola Open House

Thursday, December 15th, 2016

Espanola Regional Recreation Complex Lobby

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

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

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

## **Mayor and Councillor Reports and Announcements**

Verbal

**Future Council/Committee Meetings**

Community Services Committee Meeting of November 15, 2016 @ 4:00 pm  
Regular Meeting of Council of November 22, 2016 @ 7:30 pm

**Adjournment**

**Closed Meeting (if required)**

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

**Main Level Boardroom  
Municipal Building**

**Wednesday, October 19, 2016  
10:00 a.m.**

**Mayor Piche presided over the meeting.**

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

**Absent:** Councillor Meikleham

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

**Connecting Link  
Funding**

**1. K. Duplessis – R. Yocom**

Be It Resolved That: Council for the Town of Espanola declares that:

- 1) The submitted Application meets the requirements of MTO's Connecting Links Program as described in the Program Guide;
- 2) A comprehensive Asset Management Plan including connecting links has been completed and publically posted;
- 3) The municipality will comply with the conditions that apply to designated connecting links under the Highway Traffic Act to ensure the safe and efficient movement of provincial traffic; and
- 4) The Application is complete and factually accurate.

**Carried**

A discussion ensued.

The CAO/Treasurer provided an update, stating the engineer has broken down this project into 5 sections and is recommending that the section located between Station Road and Second Ave be replaced first. The CAO further stated that there are two aging water mains located under that section and any connecting link funding could not be allocated to replace them. Suggestions on other funding opportunities for these water mains were discussed.

**In Camera**

**2. R. Dufour – R. Duplessis**

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.

☐ The security of the property of the municipality or local board;

☐ personal matters about an identifiable individual, including municipal or local board employees;

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

Time: 10:00 a.m.

**Carried**

A discussion ensued.

Staff was directed to proceed with the sale of property.

### **Resume Special Meeting**

#### **K. Duplessis – R. Dufour**

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

Time: 10:10 am

**Carried**

### **Adjournment**

#### **B. Foster – K. Duplessis**

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

Time: 10:11 a.m.

A discussion continued with regards to the OCWA Bio-solids Trial Project, the meeting Ms. Townsend had with OCWA and when Council will receive their report.

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Ron Piche  
Mayor

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Paula Roque  
Clerk/Manager of Planning Services





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

**Council Chambers  
Municipal Office**

**October 25, 2016  
7:30pm**

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

**Present:**

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

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

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

**Public Hearing**                      **None**

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

**Question Period**                **None**

**CONSENT AGENDA**              **CA-017-16 R. Duplessis- K. Duplessis**  
Be It Resolved That: Items A1 to F4, contained in Part 1, Consent Agenda be adopted.

**Carried**

**Items A1**                              **16-153 S. Meikleham – K. Duplessis**  
**Minutes**                              Be It Resolved That: The following minutes are hereby accepted; The following minutes are hereby accepted; Regular Meeting of Council of October 11, 2016

**Carried**

**Board and Committee Reports**

**None**

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

**None**

**Business Arising from Board and Committees**

**None**

**Bylaws and Resolutions**

**Item E1**

**Confirmatory Bylaw**

**16-154 R. Duplessis – S. Meikleham**

Be It Resolved That: Bylaw No. 2741/16 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of October 11, 2016.

**Carried**

**Item E2**

**Amendment to  
Procedural Bylaw**

**16-155 K. Duplessis – S. Meikleham**

Be It Resolved That: A Bylaw of the Town of Espanola to Amend Bylaw No 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

**Carried**

**Reports**

**Items F1 – F4**

**16-156 S. Meikleham – R. Dufour**

Be It Resolved That: The following reports are hereby received; Leisure Services Department Departmental Report of September 2016; Public Works Department Departmental Report for September 2016; Fire Department Departmental Report for September 2016; Espanola Police Services Board Meeting Minutes of September 15, 2016.

**Carried**

Councillor Yocom suggested that the Community Services Committee review the possibility and any benefits of conducting a follow up with those who do not renew their memberships at the Espanola Recreation Complex.

**PART II**

**REGULAR AGENDA**

**Bylaws and Resolutions**

**Item G1**

**Notice of Motion**

**16-157 B. Foster – R. Yocom**

Be It Resolved That: Building permits no longer be required for all residential home interior walls.

Be It Also Resolved That: building permits no longer be required for the installation of kitchen cabinets as long as there are no changes to the plumbing locations. Should a resident wish to have an inspection, then a permit would be required.

**Carried**

A discussion ensued.

Councillor Yocom stated that as noted in the accompanying staff report, the Building Department is following the applicable legislation regarding gypsum. He further stated that the municipality doesn't require a permit for kitchen cupboards providing there is no changes to the plumbing.

Councillor Ron Duplessis stated that residents have been told they do require a permit when just replacing kitchen cabinets when a permit wasn't required and advised that Councillor

Dufour's wife one was of those residents.

Councillor Dufour then stated that he is aware of a resident that had to pay MPAC an additional \$350 after obtaining a building permit to repair flood damages. Councillor Dufour stated that this was a money grab.

Councillor Yocom clarified that MPAC does use building permits as one source to ensure property value is assessed correctly. Further discussion ensued.

The Clerk advised Council that previous practice for dealing with a notice of motion is to vote on the notice of motion, a vote to carry the motion would move the item forward to the next agenda. At that time Council could direct Staff to bring the item to a committee meeting or back to a future Council meeting with a Staff Report. Also, if a notice of motion is carried, Council can also request that the motion be heard at that meeting, a majority vote of Council is required for this option.

**Item G2**  
**School Crossing**  
**Guard Program**

**16-158 R. Yocom – B. Foster**

Be It Resolved That:

- 1) The Mead/Spanish River crossing guard position be reinstated as a permanent position for morning and afternoon hours.
- 2) The Highway 6 crossing is reduced to one hour.

**Carried**

A discussion ensued regarding the safety of school children being dropped off at the AB Ellis School. It was stated that many caregivers are not using the designated drop off circle, but rather picking up and dropping off in the middle of the street.

A discussion ensued regarding police presence in that area. Council requested that Staff follow up with the Police on this issue.

**Item G3**  
**NSSAR Road Toll**

**16-159 B. Foster – R. Yocom**

Council for the Town of Espanola permit the North Shore Search and Rescue to hold a voluntary road toll on November 19, 2016 from 9 am and 5 pm between the entrance of McCulloch Drive and the entrance to Canadian Tire on Hwy 6 providing the same security measures are followed as in previous years.

**Carried**

**Item G4**  
**Council Committees**

**16-160 R. Yocom – B. Foster**

Be It Resolved That: Council accept the committee appointments as presented, effective January 1, 2017.

**Carried**

Councillor Dufour requested that the Mayor move him to the Corporate Services Committee. A discussion ensued. The Mayor stated that the Committees will remain as is. Councillor Foster advised that the Mayor's intentions were to maintain some continuity. Councillor R. Duplessis offered his position on the Corporate Services Committee to Councillor Dufour, he declined the offer. Mayor Piche stated that he will review the Committees again at the end of 2017 and at that time Councillor Dufour would be moved to the Corporate Services.

### **Correspondence For Information Only**

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

NE LHIN Correspondence re: Aboriginal Health Care Plan  
MNR Correspondence re: Aggregate Resources Act  
AMO Correspondence re: Council resolution of Support and *What's Next Ontario?*  
Town of Madawaska Valley Resolution  
Municipality of Grey Highlands Resolution  
FONOM Correspondence re: BOD Meeting  
Ministry of Energy Correspondence  
LAS Correspondence  
MPAC Correspondence

### **Conference and Conventions**

ROMA Conference, January 29 - 31, 2017, Toronto Ontario  
OGRA Conference, Sunday, February 26 - Wednesday, March 1, 2017  
Toronto, Ontario

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

Fibre Arts Festival Councillor Yocom stated that the Fibre Arts Festival was another success. He further stated that Ms. Pilon and her group of volunteers should be complimented on all their hard work.

Black Creek Councillor R Duplessis stated that the Espanola Game and Fish were doing some maintenance work to the ramps at Black Creek.

### **Future Council Meetings**

Corporate Services Committee Meeting of November 1, 2016 @ 3:00 pm  
Regular Meeting of Council of November 8, 2016 @ 7:30 pm

**Adjournment**

**B. Foster – R. Yocom**

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

**Carried**

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Ron Piche  
Mayor

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Paula Roque  
Clerk

Unapproved

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

**Main Level Boardroom  
Municipal Building**

**Tuesday, October 25, 2016  
8:11 pm**

**Mayor Piche presided over the meeting.**

**Present:**

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

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

**In Camera**

**1. K. Duplessis – S. Meikleham**

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

☐ The security of the property of the municipality or local board;

☒ personal matters about an identifiable individual, including municipal or local board employees;

☐ a proposed or pending acquisition or disposition of land by the municipality or local board;

☐ labour relations or employee negotiations;

☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

☐ a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).

Time: 8:11 pm

**Carried**

Staff was directed to re-advertise for a Library Board Member as well as contact previous applicants to verify if they are still interested.

**Resume Special  
Meeting**

**B. Foster – S. Meikleham**

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

Time: 8:24 pm

**Carried**

**Adjournment**

**S. Meikleham – R. Dufour**

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

Time: 8:24 pm

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Ron Piche  
Mayor

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Paula Roque  
Clerk

Unapproved

**CORPORATE SERVICES COMMITTEE MEETING****Tuesday, November 1, 2016****3:00 pm****Council Chambers****Municipal Building****Chair Deputy Mayor Bill Foster presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.****Present:**

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

**Absent:**

Mayor Piche

**Departmental Reports**

The Committee received the Administration Departmental Report.

**Budget Information****For Discussion**

A discussion ensued.  
Councillor Foster suggested that during the budget process he  
would like to see a slide show presentation that highlights the  
financial needs of the municipality, changes to grants and  
assessments, a debit summary, which includes timing of  
repayments as well as a reserve summary.

**Q3 Budget Variance  
Report****For Information Only**

A discussion ensued.  
The Committee asked for further information regarding the figures  
listed under the Un-Applied column as well as a comparison to  
2015 non tax arrears.

**Employee Code of  
Conduct****1. R. Yocom – S. Meikleham**

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

**Carried**

A discussion ensued.  
Staff was directed to make amendments to the policy.

**Live Stream Protocol****2. S. Meikleham – R. Yocom**

Be It Resolved That: As Recommended by the Corporate Services  
Committee That: Policy C00-01843 be adopted as amended.

**Carried**

A discussion ensued.  
Staff was directed to make amendments to the policy.



**Sale of Property**

**For discussion**

A discussion ensued regarding the negotiation process and suggested changes to the draft policy. P. Roque, Clerk stated that due to the timing of receiving the request to have this item included on the agenda it would be beneficial if staff could have more time to review and have a revised draft on the next Corporate Services Agenda. The Committee was in support.

**Carried**

**Adjournment**

**S. Meikleham – R. Yocom**

Be It Resolved That: The Corporate Services Committee is hereby adjourned. Time: 3:42pm

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Bill Foster  
Chair

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Cynthia Townsend  
CAO/Treasurer

Unapproved

**Espanola Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
**Held on June 13, 2016, at the Library**

Present: Brian Riche (Chair)  
Marilyn Orford (Vice-Chair)  
Ray Dufour  
Richard Lalonde  
Robert Yocom

Also present: Rosemary Rae (CEO)

Regrets: Robert Sinclair

Absent: Kathleen Sawyer

Call to order

The Chair called the meeting to order at 5:33 p.m.

Approval of agenda

#16-29 Orford - Lalonde  
That the agenda be approved.  
Carried.

Minutes

#16-30 Orford - Lalonde  
That the minutes of the regular meeting of May 9, 2016 be adopted.  
Carried.

Reports

#16-31 Yocom - Lalonde  
That the following reports be received:  
Librarian's report for May 2016  
Statistics for May 2016 and year to date  
Financial statements for May 2016  
Carried.

Decision items

- #16-33      Dufour- Orford  
To accept and approve the maintenance plan as presented.  
Carried.

Discussion items

1. Board evaluation – complete / submit by June 30, 2016
  - CEO to prepare summary / compilation for September meeting
  - Attendance at Board meetings
2. CEO appraisal
3. Strategic Plan update – for September meeting

Information items

Library summer staffing update.  
The Friends of the Library minutes for the May meeting

Adjournment

- #16-32      Lalonde - Yocom

That the Espanola Library Board now adjourn at 6:33 pm.

Robert Yocom advised that he would be late attending the September 12, 2016 meeting, due to a conflict in scheduled meetings for that evening.

Approval

Date Oct 17 2016  
Chair [Signature]  
Secretary [Signature]

Espanola Public Library Board

MINUTES OF THE REGULAR MEETING

Held on September 12, 2016, at the Library

Present: Brian Riche (Chair)  
Marilyn Orford (Vice-Chair)  
Ray Dufour  
Robert Yocom  
Robert Sinclair (arrived late due to prior commitment) *Correction R.*

Also present: Rosemary Rae (CEO)

Regrets: Richard Lalonde

Absent: Kathleen Sawyer

Call to order

The Chair called the meeting to order at 5:32 p.m.

Approval of agenda

#16-34 Dufour - Riche  
That the agenda be approved.  
Carried.

Minutes

#16-35 Riche - Orford  
That the minutes of the regular meeting of June 13, 2016 be adopted.  
Carried.

Reports

#16-36 Orford - Dufour  
That the following reports be received:  
Librarian's report dated 2016.09.12  
Library Statistics dated 2016.09.12  
Financial statements for June and July 2016  
Carried.

### Decision items

- #16-37 Riche - Dufour  
That the Espanola Public Library Board Approves in Principle moving forward with a library application to the Ontario Trillium Foundation for a GROW grant.  
Carried.

### Discussion items

1. Board evaluation  
CEO to prepare summary / compilation for September meeting  
Attendance requirement at Board meetings
- #16-39 Yocom – Dufour  
That Council appoint a replacement Board Member.  
Carried.
2. Staffing update – Librarian's report
3. Strategic Plan status update – review / update to begin January 2017

### Information items

The Friends of the Library minutes – June 17, 2016  
Staff meeting report – September 8, 2016

### Adjournment

- #16-38 Orford - Dufour  
That the Espanola Library Board adjourns at 7:04 pm.

### Approval

Date Oct 17 2016  
Chair [Signature]  
Secretary [Signature]

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

# STAFF REPORT

**DEPARTMENT:**Administration

**DATE:**October 26, 2016

**ITEM:**Code of Conduct

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

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

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

**ANALYSIS:**The highest standard of professional conduct is expected from municipal staff. The purpose and intent of the Code of Conduct is to establish standards for ethical conduct in addition to the legislation and policies that currently exist.

*Items in italics were amendments requested by the Corporate Services Committee November 1, 2016.*

**EXISTING POLICY:**Council Bylaw and Policy

**STRATEGIC GOAL:**Excellence in Government

**FINANCIAL COMMITMENT:**\$0

**BUDGETED:**NA

Yes

No

**IMPLEMENTATION:**Clerk's Office

**Prepared By:**

Paula Roque

**Clerk Treasurer/Administrator:**

Cynthia Townsend

**Approval of Recommendation:**

Yes

✓

No

**Comments:**



**CORPORATE SERVICES COMMITTEE**

Moved By: Rolt Yoon

Date: November 1, 2016

Seconded By: S. Meikleham

Motion No.: 1

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

*AS AMENDED*  
Policy H00-01842, Employee Code of Conduct be adopted and a Bylaw be prepared to adopt it.

*S. Meikleham*

CARRIED ☒ DEFEATED ☐

Bill Foster  
Chair

**RECORDED VOTE  
INTEREST**

For      Against

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

**DECLARATION OF PECUNIARY**

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



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO.????/16

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

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

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

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

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

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

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

\_\_\_\_\_  
Ron Piche  
Mayor

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



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



# EMPLOYEE CODE OF CONDUCT

## Policy Statement

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

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

## EMPLOYEE RESPONSIBILITY

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

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

## PURPOSE OF THE CODE OF CONDUCT

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

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

## **A. STANDARDS OF CONDUCT**

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

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

### **Statutory Provisions Regulating Conduct**

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

### **Corporate Policies Regulating Conduct**

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

## **B. CONDUCT TO BE OBSERVED**

### **1. General Personal Conduct:**

Municipal employees shall:

- a. perform their duties with integrity, honesty, and respect;
- b. be polite and courteous at all times;

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

## **2. Conduct Respecting Council**

Municipal employees shall:

- a. Conduct their relations between themselves and Councillors in a polite and respectful manner and should always be civil based on mutual respect;
- b. Uphold the integrity of Council and its decisions;
- c. Refrain from making public statements on Municipal Policy and/or Council decisions; and
- d. Remain neutral in their service to all Councillors.
- e. *Employees should direct inquiries from individual Councillors and other elected officials to a member of senior management, or obtain senior management approval prior to contacting Councillors or other elected officials to provide information about a particular matter.*

## **3. Outside Activity**

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

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

## **4. Use of Public Resources**

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

## **5. Use of Municipally Owned and Leased Vehicles**

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

## **6. Conflict of Interest**

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

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

## **7. Media and Public Relations**

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

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

## **8. Interpersonal Behaviour of Municipal Employees**

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

All Municipal employees shall abide by the provisions of the *Human Rights Code* and the *Respect In the Workplace Policy H04-01615*, and shall treat every person including Members of Council, Committees, Boards, municipal employees, individuals providing services on a contract basis and the public with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

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

## **9. Protection of Privacy**

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

## **10. Compliance with the Code of Conduct**

- a. Municipal employees are encouraged to seek clarification from the supervisor if they are uncertain as to whether an existing or contemplated action may contravene the Code of Conduct.

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

**ACKNOWLEDGEMENT**  
**Appendix 'A'**

**SIGNATURE**

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

\_\_\_\_\_  
**Signature of Employee**

*Acknowledgement of Receipt of Code of Conduct Policy*

\_\_\_\_\_  
**Date of Signature**

\_\_\_\_\_  
**PRINTED NAME**

**NOTE:**

The Employee acknowledges that a copy of Bylaw 26/16 containing the Code of Conduct Policy for Municipal Employees was provided to them. One signed copy of the "**ACKNOWLEDGEMENT**" was returned to the CAO/Treasurer to be placed in the Employee File and the Employee retained a complete copy of the Bylaw.

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:** October 26, 2016

**ITEM:** Live Streaming Protocol

**RECOMMENDATION:** Be It Resolved That: As Recommended by the Corporate Services Committee That: Policy C00-01843 be adopted as presented.

**BACKGROUND:** Through the Budget process, Council directed Staff to live stream Council Meetings.

**ANALYSIS:** Policies and procedures are required in order to guide Council and Staff.

*Items in italics were amendments requested by the Corporate Services Committee November 1, 2016.*

**EXISTING POLICY:** Council motion

**STRATEGIC GOAL:** Excellence in Government

**FINANCIAL COMMITMENT:** NA with respect to the Policy

**IMPLEMENTATION:** Council resolution

**Prepared By:**

Paula Roque

**CAO / Treasurer:**

Cynthia Townsend

**Approval of Recommendation:**

Yes ☒ No ☐

**Comments:**





**CORPORATE SERVICES COMMITTEE**

Moved By: S. Meikleham

Date: November 1, 2016

Seconded By: Bob Yocom

Motion No.: 2

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

Policy C00-01843, Live Streaming Protocol be adopted as <sup>AMENDED</sup> presented.

CARRIED ☒ DEFEATED ☐

Chair

**RECORDED VOTE  
INTEREST**

For      Against

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

**DECLARATION OF PECUNIARY**

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

## **Live Streaming Protocol**

Regular Meetings of Council and Special Meetings of Council with the exception of Special "Closed" Meetings conducted in the Council Chambers located at 100 Tudhope Street will be live streamed.

Any Council Meeting held outside of the Council Chambers will be exempt from being live streamed and audio recorded. *Technical or mechanical difficulties will not delay a Meeting.*

The official record of all Council Meetings shall be the written minutes in accordance with the *Municipal Act*, Section 239 (1) which states that minutes of meetings are to be recorded without note or comment by the Clerk or designate.

### **Public Notification:**

In order to advise presenters and members of the public that meetings are being broadcasted, recorded and available on the internet the following shall be implemented:

1. Signage shall be posted in the Council Chambers.
2. Notation shall be added to all Agendas being live streamed.
3. Announcement by Presiding Officer at the commencement of the meeting being live streamed.

### **Live Stream Files:**

A link to the live stream will be available on the Municipal Website under Town Hall / Meetings Tab. The live stream file will be archived to the Town's YouTube channel. Files will be hosted on the Town's YouTube channel during the current year and for one year thereafter.

Video files from live streaming on the internet are part of the public realm and, as such, are subject to alteration by a member of the public with no municipal control over such alterations. The Town assumes no liability associated with any alterations that may be made by a member of the public on the internet.



**THE CORPORATION OF THE TOWN OF ESPANOLA**

**BYLAW NO. 2743/16**

**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: October 25, 2016 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 8<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Ron Piche  
Mayor

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





**The Corporation of the Town of Espanola**

**Bylaw No. 2745/16**

BEING A BYLAW TO PROVIDE FOR THE SALE OF LANDS MUNICIPALLY LEGALLY  
KNOWN AS PIN 73408-0391 PCL 30460 PLAN M78 PARTS 13 – 16 53R15566  
Espanola, ON

---

WHEREAS the Corporation of the Town of Espanola deems it expedient to convey  
the lands hereinafter described, such lands no longer being required for the  
purposes of the Corporation;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Espanola  
enacts and be it enacted as follows:

1. The Corporation of the Town of Espanola conveys to \_\_\_\_\_ and  
\_\_\_\_\_ all and singular that certain parcel or tract of land and situate, lying  
and being described as PIN 73408-0391 PCL 30460 PLAN M78 PARTS 13 – 16  
53R15566 Espanola, ON such lands no longer being required for the purposes of  
the Corporation. The land herein described is to be transferred to for  
\_\_\_\_\_ Dollars.
2. This Bylaw shall come into force and take effect immediately upon the final  
passing thereof.

Bylaw read a first, second and third time, and finally passed and adopted at a  
meeting of the Municipal Council held, this 8<sup>th</sup> day of November, 2016.

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Ron Piche  
Mayor

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Paula Roque  
Clerk



**The Corporation of the Town of Espanola**

**Bylaw No. 2746/16**

BEING A BYLAW TO PROVIDE FOR THE SALE OF LANDS MUNICIPALLY LEGALLY  
KNOWN AS 91 Tudhope St, PLAN M77 PT SHEPPARD ST PLAN M175 PT BLK A RP  
53R6225 PARTS 1 AND 2 PCL 28358 Espanola, ON

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WHEREAS the Corporation of the Town of Espanola deems it expedient to convey  
the lands hereinafter described, such lands no longer being required for the  
purposes of the Corporation;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Espanola  
enacts and be it enacted as follows:

1. The Corporation of the Town of Espanola conveys to  
all and singular that certain parcel or tract of  
land and situate, lying and being described as PLAN M77 PT SHEPPARD ST PLAN  
M175 PT BLK A RP 53R6225 PARTS 1 AND 2 PCL 28358 Espanola, ON such lands  
no longer being required for the purposes of the Corporation. The land herein  
described is to be transferred to  
for  
Dollars.
2. This Bylaw shall come into force and take effect immediately upon the final  
passing thereof.

Bylaw read a first, second and third time, and finally passed and adopted at a  
meeting of the Municipal Council held, this 8<sup>th</sup> day of November, 2016.

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Ron Piche  
Mayor

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Paula Roque  
Clerk



**The Corporation of the Town of Espanola**

**Bylaw No. 2747/16**

Being A Bylaw To Authorize the Mayor and Clerk Treasurer/Administrator to Execute and Affix the Corporate Seal to the Employment Contract between the Corporation of the Town of Espanola and the Canadian Union of Public Employees, Local 534

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 and affix the Corporate Seal to the Employment Contract, dated the 1st Day of January, 2016, between the Corporation of the Town of Espanola and The Canadian Union of Public Employees, Local 534.
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 8th day of November 2016.

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Ron Piche  
Mayor

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Paula Roque  
Clerk



**The Corporation of the Town of Espanola**

**Bylaw No. 2748/16**

**Being a Bylaw to Execute An Agreement Between  
The Town of Espanola and  
RV Anderson**

**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 Town of Espanola and RV Anderson for Engineering Services for MTO Connecting Link Highway 6 – Detailed Design.
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 8th day of November 2016.

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Ron Piche  
Mayor

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Paula Roque  
Clerk





**The Corporation of the Town of Espanola**

**Bylaw No. 2749/16**

**Being a Bylaw to Execute An Agreement  
Between the Town of Espanola and  
The Ministry of Community Safety and Correctional Services**

**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 The Ministry of Community Safety and Correctional Services for the Court Security and Prisoner Transportation 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 8th day of November, 2016.

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Ron Piche  
Mayor

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Paula Roque  
Clerk

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

# STAFF REPORT

**DEPARTMENT:**Administration

**DATE:**October 26, 2016

**ITEM:**Q3 Budget Variance Report

**RECOMMENDATION:**Be it resolved that:

Information only.

## BACKGROUND:

Budget to actual with variances are circulated quarterly.

## ANALYSIS:

**TRANSFERS TO/FROM RESERVES** - These are common to all departments, reserve transfers are usually done at year end.

### TREASURY –

**TAXATION** – Includes full year of revenue, Q4 school board payments outstanding.

**GRANTS** – The Power Dam grant has been received, Q4 OMPF is outstanding.

**EXPENSES** – Vacancy rebates and other write-offs only occur once per year.

### ADMINISTRATION –

**Fees, Charges, Donations** – POA Administration fee billed at year end.

**COUNCIL** – positive variances reflects council travel- \$7,500, Oracle Poll - \$2,000, timing of streaming expenditures \$4,600 and various other small amounts.

**ADMINISTRATION EXPENSES** – positive variances due to staff vacancies and timing of general building maintenance expenditures.

**CAPITAL** – reflects net sale proceeds from sale of 91 Tudhope St.

### FIRE –

**VOLUNTEERS** – honorariums paid semi-annually.

Department:	General Administration	Form Number:	A99-01370
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**VEHICLES & EQUIPMENT** – includes budget for amortization of \$24,000 to be recorded at year end.

**POLICE SERVICES** –Overall positive variance is 5%.

**BUILDING SERVICES –**

PERMITS AND FEES -budget reflects permit for new school, permit not yet issued

SABLES, SPANISH RIVERS – credit represents share of benefits included in Building Inspection Services.

**POA** –Of the Espanola amount, proceeds are cost shared with surrounding municipalities and our share would be 45%, however of this amount it will also include amounts owing to other municipalities, could be Sudbury, Timmins, etc. as we receive payments for fines which could be charged in other areas and we then remit the payment to other municipalities.

The Elliot Lake and Blind River amounts are all paid back to those municipalities with the exception of our administration fee and an allocation of wages.

**TRANSPORTATION–**

OPERATIONS – Positive variance allows for purchase of GIS module, includes budget for vacation for pay for the department, fall hunting block is outstanding

MACHINERY, VEHICLES & EQUIPMENT – Fuel well below budget due to a billing error, we were not receiving invoices for several months, this has been rectified in October

ROADS, BRIDGES & CULVERTS, TRAFFIC OPERATIONS – all well below budget, in some cases due to timing of payments to contractors – hard surfacing, bridge inspection etc.

STREETLIGHTS – hydro 2 months behind in billing

CAPITAL – Negative variance reflects engineering work performed for Connecting Link application

**WATER & SEWER SERVICES –**

FEES – always 2 months behind as payment not remitted from hydro

OPERATIONS & DISTRIBUTION –Budget for amortization approximately \$462,998 for 6 month period, hydro 2 months behind in billing

FINANCING - loan payments are semi-annual , principal portion adjusted at end of year, Reserve transfers will be recorded at year end.

Department:	General Administration	Form Number:	A99-01370
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CAPITAL – payments made to Garson Pipe, claim based grants not yet received, balance to be transferred from reserves at end of year. First installment received, second installment is outstanding. Project is within budget.

#### **ENVIRONMENTAL –**

LANDFILL – paid at the end of the month for the following month.

HOUSEHOLD HAZARDOUS WASTE DAY – event was below budget, cost recoveries not fully received.

All other variances are small.

**HEALTH SERVICES** – Payments to MSDSB are made in advance, this is offset with \$60,707 refund from prior year for Land Ambulance.

CEMETERY - \$3,700 allowance for Amortization to be booked at the end of the year, positive variances in wages, landscaping, etc. most likely due to watering restriction bylaw and lack of growth.

**SOCIAL SERVICES** – MSDSB variances, see above. Care Van allowance of \$5,000 for amortization.

#### **LEISURE SERVICES –**

OFFICE OPERATIONS – there was a change in staffing at the front desk creating a positive variance, other timing differences

BUILDING & FACILITY – Of the positive variance of \$271,745, Amortization to be recorded at year end, \$196,236 at Q3. Hydro 2 months in arrears in billing, timing of building & equipment maintenance

POOL & FITNESS – positive variances are the result of timing of maintenance

CAPITAL - Fitness Park grant of \$61,700 received, no expenditures

**LIBRARY** – Overall negative variance is 13%.

**COMMUNITY EVENTS** – Small variances, dependent on timing of events.

**PLANNING** – small variances, dependent on level of building activity (bylaw amendments, severances, etc.) Costs budgeted for OP review not yet incurred.

**ECONOMIC DEVELOPMENT** – only 1 CIP recipient, \$20,000 positive variance,

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Includes amortization of signage of \$3,945 to be booked at year end.

**SIGNIFICANT BALANCE SHEET AMOUNTS:**

CASH - \$9,392,128 Includes reserves of \$5,823,181

TAXES RECEIVABLE - attached.

**EXISTING POLICY:**n/a

**STRATEGIC GOAL:**

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

**FINANCIAL COMMITMENT:** N/A

**IMPLEMENTATION:**N/A

**Prepared By:** Cynthia Townsend

**Department Manager:**

**Clerk Treasurer/Administrator:** Cynthia Townsend

**Approval of Recommendation:** Yes \_\_\_ No \_\_\_

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

## COUNCIL SUMMARIZED

For Period Ending 30-Sep-2016



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE	PERCENTAGE
	2016	YEAR TO DATE	2016	TO DATE		
<b>TREASURY</b>						
TAXATION	(7,623,743.00)	(5,717,807.25)	(7,975,523.82)	(2,257,721.57)	0.39	
GRANTS	(2,944,100.00)	(2,208,075.00)	(2,407,606.00)	(199,531.00)	0.09	
OTHER	(149,000.00)	(111,750.00)	(112,121.21)	(371.21)	0.00	
EXPENSES	129,200.00	96,900.00	72,083.27	(24,816.73)	-0.26	
TRANSFER TO RESERVES	34,200.00	25,650.00	0.00	(25,650.00)	-1.00	
<b>Total TREASURY</b>	<b>(10,553,443.00)</b>	<b>(7,915,082.25)</b>	<b>(10,423,172.76)</b>	<b>(2,508,090.51)</b>	<b>0.32</b>	
<b>ADMINISTRATION</b>						
FEES, CHARGES, DONATIONS	(62,400.00)	(46,800.00)	(27,784.86)	19,015.15	-0.41	
COUNCIL	189,800.00	142,350.00	127,627.44	(14,722.56)	-0.10	
ADMINISTRATION	1,212,670.00	909,502.50	776,936.59	(132,586.91)	-0.15	
CAPITAL	0.00	0.00	(134,112.39)	(134,112.39)	0.00	
<b>Total ADMINISTRATION</b>	<b>1,340,070.00</b>	<b>1,005,052.50</b>	<b>742,665.79</b>	<b>(262,386.71)</b>	<b>-0.26</b>	
<b>FIRE SERVICES</b>						
DISPATCH	10,000.00	7,500.00	7,245.00	(255.00)	-0.03	
REVENUE	0.00	0.00	(3,706.86)	(3,706.86)	0.00	
OFFICE OPERATION	13,900.00	10,425.00	10,226.06	(188.94)	-0.02	
ADMINISTRATION	153,500.00	115,125.00	113,702.73	(1,422.27)	-0.01	
INSPECTIONS	5,000.00	3,750.00	4,870.75	1,120.75	0.30	
VOLUNTEERS	111,400.00	83,550.00	57,213.01	(26,336.99)	-0.32	
FACILITY MAINTENANCE	38,450.00	28,837.50	19,262.96	(9,574.54)	-0.33	
OTHER	5,500.00	4,125.00	5,467.99	1,342.99	0.33	
VEHICLES & EQUIP	39,800.00	29,850.00	4,287.64	(25,562.36)	-0.86	
TRANSFER TO RESERVES	100,000.00	75,000.00	0.00	(75,000.00)	-1.00	
CAPITAL	0.00	0.00	(600.00)	(600.00)	0.00	
<b>Total FIRE SERVICES</b>	<b>477,550.00</b>	<b>358,162.50</b>	<b>217,969.28</b>	<b>(140,193.22)</b>	<b>-0.39</b>	
<b>POLICE SERVICES</b>						
POLICE SERVICES BOARD	18,970.00	14,227.50	8,042.15	(6,185.35)	-0.43	
OPERATIONS	2,246,283.00	1,684,637.25	1,598,898.39	(85,808.86)	-0.05	
CAPITAL	45,000.00	33,750.00	36,912.21	3,162.21	0.09	
<b>Total POLICE SERVICES</b>	<b>2,310,233.00</b>	<b>1,732,674.75</b>	<b>1,643,842.75</b>	<b>(88,832.00)</b>	<b>-0.05</b>	
<b>BUILDING SERVICES</b>						
PERMITS AND FEES	(140,700.00)	(105,525.00)	(78,581.65)	26,943.35	-0.25	
BUILDING INSPECTION SERVICES	209,420.00	157,065.00	148,314.33	(8,750.67)	-0.06	
PROPERTY STANDARDS	6,920.00	5,190.00	1,238.15	(3,951.85)	-0.76	
ANIMAL CONTROL	28,000.00	21,000.00	20,163.18	(836.82)	-0.04	
ELECTRICAL INSPECTIONS	6,500.00	4,875.00	0.00	(4,875.00)	-1.00	
EMERGENCY PLANNING	11,000.00	8,250.00	2,765.41	(5,494.59)	-0.67	

## COUNCIL SUMMARIZED

Date : Oct 26, 2016

Time : 9:11 am

For Period Ending 30-Sep-2016



BUDGET		BUDGET	ACTUAL	VARIANCE	VARIANCE
2016	YEAR TO DATE	2016	TO DATE	PERCENTAGE	
<b>General Operating Fund</b>					
HEALTH & SAFETY	2,400.00	1,800.00	0.00	(1,800.00)	-1.00
911 EMERGENCY CALLING	11,200.00	8,400.00	5,792.56	(2,607.44)	-0.31
SABLES-SPANISH RIVERS	0.00	0.00	(7,097.21)	(7,097.21)	0.00
<b>Total BUILDING SERVICES</b>	<b>134,740.00</b>	<b>101,055.00</b>	<b>92,584.77</b>	<b>(8,470.23)</b>	<b>-0.08</b>
<b>PROVINCIAL OFFENCES</b>					
ESPANOLA FEES	(378,000.00)	(283,500.00)	(352,510.20)	(69,010.20)	0.24
ESPANOLA EXPENDITURES	359,505.00	269,628.75	202,395.58	(67,233.17)	-0.25
ELLIOT LAKE & BLIND RIVER FEES	(397,000.00)	(297,750.00)	(287,205.51)	30,544.49	-0.10
ELLIOT LAKE & BLIND RIVER EXPENDITURES	397,000.00	297,750.00	182,432.72	(135,317.28)	-0.45
<b>Total PROVINCIAL OFFENCES</b>	<b>(18,495.00)</b>	<b>(13,871.25)</b>	<b>(254,887.41)</b>	<b>(241,016.16)</b>	<b>17.38</b>
<b>TRANSPORTATION</b>					
OPERATIONS	906,700.00	680,025.00	665,712.76	(14,312.24)	-0.02
MACHINERY, VEHICLES & EQUIPMENT	279,930.00	209,947.50	170,113.86	(39,833.84)	-0.19
SERVICES	0.00	0.00	(51.00)	(51.00)	0.00
ROADS - PAVED	229,340.00	172,005.00	146,999.45	(25,005.55)	-0.15
ROADS - UNPAVED	169,550.00	127,162.50	82,837.92	(44,324.58)	-0.35
BRIDGES & CULVERTS	66,100.00	49,575.00	17,858.89	(31,716.11)	-0.64
TRAFFIC OPERATIONS AND ROADSIDE	85,700.00	64,275.00	43,371.17	(20,903.83)	-0.33
SCHOOL CROSSING GUARDS	46,250.00	34,687.50	30,824.42	(4,063.08)	-0.12
WINTER CONTROL	343,750.00	257,812.50	250,087.93	(7,724.57)	-0.03
STREETLIGHTS	67,850.00	50,887.50	37,964.63	(12,922.87)	-0.25
CAPITAL	345,700.00	259,275.00	496,981.00	237,706.00	0.92
<b>Total TRANSPORTATION</b>	<b>2,540,870.00</b>	<b>1,905,652.50</b>	<b>1,942,602.93</b>	<b>36,848.33</b>	<b>0.02</b>
<b>SEWER SERVICES</b>					
FEES	(908,000.00)	(681,000.00)	(579,798.85)	101,201.15	-0.15
PLANT OPERATIONS	757,000.00	567,750.00	355,317.59	(212,432.41)	-0.37
DISTRIBUTION	104,000.00	78,000.00	42,889.91	(35,110.09)	-0.45
CAPITAL	0.00	0.00	0.00	0.00	0.00
STORM SEWER	93,000.00	69,750.00	36,497.50	(33,252.50)	-0.48
FINANCING	100,000.00	75,000.00	99,018.98	24,018.98	0.32
<b>Total SEWER SERVICES</b>	<b>146,000.00</b>	<b>109,500.00</b>	<b>(46,074.97)</b>	<b>(155,574.97)</b>	<b>-1.42</b>
<b>WATER SERVICES</b>					
FEES	(1,682,100.00)	(1,261,575.00)	(1,009,580.40)	251,994.60	-0.20
PLANT OPERATIONS	1,074,785.00	806,068.75	568,223.26	(237,865.49)	-0.30
DISTRIBUTION	300,865.00	225,648.75	91,078.49	(134,570.26)	-0.60
FINANCING	100,000.00	75,000.00	99,018.88	24,018.88	0.32
SERVICE LOCATES	7,750.00	5,812.50	6,431.26	618.76	0.11
ELEVATED STORAGE	52,700.00	39,525.00	2,779.14	(36,745.86)	-0.93
CAPITAL	0.00	0.00	1,088,748.56	1,088,748.56	0.00

## COUNCIL SUMMARIZED

For Period Ending 30-Sep-2016



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE	PERCENTAGE
	2016	YEAR TO DATE	2016	TO DATE		
Water and Sewer Capital Fund						
Total WATER SERVICES	(146,000.00)	(109,500.00)	846,699.19	956,199.19	-8.73	
ENVIRONMENTAL SERVICES						
GARBAGE COLLECTION AND DISPOSAL	25,700.00	19,275.00	15,782.33	(3,492.67)	-0.18	
GARBAGE COLLECTION	153,000.00	114,750.00	126,795.80	12,045.80	0.10	
LANDFILL	310,000.00	232,500.00	257,419.40	24,919.40	0.11	
HOUSEHOLD HAZARDOUS WASTE DAY	6,000.00	4,500.00	11,515.45	7,115.45	1.58	
CLEAN UP	5,400.00	4,050.00	4,391.35	341.35	0.08	
RECYCLING	64,050.00	48,037.50	40,819.37	(7,218.13)	-0.15	
Total ENVIRONMENTAL SERVICES	564,150.00	423,112.50	456,823.70	33,711.20	0.08	
HEALTH SERVICES						
SUDBURY & DISTRICT HEALTH UNIT	183,400.00	137,550.00	152,820.00	15,270.00	0.11	
DOCTOR RECRUITMENT	20,000.00	15,000.00	20,000.00	5,000.00	0.33	
MSDSB - LAND AMBULANCE	675,890.00	506,917.50	502,342.50	(4,575.00)	-0.01	
CEMETERY	41,650.00	31,237.50	8,945.92	(22,281.58)	-0.71	
Total HEALTH SERVICES	920,940.00	690,705.00	684,168.42	(6,596.58)	-0.01	
SOCIAL SERVICES						
MSDSB - GEN ASSIST AND HOUSING	370,410.00	277,807.50	322,204.28	44,396.78	0.16	
CARE VAN	40,950.00	30,712.50	23,695.84	(7,016.66)	-0.23	
SENIOR CITIZENS	4,000.00	3,000.00	2,468.95	(531.05)	-0.18	
MSDSB - CHILDCARE	71,310.00	53,482.50	54,600.03	1,117.53	0.02	
Total SOCIAL SERVICES	486,670.00	365,002.50	402,969.10	37,966.60	0.10	
LEISURE SERVICES						
OUTDOOR RINK	10,000.00	7,500.00	6,298.75	(1,201.25)	-0.16	
TENNIS COURTS	3,400.00	2,550.00	1,970.78	(579.22)	-0.23	
BALL PARKS	32,500.00	24,375.00	31,924.25	7,549.25	0.31	
TRACK & FIELD	4,700.00	3,525.00	4,515.06	990.06	0.28	
PLAYGROUNDS	14,700.00	11,025.00	9,822.85	(1,202.15)	-0.11	
CLEAR LAKE BEACH	5,600.00	4,200.00	5,172.98	972.98	0.23	
COMMUNITY PARKS	10,400.00	7,800.00	10,892.53	3,092.53	0.40	
PROGRAMMING	301,250.00	225,937.50	217,600.55	(8,336.95)	-0.04	
COMPLEX OFFICE OPERATIONS	131,900.00	98,925.00	76,286.13	(22,638.87)	-0.23	
BUILDING & FACILITY	895,640.00	671,730.00	398,985.25	(271,744.75)	-0.40	
POOL	95,675.00	71,766.25	53,270.86	(18,485.39)	-0.26	
FITNESS	(60,500.00)	(45,375.00)	(57,005.84)	(11,630.84)	0.26	
SQUASH	(4,900.00)	(3,675.00)	(3,660.83)	24.17	-0.01	
ARENA	(34,875.00)	(26,156.25)	(4,690.60)	21,465.65	-0.82	
FACILITY RENTALS	(16,290.00)	(12,217.50)	(13,102.28)	(884.79)	0.07	
PARKS & REC EQUIPMENT	11,600.00	8,700.00	5,324.76	(3,375.24)	-0.39	
CAPITAL	0.00	0.00	(61,700.00)	(61,700.00)	0.00	



## COUNCIL SUMMARIZED

For Period Ending 30-Sep-2016



	BUDGET	BUDGET	ACTUAL	VARIANCE	VARIANCE	PERCENTAGE
	2016	YEAR TO DATE	2016	TO DATE		
General Capital Fund						
Total LEISURE SERVICES	1,400,800.00	1,050,600.00	682,915.19	(367,684.81)	-0.35	
LIBRARY SERVICES						
LIBRARY COLLECTIONS	255,000.00	181,250.00	219,372.36	28,122.36	0.15	
SUMMER STUDENTS	6,900.00	5,175.00	14,468.95	9,291.95	1.80	
CAPITAL	15,000.00	11,250.00	0.00	(11,250.00)	-1.00	
Total LIBRARY SERVICES	276,900.00	207,675.00	233,839.31	26,164.31	0.13	
COMMUNITY EVENTS						
SANTA CLAUS PARADE	2,500.00	1,875.00	224.89	(1,650.11)	-0.88	
WINTER CARNIVAL	1,800.00	1,350.00	2,903.47	1,553.47	1.15	
JULY 1ST	3,500.00	2,625.00	358.40	(2,266.60)	-0.88	
COMMUNITY EVENTS	3,450.00	2,587.50	7,190.78	4,603.28	1.78	
BEAUTIFICATION	31,450.00	23,587.50	28,985.70	6,398.20	0.27	
Total COMMUNITY EVENTS	42,700.00	32,025.00	40,663.24	8,638.24	0.27	
PLANNING AND DEVELOPMENT						
PLANNING	12,000.00	9,000.00	12,673.29	3,673.29	0.41	
COMMERCIAL SERVICES	(13,030.00)	(9,772.50)	(6,293.82)	3,478.68	-0.36	
ECONOMIC DEVELOPMENT	77,345.00	58,008.75	16,176.63	(41,832.12)	-0.72	
Total PLANNING AND DEVELOPMENT	76,315.00	57,236.25	22,556.10	(34,880.15)	-0.61	
TRUST FUNDS						
CEMETERY	0.00	0.00	(7,616.20)	(7,616.20)	0.00	
OTHER	0.00	0.00	(22,440.29)	(22,440.29)	0.00	
Total TRUST FUNDS	0.00	0.00	(30,056.49)	(30,056.49)	0.00	
Surplus (-) / Deficit	0.00	0.00	(2,744,053.96)	(2,744,053.96)	0.00	

## Aged Trial Balance Report

Date: Oct 26, 2016 Time: 4:29 pm

Upto Post Year: 2016 Post Per: 9  
As Of Date: 26-Oct-2016



Roll #	3 Year & Prior		2 Year		1 Year		Current Interest	Un-Applied	Misc.	Total
	Taxes	Interest	Taxes	Interest	Taxes	Interest				
Espanola	11194.27	3133.55	70266.37	10916.39	155458.90	15084.08	19029.89	-50403.08	0.00	1133802.83
Totals:	11194.27	3133.55	70266.37	10916.39	155458.90	15084.08	19029.89	-50403.08	0.00	1133802.83

**JOINT HEALTH & SAFETY MEETING**

**Wednesday, October 5<sup>th</sup>, 2016**

**9:00 a.m.**

**Upstairs – Fire Hall**

**Present:**

D. Parker	Manager Rep.
D. Massicotte	Manager Rep.
B. Stewart	Worker Rep.
W. Ashton	Worker Rep.

**Absent:**

D. Sokoloski	Worker Rep.
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**Recording Secretary:** A. Duguay

**Co-Chair Dave Parker presided over the meeting. The meeting was called to order at 9:00 A.M.**

**Acceptance of Minutes:**

**1. W. Ashton – D. Massicotte**

**THAT:** The Joint Health & Safety Committee hereby approves the minutes of the September 7<sup>th</sup>, 2016 meeting.

Motion carried.

**Inspections:**

September inspections were completed by the Recreation Department. All departments had reported hazards with the exception of the Fire Department. All hazards were addressed except for the Library's.

October inspections are to be completed by the Fire Department.

**Other Reports:**

Reviewed the WSIB NEER Firm Summary Report.

**Outstanding Issues:** The Library has outstanding issues remaining from previous inspections. The Co-chair has contacted the Clerk as they have yet to be resolved.

**Any Other Business:**

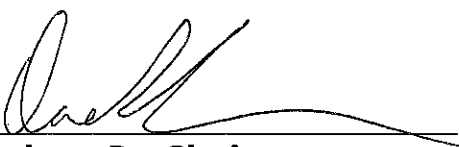
**Recognition Sub-Committee:** Accepted the minutes from the April 13<sup>th</sup>, 2016 meeting.

**New Business:** Discussed a work scenario where an employee feels that certain equipment should not be operated while working alone. Suggested that the Manager investigate what the specific hazard is and review the manufacturer's recommendations on safe operation of equipment. A meeting can be set with the worker rep to investigate which may lead to a work refusal if a resolution cannot be achieved.

**Next Meeting:** **Wednesday November 2<sup>nd</sup>, 2016 @ 9:00 A.M. – Fire Hall**

**Adjournment:** **2. D. Massicotte**

**THAT:** The Joint Health & Safety Committee is hereby adjourned. Time: 9:30 A.M. Motion carried.

  
**D. Parker, Co-Chair**

\_\_\_\_\_  
**W. Ashton, Co-Chair**

OCT 26 2016

**ESPANOLA ROYAL CANADIAN LEGION**  
ESPANOLA BRANCH 39  
370 Annette Street, Espanola, ON P5E 1J8  
Phone: (705) 869-1711  
Email: rcl-39@persona.ca

25<sup>th</sup> May, 2016

To Whom It May Concern:

**Re: Dedication (Rename) of Highway 6 S, Highway 17 to South Bay Mouth**

**Proposed Name:** *"Zhimaagneshii Miikan/Veteran's Memorial Highway"*

Comrades,

Espanola Royal Canadian Legion Branch 39 is continuing its efforts in getting the above noted Highway dedicated to show our respect, appreciation and support for all veterans who have, and are serving in the Armed Forces of this Great Nation to preserve the rights and freedom that we, and all free peoples of the world enjoy today.

This process was initiated approximately two (2) years ago and several Municipalities / First Nations Bands passed resolutions and forwarded letters of support for our proposed name change at the time.

However we did not receive the one hundred (100%) percent support needed from the Towns and Reserves along this Highway so no further progress was made at that time.

Whitefish River First Nations Band Council recommended a dual language (Ojibway / English) version of this sign to reflect the participation of the indigenous peoples during past / present conflicts. While this highway does not pass through all the Reserves on the Manitoulin Island, it still is a vital link for the seven (7) reserves that it does serve and as such, the general membership of the Espanola Legion agreed with this proposal.

As previously mentioned, this dedication names does require one hundred (100%) percent agreement of all the Municipalities and First Nations Reserves that it passes through. We, the Espanola Legion, feel that the important thing to remember here is that the dedication is in Honour of our veterans, and the only way that we can continually show our support on a day to day basis, is through dedication such as these. Please remember what these men and women did / do, for our country by showing your support of this project.

We would appreciate your earliest response to this, through a Resolution of Council / Band Council and a letter of support for submission to the M.T.O. to continue our efforts.

If you have any questions on this request, please feel free to contact us by either email or land line. Our office hours are Monday, Wednesday and Friday, 8:00 a.m. to 1:00 p.m.

Thank you for your consideration in this important matter and your early attention to it.

Yours in Comradeship,

Mr. Jack Fraser, Immediate Past President  
Branch 39, Espanola

A handwritten signature in black ink, appearing to read "Jack Fraser", with a large, stylized initial "J" and a horizontal line extending from the end of the signature.