



REGULAR COUNCIL AGENDA
For the Corporation of the Town of Espanola

Tuesday, October 22, 2019, 7:00 p.m.
Council Chambers, 100 Tudhope Street

Please note this meeting will be streamed

Pages

A. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
B. PUBLIC HEARINGS None	
C. DELEGATIONS Mr. Gord Hipel; Espanola United Church Trustee	5
D. QUESTION PERIOD	
E. PART 1 - CONSENT AGENDA CA-18-19 Be It Resolved That: Items F.1 to K. 13 inclusive contained in Part 1, Consent Agenda be adopted.	
F. ADOPTION OF MINUTES Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of October 8, 2019.	6
G. BOARD AND COMMITTEE REPORTS Be It Resolved That: The following Board and Committee reports are hereby accepted: Espanola Public Library Board Meeting Minutes of September 11, 2019; Joint Health and Safety Meeting Minutes of September 5, 2019.	
G.1 Espanola Public Library Board Meeting Minutes of September 11, 2019.	11
G.2 Joint Health and Safety Meeting Minutes of September 5, 2019	13
H. MATTERS ARISING FROM THE "IN CAMERA SESSION" None	
I. BUSINESS ARISING FROM BOARD AND COMMITTEES None	
J. BYLAWS AND RESOLUTIONS The following bylaws will be read and passed.	

J.1 Bylaw No 2942/19

15

Be It Resolved That: Bylaw No 2942/19 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of the Council at its Meeting of October 8, 2019

K. REPORTS

Be It Resolved That: The following reports are hereby received; Building Department Departmental Report for February 2019; Building Department Departmental Report for March 2019; Building Department Departmental Report for April 2019; Building Department Departmental Report for May 2019; Building Department Departmental Report for June 2019; Building Department Departmental Report for July 2019; Building Department Departmental Report for August 2019; Building Department Departmental Report for September 2019; Public Works Department Departmental Report for September 2019; Economic Development Department Departmental Report for September 2019; Fire Department Departmental Report for August 2019; Fire Department Departmental Report for September 2019; Leisure Services Department Departmental Report for September 2019.

K.1 Building Department Departmental Report for February 2019	16
K.2 Building Department Departmental Report for March 2019	18
K.3 Building Department Departmental Report for April 2019	20
K.4 Building Department Departmental Report for May 2019	22
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K.9 Public Works Department Departmental Report for September 2019	38
K.10 Economic Development Department Departmental Report for September 2019	40
K.11 Fire Department Departmental Report for August 2019	41
K.12 Fire Department Departmental Report for September 2019	43
K.13 Leisure Services Department Departmental Report for September 2019	45

PART 2 - REGULAR AGENDA

L. BYLAWS AND RESOLUTIONS

- L.1 Recommendation regarding Splash Pad Options Sub Committee** 48
Be It Resolved That: Councillors _____ and _____ be appointed to the Splash Pad Options Sub Committee.

- L.2 Recommendation regarding indigenous Land Acknowledgement Statement** 49
Be It Resolved That: As Recommended by the Community Services Committee That: Council include an indigenous land acknowledgement statement before Council and Committees of Council meetings.

- L.3 Recommendation regarding #13 Triaxle Replacement** 69
Be It Resolved That: Council purchase a used triaxle with a budget limit of \$120,000 using funds from the equipment reserve.

- L.4 Recommendation regarding Cape Breton Chamber of Commerce recommendations for Advancing Canadian Competitiveness using Short Line Rail** 73
Be It Resolved That: Council for the Town of Espanola supports the recommendations as submitted by Cape Breton Chamber of Commerce regarding Advancing Canadian Competitiveness Using Short Line Rail;

And Therefore Be It Resolved That: Council for the Town of Espanola recommends that the federal government:

1. Create a dedicated short line capital funding program that is accessible to all short line companies.
2. Establish a tax credit program to assist short line rail companies in making capital investments;

And Furthermore, a copy of this resolution be forwarded to the Right Honourable Justin Trudeau, Prime Minister of Canada; all local MP's and MPP's.

- L.5 Building Permit Requirements** 77
For Information

M. CORRESPONDENCE FOR INFORMATION ONLY
None

N. INFORMATION

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

N.1 MOF correspondence re: OMPF discussions

N.2 East Ferris resolution re: Conference child care services

N.3 Borden Ladner Gervais correspondence re: OEB decision and Order

N.4 Mayor of Ingersoll correspondence re: Landfill Development

O. CONFERENCE AND CONVENTIONS

None

P. MAYOR AND COUNCILLOR REPORTS AND ANNOUNCEMENTS

Q. FUTURE COUNCIL/COMMITTEE MEETINGS

Corporate Services Committee Meeting of November 5, 2019 @ 4:00 pm

Regular Meeting of Council of November 12, 2019 @ 4:00 pm.

R. ADJOURNMENT

S. CLOSED MEETING (if required)

Traci Denault-Roque

From: Gordon Hipel
Sent: Wednesday, October 2, 2019 1:58 PM
To: Traci Denault-Roque
Subject: As a trustee of the United Church of Espanola, I Gordon Hipel request that I be placed on the agenda at the council meeting of October 22, 2019 regarding the monthly charges to the church of 99.91 for sewer and water. Please confirm. Thank You.

Sent from Mail for Windows 10

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

**October 8, 2019
7:00 pm
Council Chambers, 100 Tudhope Street**

Deputy Mayor B. Foster presided over the meeting.

Councillors: R. Dufour, K. Duplessis, S. Hayden, H. Malott, M. Van Alstine
Absent: Mayor J. Beer
Staff: P. Roque, C. Townsend, T. Denault-Roque

**A. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF**

None declared.

B. PUBLIC HEARINGS

Deputy Mayor Foster stated that this item was deferred at the request of the applicant until the November 12th Council meeting.

C. DELEGATIONS

None.

D. QUESTION PERIOD

None.

E. PART 1 - CONSENT AGENDA

Councillor Dufour asked for item I.1 to be severed.

Moved By M. Van Alstine

Seconded By H. Malott

CA-17-19 Be It Resolved That: Items F.1 to K.3, excluding I.1, contained in Part 1, Consent Agenda be adopted.

Carried

F. ADOPTION OF MINUTES

Councillor Van Alstine advised that the Regular Meeting of Council minutes should be updated to include the cancellation of the October 1, 2019 Corporate Services Meeting.

19-199

Moved By R. Dufour

Seconded By M. Van Alstine

Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of September 24, 2019; Special Meeting of Council of September 24, 2019.

Carried

G. BOARD AND COMMITTEE REPORTS

19-200

Moved By M. Van Alstine

Seconded By R. Dufour

Be It Resolved That: The following board and committee reports are hereby received: Community Services Committee Meeting Minutes of September 17, 2019; Committee of the Whole Meeting Minutes of September 24, 2019.

Carried

H. MATTERS ARISING FROM THE "IN CAMERA SESSION"

None

I. BUSINESS ARISING FROM BOARD AND COMMITTEES

I.1 Recommendation regarding Indigenous Land Acknowledgement

Item Severed. See Regular Agenda.

I.2 Recommendation regarding North Shore Search and Rescue Voluntary Road Toll

19-202

Moved By H. Malott

Seconded By M. Van Alstine

Be It Resolved That: As Recommended by the Community Services Committee That: Council for the Town of Espanola permit the North Shore Search and Rescue to hold a voluntary road toll on November 16, 2019 from 9 am until 5 pm between the entrance of Home Hardware and the entrance to Canadian Tire on Hwy 6 providing the same security measures are followed as in previous years.

Carried

I.3 Recommendation regarding a Sub-Committee for Splash Pad Options

19-203

Moved By H. Malott

Seconded By R. Dufour

Be It Resolved That: As Recommended by the Community Services Committee That: A sub-committee be formed to investigate Splash Options further.

The Committee to be made up of 2 Councillors, PWD, Leisure Services and 2 members from the Public.

Carried

J. BYLAWS AND RESOLUTIONS

J.1 Bylaw No 2941/19

19-204

Moved By K. Duplessis

Seconded By S. Hayden

Be It Resolved That: Bylaw No. 2941/19 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of September 24, 2019.

Carried

J.2 Bylaw No 2940/19

19-205

Moved By S. Hayden

Seconded By K. Duplessis

Be It Resolved That: Bylaw No. 2940/19 be adopted, being a Bylaw of the Town of Espanola to execute a Site Plan Agreement between the Town of Espanola and CT REIT LIMITED PARTNERSHIP.

Carried

K. REPORTS

19-206

Moved By K. Duplessis

Seconded By S. Hayden

Be It Resolved That: The following reports are hereby received: POA Department Departmental Report for July - August 2019; Manitoulin-Sudbury District Services Board Second Quarter 2019 Report; Board of Health Public Health Sudbury and Districts Meeting of September 19, 2019.

Carried

PART 2 - REGULAR AGENDA

L. BYLAWS AND RESOLUTIONS

L.1 Recommendation regarding Indigenous Land Acknowledgement

A discussion ensued.

Staff was directed to obtain background information, the history and possible legal ramifications on this item. Staff was also directed to provide the suggested wording of the statement.

19-201

Moved By K. Duplessis

Seconded By S. Hayden

Be It Resolved That: As Recommended by the Community Services Committee That: Council include an indigenous land acknowledgement statement before Council and Committees of Council meetings.

Deferred

L.2 Recommendation regarding Website Redevelopment

19-207

Moved By S. Hayden

Seconded By K. Duplessis

Be It Resolved That: The Website Redevelopment RFP be awarded to Sandbox Software Solutions.

Carried

L.3 Recommendation regarding Reports to Council

19-208

Moved By S. Hayden

Seconded By K. Duplessis

Be It Resolved That: All reports to council limit the time period for background information to the current year and one prior calendar year.

And Furthermore: that staff be cognitive of the time and resources required in preparing the report to ensure the best use of said time and resources.

Defeated

M. CORRESPONDENCE FOR INFORMATION ONLY

M.1 Summer Recreational Opportunities and Programs

N. INFORMATION

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

N.1 MAH correspondence re: Building Code Services Transformation

O. CONFERENCE AND CONVENTIONS

None

P. MAYOR AND COUNCILLOR REPORTS AND ANNOUNCEMENTS

MSDSB 2019 Second Quarter Report Councillor Van Alstine commented on the Variance Analysis

Sample of In Camera Meeting Minutes Councillor Van Alstine suggested that the process of approving In Camera Meeting Minutes as used by DSB be placed in the municipality's Procedural Bylaw.

Huron Central Railway Councillor Foster spoke of the recent announcement of the closure of the short line from Sudbury to Sault Ste Marie early next year. Staff was directed to prepare a statement on behalf of Council to be posted on the website.

Budget Meeting Staff was directed to send out a tentative date for a Pre-Budget Meeting.

Q. FUTURE COUNCIL/COMMITTEE MEETINGS

Community Services Committee Meeting of October 15, 2019 @ 4:00 pm
Special Meeting of Council of October 22, 2019 @ 6:00 pm
Regular Meeting of Council of October 22, 2019 @ 7:00 pm

R. ADJOURNMENT

Moved By S. Hayden

Seconded By K. Duplessis

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

Time: 7:32 p.m.

Carried

Bill Foster
Deputy Mayor

Paula Roque
Clerk

Espanola Public Library Board

OCT 5 2019

MINUTES OF THE REGULAR MEETING
Held on September 11, 2019 at the Library

Present: Brian Riche (Chair)
Allen McCulloch (Vice-Chair)
~~Debbie Graham~~
Evelyn Diebel
Ken Duplessis
Ray Dufour

Regrets Debbie Graham

Absent Sylvia Belanger

Also present: Rosemary Rae, CEO
Brittany Cormier, Assistant Librarian

Call to order
The Chair called the meeting to order at 2:01 p.m.

Approval of agenda

#19-24 Dufour - Duplessis
That the agenda be approved.
Carried.

Minutes

#19-25 McCulloch - Dufour
That the minutes of the Regular Meeting of June 12, 2019 be approved.
Carried.

Reports

#19-26 Duplessis-Dufour
That the following reports for June, July and August 2019 be received:
Maintenance – verbal – also see Health & Safety report
Librarian's report (including Strategic Plan update)
Statistics
Financials
Carried.

Decision items

#19-27 Dufour - Duplessis
That Motion #19-23, requesting surplus 2018 funds be allocated to Library Building Reserves,
be withdrawn.
Deferred.

#19-28 McCulloch – Dufour
That the Volunteer Policy be approved as revised.
Carried.

#19-29 Dufour – McCulloch

That the Board Evaluation Policy be approved as revised.
Deferred to October meeting for further review.

Discussion items

1. Health & Safety report
2. Board Orientation – starting points – Budget process 2020
– Survey 2017 report and Strategic Plan
3. Impact of OLS cuts and virtual conference opportunity

Information items

1. Staff meetings – July and August
2. The Friends of the Library minutes – June 21

Announcements

Town of Espanola Volunteer appreciation evening
Information & communications standards
Federal / Provincial Infrastructure Community, Culture and Recreation funding
Next meeting – October 9, 2019 – 2:00 pm – Library meeting room

Adjournment

#19-30

Duplessis - McCulloch
~~Graham – Dufour~~

That the Espanola Library Board does now adjourn at 4:22 pm.
Carried.

Approval

Date *Oct 8 2019*

Chair *[Signature]*

Secretary *[Signature]*

OCT 07 2019

JOINT HEALTH & SAFETY MEETING MINUTES**Thursday, September 5th, 2019****9:00 a.m.****Fire Hall**

Present:

D. Parker	Manager Rep.
D. Sokoloski	Worker Rep.
A. Kelly	Worker Rep.
D. Massicotte	Manager Rep.
B. Stewart	Worker Rep.

Recording Secretary: A. Duguay

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

Acceptance of Minutes:**1. D. Massicotte – D. Sokoloski**

THAT: The Joint Health & Safety Committee hereby approves the minutes of the June 6th, 2019 meeting. Motion carried.

Inspections:

June Inspections were completed by the Recreation Department.

July inspections were completed by the Non-Union/Fire Department.

August inspections were completed by the Public Works Department.

Dept.	Date Inspected	# of Hazards	Date Repaired
Fire	17-Jun-19	0	N/A
	4-Jul-19	0	N/A
	20-Aug-19	0	N/A
Admin.	17-Jun-19	2	17-Jun-19
	5-Jul-19	0	N/A
	20-Aug-19	0	N/A
Recreation	17-Jun-19	2	Not repaired
	4-Jul-19	3	Not repaired
	21-Aug-19	0	N/A
Library	13-Jun-19	0	N/A
	4-Jul-19	0	N/A
	20-Aug-19	0	N/A
PWD	14-Jun-19	1	14-Jun-19
	4-Jul-19	1	5-Jul-19
	21-Aug-19	1	22-Aug-19

September inspections are to be completed by the Recreation Department.

Other Reports: Investigation Report CG-01 – Reviewed.

WSIB NEER Firm Report – Reviewed.

Outstanding Issues:

Any Other Business: Review Multi-site Agreement – Members to review and bring comments/suggestions to next meeting. New agreement needs to be in place by May 1, 2020.

Recognition Sub-Committee:

New Business: Fire Hall Inspection Sheets need to be revised. Angelle to email Fire Chief requesting revisions.

Eye Wash Station in Fire Hall needs a pail or pan when being tested monthly and poured down a drain as there is no drain in the floor.

Next Meeting: Thursday October 3rd, 2019 @ 9:00 A.M. – Location TBD

Adjournment: **2. A. Kelly**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:21 A.M. Motion carried.


D. Parker, Co-Chair


D. Sokoloski, Co-Chair



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2942/19

**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: October 8, 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 22nd day of October 2019.

J. Beer
Mayor

P. Roque
Clerk

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

DEPARTMENTAL REPORT

Department: Building Services	Month: February, 2019
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Project Status: Building Permits

Total Permit Applications:	18
Total Residential Starts to Date:	0
Zoning Request to Date:	\$454.00

FEBRUARY 2019 BP REPORT

Month / Year	# of Permits Issued	BP Value	BP FEE
Total BP for February 2019	8	\$355,600.00	\$5,932.00
Total BP for February 2018	9	\$131,595.00	\$3,523.00

New Construction:	0	Outstanding: 20 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	8	
Permits Closed:	23	
Orders to Comply:	2	
Stop Work Issued:	0	
Unsafe order to comply:	0	
Sign Permit	1	

Property Standard Hours:	2.5
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Complaints/Compliments:	See Attached
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Employee Status:

Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
Feb 08/19		Sidewalk conditions are awful in front of Best Law. She fell and hurt her right elbow. Marguerite Laderoute also fell and injured her left hand and arm – to the point that it was scratched and bleeding. Would like it sanded ASAP	Advised PWD Assist. Super	AK
February 6, 2019		The public works department fills the end of the driveway with slush. Could the town plow his driveway.	Town does not do driveways per policy. Coordinated private contractor.	Mayor/CAO
February 8, 2019		Is a senior and cannot afford to pay to have her driveway cleaned every time the snow plow goes by. Have had several discussions with public works staff and understands they cannot help her, is grateful for the driveway shoveling but wish it could be extended.	Policy to be reviewed	CAO
February 12, 2019		Called to advise that she fell last night on the sidewalk in front of the mailboxes by the taxi company on Mead Blvd. She has a swollen knee and pulled muscles in her upper leg. Is very concerned as there is a lady that uses the sidewalk and has a walker.	Advised PWD Dave Parker	SLC
February 14, 2019		came in to advise that the neighbour at has a person doing her driveway and they push it across the street to side of the street. It is pushed against the current snowbank, but causes the new snow to extend near the roadway. has been unable to see who is doing this.	Sent to Paula	SLC
February 14, 2019		called from her friend's residence as she is in hiding from her husband and doctor because they tried to kill. advised that Espanola needs a bus service as the Care Van is not viable for her as she does not have a phone to call them and cannot afford the fee as she is living in poverty. will be writing a letter to council as well requesting the bus service.	Sent to Cynthia	SLC
February 28, 2019		People are parking and blocking the fire route at the Mall and Winkel's. There was a fire call at Winkel's and the violators were rude to the firefighters. Creates a safety hazard.	Forwarded to Bylaw Enforcement	CT

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

DEPARTMENTAL REPORT

Department: Building Services	Month: March, 2019
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Project Status: Building Permits

Total Permit Applications:	29
Total Residential Starts to Date:	2
Zoning Request to Date:	\$1,138.00

MARCH 2019 BP REPORT

Month / Year	# of Permits Issued	BP Value	BP FEE
Total BP for March 2019	5	\$89,500.00	\$1,923.00
Total BP for March 2018	8	\$203,820.00	\$4,063.00

New Construction:	0	Outstanding: 24 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	5	
Permits Closed:	2	
Orders to Comply:	4	
Stop Work Issued:	0	
Unsafe order to comply:	0	
Sign Permit	1	

Property Standard Hours:	2
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Complaints/Compliments:	See Attached
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Employee Status:	
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Visitors:	
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Department Manager: Dan Rivet

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

DEPARTMENTAL REPORT

Department: Building Services	Month: April, 2019
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Project Status: Building Permits

Total Permit Applications:	57
Total Residential Starts to Date:	2
Zoning Request to Date:	\$1,480.00

APRIL 2019 BP REPORT

Month / Year	# of Permits Issued	BP Value	BP FEE
Total BP for April 2019	26	\$168,100.00	\$2,508.00
Total BP for April 2018	17	\$266,600.00	\$5,218.00

New Construction:	0	Outstanding: 37 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	25	
Permits Closed:	7	
Orders to Comply:	13	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	1	

Property Standard Hours:	
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Complaints/Compliments: See Attached

Employee Status:

Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
April 3/19		Complaining that ... has an ice shack parked in his yard. I spoke with neighbour and ne plans on moving it to the side of his house once the snow melts.	Ice shake moved to rear yard.	AK
April 16/19		Renting at this address and Basement stairs has no guard/handrail broken - dangerous	DSSAB made await April 24	AK
April 16/19		Neighbour across the street - front window smashed, aluminum door torn off frame, sitting in front/iron railing is ripped off/Christmas tree still sitting in front yard. Piling garbage up against the fence at the back. Unsightly and concerned about the site of the neighbourhood. Fears she would never be able to sell her house	Forward to PSO	AK
April 24/19		Complaining that there are dog feces along the outside part of the green fence along Duplessis Rd that is right across the street from the side of the Search and Rescue building.	Forward to Bylaw Officer	SLC
April 25/19		has 2 storey shed in back yard that appears to be too close to lot line - and was used as a living quarters for some time. Partying going on out there all the time. Cigarette butts and beer caps being thrown in her yard constantly.	Forward to PSO	AK
April 26/19		one picks up rubbish, old mattresses behind house has garbage all over the yard, dirty diapers - no	Issued OTR 2019-04 Gave till May 10+ a day	AK
April 30/19		looks ridiculous - horrible eye sore has tent trailers, car pieces, garbage and wood, fire hazard,	Forward to PSO	AK

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

DEPARTMENTAL REPORT

Department: Building Services	Month: May, 2019
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Project Status: Building Permits

Total Permit Applications:	102
Total Residential Starts to Date:	2
Zoning Request to Date:	\$2,050.00

MAY 2019 BP REPORT

Month / Year	# of Permits Issued	BP Value	BP FEE
Total BP for May 2019	37	\$353,500.00	\$15,476.00
Total BP for May 2018	26	\$990,673.20	\$19,373.50

New Construction:	0	Outstanding: 31 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	28	
Permits Closed:	25	
Orders to Comply:	17	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	9	

Property Standard Hours:	
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Complaints/Compliments: See Attached

Employee Status:

Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
May 10/19		<p>My yard is a mess. Derlic Vehicles encroaching on town property. White truck has no motor in it and has not moved for over 3 years - they park on the side of the road because no room in yard. Utilities trailers and trucks congesting back yard - whole property is a disgrace.</p> <p>continues to park his truck and mobile business trailer on the side of road in front of his house. This is posing a visibility problem when trying to exit the laneway. He was previously warned, however, now that the snow is gone, he is parking there again</p>	Sent to PSO	AK
May 10/19		<p>The tenant has lived there for approximately 4-5 years. Since her arrival she has NEVER utilized garbage collection services. Her garbage is thrown out her back door.</p> <p>I would like to add that her 3 children play in that garbage. I complained about it last year and nothing was done. This year I got on it quickly as there are cockroaches seen in neighbouring yards. Now, I see that the taxpayers are picking up the tab for her backyard cleanup because she can't seem to get her garbage by the road. This is a young able bodied girl...seniors manage to get the garbage to the road, why isn't she held to property standard as everyone else? To be quite honest 90% of the yards of those units are a total disgrace but there is no regular inspections done or if there is they do not adhere to rules.</p> <p>Again, taxpayers should not be paying for her garbage removal. Three garbage collections have gone by since my initial complaint and she has made no effort to get her garbage to the road. Do we have a dual system here, one for taxpayers and one for welfare recipients; where taxpayers must abide by property standards or we face fines but when they choose to not abide the taxpayer pays for their disregard for regulations? The previous tenant in that unit did the exact same thing and the taxpayers paid for that as well.</p> <p>Is there any mandate for what constitutes eviction for these units? Not only is</p>	Sent to PSO	AK
May 16/19			PSO	CT

		my tax dollar being used but so is my time in having to continually report this because I do not want to live in rodent infested neighbourhood . I do believe that I have rights as well and I should not be expected to just tolerate this dangerous situation. It is a hazard to my health.		
May 22/19		Noted May 6 th a complaint logged directly with PSO, correspondence with property owner displayed evidence of clean up underway.	Forwarded to PSO.	DB
May 27/19		concerned that the A/C at local business is not being serviced and is concerned there could be a fire. He says these units should be serviced every four months. He just spoke with GemAir who are currently servicing another business and asked if he would be servicing said business and they said no. Also, panels are quite black. Concerned about the blackened outside metal.	PR/PWD	PR
May 27/19		Property owner clearing and bringing building material, machinery to his property on the unopened road allowance passed the paved road on Second. People walk in this area and she lives close by. Doesn't want a trailer park going up in this area.	Forwarded to Clerk	PR
May 27/19		Pickup up kids, waiting across from high school, told to move, upset with Bylaw Enforcement Officer	Forward to Clerk and PWD	AK
May 27/19		Concerned about the speed of Traffic near playground on Second Ave. Cars are speeding and he feels that the limit should be reduced – witnessed children almost get hit. There is a sign showing "Children at Play" and another Sign saying something about "Community" He is wondering how we go about having the speed limit lowered and a sign posted.	Telephoned PWD Immediately Forwarded to Cynthia as FYI	SLC
May 29/19		Attended to advise that there are 3 bricks missing at the corner of Tudhope and Centre Street (Town Hall side) and that the sink hole goes down about 5 feet. He is concerned that someone may fall into the hole. Jessie will place a cone over the spot but wanted us aware of the conditions.	Forwarded to BSO	SLC
May 29/19		Advised that there are people blocking the laneway beside her business, by parking in the laneway. They are there because they are picking up at the food bank. She has had her business there for 10 years and this has never happened before. The Laneway is completely blocked.	Forwarded to BSO	SLC
		Complaining about the amount of debris flying around the neighbourhood from neighbour's yard. There is insulation blowing around and fibers from the deteriorated tarp. The place is an eyesore.		

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

DEPARTMENTAL REPORT

Department: Building Services	Month: June, 2019
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Project Status: Building Permits

Total Permit Applications:	125
Total Residential Starts to Date:	3
Zoning Request to Date:	\$2,239.00

June 2019 BP REPORT

	# of Permits Issued	BP Value	BP FEE
Total BP for JUNE 2019	9	\$128,480.00	\$5,082.00
Total BP for JUNE 2018	26	\$325,880.00	\$7,432.00

New Construction:	0	Outstanding: 31 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	7	
Permits Closed:	0	
Orders to Comply:	17	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	10	

Property Standard Hours:	
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Complaints/Compliments: See Attached

Employee Status:

Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
June 5/19		They were reported for having vehicles stopped at the back of the building for unloading purposes – the vehicles are never there for a lengthy time, just long enough to bring groceries downstairs. Bylaw Enforcement Officer went in to advise them that cars cannot stop there for any length of time.	Forward to Clerk	AK
June 7/19		Wanted to let the clerk know how disappointed he is with the appearance of the new (patch job) paved sidewalk from Pinewood to Farquhar's. Not only the patch work appearance but also the many defects that will cost us in the near future to repair or in a liable. There are tire indents several places where the sidewalk pavement is lower than the curb, all of which will hold water then it will freeze and breakup the paved portion of the sidewalk or someone will slip and fall because of the ice. The part that really bothers me is the appearance, going right through the heart of our town.	Forwarded to PWD	CT
June 11/19		For 4 years in a row, they asked their neighbour to please install an eaves trough so that the water off neighbours carport will not flow into their driveway, particularly in the winter causing slipping hazard. Becomes very dangerous when freezes. 2 years ago, the neighbours had their roof of their carport fixed and it was raised even higher and now water pours into their driveway. Also, the neighbours have an above ground swimming which is not enclosed and deck and it appears that a permit was never issued.	Forward to CBO	AK
June 17/19		Advised that the laneway parallel to Barber and Tudhope, between Spruce and Spanish River drive is a disaster. Old mattresses and TV's piled up all along the fences and laneway. Wants something done about it.	Forward to CBO	AK
June 20/19		Concerned that there are so many properties in Town that are not maintained. Queensway building and lot are a disgrace, lot on Albert St. has long grass, Queensway yard is an eye sore....Duplex has long grass, old furniture sitting in back yard; Merritt St grass is so long	Forward to CBO	AK
June 20/19		Received a complaint from a resident in a residential area that resident is starting a school bus at 5 am and letting it idle for 20 min and now parking a transport on the street and starting it at 6:30 am and letting it idle for 30 min	Forward to Clerk's office	PR

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

DEPARTMENTAL REPORT

Department: Building Services	Month: July, 2019
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Project Status: Building Permits

Total Permit Applications:	150
Total Residential Starts to Date:	3
Zoning Request to Date:	\$2,392.00

JULY 2019 BP REPORT

	# of Permits Issued	BP Value	BP FEE
Total BP for JULY 2019	14	\$86,500.00	\$2,233.00
Total BP for JULY 2018	29	\$2,771,510.00	\$49,380.00

New Construction:	0	Outstanding: 29 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	14	
Permits Closed:	0	
Orders to Comply:	18	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	10	

Property Standard Hours:	
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Complaints/Compliments: See Attached

Employee Status:

Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
July 3, 2019		Concerned about increased dumping (freezer, rain barrels) in the alleyway behind his house. The alley separates Albert and Adelaide in the block of Avery and Marguerite. Was told by OPP that this would be a bylaw officer issue. Hoping that someone can be held accountable to remove or it can be removed by the town. Did leave a message last week with the front desk but have not heard anything back yet.	Sent by CBO	AK
July 5, 2019		Lives at Says that neighbour is still feeding wild animals, birds, squirrels, fox and destroying her garden. She has complained about this before and nothing was done. Called the Bylaw Enforcement Officer and he was rather rude and impatient with her. She has advised our office before about R. Pagnette. She wants to file a formal complaint with the Town	Sent to CBO	AK
July 8, 2019		Left a message on the phone advising that there were needles and drug paraphernalia at the Pinegrove Park near the Watson side.	Forward to PWD by phone	SLC
July 8, 2019		Advised that neighbour is now spray painting vehicles and is concerned that the spray paint will land on his brand new vehicles. Neighbour will be painting vehicles tonight	Forward to Planning Svcs	SLC
July 11/19		Landlord is staying in parking lot in a camper and harassing him. Trailer is plugged in to the residence - she has already had warnings and she removes it, then comes back when he is gone. She takes up the entire parking lot with her camper and trucks. She has previously hooked up to the water as.	Forward to CBO	AK
July 12/19		Old Esso Property on Hwy needs cleaning. The weeds are overtaking the lot and it is quite an eye sore. Should be cleaning immediately.	Forward to CBO	AK
July 12/19		Adelaide St. (vacant) - roof needs fixing, squirrels living in there - old vehicles in back yard. She has rats and mice and certain they are coming from that address	Forward to CBO	AK
July 15/19		House on corner of Whitney and Southon is operating an auto repair business	Forward to CBO	AK
July 18/19		Resident is putting a roof on the building and has no permit.	Forward to CBO	SLC

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
July 19/19		<p>Came in to complain about birds, and animals. Advised that there are 2 seagulls, 30 pigeons, deer and a fox that comes nightly at approximately 7:30 pm. This fox crosses 2 yards, including hers to reach the frying pan under the front tree at neighbour's that contains the food. The animals and squirrels have eaten all of the buds off of her rosebushes, peonies, delphiniums, and daisies. She feels there should be a bylaw about this. She is fed up and has put up with this for 2 years. She would like the matter brought up with council</p> <p>Staff contacted the complainant to advise that a Bylaw had been proposed to Council to prohibit feeding animals in the urban area of the municipality but Council advised Staff not to proceed. Staff explained to the resident that there is nothing prohibiting feeding of wild animals in the community at this time.</p>	Forward to CBO & CAO Complaint forwarded to Clerk	SLC
July 22/19		<p>Attended the office to advise that gas station garbage bins are constantly overflowing with garbage. At present there are 9 garbage bags outside of the bin as the bin is full. They do not flatten their boxes and just throw them in the bin. They receive 2 pickups a week but should have 3. There is constantly garbage down the laneway and in the next parking lot. When the staff comes out to put garbage in the bin, if there is some on the ground they never pick it up and it ends up in the parking lot or laneway. This gentleman is fed up with it. He wishes to remain anonymous as he lives in the area. He returned about 15 minutes later, to advise that the area had been cleaned up around the dumpster, but the parking lot and laneway has not. He would like to see the area monitored and to hear from you on this matter.</p> <p>There is a large advertisement sign on the corner of hwy 6 and Algonia, heading south. No permit has been issued and it blocks visibility.</p> <p>Having continuous issues with a distant neighbour from Albert St. He is cutting the grass in the laneway with his riding lawn mower and she is</p>	Forward to PSO	SLC
July 26/19			Forward to CBO	AK
July 29/19			Suggested to call PWD, PWD	AK

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

DEPARTMENTAL REPORT

Department: Building Services	Month: August, 2019
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Project Status: Building Permits

Total Permit Applications:	191
Total Residential Starts to Date:	3
Zoning Request to Date:	\$2,449.00

AUGUST 2019 BP REPORT

	# of Permits Issued	BP Value	BP FEE
Total BP for AUGUST 2019	17	\$95,066.00	\$2,519.50
Total BP for AUGUST 2018	19	\$145,800.00	\$3,127.00

New Construction:	0	Outstanding: 27 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	17	
Permits Closed:	0	
Orders to Comply:	20	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	10	

Property Standard Hours:	
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Complaints/Compliments:	See Attached
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Employee Status:	
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Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
Aug 1/19		Vacant lot on Annette Street needs to be maintained. It is an eye sore and the grass has overtaken the whole yard, weeds, bushes. Big wooden for sale sign on property - needs to be cleaned up ASAP. Makes the rest of the neighbourhood look awful	Forward to CBO	AK
Aug 6/19		large trailer unmaintained and he doesn't live at this address. Raccoons are overtaking the whole yard and trailer. Noise all night long - raccoons on her roof - messing everywhere. Long Grass, house is vacant	Forward to CBO	AK
Aug 12/19		Resident has written obscenity on lawn with a big arrow pointing at neighbour's yard and has signs posted making derogatory comments towards the neighbour.	Property Stds issue forwarded to Bldg Dept	PR
Aug 12/19		Construction on Yusko Cr. - their property is approx 3' above his lot, therefore everything will flow/run down into his yard. Concerned about this	Forward to CBO	AK
Aug 20/19		Business is washing their vehicles outside and using a pressure washer at all hours of the day - can't even sit outside because the noise is very disturbing. Also, all of their water, dirt and suds are draining into the manholes because they are washing vehicles outside, rather than inside where they are suppose to be washing them.	Forward to PSO and Bylaw Enforcement Officer	AK
Aug 20/19		Bois St is a Vacant house and the yard is not being maintained	PSO sent informal notice.	ML
Aug 27/19		Old house torn down and owner plans on leaving all of the old building material on site as he is re-building on the old foundation and may use some of the material in the re-build. Neighbour feels that the old foundation is not suitable to re-build on as it is rotten and mold infested. She feels that the foundation is too close to her lot line. Metal fencing on the fence on her side of the driveway, she would like it removed. This fence was put up by her and is one foot into her own property.	Property Stds issue forwarded to Bldg Dept	SLC
Aug 27/19		Neighbour has torn down the old residence and a wire that was going to the house, is now removed and is rolled up on concerned neighbours' front lawn.	Property Stds issue forwarded	SLC

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

DEPARTMENTAL REPORT

Department: Building Services	Month: September, 2019
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Project Status: Building Permits

Total Permit Applications:	222
Total Residential Starts to Date:	3
Zoning Request to Date:	\$2,503.00

SEPTEMBER 2019 BP REPORT

	# of Permits Issued	BP Value	BP FEE
Total BP for SEPTEMBER 2019	30	\$444,255.00	\$9,069.50
Total BP for SEPTEMBER 2018	26	\$175,308.00	\$3,979.00

New Construction:	0	Outstanding: 26 in total – some waiting on contractors, weather, financial aid from insurance companies
Renovations/Alterations:	26	
Permits Closed:	0	
Orders to Comply:	22	
Stop Work Issued:	0	
Unsafe order to comply:	1	
Sign Permit	14	

Property Standard Hours:	
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Complaints/Compliments: See Attached

Employee Status:

Visitors:	
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Department Manager: Dan Rivet

Department:	Finance and Accounting	Form Number:	M04-01297
Subject:	Complaint Record Book	Effective Date:	02/28/06
Policy No:	M04-01278	Revision Date:	
Bylaw No:		Version #:	

COMPLAINT, COMPLIMENTS, COMMENTS RECORD BOOK

DATE	NAME AND TELEPHONE #	NATURE OF ISSUE / COMPLAINT	ACTION TAKEN	INITIALS
Sept 5/19		There has been a mattress leaning up against the wall at the first row house on Hayward adjacent to the Municipal Office for over a week. Is this not a Property Stds Issue?	PS issue forwarded to Bldg Dept	PR
Sept 12/19		Called tax department for assistance and to thank Tax Clerk and Receptionist for always being so nice to her even when she claims she isn't easy to deal with. Complimented our service and kindness - said that this type of kindness goes a long way.		AK
Sept 10/19		:- Multiple issues with the home she is living in. Was told by prior tenants that the landlords were ordered to have repairs completed before renting it again. She has questions about mold issues. Health Inspector was there and said there was nothing they could do but insisted I get a hold of a property standards officer as there's visible issues they would be able to help me.	Forwarded to Property Standards and Clerk	TDR
Sept 17/19		Transport traffic on Park Street has steadily increased over the last couple of months. It is a safety issue. Park Street is not a truck route. The turning radius from Park St to Gray is not wide enough for a transport to turn, it's very dangerous. Would like no truck route signs erected. Estimates about 30% of Domtar truck traffic is turning on Park.	Forward complaint to Police / Police Svs Board	PR
Sept 18/19		Old house on Syroid has been demolished and is in a pile in the yard. It is dangerous and an eye sore.	PS issue forwarded to Bldg Dept	PR
Sept 19/19		Old house on Syroid has been demolished and is in a pile in the yard. It is dangerous and an eye sore, when it rains the smell is unbearable.	PS issue forwarded to Bldg Dept	PR
Sept 18/19		Resident at [redacted] has placed fruit and vegetables along the lot line and a piece of plastic with a board on it. The food is rotting and stinks.	PS issue forwarded to Bldg Dept	PR

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: September 2019

PROJECT STATUS:

- **Bio-Solids:** Possible funding announcement expected in November.
- **Asset Management:** PCI indexing on-going.
- **Hwy 6/Centre St.:** Going out to tender late October/Early November.
- **IRP Phase 2A:** Belanger/Beamish mobilized back to site to being repairing asphalt deficiencies.

TRANSPORTATION:

- Public Works continued with regular maintenance of town streets and back roads including line painting, ditching, brushing & tree cutting, patching, shouldering, sweeping, grading, sign repairs, culvert repairs, grass cutting and garbage/debris pick-up.
- Crack sealing was performed by an outside contractor.

EQUIPMENT:

- #13 Tri-axle Truck is still down from February 4th. An electrical specialist was contracted to further troubleshoot the electrical issues and he could not pin-point the issue.

ENVIRONMENTAL:

- One blue box was issued during the month of September 2019.

BEAUTIFICATION:

- Watered and weeded flowers.
- Started to decommission some flower beds.

CEMETERY:

- Continued with burials & monument layouts.

BALL FIELDS/PARKS/CLEAR LAKE BEACH:

- Repaired and maintained fields.
- Removed weeds on the track & field running surface.
- Repaired dugouts at ballfields.

- Blew out sprinklers.

WATER & SEWER:

- The swabbing program took place September 23-26, 2019.
- The flushing program began on September 30, 2019.
- Flushed sanitary sewers.
- Repaired catch basins.
- Repaired walls and wash outs at WTP.
- Sanitary sewer repair on Read Ave.
- Cleaned grease at Bois St. Lift Station with OCWA.
- Installed a catch basin and weeping tile near 'D' field/Merritt St. lift station and connected it to the storm sewer on Queensway Ave. to dry up flooding in the area.

INTER DEPARTMENTAL:

- Maintained vehicles and equipment for other departments.

CROSSING GUARDS:

- Crossing guards resumed their positions on September 4, 2019
- Delivered translated crossing guard flyers to French school.

COMPLAINTS/COMPLIMENTS:

- There was one compliment for the maintenance and beautification of the cemetery.
- There were only water complaints for the month of September. See Water & Sewer section.

EMPLOYEE STATUS:

- All PWD employees attended Strategic Planning sessions on September 4, 2019.

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: September 2019

Funding Opportunities

- Assisting community organization with stage 2 funding application for capital project/ongoing
- Worked with Clerk on application for Rural Economic Development Funding Opportunity for downtown enhancements
- Worked on Jumpstart Grant with community partner
- Reviewed Infrastructure grant opportunity for Recreation & Culture

Community Improvement Plan

- Approved one CIP application
- Met with Clerk for review of CIP program (will follow up with a staff report)

Economic Development Corporation

- No updates

Business Development

- No updates

Promotions

- Promoted business registry through Facebook
- Announced winners of the Winter Banner Contest Designs & ordered the printing of winter banners which will go up following the Legion Banners just before the parade

Other

- Review & scoring of 14 proposals for website redesign
- Further review and consultation with Clerk to compare our evaluations and scoring of the proposals for website redesign
- Meeting with Clerk on Heritage Park Project
- Sourced alternative product to replace faded & worn directional signage
- Met with 4 businesses regarding Directional Signage
- Met with business owner to discuss promotions & partnerships through events

Community Economic Development Officer: Cheryl Kennelly

Submitted on October 4, 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: FIRE DEPARTMENT	MONTH: August 2019
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Inspection Orders Completed:

- 1 – Follow-up Inspection
- 1 – Final Inspection

Inter-Departmental:

- Meeting with Public Works Dept regarding water supply to new hall

Fire Hall Construction Progress:

- Organizing and setting up fire hall to be functional continues
- Phone lines still need to be connected to Town system
- Vianet and DC Communications have finalized all com lines to the E.O.C.

Fire Prevention:

- Review fire safety plan for 60 Barber Street
- Three fire hall tours were conducted with different Day Care services

Other:

The Fire Chief:

- participated in the Hazard Identification and Risk Assessment teleconference
- worked on the Mutual Aid Plan

* Pumper 9110 is back from repairs, tested and back in service. Pump tested 9110, equipment back on 9110.

Fire Permits Issued: 1

DEPT. CALLS:

Number of Calls: Aug 2019 -- 4

Vehicle Collisions: 2
False Alarms: 1
Medical Assist: 1

TOTAL CALLS TO DATE: 62

Number of Calls: Aug 2018 --11

Fires: 2
Vehicle Extrication: 1
False Alarms: 3
Natural Gas Leak: 1
CO Calls (No CO): 1
Open Air Burning/Unauthorized Burning: 2
Medical Assist: 1

TOTAL CALLS TO DATE: 64

FIREFIGHTER TRAINING/PRACTICE – August

F/F Weekly Training – Hours for the Month: - Practices for August -	0 Hours (no practices in Aug.)
F/F Extra for the Month: Not during regular weekly practice	10 Hours (Officer's Training)
Total Hours for the Month:	<u>10 Hours</u>
Training Topics:	
Number of Firefighters in attendance at weekly training:	N/A

Employee Status:**Visitors: 55**

Two Fire Hall tours for Our Children, Our Future Day Care.
One Fire Hall tour for One Tot Stop Day Care.

Department Manager: M. PichorSubmitted on: Sept 12, 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: FIRE DEPARTMENT	MONTH: September 2019
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Inspection Orders Completed:

- 1 – Follow-up Inspection
- 1 – New Inspection

Note: Due to computer issues during the month, the information available to provide activity details is limited.

Inter-Departmental:

- Water flow test with PWD

Fire Hall Construction Progress:

- Organizing and setting up fire hall to be functional continues
- Phone lines connected to Town system
- This will be the final update for this category

Fire Prevention:

- Review fire safety plan for A.B. Ellis Public School

Other:

The Fire Chief:

- attended the Killarney Sector Meeting in Temiskaming Shores
- provided a tour of the Fire Hall for Emergency Medical Services

* Marker lines installed on floor in truck bays

* Final inspection of propane tank and lines was conducted

Fire Permits Issued: 1

DEPT. CALLS:

Number of Calls: Sept 2019 -- 6

Fires: 2

False Alarms: 2

CO Calls (No CO): 1

Outdoor Fire: 1

TOTAL CALLS TO DATE: 68

Number of Calls: Sept 2018 --10

Fires: 4

False Alarms: 2

Unauthorized Burning Complaint: 1

Authorized Burning - Complaint: 1

Medical Assist: 2

TOTAL CALLS TO DATE: 74

FIREFIGHTER TRAINING/PRACTICE – September

F/F Weekly Training – Hours for the Month: - Practices for September -	167 Hours (per firefighter/per practice <u>x4</u> practices for the month)
F/F Extra for the Month: Not during regular weekly practice	Hours
Total Hours for the Month:	<u>167 Hours</u>
Training Topics:	Pump operations, driver/operators practice on new truck, PPE & SCBA training. Hose advance & hydrant practice.
Number of Firefighters in attendance at weekly training:	Sept 11 - 21 Sept 18 - 23 Sept 25 - 19

Employee Status: One firefighter has resigned.

Visitors: **35**

Department Manager: M. Pichor

Submitted on: Oct 3, 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: September, 2019
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Project Status:

Building

- Small leak in the roof over the pool side Auditorium by roof top unit. Contacted roofing contractor for estimate to repair
- Still waiting on a part to replace heater in pool

Pool

- Pool remained on the modified summer hours in September due to a history of low September usage; the majority of pool users do not resume their indoor exercise regime until the cooler weather of October
- Attracted 93 participants to the PD Day Free Shelley Newton Swim – this is a strong attendance number as PD Swims generally attract no more than 50
- 225 children were registered in the fall swim lessons
- Lions Free weekly Saturday Swims resumed in September with an average of 62 users
- Staff is working on options to accommodate an Espanola High School Swim Team
- Staff was successful in recruiting participants into the Advanced Leadership Guarding program, a necessary component to maintaining a compliment of municipal lifeguards.

Arena

- The build up of moisture in the arena has affected the time clock which is scheduled for repair

Events/Programs

- The bi-annual Volunteer Appreciation Celebration was hosted on behalf of Council which attracted approximately 175 volunteers for appetizers and entertainment. The entertainer received a standing ovation & volunteers expressed their appreciation for the event. The Volunteer Appreciation event ranked third as most important to 80% of the respondents in the 2019 Oracle Poll results.
- Noojmowin Teg Health Centre promoted Orange Shirt Day to raise awareness about Residential Schools with a display in the lobby
- Ongoing planning & preparations for Pumpkin Festival
- Planning for Halloween Promotions for Haunted Hallway & a Halloween Treat Sheet for public purchase as an alternative to candy – a \$20 sheet provides 10 passes to apply to Shinny, swims or skates

- Have begun planning for Santa Claus Parade
- Hosted PD day Free Shelley Newton Memorial Swim/Free Skate/Toonie Shiny & served donated ice cream
- Secured 7 out of town hockey games and practice bookings (Manitoulin/Sudbury/Nickle City/Copper Cliff & Elliot Lake)
- Figure Skating & Minor Hockey started season
- Express hosted 4 home games
- Yoga, STEP, MRT & Northern Dragons Karate returned for fall programming
- Hosted registrations for Pond Hockey, Dansations
- Followed up on request to bring Belly Dancing class to community
- Met with Pickle Ball Players to secure fall indoor schedule

Promotions

- Ongoing promotions thru facebook/LED/Community Channel & Website & Moose FM to promote all fall programs, registrations, ice schedules and events

Recreation Master Plan

- Meeting held with Recreation & Culture Advisory Committee

Complaints / Compliments:

- Complaint that door latch in handicapped stall in the women's change room was broken
- Complaint that water in the pool was too cold to come for aquafit. Participant said she would be back once the heater is fixed.
- Fitness member complained that the poolside auditorium was suddenly closed in the middle of her workout due to a meeting & that she should be advised in advance.
- 3 Complaints that a treadmill stopped suddenly in the middle of using it
- Compliment that Auditorium & Fitness Centers are looking great.
- 6 volunteers made verbal comments and 7 written compliments were received that participants enjoyed the Volunteer Appreciation night

Employee Status:

- Hired a casual facility & casual rink attendant
- Full-time facility left on short-term disability
- Program Manager attended NEORA (North Eastern Ontario Recreation Association two day conference)

Visitors:

September 2019

DROP INS

Aquafit	3
Fitness Centre	62
Skates	458
Swims	356
TOTAL	879

Visitors:

September 2018

DROP INS

Aquafit	3
Fitness Centre	50
Skates	312
Swims	309
TOTAL	674

Memberships - RESIDENT

Aquafit	56
---------	----

Memberships - RESIDENT

Aquafit	96
---------	----

Bronze	Pool	93
	Fitness	840
	Squash	0
Silver		16
Gold		99
Pool Pass		82
Private Swim Lessons		2
TOTAL		1188

Memberships - NON RESIDENT

AquaFit		48
Bronze	Pool	45
	Fitness	126
	Squash	0
Silver		0
Gold		0
Pool Pass		24
Private Swim Lessons		3
TOTAL		246

Mthly Pool Attendance **1606**

Memberships Purchased

Bronze	76
Silver	2
Gold	0

PD Day Skate	28
PD Day Swim	93

Lions Free Swims 207

Bronze	Pool	88
	Fitness	846
	Squash	2
Silver		38
Gold		109
Pool Pass		70
Private Swim Lessons		0
TOTAL		1249

Memberships - NON RESIDENT

AquaFit		64
Bronze	Pool	26
	Fitness	182
	Squash	1
Silver		33
Gold		0
Pool Pass		16
Private Swim Lessons		4
TOTAL		326

Mthly Pool Attendance **1476**

Memberships Purchased

Bronze	4
Silver	0
Gold	0

PD Day Skate	21
PD Day Swim	38

Lions Free Swims 227

Department Manager: Joel Yuskso

Submitted on: Oct 7, 2019



REGULAR MEETING OF COUNCIL

Moved By: Heather Malott Date: October 8, 2019

Seconded By: Ray Salmon Motion No. 19-203

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

A sub-committee be formed to investigate Splash Options further.
The Committee to be made up of 2 Councillors, PWD, Leisure Services and 2 members from the Public.

CARRIED ✓ DEFEATED

DEFERRED

Bill Foster
Chair

RECORDED VOTE

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
B. Foster	_____	_____
S. Hayden	_____	_____
H. Malott	_____	_____
M. Van Alstine	_____	_____

**DECLARATION OF
PECUNIARY INTEREST**

Mayor J. Beer	_____
R. Dufour	_____
K. Duplessis	_____
B. Foster	_____
S. Hayden	_____
H. Malott	_____
M. Van Alstine	_____

AGENDA # 1.3

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

STAFF REPORT

DEPARTMENT: Administration

DATE: October 10, 2019

ITEM: Acknowledging Indigenous Land

RECOMMENDATION: Be It Resolved That: As Recommended by the Community Service Committee That: Council include an indigenous land acknowledgement statement before Council and Committees of Council meetings.

BACKGROUND:

This resolution came from a Notice of Motion from Mayor Beer, seconded by Councillor Malott submitted to the Community Services Committee for the Sept 17, 2019 Agenda. When brought to the Regular Meeting of Council on October 8, 2019, Staff was directed to provide additional information including the history and any possible legal ramifications.

ANALYSIS:

Please see the attached correspondence. To address Council's concerns regarding the possibility of legal implications, the use of a high-level general statement is recommended. Please see sample in the attached AMO article "Guidance on Traditional Land Acknowledgement Statements."

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: None

BUDGETED: NA

Yes

No

IMPLEMENTATION: Council / Committees

Prepared By:

Traci Denault-Roque

CAO / Treasurer:

Approval of Recommendation:

Yes

No

Comments:

GUIDANCE ON TRADITIONAL LAND ACKNOWLEDGEMENT STATEMENTS

March 15, 2018

This resource was developed by AMO's recently created Indigenous Relations Task Force. Members have requested supports on creating a traditional land acknowledgement statement for their municipal government. The intention of this resource is therefore to provide guidance to interested municipal governments on how to draft a statement for their jurisdiction.

What are Traditional Land Acknowledgement Statements?

Traditional land acknowledgement statements are increasingly being used in Canada by governments, schools, post-secondary institutions, non-governmental organizations, and other civil institutions as a practice of reconciliation aimed at recognizing the traditional or treaty territories of Indigenous peoples. The statements are typically made at the introduction of meetings, gatherings, events, or presentations. Some are featured on organization websites or event description pages. They are commonly modelled after Indigenous protocols.

While municipal governments should be mindful that inaccurately acknowledging entities and territories may have legal implications, land acknowledgement statements are best interpreted as a venue for recognizing what is known of past Indigenous usage and occupancy of a land. Interested municipalities are advised to create statements specific to their jurisdictions based on legally recognized treaty or traditional lands or to opt for a high-level general statement.

Tips for creating your municipality's Land Acknowledgement Protocol:

- Research the history of the land within and in proximity to your municipal boundaries, including treaties, active land claim litigation and Indigenous histories. This information will be useful in helping you craft a statement.
- Some of the history of specific areas may be complex and different sources could be contradictory. In these instances, it may be better to opt for a more general statement rather than trying to be specific.
- If your municipality has an Indigenous Relations or Reconciliation committee or if you have an Indigenous Advisory Council, you may find it useful to have this body help you create your municipal government's land acknowledgement statement.
- Municipal governments do not have to craft a land acknowledgement statement on their own. Engage and work with local First Nations, Métis, Indigenous organizations and community champions in your area. Advice from these groups may be useful in helping you develop a land acknowledgement protocol for your municipal government. Some may have also developed template acknowledgement statements for external use.
- Focus on your current neighbours and Indigenous residents with an eye towards acknowledging past usage and occupants. Remember that in some cases, First Nations communities may not be located on their traditional lands.
- Once your statement has been drafted, remember that it may be viewed as political. Some may critique the acknowledgement protocol your municipal government has created. While you may find it useful to consider

their input and view the statement as a living document, do your best and remember that your municipality may not be able to make everyone happy.

- Some municipal governments with existing land acknowledgement protocols have implemented a trial period (e.g. 6 months) for their statement to allow Indigenous community members an opportunity to provide feedback.
- Determine which type of meetings and events you might wish to begin using your land acknowledgement statement to make sure it continues to be meaningful. You may also wish to consider whether you want to have a traditional land acknowledgement statement on your municipality's website.
- To avoid traditional land acknowledgement statements being used superficially and without an appreciation for their cultural meaning, some municipal governments have provided municipal elected representatives and staff with cultural awareness training before implementing the use of a statement.
- Some municipalities invite Indigenous Elders or leaders to participate in introduction protocols at civic celebrations or official events to bring greetings on behalf of the local Indigenous community. Sometimes this approach is used instead of a land acknowledgement statement.

Examples of Statements used in Ontario:

City of Guelph – Used at the beginning of Council meetings, civic celebrations, official events

"As we gather, we are reminded that Guelph is situated on treaty land that is steeped in rich Indigenous history and home to many First Nations, Métis and Inuit people today. As a City, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Mississaugas of the [New] Credit First Nation on whose traditional territory we are meeting."

For more information: City of Guelph Territorial Acknowledgement.

Government of Ontario – High-level statement

"[Insert name of city/town] is located on the traditional territory of Indigenous peoples dating back countless generations. I want to show my respect for their contributions and recognize the role of treaty making in what is now Ontario. Hundreds of years after the first treaties were signed, they are still relevant today."

Carleton University (Ottawa) – Suggested scripts to be used before the start of university events

"We/I would like to acknowledge the Algonquin nation whose traditional and unceded territory we are gathered upon today." Or, "We/I would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation."

For more information: Carleton University Territory Acknowledgement.




University of Toronto – Used in specific university ceremonies

"(We) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land."



For more information: University of Toronto Statement of Acknowledgement of Traditional Land.

LINKS

TOOLS AND RESOURCES (CANADA)

-  [Aboriginal and Treaty Rights Information System](#)
-  [Consultation and Information Service](#)
-  [On reconciliation](#)

TOOLS AND RESOURCES (ONTARIO)

-  [Treaties in Ontario](#)
-  [Province's approach to reconciliation](#)

CONTACT

Leslie Muñoz
Policy Advisor
lmunoz@amo.on.ca
T 416.971.9856 ext. 367
TF 1.877.426.6527
F 416.971.6191



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Toronto

What is the significance of acknowledging the Indigenous land we stand on?



'What we see as buildings, these are all places that have been prayed for,' says one urban Cree woman

Ramna Shahzad · CBC News · Posted: Jul 15, 2017 5:00 AM ET | Last Updated: July 17, 2017



The NAIG opening ceremony on Sunday and subsequent events will honour and acknowledge the Indigenous lands the games are taking place on. (Malone Mullin/CBC)

During the opening ceremony for the North American Indigenous Games (NAIG) on Sunday evening, organizers will honour and acknowledge the Aboriginal homelands on which the games are taking place.

It's a tradition that has dated back centuries for Indigenous people, but for many non-Indigenous Canadians, officially recognizing the territory or lands we stand on is a fairly new concept.

However, it's one that many Indigenous people say marks a small but essential step toward reconciliation.

"We honour and thank the Huron-Wendat Nation, Metis Nation of Ontario, Mississaugas of the New Credit First Nation, Mississaugas of Scugog Island First Nation and Six Nations of the Grand River as our community partners and traditional inhabitants of the lands of the City of Toronto, Region of Hamilton, Durham Region and surrounding areas," reads the acknowledgement, which is published on the official NAIG website.

What is a territorial or land acknowledgement?

A territorial or land acknowledgement is an act of reconciliation that involves making a statement recognizing the traditional territory of the Indigenous people who called the land home before the arrival of settlers, and in many cases still do call it home.

For example, at the beginning of the city of Toronto's city council meeting, the speaker acknowledges the meeting space as "the traditional territory of the Mississaugas of New Credit First Nation, the Haudenosaunee, the Huron-Wendat and home to many diverse Indigenous peoples."

The acknowledgement is increasingly being used at other civic events, the city says.

- **'You're celebrating colonization': 4 Indigenous people share why they won't be singing O Canada on July 1**
- **What does 'I Am Indigenous' mean to you?**

Karyn Reollet is an urban Cree woman and an associate professor at the University of Toronto's Women and Gender Studies Institute.

She says it is important to see the territorial acknowledgement as an activation of Indigenous culture.

"To think about land activation and land acknowledgement is to remember that there are these rich Indigenous governances that still exist, that are ongoing and that will go into the future," she said.



'Acknowledging relationships to space and place is an ancient Indigenous practice that flows into the future,' says Karyn Recollet is an urban-Cree woman. (Karyn Recollet)

What is its purpose?

"Its purpose is to recognize that we, as settlers and as people who are not part of First Nations or Indigenous groups, are here on their land," said Alison Norman, a research adviser in the Ontario Ministry of Indigenous Relations and Reconciliation and a researcher at Trent University.

Norman says land acknowledgements have become increasingly common in non-Indigenous spaces in the last few years, especially since the Truth and Reconciliation Commission (TRC) on residential schools released its 94 calls to action in 2015.

"Many organizations, libraries, governments and school boards are all thinking about what we need to do to respond to the TRC," she said. "It's about thinking about what happened in the past and what changes can be made going forward in order to further the reconciliation process."



A lot of people are unaware of Canada's actual history and this gets people talking and conversations starting, says Craig Waboose, who belongs to the Eabametoong First Nation in northern Ontario. (Craig

Craig Waboose, who belongs to the Eabametoong First Nation in northern Ontario, is working with Toronto city councilor Mary-Margaret McMahon to help "Indigenize" city hall and implement the TRC calls to action.

"A lot of people are unaware of Canada's actual history and this gets people talking and conversations starting," he said. "Personally I feel like I can have a conversation about who I am, where I'm from and what I'm doing in the city."

How long have territorial acknowledgements existed?

Territorial acknowledgements have existed for hundreds of years as part of many Indigenous cultures.

- **TDSB schools now pay daily tribute to Indigenous lands they're built on**
- **3 places where you can discover Toronto's Indigenous history**

"When we talk about the newness of territorial acknowledgements, these aren't new. Acknowledging relationships to space and place is an ancient Indigenous practice that flows into the future," said Recollet.

"What we see as concrete, what we see as the CN tower, as buildings, these are all places that have been prayed for, that have been gathering places for ceremonies and I think it is important to remember that."

How is it determined who is acknowledged?

The city of Toronto's acknowledgement was decided on by the Aboriginal Affairs Advisory Committee in 2013-14 and finalized in March 2014.

The city consulted with all three of the communities recognized in the acknowledgement — the Mississaugas of the New Credit First Nation, the Haudenosaunee (Six Nations or Iroquois Confederacy) and the Huron-Wendat.

"It's complicated history, which makes it difficult and important to get it right," said Norman, who also acted as a researcher for the TRC. "In Toronto we've had many Indigenous people who have lived here, called this territory home and passed through here."

For those organizing a community event or wanting to get the acknowledgement right, Norman recommends looking at what bigger organizations, universities and governments, that have consulted heavily with an Indigenous advisory panel, have done.

What does the acknowledgement mean to Indigenous people and communities?

"It reminds us we are accountable to these relationships and to remind us every day, for example in school systems, of the accountability that everybody has to listen to the concerns of the community and how we can align to our [Indigenous] community," said Recollet.

"It shows that people are willing to hear you out as an Indigenous person, and they recognize that your culture and your past really means a lot," said Waboose.

What does the acknowledgement mean to non-Indigenous communities?

"It certainly isn't enough but it is a necessary first step," said Norman. "It needs to be the beginning of a learning process."

Norman said for people who want to take steps to reconciliation, the acknowledgement should lead to more questions about who the people listed in the acknowledgement are and how their land came to be possessed by settlers.

"It also needs to be personal," she said. "We have to ask, 'How am I benefitting by living on this land that is a traditional territory of Indigenous people?'"

POPULAR NOW

Traci Denault-Roque

From: Maureen Van Alstine <masvan@personainternet.com>
Sent: Tuesday, October 15, 2019 3:07 PM
To: Traci Denault-Roque; Paula Roque; Cynthia Townsend
Subject: land

Indigenous land acknowledgement

At the Oct 08 meeting this was deferred until Oct 22

Please also have a copy of the letter from (I think) Birch Island regarding Indigenous land
thanks

Maureen Van Alstine
MASVAN Enterprises Inc
258 Barber St
Espanola, ON P5E 1B3
Phone: 705-869-0514 Fax: 705-869-0514
email: masvan@personainternet.com

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MAY 13 2019

Jim Beer
Town of Espanola
SUITE 2
100 TUDHOPE STREET
Espanola, ON P5E 1S6

Votre référence - Your file

Notre référence - Our file

May 6, 2019

RE: Boundaries of Whitefish River – Consultation

Dear Mr. Beer:

This letter is intended as a follow up to the attached Consultation Letter that was sent to you on March 26, 2019. If you have any information or views you wish to share, I would appreciate your response by May 24, 2019, or at your earliest convenience.

I can be reached via telephone at (819) 635-5175 or by email at aadnc.scbconsultation.aandc@canada.ca.

Yours sincerely,

Sierra Hubble
Assistant Negotiator
Crown-Indigenous and Relations Northern Affairs Canada

Enclosure (1)

Letter: Boundaries of Whitefish River – Request for Consultation (March 26, 2019)

c.c.: Chief Shining Turtle, Whitefish River First Nation
Nancy Kleer, Legal Counsel for Whitefish River First Nation
Antonia Aphantitis, Legal Counsel, Department of Justice, Canada
Sean Thompson, Manager, Lands Initiatives



ADDRESSES:

Chief Shining Turtle
Whitefish River First Nation
Administration Office
17-A RAINBOW RIDGE ROAD
Birch Island, ON P0P 1A0

Votre référence - Your file

Notre référence - Our file

Nancy Kleer
Legal Counsel for Whitefish River First Nation
Olthuis, Kleer, Townshend LLP
250 UNIVERSITY AVENUE, 8TH FLOOR
Toronto, ON M5H 3E5

Antonia Aphantitis
Legal Counsel
Crown-Indigenous Relations and Northern Affairs Canada
10 WELLINGTON ST, 10TH FLOOR
MAIL STOP 10
ROOM 1017
Gatineau, QC K1A 0H4

Sean Thompson
Manager, Lands Initiatives
Indigenous Services Canada
655 BAY STREET, SUITE 700
FLOOR 8
Toronto, ON M5G 2K4



Jim Beer
Town of Espanola
SUITE 2
100 TUDHOPE STREET
Espanola, ON P5E 1S6

Votre référence - Your file

Notre référence - Our file

March 26, 2019

RE: Boundaries of Whitefish River Specific Claim – Notification

Dear Mr. Beer:

On behalf of the Government of Canada, I wish to inform you that the Whitefish River First Nation and the Government of Canada have been working together to resolve a longstanding land claim known as the Whitefish River First Nation Boundaries Specific Claim. The claim relates to the insufficient provisions of reserve land to the Whitefish River First Nation under the Robinson Huron Treaty of 1850.

The Government of Canada has a policy and process in place for resolving the outstanding specific claims of First Nations through negotiations. To date, Canada has resolved 475 specific claims through settlements negotiated with First Nations across the country. Settling claims is key to achieving reconciliation and rebuilding relationships with First Nations in Canada.

The Whitefish River First Nation Boundaries Specific Claim was accepted for negotiation in 2008; since then, the negotiating table has made efforts to update interested parties as key milestones were reached in the process. As part of our continuing efforts to share information, I am taking this opportunity to confirm that Canada may make an offer to settle the above-noted specific claim and the First Nation may recommend that offer to their members for ratification, should agreement be reached on a settlement agreement.

As part of the proposed settlement, Canada and the Whitefish River First Nation have identified a selection area within which the First Nation may opt in future to purchase land and apply to have that land added to its reserve. The proposed settlement does not include any provision of land; rather, it provides that the Whitefish River First Nation may purchase and apply for up to 64,896 acres of purchased land to be added to its reserve.

I am writing today to inform you of the additions to reserve component of the draft settlement agreement; you are invited to seek more information and to share any views you may have.

Land purchased by the Whitefish River First Nation may be added to its reserve in accordance with Canada's Additions to Reserve/Reserve Creation Policy. Any land acquired by the Whitefish River First Nation would be purchased on a willing seller -



willing buyer basis. No land will be expropriated. No Crown land will be transferred to the First Nation as part of the settlement.

Please consult Canada's Additions to Reserve/Reserve Creation Policy online:
<http://www.aadnc-aandc.gc.ca/eng/1332267668918>.

Notre référence - Our file

Should you have questions or concerns regarding this issue, I would be pleased to hear from you prior to April 23, 2019. I can be reached via telephone at (819) 635-5175 or by email at aadnc.scbconsultation.aandc@canada.ca.

Notre référence - Our file

Yours sincerely,

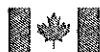
Sierra Hubble
Assistant Negotiator
Indigenous and Northern Affairs Canada

Enclosures (2)

Map of Selection Area

List of Groups/Organizations to be consulted or informed

c.c.: Chief Shining Turtle, Whitefish River First Nation
Nancy Kleer, Legal Counsel for Whitefish River First Nation
Antonia Aphantitis, Legal Counsel, Department of Justice, Canada
Sean Thompson, Manager, Lands Initiatives



ADDRESSES:

Chief Shining Turtle
Whitefish River First Nation
Administration Office
17-A RAINBOW RIDGE ROAD
Birch Island, ON P0P 1A0

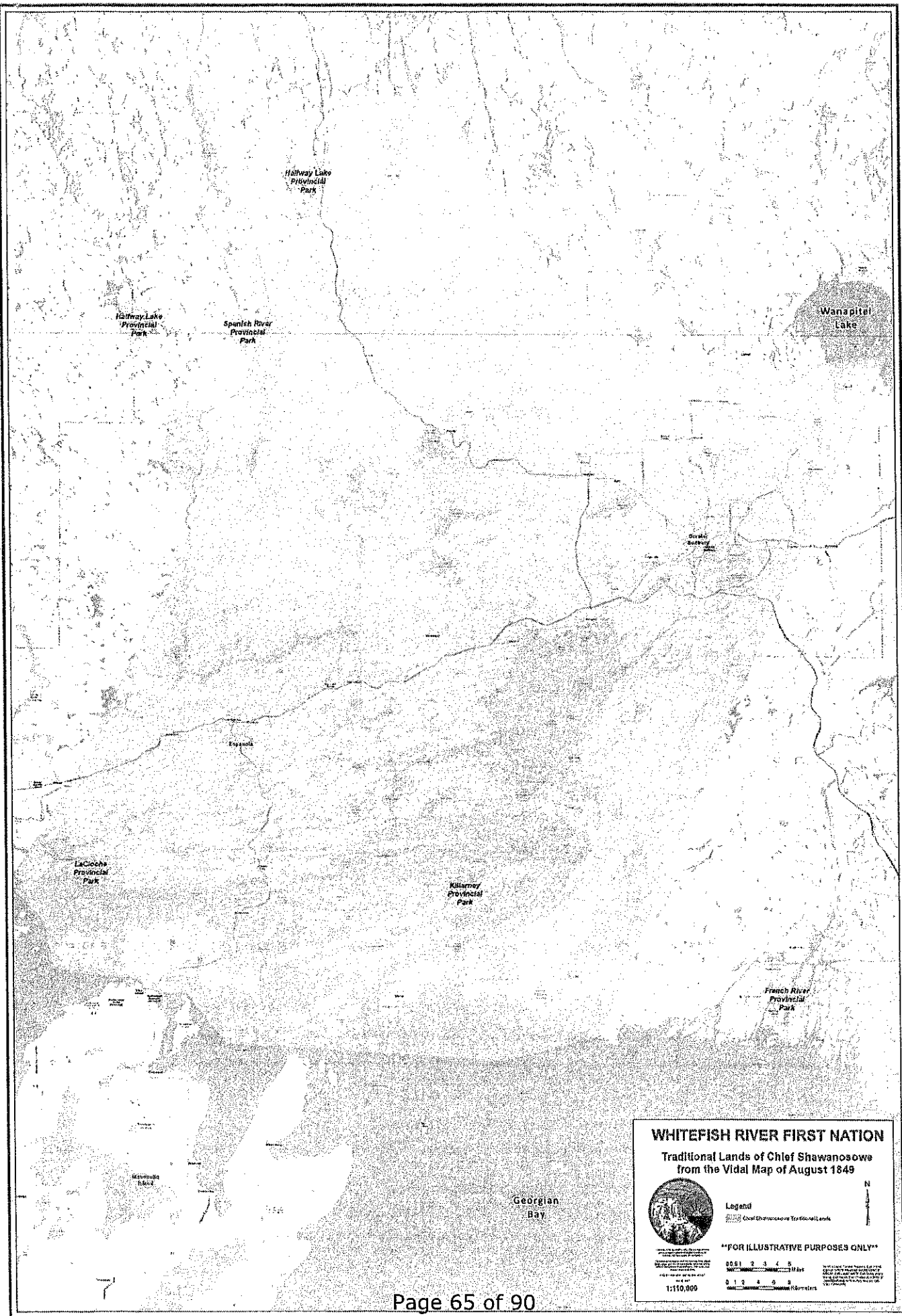
Voire référence - Your file

Notre référence - Our file

Nancy Kleer
Legal Counsel for Whitefish River First Nation
Olthuis, Kleer, Townshend LLP
250 UNIVERSITY AVENUE, 8TH FLOOR
Toronto, ON M5H 3E5

Antonia Aphantitis
Legal Counsel
Crown-Indigenous Relations and Northern Affairs Canada
10 WELLINGTON ST, 10TH FLOOR
MAIL STOP 10
ROOM 1017
Gatineau, QC K1A 0H4

Sean Thompson
Manager, Lands Initiatives
Indigenous Services Canada
655 BAY STREET, SUITE 700
FLOOR 8
Toronto, ON M5G 2K4



BOUNDARIES OF WHITEFISH RIVER SPECIFIC CLAIM

FIRST NATION COMMUNITIES AND OTHER ORGANIZATIONS TO BE CONSULTED OR INFORMED OF SELECTION AREA

Consultation Letters

Atikameksheng Anishnawbek First Nation
Sagamok Anishnawbek First Nation
Aundeck Omni Kaning First Nation
M'Chigeeng First Nation
Métis Nation of Ontario
Red Sky Métis Independent Nation
Sheguiandah First Nation
Sheshegwaning First Nation
Wiikwemkoong First Nation
Zhiibaahaasing First Nation

Information Letters – First Nation Communities - Robinson-Huron Treaty Signatories

Batchewana First Nation
Dokis First Nation
Garden River First Nation
Henvey Inlet First Nation
Magnetawan First Nation
Mississauga First Nation
Nipissing First Nation
Serpent River First Nation
Shawanaga First Nation
Temagami First Nation (*correction to first letter – Temagami FN is not a signatory to the RHT)
Thessalon First Nation
Wahnapiitae First Nation
Wasauksing First Nation

Information Letters -- Non-Aboriginal Stakeholders

Township of Baldwin
Township of Chapleau
Town of Espanola
Municipality of French River
Municipality of Killarney
Municipality of Markstay-Warren
Township of Nairn and Hyman
Ontario Ministry of Aboriginal Affairs
Township of Sables-Spanish Rivers
Municipality of St. Charles
City of Greater Sudbury



JUN 13 2019

Jill Beer
Town of Espanola
SUITE 2
100 TUDHOPE STREET
Espanola, ON P5E 1S6

June 7, 2019

RE: Boundaries of Whitefish River

Dear Ms. Beer:

Firstly, please accept my apologies for the misspelling of your name in previous correspondence. I had the pleasure of speaking with your Town Clerk, Paula Roque, who kindly corrected the error.

During my conversation with Ms. Roque on May 16, 2019, I explained the proposed settlement whereby the Whitefish River First Nation would be able to purchase land available on the free market and apply to have that land added to its reserve. I further explained that in accordance with Canada's policies, land will not be removed from a municipality's tax base without an arrangement being made between the municipality and the First Nation. This arrangement would depend on a number of factors, such as whether the First Nation sought continued municipal services on the property.

The content of the agreement will differ depending on the circumstances, but in almost all cases, a monetary payment is provided to the municipality to account for potential tax losses. In every case, both the First Nation and the municipality must agree to the arrangement prior to any land becoming reserve land.

I confirmed that the selection area only applied to land available for purchase on the free market and would not include municipal or Crown lands that were not for sale to the general public. I also confirmed that this consultation process would continue with more details in the event that the Whitefish River First Nation purchased land in Espanola and applied to have that land added to its reserve; however, we are communicating information about the selection area well in advance of any possible transfer to ensure that we can identify and address any concerns early in the process.

I had the pleasure of speaking with Ms. Roque a second time on May 22, 2019, with respect to forestry licences issued on Crown land within the municipal boundaries. I confirmed that under the proposed settlement, the Whitefish River First Nation would only be able to purchase land available for sale on the free market, so unless the Crown land in question becomes available for the general public to purchase, the proposed settlement would not impact the forestry licences on Crown land.





As I have not received any further communications, I am hopeful that my further explanation of the proposed settlement has resolved any concerns at this stage. If this is not the case, I kindly request further information about any concerns be provided no later than June 21, 2019.

I can be reached via telephone at (819) 635-5175 or by email at aadnc.scbconsultation.aandc@canada.ca.

Yours sincerely,

Sierra Hubble
Assistant Negotiator
Crown-Indigenous and Relations Northern Affairs Canada

c.c.: Chief Shining Turtle, Whitefish River First Nation
Nancy Kleer, Legal Counsel for Whitefish River First Nation
Antonia Aphantitis, Legal Counsel, Department of Justice, Canada
Sean Thompson, Manager, Lands Initiatives



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: Public Works Dept.

DATE: October 3, 2019

ITEM: #13 Triaxle Dump Truck Replacement

RECOMMENDATION: Be It Resolved That: As Recommended by the Community Services Committee That: Council purchase a used triaxle with a budget limit of \$120,000 using funds from the equipment reserve.

BACKGROUND:

Truck Details and Purpose

The Public Works Department (PWD) currently has 2 triaxle dump trucks in its fleet of equipment. #13 truck is a 1999 Volvo that we purchased in 2004 for \$67,500. Public works uses triaxles to transport aggregates to and from jobsites, fill from excavations to disposal locations, and snow from the roadside to one of the Town snow dump locations. The most important use is transporting snow during the winter snow removal program. When using both triaxle dump trucks as well as the 2 tandem plow/dump trucks the department is capable of removing 80 truck-loads of snow from the streets of Espanola in an 8 hour shift (20 loads/truck). #13 has a 21yd³ box capacity while tandems have 15yd³ box capacity. Having more capacity means that the triaxles are the "go-to" dump trucks for hauling tasks. The "PWD Equipment List and Replacement Forecast" suggests that this truck should be replaced in 2020 at an estimated cost of \$125,000.

Troubleshooting Efforts

#13 is currently not operating due to an undiagnosed electrical issue. It came off the road on February 4, 2019 in the midst of the worst snow accumulation winter we have seen in years. The public works mechanics performed troubleshooting and identified several issues, which were repaired. Unfortunately the truck did not return to full operating capacity as more issues were present. The truck idles and can be driven at minimal RPM, but it seems to be stuck in a "limp-mode" which is a self-preservation feature programmed into most vehicles. It is a feature that protects the vehicle when it detects abnormal readings from sensors or improper mechanical part operations.

We floated the truck to the Volvo dealer in Sudbury for them to diagnose the problem and repair it. They had it for several weeks and identified more electrical issues and replaced several parts, but came to the same conclusion; not knowing the exact problem. They suspected that it could be the ECM (computer), which costs approximately \$3,500 plus programming and installation, BUT at the time the dealer could not source one. We floated it back to Espanola and opted to put it in the shop

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and have our mechanics further troubleshoot when they had time.

The PWD mechanics sourced an area-renowned electrical troubleshooting specialist. We hired him to perform 1 day of detailed troubleshooting at the PWD garage. He worked diligently for the day and could not pin-point the problem either. He suggested that it could be the ECM, however it was impossible to confirm as the existing one tested OK. He tried to source a Southern Ontario Volvo dealer that we could send the ECM to for testing and could not find one. Apparently we have a rare model of Volvo triaxle that has an old Volvo brand motor that hasn't been used in many years and area mechanics are not familiar with.

Breakdown Effect

In total we have spent \$10,000 in parts and contracted mechanic costs this year plus \$2,200 in PWD mechanic labour.

Due to the high snow accumulation last winter we required the services of a contracted triaxle with operator to join the snow removal program. We used the truck on 14 days at a total cost of \$13,150 plus HST.

ANALYSIS:

More than ever, we required all 4 dump-capable trucks for snow removal this past winter. Thankfully we have some redundancy built into our fleet with having 4 dump-capable trucks, however even with the 3 functioning trucks we were not keeping up with the demand for snow removal. The majority of the winter we focused snow removal efforts on streets where the sidewalks were also plowed as the roadside snowbank gets the additional sidewalk snow as well as the road snow. If we aren't aggressive removing the snowbanks on these streets the sidewalks can plug up and be very difficult to plow. We often used snowblowers on the tracklesses in 2019 as the plow blades would not fit.

Comparison – PWD vs Contracted Service

Contracted triaxle with operator - \$100/hr plus HST.

PWD triaxle with operator; wages (\$38.14/hr chargeout rate w/overhead), fuel (\$22/hr) and wear & tear (est. \$20/hr for 400 hours of operation per year) is approx. \$80/hr total without tax.

Availability is another consideration. I think we were lucky that a local contractor was able to supply us the truck with operator as needed. It is not guaranteed that a truck with operator will be available from a local contractor when required.

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Options Moving Forward

Option 1 – Start the search and replace truck as soon as possible using the equipment reserves. The fall should be a buyers' market as the construction season is complete. A budget of \$120,000 should be enough to purchase a good used triaxle that is between 5-10 years old. #13 triaxle is suggested to be replaced in the 2020 "Equipment List and Replacement Forecast". We can budget to deposit the amount of the purchase back into the reserve account in 2020 instead of waiting to purchase in 2020. This is the recommended option.

Option 2 – Replace truck in the 2020 budget year. The downside of this is that we won't have the use of the truck until the budget is approved and a truck is found. This would not likely be able to be completed prior to the end of winter. Our snow removal program productivity and efficiency will drop with only 3 or less trucks. Should a contracted truck be required and available, the cost is more than that if PWD was to perform the task with our truck. Availability is also not guaranteed.

Option 3 – Continue troubleshooting #13. The next step would be to try and purchase an ECM should the dealer be able to source one. The cost is approximately \$5,500 once floated back to Sudbury, installed and programmed. This option is not recommended as the ECM might not be the problem and there are other issues with this truck (cab leaks, cab corrosion).

EXISTING POLICY: Identify equipment that requires replacement and recommend to Council that it be replaced. Procurement of Goods policy F17-01325, specifically purchases over \$25,000 requiring Council approval.

STRATEGIC GOAL:

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

FINANCIAL COMMITMENT: Set budget limit at \$120,000.

IMPLEMENTATION: Begin search for a used triaxle as soon as possible pending approval by Council.

Prepared By:

Dave Parker

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Department Manager:

Joel Yusko

Clerk Treasurer/Administrator:

Cynthia Townsend

Approval of Recommendation:

Yes ☒ No ☐

Comments:



REGULAR MEETING OF COUNCIL

Moved By: _____ **Date:** October 22, 2019

Seconded By: _____ **Motion No.**

BE IT RESOLVED THAT:

Council for the Town of Espanola supports the recommendations as submitted by Cape Breton Chamber of Commerce regarding Advancing Canadian Competitiveness Using Short Line Rail;

And Therefore Be It Resolved That: Council for the Town of Espanola recommends that the federal government:

1. Create a dedicated short line capital funding program that is accessible to all short line companies.
2. Establish a tax credit program to assist short line rail companies in making capital investments;

And Furthermore, a copy of this resolution be forwarded to the Honorable Justin Trudeau, Prime Minister of Canada; all local MP's and MPP's.

CARRIED _____ **DEFEATED** _____

DEFERRED _____

Chair

RECORDED VOTE

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	_____	_____
K. Duplessis	_____	_____
B. Foster	_____	_____
S. Hayden	_____	_____
H. Malott	_____	_____
M. Van Alstine	_____	_____

**DECLARATION OF
PECUNIARY INTEREST**

Mayor J. Beer	_____
R. Dufour	_____
K. Duplessis	_____
B. Foster	_____
S. Hayden	_____
H. Malott	_____
M. Van Alstine	_____

71. Advancing Canadian Competitiveness Using Short Line Rail

DESCRIPTION

The timely movement of goods and economic competitiveness of Canada is restricted by the underutilization of an important infrastructure asset – short line rail. Creating programs that encourage development and investment in this infrastructure asset will improve Canadian competitiveness and further regional economic development across the country.

BACKGROUND

For many communities, the arrival of rail infrastructure in the late 1800's and early 1900's opened up economic potential where there were previously limited opportunities. Strategic investment in the short line railways of today could have the same impact. Canada currently has 53 short line railways. These railways are critical links in the country's transportation system with one in five car loads originating on Canadian railways originating on a short line. Operators of short line rail contribute 7 percent of the rail sector revenue and support 3,000 direct jobs.

According to Transport Canada, short line railways are a fundamental component of the country's rail network, feeding and delivering traffic to and from mainline railways, originating more than 20% of all CN and CPR's freight carload traffic, and moving billions of tonne-kilometres back and forth from Class 1 railways.

The Railway Association of Canada (RAC) in its submission to the Canada Transportation Act Review goes on to identify supply chain connectivity, employment, regional economic competitiveness, and reduction of negative externalities associated with road transport, including emissions, road wear and congestion as further reasons for ensuring short line operations. Given the economic and environmental benefits the document recommends increased access to capital funding and a tax credit program.

The main challenge for short line rail companies is access to capital funding to address accumulated deferred maintenance. On average about 12 percent of revenue generated by these companies is reinvested in capital expenditure projects. Companies running Class 1 railways, by comparison, must invest approximately 20 percent of their revenues in capital projects. Programs that encourage more capital investment in short line rail will improve the infrastructure needed to get Canadian goods to regional and international markets.

One example from Ontario is a 100 mile section of track where the classification is short line Class 1 Slow 10 mph. For a freight train to travel that length of track it takes 12 hours and this is happening 3 times a week. The freight consumers on this track have indicated that they would be willing to take advantage of an upgraded railway.

In Atlantic Canada, there is an opportunity for maintenance and expansion of short line services to significantly increase economic activity. There is a need for short line rail to provide critical infrastructure to two proposed container terminals. These terminals will be located on Atlantic marine routes and would allow container freight to access rail connections to eastern and central businesses a full day earlier. The ability to connect these terminals to short line services is essential as alternative increase in truck traffic is not feasible.

Without rail connectivity infrastructure projects such as these will die; export opportunities will evaporate and valuable products and resources may never get to market. Canada's ability to produce wealth is diminished without these key linkages.

Canada's response to the needs of short line railways also falls behind the number of national and state programs that are available in the US. The US government is poised to make permanent the Railroad Track Maintenance Credit demonstrating the importance of the short line railways to the overall railway system. The credit provides a 50-percent business tax credit for qualified railroad track maintenance expenditures paid or incurred by an eligible taxpayer.

Increased capital investments in short line rail infrastructure also have the potential to increase safety and lessen environmental impact.

In the RAC submission to the Canada Transportation Act, a short line representative says "The lack of investment opportunity translates into lost revenues for short lines and the customers they serve. If the resources were there, they could grow their business."

The Canadian Chamber of Commerce 10 Ways to Build a Canada that Wins calls on the government to "allocate more of its 10 year infrastructure plan for investments to modernization and improvement of Canada's trade infrastructure This infrastructure support needs to include short line rail, which Transport Canada also views as a key component to regional economic development.

228 229 230 231

RECOMMENDATIONS

That the federal government:

1. Create a dedicated short line capital funding program that is accessible to all short line companies.
2. Establish a tax credit program to assist short line rail companies in making capital investments.

Submitted By: Cape Breton Chamber of Commerce

Co-sponsored By: Greater Peterborough Chamber of Commerce, Regina Chamber of Commerce

THE TRANSPORTATION AND INFRASTRUCTURE COMMITTEE SUPPORTS THIS RESOLUTION.

²²⁸ Roy and Ludlow. (2015). CPCS for Railway Association of Canada. Review of Canadian Short Line Funding Needs and Opportunities. Retrieved April 11, 2016 from http://www.railcan.ca/assets/images/CTA_Review/Submission_2/Appendix_E_-_Canadian_Shortline_Rail_Funding_Needs_and_Opportunities.pdf

²²⁹ Transport Canada. (2012). Transportation in Canada 2011: Rail Transportation. Retrieved April 11, 2016 from <https://www.tc.gc.ca/eng/policy/anre-menu-3020.htm>

²³⁰ Retrieved May 21, 2019 Railway Age., (February 15, 2019) <https://www.railwayage.com/freight/short-lines-regionals/45g-permanence-inches-closer/>

²³¹ Retrieved April 11, 2016 <https://www.railcan.ca/news/rac-repeats-calls-for-programs-to-help-shortlines-invest-in-infrastructure/>

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STAFF REPORT

DEPARTMENT: Administration/Building

DATE: October 11, 2019

ITEM: Building Permit Requirements

RECOMMENDATION: Be It Resolved That:

For information.

BACKGROUND:

At the September 24th Meeting of Council, members asked for information on when a building permit is required and when it isn't.

During the previous term of council, council debated the permit requirements for doors and windows, internal walls (drywall/gypsum) and siding.

ANALYSIS:

Information from the municipality's website is included on when a permit is required and when it is not.

The Ontario Municipal Councillors Guide Section 11. Building Regulation along with the Citizen's Guide for Building Permits are included for additional information.

The Building Code states: " 8 (1) No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official. 1992, c. 23, s. 8 (1); 1997, c. 30, Sched. B, s. 7 (1)."

building" means,

- (a) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- (b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- (c) plumbing not located in a structure,
- (c.1) a sewage system, or
- (d) structures designated in the building code;

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Staff are of the opinion that no permits are currently required outside of the OBCA.

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:

CAO/Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ___ No ___

Comments: _____

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Building Services

The Espanola Building Services Department implements and employs the Ontario Building Code to minimize the risk of the public's harm with respect to the use and construction of structures. Building Services enforces the requirements of the Ontario Building Code in order to ensure protection from tragedy caused by fire, structural collapse and general deterioration of structures, such as homes, schools, offices, stores and warehouses. When the elements of the Ontario Building Code are applied, potential hazards to building occupants are reduced.

Download the Town of Espanola Building Bylaw and various permits below.

[Building Bylaw \(pdf\)](#)
[Application for Permit to Construct or Demolish \(pdf\)](#)
[Sign Bylaw \(pdf\)](#)
[Deck Package \(pdf\)](#)
[Garage Package \(pdf\)](#)
[Guard Package \(pdf\)](#)
[Commercial Package \(pdf\)](#)

What is a Building Permit?

A building permit gives you legal authorization to start construction of a building project in accordance with approved drawings and specifications. Building permits are issued by the Town Of Espanola Building Services. Building permits are reviewed for compliance with the Ontario Building Code, applicable municipal zoning bylaw and other provincial and municipal regulations for the protection of public safety, health and welfare.

Why do I need a Building Permit?

A building permit is the best way to protect a major investment in your home. A building permit provides information about the Town's construction by-laws and regulations. It ensures that minimum construction standards are met and appropriate materials are used. It provides access to the professional advice of Building Services staff during the design and construction phases of your project to avoid problems in the future. Construction, alteration, conversion and/or demolition cannot start until a building permit is issued. Starting construction without a permit is illegal and a Provincial Offence under the Ontario Building Code Act. Charges may be laid. At a minimum, you will be subject to a double permit fee. Unsure whether you need a building permit?

The Town of Espanola Building Services staff will be pleased to answer your questions and to help you assemble and submit your application(s) for a building permit and other permits governed by the Ontario Building Code. Who is responsible for obtaining a building permit? An architect or contractor may obtain a building permit on your behalf but the property owner is ultimately responsible.

When is a building permit required?

In general, a building permit is required to erect, install, extend, alter or repair a building.

The following are examples of projects that require building permits:

- Construction of any new structure, including decks, garages, sheds and playhouses, larger than 108 square feet (10 square metres)
- Addition of a carport, garage, porch, room(s), dormer, roof over a deck, second storey to an existing home or second story dwelling unit
- Renovations to the exterior of your home including construction or repair of foundation, installation of siding or brick and the addition or alteration of windows and doors
- Interior renovations that change or remove partitions and load-bearing walls including installation of insulation, air/vapour barrier and drywall
- Installation of a fireplace/woodstove or installation/repair of a chimney, installation of any wood burning appliance
- Installation of a mobile home on your property

Residential Examples

Are other permits required?

In some circumstances, Building Services staff will inform you that additional approvals are required before a building permit will be issued.

Examples include:

- A plumbing permit for installation, alteration and additions to a plumbing system
- A demolition permit before you take down all or part of a building

- An occupancy permit if construction is not complete at time of occupancy
- A swimming pool enclosure permit for outdoor swimming pools with a capacity of 24 inches (61 cm) of water
- A permit for electrical work, such as lighting, wiring, switches and outlets. Contact the Electrical Safety Authority at 1-877-372-7233 or visit on-line at www.esasafe.com.

What information do I need to apply for a permit?

The Town of Espanola's application process for building projects requires detailed information from the property owner or authorized representative. Requirements depend on the nature of the project.

Deed or tax bill to verify property ownership and to provide a legal description of the property.

A copy of a plot plan or a normal property survey illustrating the following:

- Lot Dimensions
- Location of easements
- Size and location of existing structures and proposed structures
- Distance between structures and proposed structures
- Distance between structures and distance to property lines
- Drainage Patterns
- Driveway
- Total value of construction, including materials and labour.
- Two complete sets of construction plans which may include some or all of the following:
 - Foundation plan (new construction, an addition, installing a basement or repairing a foundation)
 - Cross section showing load bearing walls and beams (new construction, interior renovations)
 - Elevation plan (new construction, alterations to the exterior of your home)
 - Floor plan (new construction, an addition, renovations to existing structure)

What is a BCIN and when is it required?

A BCIN (Building Code Identification Number) is issued to designers by the Ministry of Municipal Affairs and Housing.

In general, designers other than professional engineers and architects that engage in the following "design activities" are required to meet the qualification/registration requirements under the Building Code:

- Preparing a design as part of a building permit application;
- Giving information or an opinion concerning whether a building or part of a building complies with the Building Code if the information or opinion is to be submitted to a chief building official in connection with a building permit application; and
- Preparing a written report for submission to the chief building official based on a general review, where a general review is required by the Building Code.

Homeowner's who do their own design work are not required to obtain a BCIN.

Projects That DO NOT Require a Building Permit

- Fences (other than for swimming pools/hot tubs)
- Asphalt roof shingling
- Eavestroughs
- Minor repairs to masonry
- Air conditioning units or heat pumps added to existing forced-air systems
- Kitchen or bathroom cupboards without plumbing/Mechanical ventilation
- Free-standing satellite dishes
- Replace existing forced-air furnace (no duct work alterations)
- Replacing windows (provided there are no structural changes)
- Pool heaters
- Painting and decorating
- Landscaping

For more information contact:

Building Services
Town of Espanola
100 Tudhope St, Ste 2
Espanola, ON P5E 1S6
PH (705) 869-1540
cborivet@espanola.ca

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- [The Ontario municipal councillor's guide 2018 \(https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018\)](https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018)
- [11. Building regulation \(https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018/11-building-regulation\)](https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018/11-building-regulation)

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11. Building regulation

The *Building Code Act, 1992* (<https://www.ontario.ca/laws/statute/92b23>) (BCA) lays out the legislative framework governing the construction, renovation, demolition and change of use of buildings in Ontario. The Building Code is a regulation made under the *Building Code Act*. It sets out technical and administrative requirements.

The *Building Code Act* defines the purposes of the *Building Code* (<http://www.mah.gov.on.ca/Page7393.aspx>) to include standards for public health and safety, fire protection, structural sufficiency, energy conservation, water conservation, environmental integrity and barrier-free accessibility of buildings.

Under the *Building Code Act*, municipalities are responsible for the enforcement of the Act and the Building Code within their jurisdiction (except in certain locations such as where boards of health or conservation authorities are responsible for enforcing the sewage system requirements). Municipal councils must appoint a chief building official and as many building inspectors as are necessary for the proper enforcement of the Act and the Building Code. The chief building official and inspectors must meet qualification requirements, which include successful completion of Building Code legal and technical examinations in their area of practice.

Chief building officials and inspectors are to perform their duties in accordance with a code of conduct established by the municipality in compliance with the *Building Code Act*.

The role of a chief building official includes establishing operational policies for the enforcement of the *Building Code Act* and Building Code, and coordinating and overseeing their enforcement.

The chief building official is also responsible for issuing permits for the construction, renovation, change of use or demolition of buildings that conform to the requirements of the *Building Code Act* and the Building Code. These requirements include compliance with the list of applicable law in the Building Code, making the Building Code a powerful enforcement tool.

Chief building officials and inspectors are also responsible for exercising powers and performing other duties assigned to them under the *Building Code Act* and the Building Code, including reviewing plans, inspecting construction and issuing orders.

It is important to note that this enforcement role is assigned specifically to the chief building official and inspectors by the *Building Code Act*, which is a provincial law. Council does not have a role under the *Building Code Act* or the Building Code in decision-making on building permit applications or the issuance of orders. Chief building officials and inspectors are independent of municipal council when exercising these powers and duties. The *Building Code Act* was amended in December 2017 to specifically state that chief building officials and inspectors are to exercise their powers and perform their duties in an independent manner. However, it is

appropriate for municipal councillors or staff to direct concerns regarding the safety of buildings to building officials, so that they can take action as they see fit.

The *Building Code Act* requires that municipalities and other principal authorities establish and enforce a code of conduct for chief building officials and building inspectors. The purposes of a code of conduct include:

- promoting appropriate standards of behaviour and enforcement actions
- preventing practices that may constitute an abuse of power
- promoting appropriate standards of honesty and integrity by a chief building official or building inspector in the exercise of a power or the performance of a duty under the *Building Code Act* or Building Code

A code of conduct must provide for its enforcement, include policies or guidelines to be used when responding to allegations that the code of conduct has been breached, and include disciplinary actions that may be taken if the code of conduct is breached. A code of conduct must also be brought to the attention of the public.

The Building Code is written in an objective-based format. This means that the objectives behind the requirements in the code are clearly identified. This allows for a better understanding of code requirements, and creates a framework for the evaluation of innovative building materials, systems and designs. Specifically, the objective-based format allows designers and builders to submit as part of their permit applications “alternative solutions” to the technical requirements of the Building Code. An alternative solution is a proposal regarding building materials, systems and designs that differs from, yet still provides the same level of performance as, the technical requirements found in the Building Code. As part of their role in reviewing building permit applications, building officials are also responsible for reviewing and approving alternative solutions.

The Building Code includes service level standards that municipalities must meet, including timeframes for making a decision on a building permit application. These timeframes include issuing a permit or refusing to issue a permit, giving full reasons, and timeframes for construction inspections following the receipt of notice from the building permit holder. For example, the Building Code sets a 10-day timeframe for the approval or refusal of a building permit application for a house.

Chief building officials and inspectors also have the power to issue orders when buildings are found to be unsafe and in emergency situations. Chief building officials may also take actions to remedy the unsafe conditions and immediate dangers.

Building permit fees

The *Building Code Act* and the Building Code also address fees charged by municipalities for building permit applications and related activity. These services should generally be self-supporting. Permit application fees can be set at an amount that covers the cost to operate the building department (although the municipality could always choose to set fees at less than full cost recovery of service delivery). In this way, delivery of building department services should generally not affect the municipal budget. However, the fees are not permitted to exceed the anticipated reasonable costs of the municipality to enforce the *Building Code Act*.

Building permit fees can also include a component designated for a reserve fund. The reserve fund is intended to ensure that, even if building activity in a municipality goes down, building department services can continue to be provided for a time without affecting the municipality's finances or staffing. Money in the reserve fund can only be used for costs of delivering services related to the administration and enforcement of the *Building Code Act*. The reserve fund is, therefore, not accessible for council to use to fund other municipal activities. Building permit fees and reserve fund policies are often subject to regular review by council, and can be modified to reflect local conditions.

Municipalities are also permitted under the *Building Code Act* to enter into agreements to share the costs of delivery of building services, and successful examples exist. Alternatively, private sector firms known as a “Registered Code Agency” can also be contracted to deliver many building services on behalf of a municipality

or municipalities. You can find Registered Code Agencies on the ministry's public registry (the Qualification and Registration Tracking System or QuARTS).

Updates to the Building Code

The Building Code is subject to regular review and update. The current edition, the 2012 Building Code, came into effect in January 2014. Interim Building Code amendments are also occasionally made to reflect government priorities, innovations in construction and design, changes in other jurisdictions, emerging issues and coroner's jury recommendations.

For more information on the *Building Code Act* and the Building Code (<http://www.mah.gov.on.ca/Page7393.aspx>) call the Ministry of Municipal Affairs and Housing Building and Development Branch at 416-585-6666 or fax at 416-585-7455 .

Property standards by-laws

The *Building Code Act* gives municipalities the power to adopt a municipal property standards by-law. The by-law may establish standards for the maintenance and occupancy of properties within all or part of the municipality, and require properties that do not conform to the standards to conform.

Prior to making a property standards by-law, council must include policies relating to property conditions in the municipal official plan or adopt, by by-law approved by the Minister of Municipal Affairs and Housing, a policy statement containing provisions relating to property conditions. A municipal Property Standards Committee must be established to hear appeals from property owners and occupants who have received orders to comply with the by-law.

The *Building Code Act* also states that municipal property standards officers may inspect properties and issue orders to enforce property standards.

A municipality may also establish a system of administrative penalties to help the municipality in promoting compliance with its property standards by-law. The municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the property standards by-law passed under the *Building Code Act* (sections 15.4.1 (<https://www.ontario.ca/laws/statute/92b23#BK30>) and 15.4.2 (<https://www.ontario.ca/laws/statute/92b23#BK31>)).

It is up to the municipality to decide to impose administrative penalties in relation to its property standards by-law and to decide the amount of an administrative penalty that a person would be required to pay. However, the amount of an administrative penalty cannot be punitive in nature and cannot exceed the amount reasonably required to promote compliance with a by-law.

The property standards by-law does not necessarily have to be administered by the chief building official, despite the fact that it is the *Building Code Act* which provides municipalities with the ability to have a property standards by-law. Council has the discretion to decide how best to deliver this function. Some assign this role to the buildings department; other municipalities establish an independent property standards department.

Helpful considerations: section 11

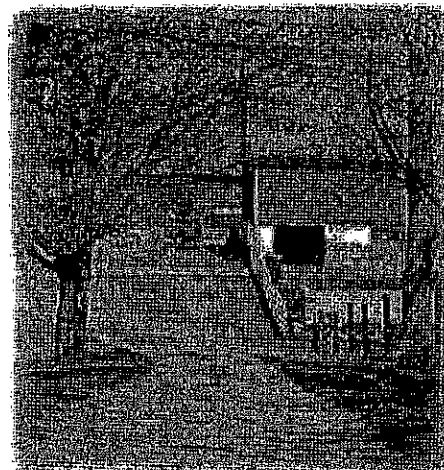
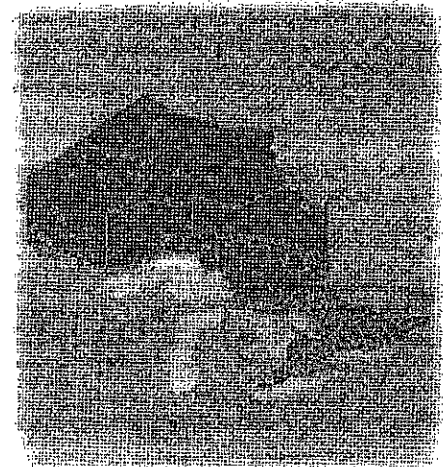
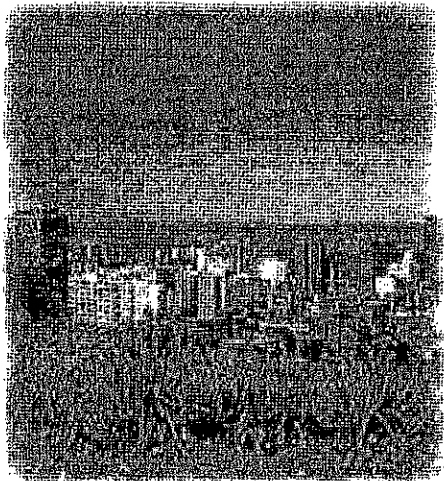
- Consider sharing building department services with your neighbouring municipalities.
- Familiarize yourself with the code of conduct approved by council that outlines appropriate standards of behaviour and practices governing the activities of the chief building officials and

inspectors.

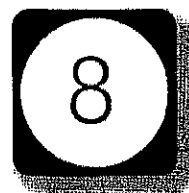
- Remember that the work of the building department within your municipality is to help ensure the health and safety of the public. This department operates independently and without interference from council or councillors when exercising the powers and duties assigned to them under the *Building Code Act*.
- Building Permit revenue can only be used for costs of delivering services related to the administration and enforcement of the *Building Code Act* – it is not accessible for council to use to fund other municipal activities.

Updated: September 23, 2019

CITIZENS' GUIDE



BUILDING PERMITS



IN A SERIES
Updated 2010

Introduction

Land use planning affects almost every aspect of life in Ontario. It helps decide where in our communities homes and factories should be built; where parks and schools should be located; and where roads, sewers and other essential services should be provided.

Land use planning means managing our land and resources. It helps each community to set goals about how it will grow and develop and to work out ways of reaching those goals while keeping important social, economic and environmental concerns in mind. It balances the interests of individual property owners with the wider interests and objectives of the whole community.

Good planning leads to orderly growth and the efficient provision of services. It touches all of us and helps us to have the kind of community we want.

But often we don't see how it affects our lives and property each day. And it often seems confusing. A series of Citizens' Guides has been prepared to help you understand how the land use planning process works in Ontario. They are intended to give general information only and are not an interpretation of the Planning Act or any other act. You should refer to the legislation for specific requirements and procedures.

The titles of the guides are:

- 1. The Planning Act**
- 2. Official Plans**
- 3. Zoning By-laws**
- 4. Subdivisions**
- 5. Land Severances**
- 6. Ontario Municipal Board**
- 7. Northern Ontario**
- 8. Building Permits**
- 9. The Plan Review and Approval Process**

What is a building permit?

The body responsible for enforcing Ontario's Building Code in your area issues permits for the construction, renovation, demolition and certain changes of use of buildings, and for the installation, alteration, extension or repair of on-site sewage systems. Building Code enforcement is generally carried out by municipal building departments, although in the case of on-site sewage systems, enforcement in some areas is conducted by boards of health and conservation authorities.

Why do you need to obtain a building permit?

Building permits allow your municipality to protect the interests of both individuals and the community as a whole. By reviewing and approving building plans before any work is done, the municipality can ensure that buildings comply with:

- the Building Code, which sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility and resource conservation
- the local zoning by-law and other planning controls on buildings
- other applicable legislation, including conservation authority approvals and certain requirements under the Environmental Protection Act.

When do you need a building permit?

You must obtain a building permit before you:

- construct any new building over ten square meters in area or place another structure, such as a mobile home, on your property
- make renovations or repairs or add to a building
- excavate or construct a foundation
- construct a seasonal building.

Permits are also required for the installation, alteration, extension or repair of an on-site sewage system.

Contact your municipality if you have any questions about when a building permit may be required.

How do you apply for a building permit?

You can get an application for a building permit from either your municipality or the Ministry of Municipal Affairs and Housing's Building Code website under "publications". (Visit www.ontario.ca/buildingcode.) But it's a good idea to talk to the staff at your municipality before you apply. They can tell you what information, drawings and plans you'll have to include with the application and whether you'll need any other permits or approvals. Note that building permit applications are submitted to your municipality, not to the provincial government.

When you apply, you'll have to attach drawings, plans, and other documents. You may also have to pay a fee.

What happens to your application?

Staff at your municipality will review your application to confirm that the proposed work complies with the Building Code and other laws set out in the Building Code, such as local zoning by-laws. They may send your application to other local/municipal officials for comments.

Applications for a simple alteration or addition can be processed fairly quickly, but more complex proposals may take longer. The Building Code requires that a municipality review a permit application within a certain timeframe where the application meets the criteria set out in the Code. For example, the timeframe on a permit application for a house is 10 days. For a more complex building, such as a hospital, the timeframe is 30 days. Within this timeframe, a municipality must either issue the permit or refuse it with full reasons for denial.

In order to be issued a permit, the proposed construction must comply with the Building Code and with the applicable laws set out in the Building Code. If you need a zoning change or a minor variance from the zoning by-law (municipal zoning is considered applicable law), or if the proposed construction does not comply with the Building Code, a permit will not be issued until the zoning change or minor variance has been obtained, or the proposed construction complies with the Building Code.

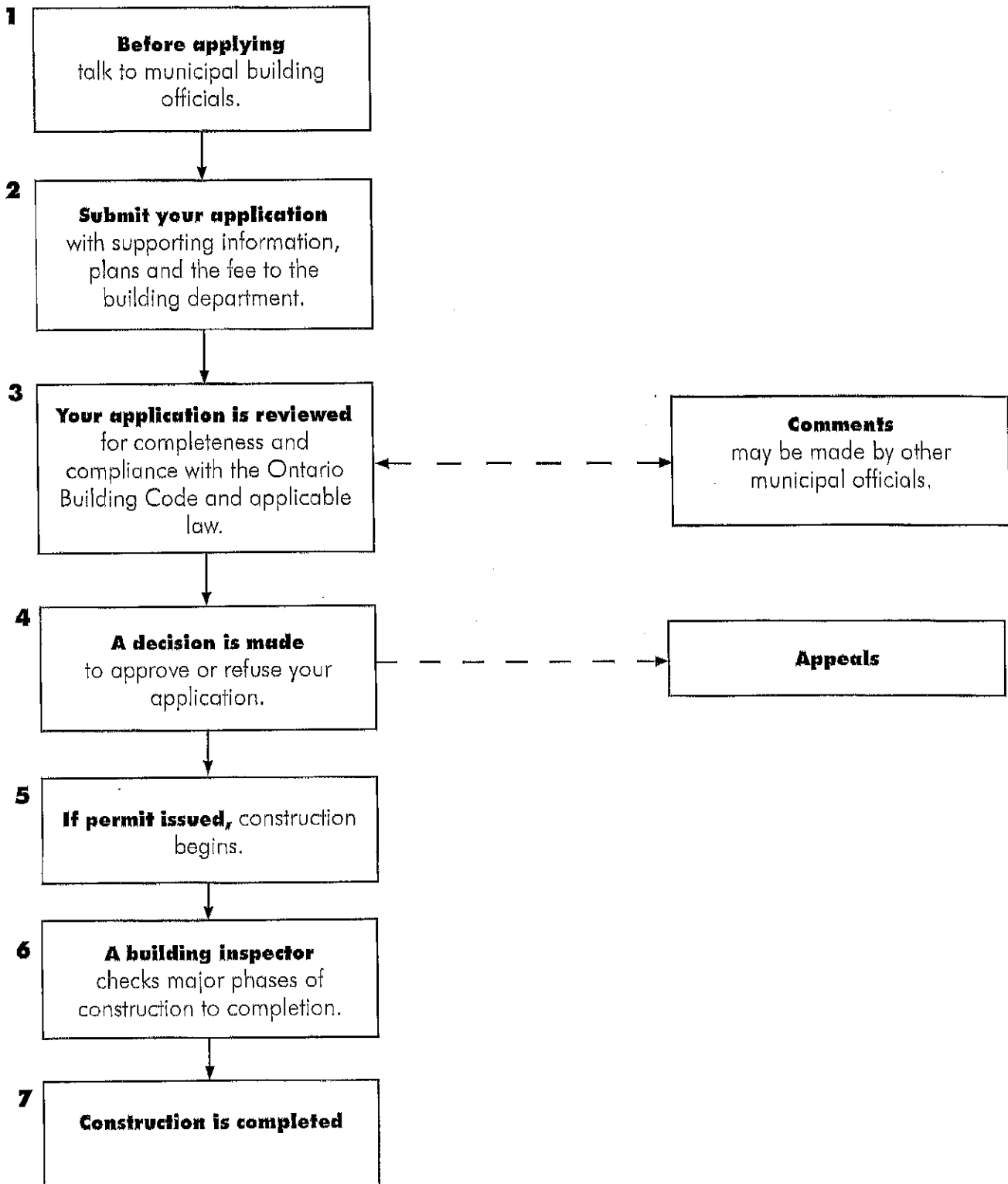
If your property is covered by a site plan control by-law, you will not get a building permit until the plans and drawings have been approved by the municipality. See Zoning By-laws, No. 3 in the series, for more information about zoning, minor variances, and site plan controls.

What can you do if your application is turned down?

If your municipality refuses your application, you will be told why. If you can't resolve the problems with the municipality, you have a few options for appealing their decision.

- If the problem relates to technical requirements set out in the Building Code, you may apply to the Building Code Commission. The Building Code Commission is an independent adjudicative tribunal of the provincial government whose mandate is to hear disputes related to compliance with the technical requirements of the Building Code. If you wish to apply to the Building Code Commission for a hearing, you can find their address at the end of this guide. You can also find the Building Code Commission's application forms and their Guidelines, Policies and Procedures on the Building Code website (ontario.ca/buildingcode) under "Appeals and Approvals".
- If the problem relates to compliance with other applicable laws, such as interpretation of the zoning by-law, you can appeal to a judge of the Superior Court of Justice, who will review the zoning and decide whether your application complies with the zoning by-law. You may want to talk to a lawyer first.

The Building Permit Process



This flowchart focuses on the basic process – some steps are not shown

What happens during construction?

The Building Code sets out the stages of construction at which different types of buildings/sewage systems require inspections. It is the responsibility of the permit holder to contact the municipality for an inspection when the project is at the stages of construction set out in the Building Code. The municipal building official is required to carry out the inspection within two working days of being notified. For construction of a sewage system, the inspector has five working days to conduct the inspection. During the inspection, a building inspector will inspect the work to determine if it is carried out in accordance with the Building Code, your permit and the approved plans.

You will also be required to:

- show your permit in a window or other place where it can be easily seen
- keep copies of the plans on the site
- tell the municipality about any changes to the proposed construction, which will also have to be approved by the municipality.

The inspector must always be able to see the work. If it's different from the work that was approved and, unless you get permission for a revision to your plans, you will be told to correct it. If you don't, the municipality can take enforcement action, such as issuing orders authorized under the Building Code Act, 1992.

What about demolition?

Before you take down all or part of a building, you will have to apply to your municipality for a demolition permit. The process is much the same as for a building permit, but some special situations may affect your application.

In a demolition control area, for example, you will not be able to demolish a residential property until you have received a demolition permit issued by the municipal council.

Or, because of the building's historic or architectural importance, it may be designated, or be intended for designation, as a heritage building under the Ontario Heritage Act. In that case, demolition will require council's

approval and there may have to be negotiations over how some of the unique character of the building can be preserved.

What if you want to change a building's use?

If you want to change the way you use all or part of the building, you may need a change of use permit, even if you're not planning any construction. A building evaluation may have to be done to make sure that the existing building can support the proposed use. Different uses have different Building Code requirements.

Call your municipal building department to find out whether you will need a change of use permit.

What happens if you contravene the Building Code Act, 1992?

An individual who is charged and found guilty of an offence under the Building Code Act, 1992, such as building without a permit, can be fined up to \$50,000 for a first offence and up to \$100,000 for subsequent offences. For a corporation, a first offence could result in a maximum fine of \$100,000 and \$200,000 for subsequent infractions.

Failure to comply with an order from the municipal building department is also an offence under the Building Code Act, 1992.

What other approvals may be required?

In addition to the planning approvals and building permit which are required for a building project, other permits and approvals may be required in particular circumstances, e.g., Conservation Authority and Ministry of Transportation approvals. These approvals are considered applicable law. The applicable laws, which are set out in the Building Code, must be complied with for the building permit to be issued.

How can you find out more?

For more information about land use planning in your community contact your municipal clerk or planning department. For more information about land use planning in Ontario, or how to obtain copies of Citizens' Guides visit the Ministry of Municipal Affairs and Housing website at: ontario.ca/mah or contact your nearest Municipal Services Office (MSO):

Central Municipal Services Office

777 Bay Street, 2nd Floor
Toronto ON M5G 2E5
General Inquiry: 416-585-6226
Toll Free: 800-668-0230

Western Municipal Services Office

659 Exeter Road, 2nd Floor
London ON N6E 1L3
General Inquiry: 519-873-4020
Toll Free: 800-265-4736

Northwestern Municipal Services Office

435 James Street South, Suite 223
Thunder Bay ON P7E 6S7
General Inquiry: 807-475-1651
Toll Free: 800-465-5027
(Thunder Bay, Kenora, Rainy River)

Building Code Commission (BCC)

Ministry of Municipal Affairs & Housing
Building and Development Branch
777 Bay Street, 2nd Floor,
Toronto, ON M5G 2E5
Tel: 416-585-6645

Eastern Municipal Services Office

8 Estate Lane, Rockwood House
Kingston ON K7M 9A8
General Inquiry: 613-545-2100
(Frontenac, Leeds & Grenville, Lennox & Addington)
Toll Free: 800-267-9438
(Ottawa, Prescott-Russell, Prince Edward, Stormont, Dundas/Glengarry, Kawartha Lakes, Renfrew, Peterborough, Haliburton, Hastings, Lanark, Northumberland)

Northeastern Municipal Services Office

159 Cedar Street, Suite 401
Sudbury ON P3E 6A5
General Inquiry: 705-564-0120
Toll Free: 800-461-1193
(Cochrane, Algoma, Manitoulin, Sudbury, Parry Sound, Nipissing, Timiskaming)

For More Information

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

Provincial Planning Policy Branch (416) 585-6014

Website: ontario.ca/mah

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